

Boughton and Dunkirk Neighbourhood Plan
Minutes of meeting held on
26 August 2015 at 8.00pm

Present: Jeff Tutt (Chair), John Peto, Terry Fitchett, Julian Owen, Frances Holliday, Mike Sixsmith, Peter Williams, Pat Goode, Dawn Maton, Julie Davies (Swale Borough Council), Brian Whiteley (Planning Aid England), Louise Blackshaw (Secretary)

1. Apologies

Apologies were received from: Kate Gooding, Jonathan Harris, Julie Datlen, Annette Garner

Jeff Tutt chaired the meeting and welcomed everyone.

2. Minutes of Previous Meeting and Matters Arising

The minutes of the meeting held on 15 July were signed as an accurate record.

3. Character and Conservation Area Assessments

Final comments on the draft Boughton Street Conservation Area Character Appraisal from Peter Bell had been submitted. Peter Bell had also undertaken the Assessments for Boughton Church and South Street, however we had been advised that Peter is leaving SBC and it is unknown whether these two assessments will go forward, which was a concern. Julie Davies said she would take this up within SBC.

JO is working on the character assessments so that they are all in the same format and will be meeting with Catherine Hughes to put together the final drafts.

Draft Background document (BD9) - Rural Landscape Area Assessments had been previously circulated – any comments back to JO/JT. It was noted that the map in this document will change slightly in the final version.

4. Surveys

Traffic & Parking

The results of the traffic and parking survey were tabled. The response rate was 23%; 90% of responses had said that traffic flow was the problem rather than parking (which was consistent with our own conclusion).

JT is chasing up Andrew Bowles regarding whether KCC are able to help with a traffic monitoring survey.

The question was asked, if traffic flow is the problem rather than parking, what can the neighbourhood plan do? Brian Whitely (Planning Aid England) advised that if this is the conclusion, it could be a project arising from the plan, however it would be for KCC Highways to implement any changes (therefore to get KCC to do a traffic flow survey would be good). We need to look further ahead, bearing in mind that any traffic flow measures implemented (e.g. yellow lines), could then impact on parking - the cars have to park elsewhere, which could create a parking problem later on even though there is not one now.

Parking spaces for new developments, particularly flats, has caused a problem previously – KCC standard is one space per flat but the majority have two cars with the 2nd car having to park elsewhere. Part of the Neighbourhood Plan could be to impose a higher standard.

Business Monitor Survey

The final version of the questionnaire has been produced along with a list of businesses and the aim is to send this out first week of September. It was agreed that both a paper/hard copy should be delivered to all businesses with details of a weblink for completion online if they preferred. The Shop and Post Office to be collection points as with the previous questionnaires. TF suggested a personal meeting with some businesses.

5. Update from Planning Consultant

Brian Whitely (Planning Aid England) suggested that grant funding through Locality may be available for assistance with Policy Writing. Catherine Hughes had previously said that the policies needed to be written by the group rather than come within her remit so that it was seen as our Plan and not hers. Louise Blackshaw to investigate what further funding, in addition to our existing grant, may be available.

Brian suggested we may want to consider concentrating on type of housing (design/character) for new developments rather than allocating specific sites. Character assessments and flood risk areas could be used as evidence.

Brian to follow up on support which had been offered by Planning Aid England on liaising with and involving the Gypsy & Traveller community.

6. Timeline

In Jonathan's absence there was no further update on this, however from the latest version things are now moving on faster than previously.

7. Finance

Bank Account: The current position is:

Bank account balance:	£8,559.13
Spend by 31/12/15:	£6,993.13
Spend anytime:	£1,566.00

Grants/Funding: as discussed earlier, Louise will investigate whether additional funding is available through Locality.

Fundraising: Julie Datlen reported she was hoping that the band would be able to do another fundraising event later in the year.

8. Correspondence

None.

9. AOB

Housing Needs Survey Report: Draft Background document (BD6) had been previously circulated – any comments back to JT. This will be sent to SBC and a meeting arranged with them to go through the figures. Our Place: Wye (from the Wye NP documents) – to be revisited if needed once HNS results are known.

Community Surgeries: John Peto will be holding surgeries at the following:
Tuesday 15 September 10.30am-1.00pm: Boughton Library
Tuesday 15 September 2.30pm - 6pm: The Post Office at Woods Garage
Friday 18 September 9.30am - 12.00noon: The Post Office at Woods Garage
Friday 18 September 2.30pm - 6.00pm: Boughton Library

Community Awareness: It was suggested that there was a need to have an open meeting for the community to ensure they are kept involved - there was a feeling that they are filling in questionnaires but not seeing the outcomes. It was agreed that meetings should be held at both village halls to which the whole community is invited.

10. Date of next meeting

23 September, 8pm – Queens Head