Lower Peover Parish Council Subcommittee

Neighbourhood Area Plan:

Neighbourhood Development Plan NDP

Steering Committee

Agenda

Date: 24 Aug 2026 by TEAMS 6pm

1. Members Present Louise Kirkwell – consultant planner, Paul Binyon - Chair, Alison Painter, Ben Jackson, Angela Ashcroft

2. Apologies – none, all present

3. Launch Event dates – length of public consultation

    - 10th September event – LK, PB, AA will be present
    - 12th September event – PB, AP, AA, will be present
    - Public consultation for one month from 10th September – 11th October 2026
    - **Action: put date of last day of consultation on documents AA**

4. Launch event advertising

    - **Action: List of who we are advertising to be kept with LK or Parish Clerk -AA**
    - Need evidence for each advert, either file with clerk or file with Louise, used for evidence in final audit
    - Parish newsletter – some not delivered, this will be resolved this week
    - **Action: deliver final parish newsletters -AP/ PB**
    - **Action: complete list of adverts to be given out -PB**
    - **Action: Advertise leaflets at The Bells and The Crown one week before the consultation dates -AA**
    - **Action: Council planning departments to be advised of consultation dates -Parish Clerk done**
    - **Action: Photographs of the consultation days – privacy statement -LK**
    - **Action: Advertise consultation on parish council Facebook page - AP**

5. Launch event poster information

Action: keep a copy for the audit – PC Clerk

QR codes are very useful to display on the day with the link to the questionnaire and government encourages digital tools during the NDP process

Action: set up QR code link – AA

Action: display privacy policy, questionnaire link and email on the consultation days AA

6. Launch event privacy statement

Revised in keeping with need to take some details for audit purposes

Action: Plain English privacy statement to be displayed and on website along with link to parish council GDPR policy – PB

Discussion about importance of keeping personal data independent from questionnaire responses

Action: plan of how this will be done in practise to be discussed with parish council clerk – PB – resolved, PC Clerk to do this as part of data storage

7. Launch event questionnaire, unique id, ballot boxes

Action: accept LK changes to questionnaire – all agreed – AA

Action: Unique id will be allocated to each questionnaire AA

Action: Ballot boxes to be collected by Geoff Parish clerk /PB

8. Questionnaire responses data handling

To encourage online completion where possible

Perhaps have a parish council laptop on site at consultation ? QR means it can be done on phone

Action: To discuss with parish council clerk AP

9. Parish council website – NDP section and minutes

Action: All information and minutes and questionnaire link to be added to parish council website via parish council clerk - AA

10. Log Action Planner

Action: to be updated and shared with subcommittee - AA

11. A.O.B.

None

12. Next Meeting

Catch up TEAMS meeting with Louise Monday 7th September 6pm

Action: to send TEAMS link - PB