

Carlton Parish Council

Minutes of the meeting of the Neighbourhood Development Plan (NDP Working Group) on 8th January 2025 at 6pm, at Carlton Methodist Church.

Present: Cllr's Palmer, Kibble, Lowes, Quinn, and Taylor. David Gluck (Consultant).

Attending: H. Phillips – Clerk, and two members of the public.

22. Apologies for Absence

Apologies were received from two invitee members, J. Watson, and M. Clayton.

Resolved: That the apologies received be approved.

23. Declarations of Interest

No disclosures of personal and prejudicial interests from members and attendees were received.

24. The Group received the Minutes of the NDPWG meeting held on 12th November 2024. (for information only)

25. Round Table Introductions

- i) The Group received a verbal summary/update by the Chair on the purpose and intentions of the Working Group.
This was to explain to the invited attendees what the Neighbourhood Development Plan entails and what the Group and Parish Council wish to achieve with this project.
- ii) The Group members and invitees gave a personal verbal introduction.
Mr M. Hancock representing Carlton Village Hall Committee, and Ms A Proctor, representing Carlton Youth Club attended and were welcomed to the Group.

Resolved: That

- i) **the verbal summary provided by the Chair of the Group be noted; and**
- ii) **the verbal introductions provided by Group members and invited attendees be noted.**

26. Locality Funding

- i) The Group received an update from the clerk and David Gluck on the progress of the work relating to the initial receipted Locality Funding.

It was noted that all is going to plan within the set and expected timeline.

Resolved: That the update be noted.

- ii) The Group received an update from David Gluck and the clerk on a new Locality Funding request

A new request was made and receipt confirmed of a Technical Support Application Agreement. A lead technical consultant has been allocated, who will assist in producing a design chapter for the NDP. The design consultant

will make contact and arrange a meeting and a physical 'walk around' of the village to enable information gathering prior to producing the document.
Cllr's Lowes, Quinn, and Taylor agreed to assist in the 'walk around' meeting.

Cllr Quinn, suggested to prepare a walking route prior to the meeting, to enable a structured and successful meeting.

By utilising the Technical Assistance additional funding would be available from the general Locality Funding system.

Resolved: That

- a) **The update provided by David Gluck on the Technical Support Application Agreement be noted.**
- b) **Cllr Quinn to instigate a pre-prepared 'walking route' for the meeting with the appointed technical consultant.**
- c) **David Gluck is to contact the appointed technical consultant, in view of the imminent absence of the clerk; and**
- d) **Cllr's Lowes, Quinn, and Taylor be available as is convenient for the initial meeting and walking tour of the village with the technical consultant.**

27. Review Action Log

The Group received updates from action owners for ongoing items, and viewed the present spreadsheet.

Resolved: That

- i) **the present action log be noted.**
- ii) **the clerk update the action log post meeting with newly identified and allocated actions; and**
- iii) **the clerk issue the updated action log along with the Minutes of the meeting, adding both to the Council's website.**

28. Plan for scheduled Community Event, 23rd February 2025, 1pm-4pm.

(A full list of actions and persons allocated to those action will be noted on the updated action log).

- i) The Group considered the objectives of the event.

A discussion was held, and it was agreed that the idea of the event was to help raise awareness of what a Neighbourhood Development Plan is, and what the Parish Council, and the Community want to achieve by producing this document, and how the future of the village can be shaped and future-proofed in an approved way.

It is hoped that through attendance and gathering and analysis of data the Working Group will get an understanding of what the Community want for their village and how that can be achieved.

- ii) The Group considered the schedule and format of the event.

The following points were brainstormed, and lists are noted below: -

- a) Survey Methods.
 - Maps with pins/ flags so that attendees can pinpoint areas of

- improvement/ concern.
- 'Our Place' station, so that attendees can complete the on-line survey.
- Sign-in/ personal data gathering to permit a view of demographic, and attendee numbers, and to issue follow-on information should the person/s wish so.
- Youth leader attendee to ask their members, 'if you could have one thing in Carlton, what would it be'

b) Literature / Information.

- A clear intention and scope of the Plan.
- A simple explanation of what a Neighbourhood Development Plan is and what it can achieve.
- Timescales to completion.
- Explanation of the process leading to completion.

c) Refreshments.

- Tea, coffee, and light refreshments, along with an open bar, bar and services provided by Carlton Village Hall)

d) Stalls/ Information Stations.

- As per agenda point 28 ii) a) – plus: -
- Explanation stand, comparing North Yorkshire Council's emerging Local Plan, and the intent of the NDP for Carlton. (invitation to NYC to attend the event)
- An attendee from a local Parish who have already instigated their ND Plan, so that visitors can understand what they have achieved, what issues they faced, and how the process worked in producing the document.

iii) The Group considered a Publicity Plan for the event.

It was agreed that: -

- A5 flyers should be produced and issued to households.
- Use and promotion via the Community Facebook page.
- Posters in the noticeboards.
- School newsletter insertion.
- Liaison with local businesses frequented by Parishioners. (shops, meeting places, etc.)
- 'A' boards in prominent places on the day of the event, to direct visitors to the event.
- School Art Competition for 'what would you like in Carlton' with images of the item/ place/ event.
- Article by York Mix Radio station.

iv) The clerk will update the Action Log with Action Owners, and events noted above.

29. Project Plan

The Group considered the updated Plan, and note key milestones and actions for the project.

Resolved: That Cllr Palmer update the Timeline document.

30. Communications

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

Resolved: That the methods noted at agenda point 28 iii) are reiterated for point 30.

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

Resolved: That the Action Log/ timeline should be added to the website, along with agendas, Minutes, and any additional relevant information gathered along the Plans journey to completion.

31. Date and Time of Next Meeting

- i) Pre-event meeting: 13th February 2025 at 7.30pm.
- ii) Neighbourhood Development Plan Event: 23rd February 2025 between 1pm & 4pm.
- ii) NDPWG meeting: 11th March 2025 at 7.30pm.