

Boughton and Dunkirk Neighbourhood Plan

Background document BD2 - Workshops and Community Engagement

COMMUNITY ENGAGEMENT

Following the introduction of the Localism Act 2011, Boughton under Blean and Dunkirk Parish Councils together felt that a neighbourhood plan should be pursued. Once the formation of a Neighbourhood Plan for the parishes of Boughton under Blean and Dunkirk had been agreed by both Parish Councils, the group have endeavoured to keep the community involved and seek their views to ensure their ideas and opinions are taken on board where possible. This was undertaken in a variety of different ways, hoping to capture the interest of everyone as it was acknowledged that not everyone in the community would be able or wish to attend what could be seen as formal meetings in the village hall.

Initial communication with the community

A leaflet was distributed to all households in both parishes outlining the idea of a neighbourhood plan and what a neighbourhood plan would do for the community. The leaflet invited everyone to attend a series of public meetings held on 18, 20 and 22 May at Boughton and Dunkirk village halls. Daytime and evening meetings were scheduled in order that as many people as possible could attend.

The feedback from these meetings was that the community were in favour of a neighbourhood plan.

An application for designation of the area (the Boughton and Dunkirk Parishes) was subsequently submitted to Swale Borough Council. There followed a 6 week statutory consultation period and the approval for the designated area was granted on 19 September 2013.

Formation of the Neighbourhood Plan Steering Group.

Following the public meetings a further meeting took place on 13 June 2013 – all those who had left their contact details at the open meetings were invited to attend.

This meeting agreed a “list of tasks” which was circulated requesting volunteers to undertake some of the roles which would form the steering group.

Working groups were set up with the aim of consulting with the community and collating data on various aspects which were considered to be key, e.g. Transport & Access, Environment, Social & Community, Economy.

Questionnaires/Surveys.

The following Questionnaires/surveys have been undertaken to gain views of the community.

Neighbourhood Plan Questionnaire May 2013 (BD1)

This was an initial questionnaire which sought to gain the views of the whole community on a range of topics as identified by the working groups. It was hand delivered to all households in Boughton and Dunkirk and advertised by notices posted in local shops/noticeboards. There were options to return the form by pre paid envelope/drop to the village shop/complete on line via the website.

The results of the questionnaire and housing needs survey were published on the website.

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Housing Needs Survey October 2014 (BD6)

This survey was to identify specific housing needs in the parishes. It was hand delivered to all households in Boughton and Dunkirk. It was advertised by notices posted in local shops/noticeboards. There were options to return the form by pre paid envelope/drop to the village shop/complete on line via the website. The results of the questionnaire and housing needs survey were published on the website.

Parking Survey July/August 2015 (BD4)

The results of the questionnaire had identified that parking along The Street was an area of concern for residents and it was therefore agreed to establish the views of those most affected who live nearby. The survey was hand delivered to residents in The Street and immediate neighbouring roads. There were options to return the form by pre paid envelope/drop to the village shop/complete on line via the website.

A parking survey/count was also undertaken (counting parking spaces available at various times of the day/different days of the week).

Business Monitor Survey December 2015 (BD7)

The aim of the survey was to establish the views of local businesses, identify any perceived constraints, and any likely changes in business requirements. The survey was sent to all businesses in the community, this included all businesses, from those running a business from their home, to farms, shops, pubs. There were options to return the form by pre paid envelope/drop to the village shop/complete on line via the website. Where there had not been a response by the deadline given, the businesses were contacted directly and assistance given to complete the form where needed.

Workshops

Workshops were run by Planning Aid England.

The workshops were advertised in the local community magazine, details on the website and by email to those on the mailing list. They were open to everyone to attend.

Site selection and site assessment 17 January

The aim was to identify sites suitable for possible future development for inclusion in the Neighbourhood Plan.

Stella Scrivener, Planning Aid Consultant, ran the workshop and talked through the process of site selection and site assessment. The workshop also included site visits to look at sites which could be used as examples. (BD13 & 14).

Policy Writing 18 February

The aim was to gain advice on writing Planning Policies for the Neighbourhood Plan. Stella Scrivener, Planning Aid Consultant, ran the workshop. It included examples of other Neighbourhood Plan policy documents to look at different formats and how to include the key points.

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Community Surgeries

Community surgeries were held at the two village halls, local post office, garage (see list of community events below).

A display was on view showing the latest stage of the plan, what had been achieved and what still needed to be done.

The dates were advertised in the community magazine, details on the website and email out to those on the mailing list.

The aim of the surgeries was to keep the community updated on an informal “drop in” basis. The surgeries at the post office/garage were aimed at those who may not have the time to attend a more formal meeting. The village hall exhibitions were timed to coincide with other events taking place (e.g. pilates) to capture those already in the village hall.

