

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE TARPORLEY COMMUNITY CENTRE
ON MONDAY 11TH JULY 2016**

Parish Councillors

Chairman - Ken Parker

Elaine Chapman Gill Clough James Kennedy John Millington Gordon Pearson

Richard Statham Peter Tavernor Nigel Taylor

Clerk - Ann Wright.

Cheshire West and Chester Cllr Eveleigh Moore Dutton

PC Philip Monks

Public - 7

Apologies

Cllr James Kennedy - personal commitment.

Cllr Richard Statham - personal commitment.

Cllr Nigel Taylor - personal commitment.

Declaration of Interests

Councillor Gill Clough asked that it be noted she is a trustee of the War Memorial Hospital in Tarporley. Dispensations granted to Councillors Chapman, Millington, Pearson and Tavernor in relation to the Brook Road sports field were noted.

Public Participation

RBL Allotments

An allotment holder stated as from April 2017 there would be no more allotments in Tarporley, she also queried if the developer provided new allotments would they be gifted to the parish council or other body or remain the property of the developer. It was agreed the Clerk would investigate the matter and report back.

It was stated that there is continued demand for allotments in Tarporley and there is still a waiting list for plots, noting the owner of the site has not allowed vacant plots to be allocated.

It was noted that in the meeting with the developer he had been asked to take a more enabling approach and consider phasing removal of allotments.

CW&C Councillor Moore Dutton emphasised that the allotments and bowling green are protected green space in the Local Plan.

Police Report

PC Philip Monks introduced himself as the new beat manager having taken over from PC Thomas. He was asked to undertake speed checks on Brook Road, Eaton Road, Bowmere Lane, noting that speeding problems on Brook Road had increased since the closure of Nantwich Road. He agreed to carryout speed enforcement on these roads and record the speeds for future reference.

He confirmed he would continue to circulate the monthly police updates.

Community Centre Defibrillator Training

Cllr Mills reported that the Community Centre has arranged defibrillator training for Hall users on three evenings in July, Councillors who wish to attend should contact Linda Martin. It was noted that although the training is helpful anyone can use the new defibrillator as it gives instruction while in use.

Presentation/Discussion on the future development on Forest Road

Chris Pattison (Turnberry) gave a short presentation and led a discussion on the possible future development of land off Forest Road which included the following points:-

- The development would be of an appropriate scale and provide an appropriate level of infrastructure for the village.

- Housing would be provided in conjunction with a new medical centre, the current doctors surgery have submitted a bid to the Care Commissioning Group on behalf of the GP surgery and hospital to seek priority funding to relocate their services. They should hear by September if their bid has been successful, if so they will need to submit a full business case for the funding in December or the new year.
- Tarporley is a medical 'cold spot' with limited services and growing aging population.
- The Forest Road site had been identified by CW&C as a potential gypsy and traveller site, the landowner has made it clear that the site will not be released for this use as such the site has been removed from the CW&C short list.
- Turnberry work with landowners who are seeking to provide a community benefit or legacy while developing land and had helped develop the Tarporley Design Code.
- Turnberry believe the Forest Road site is the best site for future development in Tarporley as its location is away from the delicate rural edge of the village, with views out to the west, these key views would be retained, green corridors would be protected as would the conservation area, these site features are regarded as opportunities and add value to the site.
- It was noted there are no plans to develop the whole site which totals 19 hectares and could accommodate 500 houses which are not necessary.
- Although a formal business plan has not been developed it was reported that a new health centre could be funded by the development of 100/150 houses, based 180sqm building, 100 parking spaces and facilities to accommodate 12 GPs plus a couple of registrars.
- There could also be a number of smaller commercial units possibly with flats above, these could create a 'health hub' with businesses offering other health related services.
- A new hospital could be developed as a 'strategic facility' offering double the number of beds currently provided and more long stay facilities and approximately 40 parking spaces funding for this could be provided by the creation of a large food store (approx 1000 sqm) or additional housing, approximately 380 in total.
- The site could also provide additional green infrastructure for the village including allotments.
- A development of this scale would raise wider enabling issues including access to services (electricity etc) and education.
- Councillors stated the development of 300 houses would change the character and dynamics of Tarporley making it into a small town rather than a village it would also add huge pressure to the primary school which is already oversubscribed. relocation of the Hospital and GPOs would also leave a large area of land vacant in the village which would be developed in some way
- It was recognised that there was an opportunity for the community and parish council to shape a development and deliver large community benefits.
- It was raised how would this development interact with other developers in the village. It was stated that it was difficult to deliver on infrastructure when too many interested parties are involved, it was far better to deal with one landowner.
- If an application was submitted it would most likely be an outline or hybrid application, if seeking to develop 380 houses and infrastructure it would most likely be 3 to 5 years before development started and a further 5 years until it was completed.
- It was noted that a development of the suggested scale would require sports and play facilities.
- Councillors emphasized that the proposals would have a huge impact on Tarporley and that there was a lot to take a board and lot of unanswered questions including what funding would be available to the GPS and Hospital from the NHS which might reduce the required number of houses. As such although the Council was willing to take part in a 'Community Design Process' undertaken by Turnberrys they were not able to voice an opinion and would not want to do so without taking into account the views of residents on the proposed development.

