

Agenda/Meeting Minutes

1. Purpose of Meeting

Desborough Town Plan Steering Group

Date of Meeting:	Tuesday 29th September 2015 7.30pm	Location:	St. Giles Community Centre
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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	Neil Clarke
Members of Public	Carrie Murphy (KBC)	Graham Bayliss	Joanne Watson

3. Apologies

Ruth Brown	Alex Turigel	Jon Phipps- Lathams	Kevin Sills
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4. Meeting Agenda

- 1) Welcome and introductions
- 2) Membership – additional member to represent Civic Society
Richard Turner agreed to be new member from Civic Society, not present.
- 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 – confirmation of budget for consultation
- 7) Planning consultant's report – previously circulated.
- 8) Consultation -:
 - a) Production of leaflet
 - b) Leaflet distribution
 - c) Dates for TV screen displays
 - d) Dates for big screen events
 - e) Production of comment sheets
 - f) Website comment page
 - g) Other ideas
- 9) Website update
- 10) Questions and comments from members of the public
- 11) Any other business
- 12) 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
Richard Turner agreed to be new member from Civic Society, not present at meeting tonight.
3. Apologies.
Ruth Brown, Alex Turigel, Kevin Sills and Jon Phipps - Lathams.
4. Minutes of meeting held 25th September 2015 (already circulated).
Minutes from last meeting read and approved.
5. Matters arising from minutes. None.
6. Finance officers report – Allan Matthews
No movement on our funds at the moment. Invoice for Revive refreshments paid. £7550 awarded by Locality, £15,500 by Town Council. £500 allocated for Printing of Public Documents. £212 so far for meetings. Around £6-7,000 available now. Invoices for Lathams to be in by end of the year. The £7,550 grant is for specific spendings (Lathams etc). Still awaiting room hire bills for two meetings.
7. Planning consultant's report. Previously circulated
AECOM changes and errors detailed by Ray Brookes, we will need an editable file to make further changes.
Progress Report from Lathams.
Nothing sent to KBC re site assessment report yet.
1.3 Town Centre report done,
1.5 Ongoing David Soans to attend meeting on Friday,
1.6 in hand,
2.1 done,
2.2 some available,
2.3 done,
2.4 coming along nicely,
3.1 in preparation,
4.1 Town project Plan available 12th October from Lathams, Consultation to start 15th October till 26th November.
8. Consultations.
8a, Need to check other towns leaflets and see which are best, Ray gave out a draft which will need dates and times, need to price up leaflet printing and check with James McKecknie if OK.
8b, Ask the Scouts if they can distribute leaflet.
8c, To be looked into.
8d, provisionally St Giles – 26th October and Heritage Centre 11th November both 2pm to 8pm. Big Screen needs sourcing. Also on Guy Fawkes night perhaps at Leisure Centre foyer. An executive summary (from Lathams) at meetings with the full plan available. Flip charts could also be used. Look at Earls Barton for how they did consultation. Carrie to send out the rules from KBC regarding how consultations should be done.
8e, Comment sheet on back of leaflet and separately at meetings.
8f, Comment page could be on website also.
9. Website update.
Website now working and up to date. Thankyou to James Putt.
10. Questions and comments from members of the public
Graham Bayliss asked whether the consultation should be a project to be done by a small working party. In reply it was said that there are not enough people involved to do this.
11. Any other business
None.
12. Date and venue of next meeting.
Wednesday 14th October at St Giles Community Centre, 7.30pm.