

**Boughton and Dunkirk Neighbourhood Plan**  
**Minutes of meeting held on**  
**24 June 2014 at 8.00pm**

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

**1. Apologies**

Apologies were received from: Peter Williams, Philip Coulson, Mike Sixsmith, Sandra Northend, Frances Holliday, Rooie Thomas

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

**3. Housing Needs Survey**

After many meetings and discussions ACRE had decided that they were not prepared to amend their standard questionnaire to accommodate the questions which were felt needed to obtain the information required. They had quoted £1839 to undertake a bespoke questionnaire for Boughton. It was suggested that the Neighbourhood Plan group could undertake the questionnaire for both Boughton and Dunkirk at a cheaper cost. It was unanimously agreed to do this.

**4. Neighbourhood Plan Questionnaire**

The deadline for responses to the questionnaire had now passed with a 21% response rate which was an excellent result. Jeff Tutt had undertaken an initial analysis and had produced a document listing out all the responses to the questions. Copies of this were tabled and reviewed. Jeff was thanked for his time in producing this excellent document. It was agreed that each working group would analyse a selection of questions to bring out the key points to be discussed at the next meeting.

**5. Finance**

A summary of finances was reported. The main expenditure had been the cost of the questionnaire and setting up the website. There was still a remaining amount of grant money from CDF and SBC.

A budget showing expected expenditure and timescales to be produced to ensure we do not lose out on spending the grant money before its expiry.

**6. Any Other Business**

The secretary was asked to write to neighbouring parishes and councils to inform them of what we had done so far and send a copy of the questionnaire.

Prize Draw – Three entries were picked out at random and the prize winners were confirmed as: Gerry Dickson, John Bower, J Chapman.

**7. Date of Next meeting**

The next meeting to be held on Wednesday 13 August, 8pm at the Queens Head.