

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 8th JULY 2019**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Toni Burke Cllr Elaine Chapman

Cllr John Millington Cllr Peter Tavernor

Cllr Gill Clough

Cllr Andy Hallows

Cllr Nigel Taylor

Cllr Andrew Wallace

Clerk Ann Wright

Deputy Clerk - Abbie Webb

Other

Public 2

1. Apologies for Absence

Cllr Jeremy Mills – Unwell.

Cllr Mark Ravenscroft - Family Commitment.

CW&C Councillor Eveleigh Moore Dutton.

2. Declaration of Interests

It was noted that since the June meeting confirmation had been received from the CW&C Monitoring Officer that the Council and Councillors had acted in accordance with the code of conduct when declaring and considering the granting of dispensations.

Noted the dispensations granted to Cllrs Chapman, Millington, Pearson and Tavernor regarding the development of Brook Road sports and recreation ground.

3. Public Participation

Playground Signage & Path/Steps

It was requested that when new signage is obtained for the playground, behind the Community Centre, it includes 'no ball games' as there is an issue with young people playing football in the playground and the balls hitting the equipment causing damage and scaring young children. It was highlighted that the path and steps down the side of the playground to the playing field are extremely dark and it would be worth considering installation of solar street light in that location when the Council considers additional lighting to the Community Centre Car Park entrance.

Best Kept Village Update

It was reported a new coordinator had come forward for the Portal Park area which was very welcome. Litter picks and tidies were taking place this week on Tuesday and Thursday evening however the group is struggling to get volunteers.

The Best Kept Village will have a stand at the Carnival where people who volunteer will have the chance to win a hanging basket.

A large number of gas canisters have been found particularly around the rear of the youth shelter and it was planned to cut back some of the tree branches in that area so people there will be more visible.

It was reported that CW&C are still being chased to undertake to carry out weed killing along the High Street.

Two of the new benches have been stained with four more to be done.

Thanks were noted to Andrew and Sue for their hard work in the Chestnut Tree area.

It was reported that the bins and bollards are in desperate need of painting. It was agreed the Clerk would contact CW&C about this.

4. Minutes

Resolved 19/037– That the Chairman signs the Minutes of the Parish Council Meeting held 10th June 2019 as a true and proper record.

5. Action List

The Council noted the action list as circulated noting that actions which have not been completed the previous month are brought forward on the next month's actions so they don't get missed. It was noted the letter to Royal Mail regarding the poor condition of the sorting office had been sent.

6. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings book, page 41 to 65 of the Minutes. It was requested that the minutes are forwarded to officers from CW&C who attend meetings as well.

It was agreed the Public Rights of Way group that met form a working group to monitor actions and that it is added to the list of working groups and that one of its objectives should be to develop a policy on PROW maintenance in the settlement boundary.

It was noted that Cllr. Pearson had attended a meeting with representatives from the GPs practices and the developer to discuss the proposed Forest Road development. The meeting had been positive as it had helped create an understanding between all parties about how each is planning for the future, the planning process and the neighbourhood plan etc.

It was noted that the developer now intends to have a meeting with CW&C planners. It was agreed that Cllrs. Clough and Pearson attend that meeting.

7. Planning

1) Planning Register

The planning register was noted including comments submitted since the last meeting and decisions pages 79 to 81 of the planning register noting application 18/02485/FUL, additional parking spaces on the car park to the rear of the Rising Sun, had now been approved.

Resolved 19/038– That the Council submit the following comments:

19/02129/FUL – External alterations; Bay Window extension to the rear – 23 Nantwich Road, Tarporley, CW6 9UN.

No objection.

2) Further Applications Received

Resolved 19/039– That the Council submit the following comments:

19/02427/CAT – Various tree works – Tarporley Baptist & Methodist Church, High Street, Tarporley, CW6 0AX.

No objection.

