

## **Minutes of the meeting of Desborough Town Council held in Desborough Library (streamed online by Zoom) on Thursday 8 December 2022**

Councillors present: H Wood (Chair), A Coleman, J French, J Gardiner, T Healy, D Larmour, B Murphy-Ryan, B McElhinney, S Roberts, P Sawford, and A Window

Councillors not present: D Cornwall

Also present: Eight members of the community (in person and by Zoom)  
From North Northamptonshire Council (until item 128./22):  
David Watts (DW): "Executive Director of Adults, Health Partnerships and Housing"  
Cllr Helen Harrison (HH): "Executive member for Adults, Health and Wellbeing"  
Emma Davies-Rota (EDR): "Service Manager for Provider Services North"  
Zakia Loughhead (ZL): "Assistant Director, Safeguarding, Wellbeing and Provider Services"  
and the Town Clerk

Prior to the meeting, Councillor Wood welcomed those present to the meeting, outlined the health and safety requirements, and reminded those present that it was a meeting of the Council in public and they may be filmed or recorded, and published. She expressed sympathy to Cllr Coleman on his recent bereavement. The Chair also referred to reports of refugees being housed in an hotel in Kettering and about which there had been no prior knowledge.

### **123./22 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS FOR ABSENCE WHERE APPROPRIATE**

An apology for absence was received from Cllr Cornwall.

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

### **124./22 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS**

Cllr McElhinney declared a non-pecuniary interest in item 133./22 "To receive and comment on matters in the Planning and Licensing Report" insofar as it related to application NK/2022/0585.

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

### **125./22 TO CONSIDER ANY REQUESTS FOR DISPENSATION**

It was reported that no requests for dispensation had been received.

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

### **126./22 TO APPROVE THE MINUTES OF THE MEETING HELD ON 17 NOVEMBER 2022**

The minutes of the meeting held on 17 November 2022 had been circulated and it was

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

### **127./22 TO RECEIVE A PRESENTATION FROM NORTH NORTHAMPTONSHIRE COUNCIL ON THE BEECH CLOSE CARE HOME**

Extracted from the report of the Town Clerk:-

*North Northamptonshire Council's Executive Director of Adults, Health Partnerships and Housing will be in attendance to make a presentation on the current and future situation in relation to Desborough's Beech Close care home.*

The Chair welcomed representatives of the Unitary Council to the meeting and the Council received a presentation from North Northamptonshire Council's "Executive Director of Adults, Health Partnerships and Housing" (DW). DW outlined the current state of disrepair and unfitness for purpose of the care home. They stated that the consultation was about changing the priorities to the Council not competing with the private sector provision and concentrating on short-term services. They outlined the possible options for the existing building and the estimated costs and timescales of those options. The "Executive Member for Adults, Health and Wellbeing" stressed that it was not a cost-cutting exercise rather a necessary reorganisation to provide better services for residents and staff.

During a full discussion on the details in the presentation and the implications for Desborough, the care home and its staff, questions were asked of representatives of the Unitary Council. It

was noted that there had been a lack of investment and improvement in Beech Close by the operators and by the former County Council over many years but that it retained a committed and hard-working staff team.

Following a discussion about the consultation process, DW undertook to publish the reasons why any suggestions and comments made by members of the public were rejected. It was also noted that there was currently no proposal to rebuild the care home but that the site might be made available for other social care or other uses.

The Chair thanked colleagues from the Unitary Council for their attendance, they left the meeting, and it was

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

**128./22 TO CONSIDER ANY POLICING MATTERS**

No matters were raised.

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

**129./22 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC**

Extracted from the report of the Town Clerk:-

*No decisions may be made in relation to this item.*

No representations were made.

