

Boughton & Dunkirk Neighbourhood Plan Group

MINUTES

Meeting held 29th September 2025

Present: Jeff Tutt, Frances Holliday, Julian Owen, Sarah Moakes, Paul Ray, Greg Hewett.

Apologies: Peter Williams, Terry Fitchett, Deborah Evans

AGENDA

Finance

A budget has been compiled as a guideline as to likely costs of the NP Review. It can only be an educated guess at this stage as costs have soared since the NP was started in 2013. See table below.

Action: NP Group / ongoing

JT has contacted ACRE for advice on potential funding for the Housing Needs Assessment survey that needs to be undertaken. Awaiting a response.

Action: JT

It was noted that the Parish Councils cannot cover the NP's annual insurance so the cost is included in the budget.

SBC are unable to give any financial help, instead suggesting the precept can be raised to cover the NP Review costs. All government funding such as from Locality, has now been withdrawn.

2014 – 2023		2025 – 2028	
Item	£ Out	£ Adjustment	Comments
Website	604.74	400.00	<i>Look into updating</i>
Insurance	1498.93	600.00	Up to 2028
Housing Needs Assessment survey	702.14	8,000.00*	Leaflets / booklets / envelopes / printing / postage <i>Hand delivery with be considered again to reduce costs – s.a.e. envelopes to be included in pack.</i>
Online questionnaire	700.95	*Included above	To offer alternative to hard copy
Stationery	289.07	*Included above	
Prof. fees / CA Assessments / ARCK	12468.20	10,000.00	Policy writing / SBC / New NPPF / Allocation / Call for sites / Data collection <i>CA assessments may not be required ARCK no longer exists</i>
Hall hire / advert / publicity / printing	1529.49	1,000.00	
NP printed copies	SBC	1,000.00	
TOTAL	17793.52	21,000.00	

Currently, the NP account stands at £1,353.85 including donations of £500 each from Boughton and Dunkirk Parish Councils in 2024. This will need to be clarified on the 2:1 basis as originally decided.

Progress on NP Review

JT circulated a spreadsheet for reference which sets out the tasks involved in the NP Review, which will be used in tracking progress.

Action: FH / ongoing

It was noted that the current NP Design Codes need to be more robust and relevant. Policies need to be examined to see where they can be tightened up / re-written. Professional advice will be needed for both these amendments.

It was noted how important it is to do a new Call for Sites to determine allocation.

Future Meetings

It was suggested that next year, once there has been partial updating of documents, the NP will hold a public meeting in both Boughton and Dunkirk to engage and inform the parishioners of the NP Review. To discuss with both PCs.

It was noted how important it is to establish a contact at SBC for advice and reference going forward.

Action: JT

It was noted that at the July PC meeting, Dunkirk Parish Council suggested holding a joint extraordinary meeting with Boughton Parish Council, and for the NP Group to present the above budget for discussion. The Parish Councils will then decide whether to support the NP budget and agree on a percentage split. It is suggested that this to be done in order for the NP Review to move forward.

Action: SM, PR, JT, GH to discuss at next respective PC Meetings.

Date of Next Meeting

To be notified.