

Agenda/Meeting Minutes

1. Purpose of Meeting

Desborough Town Plan Steering Group

Date of Meeting:	Thursday 14th July 2015	Location:	Desborough Library 7.30pm
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2. Attendance at Meeting

Name	Name	Name	Name
David Soans	Ruth Wakelin	Terry James	Allan Matthews
Ray Brooks	Alex Turigel	Joanne Watson	Gil Holmes
James Putt	Belinda Humfrey		
Members of Public :-	James McKecknie		

3. Apologies

Kevin Sills	Ben King		
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4. Meeting Agenda

- 1) Welcome and introductions
- 2) New membership of steering group
- 3) Apologies for absence
- 4) Minutes of meeting held 23rd June 2015 (already circulated)
- 5) Matters arising from minutes
- 6) Verification of officers – Election of vice-chairman
- 7) Finance officers report – Allan Matthews
- 8) Appointment of planning consultants – David Soans
- 9) Future project management of steering group – proposals to DTC
- 10) Public engagement event Carnival 27th June – report Ben King
- 11) Public realm vision and masterplan – separate document attached – discussions and proposals
- potential dates for survey
- 12) Strategic environment assessment – proposals from KBC - Carrie Murphy
- 13) Operation of website – discussion and proposals
- 14) Questions and comments from members of the public.
- 15) Any other business
- 16) Date and venue of next meeting.

Meeting Notes, Decisions, Issues

1. Welcome and introductions.
David Soans welcomed all to the meeting.
2. New membership of steering group
James Putt, Ray Brooks and Kevin Sills(not present) are the new Councillor members.
3. Apologies.
Kevin Sills, Ben King.
4. Minutes of meeting held 14th May 2015 (already circulated).
Minutes from last meeting read and approved.
5. Matters arising from minutes. None.
6. Verification of officers – Election of vice-chairman
Chair – David Soans, Finance Officer – Allan Matthews, Secretary – Terry James,
Vice Chairman - Ray Brooks
7. Finance officers report – Allan Matthews
Query whether room hire was paid for last SG meeting at DCDT shop. No other transactions.
8. Appointment of planning consultants – David Soans
The five Planning Consultants found by Paula Holmes will be asked to tender for the contract. The results will go to the next Town Council meeting. That result will be given to the Steering group.
9. Future project management of steering group – proposals to DTC
Gilbert needs to discuss this matter with only the Steering Group.
10. Public engagement event Carnival 27th June – report Ben King
Thanks to all concerned who took part in this work, results to go to Town Clerk.
11. Public realm vision and masterplan – separate document attached – discussions and proposals
- potential dates for survey
The Public Realm Meeting will need one day to complete, including a survey of the Station Road area. This will be a most important part of the Neighbourhood Plan. Suggest Thursday 6th August or Monday 10th August at the Heritage Centre.
12. Strategic environment assessment – proposals from KBC - Carrie Murphy
The SEA may be necessary by European legislation to look at the effects to the environment of the Neighbourhood Plan. Not sure whether necessary now. Need to ask KBC for a Screening opinion. It would provide an audit trail for our Plan. Carrie to start process off. A formal request will need to be made to KBC, David Soans to action this.
13. Operation of website – discussion and proposals
James Putt offered to take over maintenance of the website, details needed from Paula Holmes.
14. Questions and comments from members of the public.
None present.
15. Any other business.
Gilbert Holmes said, he was co-opted into the role of Project Manager by Paula Holmes. The Neighbourhood Plan should have been in draft form by October, it is now 8-12 weeks behind. The Town Clerk started the Grant process which was taken over by Paula who achieved the Grant. Why go back to tender for the Consultants when not necessary? David Soans said this was a decision by the Town Council. Gilbert asked who would take over the Project Manager role? David Soans agreed to take over. Gilbert Holmes then resigned.
Jo Watson said that she unable to take part due to too much Town Council involvement and resigned.
16. Date and venue of next meeting.
Tuesday 18th August 7.30pm at Desborough Library, High Street.