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

**130./22 TO RECEIVE AND COMMENT ON MATTERS IN THE PLANNING AND LICENSING REPORT**

Extracted from the report of the Town Clerk:-

*The Council is REQUESTED to consider making comment on any planning or licensing matter set out in Appendix A (any other applications notified before the meeting will be added to the list).*

**130.1./22 [NK/2022/0585](#) 7 THISTLE DRIVE, DESBOROUGH, CHANGE OF USE TO RESIDENTIAL HOME FOR UP TO THREE CHILDREN OR YOUNG PEOPLE**

**RESOLVED that:-**

**the Town Clerk be requested to reiterate the Council's previous objections in relation to the failure to provide sufficient parking provision (in conflict with Policy 8(b) of the North Northamptonshire Joint Core Strategy and paragraph 109 of the NPPF); and, overdevelopment, intensified use resulting density in conflict with Policy 8(e) of the North Northamptonshire Joint Core Strategy and paragraph 127(f) of the NPPF.**

**130.2./22 [NK/2022/0760](#) 155 RUSHTON ROAD, DESBOROUGH, ERECTION OF A TIMBER BOUNDARY FENCE**

**RESOLVED that:-**

**an objection be made on the grounds of the height of the proposed fencing.**

**130.3./22 FURTHER CONSIDERATION OF APPLICATION NUMBER: [NK/2022/0614](#) (47 STATION ROAD, DESBOROUGH)**

Extracted from the report of the Town Clerk:-

*Members will recall raising an objection to the proposal on the grounds of privacy, and that the proposal is out of keeping with the Conservation Area.*

*The applicant's agent has provided further information (see Annexe 2) and has requested that the Town Council removes its objection in order that the decision-making process be accelerated, and the workload and administration on already burdened officers at the planning authority be reduced and ultimately results in this attractive building being brought back into a active use and frontage which has numerous economic and commercial benefits to Desborough.*

*The Council is REQUESTED to reconsider the matter.*

**RESOLVED that:-  
the Council's previous objection be maintained.**

**131./22 TO CONSIDER RESPONDING TO CONSULTATIONS**  
**131.1./22 LOCAL GOVERNMENT BOUNDARY COMMISSION CONSULTATION ON WARD BOUNDARIES**

Extracted from the report of the Town Clerk:-

*As previously notified, the Local Government Boundary Commission has commenced a 10-week public consultation inviting proposals for new council wards and ward boundaries for North Northamptonshire Council. The consultation will close on 6 February 2023.*

*This is a public consultation and views are sought from individuals and organisations across North Northamptonshire on where they think new ward boundaries should be drawn.*

*The electoral review will recommend new electoral arrangements for North Northamptonshire Council. The Local Government Boundary Commission is minded to recommend that 70 councillors should be elected to North Northamptonshire in the future. This is 8 fewer than the current number of councillors.*

*After it has considered all representations made to it during this consultation, it intends to publish draft recommendations in May 2023. It will then hold a further period of consultation on its draft recommendations. The final recommendations are expected to be published in July 2023 and the new electoral arrangements will come into effect at the local elections in May 2025.*

*The Commission will propose:*

- *the total number of councillors elected to the council in the future;*
- *the number of wards;*
- *the number of councillors representing each ward;*
- *ward boundaries; and*
- *the names of wards.*

*In drawing up new electoral wards, we must balance three legal criteria, namely:*

- *to deliver electoral equality: where each councillor represents roughly the same number of electors as others;*
- *that the pattern of wards should, as far as possible, reflect the interests and identities of local communities;*
- *that the electoral arrangements should provide for effective and convenient local government.*

*The Commission will treat all submissions equally, and judge each case on its merits and against the legal criteria. It urges anyone or group putting forward a view to ensure that evidence supports their submission.*

*Further details where people can explore the maps of the recommendations and make comments are on the Local Government Boundary Commission's interactive consultation portal <https://consultation.lgbce.org.uk/node/38309>*

*Comments may also be made by email to [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk) or in writing to Review Officer (North Northamptonshire), LGBCE, PO Box 133, Blyth, NE24 9FE*

*The Council is REQUESTED to consider its view and make any comment deemed appropriate.*

