

**MINUTES OF TARPORLEY PARISH COUNCIL ANNUAL (FIRST) MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 20th MAY 2019**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Toni Burke Cllr Elaine Chapman

Cllr John Millington Cllr Jeremy Mills

Cllr Andrew Wallace

Clerk Ann Wright

Deputy Clerk -Abbie Webb

Cllr Gill Clough

Cllr Andy Hallows

Cllr Mark Ravenscroft

Cllr Nigel Taylor

Other

Public 4

Press 1

CW&C Councillor Eveleigh Moore Dutton

1. Chairman 2019-2020

Resolved:19/001 – That the Council elected Gordon Pearson as Chairman for 2019-2020. Cllr Pearson signed the acceptance of office.

2. Vice Chairman 2019-2020

Resolved:19/002 – That the Council elected Gill Clough as Vice Chairman for 2019-2020. Cllr Clough signed the acceptance of office.

3. Appointment of Clerk & RFO

Resolved:19/003 – That the Council appoint Ann Wright as Clerk and Responsible Financial Officer for the Council.

4. Apologies for Absence

Cllr Peter Tavernor – Family commitments.

5. Dispensations

Resolved:19/004 – That the Council agree the following dispensations for the full term of the Council:

Elaine Chapman - dispensation regarding Brook Road Sports and Recreation Ground to stay in the meeting, to speak on the matter and vote.

John Millington - dispensation regarding Brook Road Sports and Recreation Ground to stay in the meeting, to speak on the matter and vote.

Gordon Pearson - dispensation regarding Brook Road Sports and Recreation Ground to stay in the meeting, to speak on the matter and vote.

Peter Tavernor - dispensation regarding Brook Road Sports and Recreation Ground to stay in the meeting, to speak on the matter and vote.

6. Declaration of Interests

The Council noted the dispensations grants.

No further interests were declared.

7. Public Participation

Best Kept Village

Lisa Miller reported that there had been over 20 clean ups in the village plus the works done by Cllr Wallace. It was noted that the High Street has been jet washed by CW&C as result of national funding. The new benches have now been delivered. An additional donation of £300 has been received from St Luke's Hospice.

It was noted a decision needs to be made regarding plaques for the benches.

Tarporley Community Centre (TCC) Roof

TCC are now in the process of making a grant application to WREN for £50k which it is hoped will be submitted early August, the application has to include information of how the other funding will be obtained. Currently TCC has 16 letters of support to be submitted with the application. The Committee requested £10k from the Parish Council towards the project which could be paid over this and next financial year. If agreed by the Council, a letter of promise of the funding would be required to be submitted with the application. It was noted TCC will be using up to £30k of their reserves.

It was reported that TCC are going to close their Just Giving page due to the associated costs and are establishing a page with give.net.

It was suggested that TCC should contact the developers working in Tarporley for funding as the Community Centre roof is mentioned in the list of community benefits identified by the Council.

Allotments

It was reported that the access route has been re-instated to the allotments and bowling green by the developer and that the allotments holders were now waiting for the access road to be completed and the gate installed. It was reported that it was estimated the fence to secure the site will cost £800, and the allotment holders would like to get it installed asap.

It was confirmed the allotment holders would review the trees on site including the wooded area and draw up a plan of the trees to be inspected.

Dispensations

Concern was voiced at the granting of dispensations allowing councillors to speak on the Brook Road Sports and Recreation Project. It was suggested that progress would have been faster if a committee of local residents had led the project rather than councillors who are heavily involved in other council projects and work.

CW&C Cllr Moore Dutton

Cllr Moore Dutton suggested she would offer a prize from her Members Budget to help fund raise for the TCC roof.

8. Minutes

Resolved 19/005– That the Chairman signs the Minutes of the Parish Council Meeting held 8th April 2019 as a true and proper record.

9. Minutes of Working Groups and Other Meetings

That the Council approve the minutes of the working groups and other meetings, pages 10 to 19 of the minutes book. It was noted that the new car park on the former Royal British Legion site should be referred to as Centenary Car Park (as previously agreed following public consultation) rather than Poppy Mount.

10. Action List

The Council noted the action list as circulated noting outstanding issues will be progressed.

11. Cemetery Committee

The Council noted the minutes of the Cemetery Committee Meeting held on the 2nd April 2019.

Resolved 19/006– That the Council approved the changes to the cemetery regulations as itemised in the committee's minutes.

Resolved 19/007– That the Council agree the cemetery fees remain unchanged.

