

**MINUTES OF TARPORLEY PARISH COUNCIL EXTRAORDINARY MEETING
HELD IN THE TARPORLEY COMMUNITY CENTRE ON MONDAY 10th AUGUST 2015**

Parish Councillors

Chairman - Ken Parker

Elaine Chapman Gill Clough John Millington Peter Tavernor Nigel Taylor

Andrew Wallace

Clerk - Ann Wright.

Retiring Clerk - John Macdonald.

PC Wayne Thomas.

Public - 2

Apologies

Apologies were noted from Councillors Julie Hall, James Kennedy, Jeremy Mills, Gordon Pearson and Richard Statham, all of who had prior and family commitments.

Declaration of Interests

Cllr Elaine Chapman declared a pecuniary interest in items relating to Brook Road.

Cllr Peter Tavernor declared a pecuniary interest in items relating to Brook Road.

Standing Orders

15/036 Resolved - That Council adopt the standing orders and that the planning standing orders previously agreed should be referenced within them.

In line with section 13 of the Standing Orders Council agreed dispensations for Councillors Chapman and Tavernor so that they can take part agenda items relating to the development of the Brook Road sports and recreation field. It was agreed that they would take part in discussions and vote. However it was agreed they would not vote on the formal planning application when that comes before the Council.

Arthur Meredith Grants

John Macdonald circulated a briefing about the Arthur Meredith Charitable Trust which annually issues grants for the benefit of the young and old in Tarporley. It was explained the fund had come from the sale of the British School which was originally managed by the Trust. The Committee is made up of two founding trustees Mr Tim Hill and Mr Roy Craven, two parish councillors and two parishioners nominated by the trustees. There are currently two vacancies on the Trust, one nominee plus one parish councillor. It was agreed the Council would confirm its nomination at the Council's September meeting. It was noted that the Parish Council does not have any authority over the Trust.

Public Participation

PC Wayne Thomas introduced himself as the new Beat Manager for Tarporley. He explained he has 20 years experience in the police, and has been with Cheshire Police since 1999. He reported that PCSO Miscikas will be returning to work in August and that PCSO Williamson has been covering his area. He noted the concerns of the Council regarding PCSO Miscikas.

The Chairman thanked PC Thomas for attending the meeting.

Two allotment holders confirmed they had attended a meeting with the developer for the Royal British Legion site (RBL). They confirmed he had asked if they would be willing to consider an alternative site but no alternative had been suggested. They noted they are due to sign new agreements with RBL which will be transferred to the developer when he takes ownership of the site. These agreements had been approved by the National Allotment and Leisure Gardeners Society (NALGS) and the society had helped create a list of landlord's responsibilities. Concerns were voiced regarding the notice period which allotment holders would have. The allotment holders were advised to get proper legal advice regarding the agreements. It was noted that the Allotments and Bowling Green are protected under the CW&C Local Plan.

Concerns were raised regarding dog fouling around Tarporley particularly on Bowmere Road and the Community Centre playing field. It was agreed possible actions would be discussed at the Council's September meeting.

It was noted the builders' bags are still by the roundabout. These will be removed soon.

Minutes

Signing of the minutes was deferred until the September meeting to allow the item on the Village Square to be corrected.

Royal British Legion

The Clerk read an e-mail from Michael George, Chairman of the Neighbourhood Plan Group suggesting a small working group including all stakeholders to discuss and monitor the progress of any planning application for the RBL site. It was agreed the Clerk should contact the following organisations to ask them to nominate two representatives to join the working group. Organisations to be included Neighbourhood Plan Group, Tarporley Allotment Association, Bowling Club and Primary School. It was agreed the Clerk would arrange a meeting for the beginning of September.

Councillor John Millington joined the meeting. The Council agreed a dispensation to allow Cllr. Millington to take part in agenda items relating to the development of the Brook Road sports and recreation field. It was agreed that he would take part in discussions and vote.

Outdoor Sports & Recreation Committee

Councillors noted the notes from informal meeting of the Committee, pages 39 to 41 of the Minutes Book.

Councillors considered quotes supplied by Groundworks from three companies to carry out a topographical survey on the Brook Road site.

15/037 Resolved - That Council request a break down on works quoted for by Geomatic Surveys Ltd. If approved by Councillors, the Council proceed with the quote.

