



Parish Planning: A guide to the support available from North Yorkshire County Council

September 2018

Contents

Introduction	3
Frequently asked questions	4
Who does what?	5
Contacting the County Council	7
Developing or refreshing a plan	7
Submitting a completed plan to the County Council	7
District-level contacts	8
Useful contacts	9

Introduction

We have written this signposting guide for people who are developing parish plans, sometimes called community-led plans, to tell them about the support available to them from the County Council. This support is available whether you are developing or have completed a parish plan and are seeking help to make things happen.

We are keen to make sure that parishes know how to submit completed parish plans for formal acknowledgment from us - where required - and that we let them know how particular services in the County Council may be able to support them. We would, however, encourage people developing parish plans who think they may require assistance from County Council services to contact us in the early stages of development of their plan so that we are better able to advise on the support that may be available.

Inside this guide you will find a summary list of our key services along with details of whom to contact initially at the County Council with parish planning/community-led planning queries. There are also key contacts listed for each of the district and borough councils, along with details of potential funding sources and other key external contacts such as Community First Yorkshire that you may find helpful.

We hope you find this guide useful. If you have any comments you would like to feed back to us please do get in touch using the contact details on page 7.

Frequently asked questions

What support can the County Council offer in the development of a parish plan?

Please contact us as early as possible in the process of developing or refreshing a parish plan so that we can consider whether there are areas of your plan where particular County Council services can help you locally. We are unable to provide staff or funding for the actual development of a plan, although we can help direct you to potential sources of funding or funding advice (see pages 9 and 10). Please bear in mind that there are also a number of other organisations who may be able to help or advise you. In particular, Community First Yorkshire provides impartial advice on community-led planning, including guiding groups through the process from consultation through to implementation of a plan. Please see page 11 for contact details for Community First Yorkshire. Details of other organisations that may be able to help, such as your local district or borough council can also be found at page 8.

Who do I send a completed parish plan to?

If your parish has already completed its plan and you would like to send it to us for further consideration, please use the contacts given on page 7.

What will happen once I have submitted a parish plan to the County Council?

We will make sure that you receive a formal written response acknowledging receipt. We will then review the plan to see if particular services in the County Council can help you further. We will share information from the plan with the relevant departments. If there are things we can help with further then we will contact you to discuss these.

How do I make sure that a particular action from our plan is happening?

We deliver a wide range of services to communities, all of which require careful planning, budgeting and structured processes to make sure local people receive them where they are needed most. It is not always possible to deal with every concern or issue identified by a community and so we encourage parishes to involve us from an early stage in the development of their plans. This means that we can make sure that we help you to produce an action plan which is realistic and can be achieved.

Which services do the County Council and district/borough councils each provide?

On pages 5 and 6, we have provided a short list showing some of the services that the County Council provides as well as services typically provided at district/borough council level. This list is not exhaustive but will hopefully help to illustrate the differences between the two. We have also provided some contacts on pages 8 for parish planning support within each district or borough council.

Who does what?

The following list highlights the main services provided by the County Council and the main services provided at district level.

This list is by no means exhaustive but we hope but will be a helpful guide in understanding which authority does what. This will be particularly useful for parishes that are developing a plan and are in the process of identifying actions or issues to be raised with their local authority.

If you would like to contact the County Council about your plan or one of the services listed below, then please use the contact details given on page 7. Contact details for district/borough council officers who deal with parish planning support can be found at page 8.

County Council services

- **Schools**
Including school admissions and home-to-school transport.
- **Other children and family services**
Targeted support for families, children's social care, youth support service.
- **Adult social care**
Assessment of care needs for vulnerable adults; personal care at home services; and residential and nursing care.
- **Public health**
Works to protect and improve public health with responsibility for tackling issues such as alcohol and drug misuse, smoking and obesity.
- **Libraries and archives**
Managing the county's network of libraries (including a mobile library) and, in some areas, working in partnership with local communities to deliver a community-run library service. The archives service includes the County Record Office.
- **Bus passes and concessionary fares**
Manages the concessionary fares scheme including provision of bus passes for senior citizens and disabled people.
- **Highways**
The area offices are responsible for carrying out highway improvement and maintenance schemes, routine highway maintenance activities, winter maintenance such as road gritting, local network management and liaison with the public on highway issues at a local level.
- **Waste disposal and recycling**
Managing the household waste recycling centres and safe disposal of household and commercial waste collected by the district and borough councils.