Band/Quiz Night

This event took place on 7 March 2015 at Boughton village hall. It combined fundraising event with a fun evening of music and quiz, together with raising awareness of the neighbourhood plan. The quiz was the usual general knowledge etc but also included a section on the Neighbourhood Plan. The event was very well attended and raised £600 toward funding.

Open Public Meetings/Exhibitions

Two public exhibitions were held on 14 November (Boughton Village Hall) and 18 November (Dunkirk Village Hall).

The aim was to update the community on progress so far and the exhibition displayed the draft plan and policies. These events were advertised in the community magazine, with leaflets and posters, on our website, and in newspaper articles.

Community Groups

Direct contact/survey took place amongst the following community groups during March 2015. A member of the NP team spoke to the community groups to ascertain their views and future requirements and possible involvement in developing the Plan. Groups included Boughton Choir, Scouts, Medau, Magpie Playgroup, Intersept Fitness, Boughton Football Club, Boughton Art Group, Dee Dee's Nursery, Boughton Cricket Club, Breakfast & Late Club (Children), Boughton Bell Ringers, Boughton Golf Club

Meetings of the Neighbourhood Plan Group

Regular meetings of the Neighbourhood Plan group were held on a monthly basis and all those on the mailing list, including both parish councils, ward councillors were invited to attend. The detail of these meetings was communicated by email and the website.

Community Magazine.

Regular articles have appeared in the magazine.

These have been progress reports and requests for help.

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List of Community Events

The following community events have been organised to help to keep the community informed of how the plan is progressing at each stage. The aim has been to raise awareness and also encourage the community to become involved – it is their plan and the future of their village being decided.

DATE	EVENT	AIM	PUBLICITY	VENUE	TIME	CONSULTEES
8/05/2013	Boughton Annual Parish Meeting	Communicate the proposal of a neighbourhood plan to determine community reaction	Leaflets	BVH	7.30pm	All ages (adult)
20/05/2013	Dunkirk Annual Parish Meeting	Communicate the proposal of the plan to determine community reaction	Leaflets	DVH	7.30pm	All ages (adult)
13/06/2013	Inaugural Neighbourhood Plan meeting	Set out objectives and tasks required and recruit a team	Email to all who attended annual parish meetings and left contact details	BVH	7.30pm	All ages (adult)
30/11/2014	Christmas Indoor Market	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	BVH	1.00 – 4.00	All ages (family)
17/01/2015	Site Assessment Workshop	Assessing possible sites for inclusion.	Website, email, Community magazine	DVH + site visits	10am-2pm	All ages (adult)
17/02/2015	Policy Writing Workshop	Professional advice on policy writing tips	Website, email	Queens Head	7pm-9pm	All ages (adult)
07/03/2015	Music & Quiz evening	Fundraising Raising awareness	Community magazine Leaflets, posters Website	DVH	7.30 – 11.00	All ages (family)
09/05/2015	Character Assessment group	Site visits Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	11.00 – 2.00	All ages (adult)
11/05/2015	Public surgery – Pilates group	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters	DVH	10.00 – 10.30	All ages (adult)

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DATE	EVENT	AIM	PUBLICITY	VENUE	TIME	CONSULTEES
			Website			
11/05/2015	Public surgery – Living Lively Song Group End of school day	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	BVH	3.00 – 3.45	All ages (adult) Parents & school children
14/05/2015	Public surgery – Tap Dancing Class	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	BVH	5.30 – 6.30	Children 7 – 10 years Including Parents / carers
14/05/2015	Public surgery – Lindy Hop group	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	7.00 – 7.30	All ages (adult)
18/05/2015	Public surgery – Pilates group	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	10.00 – 10.30	All ages (adult)
18/05/2015	Public surgery – Living Lively Song Group End of school day	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	BVH	3.00 – 3.45	All ages (adult) Parents & school children
21/05/2015	Public surgery – Tap Dancing Class	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	BVH	5.30 – 6.30	Children 7 – 10 years Parents
21/05/2015	Public surgery – Lindy Hop group	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	7.00 – 7.30	All ages (adult)
09/06/2015	Public surgery – Parent & Toddler Group Boughton Big Bite	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	BVH	12.00 – 2.00	Parents, g- parents, carers Senior citizens