Community Centre Field

It was agreed the Committee needs to look in more detail at costs for drainage of the field.

Policing & PCSO Update

The Council noted the notes from the meeting with Chief Inspector Meegan, pages 42 and 43 of the Minutes Book. The clerk confirmed she had not yet received an invoice for the PCSO.

Financial Standing Orders

15/037 Resolved - That that Council confirmed the financial standing orders as circulated.

Accounts

15/038 Resolved - That the Council confirm page 4 of the cashbook as circulated including all payments listed plus the following additional payment:-

MB Travel, shuttle bus payment £243.00 (inc. vat)

It was noted that cheque numbers were out of sequence. The Clerk will issue the next cheques from the previous cheque book.

Lychgate Update

It was agreed that the Clerk should write to all properties neighbouring the Lychgate asking for contributions to resurface the area, stating the Parish Council would be willing to contribute a significant sum towards these works which could cost in the region of seven or eight thousand pounds if residents also contributed.

Landscaping & Best Kept Village

The Chairman confirmed he had drawn up a specification for works to improve and maintain the five newly planted areas around Tarporley. These have been circulated to three companies to provide quotes which are due Monday 17th August. These will be reviewed by the Councillors Parker, Tavernor and Taylor and an appointment made so that work can be undertaken as soon as possible.

It was agreed that the next Tarporley Talk article will include a call for residents to volunteer to look after different areas around the village.

The Clerk was asked to contact Cllr. Statham and ask that the daffodil bulbs that have been dug up, be replanted.

The Clerk reported she had attended a meeting with representatives of Dayinsure, a company based in Tarporley who would like to carry out improvements to the roundabout at the entrance to Tarporley, and a CW&C highways officer. Dayinsure are going to develop plans and costs for the roundabout and area at the entrance to Tarporley. The cost of the improving the entrance area will need to be considered by the Council at a future meeting. It was noted that the CW&C charge a £1000 a year for three years fee for sponsoring a roundabout. Councillors agreed to write to CW&C and ask that this fee is waived so that the money can be invested in the roundabout itself and to contact CW&C Councillor Moore Dutton to request this fee is waived.

It was noted the hedge in the Rising Sun Car Park has still not been cut and is preventing cars parking in the spaces. The Clerk confirmed this had been reported to CW&C and had offered to have cones put out early so they can access the hedge but had received no response.

Planning Protocol

15/039 Resolved - That the Council confirm the planning protocol, pages 44 and 45, of the Minutes Book.

Planning

The Council noted the planning register page 4 as circulated.

15/040 Resolved - That the Council submits the following observations:-

15/03090/FUL, Single storey side and front extensions, 2 The Paddock Tarporley Cheshire CW6 0BT - No Objection .

15/03104/FUL, Demolition of rear extension and construction of new rear extension, 6 Fir Close Tarporley Cheshire CW6 0TN - No Objection .

15/03104/FUL, Siting of four chalets for holiday occupation with associated access and landscaping works, Land To The South West Of Rupt Cottage Forest Road Tarporley - No Objection.

15/02681/FUL, Change of use of existing Forge Building to a Dwelling. Erection of purpose built steel portal framed building to house forge, Rode Street Forge Rode Street Tarporley - No Objection.

The Clerk read an e-mail from Cllr. Mills regarding the approval of the Nantwich Road reserved matters application, councillors noted his concerns.

It was agreed the Clerk should contact David Wilson Homes and ask that a working group is established to liaise with the company during the construction of the houses.

The Clerk reported that representatives from Aldi were no longer available to attend the council meeting in September but had requested an informal meeting with Councillors, Councillors agreed to this request based on the guidance contained in the planning protocol.

The following councillors will review planning for the September meeting:-
September - Councillors James Kennedy, Ken Parker and Richard Statham.

ChALC AGM

Councillors Peter Tavernor and Andrew Wallace agreed to attend the ChALC AGM.

Councillor Parker confirmed he will be attending the Community Pride Awards evening.

Council Ways of Working

Item deferred to September meeting.

Note Informal Meetings

The Council noted the notes from the meeting held 29th July regarding future development of some land at Ash Hill Farm, page 46 of the Minutes Book.

