

Carlton Parish Council

FOR THE ATTENTION OF THE NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP

Agenda for the meeting of the Neighbourhood Plan (NP Working Group) to be 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.

1. Election of Chair for 2025-2026

To elect the Chair of the Neighbourhood Development Plan (NDP) Working Group for 2025-2026.

2. Apologies for Absence

To receive apologies for absence and consider the reasons for absence.

3. Declaration of Interest

To receive disclosures of personal and pecuniary interests from Councillors on matters to be considered at the meeting.

4. Terms of Reference

To consider the NDP Working Group's Terms of Reference. (page 3)

5. Finance

(Updates by David Gluck, and the clerk.)

- i) To receive an update on the impact of the closure of Locality Grant Funding.
- ii) To receive an update on the projected costs from present to 31st March 2026.
- iii) To receive an update on the projected costs for the year 2026-2027 to enable budget setting.

6. Photographic Views of Carlton

To receive an update from Cllr Quinn on the progress of gathering photographic matter to be included in the Carlton NDP document.

7. Communications

To consider further communication to enable the community to be informed presently, and in the future as the project progresses.

8. Action Plan

To receive the NDPWG action plan, and highlight new actions.

9. Date & Time of Next Meeting

Wednesday 24th September 2025 at 7:30pm

Item 4

(The phrase highlighted in yellow is an amendment from 2024-2025 version)

Neighbourhood Development Plan Working Group

Terms of Reference

Membership of the Working Group

The Neighbourhood Development Plan (NDP) Working Group should consist of four Councillors, the assigned consultant, and the clerk.

Appropriate professional, consultants, and members of the public (i.e. interested parties) will be invited to attend meetings along the road to completion.

To be quorate and ensure that a scheduled meeting can take place **three Parish Council members of the Working Group** must be in attendance.

Convening of Meetings

The NDP Working Group will meet as and when required, until the project is completed and approved.

The clerk will convene meetings, in conjunction with the Chair of the Working Group.

Should the scheduled meeting be held within three days of the next Parish Council meeting, a verbal report will be given by the Chair or an allocated Working Group member, to update the Parish Council of discussions, recommendations, and resolutions, from that meeting.

Chair of Meetings

The Chair will be appointed at the first meeting.

Notes of the Meetings

The notes will be provided to the Parish Council at its next meeting, for information, with recommendations where appropriate.

Remit of the Working Group

The Neighbourhood Plan Working Group will design the Plan, make recommendations to the Parish Council for approval on the Plan and its finances, and review the plan once completed, as is required.

It is indicated that the Plan will take three years from the date of approval to completion.

The NDP Working Group will provide feedback to the Parish Council making recommendations where appropriate.