

# Carlton Parish Council

## **Minutes of the meeting of the Neighbourhood Development Plan Working Group (NDPWG) on 12<sup>th</sup> November 2023 at 7.30pm, at Carlton Methodist Church.**

**Present:** Cllr's Palmer, Lowes, Quinn, and Taylor.

**Attending:** H. Phillips- Clerk, and David Gluck – Consultant.

**11. Apologies for Absence**

Apologies and reason for absence was received from Cllr Kibble.

**Resolved: That Cllr Kibble's apology and reason for absence be approved.**

**12. Declarations of Interest**

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

**13. The Group received the Minutes of the NDPWG meeting held on 3<sup>rd</sup> September 2024. (for information only)**

**14. The Council's View of Neighbourhood Development Plans**

- i) The WG received a summary from David Gluck of the 'Ourplace' data submitted.

David provided a data chart showing the target areas that were logged by six of the members of the Parish Council. The main areas of concern highlighted from the chart were 'traffic & parking', 'public transport', and 'work and local economy'. As not all of the Councillors had taken the survey it was asked that the link was re-issued to all, and they complete the survey, so that a clearer view is available. All noted points were of concern, as every point had been included by someone.

This chart is intended to be utilised to gauge the opinion of the community in the future.

**Resolved: That**

- a) the summary of the Ourplace data provided by David Gluck be noted; and**
- b) the clerk to re-issue the link for the survey to all Councillors be approved, so that a fuller view can be assessed.**

- ii) The Group considered the Council's preferred vision on the Plan.

From the data gleaned from the chart there are three main topics of concern/target, but this is not representative of members of the community, only a percentage of the Parish Councillors.

More work is required by the WG to enhance the survey prior to it being issued to members of the community to complete. Once this has been completed and data further data received, the NDP target areas can be defined, and progress made to include and build the Plan.

**Resolved: That the WG will work towards a community-wide issue of the survey in the future.**

## 15. Village Community Involvement

The Group considered and identified key representatives from Community Groups and businesses, to be invited to consult/ join the Working Group, which took the form of brainstorming, and list making.

Whilst there were a surprisingly large number of highlighted persons/ groups, it was felt that six key persons should be chosen from the list initially to be approached by the WG members, to join the WG.

The chosen persons are to be contacted by the WG members, explaining simply what the ND Plan is, what the WG and the Parish Council are aiming to achieve, and what their role would be should they agree to join. WG members have been allotted tasks of contacting these persons; the details will be included on an Action Log, to be updated by the clerk, and presented at each meeting.

**Resolved: That NDPWG members complete their allotted tasks and update the clerk with their findings, to enable the Action Log to be updated.**

## 16. Community Activities

i) The Group considered and captured ideas for community engagement methods. It was agreed that the following methods should be engaged to communicate to the community: -

- The Parish Council's website.
- A new and specific Community Facebook Page.
- Posts on the Council's and Community noticeboards.
- An explanatory Event at a local venue. (ideally within February 2025)
- A logo design competition, open to local schools and groups.
- Leaflet drop.

The event venue and date are to be explored by the clerk and the Group members updated with the findings.

ii) It was felt that apart from the leaflet drop all of the noted communication options were suitable to be utilised.

ii) The Group considered and agreed the communication plan, and roles to take each idea forward. Each action and person allocated to these activities will be added to the Action Log, which will be updated by the clerk as soon as actions are progressed and/or completed.

**Resolved: That the noted community engagement methods (excluding the leaflet drop) be allocated to Group members, who will update the clerk when progress is made, and the Action Log will be updated and presented at the next scheduled meeting be approved.**

## 17. Finance

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

The first batch of Locality Grant Funding has been received and allocated to the consultants, David Gluck and Mike Dando. This funding will take the project until c. June/ July 2025, when further funding can be applied for.

A timesheet log will be provided by the consultant/s to ensure their time is used appropriately and to the fundings remit.

**Resolved: That**

- i) **the finance updates be noted; and**
- ii) **a timesheet log be produced and completed to manage consultancy hours used.**

**18. Project Timeline Plan**

The Group considered the updated Timeline Plan, with key milestones and actions for the project, presented by Cllr Palmer.

**Resolved: That the updated Timeline Plan be noted.**

**19. Carlton Parish Council Neighbourhood Development Plan**

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

- i) David Gluck updated the Group with the name of the North Yorkshire Council allocated Planning Officer for the project. Cllr Palmer is to contact the officer to make an informative introduction.
- ii) The National Planning Policy Framework will be issued shortly, and David Gluck suggested this be added as an agenda item for the next scheduled NDPWG meeting.
- iii) David Gluck is to issue the information relating to Designated Assets of Community Value.
- iv) An update was given regarding the status of the Carlton Holy Family School closure. This topic was suggested as an agenda item for the Parish Council meeting scheduled for 26<sup>th</sup> November 2024.

**Resolved: That**

- a) **the input and updates provided be noted, and listed documents to be forwarded to Group members by David Gluck.**
- b) **Cllr Palmer to contact the allocated Planning officer; and**
- c) **the clerk to include the note items on relevant meeting agendas be approved.**

**20. Communications**

- i) To consider the effective communication methods to enable the community to be informed presently, and in the future as the project progresses.

See agenda item 16.

- ii) The Group considered the information presently listed on the Council's website, and the future requirements.

A discussion was held, and it was agreed that Cllr's Palmer, and Lowes, and the clerk work together to ensure the Council's website be suitably populated with appropriate informed and updates.

**Resolved: That Cllr's Palmer, Lowes, and the clerk work to populate the Council's website with suitable and appropriate information be approved.**

**21. Date and Time of Next Meeting**

Next meeting: 8<sup>th</sup> January 2025 at 6pm. (before the Parish Council meeting – 7.30pm)

**Resolved: That the frequency of meetings should be every two months initially and this should be reviewed at the end of each meeting.**