

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 10th JUNE 2019**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Toni Burke	Cllr Elaine Chapman	Cllr Gill Clough	Cllr Andy Hallows
Cllr John Millington	Cllr Jeremy Mills	Cllr Mark Ravenscroft	Cllr Peter Tavernor
Cllr Nigel Taylor	Cllr Andrew Wallace		

Clerk Ann Wright

Deputy Clerk - Abbie Webb

Other

Public 7

CW&C Councillor Eveleigh Moore Dutton

1. Apologies for Absence

All Councillors present.

2. Declaration of Interests

The Cllrs Chapman, Millington, Pearson and Tavernor noted the dispensations grant regarding the development of Brook Road sports and recreation ground.

Cllr Wallace noted he knows the applicant for planning application 19/01598/OUT as such he confirmed he would take not part in the discussion and would not vote.

3. Public Participation

Best Kept Village

The following updates were provided:

The Post Office mistress had been trying to get the letter box painted as well as get improvements to the sorting office on the High Street.

Half the bark was down at The Paddocks, and new bark was due to be put down at Cobblers Cross later in the week.

A lot of work has been done by volunteers to tidy up The Gully (path by Poppy Lane).

The 41 Club has worked hard to clear and tidy the path to the Band Hut.

More bark was to be delivered to the memorial walk area.

The Brownies have planted bulbs along the Pram Path and signs have been put in the area to inform people.

'My Lawn' are going to undertake weed killing at the Methodist Chapel car park.

The new benches have been installed.

The Best Kept Village judges have been in contact and asked if there was anything else they needed to be aware of and are expected to have visited or be visiting the village very soon.

Allotments

A working party has cut back the hedge and cleared the public footpath of weeds between Torr Rise and Oathills. An informal survey of the trees has been undertaken which appears to show the majority of trees are in good health one or two smaller poor specimens could be removed by allotments volunteers.

Brook Road Sports & Recreation Ground

The following matters were raised by a resident of Tarporley, he asked the Council to consider if it

was appropriate for Councillors seeking dispensations to remain in the room when the dispensations were discussed and voted on noting one of the councillors was the Chairman. Under public participation he requested that the May minutes be amended to state that he had voiced a concern that dispensations had been granted to allow councillors to speak and vote on the Brook Road Sports and Recreation Ground.

He asked if the Newt Licence had come through by the 5th June as had been expected.

He welcomed Item 8, terms of reference for working groups on the meeting agenda, he noted with 'dismay' that only councillors were appointed to the Brook Road sports and recreation ground working group, and hoped the model terms of reference would result in more stakeholders joining this working group. He went on to say that dispensations should be granted for Cllr Hallows due to his connections with Tarporley Vics Juniors and any other stakeholders allowing then to join the Brook Road sports and recreation ground working group.

The resident confirmed that his comments were intended to be constructive and were not to undermine the good work done by the Parish Council.

Allotments Gate

It was noted the gate has now been installed into the allotments although it does not open fully as had been agreed. Concern was voiced about the significant drop in ground levels from the last plot to the gateway as this created a hazard particularly for older allotment holders. It was agreed the Deputy Clerk would liaise with Cllr Clough, the allotment holders and the developer to address this issue.

CW&C Cllr Moore Dutton

Cllr. Moore Dutton reported that she has requested that Highways undertake a speed assessment on Rode Street from the Roundabout to Burton Square.

4. Minutes

Resolved 19/027– That the Chairman signs the Minutes of the Parish Council Annual (First) Meeting held 20th May 2019 as a true and proper record noting that in public participation (page 2) the concern was voiced about the granting of a dispensation allowing councillors the speak and vote on the Brook Road sports and recreation ground project rather than just speak.

5. Action List

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

6. Minutes of Working Groups and Other Meetings

No minutes had been issued as no meetings had taken place until Friday 7th June, these minutes would be included in the July meeting pack.

Highways Meeting

A number of issues had been discussed with Highways Officers including the following:

A49 Roundabout – the draft scheme with no hard landscaping had been favourably received, the cost of design, implementation and maintenance would need to be covered by the Parish Council. It has been agreed some form of art could be included on the roundabout so long as it would not create a hazard if vehicles ran on to the roundabout or a distraction.

Village Signs – it was agreed village signs could be installed at the entrances to Tarporley on sandstone bases if appropriate.

Car Park Signs – it had been noted that signage is governed by legislation, Highways officers would consider more visible signs proposed by the Parish Council.

