

Boughton and Dunkirk Neighbourhood Plan
Minutes of meeting held on
23 September 2015 at 8.00pm

Present: Jeff Tutt (Chair), John Peto, Terry Fitchett, Julian Owen, Frances Holliday, , Peter Williams, Kate Gooding, David Clayson, Julie Davies (Swale Borough Council), Louise Blackshaw (Secretary)

1. Apologies

Apologies were received from: Jonathan Harris, Julie Datlen, Pat Goode, Mike Sixsmith, Mike Steve Hitch, Maurice & Vanda Worgen, Jane Owens, 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 26 August were signed as an accurate record.

3. Character and Conservation Area Assessments

The final version of the Boughton Street Conservation Area Character Appraisal has not yet been formally received by Boughton Parish Council to consider before it goes to public consultation. The other assessments in South Street and by the Church are not yet in a draft format which was a concern now that Peter Bell is leaving and it is unknown when his replacement will start. It was agreed to request Peter's working notes before he leaves. It was suggested that the draft appraisals could be used as background documents in the plan however any proposed changes to conservation areas cannot be disclosed until it is within the public domain.

Julian Owen is putting together the character assessments using the template provided by Catherine Hughes so that they are all in the same format. These are expected to be completed soon. The map has been amended with slight changes to some of the areas and names.

4. Surveys

Traffic & Parking

The results of the parking survey had been circulated. As discussed previously the majority were only prepared to leave their car a short distance from their house.

A discussion took place on how the NP could instigate any changes in traffic flow and parking as these are KCC and SBC issues. The parish councils can be involved to a certain degree. It was agreed that it was essential that sufficient designated off street parking (which will be higher than KCC current standard) is provided in any new developments and this should be a policy within the plan.

It was agreed that the areas adjacent the A2/M2 is a landscape in itself and these areas should not be forgotten in the plan.

Jeff is waiting to hear back from Andrew Bowles whether KCC would provide a traffic flow survey. It was agreed it is needed and we should commission one if it is not forthcoming from KCC.

Business Monitor Survey

The results are being analysed which will be reported back by Jonathan. Face to face meetings may be needed with some of the businesses.

5. Update from Planning Consultant

Catherine Hughes is currently working on the character assessments with JO. She will start looking through the draft policies once she has received them. The policies need to fit in and make reference to SBC local plan.

Housing Need – the local plan states that developments over 10 houses require 40% affordable housing and this will need to be included in the plan. However it is unclear what “affordable” means.

Julie Davis agreed to go discuss again with Becky Walker from the housing department to press for the housing need analysis. There is a certain amount of data collected via the surveys but it does not take into account housing need of those living outside the villages due to affordability but have stated they would like to move back. The group need this information to input into this part of the plan. Julie will also request details of housing associations which Swale work with.

6. G&T

JT is speaking to Bern Hellier (Planning Aid England) to discuss how the G&T community are involved in the plan. They were sent the questionnaires including the business monitor survey. It was noted that many of those living at Brotherhood Wood are migrant workers and not from the G&T community and the residents change very frequently.

7. Timeline

Jonathan Harris will email the updated timeline later this week.

8. Finance

Bank Account: The current position is:

Bank account balance:	£8,559.13
Spend by 30/10/15:	£6,993.13
Spend anytime:	£1,566.00

Grants/Funding: A breakdown of Catherine Hughes invoices is required to establish how much of her time has been spent against the items on the grant application. Once the current grant has been spent then additional funding can be applied for. It was noted that the current grant expires at the end of October and any outstanding invoices should be received before that date.

Fundraising: It is hoped to arrange another fundraising event later in the year.

9. Correspondence

None.

10. AOB

Community Awareness: It was agreed to hold two open meetings to ensure the community are kept involved – one at each village hall, one evening and one daytime event.

11. Date of next meeting

28 October 8pm – Queens Head