- Other factors which councillors felt needed to be taken into account included the need for a long stay car park, that residents of Tarporley had not wanted a large supermarket in the village and also what is included in the CW&C Local Plan Part 2.
- It was noted there is no strategic argument or need to deliver more houses in Tarporley.

The Chairman thanked Mr Pattison for attending the meeting.

Minutes

16/118 Resolved - That the Chairman signs the Minutes of the meeting held 13th June as a true and proper record.

Former Royal British Legion Site

Councillors noted the notes of the meeting with the developer and owner of the site, CW&C Councillor Eveleigh Moore Dutton and representatives of other organisations held on 29th June, page 213 of the minutes book.

It was reported that at the meeting had considered a number of different options to develop the site ranging from delivering 8 to 12 houses, maintaining the Bowling Green, retaining possibly 40% of the allotments, providing land for the primary school but losing the car park. It was noted that the school had the land to develop additional building but not to provide the required recreational space.

At the meeting there had been a discussion regarding attempts to find alternative sites for some or all the allotments. It had been suggested that provision of land to the primary school could be regarded as of 'major community benefit' and would mean an application would be in conformity with the Neighbourhood Plan.

Councillors considered a further e-mail from Mr Thompson on the provision of allotments and agreed that the Council had not changed its position the response agreed at the Council's June meeting.

Community Benefit & Infrastructure Improvement List

16/119 Resolved - that the Council adopt the Community Benefit and Infrastructure Improvement list with amendments to include a need for additional sports facilities and increased play facilities, pages 214 and 215 of the minutes book.

It was agreed that amendments could be made to the list by resolution of the full council and that the list would be reviewed annually at the Annual or first meeting in May.

It was agreed that a meeting should be arranged with CW&C representatives to discuss who to promote the list, and that the list should be circulated to developers who contact the Council to discuss possible developments along with the planning protocol. The amended list will also be posted on the Council's website.

CW&C Local Plan Part 2

It was reported that the draft settlement boundary had a dotted line around the daffodil field, if the application is approved the site will be included in the settlement, if not there may be a need to include some additional land. It was noted that in CW&C as a whole there is no need for additional land to be allocated for development. It was agreed the Council would continue to monitor the Local Plan's development.

McCarthy & Stone Letter

It was reported that Malpas Parish Council have highlighted to McCarthy & Stone that the equation used to calculate parking on their schemes is not adequate for the rural areas with limited public transports and local services.

It was agreed that the Clerk should respond to McCarthy and Stone that the Council's position was unchanged and that all planning decisions will be based on the policies of the neighbourhood plan which would allow development if a high degree of community benefit was achieved through the development, it was further agreed that a copy of the community benefit list be included with the response.

