

Tarporley Parish Council Minute Book

Working Groups and Other Meetings

Presented at February 2018 meeting

Notes of:

Meeting of Community Bus Task Force/Finance Working Group

Meeting with Dan Lockwood (CWAC's CIL and S106 Monitoring Officer)

Meeting with Paul Davis (CWAC) re benches and noticeboards

Notes of meeting of Community Bus Task Force/Finance Working Group

11th January 2018

Home of Cllr Tavernor

Councillors: Elaine Chapman, Gill Clough, Bill Mather, Gordon Pearson, Peter Tavernor.

Clerk – Delia Cox (minute taker)

Clerk – Abigail Webb

Apologies: Cllr Nigel Taylor

Purpose of the meeting: To discuss next steps regarding the community bus project. There were also brief discussions on other topics relevant to the FWG group: S106 money; policies and procedures; insurance issues related to the Silent Soldiers art installations (part of Tarporley Remembers 2018).

S106 money

The previously circulated list of S106 money was discussed and it was agreed to pursue further clarification with Dan Lockwood, CWAC's CIL and S106 Monitoring Officer.

Action: Clerk (DC) to arrange meeting with Dan Lockwood and obtain the guidance document on public art.

Community Bus

[Cllr Clough declared an interest in that she is involved with the OPAL charity which offers bus services. However, after discussion, it was clear that OPAL serves a very different customer to those who use the existing bus service to Rose Farm. Therefore, Cllr Clough continued to take part in the meeting].

Those present discussed next steps following the Council decision of December 2017 to end the current relationship with a contractor to deliver a weekly bus service to Rose Farm.

Cllr Clough had visited Rose Farm the day of the meeting: Only 5 or 6 people have used the service for some months. Some new people have used the service but have not stayed. Current passengers were not surprised to hear that the service was ending, and two already use the free shuttlebus service from Cheshire West & Chester (CWAC).

Cllr Clough had made enquiries regarding the free CWAC shuttlebus: Customers need to register first. Bookings can be made two weeks in advance. There is no facility to keep a regular booking, but a date can be rebooked. The bus can take four people at any one time but could return for more passengers. The bus can go around to the villages. For example, it could take you into Tarporley or Tarvin to get a bus into Chester. CWAC noted that Friday can be busy.

In the light of the information received, those present proposed to stop the service at the end of March and ask current customers to use the CWAC shuttlebus. This matter will be on the agenda for the February 2018 meeting. If agreed, the Clerk will write to Rose Farm and the contractor to that effect.

Those present discussed how the impact of stopping the service could be mitigated, particularly for two customers who do essential shopping at Rose Farm.

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- CWAC Shuttlebus could be asked if they could make an exception for an advance booking for the first Thursday in April 2018.
- Cllrs Chapman and Mather offered to help passengers with registration/paperwork and be available on the changeover date.

Other ways to support local transport services were also discussed. The OPAL charity – Rural Communities Services – provides services for much frailer people. It was noted that the Council could be receptive in usual way to future grant applications from charities such as OPAL offering transport services and that the grants policy could perhaps be revisited in a couple of years.

Policies and procedures

At the January Council meeting, the agenda item on this topic was not addressed due to lack of time. The following proposal will be put to the February Council meeting:

- Finance Working Group to review Financial Regulations and Risk Assessment
- Cemetery Group - Cemetery Regulations/Policies
- Staffing Group - Media policy
- Strategy Group - Standing orders and Planning Standing Orders
- All policies should be reviewed and updated by the May 2018 meeting. Financial Regulations and Risk Assessment should be prioritised (a review of the Risk Assessment should be agreed in the March 2018 meeting).

The Clerk will also ask CHALC if they have a health and safety policy which is relevant for the needs of a small council.

Insurance issues relating to Tarporley Remembers 2018

Finally, those present discussed insurance issues relating to Tarporley Remembers 2018 in the light of the Council decision to accept the donation of three Silent Soldiers art installations.

The Clerk discussed the wording of the email accepting the Silent Soldiers donation and also the query to our insurance broker regarding insurance for events and activities relating to Tarporley Remembers 2018.

Action: Clerk to send email accepting the donation and also contact our insurance broker.

