

# Carlton Parish Plan Group

Minutes of a meeting held at Home Farm House, 7 Main St, Carlton  
at 20:00hrs on Thursday 3<sup>rd</sup> May 2012

Present: S E Frazer (Chairman), R J Brockhurst, P Lockwood, C J Peat,  
C A Piggon, T P Sharp, S G Tupling (Members).

## 1. Minutes of the meeting of 22<sup>nd</sup> March 2012

The minutes **were agreed** and signed by the Chairman.

## 2. Draft report text

Working drafts of each section of the main body of the text had been copied to members as they had been written, and there were no substantive corrections or alterations to this text. The Secretary **was thanked** for his work on drafting and analysis. The text would be further edited in Word, and then copied into Publisher to produce camera-ready copy. The charts and data tables would be re-plotted and scaled with full labels, and then copied into Publisher as separate files.

**It was agreed** that the Report would begin with a bullet-point summary of the key findings, followed by a list of recommendations for action in the short-term and long to medium term, followed by the analyses, interpretation, methodology and acknowledgments.

## 3. Format of the final report

**It was agreed** that the Final Report be printed both sides in black and white on A4 pages, stapled or clipped on left margin, with text in 12-point font selected for readability. On the basis of the draft text, it was thought that the Final Report would run to around 40 sides.

There were 117 dwellings in the Parish. **It was agreed** that one copy of the Final Report would be delivered to each dwelling, including new houses occupied since the survey was carried out. **It was agreed** that a print run of 160 copies would be adequate, and that a preliminary estimate of the printing cost be sought from The Graphic.

## 4. Financial report

There had been no financial transactions since the last meeting.

## 5. Next meeting

**It was resolved** that the next meeting be held on Thursday 14<sup>th</sup> June at 7 Main St at 20:00 hrs.

The meeting closed at 2230 hrs.

Signed \_\_\_\_\_ Date \_\_\_\_\_