

Tarporley Parish Council Minute Book  
Committees, Working Groups and Other Meetings  
Presented at the December 2018 Meeting

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## Notes of meeting re ex RBL site with CW&C Planning and Highways and developer

12 November 2018, on site, 12noon

### Present:

Tarporley Parish Council (TPC): Cllr Gordon Pearson, Cllr Gill Clough, Cllr Peter Tavernor, Delia Cox (Clerk – minute taker)

Cheshire West & Chester (CW&C) Planning: Steven Holmes

CW&C Highways: Warren Chatterton

Williams Tarr Developments: Ed Wilkinson, Managing Director

Their Architect: Paul Flood

Green Vale Construction Ltd: Ken Foxwell, Director

***Purpose of meeting: to discuss the status of the access road and other handover arrangements for the former Royal British Legion site***

Cllr Gill Clough ran through a list of questions.

### ACCESS ROAD

#### Adoption or otherwise of access road

This matter was discussed at some length with input from Warren Chatterton. CW&C can only adopt the road if the drainage is adopted. Additionally, street lighting, a turning circle, and a paved footpath is required and the road is not wide enough. The road will therefore be the responsibility of the management company and the Parish Council will have access rights over it. Under drainage, it was noted that the gardens of the new properties have their own soakaways and do not go into the attenuation tank in the car park.

#### Barrier/bollard plans

There will be a rising bollard at the top of the car park (at the bottom of the access road to the house). The bowling club and allotment holders will be given a key fob. The management company will have responsibility for the bollard.

#### Allotment boundary and access gate

The architect showed a plan of the area. It is not yet decided whether the gate into the allotments will open outwards or inwards. This depends on the size of the gate and the ground levels.

**Action:** Clerk to request from the architect an electronic copy of the allotment boundary plan presented at the meeting.

**Action:** Cllr Clough will speak to the allotment holders to ask for their gate to be brought back so that the layout can be decided and the gate installed.

#### Green box installed on Parish Council land

The green box near the car park entrance contains power for the rising bollard and should not have been installed in this location. Options including moving it were discussed. An easement giving access rights in return for the developer covering the capital costs of all the landscaping on the Parish Council land was seen as a good solution. Steven Holmes from CW&C Planning noted that he wanted to see the landscaping plan as soon as possible and that it should include native plants only.

**Action:** Ed Wilkinson to prepare the landscaping plan and give a copy to the Parish Council.

**Action:** Status of the green box to be raised in Council meeting on the same night. The matter will also be discussed with the Council's solicitor.

#### Hedge between the public footpath and the access road to the car park

Ed Wilkinson confirmed that the management company agreement will include maintenance of this hedge.

#### Ground levels

It was agreed that the builder and developer will rectify the difference in levels between the access road to the car park and the public footpath before handover of the site.

### **CAR PARK**

#### Opening for Christmas event

The developer confirmed that the site would be available for the night of the Tarporley Christmas event on 1 December. Existing materials and the service cabin will be removed ahead of that and the building site will be gated off to ensure the area is safe.

#### Condition of car park and handover date

The builder and developer say that the site has been protection from damage (from its current use as a storage area) and that they will do a thorough clean before handover, which is now expected in mid-January 2019, when all the groundworks are finished.

**Action:** Council to ensure car park is carefully inspected, including any damage to kerb edges.

#### Bollards and barrier

The aesthetics of the safety bollards preventing cars crossing the walkway in the car park were discussed. Steven Holmes commented that he did not believe the bollards are a conservation issue as they should be seen in the context of a car park and are functional. The developer noted that they are galvanised and should therefore not be painted.

A councillor felt that the barrier between the car park and the public footpath to the side of the site was ugly. A section of this barrier will be cut out and smoothed off. However, this is the original barrier so there are no plans to replace it. It was felt this could be addressed later by painting and/or planting in the area.

#### Primary School boundary

Discussions are ongoing between the developer, the Primary School and CW&C planning.

#### Wall at the back of the Rowcliffe Homes properties

Councillors expressed concern that construction of the car park and the installation of the attenuation tank might be perceived to have damaged the wall at the back of these properties. The builder and developer stated that no damage had been done.

**Action:** Clerk to contact the Council's insurance company about the matter, along with an update to them of our previous request to insure the car park.

## THE HOUSES

### Management company

The developer confirmed that the new management company will be responsible for cutting the hedge on the right of the site in addition to maintaining the access road from the High Street to the top of the site, and the barriers and bollards. Councillors asked for sight of the management company agreement when it is produced. However, it was agreed the management company's responsibilities must be identified in solicitors' correspondence for Council records.

**Action:** Council to ensure an appropriate exchange of letters with its solicitor.

### Affordable housing

Steven Holmes from CW&C confirmed that three units within the build have been found to be too big to be classed as affordable housing. There will therefore need to be a contribution from the developer to CW&C for offsite provision of affordable housing.

An application must be made and new planning permission agreed. The S106 agreement will need to be amended to include the new provision.

Councillors advised Steven Holmes of the site in Brook Road which has outline permission for affordable housing. They also advised Steven of the upcoming Housing Needs Survey.

