

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 5th May 2026 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.

28. Apologies for Absence

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

29. Declaration of Interest

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

30. To receive the Notes from the meeting held on 24th March 2026. (pages 2-4)

31. PID Consultation

- i) To receive a verbal update on the comments received to date on the public consultation for the PID (date of consultation 9th March – 17th April 2026)
- ii) To receive an update from D. Gluck on the next steps in the process.

32. PID Themes

- i) To receive update from members on the themes allocated for work and information gathering from the meeting held on 24th March 2026.
- ii) To consider the six themes noted below, and further tasks and allocation:
 - Green and Natural Environment.
 - Heritage and Conservation.
 - Homes.
 - Traffic and Transport.
 - Community Facilities.
 - Business and Commerce.

33. 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.

34. Action Plan

To receive the new Action Plan/ Timeline document provided by D. Gluck.

27. Date & Time of Next Meeting – TBC (9th June or 14th July??)

Item 30

Notes for the meeting/ workshop of the Neighbourhood Plan (NP Working Group) to be held on 24th March 2026 at 7.30pm, at Carlton Methodist Church.

Present: Cllr Kibble, Lowes, Quinn, and Taylor.

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

19. Election of Chair

- i) The Group considered the lead/ Chair structure for the remainder of the period 2025-2026.

A discussion was held, and it was agreed that the Chair should be a Parish Council member, and D. Gluck would be Vice-Chair of the Group.

- ii) The Group elected Cllr Lowes as the Chair for the NDP Working Group for the remainder of 2025-2026.

Resolved: That Cllr Lowes be Chair of the Group, and D. Gluck be Vice-Chair for the remainder of the 2025-2026 period.

20. Apologies for Absence

The Group received apologies for absence from the two members from the Carlton Towers Estate.

Cllr Quinn retrospectively gave her apologies and reason for absence from the meeting scheduled for 13th January 2026.

Resolved: That

- the apologies received from the Carlton Towers Estate representatives be accepted; and
- Cllr Quinn's retrospective apology from 13th January 2026 be approved.

21. Declaration of Interest

No disclosures of personal and pecuniary interests were received.

22. The discussion notes from the non-quorate meeting held on 13th January 2026 were noted.

23. NDP – the Next Steps

- i) The Group received a verbal summary from David Gluck regarding the process to reach the next stage of the Carlton NDP, as follows:
- Assessment and action/ amendment if appropriate, of the PID, from comments received from members of the public and other consultees.
 - Evidence gathering on the six themes included in the PID, to enable draft pre-submission of the Regulation 14 document. Date to aim for being early Autumn 2026. When the above document is being prepared and prior to submission the Group will need to be in close contact with NYC.
 - Formal six week consultation period, to be held as an attended event at Carlton Village Hall.

Resolved: That the summary explanation received by D. Gluck be noted.

- ii) The Group received a verbal update by the clerk and D. Gluck, on the comments received to date on the public consultation for the PID (date of consultation 9th March - 3rd April 2026).

No comments have been received yet from members of the public.

Comments were received from the NYC Principal Planning Policy and Place Officer, Jessica Hobson, which was explained by D. Gluck; they were mainly related to the processes within the PID and the next phase of the Plan. These comments were noted and will be considered during the production of the published PID and Regulation 14 document. The NYC comments are available as a pdf. file on the Parish Council website.

On discussion it was agreed that the present public consultation deadline should be extended until 17th April 2026. The clerk is to add information into the Parish Council noticeboard, and contact local businesses and noted Village Groups, to promote the consultation further.

Resolved: That

- **the comments received from NYC on the PID be noted.**
- **the deadline for the present public consultation be extended to 17th April 2026.**
- **the clerk/ D. Gluck to explore additional map options for the PID; and**
- **the clerk to promote the consultation and associated documents further.**

- iii) D. Gluck noted that he would complete the new Action Plan/ Timeline document within the next ten days and forward it to the clerk for distribution to the Group members.

Resolved: That the new action plan/ timeline to be issued by D. Gluck and distributed to the Group members by the clerk.

24. Task Allocation

- i) To receive the explanatory document for the six themes, presented by David Gluck.
- ii) To consider volunteers for the collection of evidence for each of the six themes noted below:
- Green and Natural Environment.
 - Heritage and Conservation.
 - Homes.
 - Traffic and Transport.
 - Community Facilities.
 - Business and Commerce.

Agenda points 24 i) and ii) were discussed as a whole, and it was agreed that whilst all of the six themes needs to be explored and information gathered prior to October 2026, the subject matter was vast and therefore it was felt that (1) 'Green and Natural Environment', and (2) Heritage and Conservation would be

the first themes to be addressed, with the remaining four themes being covered over the following months up to October 2026.

There are a number of information gathering tasks that can be completed on-line by D. Gluck and the clerk.

Cllr Quinn noted that whilst this is possible she felt it was correct to make a Recommendation to Council from this meeting to ask approval from the Parish Council to permit the clerk to allocate some/ additional hours to the tasks noted at the meeting.

There were a number of tasks possible through held data by attending Cllr's; a list of tasks and persons allocated to them is to be issued by the clerk, and the Group's new Action Plan will be updated accordingly once available.

Resolved: That

- **themes 1 and 2 will be worked on by the Group in readiness for data sharing at the next scheduled meeting of the Working Group.**
- **the list and allocation of tasks be issued by the clerk forthwith; and**
- **the Group's new Action Plan be updated as soon as it is available.**

Recommendation to Council: That consideration be given to approve some, or a number of additional hours to be worked by the clerk specifically for the Working Group tasks.

26. 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.

Cllr Quinn noted that there had been very few items received for the topic, and therefore would continue to gather. It was felt that whilst information gathering for the six themes of the PID photographic evidence can be taken and provided and used for both purposes.

Resolved: That further evidence and records be gathered over the coming months.

27. Date & Time of Next Meeting

Due to the mammoth task of information gathering for themes 1 and 2, the meeting was agreed to be held in six weeks' time, as follows:

Tuesday 5th May 2026 at 7.30pm.