Road Closures – it was reported there are 2 forms of road closure permissions:

- 1) Highways License – which allows Highways to fine contractors who do not put up the necessary signage etc, however Highways do not carry out inspections of these closures as such any failure to erect the proper signage needs to be reported including evidence to CW&C.

- 2) Section 50 Permit – does not allow Highways to carry out enforcement action or fines.

Road Condition – The condition of several of the roads in Tarporley including Cobblers Cross, Brook Road and Eaton Lane junctions was reported. It was stated that when prioritising work the number of reports received does have an impact.

Brook Road Sports and Recreation Ground Meeting

Update later in meeting.

A49 Roundabout

John Seiler had confirmed he was able to create a design and detailed specification for the roundabout and had made several suggestions. A major part of the project's costs would be the lane closure and traffic management while work was undertaken. Some of these costs could be covered through sponsorship.

Play Area Meeting

Cllr Mills, Lisa Miller and the Deputy Clerk had met and inspected the play area and had developed a list of priorities works including repairs to the self-closing gate on the path, the teen shelter, play area surfaces and equipment.

7. Planning

1) Planning Register

The planning register was noted including comments submitted since the last meeting and decisions pages 76 to 78 of the planning register noting the number of outstanding applications which are over 12 months old particularly application 18/02485/FUL.

2) Further Applications

Resolved 19/028– That the Council submit the following comments:

19/02066/CAT – Various Tree works – The Grange, 3 Bowmere Road, Tarporley, CW6 0BS.

No Objection.

19/01530/FUL – Single storey rear extension – 2 Woodlands Way, Tarporley, CW6 0TP.

No Objection.

19/01598/OUT – Outline application for the development of a detached dwellings inc. demolition of existing vehicular garage adjoining existing dwelling.

Objection. Tarporley Parish Council does not believe the application has addressed the grounds for refusal of the previous application on this site, 17/04674/OUT, and as such the reasons for refusal remain the same:

The principle of the development is unacceptable due to the constrained nature of the site. The proposal would result in a cramped and contrived appearance that would be detrimental to the character of the surrounding area and the amenities of adjoining occupiers. The proposal would fail to preserve or enhance the character of the surrounding area and cause harm to the locality.

It is recommended that the proposed development be refused for the following reasons:

1. The proposed development would have an unacceptable adverse impact on the character and appearance of the surrounding area by reason of its prominent position in the street scene, the constrained nature of the plot and the loss of an important undeveloped gap. The proposal fails to respond to the character of the local area and would not function well within it and is thereby considered contrary to Retained Policy BE1 of the Vale Royal Borough Local Plan, ENV6 of the

Cheshire West and Chester Local Plan and the design principles of the National Planning Policy Framework.

2. The proposed development would result in an unacceptable adverse impact on the amenities of both neighbouring occupiers and the future occupiers of the proposed dwelling. The proposal is thereby contrary to Retained Policy BE1 of the Vale Royal Borough Local Plan First Review Alteration, SOC5 of the Cheshire West and Chester Local Plan Part One, SPG1:Outdoor Space Standards for New Dwellings and the principles of the National Planning Policy Framework. It should also be noted that Tarporley has achieved its housing target as identified by the CW&C Local Plan.

19/01790/LDC – Replacement side extension, new front porch, internal alterations and new driveway including drop kerb – 73 Churchill Drive, Tarporley, CW6 0BZ.

The Parish Council wishes to highlight the scale of the proposed works and asks that planning officers undertake a site visit and that adequate access is retained to the neighbouring properties.

3) Proposed Care Home & Car Park

No further update was available regarding the Liberty Properties proposed application for a care home and car park.

8. Terms of Reference for Working Groups

Resolved 19/029– That the Council agree the general terms of reference for working groups.

It was agreed the Council would consider the objectives of each working group at the next meeting.

9. Publication Scheme

Resolved 19/030– That the Council agree the publication scheme.

10. TarpFest

It was noted that the room bookings at the Tarporley Community Centre (TCC) had been made by the Parish Council however as funds raised would go towards the Community Centre roof the rooms would be provided free of charge, however TCC's insurance would not cover the events although the bands themselves have public liability insurance.

Resolved 19/031– That the Council agree to cover the events using its own public liability insurance on receipt of adequate risk assessments and that two councillors as a minimum should attend each event.

It was noted that some bookings that had been made needed to be cancelled, Cllr Pearson agreed to confirm the bookings which are no longer required.

11. Best Kept Village

It was noted that 2 residents of Nantwich Road had undertaken a large amount of work to tidy that area including cutting back the hedges and verges.

