

**Minutes of the meeting of Desborough Town Council  
held virtually using video and audio links  
on Thursday 20 August 2020**

Councillors present: J Read (in the Chair), S Draycott, J French, G Holmes, I James, B Keys, P Sawford, J Taylor, and J Watson.

Also present: G Thomson (Town Clerk), and five members of the community.

**28./20 CHAIR'S WELCOME AND ANNOUNCEMENTS.**

The Chair welcomed those present to the meeting and reported the sad news of the passing of Sheila Parr who had given many years of service to Desborough in a number of ways, including being elected to the former Desborough Urban District Council as the second-ever woman elected, and she expressed condolences to Sheila's family.

**29./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor Burnham.

**RESOLVED that:-  
the apologies be noted.**

**30./20 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS.**

No declarations of interest were made.

**31./20 TO NOTE OR CONSIDER ANY REQUESTS FOR DISPENSATION.**

Extracted from the report of the Town Clerk:-

*To note any requests for dispensation for Councillors with an interest to be allowed to speak which have been considered by the Town Clerk in accordance with the Localism Act 2011 and the Council's Scheme of Delegation, and to consider any such applications not yet determined.*

The Town Clerk reported that no requests for dispensation had been received.

**RESOLVED that:-  
the report be noted.**

**32./20 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 16 JULY 2020**

The minutes of the meeting held on 16 July 2020 had been previously circulated.

**RESOLVED that:-  
the minutes be confirmed and signed by the meeting Chair when possible.**

**33./20 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

No requests to make representations were made.

**34./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE TERMS OF REFERENCE FOR THE ROAD CHANGES WORKING PARTY**

Extracted from the report of the Town Clerk:-

*The Working Party's draft Terms of Reference have been circulated to Councillors.  
The Council is REQUESTED to consider and approve terms of reference.*

**RESOLVED that:-  
the draft terms of reference set out at Annexe 1 be approved.**

**35./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE ANY CHANGES TO THE "CASUAL VACANCIES AND CO-OPTIONS POLICY AND PROCEDURE"**

Extracted from the report of the Town Clerk:-

*The Council is REQUESTED to consider if any changes are necessary to the policy and procedure.*

**RESOLVED that:-  
no changes be made to the policy and procedure.**

**36./20 TO CONSIDER RESPONDING TO CONSULTATIONS**

**36.1./20 PROPOSED CHANGES TO SPEED LIMITS: B576 DESBOROUGH ROAD, ROTHWELL (NCC)**

Extracted from the report of the Town Clerk:-

*Northamptonshire County Council is consulting on proposals to extend the existing 30 mph limit on the B576 Desborough Road, Rothwell as shown on the attached plan. The proposals originally went out to consultation in April 2018 and subsequently a Notice of Intention was advertised. However the works were not completed within the two year time period permitted and therefore the process of consulting with statutory consultees and stakeholders needs to begin again.*

*The Council is REQUESTED to consider the matter.*

It was noted that the Council had previously sought a 40mph speed limit for the stretch of road between the two towns and it was suggested that a 50 mph might be acceptable as a compromise. It was also noted that the 30mph limit was scheduled to be moved south for the Desborough South development. Following a full discussion it was

**RESOLVED that:-**

**the County Council be requested to introduce all three traffic orders concurrently: the extension of the 30mph limit north from Rothwell, the extension of the 30mph limit south from Desborough, and a 40 mph (or 50 mph) in between.**

### 36.2./20 ANPR CAMERA EXPANSION (NORTHANTS POLICE)

Extracted from the report of the Town Clerk:-

*Northamptonshire Police is consulting on proposals to add around 100 new cameras to the ANPR network in Northamptonshire as part of an investment strategy to disrupt crime, support road safety and deny criminals the use of the county's roads. There are three cameras proposed to Desborough:-*

- *Braybrooke Road, Desborough*
- *Pipewell Road, Desborough*
- *Rushton Road, Desborough*

*The expanded camera network is part of a wider strategy to strengthen crime fighting and links several initiatives, including the establishment last year of the road crime team to focus on denying criminals the use of the roads and the rapid response Interceptor cars.*

*ANPR - Automatic Number Plate Recognition - reads the registration of passing vehicles and checks them across a number of databases, raising the alert if a vehicle is stolen or linked to crime.*

*The cameras will also support police in tackling antisocial driving and identify uninsured vehicles - research shows that drivers who drive uninsured are more likely to be involved in serious road traffic collisions and be involved in other types of criminality.*

It was noted that the Council's proposals for the extension of CCTV incorporated the possibility of ANPR cameras.

