

Agenda/Meeting Minutes

1. Purpose of Meeting

Desborough Town Plan Steering Group

Date of Meeting:	Thursday 9 th October	Location:	Desborough Heritage Centre – 7.30pm
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2. Attendance at Meeting

Name	Name	Name	Name
David Soans	Hilary Connelly	Terry James	Belinda Humfrey
Allan Matthews	Paula Holmes	June Derbyshire	Gil Holmes

3. Apologies

Joanne Watson	Ben King		
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4. Meeting Agenda

- 1) Apologies for absence
- 2) Minutes of meeting held Monday 8th September 2014
- 3) Matters arising from minutes
- 4) Finance officers report – Allan
 - a) Budget requirements 01.04.15 to 31.03.16
 - b) Grant variation
- 5) Project Managers report – Gil Holmes
- 6) Formulation of LSWG – David Soans
- 7) Hawthorns forum report – Paula Holmes
- 8) Public consultation report – Belinda Humprey, Joanne Watson
- 9) Appointment of planning consultant
- 10) Any other business
- 11) Date and venue of next meeting

5. Meeting Notes, Decisions, Issues

1. Apologise from Ben King and Joanne Watson absence due to illness
2. Last minutes taken as read
3. No matters arising from last minutes
4. Finance Officers report – AM

a) Budget requirements approx.

Technical report: £2500

Evidence Support: £2000

Printing: £100

Venue Hire: £400

Venue Workshop: £200

Flyers and other costs: £1000

Printing Draft Plan: £800

The only spend so far is the venue hire and food for the workshops - £97.20. The Trust has put in a hire cost of £30 for the project plan workshop and the Heritage Centre should be putting in several invoices.

A rough estimate of approx. £15k for the plan (finance year April 1 2014 – 31 March 2015). We should estimate another £10k or similar for 2015 – 2016 budget.

DS mentioned that we have still applied for the Kettering Community grant of £2,500 so that will be taken into consideration.

Grant Variation - PH asked formally for the grant.

5. Project managers report – GH

Gil produced a fantastic project plan and covered Step 2; tasks g to p and looked at ownership and timelines

2g – Development of strategy – BH/JW – DS has also booked a stall at the Gala night outside TJ shop. A conversation took place about reaching to all demographics – BH and JW to look at leaflets and leaflet content. Where we can leave the leaflets examples given were;

Churches, Library, Shops, Dentist, Doctors, Hairdressers, Community centres etc. AM said he would contact the list of volunteers if we required leaflet drops door to door or people to man the stalls etc.

Deadline for feedback on leaflet content or other information by w/e 17th October.

DS arranged with Pamela Goodman to deliver 5,000 leaflets for £90.

2h – Draft consultant brief for site assessment work – DS sent the Consultation brief and Terms of Reference to 5 consultants with a deadline date of **17th. October 2014** to submit proposals, interviews will be scheduled for **21 - 23rd October 2014** with the selected Consultant being confirmed by **24th. October 2014**.

GH said that 2i – 2k – are linked

2i – Review UDF and identify issues that would be transferable to NDP – SG/PJH

2j – Initial review of SHLAA sites – SG

2k – Fresh local level call for sites – SG made the decision not to ‘call to sites’

2l – Review UDF and identify issues that would be transferable to NDP – PH

2m – Consultant interviews and appointment for sites review work – SG

2n – Review of short list of deliverable sites – SG (When consultants come back in December we need to review, they may want to ask questions, we will need meetings to discuss.

2o – Engagement of statutory bodies re sites review – DS

2p – Further community consultation to identify wider issues/emerging options – BH/JW

BH/JW have organised a stall at the Junior & Infants parents day on 26th November

BH/DS to review the UDF

6. Formulation of LSWG – DS mentioned that the house count from 2011 will which counts towards the target of 1400 – 1500 with an end date of 2031.
7. The Hawthorns Work Stream - Under section H on the project plan — PH has applied for 2 grants – community land trust and asked if anyone in the steering group would be interested in attending (no update yet but PH will keep the SG informed).
Lawrence site work stream – Under section L on the project plan – BH/TJ/PH/JD will be on the working group. Ruth Wakelin to be asked if she would like to be part of the Lawrence Site project team.
AM to send a note to the 20 + volunteers to see if they would like to be part of the Group.
GH/PH said that L1 to L7 could move back by one month without affecting the end date – this was passed by the SG.
8. Appointment of planning consultants discussed under section 2g, BH would like at some point a comment to be added to the plan about a conservation area
9. AOB – PH wanted to thank Alex Munro and Rachel Hogger for all there work so far.
Graham Dawson will be contacted to join the SG
10. Next meeting – Thursday November 6th 7.30pm at the Heritage Centre

ACTION POINTS

BH – To invoice for Heritage Centre, back dated ones to be sent asap

AM – Contact volunteers, ask if they would like to be part of the Lawrence site group + volunteer for ‘getting the message out’

HC – To send mariedown@kettering.gov.uk a copy of the minutes

