

**Boughton and Dunkirk Neighbourhood Plan**  
**Minutes of meeting held on**  
**12 November 2015 at 8.00pm**

**Present:** Jeff Tutt (Chair), John Peto, Terry Fitchett, Julian Owen, Frances Holliday, Jonathan Harris, Louise Blackshaw (Secretary)

**1. Apologies**

Apologies were received from: Julie Datlen, Dawn Maton, Peter Williams, Julie Davies (SBC)

Jeff Tutt chaired the meeting and welcomed everyone.

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

The minutes of the meeting held on 23 September were signed as an accurate record.

**3. Character and Conservation Area Assessments**

The Landscape Character Area document and draft Environmental chapter for the plan had previously been circulated and Julian Owen gave an update on their contents. It was agreed that both documents were very professional and Julian was thanked for his hard work in putting these together.

The Conservation Area Character appraisals were still outstanding until SBC's new Conservation Officer starts in December.

**4. Surveys**

**Traffic & Parking**

John Peto is drafting the documents with Julian Owen.

The results of the parking survey had confirmed that not many people would be prepared to leave their car too far from their house; therefore looking for sites for off street parking will not be included in the Plan. The emphasis will be that any new developments provide sufficient designated off street parking (which will be higher than KCC current standard) in their design.

**Business Monitor Survey**

The response to the survey had been disappointing, however some of the replies may have been lost as one of the boxes was missing. It was agreed to contact the businesses who had not responded to arrange to complete the questionnaire either by face to face meetings or over the phone.

**5. Update from Consultants**

Planning Consultant - Catherine Hughes is currently working on the character assessments with Julian and had agreed that she was able to commit a further three days to help complete this. Catherine is working with Julian to look at other possible consultants who could be commissioned to help complete the further work required on the Plan once Catherine's time has been used.

Swale Borough Council – a meeting has been arranged with James Freeman for 18 December. Andrew Bowles will be attending.

Housing Needs – a letter had been sent to the housing association contacts supplied by SBC. Two responses had been received so far, both saying that they did not currently have any housing/tenants in Boughton or Dunkirk or waiting lists with anyone wishing to be housed in either parish.

**6. G&T**

It had been agreed that there was no need for a specific G&T policy in the Plan as SBC have sufficient pitches in the parish. This will be written into the Housing documents.

**7. Timeline**

Jonathan Harris will revisit this and email an updated timeline.

**8. Finance**

Bank Account: The bank account balance is £5,893.53. There currently no payments outstanding.

Grants/Funding: An extension to the grant from Groundwork has been approved. The remaining funds (£2,327.54) are to be spent by 31/1/16.

**9. Community Awareness**

Two public meetings have been arranged for 14 and 18 November. Details of items to be shown on the display stands was discussed and agreed. The event has been publicised by notices on notice boards/in shop etc, parish magazine and by email to those on the mailing list. A local newspaper advertisement is also being arranged.

It was agreed to have a table at the Christmas Market on 29 November.

**10. Correspondence**

None other than responses from housing associations already discussed.

**11. AOB**

None.

**12. Date of next meeting**

16 December 8pm