High Street Parking Survey Results

Councillors noted the notes of the last meeting of the Traffic and Parking working group which met on the 6th July, pages 216 & 217 of the Minutes Book. It was noted that CW&C highways department had drawn up a scheme for the High Street which was a starting point for discussion, the scheme provided time limited parking on both sides of the High Street plus additional double yellow lines to reduce congestion. The plans had been e-mailed to Councillors to make comment before the working group meets again, all comments are to be forwarded to the Clerk by Monday 25th July. Once the scheme has been reviewed and amended it will go out to full consultation with the community possibly in September.

It was noted that Tarporley Community Centre have agreed to introduce a limit of 4 hours with no return in 4 hours on the community centre car park, plus identifying 10 spaces for community centre use only, to address issues with community centre users being unable to park. CW&C currently rent the car park if they do not agree to the scheme the community centre will consider cancelling the contract with CW&C.

Christmas Lights & Special Expense Charge

16/120 Resolved - that the Council ask CW&C to raise a special expense charge on the council tax bills to fund the Christmas Lights in Tarporley and to consider increasing the charge to cover erection and replacement of lights.

The Christmas lights working group were asked to consider some form of seasonal bunting for the High Street for Christmas.

Brook Road Way Leave

It was reported that Scottish Power had offered to relocate the transformer in a GRP housing in return for the gifting on land on the site to do so. It was agreed more information was needed regarding this matter as the plot of land requested was large and would require the removal of 5m of hedge. A meeting will be arranged with representatives of Scottish Power.

Village Square

It was noted there had been a further meeting regarding the spending of approximately £30k S106 money allocated for public art in Tarporley, page 218 of the minutes book. It had been emphasised that the money was to be spent on functional art to help create a Village Square and that the designs done previously should be the starting point for the scheme.

It was noted that the S106 monies cannot be spent on ground works hence funding will need to be raised for that part of the scheme, as yet no prices had been obtained.

The Council supported the idea of functional art and agreed a working group should continue to look at the project. It was noted the artists brief had not been received to date and would be circulated to all councillors for comment when available.

Planning

Councillors noted the planning register as circulated and further noted the applications for 10 Eaton Road, 30 Woodlands Way and 51 Oathills Drive had all been approved since its publication.

16/121 Resolved - That the Council submit the following observations:

16/02307/FUL, Demolition of existing conservatory & erection of single storey rear extension, 10A Park Road, Tarporley - No objection.

16/02416/FUL, proposed replacement single storey rear extension, 4 Copperfields, Tarporley - No objection.

16/02449/FUL, new dwelling, land adjacent to Deansfield 10 Forest Road, Tarporley - No objection.

16/02585/FUL, dropped kerb & driveway (resubmission of approved 12/02484/FUL), Well Cottage, 3A Eaton Road, Tarporley - No objection.

16/02613/FUL, Demolition of rear extension & construction of new rear extension (resubmission of 15/03104/FUL), 6 Fir Close Tarporley - Tarporley Parish Council does not object to the proposed extension but wishes to draw the planners attention to the highly visible flue.

Accounts

16/122 Resolved - That the Council approve the accounts and payments as listed on page 22 of the Cash book noting Mrs A Wright salary had been adjusted and would be paid by cheque and approved the following payments and agreed the direct debit mandate for the Nest pension scheme be signed.

Mrs A Wright reimbursements £108.92

Mr J Stewart, Handyman £112.50

Suez, bin rental and emptying £39.78

Chalc, postage of cemetery letters £21.60

Chalc, Planning training for Abigail Webb £30.00

The Clerk reported that the following three queries had been raised by BDO the external auditor:-

Please explain the nature of the gratuity to John MacDonald, if this was contractual please include a copy of the relevant contract page and a copy of the signed, legal minutes approving the payment.

