

**Boughton and Dunkirk Neighbourhood Plan**  
**Minutes of meeting held on**  
**13 August 2014 at 8.00pm**

**Present:** Jeff Tutt (Chair), John Peto, Terry Fitchett, Julian Owen, Frances Holliday, Kate Gooding, Philip Coulson, Julie Datlen, Peter Maton, Dawn Maton, Jane Owens, Heather Chaplin  
Louise Blackshaw (Secretary)

**1. Apologies**

Apologies were received from: Pat Goode, Mike Sixsmith, Anne Barnwell, Ian Hird

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 24.4.14 had been previously circulated and were agreed and signed as an accurate record with the amendment that Frances Holliday was present at the meeting (and had been shown in error as having sent apologies).

**3. Housing Needs Survey**

It had previously been agreed to go ahead with the Housing Needs Survey independently without ACRE. A meeting is now needed with Swale Borough Council to agree their input and funding. The survey has been drafted so is ready to go once confirmed with SBC.

**4. Outcomes of Questionnaire**

The working groups had met and analysed the responses to the questionnaire. Key outcomes had been traffic and parking issues, maintain villages/hamlets, no development in the countryside, a need for small rather than large developments to include low cost housing.

It was agreed to hold a brainstorming session to discuss:

- Key issues arising from the questionnaire and how to start to develop these into a plan.
- Brief for external planning consultant. 2-3 consultants to be approached.
- Timeline and deadlines for key tasks.

The summaries from each working group to be circulated – any comments to be submitted to Jeff Tutt prior to the brainstorming session.

**5. Finance**

Budget/Planned Expenditure

A summary of finances was tabled, showing expenditure so far and proposed expenditure for the remainder of the year. It was noted that the CDF grant expires 31 December and this funding needs to be spent by the end of the year, otherwise it is lost.

Application for grant from Community Development Foundation (CDF) for support

An application for direct support is being submitted. If successful, this will be in addition to the grant already received from CDF. It will be used to pay for professional advice.

**6. Any Other Business**

None

**7. Date of Next meeting**

The next meeting to be held on Monday 8 September, 8pm at the Queens Head.