

# Carlton Parish Council

## **Notes from the meeting of the Neighbourhood Development Plan (NDP Working Group) on 13<sup>th</sup> February 2025 at 7.30pm, at Carlton Methodist Church.**

This meeting was specifically set to ensure the Working Group and Parish Council are fully prepared for the Neighbourhood Development Plan Event scheduled for Sunday 23<sup>rd</sup> February 2025 between 1pm and 4pm to be held at Carlton Village Hall.

**Present:** Cllrs Palmer, Kibble, and Taylor.

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

### **32. Apologies for Absence**

The Group received apologies from Cllr Lowes, A. Proctor, and M. Hancock, and considered the reasons for absence.

**Resolved:** That the noted apologies were received and reasons for absence approved.

### **33. Declarations of Interest**

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

### **34. Plan for scheduled Community Event, 23<sup>rd</sup> February 2025, 1pm-4pm.**

This was very much an open discussion and mutual task management from all attendees at this meeting.

- i) The event layout was presented by Cllr Palmer
- ii) The format of the event was presented by Cllr Palmer.
- iii) The Group considered the tick list below:-
  - a) Flyers/ leaflet drop. – Flyers are printed at a cost of £88.00 and distribution was arranged by an independent service provider at a cost of £180.00 (costs are all to be reclaimed so not end cost to the Parish Council/ community)
  - b) Survey Methods. – Cllrs Palmer and D. Gluck to control these stations with other Cllr assistance.
  - c) Data collection and collation. – as b)
  - d) Literature & Information. – D. Gluck along with Cllr Palmer providing literature to explain what a Neighbourhood Development Plan is.
  - e) Maps. – D. Gluck providing a number of maps for interactive data gathering.
  - f) Newsletter. – Primary School Newsletter has inclusions in it about the event.
  - g) Competition. – Cllr Palmer and J. Watson managing Primary School competition, 'what do you want in your village'  
H. Phillips to purchase Amazon vouchers for prizes. (£30, £20 & £10)

- h) Tech and notice/white boards. – D. Gluck & Cllr Palmer to provide
- i) Refreshments. – Cllr Quinn to approach the Co-operative Store to request donations for refreshments. Carlton Village Hall personnel to provide services to visiting Parishioners.

**35. Review Action Log**

- 35.1.1 To receive updates from action owners for ongoing items relating to the event. (see item 34)
- 35.1.2 To collate and allocate requirement of supplies etc. – Blu Tack, Dot stickers and other stationery to be gathered by H. Phillips – clerk.

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

- i) 23rd February 2025 between 1pm and 4pm. – Carlton Village Hall. (set up from 12 noon).
- ii) 11<sup>th</sup> March 2025 at 7.30pm. – Carlton Methodist Church.