

Boughton and Dunkirk Neighbourhood Plan
Minutes of meeting held on
23 April 2014 at 7.30pm

Present: Jeff Tutt (Chair), John Peto, Terry Fitchett, Pat Goode, Kate Gooding,
Annette Garner, Peter Williams, Julie Datlen, Trish Mayne
Louise Blackshaw (Secretary)

1. Apologies

Apologies were received from: Julian Owen, Dawn Maton, Philip Coulson, Mike Sixsmith
Claire Dethier (Swale Borough Council)

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 25.3.14 had been previously circulated and were agreed and signed as an accurate record.

3. Housing Needs Survey

Confirmation from ACRE regarding what they are able to undertake and a price for a second survey for Boughton was still awaited.

It was agreed that the main Neighbourhood Plan survey should not wait until the housing survey has been done (which was the original intention).

4. Neighbourhood Plan Questionnaire

The final draft of the questionnaire had been circulated. Some amendments are needed to the front page to make it clearer. Still need confirmation on prizes for completed questionnaires. The closing date needs to be agreed which will be dependent upon printing – agreed that 3 weeks would be a suitable timescale. Need to advertise what the Plan is about to try to encourage people to complete the questionnaire.

5. Quotes for Printing and Delivery of Questionnaire

Three quotes had been received for printing. Agreed to go with the quote received from Orbital Print. Jeff Tutt to liaise with them.

6. Funding/Grants

Grant from Community Development Foundation (CDF)

A grant of £6480 has been received from CDF. The funds are to be used by 31/12/14. A summary of the terms and conditions of the grant were tabled. It was agreed to accept the grant, agreeing to the terms and conditions.

Insurance – one of the terms and conditions of accepting the grant is that adequate insurance needs to be put in place. Louise Blackshaw will look into this and obtain quotes.

Funding from Swale Borough Council

Both George Bobbin and Andrew Bowles had been approached regarding funding from the Swale Borough Council Localism budget and it was hoped that some grant funding would now be available.

7. Website

The website is now up and running: www.boughtonanddunkirkneighbourhoodplan.org.uk
An email account is also being set up which will include up to 5 email addresses.

8. Date of Next meeting

The next meeting to be arranged once the timing of the questionnaires is known.