12. General Power of Competence

Resolved 19/008– That the Parish Council hereby confirms it has met the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012.

Resolved 19/009– That the Parish Council resolve to adopt a General Power of Competence.

13. Committees & Working Groups

Resolved 19/010– That the Parish Council agrees the following committee and working groups membership noting additional working groups can be created as required.

Arthur Meredith Charity (PC nomination)	Elaine Chapman, Gill Clough
Brook Road Working Group	Andy Hallows, John Millington, Jeremy Mills, Gordon Pearson, Mark Ravenscroft, Andrew Wallace
Community Bus Working Group	Mark Ravenscroft.
Cemetery Committee	Elaine Chapman, John Millington, Peter Tavernor, Andrew Wallace.
Christmas Lights & Events Working Group	All Councillors plus 2 Tarporley Independent Traders representatives.
Finance Committee	Elaine Chapman, John Millington, Gordon Pearson, Peter Tavernor, Nigel Taylor
Neighbourhood Plan (Review)	Toni Burke , Michael George, Nigel Taylor, Gordon Pearson
Play Area Review Working Group	Lisa Miller, Jeremy Mills, Andy Hallows
RBL Working Group	Gill Clough, Gordon Pearson, Peter Tavernor
Rowcliffe Homes (PC nomination)	Toni Burke, Elaine Chapman, Andrew Wallace
Staffing Working Group	Toni Burke, Elaine Chapman, Gill Clough.
Strategy Working Group	Toni Burke, John Millington, Gordon Pearson, Peter Tavernor, Nigel Taylor
Tarporley Community Centre (PC nomination)	Andrew Wallace
Traffic & Parking Working Group	Elaine Chapman, Andy Hallows, Mark Ravenscroft, Nigel Taylor.
Website & LCAS Working Group	Gordon Pearson, Nigel Taylor

14. Standing Orders & Policies

Resolved 19/011– That the Parish Council approve all council regulations and policies as listed including the revised CW&C Code of Conduct (December 2015).

Policy	Date	Date of Review	Next Review
COUNCIL			
Standing Orders	Feb 2019	May 2019	May 2020
Code of Conduct	May 2018	May 2019	May 2020
Community Engagement Policy	May 2018	May 2019	May 2020
<i>Complaints Procedure</i>	<i>Sept 2018</i>	May 2019	<i>May 2020</i>
Data Retention and Disposal Policy (Data Retention Schedule)	May 2018	May 2019	June 2019
Disciplinary Policy	May 2018	May 2019	May 2020
Grant Awarding Policy	October 2018	May 2019	May 2020
Grievance Procedure	May 2018	May 2019	May 2020
Media Policy	May 2018	May 2019	May 2020
<i>-Privacy Notice</i>	<i>June 2018</i>	May 2019	<i>May 2020</i>
<i>Privacy Notice – New Councillors</i>	<i>Sept 2018</i>	May 2019	<i>May 2020</i>
<i>Publication Scheme</i>	<i>Nov 2015</i>	June 2019	<i>May 2020</i>
FINANCE			
Financial Regulations	May 2018	May 2019	May 2020
Terms of Reference for Finance Committee	January 2019	May 2019	May 2020
PLANNING MATTERS			
Planning Standing Orders & Protocol	February 2019	May 2019	May 2020
Community Benefits List for developers & landowners	July 2016	May 2019	May 2020

15. Council Dates & Rotas 2019-2020

Resolved 19/012 – That the Council agree the rota as circulated and agree the following meeting dates for 2019-2020: 10th June 2019, 8th June 2019, 8th July 2019, 9th September 2019, 14th October 2019, 11th November 2019, 9th December 2019, 13th January 2020, 10th February 2020, 9th March 2020, 13th April 2020, 11th May 2020 - First Meeting or Annual Parish Council Meeting

16. Annual Governance & Accountability Return 2018-2019

1) Internal Auditors Report

The internal auditor had reported no matters of concern.

2) Annual Governance Statement 2018-2019

Resolved 19/013 – That the Council agree points 1 to 8 of the Annual Governance Statement

3) Accounting Statements 2018-2019

Resolved 19/014 – That the Council confirm the Accounting Statements.

17. Tarporley Community Centre Roof

Resolved 19/015 – That the Council contribute £10K to be paid during the 2019-2020 and 2020-2021 financial years should the WREN funding be approved.

It was agreed the funding would be allocated out of the CIL funding.

18. Annual Report

Resolved 19/016 – That the Council agree the Annual Report including the Chairman's report.

