

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 10th DECEMBER 2018**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Elaine Chapman Cllr Gill Clough Cllr Bill Mather Cllr John Millington

Cllr Jeremy Mills Cllr Mark Ravenscroft Cllr Richard Statham Cllr Peter Tavernor

Cllr Nigel Taylor Cllr Andrew Wallace

Deputy Clerk (Maternity Cover) – Ann Wright (minute taker)

Other

CW&C Ward Councillor – E. Moore Dutton

Public - 6

Press - 2

1. Apologies for Absence

Cllr T. Burke – Family Commitment.

Cllr. J. Mills – Other meeting

2. Declaration of Interests

No interests declared.

3. Public Participation**Parking & Care Home Application**

A resident of Tarporley for nearly 30 years informed the Parish Council that she is aware of the problems in Tarporley including traffic and parking and thanked the Parish Council for all their efforts over the last 2 years. She reported that the time limited parking has made a huge positive difference to her family and their use of the shops.

She stated that the proposal to provide a car park with a care home was a step too far and was an unnecessary development and asked that pressure to increase parking does not sway the Council into supporting the application.

She praised the recent Parish Council edition of Tarporley News, and she emphasized that issues relating to vandalism and speeding are really the remit of the police rather than the Parish Council.

For Sale Signage

A resident of Tarporley highlighted the number of 'For Sale' and 'Sold' signs around the village on verges particularly on Torr Rise, Churchill Drive and Winsor Avenue. It was noted that if signs are reported to the Deputy Clerk preferably with a photograph, she will raise this with the estate agents and ask they are removed.

Tarporley Remembers

It was reported that the Church has asked that the memorial walk plaques are taken down. The Council was asked to think what should be done with these, for example should they be erected at other locations in Tarporley. It was agreed this would be considered at a future meeting of the Council.

4. Minutes

Resolved 18/563 – That the Chairman signs the Minutes of the Parish Council Meeting held 12th November 2018 as a true and proper record.

5. Actions List

The Council noted the action list as circulated.

Former Royal British Legion Site

It was noted that the developer of the former Royal British Legion site was asked if the car park could be used over the busy Christmas period, unfortunately that was not possible as the car park area is being used during the construction of the dwellings and cannot be cleared.

Christmas Lights Review

It was agreed that a Christmas review meeting should be held in January to report back to a future meeting of the Council.

6. Minutes of Working Groups and Other Meetings

Resolved 18/564 – That the Council approve the minutes of the working groups and other meetings, minutes book from pages 564 to page 570.

Parking Meeting 29th November

The Chairman highlighted that for CW&C to provide funding towards a car park they would need a business case to show the project was financially viable. There would also need to be mechanisms in place to ensure the new car park is well used including possible charging or time limited parking. It was also noted that CW&C could invest in a car park where they do not own the site.

It was noted that there is an ongoing positive dialogue with CW&C regarding the possible provision of additional parking.

Finance Working Group

It was noted there had been a finance working group meeting to look at the budget and precept for 2019-2020. It was noted that the Council was almost within budget for 2018-2019 which was excellent given the number of projects etc which had been undertaken during the year.

7. Housing Needs Survey (HNS)

It was noted the Housing Needs survey has now been distributed to homes and businesses through the post, the deadline to respond is 11th January 2019. It was noted that there had been a good response rate to date but that there was a need to publicise the survey a few times before the survey deadline, especially after Christmas.

It was noted the Deputy Clerk had contacted CW&C regarding the delivery of affordable houses using S106 funding and that CW&C had confirmed they were willing to have discussions with the Parish Council regarding this matter and what should be delivered once the results of the survey have been received.

It was agreed that the Deputy Clerk should agree a date for a meeting with WVHT and CW&C to review the survey results.

8. Planning

1) Planning Register

The Council noted the planning register pages 57 to 59 as circulated and that applications 18/03048/FUL, 27 Birch Heath Road and 18/030458, 18 Birch Heath Road had both been approved since the register was published. It was reported that application 18/02579/OUT, Ash Hill Stables had been turned down at a CWAC Committee.

