

Carlton Parish Council

Notes for the meeting of the Neighbourhood Plan (NP Working Group) held on 16th July 2025 at 7.30pm, at Carlton Methodist Church.

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press may attend the meeting.

According to the Openness of Local Bodies Regulations 2014, recording, including filming, audio recording, taking photographs, blogging, tweeting, and using other social media websites is permitted at Parish Council meetings which are open to the public – however, anyone wishing to do so must speak to the clerk prior to the meeting as there are rules that must be followed.

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

Attending: H. Phillips – clerk, D. Gluck – consultant, and one member of the public.

1. Election of Chair for 2025-2026

The Group proposed and seconded to elect Cllr Palmer as the Chair of the Neighbourhood Development Plan (NDP) Working Group for 2025-2026.

Resolved: That Cllr Palmer be elected as Chair of the NDP Working Group for 2025-2026.

2. Apologies for Absence

All members were present at the meeting.

3. Declaration of Interest

No disclosures of personal and pecuniary interests were received from Cllr's on matters to be considered at the meeting.

4. Terms of Reference

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

Resolved: That the Terms of Reference for the NDPWG be approved.

5. Finance

Updates were provided by David Gluck, and the clerk, as follows:

- i) The Group received an update on the impact of the closure of Locality Grant Funding.

An announcement by the Government disclosed that all Locality funding and technical support funding for Neighbourhood Development Plans has ceased. With this in mind a decision is required from the Parish Council as to whether the project should be continued to completion. David Gluck has prepared a report on the remaining level of funding currently held from the Stage 1 application, and also the proposed estimate of funding that will be required in 2026 -2027 to progress and complete the project.

The Technical Support application was previously made and was believed to have been accepted; this should be pursued by the clerk as soon as possible.

- ii) The Group received an update on the projected costs from present to 31st March 2026, as follows:

Of the £4960.00 received through Stage 1 funding we have £1760.00 remaining; this will cover the draft Regulation 14 pre-submission consultation document and additional mileage for the consultant when attending meetings. Provision should be made for a further £1900.00 above and beyond the Stage 1 funding remainder.

(See the table below at pages 4-5)

- iii) The Group received an update on the projected costs for the year 2026-2027 to enable budget setting, as follows:

It is estimated that a total of £2650.00 will be required for the costs of completing all consultations, analysis, and production of the final Plan document. Should funding not be available for technical support there would be an estimated additional c. £3000.00 cost for that section of the project.

Resolved: That

- a) **the updates provided be noted.**
- b) **the clerk to pursue the technical support application already submitted; and**
- c) **the clerk explore external funding options, and update the Group/ Council as soon as is possible.**

Recommendation to Council: That

- i) **the continuation of the NDP project be approved.**
- ii) **the provision for an additional £1900.00 costs for 2025-2026 be approved; and**
- iii) **the estimated costs of £2650.00 for 2026-2027 be approved for inclusion in the 2026-2027 budget when set in November 2025.**

6. Photographic Views of Carlton

The Group received an update from Cllr Quinn on the progress of gathering photographic matter to be included in the Carlton NDP document, as follows:

A 'Terms and Conditions of Submission' document has been drafted, which will clarify copyright through gaining permission from the persons who forward photographic items. This document was shared with the Group and all agreed that it was appropriate for the task.

The request for photographs, historical maps, and such like will be issued via the Council's website, the Community Facebook page, and the Parish noticeboards.

All suitable materials received will be collated and presented by Cllr Quinn at a future NDPWG meeting.

Resolved: That

i) the Terms and Conditions Document of Submission be approved for use and forwarded to the clerk for insertion on the Council's website and noticeboards; and

ii) Cllr Quinn's progress update be noted.

7. Communications

No further communication for the public be required at this time.

8. Action Plan

The Group received the NDPWG action plan, and highlighted new actions.

Resolved: That the clerk update the action plan in relation to actions highlighted in this meeting, and issue to the Group members.

9. Date & Time of Next Meeting

Wednesday 24th September 2025 at 7:30pm

Item 5 i) & ii)

PROPOSED EXPENDITURE TO PLAN COMPLETION**Stage 1 grant received: £4960**

ITEM	DAYS	COST ¹ (£)	COMPLETED
2024/25			
Consultant support to CPC– establish Steering Group, liaison with Clerk	1	400	Y
Production of promotional/information materials	1	400	Y
Consultation and engagement events/activities	2	800	Y
Policy Intentions Document production	2.5	1000	Y
Review of Evidence Base documents	0.5	200	Y
Steering Group meetings x6	1	400	Y
Expenditure to date		3200	
2025/26			
Draft Regulation 14 pre submission consultation document	4	1600	N
Design of Pre submission document & summary	-	1500	N
Consultation event(s)	1	400	N
Mileage	-	160	N
Proposed spend 25/26 Additional funding requirement 25/26: £1900		3660	
2026/27			
Analysis of consultation	2	800	N
Drafting of Submission Version	2	800	N
Mapping (NYC)	-	0	N

¹ Consultant time charged at £400/day. Mileage charged at 40p/mile

Consultation and Basic Conditions Statements	2	800	N
Final design edits	-	250	N
Proposed spend 26/27 <i>Additional funding requirement 26/27: £2650</i>		2650	
TOTAL EXPENDITURE		£9510.00	

FUTURE STAGES – in brief
Submission to North Yorkshire Council
Regulation 16 consultation (NYC)
Appointment of Examiner/Examination (NYC/CPC)
Examination (Inspector)
Responses to comments (CPC/NYC)
Final modifications to draft Plan
Referendum (NYC)