It was agreed to publish the report in an abbreviated form in the next Parish Council edition of the Tarporley News and that the full edition would be available online, at locations within the village and also on request from the Clerk.

19. Shuttle Bus

It was noted for the scheme to be successful it would need to be well advertised and that it would take time to become established and possibly subsidised for a period. It was agreed that representatives from Tarporley Independent Traders should be asked to join the group.

Resolved 19/017 – That the Council are very supportive of making a bus scheme work in and around Tarporley which will be beneficial to residents, businesses, and parking.

20. Former WC Building

The Clerk reported that she had been advised that if the Parish Council submitted a business case to take over the former WC building this was likely to be approved by CW&C. It was agreed that the Clerk would work with Cllr Ravenscroft and CW&C Cllr Moore Dutton to develop a business case to submit to CW&C that will include community benefits.

21. Planning

1) Planning Register

The planning register was noted including comments submitted since the last meeting and decisions pages 72 to 75 noting a number applications are almost a year old and have still not been decided.

Resolved 19/018 – That the Council submit 'no objection' for application 19/01476/FUL, Infilling of appliance bay doors to front and rear, Tarporley Fire Station, Birch Heath Road, Tarporley, CW6 9UR.

2) Further Applications

No further applications had been received.

It was reported that Liberty Properties are still in discussion with CW&C officers on the planning application for a care home and car park and that they now have a developer and care home provider on board for the project.

22. Best Kept Village

Report received during public participation.

It was noted a new local company 'My Lawn' had offered to do weed killing in areas of Tarporley free of charge.

It was agreed that the Council should seek ownership of the milestone on the High Street.

It was noted that a request for the trees to be inspected along Utkinton Rd near Burton Square had been submitted to CW&C.

Resolved 19/019 – That the Council approve a budget of up to £300 for bark and also printing for the art exhibition walk by St Helen's.

It was agreed to contact CW&C to ask if money can be provided for the art exhibition walk from the arts S106 money and also for new boundary signs.

23. Brook Road Sports Field

It was noted that the application for the newt licence was submitted to Natural England on the 17th April and it is hoped approval will be given by the 5th June. In order to justify the issue of a licence to translocate the newts, it is necessary to provide evidence to Natural England that the facilities are essential, that there is a demonstrable need for them, and that they are not available or deliverable elsewhere. As CWAC's Playing Pitch Strategy shows no shortfall in pitches in the local area, it was necessary to rely on the CWAC Open Space Study which does indicate some undersupply in amenity green space, park and play space in Tarporley. If documented evidence does not prove that the need outweighs the harm to the newt's habitat no licence will be granted, and without this the development of the site will not be possible. Once the license has been received then the newt fencing can be erected, and work can start on the site.

CWAC has confirmed that the planning conditions relating to badgers and the management plan were discharged on 16th May.

CWAC has provided budget pricing for the scheme on which full planning permission was granted and this comes to approximately £565K, excluding the changing facilities which would cost around £250K extra. The Working Group has reviewed these costs and made some adjustments to the scheme including the option of adding an infant / junior play area in addition to the older children's area enabling families with mixed age children to play in close proximity. The budget pricing will have to be adjusted to reflect the changes, but they are expected to be approximately cost neutral. The scheme has been divided into a number of phases, the first of which includes the levelling of the site, drainage, creation and seeding of the playing pitch (which is a priority to be completed before the end of the growing season), footpaths / trim trail, and general landscaping and planting. The access road and car parking will also be constructed in this phase. The play areas and MUGA (multi use games area) will follow in phases 2 and 3, depending on funding, noting these are more likely to attract grant funding, with CWAC assisting with the grant application process. It was noted the majority of the S106 money would be spent on phase 1 with some held back as seed funding for phases 2 and 3.

It was noted that updates in CWAC's Playing Pitch Strategy and plans for the development of a professional level football facility at Winsford, with public access, meant that there is unlikely to be any Football Association or other external grants available for the football facilities, however the S106 monies would pay for the levelling of the playing pitch, drainage and infrastructure and the Parish Council needs to be careful to ensure that the facility created has flexibility. Space has been allocated for changing facilities should future funding become available.

In response to comments made during Public Participation it was noted that progress of the scheme has seemed slow on a number of occasions due to formal processes which needed to be followed including obtaining planning permission and also because some works relating to ecology and wildlife could only be undertaken at specific times of the year.

Cllr. Hallows declared an interest due to his involvement with Tarporley Vics Juniors.