2) Planning Applications

18/03780/FUL - Conversion of existing farm building to 1 dwelling & conversion of Dutch barn to garaging/carport, workshop & storage accommodation incidental to the enjoyment of the converted farm buildings.

Land at Birch Heath Farm, Birch Heath Road, Tarporley.

Resolved 18/565 - That the Council submits the following observation:

No objection.

9. Liberty Properties Application

It was reported that the application for a care home and car park was expected to be submitted in January 2019 as the report from the CW&C Heritage and Conservation officers had not yet been provided.

It was noted that the comments previously submitted to planning officers from the Parish Council has been resubmitted as the officer handling this application had changed.

10. Former RBL Land

Allotments Update

It was reported that the Allotment holders had had a working party on Sunday and have done a large amount of work to tidy up the site. It is understood they will be looking to have strict rules regarding maintaining the site and have a number of ideas to improve the facility. They are also aware of the need to make the site secure.

Work is continuing on the agreement based on the model provided by the National Allotments Society.

They had raised concerns regarding the possible introduction of time limited parking on the new car park as a number of allotments holders will park and stay on site for a large portion of the day.

Car Park Update

It was noted the site is still expected to be handed over in January 2019, it was agreed some form of opening is required to publicise the car park is available.

11. Parking Survey Update

It was noted that the Parking Action Plan being prepared by CW&C is expected in the next two weeks and will be circulated to councillors as soon as it is available.

Tarporley High Street Business Parking Survey 2017/2018

Resolved 18/566 - - That the Council approve the report on the Tarporley High Street Business Parking Survey 2017-2018, pages 561 to 566 of the Minutes, produced by the Parish Council which highlighted the need for at least an addition 265 public car parking spaces in Tarporley to cater for daily peak demand.

The report which reported a very high 68% response rate, stated evidence that currently 70% of existing parking spaces were required by employees of business. It was also noted that the report has been 'deliberately conservative' in its estimations noting that 25 of the 78 businesses of the High Street had not responded. Also the survey had not made allowances for school drop-off and collections times, funerals, weddings or other one-off events in Tarporley.

The report stated that 'substantial extra capacity is urgently required as a first step' after which a strategy can be put in place to utilise time-limited parking and/or charges to optimise the use of the car parking.

Councillors noted that the report indicates that High Street businesses are generally not willing to contribute towards the cost of providing new car parks, feeling that they pay enough in Business Rates already.

It was noted that the report has been forwarded to CW&C officers who have forwarded it to Mott Macdonald who are undertaking the CW&C Parking Action Plan.

Tarporley Business Customer Parking Survey

The Council noted the report produced by John Beckett who owns properties on the High Street, pages 567 to 569 of the minutes book. It was noted that report has similar outcomes to that produced by the Parish Council, though this survey had asked different questions.

The Council recorded its thanks for all those who had produced the surveys and reports.

It was suggested that better signage for the car parks should be considered in the future, including signs at the main entrances into Tarporley.

12. Finance Committee

Resolved 18/567 - That the Council form a Finance Committee and that the Committee review the Terms of Reference as circulated.

Resolved 18/568 - That the following councillors be appointed to the Committee:

Cllr Elaine Chapman, Cllr John Millington, Cllr Gordon Pearson, Cllr Peter Tavernor, Cllr Nigel Taylor.

13. S106 Funding

Resolved 18/569 - That the Council request that the S106 funding allocated for parking at the medical centre is re-allocated to allow it to be spent on increasing parking elsewhere in Tarporley if the medical centre support this proposal.

It was also agreed that the Deputy Clerk should find out if there is a time limit on this funding and if that would be the same if the money is reallocated.

