

Boughton and Dunkirk Neighbourhood Plan
Minutes of meeting held on
16 December 2015 at 8.00pm

Present: John Peto, Terry Fitchett, Julian Owen, Frances Holliday, Peter Williams, Jonathan Harris, Dawn Maton, Kate Gooding, Louise Blackshaw (Secretary)

1. Apologies

Apologies were received from: Jeff Tutt, Julie Datlen, Julie Davies (SBC)

John Peto chaired the meeting and welcomed everyone.

2. Minutes of Previous Meeting and Matters Arising

The minutes of the meeting held on 12 November were signed as an accurate record. The minute taker was thanked for concise minutes.

3. Character and Conservation Area Assessments

Awaiting feedback from Catherine Hughes on the draft documents. The new conservation officer is now in place and it is hoped that there will be progress on the conservation area assessments (to be discussed at the forthcoming meeting with James Freeman on 18 December).

4. Surveys

Business Monitor Survey

Jonathan will send round a consolidated list of responses/non responses. It was agreed to split the list up and contact those who have not responded and encourage them to complete the questionnaire either over the phone or face to face.

5. Update from Consultants

Planning Consultant - Catherine Hughes is currently tied up with other work, however she will be available for her remaining commissioned days during January. We are awaiting feedback on the draft documents she is reviewing.

Swale Borough Council – a meeting has been arranged with James Freeman for 18 December. The proposed agenda items were discussed which will be sent to JF in advance to ensure best use of the time available. It is hoped that this meeting will reach an agreement on what support SBC are able to provide to enable the plan to move forward.

Site allocations are outstanding pending feedback from SBC (to be discussed at the 18 Dec meeting). It had not been possible to confirm anything to the landowners who had put forward sites for inclusion in the Plan until this feedback has been received. Once agreed a consultant may need to be commissioned to test any potential sites.

6. Gypsy & Traveller

It was agreed that it would be prudent to include a section in the Plan confirming that the G&T needs had been assessed, which concludes that the parish has a sufficient supply of pitches which meets the needs of the community.

7. Timeline

To be revisited following the meeting with SBC on 18 December.

8. Finance

Bank Account: The bank account balance is £5,554.68.

Grants/Funding: There is £1,988.68 remaining from the grant with Groundwork which needs to be spent by 31/1/16. If necessary a request for further extension will be submitted but it is doubtful whether this would be agreed. £2,000 grant from KCC has to be spent by 5/4/16. A discussion took place on how these funds could be used.

9. Community Awareness

Two public meetings had taken place during November at the village halls. The turnout was low however those who had attended seemed interested in the plans had commented that they were surprised at the amount of detail and work which has been done.

A table had also been taken at the Christmas Fayre and the feedback from those visiting the stand had been good.

Further public events to take place in 2016 once the plan has moved on and there is a draft document for the public to view and comment on.

Press/publicity was also discussed and it was agreed that timing and appropriate message needed to be decided before going ahead with any press articles.

An additional representative from Boughton Parish Council has agreed to be on the Neighbourhood Plan group.

10. Correspondence

None.

11. AOB

None.

12. Date of next meeting

6 January, 8pm, Queens Head