24. Former RBL Site

Council noted the report that had been circulated by Cllr. Clough.

Resolved 19/020 – That the Council agree to provide £400 towards the new fence.

Resolved 19/021– That the Council cover the costs of obtaining a car park inspection before the transfer to identify any damage which has been done since its construction while it has been in use by the developer.

Resolved 19/022– That the Council carryout a tree inspection of trees on the Allotments and Bowling Club site, and the area behind the club.

25. Jones Homes Parking Spaces

It was agreed not to request the retention of the temporary parking spaces that have been created on site as they will intrude on the protected open space which is identified and protected by the Neighbourhood Plan and was highlighted by the appeal inspector.

26. Accounts & Payments

1) Accounts & Payments

Resolved 19/023 – That the Council approve the accounts and payments and bank reconciliation as listed on page 77 of the cash book including:

HMRC	NI/PAYE	139.79
Tarp. Garden Services	Garden works inc Burton Square	70.00
Openreach (BT)	Poppy Mount Openreach survey	298.00
P. Tavernor	Reimb. Cemetery planting	83.07
Bowland Ecology	Brook Rd GCN license applic; badger survey	2,280.00
Cyan - Jati Ltd	Balmoral 5ft teak bench & teak protector	1,784.12
Cheshire Community Action	Best Kept Village Competition entry	60.00
SP Landscaping	Grounds, Street & Cem. Maintenance (Apr)	798.00
John Harding & Son	Brook Rd grass cut on 23.4.19	132.00
Tarporley Community Centre	Room hire (inc BKV main hall)	85.02
R. Johnson	Lengthsman (April)	388.50
Talkabout Publishing	Tarporley Talk	144.00
A. Wright	Reimb. Brook Rd Planning Applic. Conditions	78.00
G. Pearson	Reimb. Flagpole paint, milestone brushes	62.72
G. Pearson	Reimb. Burton Square roses, compost, etc.	376.85
G. Lees	Reimb. High Street planters	90.76
Gaskells	Cemetery bin	77.72
A. Webb	Salary/maternity pay	590.58
D. Cox	Salary	825.42
A. Wright	Salary (inc holiday back pay and extra hours)	1,189.80

HMRC	NI/PAYE	462.96
Ellis Whittam	Employment advice - year 1	2,142.00
Ellis Whittam	Insurance (employment advice)	15.86
NEST	Pension x2	34.46

Resolved 19/024 – That the Council approve payment of the following invoices received since the publication of the agenda. Payments for approval:

Shires	Payroll services	31.50
G. Latham	Gritting (April x1)	72.00
J. Stewart	Various inc. Cremation plot marking	365.00
P. Tavernor	Compost for Cemetery	21.60
D. Cox	Reimbursement – Travel & Postage	11.26
A. Webb	Reimbursement – Printer Ink	45.46
A. Wright	Reimbursement – Postage, Litter Hoops & File	136.78

Resolved 19/025 – That the Council approve Ellis Whittam to undertake a risk assessment training session with the Clerk and Deputy Clerk at a cost of £500 and that the session be opened up to other councils to attend at a cost of £50 per person.

2) Subscriptions

It was agreed to consider this matter during Part 2 and that the Clerk and Deputy Clerk would take no part in the discussion.

3) Ellis Whittam

It was noted that Ellis Whittam had now been appointed and is handling all HR issues relating to the Parish Council.

4) Minutes Book Binding

Resolved 19/026– That the Council get the minutes bound May 2015 to May 2019.

5) Pear Technology

It was agreed not to obtain this at this time.

6) Carnival Brochure

Resolved 19/027– That the Council purchase a half page in the brochure and include the Council's contact details.

27. Parish Meeting

It was agreed to hold the Parish Meeting on Tuesday 25th June from 7pm and that Tarporley War Memorial Hospital would be invited to give a presentation on their services and celebrations during their Centenary Year.

Resolved 19/028 – That the Council agree to move into private session to discuss the following agenda items in the absence of the Press and Public.

28. Cemetery Maintenance

Resolved 19/029 – That the Council approve Northwich Town Council to undertake the path works at a cost of £5470 plus vat and request a discount on the fence quote.

The Clerk and Deputy Clerk left the meeting and took no part in the following discussions.

Cheshire Association of Local Councils (ChALC)

Resolved 19/030 – That the new Council do not renew their membership with ChALC.