14. Accounts & Payments

1) Accounts & Payments

Resolved 18/570 – That the Council approve the accounts and payments as listed on page 67 of the cash book including:

Amberon	Xmas road closure - CAD drawings	120.00
Reindeer Lodge Willow B.	Xmas Reindeers – remaining balance	537.00
Nest	Pension x2	19.10
A. Webb	Salary/Maternity Pay	716.34
D. Cox	Salary	785.17
A. Wright	Salary	444.32
HMRC	NI/PAYE	144.22
Nest	Pension x2	26.35
A. Wright	Reimbursement – Lights, batteries & pins	21.45
D. Cox	Reimbursement – papers, stamps, file, padlock	27.73
Play Inspection Company	Inspection & Play value report	120.00
P. Tavernor	Reimbursement – Cemetery Garden Planting	41.53
R. Johnson	Lengthsman	409.50
SP Landscaping	Grounds & Street Maintenance	957.60

Resolved 18/571 – That the Council approve payment of the following invoices received since the publication of the agenda

Northwich Town Council	Christmas Lights	11778.00
Gaskell's	Cemetery Bin	69.08
J. Stewart	Maintenance Steps	84.20
Tarporley Community Centre	Hall Hire for Sixth Form	59.28
Tarporley Community Centre	Room Hire	42.32
Shires	Payroll Services	25.52
St John's Ambulance	First Aid – Christmas Event	115.20
Ann Wright	Reimbursement – Gifts & Phone	57.94

It was noted that an invoice had been received from Robinson's Brewery for a permissive footpath, councillors requested clarification what the invoice was for.

It was noted that the Staffing Committee has approved additional hours for the Deputy Clerk since August 2018, this will be included in the next payroll.

Resolved 18/572 – That the Council move into private session and ask the public and press to leave the meeting.

15. Purchase of Land

Resolved 18/573 – That the Council delegate authority to the Finance Committee to negotiate possible purchase of land and that the Committee defines its Terms of Reference and reports back to a Full Parish Council meeting.

Resolved 18/574 – That the Council allocate the Committee up to £5k to obtain legal advice and expertise.

Meeting closed: 8.27pm

Signed:

Dated:

Ann Wright
11-12-18

Next Scheduled Parish Council Meeting:

Monday 14th January 2019, 7pm.

The Committee Room, Tarporley Community Centre.

Tarporley High Street Business Parking Survey 2017/18

Background and Survey Summary

Tarporley is a key rural service centre and has witnessed substantial growth in its economy, its businesses and housing. Since 2010 the village has already experienced a 25% increase in housing, with more to come. Surrounding towns and villages in the Tarporley catchment area have also experienced rapid housing growth. Lack of adequate parking facilities has been a problem for businesses for many years - even before this recent growth - and, apart from modest adjustments to existing car parks, no new car parks have been built for decades.

Workers, commuters, residents and shoppers desperately need substantially increased car parking capacity that will not only enable existing businesses to survive but also allow the village to thrive. Car parks and street parking are full to overflowing and a survey of the businesses shows why. Just 68% of Tarporley High Street businesses have employees requiring up to 70% of the public car parking spaces, with other employees and the vast majority of customers having to fight for the remainder. This is a truly shocking statistic that warrants urgent action.

Furthermore, Tarporley has a growing reputation in the surrounding area as a place where it is difficult to park, and many customers have stopped coming to Tarporley because of the lack of car parking spaces.

Only since the adoption of the Tarporley Neighbourhood Plan in 2016 have developers started to come forward with proposals that include significant new car park infrastructure but, as yet, none of these have been submitted for Planning Approval.

Tarporley Parish Council carried out a High Street Business Parking Survey from October 2017 through to June 2018.

Based on the results of this survey and considering car park utilisation and latent customer demand, Tarporley Parish Council consider that there is a requirement for at least an additional 265 public car parking spaces near the centre of the village to cater for daily peak demand.

Substantial extra capacity is urgently required as a first step. Following this, a strategy can be put in place that utilises time-limited parking and/or charges to optimise car park utilisation for residents and shoppers. Additional longer stay capacity for employees and commuters is also required.

Survey Results

Invitations to complete the Tarporley Parish Council High Street Business Parking Survey were hand delivered to 78 businesses along and around the High Street from Burton Square to the Tarporley Business Centre on Nantwich Road. Responses were received from October 2017 through to June 2018 using Survey Monkey.