Notes of Meeting with Dan Lockwood, CWAC CIL and S106 Monitoring Officer

18th January 2018

4.30pm, Tarporley Community Centre

Present: Dan Lockwood, CWAC CIL and S106 Monitoring Officer

Councillors: Gill Clough, Elaine Chapman, Bill Mather, Gordon Pearson, Tina Royles

Clerk – Delia Cox

Purpose of meeting: to understand the S106 monies available to Tarporley Parish Council (TPC) and the process for claiming it.

List of S106 money

The meeting started with a discussion of the spreadsheet supplied by Dan Lockwood and subsequently edited by Cllr Clough to represent the sums relevant to TPC.

Dan Lockwood noted that S106 money sits with Cheshire West & Chester (CWAC) but belongs to the developer until it is released. Therefore, CWAC or the Ward Councillor could apply to use the money (as well as the Parish Council). Dan, as Monitoring Officer, makes the final decision re the eligibility of the release of funds (in line with the legal agreement signed with the developer).

Action: Dan will send a new version of the spreadsheet clarifying the headings in the spreadsheet and money available to TPC (see below).

Car parking

Councillors discussed the car parking money under CWAC reference 05/01259/FUL. This money has not been transferred to Tarporley Parish Council. Dan Lockwood was advised that we await feedback from Sarah Dobbins from CWAC on possible car parking spaces outside the Community Centre following a meeting with her last year.

Action: Dan will speak to Sarah Dobbins and remind her of this requirement.

Public open space

The definition of “public open space” was discussed. Dan Lockwood looked at a view of the area outside St Helen’s Church and was happy to accept that the benches are in an area of public open space as they are for public enjoyment and are set back from the High Street. Therefore, Tarporley Parish Council could apply for S106 funding for the benches in this area. Noticeboards would not so easily fit the criteria.

Asked about reference 334, Dan Lockwood commented that “vicinity” is not defined in the legal agreement and therefore he is happy to approve use of money in the Parish.

Up to five S106 references could be combined in one application, therefore money under references 334 (£508.63), 301 (£509), 287 (£332), 319 (£509), and 447 (£5,796) is eligible to be used for benches.

The Clerk commented that we anticipate using part of reference 447 to pay for two Brook Road ecology invoices (ex VAT total cost of £1755.10). Also, Dan Lockwood previously advised that money under references 334, 300 and 324 (total: £1526.23) has already been allocated for open space improvements within Tarporley (stiles and gates).

Action: Dan to confirm the public open space money available, after which the Clerk should apply for S106 funding for benches and the Brook Road ecology invoices [subject to confirmation at Council meeting].

Medical Centre

Reference 491, Medical Centre Car Parking, was discussed. This would be money for the Medical Centre to spend, not the Parish Council.

Action: Dan to send a map and details to the Clerk. Clerk to send an email to the Medical Centre, checking that they are aware of this money and if they would like to discuss the matter with the Council.

Play space

Dan advised that money can be used to replace play equipment but not maintain or repair it. Replacing the Teen Shelter should qualify. Dan noted that newer agreements define children and teens.

In discussing reference 253, Dan said he believed the play space and public art money could be used elsewhere in the parish.

Public art

Public art money to commission art work (e.g. a sculpture) for the Tarporley roundabout was discussed. If Highways gave permission (sightlines, safety, etc), Dan believes the S106 money would be eligible. He noted it would cover manufacture as well as the artist's design work. He added that the legal agreement did not say that the work must be in line with the public art policy. However, Dan will send a copy of the policy.

Action: Extracts of the public art policy will be circulated by the Clerk.

Ex RBL site

The Clerk noted that TPC is gathering some invoices to claim S106 money regarding the former RBL site. This project is too recent to appear on Dan's list.

Action: Clerk to send Dan a copy of the planning reference and S106 agreement.

Community Infrastructure Levy

Dan gave a brief introduction to CIL, which was introduced by the national government and relates to permissions given after 1 September 2017. It is an addition to S106 agreements rather than a replacement.

CIL is worked out at £70 per square metre, meaning an average of £7,000 per house. CIL applies to any new dwelling (C3 housing stock), including barn conversions, or any house extension or annex over 100 square metres. It is not paid on affordable housing.

CIL charged when work commences and is paid in instalments. When the money comes in, CWAC gets 5% for admin. Parishes within the neighbourhood (that have a neighbourhood plan) get 25% of total. Dan needs an invoice before sending payment, but the Parish can use it for anything to support infrastructure development.

