

Boughton and Dunkirk Neighbourhood Plan
Minutes of meeting held on
20 May 2015 at 8.00pm

Present: Jeff Tutt (Chair), Terry Fitchett, Julian Owen, Jonathan Harris, Kate Gooding, Dawn Maton, Frances Holliday, Louise Blackshaw (Secretary)

1. Apologies

Apologies were received from: John Peto, Mike Sixsmith, Julie Datlen, Peter Williams, Pat Goode, Claire Dethier

Jeff Tutt chaired the meeting and welcomed everyone.

2. Minutes of Previous Meeting and Matters Arising

The minutes of the meeting held on 22 April were signed as an accurate record.

3. Site Assessments

Catherine Hughes has been looking through the list and will make her comments for and against each site. The list will then be reviewed again by the Executive Committee before sending to Swale Borough Council for their involvement in assessing the sites.

4. Character Assessments

The Character Assessments received so far have been sent to Peter Bell (Swale Borough Council). Need more assessments to be undertaken to get a broad overview on how the character of the areas is viewed by the community.

5. Traffic & Parking Surveys

Jeff Tutt to circulate results from parking survey. Catherine Hughes had suggested that a professional company needs to be involved in the next stage. It was agreed to put together a fact finding questionnaire to be completed by local residents in The Street and people visiting the shop etc to find out what the issues are, eg whether people would park away from their house if parking was provided etc. Any suggestions for questions to be included in the questionnaire to be sent to Jeff.

6. Update from Planning Consultant

Catherine's latest Update had been circulated. She will be drawing up a draft plan framework so that the group can begin to write the Plan itself (the Plan has to be written by the group and not Catherine).

The response from James Freeman (SBC) regarding the outstanding information requested had been previously circulated and each item discussed. Summary below:

Officer support - Julie Davies will replace Claire Dethier from 3 July.

Assistance with mapping, graphics and presentational materials –the Planning policy team should be able to provide support subject to other commitments.

Responses to requests – there has been little officer support for the last 6 months and emails often go unanswered.

Site Assessments – depending on the number of sites, JF felt 2-3 week timescale could be achieved.

SEA and Habitats Regulations Assessment Scoping Report – JF said this was a parish council responsibility. Catherine Hughes has since confirmed it is not her understanding of the Regulations, nor is it the approach taken by other LPAs. The Parish council is responsible for the SEA or Habs Regs Assessment itself if deemed to be needed; the LPA (Swale) is responsible for the scoping report. To be investigated further.

Conservation Area Appraisals & Character Assessments – SBC to be involved in these.
Housing Needs Survey – JF is chasing a response from Housing on the results from the questionnaire.
CIL – a CIL has not been set by SBC. This was felt to be an important issue and it was agreed to write again to JF.

7. Timeline

There were no amendments to the timeline at this stage until further information has been received from Swale Borough Council on the outstanding issues/timings (discussed in item 6).

8. Finance

Bank Account: Louise Blackshaw gave an update on the funds in the bank account in the absence of Julie.

Grants and Other Funding: £6k grant has been received from Locality. This funding expires December 2015.

It was agreed that a folding display stand be purchased for use at community events to display NP material.

9. Correspondence

None.

10. AOB

- Frances will produce a list of NP surgeries for inclusion in the parish magazine
- Jeff Tutt had been in contact with the school and will be taking three half hour lessons for years 4, 5 and 6. Any help with ideas for the lessons will be gratefully received.

11. Date of next meeting

24 June, 8pm – Queens Head