

Malton and Norton Neighbourhood Plan Steering Group

Meeting at Norton Council Chamber on Monday 13 July 2015

Present

David Lloyd-Williams (Chairman) (DLW)

Ray King (RK)

Jill Thompson (JT)

Paul Emberley (PE)

Denys Townsend (DT)

Ros Tierney (RT)

Jonathan Gray (JG)

Tim Hicks (TH)

Also Present

Jan Devos (Malton and Norton Area Partnership)

Apologies

Di Keal

Mike Skehan

Minutes from the previous meeting on Wednesday 17 June 2015

1. It was noted that there were no minutes available from the above meeting.

Agenda Item 1

The Towns Ahead Meeting, potential issues and contributors

2. Jan Devos delivered a short presentation on the initial results from the Towns Ahead meeting of 25 June 2015. In connection with this, members were provided with a Summary of Discussion document drafted by Jan. It was noted that a full report from the meeting will be made available at the end of July 2015.
3. It was noted by members that the information derived from the Towns Ahead meeting will be very helpful for informing the Questionnaire which is to be distributed to the community. In this regard, DT said that from the Towns Ahead meeting conclusions we should firstly identify planning policies for inclusion in the Questionnaire and then allocate the conclusions to the relevant Focus Group. DT asked if JT could assist by highlighting the conclusions which are planning policies. JT said that it may be decided that the MNNP will allocate the town councils CIL to certain projects and, in this way, a non-planning policy becomes a planning policy.

Agenda Item 2

Directions Planning Proposal

4. Members considered the Directions Planning Consultancy estimate provided in a letter dated 24 June 2015 and addressed to Mike Skehan.

5. It was noted that Directions fees are not currently subject to VAT.
6. JT was concerned that the Directions quote may not provide enough consultant input at the beginning/early stages. JT explained that this is the key phase, with issues of “what is the focus and scope” to be determined at this stage and therefore likely to require significant consultant input and advice.
7. It was noted that the Directions quote does not outline the likely disbursements and other costs such as travel expenses. PE explained that it is very important for members to have an idea as to the form which disbursements may take and their likely cost. The plan is for JT to liaise with Ripon (who have already worked with Directions) regarding possible disbursements and whether Directions overall estimates are realistic. In addition, it was suggested that we go back to Directions for estimates as to disbursements and travel costs as well.
8. RK noted that there is a contingency in the figures provided by Directions as they have allowed and costed for an extra 2 hours at each stage.
9. Members decided that the recommendation should be made to Malton and Norton Town Councils to resolve to instruct Directions Planning. In reaching this decision, members noted that – Directions were involved in 2011 with the consultation, gathering of evidence and the drafting of the 2011 Draft MNNP. Through this process, Directions have a clear understanding of the issues in the towns. Furthermore, Mike Dando of Directions has provided assistance to the group recently.
10. The question was asked whether, before Directions are instructed, whether we are required to go through Competitive Tendering. JT advised that the Front Runner grant was passed from central government without any restrictions. However, JT to investigate this issue and report back to members.
11. In respect of funding, members noted that we have over £19,000 of the £20,000 Front Runner grant remaining. It was noted that we have been advised by Mike Dando that there are additional funds available which would have to be applied for. Members wondered whether, to obtain the additional funding, if we have had to have spent the Front Runner grant first. JT to investigate.

Agenda Item 3

Next Steps, Any Other Issues

12. RK asked whether we should send the Questionnaire to the surrounding villages. DT said the villages would be involved in the consultation but we should not distribute the Questionnaire in the villages – as it would be difficult to set the boundaries to this.
13. JG noted that he had not received the Agenda for today’s meeting or the Directions Planning estimate as he has being left off the mailing list. DLW reminded the group to make sure all members of the MNNP Steering Group should be included in the emails.

14. JG also advised that he would be keen to relinquish his informal note-taking responsibilities. This is because he finds, on occasions, that he is too busy note-taking to engage in discussion and then, if he does become involved in the debate, then the notes deteriorate as an accurate record of what was said. Furthermore, JG said that he is finding it difficult to find time to draft and distribute the notes after the meeting due to work commitments.
15. Members then discussed that we need to start approaching people to make up the community members of the Steering Group and the Focus Groups. DLW has a list of email addresses from the Towns Ahead meeting and there are notes of the names of people who want to become involved in the MNNP. JG, DT and TH to meet in order to start contacting people and progressing this aspect of the process. They are to meet before the next meeting of the Steering Group.
16. In respect of the above, Jan Devos confirmed that she would be interested in contributing to the MNNP.
17. **The next meeting is at Norton Town Council's Council Chamber on Wednesday 16 September 2015 at 18:30 hours.**