

**Minutes of the Final Leyburn Town Plan Steering Group Meeting
held Thursday 9th August 2018 at Thornborough Hall, Oak room**

Those in attendance: Ian Pace - Chairman, Derek Riley, Sandra Charles, Sue Medley, Charlotte Smith, Karin Sedgwick, Michael Hepper and Chris Grayell.

1. Apologies had been received from:- Gillian Wall, Nigel Watson and Richard Sanderson.
2. There were no declarations of interest.

3.	<p>Minutes and Matters arising</p> <p>The minutes of the May meeting were agreed by all to be a true record. Having distributed the Town Plan to Leyburn and outlying villages the project is moving to the responsibility of Leyburn Council and Richmondshire District Council. At the end of this meeting we will have completed all of our Project Plan, the last action being below:-</p> <p>LTP Project Plan –</p> <p>Final Steering Group Meeting - decision on future role of Steering Group, how action plan taken forward etc</p> <p>Decision on next steps</p> <p>Leyburn Town Council indicated full support for the Plan at a meeting held on 19 September 2016 The extract below is taken from minutes of the meeting of 19 September 2016</p> <p>“3325. LEYBURN TOWN PLAN</p> <p>Decision/Comment Required</p> <p>Councillors discussed how the Town Council will support the views of the residents and service users of Leyburn as laid out in the Town Plan. It was appreciated that the Town Council could not promise to do everything that is included in the Plan but it will be Leyburn Town Council and Richmondshire District Council that will instigate it. The Town Council fully supports the Plan and the following motion was agreed: 'Leyburn Town Council fully supports the Town Plan and will endeavour to ensure that its objectives are met in a constructive and effective manner with other local authorities and stakeholders to achieve the goals laid out in the plan by the residents and service users of Leyburn'.</p> <p>Re spare copies of the Town Plan, it was agreed that they would be stored in the Council offices to be available for new comers to Leyburn etc.</p>	
4.	<p>Finance statement update (for forwarding to NYCC)</p> <p>The finance statement had been distributed to the group, there were no discrepancies. We had been informed by Gillian Wall that any underspend may be considered for being used on a project delivering against some of the actions of the plan. It would have to meet Stronger Communities priorities (Libraries, Children and Young People, Older and Vulnerable People and Community Transport). Use of the underspend will also have to be discussed with the Stronger Communities Delivery Manager. Lucy Moss-Blundell is taking over this role from Gillian as of 3rd September 2018.</p> <p>If there is any underspend then the Steering Group will meet informally to agree on each expenditure with reference to the criteria above.</p>	

5.	<p>Stronger Communities Grant Monitoring Form</p> <p>Ian and Charlotte agreed a time next week to complete the monitoring form for the grant and forward it together with an electronic copy of the budget to Gillian before 17 August 2018 as requested. They will also send a link to the Town Plan.</p>	<p>Action Ian & Charlotte</p> <p>Forward completed monitoring form to Gillian</p>
6.	<p>General anecdotal feedback on the Plan – Good and Bad</p> <p>We had all received mostly positive feedback on the issued Plan. There had been compliments on both the appearance and presentation. Many said they had not expected it ‘to look so good’. They liked all of the facts and the graphs. Together with these there were also comments such a ‘why did it take so long?’ - ‘what’s next?’ - ‘when will we see anything change?’</p>	
7.	<p>Next steps – monitoring and sub groups to take actions forward - volunteers</p> <p>After some discussion on how sub groups should be formed it was agreed that there should be one sub group per category of Actions, however it was deemed that as the Traffic and Parking issues require expert advice this would be dealt with, at least initially, by Councillors only. The other sub groups will be formed of volunteers from the public and one councillor.</p> <p>The intention is to set up a sub group for each of the following:-</p> <ul style="list-style-type: none"> Leisure & Recreation Community Spirit and Civic Pride Housing Development Getting About Communicating Progress of Plans – Monitoring Group <p>At our Town Plan launch a number of people gave their names as interested in helping to progress the actions together with people who had expressed interest previously in progressing the plan. It was agreed that they should all be contacted by email and ask them to let us know their preference on which sub group they would prefer to be part of.</p>	<p>Action Sandra</p> <p>Email all volunteers re sub groups</p>
8.	<p>Lessons learnt and successes on process, survey and plan</p> <p>It was generally agreed that the process had taken far longer than expected but this was often due to things out of our control. The process and the survey had definitely given people the chance to ‘have their say’, expectations are high to see some actions from the plan completed.</p>	
9.	<p>AOB</p> <p>There were a couple of o/s actions from our May meeting, Sandra asked for clarification on their status.</p> <p>Ref:12/04 Present results of Youth survey back to schools. Karin & Michael confirmed that this had been completed.</p> <p>Ref: 01/06 Progress on bins not being emptied around Grove Sq play areas. Charlotte confirmed that the Council was working to resolve this issue.</p> <p>Karin informed the group that as a direct result of seeing our Town Plan and the request for more adult education there is to be a HenKeeping course run at Kirkwood Hall for 4 weeks. She is also investigating types and cost of suitable exercise equipment for the general public to use, ideally to be sited near the Shawl.</p>	

Post meeting notes:

1. With reference to the action under Item 7 on Sandra – an email has been sent via our Leyburn Town Plan gmail account to those people who had expressed an interest in helping to take the Plan forward.
2. With reference to the action under Item 5 on Ian & Charlotte – the monitoring data has been forwarded to Gillian Wall.

OUTSTANDING ACTIONS AND PROGRESS

Date of Action	Brief Description	WHOM	Progress
Ref: 12/04 07/12/17(Wkshop)	Present results of Youth survey back to schools.	Karin and Michael	Action Completed
Ref: 01/06 09/01/18	Progress on bins not being emptied in Play Areas in Leyburn.	Karin	Action taken over by Leyburn Council
Ref: 05/01 01/05/18	Distribute final version of Plan to SG	Derek	Action Completed
Ref: 05/02 01/05/18	Forward alternative 'public comment on health' for inclusion	Karin	Action Completed
Ref:05/03 01/05/18	Form a distribution plan for delivering to households	Ian	Action Completed
Ref:05/04 01/05/18	Arrange meeting to plan Launch Event	Sandra	Action Completed