

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

**Present:** Jeff Tutt (Chair), John Peto, Terry Fitchett, Julian Owen, Pat Goode, Kate Gooding, Annette Garner, Dawn Maton, Jane Owens  
Claire Dethier (Swale Borough Council)  
Louise Blackshaw (Secretary)

**1. Apologies**

Apologies were received from: Roy Freeman, Philip Coulson, David Datlen, Julie Datlen, Peter Williams

Jeff Tutt agreed to Chair the meeting and welcomed everyone.

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

The minutes of the meeting held on 25.2.14 had been previously circulated and were agreed and signed as an accurate record.

**3. Housing Needs Survey**

After several meetings with ACRE it appeared that they were unwilling to include the reformatted questions which we had asked to be included in the housing needs survey. It was agreed to meet with ACRE one last time to see whether they could come to an agreement.

It was agreed that the housing needs survey needs to be undertaken for both Boughton and Dunkirk. The results from the previous survey undertaken for Boughton did not contain information which could be put forward as evidence for the Neighbourhood Plan. It was agreed to find out from Swale whether they would fund or part fund the Boughton survey and if not what the costs would be.

**4. Questionnaire**

A draft copy of the questionnaire had been circulated and was discussed in detail. Any suggested amendments to be sent to Jeff Tutt who will incorporate the comments and produce a second draft.

**5. Quotes for Printing and Delivery of Questionnaire**

Quotes were being obtained for printing and delivery of the questionnaire. The cost would be in the region of £600-£800.

**6. Website**

A draft of the opening pages of the website were shown. The website will be live within the next week. The website address will be [www.boughtonanddunkirkneighbourhoodplan.org.uk](http://www.boughtonanddunkirkneighbourhoodplan.org.uk)

Once this is up and running we will look to run a press article in the local press.

## **7. Funding/Grants**

The bank account now has £750 funds donated from Boughton and Dunkirk Parish Councils. Additional money will be needed as the questionnaire and cost of setting up the website alone will exceed these funds. Swale Borough Council have been approached regarding funds from their Localism budget. A grant may be available from DCLG – which needs to be looked into urgently.

## **8. Timing of Referendum**

The proposed date for the referendum was originally May 2015 to coincide with the elections. However Swale have now said that they are unlikely to be able to include the referendum in the elections at that time as there are already general election, borough and parish council elections taking place as it was felt this would be too much to add the referendum to this. We therefore have more time to produce the neighbourhood plan however it was agreed that we do not want to let it drift.

## **9. Date of Next meeting**

The next meeting of the Group to take place Wednesday 23 April 7.30pm at Dunkirk Village Hall.