The Clerk reported she had been due to meet a representative of Abacus Playgrounds who had installed the play surface in the play area which has developed a number of faults. However the meeting did not take place, and the Clerk is awaiting a report on the play surface and whether it is covered by the guarantee.

Meeting closed 9.35pm.

Next Parish Council Meeting

Monday 14th September, 7pm, Tarpoley Community Centre Committee Room.

Signed

Dated

**Ann Wright
14/08/15**

**Informal Meeting of Outdoor Sports & Recreation Committee
Tuesday 21st July 2015.**

Present :

Paul Adamson, John Clark, Peter Heberlet (Groundworks), Richard Line, James Kennedy, John Millington, Nigel Taylor, Andrew Wallace, Angie Yates.

Clerk - Ann Wright

Apologies - Charles Du Pre.

It was agreed that Andrew Wallace would chair the meeting.

It was explained that at the last meeting of the Parish Council it had become clear a number of councillors will need to declare pecuniary interests on matters relating to the Brook Road sports field and that this will impact the committee as those councillors would be unable to take part or vote. This needs to be addressed at the next council meeting where the Clerk will propose that those committee members apply for a dispensation which will allow them to take part fully in discussions at the committee but that their pecuniary interest should still stand at the Council meetings. It is important that interests are declared correctly so that decision making is open and transparent. As such this meeting would be an informal meeting.

Peter Heberlet gave a brief update date of the process to date.

Groundworks had been approached by the Community Centre Committee to look at possible improvements to the community centre field, the Parish Council had then contacted Groundworks to look at the development of the Brook Road site.

Plans had been developed following meetings with a steering group and these were subject to public consultation at an event in March 2015 which was attended by approximately 100 people.

Following feedback these plans had been modified and then presented for consultation at the Carnival in July where 39 forms had been completed and other people had made comments verbally. People had been happy in principle with the designs but there are a number of issues which need to be addressed in detail.

One issue raised had been the possible need to develop a new bowling green on the Brook Road land if the one on the British Legion site is lost through development of that site. It was noted that the Parish Council was aware of plan to develop the site and that the current plans would result in the loss of the bowling green however this would be against CW&C policy unless a replacement bowling green was provided. It was noted no planning application had yet been submitted.

Comments had also been made about the lack of play for older (10+ and teenage) children particularly on the community centre field.

It was acknowledged that there was a need for the two sites to complement each other.

There is a strong demand for play on the Brook Road site not just sport with a large number of families moving into the new houses in that area.

Next Steps

Groundworks to establish an outline of costs for the two schemes. These costs will be broken down into different elements.

Concerns were raised about when the deadline is for the REM application to be submitted as it was thought it might be as early as October 2015.

ACTION - Deadline to be confirmed.

There is a need to establish how money will be raised including grants for specific sports, landfill grants, lottery?

More detailed consultation needs to take place including with the High School.

It was noted that evidence of consultation can help with grant applications.

Further information needs to be secured regarding the S106 funding available, including possible time limits and restrictions on what the funding can be spent on.

ACTION - Clerk to obtain additional information regarding S106 money.

ACTION - Peter Heberlet to create a 'realistic' timeline of actions which need to be achieved culminating in the submission of a planning application.

The group was asked to consider if the two schemes should be separated or phased. It was stated that the Community Centre field planning application should be submitted at the same time as Brook Road application.

It was agreed the first steps should be to obtain a topographical survey and a soil survey of Brook Road so as to get an understanding on the costs for levelling and drainage.

ACTION - Peter Heberlet to provide three quotes to carry out the above surveys for consideration at the Council's extraordinary meeting in August.

It was reported that a drainage survey had been conducted on the Community centre field. ACTION - Group to review Community field drainage report to consider different drainage options.

ACTION - Peter Heberlet to check if any ecological surveys are required.

ACTION - Clerk to seek possible CW&C members grant to undertake topographical and soil surveys once quotes have been received.

Funding

It was asked how would sources of funding be identified.

It was noted there are a number of sources of information including the Cheshire Playing Field Association, part of Cheshire Community Action, Sports England through Active Cheshire. It was also agreed Mr Graham Lees would be able to provide information.

ACTION - Peter Heberlet to produce a brief spreadsheet of possible funding and provide a quote for full funding support.

ACTION - John Clark to find out information about possible funding available to football teams from the FA.