**RESOLVED that:-**

**consideration of the matter be deferred to the ordinary January Council meeting and Councillors review the information available.**

**131.2./22 NORTH NORTHAMPTONSHIRE GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT UPDATE AND A PITCH DELIVERABILITY ASSESSMENT**

Extracted from the report of the Town Clerk:-

*North Northamptonshire Council has commissioned specialist consultants to carry out a "North Northamptonshire Gypsy and Traveller Accommodation Assessment Update" and a "Pitch Deliverability Assessment". This work will inform the preparation of the North Northamptonshire Gypsy and Traveller Site Allocations Policy Development Plan Document. To inform this work ORS is carrying out a survey with Town and Parish Councils. The consultation asks questions as set out in Appendix B and the Council is REQUESTED to consider any response deemed appropriate.*

**RESOLVED that:-**

**consideration of the matter be deferred to the ordinary January Council meeting.**

**132./22 TO RECEIVE ANY REPORTS FROM COMMUNITY GROUPS AND REPRESENTATIVES**

No reports were presented.

**RESOLVED that:-**

**the information be noted.**

**133./22 TO RECEIVE ANY REPORTS FROM NORTH NORTHAMPTONSHIRE COUNCILLORS**

In response to questions, NNC Cllr Howes reported that enforcement action was being prepared in relation to the Buxton Drive development.

In response to questions relating to the former Lawrence's factory site, NNC Cllr Howes reiterated that there had been no planning application for the site from any supermarket, that Historic England had clearly indicated that in view of the conservation value of the site it would "call in" any such application that was made for consideration by the Secretary of State.

It was noted that instances of flooding on roads should be reported by telephone to North Northamptonshire Council on 0300 126 3000 between 9.00am and 5.00pm Monday to Friday or 01604 651074 outside of these hours.

**RESOLVED that:-**

**the Town Council expresses the view that the North Northamptonshire Council should consult the public on the future use of the former Lawrence's factory site.**

**134./22 TO CONSIDER REPORTS FROM COMMITTEES, ADVISORY COMMITTEES, AND PANELS**  
**134.1./22 EVENTS COMMITTEE**

Extracted from the report of the Town Clerk:-

*The report of the Events Committee was circulated as Report No. 1.*

**RESOLVED that:-**

**the report be accepted and adopted.**

**134.2./22 NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

Extracted from the report of the Town Clerk:-

*The report of the Neighbourhood Plan Advisory Committee was circulated as Report No. 2.*

**RESOLVED that:-**

**the report be accepted and adopted.**

**135./22 TO RECEIVE A VERBAL REPORT ON CURRENT ACTIVITY**

**RESOLVED that:-**

**consideration of the matter be deferred to the ordinary January Council meeting.**

**136./22 TO APPROVE THE FINANCE REPORT**

Extracted from the report of the Town Clerk:-

*The finance report is set out at Appendix C. Further information will be provided to Councillors in due course.*

*The Council is RECOMMENDED to approve the report.*

**RESOLVED that:-**

**the report be approved.**

**137./22 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND NOTE PAYMENTS MADE**

Extracted from the report of the Town Clerk:-

*The report set out at Appendix D details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority. Details in the report will be updated before the meeting as information is received. The Council is RECOMMENDED to approve payments and note those payments made under delegated authority.*

**RESOLVED that:-**

**the payments made and proposed, and any approved during the meeting be approved.**

**138./22 BUDGET 2023/24**

Extracted from the report of the Town Clerk:-

*The Council will need to determine its budget by the end of January 2023. Estimates for known core costs are being prepared together with possible outturn figures for the current financial year. The Council needs a three-year rolling plan of what it wants to achieve before the three-year forecast of revenue and capital receipts and payments can be calculated and recommendations for the use of reserves and sources of funding may be presented as required by the Financial Regulations.*

*The Council is REQUESTED to indicate its intentions for the next three years*

**RESOLVED that:-**  
**consideration of the matter be deferred to the ordinary January Council meeting and Councillors submit thoughts and ideas to the Town Clerk before the next meeting.**

