Lower Peover Parish Council Subcommittee

Neighbourhood Development Plan NDP

Parish Council Sub- Committee

Minutes

Date: 24 July 2026

Louise K – Louise from Kirkwell's

1. Members Present – Paul, Alison , Angela
2. Apologies - Ben
3. Roles – Alison to communicate on Parish council matters, Angela to communicate with Louise from Kirkwells
4. Agree previous minutes -agreed
5. **Actions against Log Planner :**

- Public consultations 10th September – Paul Angela Louise K Ben Alison- not available; 12th September – Paul, Angela Alison Ben – Louise K not available, discussed and decided to go ahead
- Louise K has suggested meeting her , date agreed Monday 24th August 6pm at Angela's , Angela to contact Louise about matters as main contact from now on, as Louise requested it is easier if only one person contacts her **Action: Angela to contact Louise and confirm date of meeting**
- Geoff let us know that Cheshire East had the main lead on planning, cheshire west did not have any information, ask Geoff to contact both councils and let them know that we are planning an NDP. Paul mentioned that Cheshire East are rewriting their Local Plan **Action: Alison to contact Geoff about this and request we are given a heads up about the local plan**
- Require a dedicated NDP email for communication, Geoff confirmed it must be a gov.uk one. **Action: Geoff to create an email account which will feed into the parish council email account**

- Data processing and storage of documents and data discussed, **Action: Must be stored in Parish council computer, inline with Parish council privacy policy and security. All data annonymised before analysis. PB and AP to discuss with Geoff PC Clerk**
- Initial questionnaire for public consultation devised as a draft by Angela – Paul and Alison offered amendment, use of survey monkey discussed. **Action: PB and AP to discuss with Geoff PC Clerk**
- Require Lower Peover Parish council official digital logo **Action: Alison to ask Geoff for this, required for all advertising**
- We have a list of advertising strategy for public consultation, agree a poster and then begin advertising **Action: Angela to send out advertisement to committee for comments and final draft**
- Unique identifiers on questionnaires **Action: Angela to confirm with Louise which method is best**
- Draft version of Vision and Objectives relooked at. Action: Angela to finalise document given comments, send out to committee. **Paul to raise these documents with Parish Council at the 9th September meeting, any changes dealt with on 9th and ready to share on 10th September**
- **Action: Angela to check with Louise about maps for the local area. Alison to ask the company who helped with the phone box if they could put the two maps together for nether and inferior Peover and show the boundary. Once digital image of this obtained, to arrange printing – initial budget confirmed with Parish council**

- Continue to record and update Action Log Planner **– Angela on excel spreadsheet from now on**

6. Public communication **Action: Angela confirm advertisement, and action advertising plan, set up email**
7. Evidence gathering – public consultations venue and dates confirmed

- Thursday 10th September 4pm – 6.30pm The Bells of Peover
- Saturday 12th September The Crown Inn LP 3pm – 5.30pm

8. Kirkwell's consultants -Angela to be main contact for Louise
9. LP Parish Council – Alison and Paul to be contacts
10. A.O.B.

- **As part of advertising, also do verbal advertising to key member s of the community to encourage participation in consultation**

11. Next Meeting

    Monday 24th August 6pm Angela's house – to be confirmed with Louise