30.Staffing Appointments

Resolved 19/026 – That the Council agreed the Clerk be paid (new) SCP 26 of the 2018-2019 pay scales and work 15 hours per week as of Monday 20th May 2019 and that the Deputy Clerk be paid (new) SCP 12.

Meeting closed: 9.33pm

Signed:

Dated:

Ann Wright
21-05-19

Next Scheduled Parish Council Meeting:

Monday 10th June 2019, 7pm.

The Committee Room, Tarporley Community Centre.

Tarporley Parish Council Minute Book

Committees, Working Groups and Other Meetings

Presented at the May 2019 Meeting

Notes Included:

	pages
Notes of meeting of Public Rights of Way (PROW) Working Group 15 th April 2019	10
Notes of informal meeting regarding parking issues. 16 th April 2019	12
Notes of Brook Road Sports and Recreation Field Meeting. 1 st May 2019	14
Notes of informal meeting with Tarporley Independent Traders Representatives 7 May 2019	19

**Notes of meeting of Public Rights of Way (PROW) Working Group
16th April 2019, Damson House, Brook Road.**

Present:

David Press, Mark Ravenscroft, Peter Tavernor, Andrew Wallace, Ann Wright (Deputy Clerk)

Purpose of meeting: To Discuss Recommendations of Footpaths Report

Macdonald Portal Hotel PROWs

It was agreed following recent discussions between David Press and the Grounds manager at the Macdonald Portal to write to the appropriate person (TBC) to request the Portal consider diverting FP21 and FP22 to provide a more sensible route for walkers, noting the existing footpaths cross various parts of the golf course.

It was agreed the diversion of the footpaths would benefit the Portal and also the Community and should be properly signed.

It was agreed that the creation of a permissive footpath should also be suggested for community use around the perimeter of the golf course which could be signed and would encourage walkers away from the golf course itself where there has been an issue with dog fouling.

It was agreed that the Parish Council may offer enabling support to help this happen.

Ask CWAC to rectify all the missing, leaning and rotten signs as detailed in this report. It was agreed to write to Peter Atkinson, PROW officer including the report, requesting actions on highlighted items and timescales.

Write to the landowner reminding her to consider dedicating a route through the underpass at the south of the DWH development.

It was agreed to write to the landowner as recommended noting the route would enable guests from the newly approved B&B to walk into Tarporley.

Formally approach David Wilson Homes asking them to surface Captain's Walk on completion of that part of the development which links with the footpath.

It was agreed to write to DWH highlighting not only benefits to those living on the new estate of surfacing the path but also for the community as a whole. It was suggested should DWH be unable to undertake these works it maybe possible to find volunteers to undertake the works if materials can be provided.

If possible, it was suggested that the surface as used by CW&C on the Oswald's Way path.

Formally ask Jones Homes to help improve the surface of FP4 alongside The Close and Silver band hut and consider access from the Daffodil field to the path.

It was agreed to contact Jones Homes requesting improvements to the surface of FP4 and request access be made in the hedge at the bottom of the site to allow access onto the path from the new development.

Improve the surface of FP12.

It was agreed the Deputy Clerk will purchase Staffordshire Pink Gravel (10mm) 4 x 1 tonne bags. Andrew Wallace to confirm when required and where to be delivered to.

Ask the landowner to remove the leaning concrete posts on FP10 where the path enters the narrow section between hedges leading to Utkinton Road or use the Parish Council's contractor to remove them.

It was agreed to place notices on the posts asking for any objections to their removal, if no objections are received by the advertised date they will be removed.

Ask CWAC to undertake early season maintenance on the route from the A51/A49 roundabout to the top of Forest Road.

It was agreed to contact Pete Atkinson to highlight the following PROWs as requiring maintenance:

RB9 including extension along Delamere Loop.

RB20 and RB10

FP13 – sections towards the middle and Cobblers Cross end of path require cutting back as they become overgrown.

Write to CWAC formally requesting diversion of FP17 and also consider offering to contribute to the costs.

It was agreed to write to Adele Meyer to request diversion of this path due to the severe flooding which makes it unusable and offer the support of the Parish Council.

Investigate the possibility of directly managing the CWAC footpath maintenance budget for Tarporley.

It was agreed to monitor the PROW maintenance over the coming year and review this recommendation.

Consider buying a trenching hoe if the Parish does not already own one.

It was noted David Press has purchased his own trenching hoe.

Incorporate the Tarporley Walks Facebook page routes onto the Parish Council website.

It was reported that Cllr. Pearson has discussed this with David Press and works are on-going on this matter.