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DATE	EVENT	AIM	PUBLICITY	VENUE	TIME	CONSULTEES
10/06/2015	Public surgery – Pilates group	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	9.00 – 9.30	All ages (adult)
12/06/2015	Public surgery – Art for All	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	1.00 – 2.00	All ages (adult)
22/06/2015	Direct interaction See BD3	Classes for years 4, 5 and 6	School /PTA newsletter	Primary School	1.00 - 3.45	Children and homework for parents to view
23/06/2015	Public surgery – Parent & Toddler Group Boughton Big Bite	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	BVH	12.00 – 2.00	Parents, g-parents, carers Senior citizens
24/06/2014	Public surgery – Pilates group	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	9.00 – 9.30	All ages (adult)
26/06/2015	Public surgery – Art for All	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	1.00 – 2.00	All ages (adult)
28/06/2015	Indoor Market	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	BVH		All ages (family)
09/07/2015	Public surgery – Bridge Club	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	DVH	12.45 – 1.45	All ages (adult)
16/07/2015	Public surgery – Medau group	Raising awareness Information	Community magazine	BVH	1.00 – 2.00	All ages (adult)

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DATE	EVENT	AIM	PUBLICITY	VENUE	TIME	CONSULTEES
		Recruiting volunteers	Leaflets, posters Website			
12/08/2015	Public surgery – outside St Bs	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	St. Bs	10.00–11.00	All ages
15/09/2015	Public surgery	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	Boughton Library	10.30 – 1.00	All ages
15/09/2015	Public surgery	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	The New Post Office (Woods Garage)	2.30 – 6.00	All ages
18/09/2015	Public surgery	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	Post Office (Woods Garage)	9.30 – 12.00	All ages
18/09/2015	Public surgery	Raising awareness Information Recruiting volunteers	Community magazine Leaflets, posters Website	Boughton Library	2.30 – 6.00	All ages
14/11/2015	Open Public Meeting	Updating community on progress so far. Exhibition showing draft plan and policies. Handout appendix 2	Community magazine, Leaflets, posters, website, newspaper article	BVH	10am-2pm	All ages

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DATE	EVENT	AIM	PUBLICITY	VENUE	TIME	CONSULTEES
						
18/11/2015	Open Public Meeting	Updating community on progress so far. Exhibition showing draft plan and policies	Community Magazine, Leaflets, posters, website, newspapers	DVH	4pm-8pm	All ages
						
14/5/2016	Open Public Meeting See below	Update community on progress so far. Exhibition showing draft plan & policies	Community magazine, website	BVH	11-4pm	All ages

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DATE	EVENT	AIM	PUBLICITY	VENUE	TIME	CONSULTEES
						
8/7/2016	Boughton and Dunkirk Primary School Fayre (sic) See Below	Display of landscape area documents and background to parking (BD3 inc. children's concerns)	School website	Boughton Primary School	1 - 4pm	Parents and children
 <p>There was also a quiz for both adults and children. Both are at the end of this document, along with the answers. Appendix 3.</p>						
27/11/2016	Xmas Fair Open Public Meeting	Exhibition showing community on proposed housing allocation. Draft plan and policies & Conservation Area documents.	Community magazine, website	BVH	11-4pm	All ages

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DATE	EVENT	AIM	PUBLICITY	VENUE	TIME	CONSULTEES
<p>Boughton Christmas Fair 27th November 2016</p> 						

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Appendix 1.

Poster for Fundraising evening on Saturday 7th March 2015

QUIZ & BAND NIGHT

With Local Band

COURTENAY REBELS

Neighbourhood Plan Fund Raiser

VENUE:	Boughton Village Hall Off Bull Lane, Boughton, ME139AH
DATE:	Saturday 7TH MARCH 2015
TIME:	Open 6.30pm (Start) Quiz 7.30pm After Quiz - Dance till midnight
COST:	£5 per head for quiz & band
TABLES:	8 people per table (BE QUICK)
FOOD:	BYO food & drinks
SUPPLIED:	Soft drink, crisps & nuts on each table
HOT DRINKS:	Coffee & Tea available to purchase
PRIZES:	Great prizes for the winning table

Bring your wallets for the - RAFFLES AND GAME PRIZES

CONTACT: Julie Datlen 01227 634098

Please book & Pay early to avoid disappointment

COME & HAVE SOME FUN & BRING YOUR DANCING SHOES!!

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Appendix 2.

Boughton and Dunkirk Neighbourhood Plan

Handout at Boughton Village Hall 15th November 2015

From Jeff Tutt, Committee Chairman

November 2015

First, thank you for coming to these open meetings, and thanks to those of you who have helped us with completion of the various surveys and the helpful comments made to committee members along the way.

I think it is fair to say that we are further behind that we expected to be but, in the last month or two, have been making up for some of the lost time. It is unfortunate that Swale is moving forward with the Bearing Fruits Local Plan 2015 -2031 at the same time. Because they are under enormous pressure they have been unable to complete the works we need to progress.

The purpose of the Open Event is to share some of the emerging ideas, and get your comments.