Gratuity was in lieu on pension and was itemised in contract agreed April 2005. A scanned copy of the signed minutes which approved the gratuity payment plus a copy of the cash book page 5 where it was itemised were provided.

Please provide detail of the pay scale/hourly pay and hours worked for the new clerk, Ann Wright.

March 2015 to 31st August 2015 rate of pay was £10.261, SCP21 (Nalc Pay scales November 2014). 1st September 2015 until present rate of pay £11.545, SCP 25.

A scanned copy of the minutes of the March 2015 meeting plus a copy of the relevant contract pages were provided, and it was noted that this information would be minuted at the July Council meeting as the pay scales had not been minuted, and that in the future the pay scales would be minuted.

Please explain why NI/PAYE contributions have decreased, as it seems as though the new clerk is paid more and there was also 2 clerks at some points in the year.

Variance in contributions are due to:-

- 1) Clerk John Macdonald having a different tax code to the other Clerks.
- 2) All NI/Paye contributions for 2014-2015 were made during that financial year in June 2014, September 2014, December 2014, March 2015. The Paye/NI contributions for 2015-2016 financial year were made in August 2015, September 2015, January 2016 and in April 2016 (£681.25) as such the final payment was made in the 2016-2017 financial year.

Information sent to the audit also stated that an error had been identified in the cashbook where a salary was split over two columns as such the staff cost total (box 4) is £3 down (error value £2.87) and all other payments box is £3 up, noting that Boxes 7 & 8 are correct.

This matter had been raised by telephone with a representative of BDO on 20th June 2016 and they have stated due to the small error amount this error be noted and the figures be restated on the 2016-2017 Annual Return.

Grant to Community Centre Committee

16/123 Resolved - That the Council give a grant of £2000 to Tarporley Community Centre for maintenance of the playing field, hedges and garden area.

Part 2

16/124 Resolved - That members of the press and public be asked to leave the meeting and that the Council move into closed session.

Clerk Contract & Salary

16/125 Resolved - That the Council appoint Ms Abigail Webb as of the 11th July as Projects Coordinator and that a contract be issued based on the NALC/SLCC model contract, and that her salary be based at SCP22.

16/126 Resolved - That the Council confirm Mrs Ann Wright as Clerk and Responsible Financial Officer (RFO) to the Council to work for 12 hours per week from 11th July 2016 and that her contract be adjusted accordingly.

Meeting closed 9.45pm.

Next Parish Council Meeting
Monday 12th September 2016, 7pm, Tarpoley Community Centre Committee Room.

Signed

Dated

Ann Wright 13/07/16

RBL Update: Discussion 29 June 2016 involving representatives of the Bowling Club, Allotments, Primary School, Parish Council and Eveleigh Moore-Dutton

The key points tabled were as follows:

- The latest potential development option retained the bowling green, reduced the allotment area by 0.8acre (nos 25-32 go, 1-24 stay), increased houses from 8 to 12, and added c.15 car parking spaces. This route though meant no land was available for the school and the increased housing was necessary for a viable scheme (costs for road, car park resurfacing, RBL for use of some allotment area had to be covered).
- Whilst physical expansion of the school on its existing side was possible, the issue was that, overall, the school required 0.6acres of additional recreational space to meet DfE requirements as its roll grows to accommodate community demand (which was the potential space of the car parking area; although it remained to be further clarified whether some retained car parking in the space was allowable/feasible).
- Approaches had been made to Landowners on a number of sites around the village for replacement allotment space (accepting that Back Lanes not suitable). Responses were mixed but did raise some possibilities on the previous Aldi site and Rode Street; others had either said no, wanted a profit share or not responded. Importantly there seemed to be some shift away from schemes focused only on housing.
- The alternative scheme though, preferred by the Developer, still involved relocating all the allotments to build retirement units and 8 houses, but accommodating the needs of the school (with it unclear how much car park could be retained and allowed within that).
- Currently the allotments were under notice that this was their last growing season. There were possibilities though that under either of these schemes, there could be phased development where the allotments consolidate initially, or permanently, into the area covered by 24 current allotments (also, fortuitously, some vacant plots are in the area where the houses would go). This would now be looked at and discussed by the Developer and Allotment holders.
- Some landowners may be more receptive to long term lease for allotments (and the existing allotments of course are already leased).