It was reported the CW&C Housing Monitor was due for publication very soon and this document would provide an up to date report on housing numbers. It was agreed the Clerk would notify Councillors when it is published.

3) Proposed Care Home & Car Park

It was reported that the developer was hoping to submit the application by the end of July. It was confirmed that once an application is submitted the Council will hold a meeting to hear the public's comments and agree the Council's observations.

8. S106 Agreement – Legion Hall, Tarporley

The Council agreed that it was important that the £195k S106 payment in lieu of affordable housing on the former Royal British Legion site now known as Poppy Mount was spent in the Parish of Tarporley, although it was noted this could not for legal reasons be included in the S106 agreement. It was agreed that the Council should seek a commitment from CW&C that the money will be spent in the Parish and if this was not forthcoming that a strongly worded letter be sent the CEO of CW&C requesting this commitment.

Resolved 19/040 – That the Council sign the S106 agreement.

It was suggested that the developer be asked to allow parking on Centenary Car Park on Saturday while the Carnival is taking place.

9. Co-Option of Councillor

It was agreed to advertise to co-opt a Councillor with a deadline for applications of 5pm Friday 20th September for applications to be considered at the October meeting.

10. TarpFest

It was noted that the TarpFest organisers are in the process of setting themselves up as an unincorporated association and have opened their own bank account. The weekend had been very successful with all ticketed events sold out and had raised £2k for the Community Centre roof.

It was noted that TarpFest are sharing the Best Kept Village stall at the Carnival and will be looking for volunteers to get involved and to launch a photography competition.

It was reported that Tarpfest will focus on being a community celebration of the arts in Tarporley.

11. Best Kept Village

It was noted an update had been received during Public Participation. It was agreed to look at the works which have been undertaken by volunteers and identify if some of them should be incorporated into the routine maintenance undertaken by the Parish Council.

12. Weaver Vale Housing Trust (WVHT) & Oathills Lea

1) Update & Future Actions

It was noted that there had been an update with WVHT before the meeting where they had outlined the broad principles of what it was hoped could be delivered on the Oathills Lea site. At the meeting the rental costs of the proposed properties had been discussed and it had been emphasised that they needed to be truly affordable noting that Tarporley has the most expensive rental and houses prices in the Borough and that a set % off the market rates will not be affordable. The need for a preference for older people as part of the local letting agreement was also requested and that a local connection must include people wishing to move into Tarporley to be near other family members.

WVHT had confirmed a number of bungalows had become vacant in Tarporley and these were being held for Oathills Leas' residents. If they are not required they will be advertised as normal. The proposed development will be let through West Cheshire Homes as such anyone wanting a property will need to be registered on the housing register.

Resolved 19/041 – That the Council approve the principles set out by Weaver Vale Housing Trust on condition that the following are included:

That a preference is given to older people to move into the new development given the loss of the Oathills Lea complex.

That the 'local connection' includes those wishing to move to the village to be closer to other family members.

That the development has adequate parking for residents and visitors.

2) Joint Statement

Resolved 19/042 – That the Council approve the joint statement for publication, with the addition of a comment that Tarporley Parish Council is striving to give priority to older people when letting the proposed development in so far as that is possible within WVHT and CW&C policies.

13. Brook Road Sports Field

Update & S106 Funding Approval

Tendering of Phase 1 Works

Tender documents have been completed and issued via 'The Chest' (the North West Local Authority Procurement Portal) on 21st June. Tender returns are expected on Friday 12th July, and these will then be checked for compliance and completeness. John Seiler (CW&C) will prepare a comparison of the tenders received and it is hoped to have this completed, and a recommendation of the proposed contractor, in time to enable consideration at an Extraordinary Meeting of the Council on Thursday 25th July.

Newt Licence and Newt Fencing

Following the submission of responses to a series clarification requests from Natural England (NE), the Newt Licence was finally issued on Friday 5th July. In order to obtain the Licence, it was necessary to increase the size of the managed newt habitat areas included in the final design, and it was only some robust responses by our Ecologist that avoided the need to increase these still further. The final agreed areas are confirmed on the Licence.

