

Carlton Parish Council

Notes of the meeting of the Neighbourhood Plan (NP Working Group) held on 14th July 2026 at 7pm, at Carlton Methodist Church.

Present: Cllr's Lowes, Kibble, Quinn, and Taylor, and David Gluck (consultant)

Attending: H. Phillips – clerk and County Cllr M. Jordan.

36. Apologies for Absence

There were no apologies for absence.

37. Declaration of Interest

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

38. Summary notes from the village walkabout/ meeting held on 9th June 2026.

The Notes that were agreed by email when issued by the clerk.

David Gluck assessed the findings of the walkabout, and a discussion/ workshop was held to review and expand the findings. A newly produced document, 'Carlton Village Heart Assessment Framework' was interrogated also.

Suggestions and discussions were as follows:

- To assess and align the village waste bins to make them more aesthetically pleasing, as there are many designs.
- Instigate road narrowing/ traffic calming within the central heart to alleviate the constant pinch-point on the main street.
- To improve the lighting and path surface of Convent Walk. (the clerk already has this as a self-appointed action in the Council's Log). The clerk is also to contact NYC to enquire as to the optimum lux requirement to ensure sufficient lighting is available.
- It was noted that the Advertising boards at the Co-operative Store were supposed to include historical and factual information boards; the clerk to pursue this.
- The greenspace adjacent to the Co-operative store was supposed to have a bench placed on it but this has not happened; the clerk to pursue this.

The Carlton Village Heart document is a working document and will assist in shaping the village for the final version of the Neighbourhood Development Plan.

Within a future planned Public Consultation the Working Group/ Parish Council would encourage public interaction with the points of improvement, to gain their opinion.

39. PID Consultation

The Group received an update from D. Gluck on the next steps in the process, which at present is to expand on the previously set tasks relating to the PID Themes. This will provide relevant information to populate the PID and Plan further.

A Public Consultation is planned for early Autumn, details of which will be advertised nearer the time.

40. PID Themes

- i) The Group received an update from D. Gluck on the themes allocated for work and information gathering from the meeting held on 5th May 2026.

Resolved: That an updated version of the tasks allocation list to be issued by D. Gluck.

- ii) The Group considered 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.

The focus of the section was the 'Homes' theme, and consideration to the NYC 'Call for Sites' (CfS) document which indicates what is and isn't acceptable for development. This is/will be a very detailed document, and is not yet available to view but when issued this should be used as a reference point. The NDPWG/ Parish Council can earmark potential areas prior to the

Questions from discussion were as follows:

- Where do we/ can we, want the village to expand?
- Where are the alternative areas from the 'CfS' document.
- A Task:- to understand what has been built, where and what style/s over the last 20 years.

- iii) The Housing Survey

From the discussion of the 'Homes' theme it was agreed that a housing survey should be completed. A draft survey has already been produced by D. Gluck and will be distributed to all members. Reference to the 'Village Design Statement' is to be used to enhance the survey.

- It was agreed that the survey should be issued to every household to be completed either via 'Survey Monkey' or a paper copy.
- The draft housing survey is to be collated into an A5 booklet form and will include a new village logo for the survey's purpose.
- There is to be collection boxes in local stores and the doctor's surgery (permission pending) for completed paper copies of the survey.
- A cover letter should be included in the survey booklet to explain what it is and why it is needed.
- A local print service should be used to print the copies (the clerk is to liaise with the contractor for a cost for 1000 copies).
- County Cllr M. Jordan offered the Community House Service for the delivery/ distribution of the booklets to all households in Carlton.
- D. Gluck to assess and expand the draft survey if appropriate and forward to the clerk/ Cllr Quinn.

Resolved: That actions noted to be included in the task allocation document and issued asap by D. Gluck.

41. Photographic Views of Carlton

Cllr Quinn updated the Group on the progress of gathering photographic matter to be included in the Carlton NDP document. It was explained that no further photographic evidence has been proffered therefore Cllr Quin felt it pertinent to put this section on hold until a pint where the Group can target required evidence and complete it at that time.

42. Action Plan

D. Gluck is to update the Action Plan/ Timeline document from the points discussed and allocation at the meeting.

The clerk asked that D. Gluck provide an update as to the status of funds relating to his services before the next meeting.

43. Date & Time of Next Meeting

8th September 2026 at 7pm.