

Carlton Parish Council

FOR THE ATTENTION OF THE NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP

You are summoned to attend the meeting of the Neighbourhood Development Plan (NDP Working Group) on 11th March 2025 at 7.30pm, at Carlton Methodist Church.

Agenda

37. Apologies for Absence

To receive apologies, and consider the reasons for absence.

38. Declarations of Interest

To receive disclosures of personal and prejudicial interests from members and attendees, on matters to be considered at the meeting.

39. To receive Notes from the meeting held on 13th February 2025 (information only) (pages 2-3)

40. Presentation and Analysis of data from the Community Event, held on 23rd February 2025

- i) To receive the data analysed by Cllr Palmer from the event.
- ii) To receive the data analysed by David Gluck from the event.
- iii) To consider the analysed data. (in open discussion form)
- iv) To consider future utilisation of the data gathered from the event.

41. Finance Update

- i) To receive an update from the clerk on the funding process.
- ii) To receive an update from the clerk on current expenditure totals allied to the NDP.

42. Review Action Log and Timeline Plan

- i) To consider the updated Action Log.
- ii) To consider the updated Timeline Plan.

43. Date and Time of Next Meeting

Wednesday 14th May 2025 at 7.30pm. – Carlton Methodist Church.

Item 39

Notes from the meeting of the Neighbourhood Development Plan (NDP Working Group) on 13th 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 23rd 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, 23rd 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.ii.1 To receive updates from action owners for ongoing items relating to the event. (see item 34)
- 35.ii.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) 11th March 2025 at 7.30pm. – Carlton Methodist Church.