It was stated Tarvin's football club might be able to offer support as they use a number of pitches in the area, approximately 50% of their junior members are from Tarporley.

It was reported that 30% of the Community Centre's income from hiring out the Hall is spent on maintaining the field.

The next consultation will be more focused looking at the designs in more detail. It was stated it is important to manage expectations due to the possible costs of delivering these schemes. It was suggested the consultation includes the cost of various items and the public are asked to priorities what they would like including.

It was suggested the consultation take place on Saturday 5th September at the same time as the Farmers Market and is widely advertised beforehand with plans possibly displayed around Tarporley beforehand.

It was noted that the role of the committee will be to make recommendations to the Parish Council and Community Centre Committee.

It was stated that discussions have begun between the Parish Council and Community Centre about the Council taking over the Community Centre Field.

Access

It was agreed the safest vehicle access was as on the plan through the new housing. Discussions took place on the possible location of pedestrian accesses off Common Lane and Brook Road. It was agreed both roads are unsuitable for pedestrian accesses however if an official access is not created it is likely people will push through the hedge. It was suggested that a proper pedestrian access could be created by removing part of the hedge and producing a proper visibility splay and crossing point for pedestrians.

The Group was asked to consider improvements to the existing play area when considering the community centre field as parts of it are getting worn and will require increasing levels of maintenance.

Next Meeting - Wednesday 12th August 7.00pm
Committee Room, Tarporley Community Centre

Informal Meeting with Chief Inspector Simon Meegan.

Present :

Parish Council - Elaine Chapman, Ken Parker (chairman), Andrew Wallace.

Clerk - Ann Wright.

The following points were raised during discussions:-

Chief Inspector Meegan explained the new police structure which was put in place on the 6th July 2015. Cheshire police are now divided into 8 police units, he is the commander for the Northwich Local Policing Unit which covers Tarporley.

He confirmed he knows the Tarporley area very well and its is planned that he will remain in the post for a least a few years.

The police budget has been reduced and is likely to be reduced further as such Cheshire Police are looking to allocated limited resources where they are most needed in public protection which includes tackling child sexual exploitation and in local policing, it is planned there will be an extra 53 police officers recruited by the end of the financial year.

Cheshire police are working with other forces to combine back office functions to reduce costs.

Police officers will be aligned to geographical areas or beats and are expected to be out and about.

Chief Inspector Meegan confirmed he expects PCSOs to be highly visible and out and on foot. The police and crime commissioner has promised a police officer, PCSO and special officer for every CW&C electoral ward although recruitment of Specials is still ongoing. It was noted Specials have the same powers as police officers and undergo full training but are volunteers. There is often a high turnover of Specials as they often move on into the police force as officers.

The Structure in Tarporley is:-

Police Officer - Wayne Thomas

Sergeant - Daniel Haddock

This is in addition to response officers, both teams will work closely together.

It was noted that the Parish Council has provided funding for a PCSO for the 'Parish of Tarporley', and it was felt that this was no longer being provided and that the Council would receive better value for money if it funded a traffic warden.

It was agreed that PC Ged Gigg had provided a very good service and was well liked and respected in Tarporley.

Previous PCSOs had been very successful in the village meeting with elderly residents and setting up football for children however this was not the case at present and the Council had lost some confidence in the current PCSO.

Councillors had expected a full time PCSO presence in Tarporley including attendance at Parish Council meetings and reports of what the PCSO had been doing, none of this has been received.

The Council had also not been kept informed of the PCSO's absences as stated in the contract.

Chief Inspector Meegan confirmed he expects PCSOs to be out and about in the village, not just on the High Street, being seen and talking to residents. He confirmed he will review the performance of the PCSO.

It was confirmed the contract for the PCSO and invoice will be sent to the Parish Council soon.

Chief Inspector Meegan stated he would be happy to meet Councillors again in a few months to discuss if things have improved.

He confirmed in a non-emergency the police should be contacted on 101, and 999 in an emergency and that residents can report information anonymously.

Chief Inspector Meegan was thanked for attending the meeting.