Ann Wright
16-04-19.

**Notes of informal meeting regarding parking issues.
16 April 2019, Tarporley Community Centre.**

Present:

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

Cheshire West & Chester Council: Ward Councillor Eveleigh Moore Dutton, Vanessa Griffiths (VG) Regulatory Services.

Other: John Beckitt.

Purpose of meeting: To provide an update regarding possible car park development

Parking Issues

It was emphasized that there is an urgent need for additional parking in Tarporley. It was reported that when businesses had been visited in the autumn of 2018 businesses had stated that customers were no longer coming into Tarporley from the surrounding area due to the perception that there was no parking. A number of businesses had reported that they were thinking about closing or had decided to close. It was reported since then 4 businesses has closed in the village.

It was reported that Ambleside in Cumbria had faced a similar situation with shops closing however following the opening of a new car park a variety of new shops had opened revitalising the town.

It was noted that there is no dispute regarding the need for additional parking in Tarporley the question is how this can be delivered.

Former Royal British Legion Car Park (Poppy Mount)

It was reported that the new car park was expected to be transferred to the Parish Council at the end of April however given works still taking place on the development that seemed highly unlikely. It was noted that the Deputy Clerk would contact the developer to obtain an update on the likely transfer date.

CW&C Parking Agreement

It was noted that there had only been limited progress on the possible agreement with CW&C regarding the management of the Poppy Mount Car Park and that the Parish Council was still awaiting information from CW&C about possible options.

It was understood that CW&C were looking at whether the former RBL agreement can be reactivated.

It was noted that that the Parish Council as yet had made no decision regarding possible time limited parking on the car park. It was suggested that any time limiting would need to be considered in conjunction with the Rising Sun Car Park. VG agreed to raise this lease with the appropriate CW&C officer and ask them to provide the Parish Council with a summary of where the lease agreement is up to and also a list of the possible options.

It was noted the introduction of any parking restrictions would require a public notice to be advertised for 28 days.

It was reported a number of Councillors will be undertaking some morning surveys of the Rising Sun Car in May to identify the reasons people park there.

Proposed Care Home

It was reported that the application had not yet been submitted but it was hoped it would be submitted at the end of May.

Concerns were noted that the planners were not taking into account the urgent need for parking in Tarporley when considering applications.

It was agreed that the Deputy Clerk formally write to VG to ask her to draw the planners' attention to the severity of the parking issue in Tarporley and the recent Mott MacDonald Parking Strategy Action Plan.

VG also agreed to provide the contact at CW&C to discuss rural economic development.

Ann Wright
17-04-2019.

DRAFT

**Notes of Brook Road Sports and Recreation Field Meeting.
1st May 2019, Tarporley Community Centre.**

Present:

Tarporley Parish Council (TPC):

Cllr John Millington (JM), Cllr Gordon Pearson, Cllr Mark Ravenscroft, Cllr Andrew Wallace, Ann Wright (Deputy Clerk)

Cheshire West & Chester Council: John Seiler (JS)

Purpose of meeting:

To discuss proposed works on the Brook Road sports & recreation field based on costings.

The following points were discussed at the meeting:

JM explained that he had reviewed the costings provided by JS and had amended the works, phased them and balanced the costs against S106 funding. He noted that he had not used the CIL money.

As there are insufficient S106 monies to fund the entire scheme, JM noted that he had allocated the secured funds against enabling works and parts of the project least likely to attract external grant funding. JS had previously advised that the MUGA and children's play areas were the sort of facilities most likely to attract external funding, and so these had been left for later phases, to allow time for successful applications to be made. It was agreed that this was a prudent approach.

It was agreed that money spent to date on newt reports and works (£16,379) should be drawn down from the S106 Brook Road Playing Pitch allowance as they were required for the creation of the pitch.

It was also agreed that spending on Brook Road to date needs to be listed.

Multi-Use Games Area (MUGA)

It was agreed that the MUGA would be considered as part of phase 3, as this was a particularly expensive part of the scheme and would require the largest fund-raising effort. In the meantime, the area will be levelled to create a grassed pitch.

It was noted that MUGAs are usually installed at schools, as this gives the best utilisation of an expensive asset (school use during the day and community use at evenings/weekends/school holidays). There is a new MUGA at the Primary School, but this is unavailable out of school hours, due to planning restrictions. If school facilities become available, the allocated area at Brook Road, could be considered for another sports/recreation purpose.