**Action:** Steven Holmes will check with his legal department if the Parish Council will need to sign the amended S106 agreement.

**Action:** Matter to be raised in Council meeting on 12<sup>th</sup> November. The Council is expected to write to CW&C to formally request that the money should be used on the land already identified in Brook Road.

### **Notes of Christmas Events Meeting**

**7 November 2018, Cllr Clough's house, 2pm**

#### **Present**

Tarporley Parish Council (TPC): Cllr Gordon Pearson, Cllr Gill Clough, Cllr Jeremy Mills, Delia Cox (Clerk – note taker); Ann Wright (Deputy Clerk).

Apologies: Cllr Andrew Wallace

***Purpose of meeting: to review actions required by the Christmas Events team for the Tarporley Christmas Lights switch on (1 December 2018, event running from 6pm to 7.30pm)***

A meeting took place to discuss arrangements for the Christmas Event, with the resulting updated planning schedule and event risk assessment presented at the full Council meeting on 12 November 2018.

Delia Cox, Clerk to Tarporley Parish Council

## Notes of Christmas Events Group Meeting

**21 November 2018, Wright Marshall Office, 10.30am**

### Present

Tarporley Parish Council (TPC): Cllr Gordon Pearson, Cllr Gill Clough, Cllr Jeremy Mills, Cllr Andrew Wallace, Delia Cox (Clerk – note taker)

Apologies: Cllr Mark Ravenscroft

***Purpose of meeting: to review actions required by the Christmas Events team for the Tarporley Christmas Lights switch on (1 December 2018, event running from 6pm to 7.30pm)***

### Arrangements for the event were discussed including:

- **Additional lighting for the raised area.** Cllrs Taylor and Pearson had visited the area and recommended additional battery lights for the steps and the raised area to ensure public safety. Cllr Pearson will seek to borrow lights identified as suitable or otherwise obtain them in conjunction with the Clerk. It was also noted that the PA company had agreed to bring some extra lights and that the businesses on the raised area will be open and lit up.
- **Stalls outside the Chocolate Shop and gazebo for the electric keyboard.** Cllr Wallace will brief the Rotary Club who will arrive from 4pm on the day. There will be four stalls located near the Chocolate Shop – for Rotary x2, Inner Wheel and Tarporley War Memorial Hospital (TWMH). Rotary will bring additional litter bins and the Parish Council's lengthsman will also help with the preparation of the site (including leaf clearance) and tidy up afterwards.
- **Glowsticks, mince pies, etc.** The Clerk will prepare notices with some suggested donations, however these are voluntary. Allergy advice notices will also be prepared.
- **Charity collections.** Rotary have provided their street collection licence to the Clerk. Donations will be for TWMH, who will also send volunteers.
- **Santa Grotto.** A carpenter will help assemble this and make it level. It is expected to be put up early and made safe.
- **Countdown to light switch on.** This will be on the raised area with the Primary School children, the Master of Ceremonies will lead the countdown from 10. Cllr Clough will brief the MC. The Clerk will organise the table on the night with the plunger.
- **Marshal positions.** Crowd control and positions of marshals were discussed and agreed. Cllr Clough will prepare the briefing for the volunteer marshals. It was also noted that St John's first aiders have been booked and there is expected to be PCSO presence.

### Other actions from the meeting include

- Clerk to contact the Council's Royal British Legion contact re date of removal of poppies on lampposts and also ensure existing banners in the immediate area of the event are removed.
- Clerk to contact TWMH re final arrangements, including at least three volunteers and six collection buckets.
- Clerk to organise A5 flyers for cars parked in the area of the road closure on the day.
- Clerk to send additional timings to Cllr Clough (for marshals briefing) and continue liaison with contractors and performers re final arrangements.
- Cllr Pearson to bring carol sheets on the night and lead the arrangements for the grotto.

Delia Cox, Clerk to Tarporley Parish Council

**Notes of informal meeting regarding parking issues.  
29 November 2018, Tarporley Community Centre.**

**Present:**

Tarporley Parish Council (TPC): Cllr Gill Clough, Cllr Gordon Pearson, Ann Wright (Deputy Clerk)

Cheshire West & Chester Council: Ward Councillor Eveleigh Moore Dutton, Sarah Dobbins Localities, Vanessa Griffiths Regulatory Services.

Other:

John Beckitt,

**Purpose of meeting: To provide an update regarding car parking surveys and possible car park development**

Mr. Beckitt provided an update on the ongoing business parking survey which seeks to quantify the customer parking deficit.

Vanessa Griffiths confirmed that for CW&C to invest in any car park the following would need to be in place:

- A business case showing the car park is financially viable.
- Funding would need to be allocated in the CW&C budget which is usually finalised in February each year.

It was confirmed the business case would need to include mechanisms which would ensure the use of the new car park. For example, charging and/or time limited parking on existing car parks.

It was confirmed that if the Parish Council were to acquire ownership of suitable land, CW&C would in principle still help with the development of a car park on that land.

Ann Wright  
29-11-18.

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