It was agreed the Clerk should write to the High School to request the hedge is cut back on Nantwich Road as well as the hedge on the High Street before the Manor House. It was also noted that the Community Centre's hedge required cutting back on Eaton Road.

It was agreed the Clerk should write to the Post Office facilities department asking that the sorting office is tidied and made presentable.

12. Footpath 14 Hedge

It was reported that much of the hedge along public footpath 14 on Poppy Lane appeared to be damaged and leaning in places having had its roots cut during construction works, this had been

raised with CW&C planning who had confirmed that the fence erected did not yet have permission as the landscaping and boundary treatments had not yet been approved as such they had erected the fence at their own risk.

It was agreed the Clerk should contact CW&C planning and ask that the hedge is inspected and it is confirmed whether or not the hedge is viable (cc Cllr Moore Dutton).

It was noted that neither the developer nor CW&C were willing to accept ownership of the hedge at this time as such a decision was needed as to what was to happen to this hedge in the future and how it would be managed noting it does not belong to the Parish Council.

13. 2020 VE Day

It was noted that national celebrations would be taking place in 2020 to mark the 75th Anniversary of VE day. The Clerk reported she had contact Ian Diskin, Tarporley Royal British Legion, who had confirmed the RBL would be doing something to commemorate the anniversary but that nothing had been agreed yet and that he welcomed any ideas from the Parish Council.

It was agreed to contact the Church to see if they had any plans for the weekend.

Cllr Wallace and Cllr Moore Dutton agreed to establish a working group to take this project forward including having a volunteers' meeting in September.

14. Public Litter/Dog Bin Request

The Clerk reported that she had had a request for a new bin at the golf club end of Heath Green or at the top of Sapling Lane, this request had been forwarded to CW&C, it was reported that a new bin had been installed in that area, another request for a bin at the junction of Park Road, Elm Close and Forest Road had been agreed by CW&C.

A further request has also been submitted for additional bins on Nantwich Road by Haddington Park. The Clerk reported she was struggling to get a response from CW&C with regard to these requests, Cllr. Moore Dutton asked to be copied into the correspondence.

15. Car Parking Survey

The Council noted the results of the car parking survey which had been undertaken on the Rising Sun Car Park, minutes book pages 29 to 33. It was noted the majority of those parking on the Rising Sun Car Park were working in the village, the second largest number of people were visiting the medical centre where they were unable to park. It was noted only 1 person was intending to catch the bus.

The results showed the car park was full by 11.30/12.00 and then had spaces again by 2.30/3.00pm, over the lunch period approximately 50 cars entered the car park and left without finding a space. It was agreed the survey results would be forward to the Tarporley Independent Traders and also Vanessa Griffiths at CW&C.

It was agreed at the next meeting with Highways the possibility of herringbone parking on Park Road would be discussed.

16. Phone Kiosk

It was reported that the Council had received a number of suggestions for uses for the phone box once it has been adopted by the Parish Council, including an audio guide to Tarporley which could highlight historic features of Tarporley which are visible from the phone box, and Information box including information on the village's history, walks, events, art and could include a webcam on the top of the kiosk. It was noted on social media there was support for a defibrillator and book

exchange. It was noted that whatever the phone box was used for the damp would need to be addressed.

It was agreed to look at this again once the adoption was completed.

17. Brook Road Sports Field

Newt Licence

Natural England (NE) have requested a series of clarifications and further detail to support our application for a licence to develop the land. It is understood that this is quite normal for these applications and there are no fundamental issues that will prevent a licence being granted. We are working through NE's information requirements with our appointed Ecologist, who has also been in dialogue with the Licencing Officer. The Ecologist should be in a position to fully respond to NE within the next few days and has agreed that the remaining issues can be resolved by e-mail, rather than via the usual requirement of a full resubmission, which will speed the process up. As a result, it isn't anticipated that there will be any significant delay to our works programme.

Newt Fencing and Trapping

As soon as NE give their approval to our Licence Application we will instruct the installation of the newt fencing, which has already been approved by the Council, and this will be followed by the 30 day newt trapping process.

Grass Cutting

The Ecologist has advised that we should carry out a further cut to the grass to assist with the newt trapping.

Resolved 19/032– That the Parish Council instruct John Harding & Son Ltd to carry out this work for an anticipated cost of c£110 +VAT (based on the cost of the last cut in April).

Detailed Design and Preparation of Tender Documents

Members of the OS&R Working Group met with CW&C Total Environment Landscape Design (CW&C TE) on Friday 7th June, to:

- Review progress on the detailed design, specification and preparation of tender documents for the phase 1 works
- Discuss issues arising from the Newt Licence application process
- Discuss the provision of the access road
- Confirm administrative issues related to the construction phase, such as compliance with CDM Regulations 2015, etc.