Works on the Newt Fencing commenced on Thurs 4th July, in anticipation of the issue of the licence and following agreement with NE, and will be completed by 12th July. This has limited the potential delay to the earliest commencement date for the landscaping works to one week. Newt trapping will commence immediately following the completion of the fencing, and be carried out over 30 consecutive days.

Funding of Work

Assuming that tenders come in within the detailed estimates provided by John Seiler, then the newt fencing/translocation and Phase 1 works costs can be fully funded from available S106 monies provided for Open Space and Playing Pitch provision, and predominantly from the two Brook Road S106 allocations of c.£168k for Open Space and c.£137k for Playing Pitches. The remaining Open Space and Playing Pitch S106 sums, and further S106 monies allocated for Children's Play, could provide seed funding for future phases. The FWG agreed that this was a sensible approach.

It is not proposed to use any of the Daffodil Fields CIL monies on the scheme.

A meeting has been arranged with Dan Lockwood to confirm our strategy for the use of the S106 monies, and to ensure that the works meet the conditions for which the allocations were made and that they will be made available.

Resolved 19/043 – That the Council approve the use of S106 monies for the funding of the Phase 1 works, subject to agreement with Dan Lockwood at CW&C, noting that the Brook Road S106 monies cannot be used for any other purpose and must be spent before 1st May 2022.

Future Maintenance

Following completion of the Phase 1 works, the annual maintenance costs for the facility are expected to fall in the range £6k to £12k, based on a budget developed from available cost data from similar facilities. The FWG considered that this could be comfortably covered in the Council's running costs through the

precept, which is expected to rise over coming years as more dwellings are completed in the Parish. The next stage is to obtain quotations for the maintenance works to firm up the initial budgets. It should be noted that the grounds maintenance for the first 12 months will be covered under the works contract. The Council endorsed the FWG's view that the running costs can be funded through the precept, assuming that these costs fall in the predicted range.

VAT Implications

A meeting was held with UHY Hacker Young to understand the VAT implications of the capital works and maintenance. The issue is complex and separate notes have been circulated about the meeting. However as long as the Parish Council retains ownership of the OS&R facility and uses its own funds (which would include S106 payments and grants) there is a mechanism to reclaim VAT on the initial capital works, maintenance, and repairs/future replacements. If the facility were transferred to a Trust or Playing Pitch Association, VAT would no longer be recoverable.

Resolved 19/044 – That the Council fully supports all the works done by Councillors and officers to date on the development of the Brook Road site and thanked them for their hard work and commitment to this project.

14. Tarporley Village Sign

It was reported that a meeting was taking place with representatives of Tarporley Independent Traders later in the week, the officer responsible for the arts S106 funding had also been contacted. It was agreed to defer the matter to a future meeting.

15. Centenary Car Park & Land Transfer

1) Update

Resolved 19/045 – That the Council name the Car Park Poppy Lane Car Park not Centenary Car Park.

It was noted the car park is near completion and a final inspection will be completed imminently before the car park is handed over.

2) Long Stay Time limited Parking

To encourage longer stay parking on the Poppy Lane Car Park the Council was asked to consider introducing either no time restriction on parking or a 14 hour limit to prevent misuse of the car park including vehicles left for a number of days or over the weekend.

Resolved 19/046 – That the Council agreed to impose no time restrictions at this time.

It was agreed to review the car park usage in the village approximately 3 months after the car park has reopened.

16. Notice Board Policy

The Council agreed the public noticeboard outside St Helen's will be for advertising of community events and that a notice be put up reflecting this and stating the Council has the right to remove notices.

It was agreed the locked notice board opposite would be allocated to organisations in the village to use for set periods throughout the year and that the Deputy Clerk would set up a schedule and let community groups and organisations know including the schools, uniformed groups and the Hospital.