- **Trading standards**
Provides advice for businesses and is responsible for enforcing laws covering the safety, descriptions and pricing of products and services. The service works in specialist teams covering farming, food and health; business and consumer services; and investigations and safeguarding.
- **Registrations of births, marriages and deaths**
The service includes registration of births, marriages and deaths at registration offices across the county.
- **Emergency Planning**
Including supporting the development of community emergency plans to enable communities to use their own resources to minimise the impact of an emergency, before the emergency service arrive.

District and borough council services

- Housing and homelessness
- Waste collection
- Sports and leisure facilities
- Parks and open spaces
- Local planning
- Environmental health
- Street cleaning

Further information about the above services and other things that your local council may be able to help with can be obtained from your local council's customer services centre or by checking the council's website. We have included these contact details below.

Craven District Council
www.cravenc.gov.uk / 01756 700600

Hambleton District Council
www.hambleton.gov.uk / 01609 779977

Harrogate Borough Council
www.harrogate.gov.uk / 01423 500600

Richmondshire District Council
www.richmondshire.gov.uk / 01748 829100

Ryedale District Council
www.ryedale.gov.uk / 01653 600666

Scarborough Borough Council
www.scarborough.gov.uk / 01723 232323

Selby District Council
www.selby.gov.uk / 01757 705101

Contacting the County Council

If you would like to speak to someone in one of the service areas listed for the County Council on pages 5 and 6, or if your plan identifies one of these services, then please contact the relevant officer from the central strategy and performance team in the first instance, as listed below. The central strategy and performance team will be able to assist you in making contact with other parts of the County Council and are well placed to identify other services and contacts that may be relevant which may not have been considered. However, if you wish to speak to someone at the County Council regarding a general parish issue and are unsure of who the relevant contact may be, please call our customer services centre in the first instance on **01609 780 780** and they will find the appropriate person for you.

1 Developing or refreshing a plan?

If you are developing or refreshing a parish plan and would like to speak to someone at the County Council about this, please contact the relevant officer from the Council's central strategy and performance team, as listed below.

You may find it helpful to refer to the frequently asked questions on page 4 regarding the role that the County Council can play in supporting parish/community-led planning. You may also wish to make use of the additional contacts provided at pages 8, 10 and 11.

Parishes within	Contact
Craven District	Louise Rideout louise.rideout@northyorks.gov.uk
Hambleton District	Claire Lowery claire.lowery@northyorks.gov.uk
Harrogate Borough	Deborah Hugill Deborah.hugill@northyorks.gov.uk
Richmondshire District	Anthony Ruddy Anthony.ruddy@northyorks.gov.uk
Ryedale District	Louise Rideout louise.rideout@northyorks.gov.uk
Scarborough Borough	Deborah Hugill Deborah.hugill@northyorks.gov.uk
Selby District	Claire Lowery claire.lowery@northyorks.gov.uk

To contact one of the above officers please write to them at:

Central Strategy and Performance Team
County Hall
Northallerton
DL7 8AD

2 Submitting a completed plan to the County Council

If you have completed your parish plan and would like to submit a copy to us, please send this to the relevant officer within the strategy and performance team as listed on page 7. We will make sure that we send you a formal acknowledgment when we receive your plan. We will then give your plan further consideration to see if any particular services in the County Council can help you further. If so we will make sure that the relevant officers receive full details and are asked to contact you to discuss.

