

Carlton Parish Council

Notes for the meeting of the Neighbourhood Plan (NP Working Group) to be held on 24th September 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: Cllrs Palmer, Lowes, Quinn, and Taylor.

In Attendance: H. Phillips – clerk, David Gluck – consultant, and two members of the public.

10. Apologies for Absence

The Group received apologies for absence and reasons for absence from Cllr Kibble.

Resolved: That Cllr Kibble's apology was received and reason for absence approved.

11. Declaration of Interest

There were no disclosures of personal and pecuniary interests from Councillors or attendees on matters to be considered at the meeting.

12. The Group received the Notes from the meeting held on 16th July 2025, for information.

13. Carlton Towers Estate

The Group received a verbal update from attendees on communications and meetings between Cllr Palmer, the clerk, and representatives on the Carlton Towers Estate, as follows:

Over two meetings Lord and Lady Fitzlan-Howard and their attending Estate staff discussed the future plans for the Towers Estate. They were interested in what the Parish wanted from the Plan and how the Estate was perceived by the village.

The process and timeline of the Plan was explained, and the Towers Estate team expressed interest in being involved with the Neighbourhood Development Plan Working Group. They are to have their representative attend future NDPWG meetings.

Resolved: That the verbal update on the meetings held with Carlton Towers be noted.

14. Finance

The Group received a verbal update from David Gluck and the clerk on finances relating to the NDPWG, as follows:

DG: no amendments or additional costs incurred since the last meeting.

HP: Income gathered into the Parish Council bank account equals £3568.33, which comes from a VAT reclaim (£2768.33) and from Cllr Mike Jordans' Locality Funding

(£800.00). This will cover to excess until 31st March 2026 and well into the next financial year.

Resolved: That the updates provided by David Gluck and the clerk be noted.

15. Consultation/ Survey

i) Survey and Methods of Issue

Questions attached, format options below (see item 15 below)

- Physical Copies via Clerk.
- Via Email to Neighbourhoodplan@carltonparishcouncil.gov.uk
- On the Carlton Community Facebook Page.

ii) Draft PID

The Group considered the content and composition of the Public Consultation Survey relating to the draft Policy Intentions Document (PID), prior to presentation to the Parish Council at the meeting scheduled for 30th September 2025.

A discussion was held, and the consensus was that it was felt that the draft PID document was long, in-depth, and 'wordy' and that it should be scrutinised further. It was felt that to issue the draft document to the public, to use as a basis for answering the survey questions would complicate the matter and confuse people.

David Gluck noted that despite the request for simplifying the present draft PID for survey/ consultation purposes, the final document would need to be the more in-depth and technical version for publication in the future.

The following points and suggestions were raised as resolutions and actions, prior to the next scheduled meeting:

Resolved: That

- i) the method of issue of the PID and survey questions be approved.**
- ii) a) an editable version of the draft PID be issued to Group members.**
 - b) Group members to add and highlight their suggested amendments to the draft PID and return to the clerk by 17th October 2025, who will forward to David Gluck for collation.**
 - c) the updated draft PID be re-presented at the next scheduled meeting for agreement and future Recommendation to Council for consideration to approve; and**
 - d) the consultation/ survey questions and their issue to the public be considered by the Group at the next scheduled meeting.**

16. Action Plan

- i) The Group received the updated NDPWG Action Plan and timeline.**

The Chair assessed the Action Plan with the Group and the clerk updated the Plan in the meeting.

- ii) The Group considered the tasks for the research and collection of evidence for each of the six themes noted below.

A discussion was held, and it was agreed that until the simplified version of the draft PID was available this task would be deferred until the next scheduled meeting. It was requested that David Gluck issue an explanatory guide to gathering evidence on the noted topics, with pertinent questions and topics to cover.

It was agreed that a future set three hour meeting should be arranged to allow the Group to hone down on their understanding of the six categories and what is expected of them in volunteering to gathering evidence.

- Green and Natural Environment.
- Heritage and Conservation.
- Homes.
- Traffic and Transport.
- Community Facilities.
- Business and Commerce.

Resolved: That

- i) **the Action Plan and Timeline be updated and issued to the Group prior to the next scheduled meeting.**
- ii) **David Gluck issue an explanatory guide to researching and gathering evidence on the six noted categories.**
- iii) **Group members individually consider the information provided on gathering evidence, and which category they would like to volunteer to tackle; and**
- iv) **A date be set and the next scheduled meeting for the three hour meeting to consider the evidence gathering topics in a more in-depth manner.**

17. 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.

The poster and agreement has been completed and issued via the Council's website, Community Facebook, and will be inserted into the noticeboards after the meeting.

At present no responses have been received; this therefore should be pushed further within the community.

Resolved: That more promotion of the request to be actioned forthwith, by members of the Group.

18. Date & Time of Next Meeting - Wednesday 19th November 2025 at 7:30pm