17. Accounts & Payments

1) Accounts & Payments

Resolved 19/047 – That the Council approve the accounts and payments and bank reconciliation as listed on page 79 cash book noting that Cllr. Clough agreed and signed the reconciliation:

Tarporley Community Centre	Room Hire	56.52
V. Adshead	TarpFest reimbursement	97.71
A. Webb	Reimbursement Various	100.09
A. Wright	Reimbursement – Microsoft Office 2019-2020	49.99

Resolved 19/048 – That the Council approve payment of the following invoices received since the publication of the agenda. Payments for approval:

Johnson's Printers	Art Walk Graphics	208.80
Nest	Pension Contribution (A Webb & A Wright)	64.29
HMRC	PAYE/NI	256.70
A. Webb	Salary (June)	797.91
A. Wright	Salary (June)	786.51
G. Pearson	Reimbursements – website, Gsuite & Bark	533.45
R. Johnson	Lengthsman's duties (June)	416.33
ICO	Data protection fee	35.00

Resolved 19/049 – That the Council agree to move into private session to discuss the following agenda items in the absence of the Press and Public.

18. Cemetery Works

Resolved 19/050 – That the Council approve the works as quoted for by Northwich Town Council, total cost £7245, noting they had agreed to provide and install 'no dogs' signage for free.

Meeting closed: 8.58pm

Signed:

Dated:

Ann Wright
10-06-19

Annual Parish meeting

Thursday 25th July 2019, 7pm.

Main Hall, Tarporley Community Centre.

Next Scheduled Parish Council Meeting:

Monday 9th September 2019, 7pm.

The Committee Room, Tarporley Community Centre.

Tarporley Parish Council Minute Book

Committees, Working Groups and Other Meetings

Presented at the July 2019 Meeting

Notes Included:

	pages
Tarporley Ward Community Transport for All Meeting 3 June 2019	42 - 44
Notes from Tarporley Parish Council Play Area Working Group 5 June 2019	45 - 46
Notes of Highways Meeting 7 June 2019	47 - 50
Notes of Brook Road Sports and Recreation Tender Update with John Seiler 7 June 2019	51 - 54
Notes of A49 Roundabout Discussion with John Seiler 7 June 2019	55
Notes of informal meeting to discuss Weaver Vale housing Trust's plans for Oathills Lea 13 June 2019	56 - 59
Notes of Informal Meeting to Discuss Brook Road Sports & Recreation Field Project 20 June 2019	60 - 61
Notes of Finance Working Group 25 June 2019	62 - 63
Notes of Meeting with Nick Jenkins (UHY Hacker Young) on VAT (DRAFT) 27 June 2019	64 - 65

TARPORLEY WARD COMMUNITY TRANSPORT FOR ALL MEETING

Present: Cllr F Tunney (Chair), Cllr Chapman, Carol Groves (representing Antionette Sandbach), Mary Jefferson (CWaC), Kirsty Littler (CWaC), Cllr Eveleigh Moore Dutton, Cllr Ray Mould, Cllr Madge Marshall, John Ellis Jones, Cllr Mike Wilson
In Attendance: Anita Langford (Clerk & RFO)

03.06.01 Current situation

Currently a number of services in Tarporley Area. Local Authority run registered bus service (Community Bus – Tuesday & Thursday – open to all, free for concessions, otherwise fare payable. Mon, Weds & Friday – Community Car Scheme (Tarporley Shuttle)- Registered users £5 return. Weds only Rural Rider – open to all, free for concessions, otherwise fare payable. Cllr Wilson asked for a list of current services for displaying on notice boards and websites.

Resolved: that Cllr Tunney to issue this.

