

Carlton Parish Plan Group

Minutes of a meeting held at Home Farm House, 7 Main St, Carlton
at 20:00hrs on Thursday 14th June 2012

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

1. Minutes of the meeting of Thursday 3rd May 2012

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

2. Draft Final Report text

The draft Final Report text had been copied to all members on 8th June. Comments on the draft were considered – editorial and layout comments were noted by the Secretary, and there was detailed discussion of the layout, and wording of key sections.

It was agreed that:

- (i) the Final Report would be in A4 format, with pages stapled on left and printed on both sides;
- (ii) the Report would be paginated, with a contents list and advertisement for the public meeting inside the front cover;
- (iii) each section of the Report would begin on a right-hand page, and photographs of the parish would be inserted into any pages without text;
- (v) a revised draft would be copied to members asap for careful consideration, particularly of the cover and introductory sections, charts in Section 5, and conclusions;
- (vi) the cut-off date for all comments on the Final Report text would be Sunday 1st July, after which the Secretary would prepare camera-ready copy for printing, and copy this version to all members;
- (vii) the Final Report text would be considered for final approval for printing at a meeting of the Group on 19th July.

3. Printing costs

The Secretary reported that The Graphic had quoted £220 to print 160 copies of the 32-page draft on 90 gsm paper, printed both sides on single sheets of A4 stapled on left margin as a booklet. This preliminary quote confirmed that the Final Report could be printed as envisaged within budget.

It was agreed that three firm quotations be obtained for printing the camera-ready text (once the exact size and final layout were known).

It was agreed that the target date for delivery to the printer be Monday 23rd July.

4. Delivery of the final report

It was agreed that the target date for delivery of the Final Report would be the weekend of 28/29th July.

It was agreed that the final report be delivered by each member of the Group to the same houses as their questionnaires.

5. Public discussion meeting

It was agreed that the public discussion meeting be held in the conservatory at The Gate Hangs Well, subject to the agreement of the licensee, and provisionally arranged for the week beginning 13th August.

Mrs Sharp offered to bake a special cake for this occasion; this kind offer **was accepted with thanks**.

6. Financial report

There had been no financial transactions since the last meeting.

5. Next meeting

It was agreed that the next meeting be held on Thursday 19th July at 7 Main St at 20:00 hrs.

The meeting closed at 2210 hrs.

Signed _____

Date _____