

## MALTON AND NORTON NEIGHBOURHOOD PLAN

### **STEERING GROUP**

Minutes of the meeting held on 19 January 2016  
Norton Council Chamber, 6.30pm

Present:

Chairman: Councillor Ray King (Acting Chairman)

Malton Town Council: Councillor Denys Townsend

Councillor Paul Emberley

Clerk Mr Mike Skehan.

Norton Town Council: Councillor Antony Croser

Clerks Mrs Rosalind Tierney, Mr Tim Hicks

Ryedale District Council: Mrs Jill Thompson

Community Member: Mr Jonathan Gray

#### 016. (01/16) **APOLOGIES**

Apologies received and noted: Councillor Jane Ford (Malton);  
Councillor Di Keal (Norton)  
Councillor David Lloyd-Williams (Chairman)

#### 017. (01/16) **PROCUREMENT OF CONSULTANCY SERVICES**

Following procurement procedure, Minute 010 refers from the November meeting, two proposals, from Directions Planning and KVA planning consultancy were evaluated at a meeting by the Chairman David Lloyd Williams, Councillor King and the Clerks. The input values formulating the quotes vary considerably, but on balance it was deemed that Directions Planning had a broader depth of experience, and also offered best value and least risk. Mike Skehan is to meet with Dale Casson to finalise this and inform Kathryn Dukes of Directions Planning of the decision. For the purposes of clarity, Councillor Townsend requested a simple comparison matrix of the input values and Mike Skehan is to prepare this.

#### 018. (01/16) **LIST OF CONTACTS AND LETTER OF INVITATION**

The invite letter was circulated for approval by Tim Hicks and amendments were made during the meeting. Tim Hicks to circulate the revised letter. Tim Hicks and Councillor Townsend to meet on Friday 22<sup>nd</sup> January to update the list of potential inclusions and commence preparing the mail out. Following debate, members concluded that the majority of the invite letters could be hand delivered. Councillor Emberley has agreed to prepare press releases for the Gazette and Mercury, taking the salient points from the invite letter.

019. (01/16) **WEBSITE**

Councillor Townsend confirmed the existence of the website and email address and that it would be made possible that the minutes, agendas and letters could be posted to the website.

020. (01/16) **DESIGNATION OF PLAN AREA BOUNDARIES**

The clerks need to arrange to see representatives from neighbouring parishes, namely Huttons Ambo and Settrington, on the basis that they would be allowed to consult and make representations into the groups input, but, beyond this there would be no further trade off or gain.

021. (01/16) **ANY OTHER BUSINESS**

None

022. (01/16) **DATE OF NEXT MEETING**

To be confirmed.

(Meeting closed at 7.45pm)

\_\_\_\_\_(Chairman)