District-level contacts

Craven

For general help and advice on parish liaison and engagement activities contact:
Kate Senior, Partnerships Officer, Craven District Council
Tel: (01756) 706414
E-mail: ksenior@cravenc.gov.uk

Hambleton

For queries regarding parish/community-led planning and liaison matters contact:
Peter Cole, Development Officer (Communities), Hambleton District Council
Tel: (01609) 767212
E-mail: peter.cole@hambleton.gov.uk

Harrogate

Queries regarding parish liaison matters can be directed via a query/feedback form on the Harrogate Borough Council website at www.harrogate.gov.uk. Alternatively, please call the Council's customer services unit on 01423 500600 during office hours 8:30am to 5:00pm Monday to Thursday and 8:30am to 4:30pm on Fridays and they will identify the relevant officer to deal with the query.

Richmondshire

For queries regarding parish/community-led planning and liaison please contact:
Chloe Lewis, Business and Community Officer, Richmondshire District Council
Tel: (01748) 901038
E-mail: chloe.lewis@richmondshire.gov.uk

Ryedale

For queries on parish/community-led planning and liaison matters contact:
Beckie Bennett, Head of Environment, Facilities and Streetscene, Ryedale District Council
Tel: (01653) 600666 Ext 249
E-mail: beckie.bennett@ryedale.gov.uk

Scarborough

For queries on parish/community-led planning and liaison matters contact:
Jo Ireland, Partnerships and Sustainable Communities Manager, Scarborough Borough Council
Tel: (01723) 384315
E-mail: jo.ireland@scarborough.gov.uk

Selby

For queries on parish/community-led planning and liaison matters contact:
Suzanne Sweeting, Partnerships Manager, Selby District Council
Tel: (01757) 292176
E-mail: ssweeting@selby.gov.uk

Useful contacts

Please find below some other contacts which may be useful in developing or progressing your parish plan.

- **Community First Yorkshire** – Provide a range of services and support to voluntary organisations, community groups and charities including advice and information on funding, governance, recruiting and managing volunteers and marketing. In addition, they offer free and impartial advice around community-led planning through their community building project and can guide you through the process from consultation through to carrying out your action plan. See <https://communityfirstyorkshire.org.uk> or phone 01904 704177.
- **North York Moors National Park Authority** - The Authority is committed to helping parishes within the National Park area produce parish plans, working in partnership with other organisations. For further details, including examples of recent parish plans produced in conjunction with the National Park, see www.northyorkmoors.org.uk, phone 01439 772 700 or e-mail general@northyorkmoors.org.uk.
- **North Yorkshire Youth** - formerly Youth Clubs North Yorkshire, North Yorkshire Youth is a registered charity established to support and deliver services to young people in York and North Yorkshire. See www.nyy.org.uk or phone 01845 522 145 or e-mail info@nyy.org.uk.
- **NYCC Stronger Communities**
Stronger communities is the County Council's programme to support communities to play a greater role in the delivery of services in the county. See <https://www.northyorks.gov.uk/stronger-communities> for more information on the programme alternatively please contact your local delivery manager via the details below.

Stronger communities delivery manager (Craven) - Marion Tweed-Rycroft

Tel: 01609 532236

Email: marion.tweed-rycroft@northyorks.gov.uk

Stronger communities delivery manager (Hambleton) - Adele Wilson

Tel: 01609 532223

Email: adele.wilson@northyorks.gov.uk

Stronger communities delivery manager (Harrogate and District) - Liz Meade

Tel: 01609 798930

Email: liz.meade@northyorks.gov.uk

Stronger communities delivery manager (Richmondshire) - Lucy Moss-Blundell

Tel: 01609 533579

Email: Lucy.Moss-Blundell@northyorks.gov.uk

Stronger communities delivery manager (Ryedale) – Paddy Chandler

Tel: 01609 532265

Email: Paddy.Chandler@northyorks.gov.uk

Stronger communities delivery manager (Scarborough and District) -

Karen Atkinson

Tel: 01609 534061

Email: karen.atkinson@northyorks.gov.uk

Stronger communities delivery manager (Selby and District) - Tom Jenkinson

Tel: 01609 533808

Email: tom.jenkinson@northyorks.gov.uk