The Working Group responded to designer's queries and reviewed details from the emerging tender drawings and specifications. This included clarifying requirements on items such as pedestrian gates, signage and fencing specifications, and ensuring that the design is coordinated with NE's requirements emerging from the Newt Licence application process, including requirements for habitat areas and dog guarding. For some items, such as trim trail/outdoor gym equipment and some ecology features, the Working Group asked that specifications be kept open so that final selections can be made following community engagement later in the year.

The tender documents should be completed next week and will be reviewed by the working group for issue to contractors for pricing, with contract award planned for July. Notes of the meeting are being prepared by the Clerk and will be available shortly.

Access Road

Provision of the access road into the site is the responsibility of CW&C. CW&C have previously requested that the Parish Council to manage the design and construction process, with costs being reimbursed by CW&C. It had been hoped that CW&C TE would be able to facilitate this on behalf of the Parish Council with the other works. However, CW&C TE have now confirmed that they are unable to carry out the design of the road, footpaths and streetlighting to adoptable standards, which is required to enable responsibility for maintenance of the road to be transferred to CW&C on completion. We have asked CW&C TE to provide quotations from suitably qualified external highways designers for this work and had hoped to bring those to this Council Meeting for approval, however these have not yet been obtained.

Access to the site for the phase 1 construction works will be via a temporary construction road following the same route as the permanent road. There is a clause in the Land Transfer Agreement that permits this eventuality. The permanent road construction will follow at the end of the phase 1 works.

It was agreed an update would be provided at the Annual Parish Meeting on the scheme and that a display would be erected at the Country Market at the beginning of August.

18. Tarporley Village Sign

It was agreed that the boundary signs, car park signage and A49 roundabout need to be looked at as a whole package with business involvement as a way of making Tarporley more attractive to visitors. It was suggested that key village entry signs could be installed at the main entrances to the village and lesser signs of minor roads. It was suggested that some of this could be funded by the S106 Art money.

19. Centenary Car Park & Land Transfer

No further update.

20. Notice Board Policy

The Council agreed that the Clerk would circulate to councillors an email highlighting the issues regarding the notice boards and try to draft a simple policy which the council can consider at a future meeting.

21. Accounts & Payments

1) Accounts & Payments

It was noted that June minutes included a payment of £83.07 to Peter Tavernor as a reimbursement which should have been for £21.60 as such Councillor Tavernor had reimbursed the Council £61.47 on 24/04/19 which was included in the cash book but not in the minutes.

Resolved 19/033 – That the Council approve the accounts and payments and bank reconciliation as listed on page 78 cash book noting that Cllr. Millington had confirmed and signed the reconciliation:

A. Webb	Reimbursement – Microsoft Subs 2018-19	55.00
Tarporley Community Centre	Room Hire	83.47
The Play Inspection Company	Operation Play area Inspection	60.00
UHY Hacker Young	Internal Audit	204.00

HMRC	NI/PAYE	218.25
D. Cox	Salary (May)	591.01
A. Webb	Salary (May)	747.48
A. Wright	Salary (May)	765.06
SP Landscaping	Grounds, Street & Cem Maintenance	798.00
NEST	Pension x2	26.97

Resolved 19/034 – That the Council approve payment of the following invoices received since the publication of the agenda. Payments for approval:

J. Stewart	Telephone Box door	75.00
R. Johnson	Lengthsman	465.13
Audlem Printers	TarpFest Signs & banner	148.00
Abbie Webb	Reimbursement – Locks x2	35.34
Gaskells	Cemetery Bin	95.59
Shires	Payroll M2	31.50
Treefellers	Chestnut Tree works	840.00

It was agreed to consider the annual large grant applications at the July meeting of the Council.

Resolved 19/035 – That the Council agree to move into private session to discuss the following agenda items in the absence of the Press and Public.

22. Clerks Contract

Resolved 19/036 – That the Council agree the model contract for the Clerk and Deputy Clerk.

Meeting closed: 9.37pm

Signed:

Dated:

Ann Wright
11-06-19

Next Scheduled Parish Council Meeting:

Monday 8th July 2019, 7pm.

The Committee Room, Tarporley Community Centre.

Annual Parish meeting

Thursday 25th July 2019, 7pm.

Main Hall, Tarporley Community Centre.

