

**Boughton and Dunkirk Neighbourhood Plan
Minutes of meeting held on
6 January 2016 at 8.00pm**

Present: Jeff Tutt, John Peto, Julian Owen, Peter Williams, Jonathan Harris,
Dawn Maton, Jane Owens, Louise Blackshaw (Secretary)

1. Apologies

Apologies were received from: Terry Fitchett, Frances Holliday Julie Datlen, Kate Gooding

Jeff Tutt chaired the meeting and welcomed everyone.

2. Minutes of Previous Meeting and Matters Arising

The minutes of the meeting held on 16 December were signed as an accurate record.

3. Update from meeting with SBC (James Freeman) on 18/12/15

A positive meeting had taken place with Swale Borough Council. Andrew Bowles was in attendance which was felt to be very helpful.

James Freeman had sent a list of actions from the meeting. These were discussed and it was agreed that a follow up email would be sent with a request for an update and a further meeting. The main points were:

Affordable Housing – feedback from SBC on ability of NP's to define Affordable Housing type and S.106 mechanism for drawing down affordable housing.

Housing Needs – JT sending info through. Request a meeting be set up with Amicus to which NP will attend.

Conservation Area Assessments – to be finalised and timescale agreed. It is possible that Peter Bell may be commissioned by SBC as a consultant to finish the work he had started. It was agreed that the NP group could use some of its funding towards the cost of this, however a decision is needed from SBC early January before the grant time limit expires at end Jan.

Site allocations – a list of possible sites for allocation has been sent and feedback is needed on SBC undertaking development appraisals for best option sites.

Education implications – JF to include neighbourhood plan when discussing education implications of the local plan with KCC. Various people have meetings with the school – all to ask the headteacher to keep us in the loop if there are any proposals for the school.

4. Business Monitor Surveys

Jonathan will send round updated list of responses and those still to be followed up. The aim is to try to get as many responses as possible by the end of January.

5. Update from Consultants

Planning Consultant – Julian will chase up Catherine Hughes on the draft documents she is reviewing.

6. Timeline Reporting Summary

Jonathan will update this now a clearer timeline is known following the meeting with SBC.

7. 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. £2,000 grant from KCC has to be spent by 5/4/16.

8. Community Awareness

There has been some mis-information about site allocations which needs to be clarified. This will be included in the Neighbourhood Plan parish magazine article. A discussion took place on updating landowners who had put sites forward; it was agreed that this needed to wait until the site appraisals had taken place and then contact everyone at the same time.

It was suggested that next time there is information to send to the community, Royal Mail could be used to deliver leaflets to each household if there are sufficient funds available to pay for it.

Jane Owens is looking at setting up a Facebook page.

9. Correspondence

None.

10. AOB

Landscape Character Assessments – a useful meeting had taken place earlier in the week and some changes are now being made.

11. Date of next meeting

Tuesday 9 February, 8pm, Queens Head