

**Boughton and Dunkirk Neighbourhood Plan**  
**Minutes of meeting held on**  
**25 February 2014 at 8.00pm**

**Present:** Terry Fitchett (Chair), John Peto, Jeff Tutt, Julian Owen, Pat Goode, Kate Gooding, Philip Coulson, David Datlen, Julie Datlen, Peter Maton, Annette Garner  
Claire Dethier (Swale Borough Council)  
Louise Blackshaw (Secretary)

**1. Apologies**

Apologies were received from: Roy Freeman and Mike Sixsmith

Terry Fichett agreed to Chair the meeting and welcomed everyone.

**2. Minutes of Previous Meeting and Matters Arising**

The minutes of the meeting held on 27.1.14 had been previously circulated and were agreed and signed as an accurate record.

**2.1 Approval of Constitution**

The Constitution, which had been recommended for approval by the meeting on 27.1.14, was proposed by Julian Owen, seconded by Jeff Tutt and agreed by all.

**2.2 Appointment of Treasurer**

Julie Datlen had kindly accepted to take on the role of honorary treasurer and will oversee any financial aspects of the Neighbourhood Plan.

**2.3 Bank Account – request for funds**

Now that the Treasurer is in place a bank account is being set up. The signatories have been confirmed as Julie Datlen, Jeff Tutt and Louise Blackshaw.

The funds previously agreed from Boughton and Dunkirk Parish Councils to be formally requested by the Secretary (Boughton £500 and Dunkirk £250).

Jeff Tutt confirmed that a grant of up to £7k can be claimed from the Government for use on Neighbourhood Plans. A case needs to be put together on what we would use the funds for before putting in an application.

**2.4 Website**

Jeff Tutt had obtained quotes from two website providers for setting up and hosting a website. The prices were broadly similar and it was agreed that Jeff should investigate further with his contact in Herne Bay.

**3. Questionnaire**

Jeff Tutt had produced a first draft of the questionnaire. A revised version to be sent to the four working groups for them to review. The full list of questions drafted by the working groups to be sent out with the draft questionnaire so that they could see what questions other groups had highlighted. The working groups to meet and review the draft questionnaire before the next Group meeting.

John Peto had looked at surveys undertaken by other Neighbourhood Plan groups and found they vary considerably. It was agreed that the questionnaire should not be lengthy but needs to contain enough questions to obtain sufficient information to start putting a plan together.

### **ACRE Survey**

The housing needs survey for Dunkirk had been amended but it was still felt that it didn't include the information we were trying to obtain and we were restricted by what ACRE were able to include in the survey. It had also since been found out that the data obtained from the housing needs survey previously undertaken for Boughton was not going to be useful as there had been so few responses to some of the questions. There was some discussion on the benefits of undertaking this survey and it was agreed to meet with ACRE to see whether any further amendments may be possible to make it more beneficial.

Approaching developers to highlight possible land available for development was discussed. It was generally agreed that this information will come from responses to the questionnaire and details put on the website.

## **4. Date of Next meeting**

The next meeting of the Group to take place 25 March 8pm at St Barnabus.  
This meeting to concentrate on finalising the questionnaire.

Working group meetings:	Economy	11 March	7.45pm	Queens Head
	Environment			
	Transport			
	Social	10 March	7.30pm	Malby Cottage

Dates of all the meetings to be circulated to all those who have attended meetings in the past and left their contact details, with a request for volunteers to try to encourage more people involved.