**RESOLVED that:-**

**the Council supports the proposals for the three cameras in Desborough.**

### 36.3./20 POLICE PRIORITIES (NORTHANTS POLICE)

Extracted from the report of the Town Clerk:-

*Northamptonshire Police is currently consulting the communities in the county on locally identified priorities. The consultation is in the form of open-text questions to allow contributors to provide as much detail as appropriate.*

*A link to the survey online is [https://www.surveymonkey.co.uk/r/](https://www.surveymonkey.co.uk/r/NorthamptonshireLocallyIdentifiedPriorities)*

*NorthamptonshireLocallyIdentifiedPriorities*

*The three questions are:-*

- *What concerns you?*
- *What do you like about your area / positive things happening in your community?*
- *What changes would you like to see?*

*The Council is invited to consider any response to the consultation based on the Council's perception of issues in our area that it feels the police should prioritise, and to encourage members of the community to complete the consultation.*

**RESOLVED that:-**

**members of the community and Councillors be encouraged to respond individually.**

37./20

### TO RECEIVE UPDATES, IF ANY, ON VARIOUS MATTERS

37.1./20

### PROPOSED ONE-WAY SYSTEM AND PARKING RESTRICTIONS GLADSTONE STREET / NICHOLS STREET

Extracted from the report of the Town Clerk:-

*The Council is REQUESTED to consider an oral report from the Road Changes Working Party.*

It was reported that the Working Party had met three times:

- *to discuss the aims and objectives of the working party (Terms of Reference), that the consultation process be discussed with members of the public to enable the project to be started as soon as possible, along with NCC, highways and other stakeholders;*
- *to discuss with members of public what they felt the issues were regarding traffic management in the area, and the previous consultation; and,*
- *to discuss the skeleton of the proposed consultation letter.*

It was suggested that the skeleton letter should be used as an outline and that GDPR provisions would need to be added.

It was suggested that the previous consultation had not elicited a number of significant responses possibly because people had formed the impression that they only needed to respond if they were against the proposals. In response to questions, the Town Clerk reported that the County Council was required to consult formally as part of the traffic and parking order processes irrespective of any consultation carried out by the Town Council. He added that the County Council's charge to the Town Council for the consultation would be £3,855.

Following a full discussion on the possibilities of running the two consultations alongside each other, or using the Town Council's letter to prompt residents and encourage responses whatever the views, it was

**RESOLVED that:-**

- i) **the Town Council issue a letter to business and residential frontagers in the streets involved signed by the Council Chair advising of the forthcoming formal consultation, encouraging responses to that consultation, and seeking views on the proposals;**
- ii) **arrangements be made for the printing and delivery of the letters**
- iii) **the County Council be requested to carry out the formal consultations on the proposed traffic and parking orders.**

#### **37.2./20 BRAYBROOKE ROAD PLAY AREA**

Extracted from the report of the Town Clerk:-

*An oral report of any progress will be given.*

The Town Clerk reported that the Borough Council had been asked again for an update on the funding position. It was suggested that the delay might have been caused by the Borough Council seeking committee approval for the requested contribution.

**RESOLVED that:-**

**the information contained in the report be noted.**

#### **37.3./20 ROTHWELL ROAD / GOLD STREET JUNCTION**

Extracted from the report of the Town Clerk:-

*A copy of the Traffic Calming Feasibility Study on the B576 Desborough prepared by the Traffic Engineering Team of KierWSP/NCC in January 2017 has been circulated to Councillors.*

It was noted that there had been no further progress on this item.

**RESOLVED that:-**

**the information contained in the report be noted.**

#### **37.4./20 HIGHWAY BARRIERS (A576 RAILWAY BRIDGE AND HIGH STREET)**

Extracted from the report of the Town Clerk:-

*An oral report of any progress will be given.*

It was noted that there had been no progress on this item.