**139./22 REVIEW OF POLICIES**

Extracted from the report of the Town Clerk:-

*A number of the Council's policies are in need of review and updating. The relevant documents are available on the Council's website. It is suggested that the following policies be reviewed at the meeting:-*

[Casual Vacancies and Co-Options Policy and Procedure](#)

[Protocol on remote access to meetings](#)

[Anti-bribery, Anti-fraud, and Anti-corruption Policy Statement and Procedures](#)

*The Council is REQUESTED to review and approve any amendments to the policies listed.*

**RESOLVED that:-**  
**consideration of the matter be deferred to the ordinary January Council meeting.**

**The meeting closed at 21:08**

Chairman: \_\_\_\_\_

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

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Initialed by the Chair: \_\_\_\_\_

**Desborough Town Council  
08 December 2022**

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**Planning and Licensing Report**

Click the underlined text to go to details of the application on the Planning Portal of North Northamptonshire Council (link is outside the Town Council's control).

Application Number: [NK/2022/0585](#)  
Location: 7 Thistle Drive, Desborough  
Proposed development: Change of use to residential home for up to three children or young people  
**See Annexe 1**

Application Number: [NK/2022/0619](#)  
Location: 121 Federation Avenue, Desborough  
Proposed development: Convert garage into office/utility space, extend and convert carport into garage

Application Number: [NK/2022/0668](#)  
Location: Sainsbury's Supermarkets Limited, Magnetic Park (land at), Cockerel Rise/  
Harborough Road, Desborough  
Proposed development: 2 no. internally illuminated fascia signs; 1 no. upwards projecting internally illuminated lettering; 1 no. double-sided, internally illuminated totem; 3 no. double-sided, non-illuminated totems; 57 no. non-illuminated wall and post mounted directional and informative signs

Application Number: [NK/2022/0728](#)  
Location: 16 Gapstile Close, Desborough  
Proposed development: Single storey rear / side conservatory

Application Number: [NK/2022/0760](#)  
Location: 155 Rushton Road, Desborough  
Proposed development: Erection of a timber boundary fence

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**Desborough Town Council**  
**08 December 2022**

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**7 Thistle Drive, Desborough**

Application Number: [NK/2022/0585](#)

Location: 7 Thistle Drive, Desborough

Proposed development: Change of use to residential home for up to three children or young people

When the Town Council last considered an application for this use at this property ([KET/2018/0831](#)) it raised objections on the following grounds:-

- **Parking**

There is insufficient parking for the use as proposed.

The previous application referred to three allocated parking spaces but the description of the business model referred to four adult service users and at least four members of staff, in addition to other visitors. There could therefore be a total of eight vehicles at the property at critical times. The current application states that four dedicated spaces are available.

- **Effect on highway safety and traffic**

The use as proposed would lead to increased traffic from the owners / operators as well as the staff and service users. Although not high in number, the lack of appropriate parking would lead to conflict with neighbouring residents and road users.

- **Noise and disturbance**

The use as proposed is likely to lead to additional noise from both the service users and from the staff with traffic movements at random times during the day and night. The service users are by definition likely to have issues which lead to potential conflict with other service users and staff leading to noise nuisance for those in this terraced block.

The application refers to “experienced personnel” and having “at least one well trained” member of staff. Whilst not a planning consideration the Council urges caution on the grounds that the applicant company was incorporated in July 2018. The ability of the staff to manage the property as proposed is therefore questionable.

- **Layout and density of building**

The proposal is to serve four clients and one overnight staff member leading to a sleeping requirement of five people. This would therefore lead to an overdevelopment internally.

The building layout does not indicate any “personal space” for service users, space for the “therapeutic activities”, nor office accommodation for staff. The Council is of the view that this would be further evidence of overdevelopment internally.