Tarporley Parking Survey

Summary

Over a few days in May 2019, we (Andrew Wallace, Anne Ravenscroft, Mark Ravenscroft) conducted an informal parking survey in Tarporley. This was predominantly in the main Car Park behind the Rising Sun but also gathered some data for parking on the High Street. Using a standard questionnaire to gather the data, we asked people why they were using the car park, for how long, how often and where they came from.

The purpose behind it is to gather real data to inform future decisions on how we use the available parking spaces.

Conclusions

Weekdays

89 cars surveyed over 4 hours.

Car park is predominantly (66%) used by people working in the village, most of whom stay for most of the day.

7% of users were visiting the doctors, because there was no parking available there or on Park Road.

There was only one Park and Ride visitor.

There are typically no free spaces between 12.00 and 14.30

During this time period, we estimate about 50 cars drove in and out of the car park without finding a space. That said, the average wait time for a space during this time was about 5 minutes.

There was a broad range of postcodes for those using the car park.

If you look at the quotes in the embedded Excel file, there are some fairly polarised views on parking in the village, particularly with regard to whether we should charge or on the effectiveness of the restricted parking on the High Street.

Saturday

36 cars surveyed over 2 hours

Car park is predominantly used by shoppers (66%), most of whom stay for less than 2 hours.

Parking spaces available over the whole survey period, in both the car park and the High St.

Car park users are more locally based (CW6) than during the week

What next?

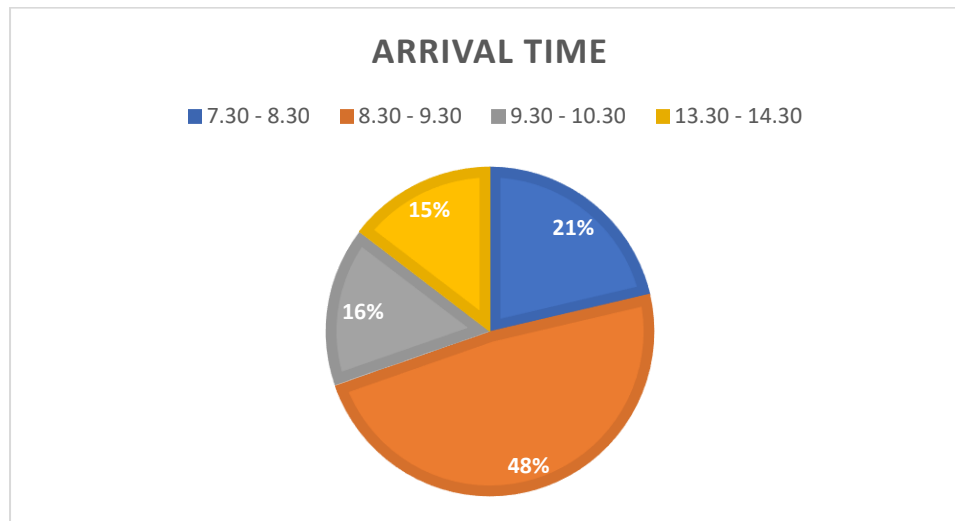
- Is this helpful?
- What can we use it for?
- Do we need any more data?
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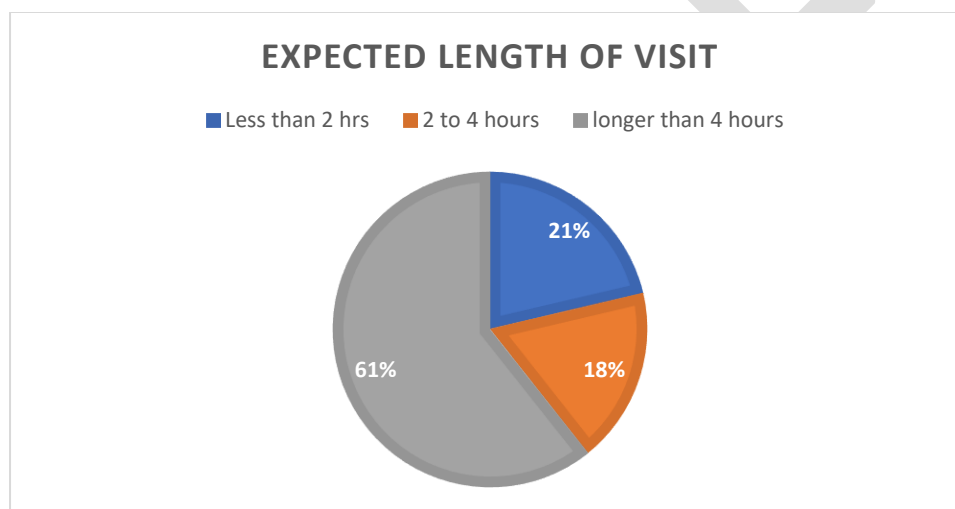
Parking Survey.xlsx