You can now see a lot of the evidence base we have to put together, and first drafts of some of the key chapters of the plan, which include the policies on key areas such as the environment. You can also see some of the background documents, including in particular a very detailed survey what makes our villages unique. As you are all aware, this is a development led plan, but the development should be **measured and appropriate to the needs and wishes of the community.**

Please be assured this is being done for the benefit of **Boughton and Dunkirk** - no-one else, so please get involved, and help us in any way you feel able. The Plan is **YOUR** plan, not the committee's, not Swale's and it's not for the benefit external developers to take advantage of our beautiful area.

Many of you will have filled in the Housing Needs Survey which is required to establish the need for any exception housing we might need (low cost housing association expected to be for people in the villages). It also gave us evidence showing the scale and appetite for small developments - over the next 16 years - the villagers were happy to see.

It is clear that there is a need for smaller, single floor properties for many of the older generation to down-size into, making their living conditions easier whilst enabling them to remain as part of our communities. This would also open up larger housing for growing families without the high price replacement dwellings.

The real challenges, which we have to work on with Swale Borough Council, are first of all to get the numbers right, and secondly to make sure that there are safeguards in place to give preference to local families and affordable housing in any new development.

There has been a tremendous amount of work from the committee surveying the landscape areas and the built areas of the Parishes.


We have looked and photographed land and property, roads and footpaths, open space and views into and out of many areas. We are recording and describing the many small areas - that we all pass by on a daily basis and never notice - because they've always been part of what makes the areas special.

We have undertaken a complete survey of the three conservation areas (The Street being one, and two smaller areas at South Street and the area around the Parish Church).

The Landscape Character Assessments will be the pillars upon which development will be measured. If there is any harm to the assessed characters development planning applications will be refused. As we've said, whilst there is a development aspect to the Plan, development will not be allowed to destroy the distinctiveness of the built environment or the setting, lanes and green spaces that make our villages special.

Take a look at the analysis of the Landscape Areas, and the guidelines for development in each of the ten areas. See if you agree.

We'd like your comments and suggestions

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Appendix 3.

Adult and children's quiz (**answers included in red**), used to engage with attendees of the Boughton (and Dunkirk) Primary School. Quiz heavily Boughton biased

Boughton and Dunkirk Neighbourhood Plan - Quiz for Adults

DO YOU KNOW OUR VILLAGES?

Try this quiz about Boughton and Dunkirk.

Mystery Prizes - Mystery Prizes - Mystery Prizes - Mystery Prizes - Mystery Prizes - Mystery Prizes - Mystery Prizes

1. In which of the Canterbury Tales is Boughton mentioned by name? **The Canon's Yeoman's Tale**
2. Where in Dunkirk did the last battle on English soil take place? **Bossenden Wood**
3. At top of School Lane is a house with Welsh name. 'Ty Ysgol' What does it mean? **School House**
4. What is the population of Boughton according to the last census (to nearest hundred)? **1900**
5. What was the 'bier-house' below the grass embankment in Boughton used for? **Mortuary**
6. What is the full name Boughton Parish Church? **St. Peter and St. Paul**
7. Apart from hops and fruit what other industry existed in Boughton? ****Pottery****
8. In The Street from what is the extent of the conservation area? **Stockers Hill to Bounds Lane**
9. What is the special status of the Forest of Blean which starts at Dunkirk? **SSSI (Ancient Woodland)**
10. How many red telephone boxes are there in the parish? **Two**

Name and contact details so we can let you know if you win one of the mystery prizes:

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**** Although this was called 'Boughton Pottery' it was actually in Dawes Road, Dunkirk ****

Boughton and Dunkirk Neighbourhood Plan - Quiz for Children

DO YOU KNOW OUR VILLAGES?

Try this quiz about Boughton and Dunkirk

Mystery Prizes - Mystery Prizes - Mystery Prizes - Mystery Prizes - Mystery Prizes - Mystery Prizes - Mystery Prizes

1. Many years ago pilgrims came through here. Where were they going? **Canterbury**
2. What is the name of farmer who owns the land behind your school? **Mr. Henry Brant**
3. How often does the bus from Faversham run through the villages? **Every thirty minutes**
4. In School Lane there is an old oast house. What were oast houses used for? **Drying hops**
5. If you designed a village sign for Boughton what things would you put on it? **All answers correct**
6. How many children go to your school? 150? 230? or 340? Circle the correct answer. **230**
7. Where is our post office? **In Woods Garage**
8. What road is the boundary between Boughton and Dunkirk? **Staplestreet Road
(and Horselees Road & Colonels Lane)**
9. How many pubs are there in Boughton and Dunkirk? **Three**
10. On which days is the library open? **Tuesdays and Fridays**

Name and contact details so we can let you know about the mystery prizes: