

## Agenda/Meeting Minutes

### 1. Purpose of Meeting

Desborough Town Plan Steering Group

<b>Date of Meeting:</b>	Friday 15th January 2016 7.30pm	<b>Location:</b>	Desborough Heritage 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	Richard Turner	Jane Pearce
Ruth Brown			
<b>Council Officer</b>	James McKecknie(DTC)		
<b>Members of Public</b>	None		

### 3. Apologies

Kevin Sills	Jon Phipps- Lathams	Neil Clarke	Carry Murphy (KBC)
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### 4. Meeting Agenda

- 1) Welcome and introductions
- 2) Membership – Resignation of Ben King –replacement member
- 3) Apologies for absence
- 4) Minutes of meeting held 5th January 2016 and working group notes 10th December 2015
- 5) Matters arising from minutes
- 6) Revised project time scale – comments and discussion
- 7) Draft plan progress report – discussion of written comments by members
- 8) Consultation - statutory bodies
- 9) Consultation Desborough businesses and organisations
- 10) Consultation Desborough residents
- 11) Questions and comments from members of the public
- 12) Any other business
- 13) Date and venue of next meeting

## Meeting Notes, Decisions, Issues

1. Welcome and introductions.  
David Soans welcomed all to the meeting.
2. Membership – Resignation of Ben King –replacement member  
Hope to have another member soon.
3. Apologies for absence - Kevin Sills, Jon Phipps (Lathams), Neil Clarke and Carry Murphy(KBC)
4. Minutes of meeting held 5th January 2016 and working group notes 10th December 2015  
Minutes from these meetings read and approved.  
A second email of the working group notes to be sent out to members to ensure all have a copy.
5. Matters arising from minutes. – none.
6. Revised project time scale – comments and discussion.

Leaflets and letters not checked yet. Is Group meeting often enough to get necessary work done? Small groups of members may be needed to achieve aims. Belinda to reformat leaflets & letters to fit page better. 5,000 leaflets needed for Houses in Town. Should be printed by KBC by February 1<sup>st</sup>, James McKecknie to arrange. We should try to keep to revised timescale.

7. Draft plan progress report – discussion of written comments by members  
As Jon is not at meeting we must ask him to email an updated Draft NP next week, Need to plan a meeting with Jon on 25<sup>th</sup> or 26<sup>th</sup> January at the Heritage Centre to discuss.
8. Consultation - statutory bodies  
We have agreed a list of Statutory Bodies to be consulted. We need a template letter to send out, perhaps use a modified letter we use for businesses.
9. Consultation Desborough businesses and organisations  
A list of Businesses has been produced, but may not include all local small businesses.
10. Consultation Desborough residents  
How many copies of Draft NP will we need? It will be on NP website and DTC website. 100 printed copies needed with a reserve of another 50 to be available on short notice. Look how to set up various disabled versions if necessary.  
Open Days – 5<sup>th</sup> & 6<sup>th</sup> March and 14<sup>th</sup> & 15<sup>th</sup> March at ST Giles Community Centre 10am -3pm, need to organise a rota of members to be present for questions etc.  
Stall at Desborough Market on 17<sup>th</sup> March.  
Hard copies of plan at Library, and other places maybe.
11. Questions and comments from members of the public  
No members of public present..
12. Any other business  
A company is looking to develop land at the north of the town opposite Rigid Containers on B576, outside the Town boundary at present, should we be talking to them to help have enough housing without using the Ise Valley.
13. Date and venue of next meeting – Tuesday February 2nd 2016 at 7.30pm in the Heritage Centre.