

**Boughton and Dunkirk Neighbourhood Plan**  
**Minutes of meeting held on**  
**15 July 2015 at 8.00pm**

**Present:** Jeff Tutt (Chair), John Peto, Terry Fitchett, Julian Owen, Jonathan Harris, Frances Holliday, Mike Sixsmith, Julie Datlen, Peter Williams, Pat Goode, David Clayton  
Julie Davies (Swale Borough Council), Louise Blackshaw (Secretary)

**1. Apologies**

Apologies were received from: Kate Gooding, Dawn Maton.

Jeff Tutt chaired the meeting and welcomed everyone.

**2. Minutes of Previous Meeting and Matters Arising**

The minutes of the meeting held on 24 June were signed as an accurate record.

**3. Character and Conservation Area Assessments**

The draft Boughton Street Conservation Area Character Appraisal from Peter Bell had been previously circulated. Any comments to Jeff Tutt by Wed 22 July. It was pointed out that the report is still in draft and amendments are being made and its contents should remain confidential within the group until it is finalised and agreed.

The two outstanding Conservation Area Character Assessments for Boughton Church and South Street are being undertaken by Peter Bell on Wed 22 July.

**4. Traffic & Parking Surveys**

Two alternative surveys had been drafted; one concentrating solely on parking and the second including traffic flow. After much discussion it was agreed to go ahead with the shorter, parking only version with some additional questions added in. The questionnaires to be delivered to residents in The Street and adjoining roads early next week with a 3 week deadline for completion/return. JT is waiting for KCC to confirm whether they are able to help with a traffic monitoring survey. A traffic flow survey may be required by a professional company if it is felt needed at a later stage.

**5. Update from Planning Consultant**

Catherine Hughes has produced a working draft of the Plan and has highlighted what is outstanding. A workplan showing the current position on each section and what still needs to be done is attached to these minutes. Volunteers are needed to help on the outstanding sections.

Wye Neighbourhood Plan has recently been submitted for consultation which provides a useful checklist on the documentation needed before we get to that stage. Also attached to these minutes is a summary of the Wye Neighbourhood Plan policies and how they link to their key objectives. Although not all of it is relevant to us, it gives an idea on what we need to produce.

Economy - Terry Fitchett had produced a draft questionnaire to be sent to all local businesses to find out their future plans for expansion etc. Jonathan/Terry will compare with Swale's business survey and produce a 2<sup>nd</sup> draft for comment.

Peter Williams offered to produce a list of businesses for the questionnaire to be sent to which will be circulated for everyone to add names to try to capture as many business as possible.

Terry Fitchett reported that he is meeting the Education Dept regarding their proposals for any Education development in the area and will report back

John Peto advised that he had not had a response to his enquiry to the NHS regarding the future of the GP Practice. JP to follow up with Andrew Bowles.

## **6. Timeline**

Jonathan Harris will circulate an updated version to everyone.

Louise Blackshaw to produce a list showing all meetings/surgeries and public consultation which had taken place with details of attendees and outcomes. This will be used as an appendix in the Plan.

## **7. Finance**

Bank Account: Julie Datlen reported that there had been no movement on the bank account since the last meeting.

£180 was approved for payment for the folding display stand.

Grants/Funding: there are no additional grants/funding at the moment.

Fundraising: Ideas for further fund raising events needed.

## **8. Boughton & Dunkirk School competition**

Jeff and Tricia Tutt had taken two half hour lessons for years 4 and 5 to talk to them about the neighbourhood plan. Unfortunately year 6 were unable to take part. The two classes had a homework project: Year 4 – Design a Playground and Year 5 Design a Community. All the entries were brought to the meeting and were judged by the group. There were some very interesting ideas coming from the children who had understood the concept of neighbourhoods and living in a community. Two prizes for the best two in each year were awarded.

## **9. Correspondence**

None.

## **10. AOB**

Facebook – a new account has been opened and Jane is trying to get it up and running.

## **11. Date of next meeting**

26 August, 8pm – Queens Head