**RESOLVED that:-**

**the information contained in the report be noted.**

#### **37.5./20 DUNKIRK AVENUE PLAY AREA**

Extracted from the report of the Town Clerk:-

*An oral report of any progress will be given.*

It was noted that there had been no progress on this item. It was reported that a table in the area might be in an unsafe condition and noted that it had been reported to the Borough Council's environmental services.

**RESOLVED that:-**

**the information contained in the report be noted.**

#### **37.6./20 CCTV UPGRADE**

Extracted from the report of the Town Clerk:-

*An oral report of any progress will be given.*

It was noted that the Borough Council had been chased yet again for clarification of who specifically was dealing with the proposals. It was noted that the original proposals had included a suggestion for an ANPR.

**RESOLVED that:-**

**the information contained in the report be noted.**

- 37.7./20 GREENSPACE PLAY AREA**  
 Extracted from the report of the Town Clerk:-  
*An oral report of any progress will be given.*  
 The Town Clerk reported that details of the scheme were being agreed with officers at KBC and would be reported in due course.  
**RESOLVED that:-**  
**the information contained in the report be noted.**
- 37.8./20 NEIGHBOURHOOD PLAN**  
 Extracted from the report of the Town Clerk:-  
*An oral report of progress will be given.*  
 The Town Clerk reported that four quotations had been received and studied in detail. He said that although none of the contractors had experience in Kettering Borough some had worked in Northamptonshire or were still doing so. He added that a weighted evaluation system had been used to scrutinise the quotations and the proposals. The Town Clerk reported that the Council might still be able to receive some technical support and to a health check of documents through Locality.  
 The Town Clerk reported that in accordance with the delegated authority, and in consultation with the Chair and Councillor Draycott, he had approved the acceptance of one quotation. He explained that the final contract had not been signed owing to the consecutive annual leave of the contractor and the Town Clerk and that details of the contractor and the price would be provided to the Council once the contract was in place. He added that he hoped the work would start within a couple of weeks and a report would be provided at the September Council meeting.  
**RESOLVED that:-**  
**the information contained in the report be noted.**
- 37.9./20 DESBOROUGH MARKET**  
 Extracted from the report of the Town Clerk:-  
*An oral report of any progress will be given.*  
 It was noted that there had been no progress on this item.  
**RESOLVED that:-**  
**the information contained in the report be noted.**
- 37.10./20 PROPOSED SCHOOL HOLIDAY PLAY SCHEME FOR CHILDREN**  
 Extracted from the report of the Town Clerk:-  
*An oral report of any progress will be given.*  
 It was noted that there had been no progress on this item.  
**RESOLVED that:-**  
**the information contained in the report be noted.**
- 38./20 TO RECEIVE AND NOTE THE PLANNING AND LICENSING REPORT AND CONSIDER COMMENTING ON APPLICATIONS**  
 Extracted from the report of the Town Clerk:-  
*In accordance with the views expressed by Councillors, any comments which were uncontentious and uncontested were submitted to the relevant planning authority as set out in the report attached at Appendix A.*  
*The Council is RECOMMENDED to note the report and raise comment on any applications.*  
 The Town Clerk reported that notification had been received prior to the meeting relating to an application which was adjacent to the Desborough boundary. He confirmed that he would circulate details after the meeting for comment.  
 The Town Clerk reported that the withdrawal of the Council's previous objections to the application relating to the Ritz had been communicated to the Planning Authority but that the application had been refused.  
**RESOLVED that:-**  
**the information contained in the report be noted.**
- 39./20 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND TO NOTE THOSE MADE IN ACCORDANCE WITH THE SCHEME OF DELEGATION**  
 Extracted from the report of the Town Clerk:-  
*The report set out at Appendix B details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by*

*continuous authority; and the Council is RECOMMENDED to approve payment. Details in the report will be updated before the meeting as information is received.*

**RESOLVED that:-  
the recommendation be accepted.**

**The meeting closed at 19:53**

**Signed by the Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Desborough Town Council**  
**20 August 2020**

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## Appendix A

**Planning and Licensing Matters**[KET/2020/0530](#)

54 Copelands Road, Desborough  
Detached garage

[KET/2020/0552](#)