- **Other considerations**

There appear to be covenants on the property:-

- preventing the use of the building “*other than as or incidental to a single private dwelling*”;
- “*Not to carry on any trade or business on the Property or in on or from the dwelling*”; and,
- “*No part of the Property shall be used or occupied for any purpose other than as or incidental to single dwellings*”
- if the planning authority is minded to approve the application, any approval granted should limit the number of service users to two at any one time.

In summary, the application was refused on the grounds of:-

- failing to provide sufficient parking provision (in conflict with Policy 8(b) of the North Northamptonshire Joint Core Strategy and paragraph 109 of the NPPF; and,
  - Its intensified use and resulting density in conflict with Policy 8(e) of the North Northamptonshire Joint Core Strategy and paragraph 127(f) of the NPPF
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**Desborough Town Council  
08 December 2022**

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**Further consideration of Application Number: [NK/2022/0614](#) (47 Station Road, Desborough)**

Application Number: [NK/2022/0614](#)

Location: 47 Station Road, Desborough.

Proposed development: Replace windows with PVCU and insert four windows on West elevation

Members will recall raising an objection to the proposal on the grounds of privacy, and that the proposal is out of keeping with the Conservation Area.

The applicant's agent has provided further information and has requested that the Town Council removes its objection in order that the decision-making process be accelerated, and the workload and administration on already burdened officers at the planning authority be reduced and ultimately results in this attractive building being brought back into a active use and frontage which has numerous economic and commercial benefits to Desborough.

The agent contends that:-

- some overlooking exists from the current windows;
- the new windows are located in the west elevation and face onto the town square, and as such there is very little scope for overlooking;
- there is a considerable distance between Revive Cafe and the building subject to this application, this distance negates any opportunity for overlooking;
- the windows proposed have been chosen to match the design of the original building and the window proportions for the new insertions are to match existing fenestration details;
- two of the new windows in the west elevation are opening up old windows;
- the windows proposed are of bespoke design and construction and are almost exactly the same but are UVPC in a conservation style.

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**Appendix B**

**Desborough Town Council  
08 December 2022**

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**North Northamptonshire Gypsy and Traveller Accommodation Assessment Update and a Pitch Deliverability Assessment**

The consultation asks the following questions:-

- (i) If you want to also supply a list of the sites which you are aware of in your parish then please give details concerning location, the number of pitches/families present and whether the numbers vary over the course of a year.
- (ii) What trends are you experiencing in your Parish Council area with regard to Gypsies & Travellers (e.g., increase in privately owned sites, commercial sites or temporary sites)?
- (iii) What attracts Gypsies & Travellers to the area? (Traditional travelling routes? Work? What kinds of work?)
- (iv) What kinds of seasonal fluctuations occur in your area?
- (v) Are you aware of any occurrences of temporary stopping by Travellers in your area? If so, please give details.
- (vi) Would you like to put forward details of any land in your area which may be suitable for G&T pitches? If so, could you please provide the location of this land and explain why it might be suitable.
- (vii) Are there any other comments you would like to make?

**Appendix C**

**Desborough Town Council  
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**Finance Report**

Monthly Bank Reconciliation		30/11/2022
Unity Trust Bank Current		£12,954.47
Unity Trust Bank Saver	£17,000 transferred to Current	£40,104.12
CCLA Public Sector Deposit Fund	Dividend reinvested Nov £406.96	£236,695.91
<b>Balance</b>		<b>£289,754.50</b>

**Appendix D**

**Desborough Town Council  
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**Accounts for payment**

Items will be added or adjusted as information is received.