Action: Dan will send Tarporley Parish Council a quarterly statement on CIL funding. [However, it was noted that councillors do not expect large amounts as Tarporley has already seen a lot of housing development]

A link to more information on CIL was provided by Dan after the meeting:

<https://www.cheshirewestandchester.gov.uk/residents/planning-and-building-control/community-infrastructure-levy/neighbourhood-portion.aspx>

S106 contributions available - list as supplied by Dan Lockwood on 23 January 2018

Dan had previously noted that money under references 334 (£508.63), 300 (£509), 324 (£509) was already allocated for open space improvements within Tarporley (stiles and gates). Exact amount that is available to us will be confirmed.

Development area	Planning Reference	Section 106 Ref (for Cheshire West use)	Open Space £	Play space £	Bus stops £	Highways/parking £	Public art £	Play pitches £	Comments
89a & 89b High Street Tarporley PPD No. 126150 Time Limited Vale Royal Borough Council, Building and Planning Control, Wyvern House, Winsford	05/01259/FUL	172				14,560.11			Traffic management Improvements - Car parking provision - £13,500
Woodlands Way, Tarporley	10/00071/FUL	334	508.63	313.00					Children's play space £313 Public open space £508.63 in accordance with VRBC RT3 - to be used within the vicinity of the site
Land at Wood Lane, Utkinton, Tarporley	09/02404/FUL	358	508.63	313.00					Children's play space £313 Public open space £508.63 in accordance with VRBC RT3 - to be used within the vicinity of the site

Development area	Planning Reference	Section 106 Ref (for Cheshire West use)	Open Space £	Play space £	Bus stops £	Highways/parking £	Public art £	Play pitches £	Comments
PAGE 435 OF MINUTE BOOK Heatherways Tarporley S106 contribution.	10/00586/FUL	253		18,975.00	5,000.00		30,000.00		Highways: upgrading bus stop on High Street, Tarporley opposite Burton Square /Utkinton Road - £5,000 Play Space: play space within the site - £18,975 Public Art: within the site - £30,000
Aderne Estate Office, Cobblescross Lane, CHQ179	12/00324/FUL	301	509.00	322.00					Play space - £323, Informal open space - £509
24 Bowmere Road, North Lodge, Tarporley	11/05011/FUL	287	509.00	322.00					Off-site play space - £509, Public open space - £322
Land at Longacre, Forest Road, Tarporley, Cheshire, CW6 9EB	12/03884/FUL	319	509.00	322.00					Play space - £322 Open Space - £509
Brook Road, Tarporley	13/02118/FUL	423	167,939.66					137,238.19	Open Space: Cost of providing and maintaining open space East of Brook Road - £167,929.66 Playing Pitch: Cost of providing and maintaining playing pitch East of Brook Road - £137,238.19
Land rear of Trap Hill, Birch Heath Rd, Tarporley	14/00770/FUL	447	5,796.00						PPOS: improving local play and public open space facilities within Tarporley - £5,796
Tiresford Farm, Nantwich Road, Tiresford, Tarporley	11/04261/OUT	491				26,186.31		73,688.27	Improvements of Playing pitch facilities in Tarporley - £70,350 Car Park at Medical Centre £26,186.31

Notes of meeting with Paul Davis (CWAC) re benches and noticeboard

2nd February 2018

Outside St Helen's Church

Present: Paul Davis (Cheshire West & Chester) and his colleague Chris (maintenance team), Councillor Gill Clough, Clerk (Delia Cox), a representative from Cheshire Joinery Services Ltd

A brief meeting took place to discuss the installation of three new noticeboards in the High Street, plus new benches in the area outside St Helen's Church.

- CWAC agreed to remove the metal posts for the existing Parish Council Noticeboard and install new posts to be supplied by TPC's contractor.
- CWAC will be asked to remove the existing plaques on the benches (which will be stored by the Clerk for a period not less than 5 years).
- The bespoke semi-circle bench will have access at the back on each side to allow for the area to be maintained (e.g. garden maintenance and litter clearance).
- It is hoped that the installation can take place in March 2018 with the items delivered directly to the CWAC team on the High Street by TPC's contractor.
- The Clerk will liaise with CWAC and Cheshire Joinery on the installation date and will contact relevant parties including St Helen's Church.