High Street businesses held a meeting in the Swan Hotel on 14th November 2017 to discuss a number of matters and the Parish Council Chairman was given the opportunity to speak about the importance of the parking survey and the need for a good response rate. Further encouragement to complete the survey followed through into 2018 and by June 2018 a total of 53 respondents had completed it – a 68% response rate. The Survey Monkey survey questionnaire took an average of just under 12 minutes to complete.

Survey Respondents - 53

Retail:	24
Pub, bar, restaurant, hotel or café:	10
Estate Agents:	4
Hairdresser, nails, beauty, health or fitness:	7
Financial services, accountants or solicitors:	2
Other:	12

These add up to more than the total number of respondents because some businesses/premises identify as multiple business types.

Employee Parking Need

The survey asked businesses about the number of parking spaces they own, how they are allocated and about the typical number and peak number of employees they have on their premises. Here are the results for the 53 respondents:

- Dedicated business owned employee car parking spaces: 83
- NORMAL number of employees who drive their car to work and park in Tarporley: 222
- PEAK number of employees who drive their car to work and park in Tarporley: 276

Therefore, taking the normal and peak figures less the existing dedicated spaces, the number of public parking spaces needed for the respondent's employees is between 139 and 193 - on public car parks or on-street parking.

This number may significantly understate the situation, as around 25 businesses did not respond to the survey.

Customer Parking Need

The survey asked businesses about the number of parking spaces they own, how they are allocated and about the typical number and peak number of customers they have on their premises at any one time. Here are the results for daytime parking for the 53 respondents.

- Dedicated business owned customer car parking spaces: 77
- NORMAL number of daytime customers: 378
- PEAK number of daytime customers: 610

If only half of customers drive their car to the High Street, the number of customer public parking spaces needed is between 112 and 228 - on public car parks or on-street parking.

Again, this number may significantly understate the situation as around 25 businesses did not respond to the survey.

In addition, it does not count the number of customers lost to Tarporley because they believe or have previously found that they cannot find a parking space. Based on anecdotal evidence from business owners the Parish Council estimate that this could conservatively account for 20% of driving customers, which if attracted back to the village would make many struggling High Street businesses more viable.

Total Employee Plus Customer Public Parking Need

Combining the respondents' requirements for employee and customer public parking spaces above, and factoring in the estimated loss in footfall caused as a result of the current lack of adequate parking facilities gives the following totals:

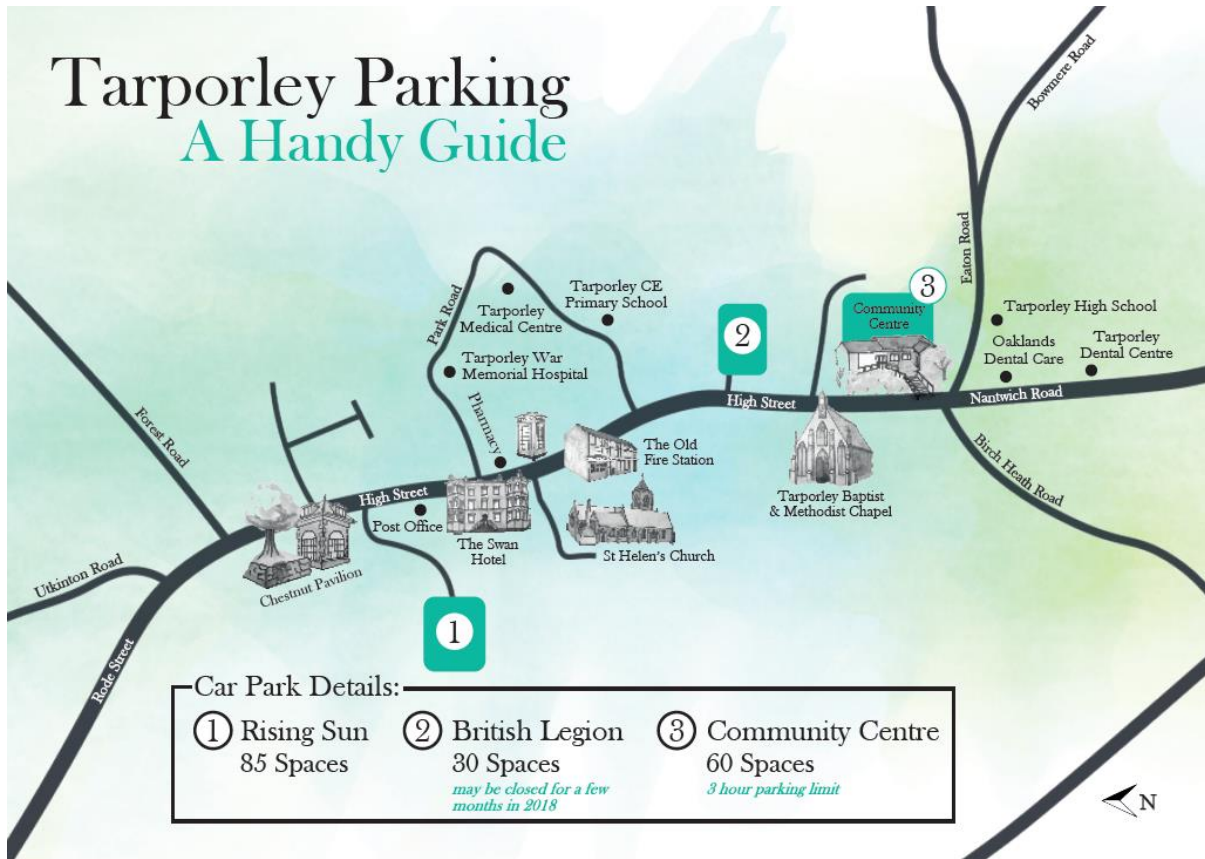
	Public Parking Spaces Needed	
	NORMAL	PEAK
Business Employees	139	193
Business Customers	112	228
+ 20% of driving customers	38	61
TOTAL	289	482

Table 1: Public Parking Spaces Required on or Adjacent to Tarporley High Street

Again, this number may significantly understate the situation, as around 25 businesses did not respond to the survey, including some with significant footfall.

Existing Public Car Parking Spaces

Shown below is the public parking guide produced by Tarporley Parish Council for businesses to hand to customers to make them aware of available off-street parking in Tarporley.



Tarporley currently has the following:

- Public car park behind The Rising Sun – 85 spaces
- Community Centre car park – 60 spaces
- New car park on the old British Legion site – 32 spaces
- High Street from Burton Square to The Spar – 100 spaces

There are a total of 277 public car parking spaces along the High Street, however not all of these are available to High Street business employees and customers, as parking capacity is also utilised by the following:

- Residents who live on the High Street and their visitors
- People attending the many activities held in Tarporley Community Centre
- Those attending church services, events and activities
- People pursuing sporting activities, such as using the Tennis Club (located behind the High Street), and those using Tarporley as a base for walking and cycling
- People commuting to Chester by bus
- Parents dropping-off and picking-up from the schools

From observation, surveys and anecdotal evidence from residents and business owners, the Parish Council conservatively estimates the following reductions in parking capacity available to employees and customers as a result of these activities:

Parking Area	Maximum Capacity	Estimated Available Spaces for Business Employees & Customers	Reason for Reduction	Notes /Comments
Car Park Behind Rising Sun	85 Spaces	65 Spaces	Commuter Parking & Non-customers (20)	
Tarporley Community Centre Car Park	60 Spaces	30 Spaces	Community Centre activities	3-hour time limited. Not favoured by customers due to time limit and distance to village centre.
New Car Park on Royal British Legion Site	32 Spaces	32 Spaces		Currently closed, new 32 space car park due to open early 2019 replacing old 30 space RBL car park.
High Street (Burton Square to Nantwich Road)	100 Spaces	90 Spaces	Day time resident parking	
TOTAL	277 Spaces	217 Spaces		

Table 2: Public Car Parking Spaces Available on or Adjacent to Tarporley High Street

Additional Public Car Parking Space Requirement

Comparing the total employee and customer public car parking space requirement in Table 1 with the available spaces in Table 2 the following conclusion is drawn:

Based on the results for the 53 businesses who completed the survey and the assumptions described above there is a demonstrable need for an additional minimum of 265 public car parking spaces near the centre of the village to cater for daytime peak periods and a minimum of 72 spaces just to cover normal daytime periods.

