

## MALTON AND NORTON NEIGHBOURHOOD PLAN

### **STEERING GROUP**

Minutes of the meeting held on 3 November 2015  
Norton Council Chamber, 6.30pm

Present:

Chairman: Councillor David Lloyd-Williams

Malton Town Council: Councillor Denys Townsend  
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

#### 009. (11/15) **APOLOGIES**

Apologies received and noted: Councillor Jane Ford (Malton);  
Councillor Paul Emberley (Malton);  
Councillor Ray King (Norton);  
Councillor Di Keal (Norton)

#### 010. (11/15) **PROCUREMENT OF CONSULTANCY SERVICES**

In addition to the Directions Planning quote, and in order to satisfy the Ryedale District Council procurement procedure, Mike Skehan has sought further quotes from Indigo Planning, Leeds and Rural Solutions, Skipton. Following various conversations with these parties no further quotes had been received to date. Mike Skehan was meeting with Dale Casson, the procurement officer of Ryedale District Council in order to discuss the framework and way forward. This meeting was to take place on 4<sup>th</sup> November 2015. Mike Skehan also had interest from Katie Atkinson, a planner who had recently moved to Helmsley. Mike Skehan was to consolidate all the information post the meeting with Dale Casson and report back to the Chairman, by 13<sup>th</sup> November 2015.

#### 011. (11/15) **THE CLERKS INPUT IN MANAGING AND ADMINISTERING THE PROCESS**

It was generally agreed that some of the funds be allocated to the clerks for professionally supporting the strategy meetings and other meetings as required. Mike Skehan and Ros Tierney proposed Tim Hicks to undertake this role. It was proposed that the stop gap between now and the release of funds for payment would be met by the two councils. Both councils to agenda this item for approval.

012. (11/15) **SITE ALLOCATION DOCUMENT CONSULTATION**

Jill Thompson confirmed that the site allocation consultation for the Ryedale Plan is now live and that consultation responses are due in by 14<sup>th</sup> December. The town councils acknowledged receipt of papers of same. The Chairman asked how the Neighbourhood Plan group would impact the consultation and Jill Thompson confirmed that they were looking for a response from both town councils. Mike Skehan said the group had had significant input to date in the site selection process. Members considered the best way forward was to have a joint council meeting between Malton and Norton to look at the consultation together, i.e. consider the plan as a whole. Both councils to agenda this for approval and set a date, most likely to be early December.

013. (11/15) **FORMATION OF FOCUS GROUPS**

The list of potential inclusions was circulated to the group. The electronic version of this document was requested from Denys Townsend for circulation. Members requested that a generic letter be drafted and circulated for approval. This is to be sent out electronically and by hand to generate interest. Jonathan Gray commented that Paul Emberley was drafting an advert to coincide with this for media marketing purposes. Tim Hicks to draft the generic letter in the first instance.

014. (11/15) **ANY OTHER BUSINESS**

Johnathan Gray requested a communications update. Denys Townsend confirmed that a website and email had been acquired at a cost of £20.00.

Denys Townsend raised the importance of determining the boundaries, especially where there was ambiguity between parish and plan boundaries adjacent to Huttons Ambo and Settrington. Jill Thompson stated that this needed doing in the first instance. Mike Skehan was to meet with the other clerks and chairman and visit the neighbouring parishes to determine the best way forward.

015. (11/15) **DATE OF NEXT MEETING**

Agreed that the next meeting be held on Tuesday 12<sup>th</sup> January 2015, at 6.30pm. Norton Council Chamber.

(Meeting closed at 8.00pm)

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