Data

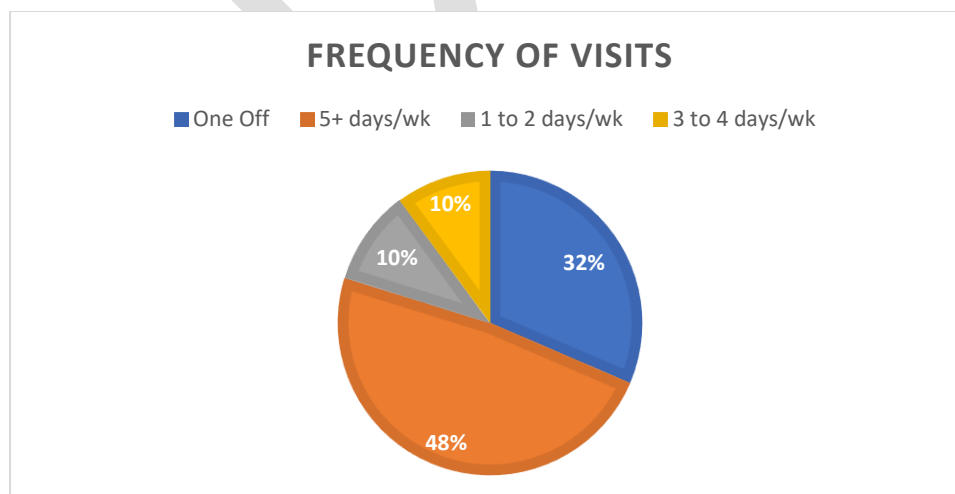
Weekdays



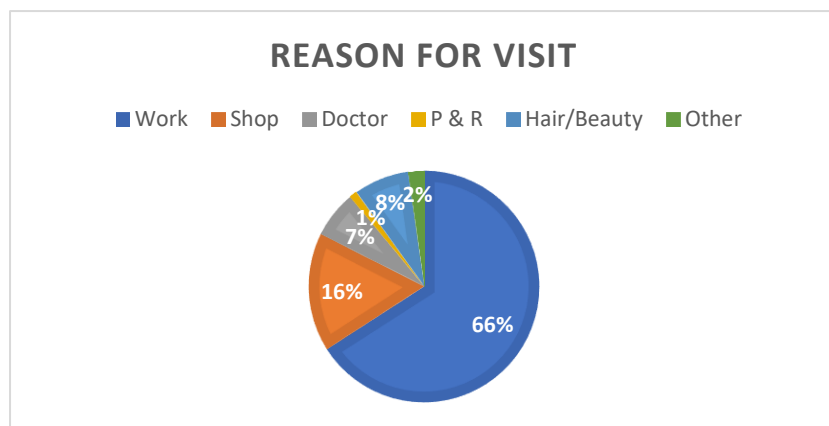
Busiest time is between 8.30 and 9.30



Most expected to be there for most of the day



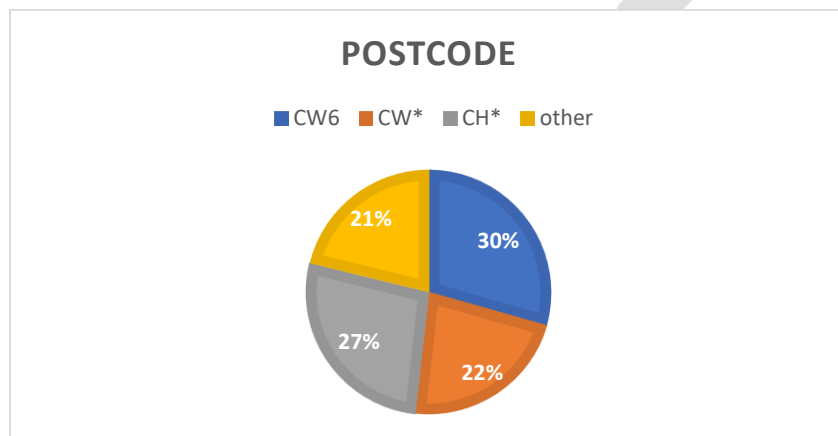
About half were daily commuters



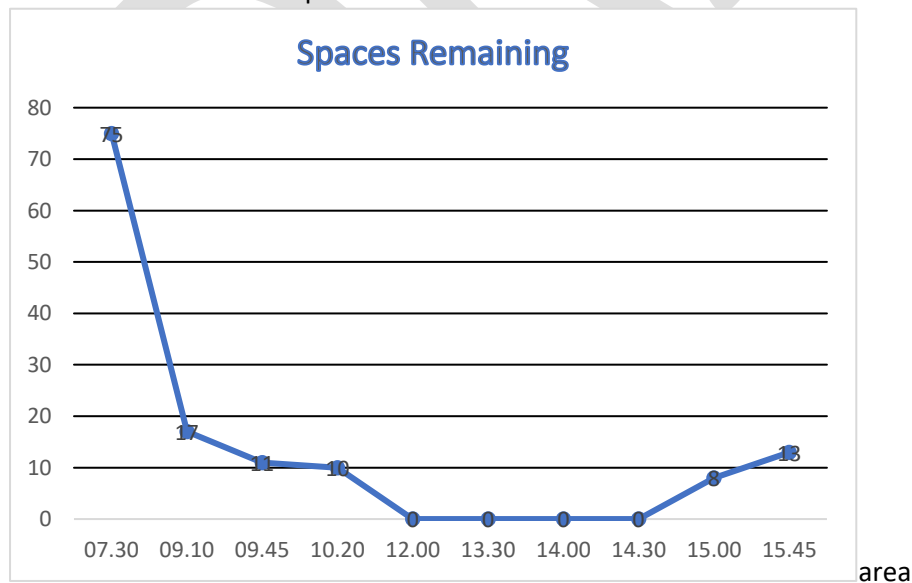
About two thirds were coming to work.

Only 1 "Park and Ride"

7% were visiting the doctor or hospital, because there was nowhere closer to park.