The main outcomes were:

1. School to clarify and confirm with CWaC a more definitive position on the school expansion and the need for 0.6 acres, as well as how car parking could feature in that if it had to be the RBL site.
2. Report back and update to PC on 11 July with consideration of next steps.
3. Explore feasibility of a scene setting meeting with landowners, involving CWaC, EMD and PC to highlight village needs post NP, especially where relocations could bring community benefit.
4. Allotments will report back and look at more practical solutions beyond the current growing season, and help with direct appeals to some landowners for new locations (specifically Brick Farm mentioned)

Community Benefit & Infrastructure Improvement List for Developers & Land Owners

The Tarporley Neighbourhood Plan is supportive of appropriate development that delivers significant infrastructure improvements whilst ensuring no loss or reduction of public amenity (most notably car parking) and prescribes that development of Local Green Space is not permitted, other than in very special circumstances.

This list of infrastructure improvements and community benefits has been compiled by the Parish Council with reference to the Neighbourhood Plan and is intended as a guide for developers and land owners when considering whether their proposed development plans for Tarporley meet with the Vision, Objectives and Policies of the Neighbourhood Plan. The list is not exhaustive and not necessarily in any order of preference. Other suggestions are welcome and the Parish Council will review and update this list as appropriate.

Significant Infrastructure Improvements

1. Relocation of Health Centre with improved facilities and adequate car parking.
2. Relocation of War Memorial Hospital with improved facilities and adequate car parking.
3. Provision of a substantial number of new car parking spaces near to the village centre. At least 100 new spaces are required.
4. Provision of long-stay (all day) car parking spaces on the outskirts of the village. At least 100 spaces required. This could be in the form of car parking spaces accompanying new developments or in the form of gifted or leased to the village for use as a green car park.
5. Provision of a significant number (20 or more) of new commercial/light industrial employment units of various sizes ranging from 50 to 300 sq. m. (Portal Business Park is now fully occupied and is a good example of the type of units required).
6. Relocation and expansion of the Children's Playground with new and additional equipment, including equipment for older children, and conversion of the existing Community Centre Playground to Car Park.
7. Provision of the planned Outdoor Sports and Recreation facilities on the designated Brook Road site now owned by the Parish Council.
8. Development of further play grounds/areas and sports and recreational facilities to accommodate growing population.
9. Provision of a community swimming pool (perhaps adjoining the High School) together with adequate car parking

Moderate Infrastructure Improvements

1. Provision of a Bus park and turning circle for the High School off Nantwich Road.
2. Expansion of the public car park behind the Rising Sun by 50 spaces.
3. Provision of land to enable Primary School redevelopment/expansion whilst retaining equivalent or increased adjoining car parking provision.

Minor Infrastructure Improvements and other community benefits

1. Funding village Square outside St Helen's gates
2. New playground surface, and other repairs and refurbishment.
3. Repair of the Community Centre roof, and other repairs and refurbishment.
4. Designated circular walk around the village.
5. Making pathways and pavements accessible to people in mobility scooters, buggies etc.

6. Additional parking on and around High St.
7. Funding of an all-day constantly circulating minibus that transports people from around the village to High Street.

Most of the items listed are not within the power of the Parish Council to authorise and their inclusion on this list does not imply that any agreement exists with the relevant organisations. This document will also be used to by Tarporley Parish Council to assist in the preparation of comments on planning applications.

Approved at a meeting of Tarporley Parish Council on the 11th July 2016

**Informal Meeting of Traffic & Parking Working Group
Wednesday 6th July 2016 - Tarporley Community Centre.**

Present :

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

Tarporley Business Owners - Charles Hardy.