Please note again that these numbers may significantly understate the situation:

- 25 businesses did not respond to the survey, including some with significant footfall
- This assumes 100% utilisation of spaces
- No allowance has been made for school drop-off and pick-up parking, funerals, weddings, etc.
- We have been deliberately conservative in our assumptions

Other Findings of the Survey

There are several additional notable results from the 53 businesses who completed the survey:

- On average, 77% of the respondent's customers complain about car parking facilities in Tarporley.
- On average, 70% of the respondent's employees complain about car parking facilities in Tarporley.
- 71% of the respondent businesses said they would not agree to Tarporley becoming a Business Improvement District.
- Various responses were received to the question "Do you have any other suggestions for improving the car parking situation in Tarporley?" but nothing that the Parish Council have not already considered.

Please note that the Privacy Statement in the survey included: "The Parish Council will not pass your contact details nor individual responses on to any other organisation or individual. The results of this survey will be compiled, summarised, used and published in such a way that individual respondents and businesses are not identified." This was to ensure that businesses felt free to give full and frank responses.

For the following statements, where 0 = Strongly Disagree, 50 = Not Sure and 100 = Strongly Agree, the average response scores were:

- "Parking on the High Street and in village centre car parks should be time limited so that they are available for customers of Tarporley businesses rather than as an all-day employee car park or park and ride for Chester."
Scored 57
- "My business would be prepared to buy season tickets for employee car parking spaces in new car parks in or around Tarporley to relieve the pressure on village centre car parks."
Scored 40
- "My business would be prepared to contribute to the cost of a new "green" car park if land could be identified for one. (A "green car park" would be land temporarily designated for parking with a removable parking base.)
Scored 37
- "My business would support a "Park On My Drive" scheme in Tarporley and would be prepared to pay for employees to use such a scheme. (A "Park On My Drive" scheme is where people with a spare parking space on their drive space rent out a parking space for a fee - perhaps while they are at work during the day, away from Tarporley.)
Scored 26
- "Businesses should not have to provide additional funding for new car parks. We pay enough Business Rates already and CWAC Council should ensure that there are sufficient car parking spaces to support business growth in Tarporley."
Scored 86

Other issues raised:

- High business rates are putting a huge pressure on small businesses.
- Tarporley is poorly served by public transport.
- People driving to the High Street from within Tarporley when they could walk.
- Through traffic not using the by-pass.

REPORT TO TARPORLEY PARISH COUNCIL(TPC) – DEC 10 2018
TARPORLEY BUSINESS CUSTOMER PARKING SURVEY

Introduction

In view of the planned return of the 32 space British Legion Car Park in January 2019 and the possible approval of an 88 space community car park with a new Care Home a review of business customer parking requirements in Tarporley was carried out in November 2018

Business survey

A representative set of 43 Tarporley businesses was targeted
 Each business was told that 'Evidence was required that additional parking spaces are required beyond the 88 provided with the new Care Home'

The business owner or manager of 37 of 43 businesses was contacted and asked:

'The number of additional customers hours for your business to be viable long term?

'Based on previous experience the number of customers hours if parking constraints are removed?'

For each of the following periods

Morning 0900-1300

Afternoon 1300-1700

Evening 1700-2100

An example of how this is calculated

Business A in a morning 4-hour period has

10 customers for 1/2 an hour

20 customers for an hour

10 customers for 2 hours

A total of 45 customer hours

Results of survey

The customer footfall of 35 of the 37 businesses is heavily constrained by lack of Tarporley car parking capacity in the morning or afternoons of every week day and Saturday

There did not appear to be parking constraints in the evening as day workers leave the village generating space for evening visitors and residents

The 37 businesses individually provided the following data

	Morning	Afternoon
Customer hours NOW	522	621
Customer hours NO PARKING CONSTRAINTS	887	1075
Increase in customer hours	365	454

