

## **Boughton and Dunkirk Neighbourhood Development Plan**

### **Meeting Note**

**2pm, Thursday 2 April 2015**

**Malby Cottage, Dunkirk**

**Present:** Jeff Tutt, Chairman; Julian Owen, Jane Owen, Dawn Maton, Frances Holliday, Pat Goode, Peter Williams, Kate Gooding, Jonathan Harris, Julie Datlen, Catherine Hughes

**Apologies for absence:** John Peto, Terry Fitchett

There was no formal agenda for the meeting. The primary purpose was to update and seek further guidance from our consultant, Catherine Hughes.

#### 1. SBC Planning Team assistance

Swale Borough Council's (SBC) planning team had been invited to send a representative (Clare Dethier), but nobody was able to attend. It was agreed that the chairman would write to SBC to request their regular attendance and contribution, as the statutory planning authority.

Action: JT to write to Head of Planning, SBC.

#### 2. Funding

Jeff Tutt advised that Councillor Andrew Bowles has confirmed a £2000 contribution to the Boughton and Dunkirk Neighbourhood Plan from his KCC "pot". This was welcomed.

Action: Secretary to be asked to send a letter of thanks.

#### 3. Call for Proposed Development Sites

Some twenty sites have been received for potential development including three new sites on South Street. A small group of members of the group had recently attended one of the proposed development sites to undertake one of the site assessments. The paperwork had been completed, based on two slightly different formats, with Swale Borough Council's SHLAA format comprising the basis, with additions from Planning Aid's recommendations. Parts of another format (URS), which may assist the group in reaching decisions about sites was also used. The group were keen to seek input from SBC at an early stage.

In order to complete the remainder of the site assessments, visits and paperwork would need to be completed by at least two people. If SBC held strong views about the feasibility of particular sites it was important that these were shared at the earliest stage possible. This would save time and speed up the process.

Actions: (1) Neighbourhood Plan Team to complete assessments.

(2) Catherine Hughes to advise on likely feasibility and sustainability.

(3) SBC's officer planning team early informal input sought.

Action: Contact SBC once Catherine has reported back. JT

#### 4. Traffic and Transport

Catherine was keen to find out the progress in the “parking beat survey,” as this was a key issue that had been raised through the Neighbourhood Plan survey of residents. John Peto had undertaken some initial research and taken photographs for the “parking beat survey”. Parking had also arisen through the supplementary survey to sports clubs and associations in the villages, which Peter Williams had recently shared with the group. A wide ranging discussion followed with a range of the issues and views about parking and transport being shared and debated, from different perspectives, as well as some thoughts on potential solutions and potential obstacles that would need to be overcome for some of the different options. There was not the time, or necessary information at hand to reach any conclusions at this stage. The parking beat survey would assist this process. It was unlikely to be sufficient as the issues, which people had expressed concern about were most likely wider than as expressed using the term “parking” and would include the ability to have appropriate access and thoroughfare, without The Street turning in to a race track. There was a need to complete the parking beat survey, as well as appoint a transport consultant to advise on appropriate traffic calming and traffic flow measures to address concerns raised by local people. It would be important to address these as well as interests of those living on The Street to secure a “yes” for the plan in the referendum.

Action: Parking beat surveys to be undertaken, ensuring they are not unduly biased by effects such as school holidays, etc.. JT to provide maps.

Action: Initial research undertaken to identify transportation consultants potentially able to advise on technical aspects of transport issues and solutions in The Street to identify potential costs. JH.

#### 5. Conservation Area Assessments (CAAs)

Jeff Tutt, John Peto, Jonathan Harris and Peter Williams had all recently attended a walkthrough of The Street with Conservation Officers (Peter Bell and Simone Gianni) from SBC, who are currently reviewing the designation in the village. The officers had asked for as many representatives as possible from the villages to complete two separate Conservation Area Assessments on their forms. For ease of completion and description the designation descriptions had been separated into two parts the lower and upper part of the street by SBC officers; this was effectively where The Street was narrow in one part and where it widened the second. Copies of these forms and the SBC accompanying explanatory guidance notes were available from Jeff Tutt for anybody that had not received them but wished to participate. It was hoped these would be completed within the next two weeks.

Action: CAAs to be completed by as many group members as possible, with forms returned to Jeff Tutt.

Catherine Hughes explained that whilst these assessments were very useful for the Boughton and Dunkirk Neighbourhood Plan, they were part of a separate formal process by the Council, which would include consultation with the local Parish Council and residents, though it was not a formal requirement for the Boughton and Dunkirk Neighbourhood Plan. The CAAs would be used along with the South Street conservation area descriptive information to provide the narrative account of the look of the area for parts of the Boughton and Dunkirk Neighbourhood Plan.

## 6. Housing Allocations in SBC local plan

Catherine explained that the current draft of the SBC local plan had provision for some 30 new houses, within its land allocations for the area covered by the Boughton and Dunkirk Neighbourhood Plan. This included the 18 dwellings, allocated at the site behind the Oast House on Bull Lane, as well as the two along Colonel's Lane. It would be relevant to consider the surveys conducted for the Boughton and Dunkirk Neighbourhood Plan, the allocations in the SBC local plan revisions, as well as national housing demand to reach decisions about any land allocations in the future Boughton and Dunkirk Neighbourhood Plan.

Pat Goode, manager for T.R., with several sites for consideration, told us they were put forward as the owner knew nothing of them being included in the Local Plan SHLAA.

Action: JT to contact Swale and ask for their update from our Housing Needs Survey.

Action: JT to contact Swale Spatial Planning/Head of Planning regarding SHLAA allocations.

## 7. Publicity and Community Engagement

Following on from the regular monthly community newsletter updates and the recent quiz night further ideas for explaining the Boughton and Dunkirk Neighbourhood Plan to residents were discussed. It was agreed that further efforts would need to be undertaken to engage additional members of the community in the process of developing the NDP. It was agreed that a leaflet would be produced to be circulated to households, though this could not now be done by the council at the time of delivery of election voting cards as had been intended originally. It was suggested that monthly surgery meetings could be held alternately at both the village halls, subject to availability and cost. Creating a "pop-up" style display stand to highlight the work and highlight where people could find out more information was also discussed. This could be left at the entrance to the village halls or used for specific ad hoc events and activities. It was also agreed that requests would be issued to local groups and committees to be given the opportunity to explain the local plan to their members. Catherine suggested that depending on the housing policies coming forward, it may also be necessary to conduct further independent research with residents that require new housing to identify their needs more specifically.

Action: Dawn to arrange a couple of initial meetings - JT, JP, TF and others to attend.

## 8. Any other business and date of next meeting

It was agreed to meet next, with Catherine, 2pm on Monday 27<sup>th</sup> April at Malby Cottage, Jeff Tutt's house.

Neighbourhood Plan committee meeting TBA. Site meetings TBA. Parking surveys TBA