

Carlton Parish Council

Notes for the meeting of the Neighbourhood Development Plan (NDP Working Group) 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.

Present: Cllrs Lowes, Clayton, Kibble, Quinn, Taylor, and David Gluck – consultant.

Attending: H. Phillips – clerk, and two members of the public.

28. Apologies for Absence

All members of the Group were present.

29. Declaration of Interest

The Group received a disclosure of personal and pecuniary interests from Cllr Taylor on matters to be considered at the meeting.

Resolved: That Cllr Taylor's Declaration of Interest be noted.

30. The Group received the Notes from the meeting held on 24th March 2026. (for information only)

31. PID Consultation

i) The Group received a verbal update from the clerk, on the comments received to date on the public consultation for the PID (date of consultation 9th March – 17th April 2026) as follows:

- A communication was received from the Principal Planning Policy and Place Officer overseeing the Plan who made comment and suggestion on the current PID.

David Gluck explained that the NYC Plan has been put back to completion in 2030; there is nothing from that Plan that is of concern to the Carlton NDP. NYC are at present completing assessments of sites with those results being fulfilled by Sept – Dec 2026.

We do not anticipate having complete a full environmental assessment for the Carlton NDP.

- A communication was received from a resident of Carlton who questioned the need for playpark facilities, focusing on the present not the future, and was concerned that the PID did not include such plans.

The Parish Council are presently in discussions regarding an attempt to secure land to enable this facility, which was relayed to the member of public who raised the observation.

Resolved: That the update on comment received from the public consultation for the Carlton PID be noted.

ii) The Group received an update from D. Gluck on the next steps in the process, as follows:

- The Group members will continue to gather information for the six themes within the PID.
- David is to show how the Plan will be constructed, and how the evidence and policies fit into the Plan for the next scheduled meeting.
- At the next scheduled meeting David Gluck will present version one of the Regulation 14 document.
- The next public consultation (in full event style) would be aimed for September/October 2026. Cllr Quinn suggested that a 'stall' could be set up when bigger events are held at the Village Hall, showing photographs and information on the progress of the ND Plan, to promote public awareness.
- A specific 'Housing Survey' need to be issued, to enable feedback of what the residents want in sizes and styles (for example) of future housing development.

This survey has been formulated by David and will be issued to the Group members by the clerk.

Resolved: That David Gluck's update on what happens next be noted.

32. PID Themes

- i) The Group received some updates from members on the themes allocated for work and information gathering from the meeting held on 24th March 2026.
 - Cllr Quinn provided photographs of the village entrance signage.
 - Cllr Kibble had provided flood risk information.

Resolved: That

the information already provided will be collated and saved by the clerk; and information gathering is to continue and be presented at the next scheduled meeting.

- ii) The Group considered the six themes noted below, and further tasks and allocation:
 - Green and Natural Environment.

David Gluck explained the process that uses the gathered information, the assist in completing the Assessment Pro-Forma for Local Green Spaces.

The first section of Green Spaces covers wildlife, recreational, and historic areas.

A Group discussion enabled the commencement of completing the document, and was related to highlighting the following green spaces within the village:

- The Golden Garden.
- The former Holy Family High School.
- Carlton Primary School.
- Shire Green Playpark.
- The Parish Council Allotments.
- Carlton Towers Cricket Club.
- Toby's Field.
- Church Fields Playpark.

Further exploration and suggestion of other potential areas and buildings will continue, to enhance the document.

- Heritage and Conservation.

The clerk had previously provided the Group with the current 'Listed' buildings, registered with Historic England. Group members are requested to contact the clerk with other suggestions for Listings, to enable further investigation and consideration.

David Gluck noted the importance of recognising and defining the 'Historic Core', the centre of the village, that is ring-fenced as such and noted in the prepared document, 'Carlton Village Historic Core/ Village Centre'.

The rationale is to delineate this area with a view to making it distinctive and recognisable as the village heart through planning policy, e.g.

- Gateway signage
- Road markings
- Focused policy about promoting business in the core
- Information boards
- New development opportunities for recreation, dwell time
- Improved pedestrian amenity

This will allow the Plan to inform a policy regarding the conservation of the village historic core in terms of its building design and historic features.

It will also inform a policy regarding the designation of a Village Centre – this is assumed to be based around the village's historic centre.

Cllr Lowes brought older village maps to the Meeting which the clerk will copy to use as working documents for this section.

It was agreed that the next meeting should be a Group 'walkaround' the village prior to the meeting proper, so that all members are aware of the areas and buildings that are on the 'suggested' list, and to agree the notable areas and buildings and also to agree the bounds of the Village Core.

Resolved: That

- i) the next meeting be a walkabout the village by Group members.**
- ii) Group members make suggestions of notable buildings and areas to the clerk to be collated for the next meeting; and**
- iii) the clerk prepare an area on the 'members' section of the Council's website to hold relevant documents and information, and provide the password to Council members and consultants to enable easy access.**

- Homes.
- Traffic and Transport.
- Community Facilities.
- Business and Commerce.

Resolved: That the four remaining themes above be addressed at future meetings.

33. 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.

No additional photographs have been received other than the village entrance ones provided by Cllr Quinn, and village scenes, provided by Cllr Kibble. It was felt that other photographs can be taken when the Group hold their walkaround the village.

Resolved: That Cllr Quinn's update be noted.

34. Action Plan

Although the new Action Plan/ Timeline document was completed by David Gluck it was noted that by the end of the meeting it needed much updating so would be done and issued prior to the next scheduled meeting.

Resolved: That

- i) **David Gluck update and issue the Action Log; and**
- ii) **the clerk issue the Log of Allocated Tasks, as soon as is completed.**

35. Date & Time of Next Meeting

9th June 2026 at 7pm. - Village Walkaround with summarisation meeting afterwards at Carlton Methodist Church.

14th July 2026 at 7pm. – at Carlton Methodist Church (to address the next three PID themes)