Tarporley Parish Council Planning Protocol

Tarporley Parish Council recognises that dialogue with developers before planning applications are submitted can benefit the community. When in dialogue with developers the Council will avoid the following:-

- Improper lobbying by the developer
- Predetermination by councillors

The Council have agreed the following protocol which is to be followed when in pre-application discussions with developers, this protocol will be issued to developers who request meetings including informal meetings with the Council or Councillors:-

- Developers should provide an outline of the proposed development in writing.
- The Developer should note that the Council is not required to treat information the developer regards as 'sensitive' as confidential and asks that confidential information is not discussed with the Council. However if the developer believes some aspects of the discussions should include confidential information this information should be identified along with the reasons for its confidentiality in writing, if this is legitimate request the Council will keep a written record of the confidential and non confidential issues.
It should be noted that information held by the Parish Council about a proposed development is subject to disclosure under the Freedom of Information Act 2000.
- All communications with developers whether in formal or informal meetings with the Parish Council, individual councillors or council staff will not bind the council when making a decision on the application.
- Any views expressed should be viewed at best a 'provisional' as not all the relevant information will be available to the Council or Councillors.
- All discussions whether in informal meetings or as telephone discussions between the developer, individual councillors or council staff will be documented in writing and reported to and noted by the Council.
All such discussions are subject to disclosure under the Freedom of Information Act 2000.
- All Council and Committee meetings are open to the public and any developer has the right to speak in public participation. However if the developer believes information to be discussed is confidential or 'sensitive' the Council may consider if there are grounds to exclude the press and public from the meeting in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960 (see additional information below).
- All minutes of Council and Committee meetings are subject to the Council's publication scheme under the Freedom of Information Act 2000.
- It is an offence under Section 1 of the Bribery Act 2010 for a developer or his agent to promise or give financial or other advantage to the Council in expectation of an improper consideration of the planning application. If the developer is a company or charity the Council may request sight of their anti-bribery policy.

Additional Information - Exclusion of Public & Press

All meetings of the Council (or its committees) are open to the Public and Press they can only be excluded by resolution if publicity would prejudice the public interest due the confidential nature of the business to be transacted or for some other reason stated in the resolution arising from the business.

It should be noted that in 'few cases is there any good reason for excluding the press or public'¹, it is reasonable to treat the following discussions as confidential:-

1. Engagement, terms of service, conduct and dismissal of employees;
2. Terms of tenders, proposals and counter-proposals in negotiation of contracts;
3. Preparation of legal proceedings;
4. Discussions in the early stages of a dispute.

Ann Wright

July 2015

¹ Arnold Baker on Local Council Administration, Ninth Edition, section 7.6, page 56.

**Informal Meeting regarding possible land uses, Ash Hill Farm
29th July 2015.**

Present :Sue Walley, David Tanswell.

Parish Council - Elaine Chapman, Gill Clough, James Kennedy, Ken Parker (Chairman), Peter Tavernor, Nigel Taylor.

Clerk - Ann Wright.

The following points were raised during informal discussions:-

Sue Walley was speaking on behalf of her family who are exploring ways to use some areas of land belonging to Ash Hill Farm being for the benefit of the family and the community as a whole.

Looking at environmentally and socially acceptable future uses.

The draft neighbourhood plan identifies two community needs:-

- 1) Elderly Care - possibly continuing care or retirement village model.
- 2) Employment & Training Opportunities for Young People - like to explore some form of horticultural training opportunities.

It is noted that the land in question is outside the settlement boundary.

Land Tarporley village side of by-pass is linked to the village by a footpath, a wildlife corridor or buffer could be maintained between and possible future use and the village that can be enjoyed by the community.

Possibly an area in the future that could be developed as a retirement village with access off the roundabout along an existing lane (Old Moss Lane).

The majority of the land is and will continue to be farmed.

It was noted the work is continuing on the Neighbourhood plan amendments based on the consultation responses, there is no intention to amend the settlement boundary and this is being held in place deliberately so that any development outside the boundary would require community support (community development order) and will need to provide additional benefits not just housing.

Looking at possible ways to use and area of land far side of bypass to create a learning opportunity for young people in horticulture, not looking to build any buildings or change agricultural status of the land, land will stay within the family ownership.

It was discussed if the retirement village model could also incorporate the Cottage Hospital.

The Parish Council, Neighbourhood Plan Group were asked to consider not prohibiting this type (retirement village) outside the settlement boundary in future years.

It was noted the scheme is a long term project.

Ann Wright
30 July 2015