	Power	Supplier	Description	Reason	Section 137	VAT	Total
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent (Dec)	-	£0.00	£666.66
+	2	TalkTalk	Town Council Office	Broadband/phone (Dec)	-	£5.88	£35.29
+	4	LGSS Pensions and Mr G Thomson	Salaries & all Employment Costs	HMRC, pension and salary payments (Nov)	-	£0.00	£3,048.65
+	1	Lloyds Bank	Administration	Payment card fee	-	£0.00	£3.00
+	1	Viking	Town Council Office	Stationery	-	£10.58	£63.48
	1	Desborough Library and Community Hub	Town Council Office	Printing	-	£0.00	£8.00
	9	Cllr D Cornwall	Projects - Gala night	Fuel - refund	-	£1.40	£8.37
	9	Cash - Poundland	Projects - Gala night	Christmas presents	-	£16.58	£99.50
	9	Steven Love	Projects - Gala night	Sound system	-	£0.00	£250.00

+ Paid in accordance with delegated or continuous authority

Duties and Powers

- |   |   |
|---|---|
| 1 Local Government Act 1972 s.111 & s.150   | 11 Local Government Act 1972 s.150 & Data Protection Regulations 2018                                     |
| 2 Local Government Act 1972 s.112   | 12 Local Government Act 1972 s.174  |
| 3 Local Government Act 1972 s.133   | 13 Accounts & Audit Regulations 2015  |
| 4 Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101 | 14 Highways Act 1980, s.274A & Local Government and Rating Act 1997 s.30                                  |
| 5 Local Government Act 1972 s.142   | 15 Local Government Act 1972 s.137  |
| 6 Local Government Act 1972 s.143   | 16 Public Health Act 1936, s.234  |
| 7 Local Government Act 1972 s.144 & s.145   | 17 Road Traffic Regulation Act 1984, s72, Highways Act 1980, s96  |
| 8 Local Government Act 1972 s.144 & s.145, Public Health Act 1936 s.87                        | 18 Town and County Planning Act 1990, s.61F(1),(2), & Planning and Compulsory Purchase Act 2004, s.38C(2) |
| 9 Local Government Act 1972 s.145   | 19 Representation of the People Act 1983 (as amended) s36   |
| 10 Local Government Act 1972 s.150  | 20 Local Government Act 1972, s150 & Data Protection Regulations 2018                                     |

Initialed by the Chair: \_\_\_\_\_

**Report No 1**

**Desborough Town Council  
08 December 2022**

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**Events Committee  
22 November 2022**

Councillors present: Coleman, Healy, French, McElhinney, Roberts  
Apologies: Cllr Cornwall  
No interests were declared.

**Gala Night**

The Committee discussed arrangements for the Gala night. A summary of the main decisions follows:-

**Entertainments and stalls**

Arrangements to chase up unconfirmed potential stallholders were agreed.  
Cllr French undertook to arrange the placement of stalls.

**Gazebos and tables**

Transport arrangements were agreed.  
Arrangements for volunteers to erect and dismantle were noted.  
Arrangements for the sandbags to be collected and returned were noted.  
Arrangements for the loan of lights and the purchase of batteries were approved (£96.84 inc VAT).

**Volunteering**

Arrangements for various volunteers for daytime and evening tasks were approved.

**Christmas Presents**

An allowance of £100 for additional presents for Santa was approved.

**Road Closure**

It was agreed that the entirety of Station Road be closed as originally planned.

The meeting closed at 19:49

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**Report No 2**

**Desborough Town Council  
08 December 2022**

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**Neighbourhood Plan Advisory Committee  
29 November 2022**

Councillors present: Larmour, Murphy-Ryan, Roberts  
Also present one member of the public.  
No interests were declared or apologies received.

**Consultant's report**

A report on the next steps which had been received from the consultant was considered in detail.  
Key points were agreed or recommended as follows:-

- The draft and final Neighbourhood Plans should note and record what the document can and cannot influence, and the Council's (and community's) views on those matters could be captured;
- Evidence gathering will need to continue throughout the redrafting and consultation phases;
- The Council aim for an aspirational, longer-term, plan with reviews every five years;
- The ambitious outline timeline with the plan being "made" in May 2024 be approved;
- Investigations into funding and timing issues be undertaken;
- A visioning session for the Advisory Committee be held in the New Year

The meeting closed at 20:04

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Initialed by the Chair: \_\_\_\_\_