

**Boughton and Dunkirk Neighbourhood Plan
Minutes of meeting held on
9 December 2013 at 8.00pm**

Present: Terry Fitchett (Chair), John Peto, Jeff Tutt, Julian Owen, Roy Freeman, Pat Goode, Kate Gooding, Annette Garner, David Datlen
Louise Blackshaw (Secretary)

1. Apologies

Apologies were received from: Philip Coulson, Anne Mullender, Sandra Northend, Mike Sixsmith, Claire Dethier (Swale Borough Council)

2. Constitution

The draft constitution had previously been circulated. Each section was considered and amendments made. A copy of the revised constitution which includes the amendments is attached to these minutes.

Jeff Tutt proposed that the constitution, with the amendments made, was adopted. This was seconded by Julian Owen and agreed by all. It was also agreed that the constitution be amended as and when required.

3. Update from Working Groups

A summary outlining the main issues from each working group had previously been circulated. A wide range of issues to consider had been put forward, many of these overlap between the four groups.

It was suggested each group identify the main areas where there were overlaps between the groups and focus on these as key issues.

The plan should form a structure of what we would like to see, and not concentrate on small details.

The key issue now is obtaining the evidence needed to put the plan together. Part of this stage is the questionnaire to be sent out to all households. It was suggested that the questionnaire should not be more than 20 questions - 5 questions from each team including one open question. We should also consider a prize draw or something similar for completing the questionnaire to encourage responses.

It was agreed that each team would put together 5 questions for the questionnaire from their team. These will be brought back to the next group meeting.

ACRE have confirmed that it had been agreed they could undertake a housing survey for Dunkirk, funded by SBC, providing it takes place before April 2014. It was agreed that this was an opportunity to try to combine with a neighbourhood plan survey. Jeff Tutt will contact ACRE to discuss further. Example surveys which ACRE have previously undertaken can be seen at www.rural-evidence.org.uk/home.

4. Any Other Business

4.1 Planning Camp

Eden Project Communities are running two Planning Camps in 2014. They are networking and training events looking at how to lead and engage local communities in neighbourhood plans. The dates are 23-25 March (York) and 3-5 April (Oxford). They are free of charge (excluding travel) for two people from each group. It was agreed that it would be useful to attend.

4.2 Appointment of Treasurer

David Datlen suggested that his wife may be interested in taking on this role. It was agreed that he would discuss this with her and confirm to the Secretary.

4.3 Bank Account

Jeff Tutt had obtained details from Barclays Bank for setting up a bank account. The Secretary will complete the details (once the Treasurer is confirmed) and set up the account. Once the bank account is set up the initial funds will be requested from both Parish Councils.

4.4 Facebook Page

The Facebook page is now up and running – Roy will add any of the group who join as administrators. Need to encourage people to look at the page (search for banddnp) and post information. A piece to be included in the next parish magazine.

4.5 Website

Claire Dethier will report back on progress with the website. This is currently being discussed between SBC IT department and Planning Department.

4.6 Maps

A3 maps have been provided by SBC. An A2 version has also been requested. A large map covering the whole area and also more detailed maps showing street level detail have been requested.

Date of Next Meeting – meeting of the full group to take place 27 January 8pm at the Queens Head