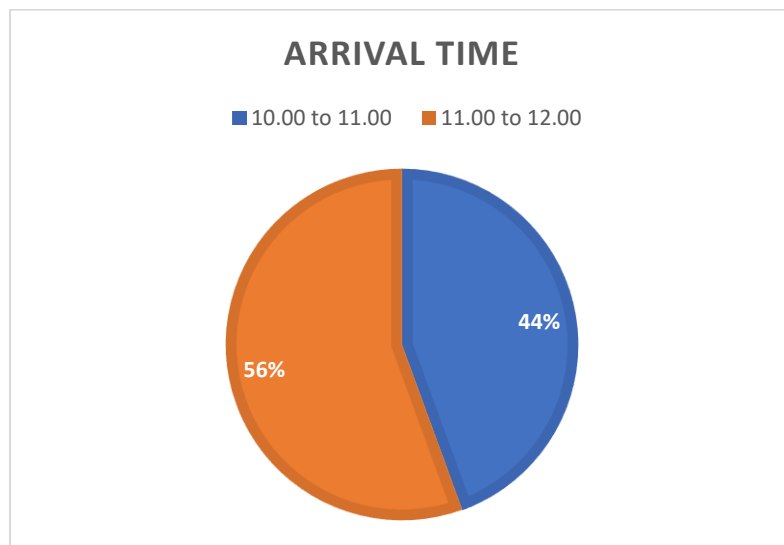


A broad cross-section of postcodes from around the



No spaces between 12.00 and 14.30

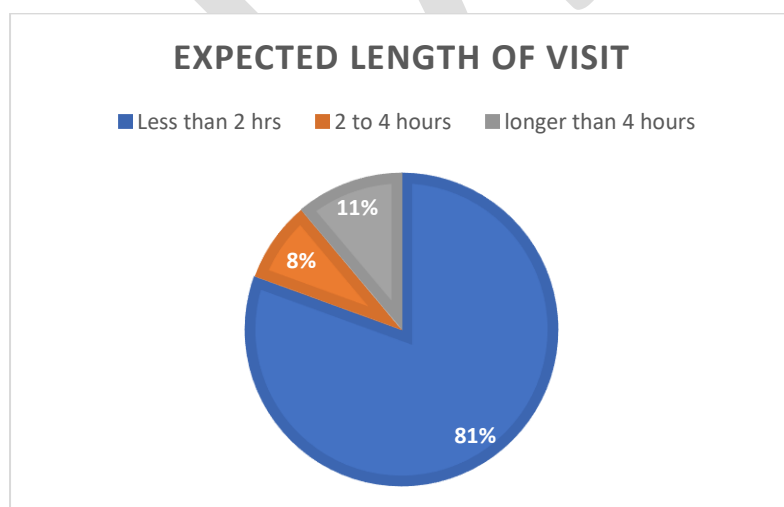
Saturday



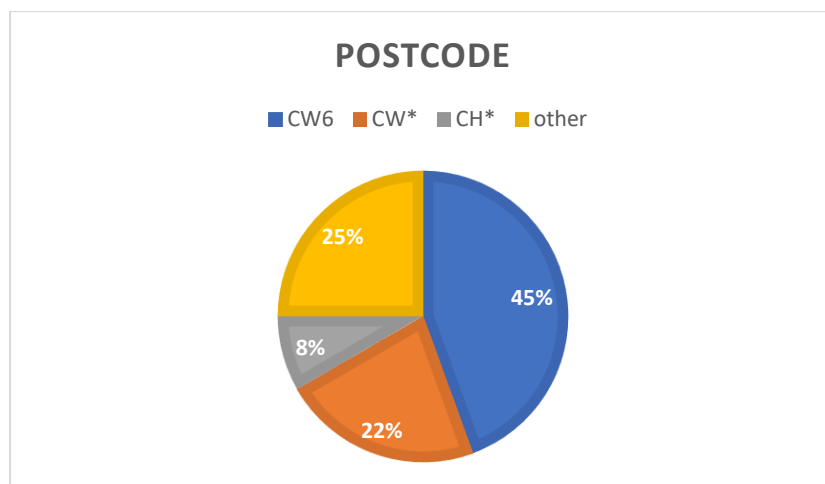
A fairly steady flow of cars over the time of the survey



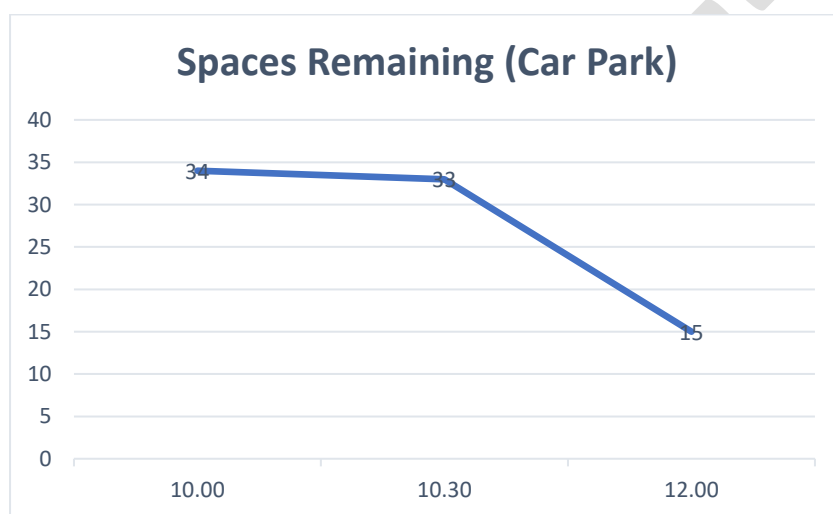
About two thirds were going shopping or for something to eat or drink