Tarporley Community Centre - Linda Martin, Tony Yeates.

CW&C Highways - Jerry Gibbs, Ian Lovatt.

CW&C Localities - Sharon Marshall.

Clerk - Ann Wright.

(Apologies Gill Rutherford)

The following topics were discussed:-

The working group thanked Cllr Taylor and his wife for compiling the survey results.

The following key results were highlighted:-

- Over 200 completed surveys had been returned which was seen as a very good response.
- A large number of comments had been included on the completed forms these had all been listed in the executive summary.
- The results show a uniform consensus supporting the introduction of time limited parking, Monday to Saturday on both sides of the road.
- The majority of those who responded supported two hour parking limit although in additional comments there was equal support for 1 hour or more than two hours.
- The question relating to off road parking had been misunderstood by some respondents to include parking on car parks rather than driveways.
- Key themes in the comments included residents parking, enforcement and the availability of disabled parking.

It was felt that the impact of introducing time limited parking on both sides of the road had not been fully explained.

It was agreed that the survey results showed strong support for something substantial to be done to address High Street parking.

It was agreed that the discussions need to include discussions which are underway regarding the resurfacing of the Lychgate and possible parking restrictions there.

When considering the time restrictions it was noted there was a need to consider the profile of shops/businesses in Tarporley as they tended to be ones where customers would not just pop-in but would spend some time in.

It was noted that the restrictions would need to be enforced regularly and that hot spots would attract more enforcement. It was noted that the restriction would apply to each marked bay.

The proposed bays would be long bays which would accommodate a number of vehicles rather than bays for individual vehicles.

CW&C Highways circulated a draft proposal for the High Street showing time limited parking

bays, additional restrictions and existing restrictions. The scheme sought to address congestion at pinch points along the High Street as well as provide time limited parking bays. The scheme displaces 36 vehicles and creates 73 vehicle parking spaces. It was stressed that the scheme was a starting point for discussion by the group and community as a whole.

It was suggested that the Parish Council hold a drop-in session in September and also display proposed plans around the village to obtain comments before any formal consultation takes place regarding the restrictions. All residents would be notified of the consultation.

Members of the Community Centre Committee reported their concerns regarding the impact restrictions could have on parking in the Community Centre Car Park which is rented by CW&C during the day to allow public parking. The Centre is already receiving complaints from Hall users about the lack of parking. The Committee supported the introduction of a 4 hour limit with no return within 4 hours on the car park, and have 10 spaces designated for Community Centre only. The Committee was also considering charging for use of the car park.

**Next Meeting to consider Highways draft scheme
Thursday 28th July 2016
6.30-7.30
Tarporley Community Centre Committee Room.**

Notes from the Village Square Arts Project on Tuesday 21st June 2016 at the Community Centre

Present

Gill Clough Tarporley Parish Council

Carmel Clapton CWaC Arts Officer

The following actions were agreed

1. The artists' brief to be amended so that there was more focus on the design for the Village Square including Functional Artwork items such as seating, a gate to the church yard and possible fencing to divide the square from the Church yard and from the wooded area leading to the Done Room.
Brief to be sent to the Parish Council in time for their meeting on 11th July.
Brief to contain the total S106 figure for artwork, and the artists fee to be discussed with the artists interviewed. **ACTION CC**
2. A curated list of potential artists, with the skills and experience to design for an open space, including making or commissioning functional artwork, to be compiled, for discussion with a Village Square Working Group. From this a short list would be compiled and the artists selected interviewed for the work. **ACTION CC**
3. A Village Square Working Group to be set up. **ACTION GC**
4. Maps and photographs of the Village Square site to be provided for Carmel, including the plans drawn up by GroundWorks. **ACTION GC**
5. It was agreed that funding would need to be sought, with the Parish Council input, to undertake the groundwork to complete the square. **ACTION GC**