Overflow Car Park

It was considered whether the grasscrete overflow car park was necessary, given the scale of the pitch and likely usage. It was agreed not to install an overflow car park at this time.

Play Areas

It was agreed that adding a junior play area to the scheme, as well as the older children's play area already planned, would be a significant community benefit.

Given the changes in the CWaC Playing Pitch Strategy, since the current scheme was designed, and shortages identified for amenity green space, parks & recreation and play, in the latest CWaC Open Space Study, this would give a better alignment with need identified by the Borough Council and therefore the best chance of external funding success.

It was suggested that locating the junior play and older children's play areas together would be ideal, but if they had to be separated by the MUGA, this should be set back to create a better flow and visibility between the play areas. It was agreed that JS would look at the plan to see how both play areas could be accommodated.

It was noted that the play areas, pitch and paths need to be clearly defined so people did not have as it would feel 'uncomfortable' for people to be walk through the play area to access pitches or other facilities.

Newt Mitigation

It was noted there are newt habitat areas on the plan, clarification was required as to their status following the completion of construction.

It was noted an email had been received stating the Newt Licence decision was expected by the 5th June. Once that had been received the newt fencing could be installed. An additional 30 days was then required for the newt translocation.

It was asked if any of these works could be done in advance of the Newt Licence being received, it was also asked whether a provisional start date for the fencing had been booked.

Grant Applications

It was reported that if 2 grant applications were received from Tarporley by a funding provider e.g. WREN that was not an issue unless they were for similar things. More important is the ability to demonstrate the need for the funding e.g. the lack of play facilities.

Lighting

It was noted there was no provision for flood lighting in the approved Planning Application or the proposed works.

Timing of Phases

Phase 1 is due to commence June 2019.

The timing of phases 2 & 3 will depend on the availability of funding.

Pitch

The pitch needs to be seeded by the latest at the end of September 2019 for it to be played on from Summer 2020. It was discussed whether the pitch should be fenced off once seeded to allow the grass to establish itself.

It was agreed the design would accommodate 1 full size pitch or two junior pitches (7x7) allowing more flexibility for future use. It was agreed not to install pitch rails as these could be easily installed at a later date if required. The pitch will still be to FA standard.

It was noted that, to facilitate these works in time, the access road may have a temporary surface to enable phase 1 works to start on time. The road itself would be completed to the required adoptable standard at a later date but still in phase 1.

The current CWaC Playing pitch Strategy shows now shows little requirement for additional grass or 3G football pitches in the area, and has moved away from isolated pitches. In addition, the planned redevelopment of Knights Grange, in Winsford, by Cheshire FA and CWaC will be the focus for grass roots football development in the area. This means that there is unlikely to be any external funding available for the pitch and the Parish Council needs to be careful to ensure that the facility created has flexibility.

Access Road

The design and build of the access road will be funded by CW&C as included in the Land Transfer

Agreement. As such, any costs associated with the works including newt mitigation, design costs and project management fees need to be invoiced separately to be paid by CW&C.

The access road drainage is expected to go into the existing drainage system not onto Brook Road.

Pedestrian Access

It was noted that the pedestrian access off Brook Road needed to be set back and hedge removed, and a new hedge planted to allow clear sight lines. It was agreed that some form of bollards were required on the roadside of the access to prevent vehicles parking and blocking the access.

JS confirmed he would speak to Highways for further advice including on possible signage.

Paths

It was agreed the main paths would be 1.7m wide, and width of the path around the pond would be 1.2m.

The path from the car park would match the main path.

Car Park

JS would look at the design of the car park, the current design included 20 spaces plus disabled spaces.

It was discussed how much drainage was required for the car park as the field is well drained, it was agreed a soakaway would be adequate and that porous tarmac could be used, there would be a petrol interceptor installed.

VAT

It was noted that there was a need to obtain clear advice on the VAT situation, all costings were less VAT.

The Council needs to consider whether the S106 funding is drawn down by the Council itself, who would pay for works, or whether JS draws down funds and pays invoices through CW&C.

Tree Planting

Approximately 37 trees are proposed to be planted, noting the need to place planting to retain sight lines on the field.

Pond

The pond is likely to be split into 2, one of which will be lined by a clay lining to prevent all water soaking away, as the field drains so well there is a possibility the second pond could be dry most of the year.

It was noted that the ponds form part of the drainage from the pitch.

Boundary Fencing

It was agreed to install a post and rails fence with inlaid mesh on the South East, South West and Western boundaries. Existing hedges will be retained with additional infill planting to improve them.

