

Agenda/Meeting Minutes

1. Purpose of Meeting

Desborough Town Plan Steering Group

Date of Meeting:	Tuesday 15 th March 2016 7.30pm	Location:	Desborough Heritage Centre
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2. Attendance at Meeting

Name	Name	Name	Name
David Soans	James Putt	Terry James	Allan Matthews
Ruth Brown	Belinda Humfrey	Kevin Sills	Jane Pearce
Rev.Neil Clark			
Council Officers	James McKecknie(DTC)	Carry Murphy (KBC)	
Members of Public			

3. Apologies

Richard Turner	Ray Brooks	Jon Phipps- Lathams	Frances Bayliss
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4. Meeting Agenda

- 1) Welcome and introductions, the following milestone timescale prepared by David was approved.

Desborough Town Plan post consultation time scale

Element	start date	completion date
Collect comments from Drop-in boxes and website	7th March 2016	24th March 2016
Collate comments into Existing themes & policies	15th March 2016	29th March 2016
Collate additional themes & Policies	21st march 2016	29th March 2016
Negotiate printing & Publishing costs	15th March 2016	12th April 2016
Rewrite plan document	29th March 2016	19th April 2016
Publish 1st draft document	20th April 2016	25th April 2016
Review 1st draft document	25th April 2016	27th April 2016
Publish final draft document	27th April 2016	29th April 2016
Handover document to KBC	3rd May 2016	3rd May 2016

Timetable supporting documentation

Prepare supporting Documentation	15th March 2016	19th April 2016
Publish 1st draft	20th April 2016	25th April 2016
Review 1st draft	25th April 2016	27th April 2016
Publish final draft	27th April 2016	29th April 2016
Handover to KBC	3rd May 2016	3rd May 2016

Meeting Notes, Decisions, Issues

1. A meeting arranged for Tuesday 22nd March at the Town Clerks office for David, Jane, Carry, Belinda, Frances (if able) and James McKecknie to discuss upgrading of the policies within the Plan.
2. Affordable Housing is missing and should be included.
3. Our thanks go to Frances for all her hard work on the policies.
4. Check on responses to Business Consultation and re email if necessary.
5. Invite Phillip Rice from the DCDT to comment on the Plan, as no engagement with this group has occurred yet.
6. Next scheduled meeting –
Tuesday 29th March at 7.30pm in the Heritage Centre to collate results.