

Carlton Parish Council

NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP

Minutes for the meeting of the Neighbourhood Development Plan (NDP Working Group) held on 3rd September 2023 at 7.30pm, at Carlton Methodist Church.

Present: Cllrs Kibble, Lowes, Palmer, Quinn, and Taylor.

Attending: H Phillips (clerk) and two members of the public, including consultant David Gluck

1. Election of Chair

The members proposed and seconded Cllr Palmer as elected Chair of Carlton Parish Development Plan Working Group.

Resolved: That Cllr Palmer be elected as Chair of the Neighbourhood Development Plan Working Group for 2024-2025.

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Interest

There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

4. Terms of Reference

The Group considered the NDP Working Group's draft Terms of Reference.

A discussion was held, and it was agreed that subject to an amendment to the remit of the Working Group, the Terms of Reference were appropriate.

Resolved: That the clerk update the Terms of Reference and distribute to the Working Group members via email as soon as possible.

Recommendation to Council: that the NDP Working Group Terms of Reference be considered for approval.

5. Statement of Community Involvement

The Group considered the Statement of Community Involvement.

Attending consultant, David Gluck, explained what the document is and means, as follows:-

This is a statutory document which sets out the means and mechanisms of the development plan to ensure that permits the community to be engaged and fully aware of the plan. This would ideally therefore lead to a positive consensus/ vote from the community, which in turn leads to the approval and implementation of the Neighbourhood Development Plan, as a live document.

The Statement should consider and cater for all abilities, and disabilities, in its written word, clarity, and understanding of the NDP process.

Cllr Palmer added that: -

The document sets out what the community want for the parish, and moulds the desires of that community into the plan's content.

Recommendation to Council: That the Statement of Community Involvement be considered for approval.

6. Project Plan

The Group considered the Plan's future progression, and noted key milestones for the project, as follows: -

Milestones

- Policy intentions.
- Regulation 14 document. (sets out draft policies) >March 2025
- Regulation 14 consultation. (first statutory consultation) >2025
- Submission version.
- Regulation 16 consultation (undertaken by NYC)

At the next meeting the intention would be to draft ideas, the formation of subjects, before heading to consulting with the public. A selection of topics mentioned were, planning, housing, ecology, greenspaces, and facilities for the village.

The Plan, under the guidance of the Parish Council, should reflect the views of the community, a moulded idea of what Carlton should be, and what facilities the Parish want for their village.

Once completed and adopted, the NDP would require regular review to ensure the Parishes desires are current, and the plan continues to be compliant to appropriate legislation.

It was suggested that David Gluck provide links to a selection of existing ND Plans from local Parishes.

Resolved: That

- David Gluck update and finalise the Statement of Community Involvement, issuing it to the clerk prior to the next Parish Council meeting, scheduled for 24th September 2024; and**
- David Gluck forward links for a selection of existing ND Plans of local Parishes, to assist the Group, and the Parish Council's understanding of the aim of the end product.**

Recommendation to Council: That the Statement of Community Involvement document be considered for approval.

7. Carlton Parish Council Neighbourhood Plan

The Group considered the key issues that the Parish is faced with at present relating to planning, development, and facilities for the community.

A discussion was held, and each member of the Group was asked to disclose topics that they felt strongly about that may be used to form the basis of the Plan, as follows:

- The schools, i.e., size, facilities, and parking, considering the potential new dwellings in the pipeline.
- Transport links, improvements in regularity and choice of destination.
- General village facilities, i.e., as a growing village facilities are limited.
- A need for a heart to the village, a hub, for meetings, youth, sports, business. (this was noted by a number of the members)
- Transport, i.e., speeding vehicles, lack of car parking.

- Facilities for the elderly, such as a useful doctor's surgery, transport to nearby medical centres, a safe road crossing, dropped kerbs to aid persons with mobility issues.
- Limited affordable housing – starter and finisher homes. A full range of housing for all levels of income.
- Lack of pavements in some areas of the village, which makes transit difficult, for mobility vehicles, pushchairs and pedestrians alike.
- In increased development, cemetery facilities may be pushed to the limits.

The consensus was that the village is for the people, therefore the village, its development, and facilities, need to be controlled but enhanced to make a people friendly place to live.

A concern was raised of the possibility of the Carlton Towers Estate being developed for a more specific tourist market. It was felt that the Estate should be approached to inform them of the Plan, so that they can contribute if appropriate.

David Gluck noted that there is an on-line facility called 'Ourplace' which would allow the Group/ Councillors to log their comments and ideas, to aid collation of those ideas, and would forward the link for this to the clerk for Group distribution.

Resolved: That

- i) **the Group members be thanked for their frank contributions to this section of the agenda, and their suggestions be noted.**
- ii) **David Gluck to forward the 'Ourplace' data to the clerk to permit distribution to and population by the Group members; and**
- iii) **Cllr Palmer (Chair) and the clerk to keep the Plan's timeline updated and provide it to the Group and Parish Council as appropriate meetings.**

8. Finance

The Group received an update on the progress of the Locality Grant Funding from the clerk and David Gluck.

The first stage funding from the Locality Grant Funding, of £4960.00 has been accepted and received into the Parish Council current account. This is to be paid to David Gluck and his consultancy partner once the invoice has been received by the clerk.

The next batch of funding will be available in the next financial year (April-June 2025) when the window once again opens.

Resolved: That

- i) **the finance update provided by the clerk and David Gluck be noted; and**
- ii) **the clerk make payment to the consultancy once the invoice has been received.**

9. Communications

The Group considered the effective communication methods to enable the community to be informed presently, and in the future as the project progresses.

A discussion was held, and it was agreed that the following methods should be utilised:

- The Parish Council's website, with a separate section for the NDP. This will be populated by the clerk, and should include such items as the simplistic Plan explanation, links to example plans, policy documents and a feedback facility, for Parishioners input.
- An event/ open day/ surgery, to provide and gather information and opinion of the villagers.

- A separate specific email address to be set up, with access by the Group Chair and the clerk, to allow collation of information, and response to queries.

Resolved: That

- i) **Cllr Lowes to set up the webpage on the Parish Council's website.**
- ii) **Cllr Lowes to set up the specified email address for public usage; and**
- iii) **The clerk populate the webpage with the discussed information as soon as possible, with the assistance of the Chair of the Group as required.**

10. Date and Time of Next Meeting

15th October 2024, at 7.30pm, at Carlton Methodist Church.