The new boundary that will be created between the field and the CW&C affordable development will require fencing and full hedge to be planted, an allowance for the fencing is included in the Land Transfer Agreement.

Fencing will be required around the pole transformer, the power company should provide details of the required fencing and access. JM confirmed he would contact the power company to obtain this information.

It was discussed if the boundary fencing could be installed before works commence to reduce public access onto the site and possible damage to the newt fencing. JS stressed the need to use one contractor, there was a possibility that tenders could be agreed before the newt works take place, however the timescales were extremely tight.

Letter to Residents

A second letter to residents will be required explaining the contractor access arrangements to the site before construction works start.

Next Steps

JS will prepare a revised plan and circulate by email by the 10th May, there may need to be a meeting to confirm the plan or it might be possible to agree details by email, he can then put the works out to tender. CW&C will need to see the plan and consider if the Planning Permission needs amending.

JM to revise costings/phasing following discussions and contact the power company regarding the transformer fencing.

Ann Wright
2nd May 2019

Notes of informal meeting with Tarporley Independent Traders Representatives 7 May 2019, Follies, Park Road.

Present:

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

Tarporley Businesses Representatives:

Steve Cartwright & Tiffany Thomas – Hoity Toity

Samantha Moore – Wardrobe

Kate Crisp – Follies

Mary Brogelli & Marie-Louise Greenwood – Baile Home

Jane Massey & James Hill – Papillion

Alicia Peacock

CW&C Cllr Eveleigh Moore Dutton

Apologies

Myles Carr – Little Tap

Gill Clough – Tarporley Parish Council

Purpose of meeting: Follow up to previous meeting & to discuss Christmas arrangements.

The following points were discussed during the meeting:

TarpFest update

The plans are now coming together for Tarpfest and work is being done on sponsorship. Tarporley Amateur Dramatics are looking at doing ghost tours around the village.

The art trail has been very successful and Tarporley 6th Form will be displaying their art work in the Memorial Walk area by St Helen's.

There will be no road closure.

It wasn't thought there was a theme for the event.

It was asked if bunting would be put up for the event.

ACTION - Gordon Pearson agreed to circulate a list of the event's coordinators.

Christmas

It was noted the event is scheduled for Saturday 30th November 2019.

It was noted that the businesses wanted to be more involved with the Christmas event and asked for the event to be more spread throughout the day and also cover more of the High Street.

It was suggested that there should be performances throughout the day at different locations on the High Street culminating in the lights switch on in the evening.

A suggested time for the event was 1 until 8pm.

It was suggested there needs to be more fun activities including a green screen/photo booth which would result in photos being posted on social media which would promote Tarporley as being the fun place to visit at Christmas. (Hipswing at Winsford).

Northwich Town Council are due to install the lights again and additional lights are being considered in the trees on the raise area in front of Latte Da, and in tree erected under the Chestnut Tree.

The reindeers are booked for the evening and will be in the wooded area by St Helen's where there will also be additional lights.

It was asked if lights could be put in the trees outside the townhouses and also at Burton Square.

ACTION - The traders agreed to speak to other members to get feedback on the event.

It was suggested that a Santa Dash could be held at 11am on the morning, which would require a road closure, it was suggested if the traders were happy to organise this the parish Council could

organise the required road closure.

It was agreed that publicity for the event should start mid-September

ACTION – Traders to contact businesses to get involved including bars and restaurants as well as contact possible celebrities to attend the event.

ACTION – Council to contact Churches and TCC to encouraged involvement on the day.

ACTION – Council to contact Traders to join the Christmas event working group following May Council meeting.

Parking & Other matters

It was noted that the signage had been very poor for the recent weekend road closures as it had not been made clear businesses were open. The traders were encouraged to submit their own complaints to CW&C noting the Parish Council had complained.

It was reported that the Parish Council had carried out a parking survey on the 1st May to identify how the car park behind the Rising Sun was being used, more surveys are planned in the future.

It was reported that one company is planning to instruct their employees to park at the former RBL once it reopens.

It was stated that as the car park behind the Rising Sun is better known than the other car parks employees should be encouraged to use the other car parks leaving the Rising Sun Car Park for visitors/shoppers.

It was suggested that 'Park on my Drive' scheme should be promoted in Tarporley for employees and workers to use.

It was noted that John Timpson had spoken very positively about Tarporley recently on Radio 4.

**Date of Next Meeting
TBC**

Ann Wright
09-05-19.

Tarporley Parish Council

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