The peak parking requirement is in the afternoon

Extrapolating the calculation for all 78 businesses as the 37 businesses surveyed was a similar mix of hotels, busy restaurant/bars, the post office, dentist, surgery etc as those not surveyed

Increase in customer hours for all 78 businesses	$454 \times 78/37 = 957$
Increase in av. no of customers for each hour in 4-hour afternoon period	239
Estimated peak additional car parking spaces	$239 \times 2 = 478$

At the time of the survey the British Legion car park (32 spaces) had not been returned to TPC and the Care Home car park (88 spaces) is some time off – if it is approved

As these calculations are estimates with an accuracy of plus or minus 25% at best

The additional parking required to satisfy Tarporley businesses customer parking alone is

Minus 25%	$359 - 32 - 88 = 239$ spaces
Median	$478 - 32 - 88 = 358$ spaces
Plus 25%	$597 - 32 - 88 = 477$ spaces

Selection of unabridged comments by the businesses

The centre of the village is too quiet during the day

Mornings not viable long term due to parking constraints

Lucky to find 4 car parking spaces in the Rising Sun car park after 0930

As many as 15 residents, 20 Chester City workers and 30 employees park all day in the Rising Sun car park every day

At least 12 commuters park and bus to Chester every day

6 cyclists regularly park and leave their cars all day in the Rising Sun car park

6 individual Tarporley residents and 1 couple drive into the village and park on the High Street utilising valuable customer parking every day

The 2-hour parking on the High Street has halved footfall (businesses that focus on over two-hour shoppers)

The 2-hour parking has improved footfall (businesses that focus on less than two-hour shoppers)

High Street parking bays good

High Street parking bays too short

High Street parking bays need marking to avoid waste spaces

50 to 100% increase in business turnover if parking constraints removed

Sunday and Monday trading very effective as other businesses closed and parking available

Bank closures transferred 30% of my business to Nantwich, Chester, Winsford, Knutsford etc

Knutsford, Alderley Edge, Altrincham, Sale etc visitors stopped visiting every 6 weeks

Many customers given up on Tarporley

Business given up on Tarporley – going January

Business given notice on lease

Business turnover down on last year – considering all options

Must stop village collapsing – Tumbleweed if no action on parking

Conclusion

In September 2014 Tarporley Parish Council asked Cheshire West and Chester Borough Council to complete a parking survey in Tarporley.

The Survey recommendations stated that 'before limited waiting can be introduced as a viable solution, the existing off-street parking provision would need to be increased and improved'

Despite only modest increases in numbers of car parking spaces due to re-lining of existing car parks, pressure from businesses in Tarporley who depend on short stay shoppers, and a time limited consultation resulted in two hour limited parking on part of the High Street in 2018. It has received a mixed reception

A majority of businesses with less than two-hour shoppers have welcomed the scheme

A smaller number of businesses that rely on customers who stay in their premises or the village for more than two hours have seen a downturn in business – some of these businesses requested that the proposed two hours should be extended to three or four hours - their customers need spaces in one of the Rising Sun, the British Legion and the Community Centre car parks

The developer of the British Legion car park has delayed the return of the British Legion car park to TPC which meant that the cars displaced from part of the High Street, by the two-hour parking scheme, could only access the three-hour limited Community Centre car park and the Rising Sun car park. However, a large portion of the Rising Sun car park is occupied by residents, commuters and employees. This leaves the Community Centre car park for up to three-hour parking as the only option at many times of the day which does not suit all shoppers as it is not centrally located in the village.

The return of the 32 space British Legion car park in January will improve the situation. The 88 space community car park provided with the new Care Home, if it is approved, must be provided early by planning condition in the build programme

Although critically important neither of these parking provisions will fully meet the needs of Tarporley businesses and their customers

The only effective solution is the early provision of at least 200 additional car parking spaces which focus on the provision of all-day parking for residents and employees and long stay parking for visitors leaving the High Street and existing Rising Sun, British Legion and Community Centre car parks to provide shopper and short stay parking

Dec 6 2018