21-23 Church View Road (land at), Desborough  
KET/2020/0092 (4 no. dwellings): Amendment to Plot C to match Plot D

[KET/2020/0512](#)

6 Station Road (land adj), Desborough  
1 no. dwelling

[KET/2020/0518](#)

52 Dunkirk Avenue, Desborough  
KET/2020/0329 (Single storey rear extension, alterations to first floor rear windows, remove chimneys, render dwelling); Amended extension width

## Appendix B

**Desborough Town Council**  
**20 August 2020**

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**Accounts for payment**

Further items may be added as received.

+ Paid in accordance with delegated or continuous authority

	Supplier	Description	Reason	VAT	Total Amount
+	Talk Talk Business	Town Council Office	Internet and telephone	£5.39	£32.34
+	Desborough Library and Community Hub	Town Council Office	Office Rent	£0.00	£666.67
+	Rothwell North Working Party	Community Grant	2019/20 grant delayed until account opened	£0.00	£600.00
+	Mr G Thomson	Salaries & all Employment Costs	Salary (August)	£0.00	£2,024.19
+	LGSS Pensions	Salaries & all Employment Costs	Pension (August)	£0.00	£874.10
+	Mr G Thomson	Town Council Office	Refund (telephone)	£0.00	£10.00
+	Mr G Thomson	General office & sundry expenses	Refund (Cleaning equipment)	£0.11	£0.65
+	Mr G Thomson	General office & sundry expenses	Refund (Sanitising equipment)	£0.12	£0.75
+	Mr G Thomson	General office & sundry expenses	Refund (Towel dispensers)	£9.91	£59.44
+	Mr G Thomson	General office & sundry expenses	Refund (Ladder)	£11.66	£69.99
+	Mr G Thomson	Town Council Office	Refund (telephone)	£0.00	£10.00
+	Mr G Thomson	General office & sundry expenses	Refund (Zoom subscription)	£2.40	£14.39



# Desborough Town Council

## Terms of Reference Road Changes Working Party

### Introduction

The Council formed the Working Party to make progress towards the Highway Authority's consideration and implementation of changes to the town's road network specifically around the two identified problem areas of:-

- Gladstone Street / Nichols Street; and,
- Gold Street / B576 Rothwell Road

The Council notes that Highway Authority (Northamptonshire County Council or its successor) is required by law to conduct formal consultation irrespective of the outcome of any work undertaken by or on behalf of the Town Council and is the body responsible for any works to be undertaken to the roads network.

### Purpose of the Working Party

The purpose of the Road Changes Working Party is to consider and to make recommendations to the Council as follows:-

1. To identify, quantify, and produce a productive consultation exercise relating to the proposed one-way system on Gladstone Street and Nichols Street.
2. To consider the previous plans for the Gold Street / B576 Rothwell Road junction and recommend how the Council should prepare and proceed with the project.
3. To consult with residents and businesses in the relevant parts of the town to gain an understanding of their issues and needs.
4. In liaison with the relevant bodies in Northamptonshire County Council and other stakeholders, produce a plan for the road network that will best address the traffic management issues experienced.
5. To deliver the consultation plan to the Council and seek approval for its implementation.
6. To manage the collation and analysis of the responses and create a report for the Town Council, Northamptonshire County Council, residents and other stakeholders.

### Membership

The Working Party comprises four Councillors and at least two voting non-Councillor members of the community resident in areas covered by the Working Party's terms of reference who shall be appointed by the Council.

### Discussions

The nature and operation of the Working Party will allow for the free flow of ideas and information and will report the outcome of discussions and make recommendations to the Council for any decisions.

### Code of Conduct and Interests

All members of the Road Changes Working Party are required to make disclosures of public interest and observe the Code of Conduct adopted by Desborough Town Council.

### Quorum and Voting

The quorum is three members of the Working Party including at least one Councillor and at least one member of the community, present and voting. Voting will be by show of hands.

### Frequency of Meetings

The Working Party will meet as and when necessary.

Approved 20/08/2020