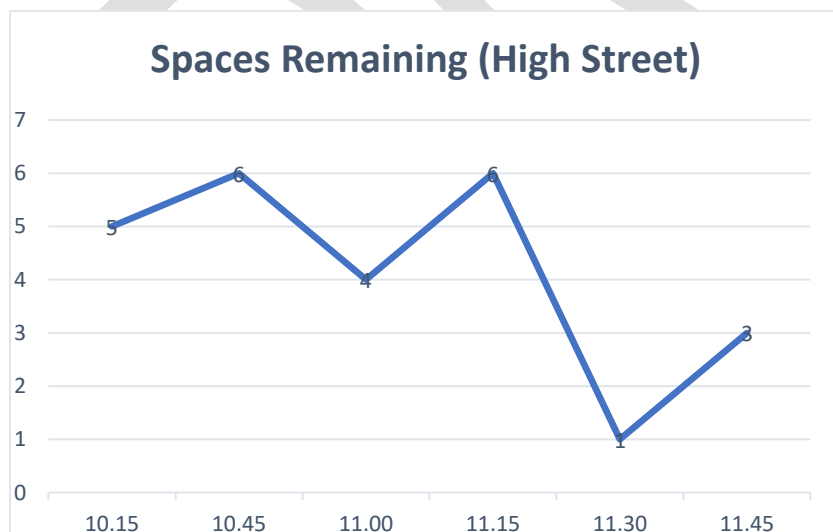
The majority didn't expect to stay long



Saturday visitors are more locally based



Always places available, but less so towards the middle of the day



Always places available, but less so towards the middle of the day

Tarporley Parish Council

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