

Agenda/Meeting Minutes

1. Purpose of Meeting

Desborough Town Plan Steering Group

Date of Meeting:	Tuesday 15th September 2015	Location:	Heritage Centre 7.30pm
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2. Attendance at Meeting

Name	Name	Name	Name
David Soans	James Putt	Terry James	Allan Matthews
Ray Brooks	Belinda Humfrey	Ben King	Kevin Sills
Members of Public	Graham Bayliss	Richard King	Jon Phipps - Lathams
Neil Clarke			

3. Apologies

Ruth Brown	Alex Turigel	Carrie Murphy (KBC)	
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4. Meeting Agenda

- 1) Welcome and introductions
- 2) New membership of steering group
– 2 new community members required
- 3) Apologies for absence
- 4) Minutes of meeting held 18th August 2015 (already circulated)
- 5) Matters arising from minutes
- 6) Finance officers report – Allan Matthews
- 7) Planning consultant's report. Jon Phipps (Lathams)
- 8) Project managers report - D Soans
- 9) Public realm vision and masterplan
Receipt of report from AECOM
- 10) Strategic environment assessment – proposals from KBC - Carrie Murphy
- 11) Operation of website – Report – James Putt
- 12) Questions and comments from members of the public.
- 13) Any other business
- 14) 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
Rev. Neil Clarke agreed to be one of the 2 needed community members. Belinda agreed to find a replacement member from the Civic Society.
3. Apologies.
Ruth Brown, Carrie Murphy (KBC) and Alex Turigel.
4. Minutes of meeting held 18th August 2015 (already circulated).
Minutes from last meeting read and approved.
5. Matters arising from minutes. None.
6. Finance officers report – Allan Matthews
Cheque for refreshments from Revive meeting still to be signed. Jon Phipps to explain to Town Clerk the invoicing for Latham's services within the Grant timescale.
7. Planning consultant's report. Jon Phipps (Lathams)
A suggestion to include a Botanical garden at Tailby's Meadow within plan. It was explained that the Ise Valley development was very important to plan. It is understood that KBC may be looking at extra sites within Desborough. We have received some consultation feedback but need more from Town Clerk. AECOM document needs to be looked at before including in plan. The Heritage of town to be looked at next week. Latham's hope to have a draft plan by next week, will need a meeting by end of September to discuss this. Some money is available to print copies, will need to keep plan compact but with enough detail.
8. Project managers report - D Soans
Public consultations should take place from October 8th to November 9th. James and Ray have been turning the AECOM document into a Powerpoint presentation which was shown to the group. Will need a bigger screen though. St Giles Community Centre, Marlow House and the Ritz suggested for these presentations. It was suggested that we could buy a large monitor and be used by Town Council afterwards. Ray offered to show the presentation at various locations with a laptop. A leaflet similar to previous ones could be used with new pictures to publicise the events, could be designed by Latham's free of charge. Suggested to have a leaflet available, if possible for the Town Council Meeting on Thursday.
9. Public realm vision and masterplan – Report
There are a number of errors in the draft report. Alan and Ray to liaise with AECOM on changes. Agreed that the amended document to be included in Plan.
10. Strategic environment assessment – proposals from KBC - Carrie Murphy
This is ongoing, a request has been sent from the Town Council.
11. Operation of website – Report – James Putt
Paula Holmes has been helpful in dealing with the handover to James, thanks to James for his work.
12. Questions and comments from members of the public
Richard King asked if the AECOM report will be available to the public. Yes it will when complete, it will be on the website. The eventual Referendum will not be by postal vote only personal vote.
13. Any other business.
The Co-op not represented on SG currently. Plan will be looked at by KBC and the Planning Inspectorate before the referendum. The Chairman of the Town Council wants to change the location of meetings.
14. Date and venue of next meeting.
7.30pm Tuesday 29th September 2015, at St Giles Community Centre office.