03.06.02 Work already done

Cllr Tunney & Mary Jefferson explained how we got to today's position. CWaCs November survey qualified the fact that there is a need for Community Transport. Feeling that Parishes were becoming disconnected all across the Ward. Current Community Transport was time limited and parking in Tarporley were limited. Community Transport buses before 9.30 and after 2.30 are school buses and residents can't use them. FOIR said £55,000 spent per annum on services to Tarporley Ward.

03.06.03 Challenge – What would we like to achieve?

Challenge to connect all villages, accessible for all, sustainable for the future and must be based on a Community Transport model. Need to make Tarporley a hub as this would give access to Chester & Crewe and also Northwich & Winsford. Want to give access to transport 7am-7pm (working week) as this would give access to work, medial, education, leisure, retail etc.. Improve accessibility and sustainability of local villages. Help local families stay in the area.

03.06.04 Suggestions/Financial costs/Benefits/Demands

Four options considered.

- 1) Circular round Tarporley Ward
- 2) As above but including Oakmere
- 3) As no 1 but with Oakmere & Delamere Station
- 4) Include Tiverton

Can run 5 – 6 services per day

Feasibility – all village halls covered but circular route takes an hour, vehicles available, Stops in centre of all Tarporley Ward villages, can be achieved with two full time drivers.

Time of route depends on whether route is clockwise or anticlockwise

Cost not yet decided

School children can use service.

Alternative to circular routes – 3 separate routes Red Tarporley Ward, Amber and can also be extended to provide transport to Winsford for college and shops. & Green Tarporley, Tiverton, Beeston, Tarporley covering various locations

Plan is run all services each day – five routes a day.

Advantages/Benefits - Connectivity, accessibility, rural inclusion and could accommodate a small number of changes eg request stop or extra help for less mobile residents.

What is the demand for routes – enough to justify spend £55,000 each year. Must be a demand for the service (not just one person on a bus). New service would give access to buses for people who currently don't have this.. Could enable people to work longer hours as transport available would cover after school clubs etc. Cllr Chapman asked whether people had been asked if they would pay for the service? Mary Jefferson said not directly but some of the questions asked about costs. Re demand for services at school times perhaps £880 per child would enable more than one bus to be run at certain times.

Mary Jefferson said they could take the services to tender and get the market price for the service but Cllr Tunney said his model would cost approx. £75,000 leaving a £20,000 shortfall. Cllr Tunney said that we should charge for this service. Suggest than £1 or £2 per journey and based on an Oyster card model.

Cllr Wilson asked how much of £55,000 was for school transport and this figure wasn't available. Cllr Chapman said some school buses were not very full and smaller buses should be used as this would have environmental benefits.

Running a trial – yes it would be possible if someone would fund the equivalent of 1 bus and two drivers.

Final Question – is the above a kind of service the attendees would want. Yes, from Parish Councils, Antoinette Sandbach & Eveleigh Moore Dutton. Need to get support from CWaC and have to talk to them eg lobby politically for support, perhaps working with other local authorities. Antionette and Eveleigh had offered some funding so research/ a survey could be undertaken and Cllr Tunney wants to ask all local residents. This would have to be led by Transport Commissioning at CWaC.

03.06.05

The Wider Issue

Cllr Mould had concerns about whether this proposal would impact on the Tiverton/Tattenhall parishes and how withdrawing the current services would

impact on their residents. Mary Jefferson said this was their job to look into this type of issue.

Cllr Tunney said it was critical that the service was based in Tarporley and serviced all of the local parishioners. Cllr Chapman said we could take ideas from other areas eg Little White Bus (Yorkshire area).

Mary Jefferson said they need to model it and take forward issues raised by Cllr Mould and also cost of running smart card facilities. Perhaps start with a card based ticket then look at moving to smart ticketing.

Cllr Wilson said we need a clear specification which can be used for the tender (perhaps with several options). Can ask for tender before the specification is agreed. Kirsty asked about what the 'attractors' were for this program eg provide access for work or study etc.

Mary Jefferson said that perhaps the thinking could be taken to other villages in CWaC.

03.06.06

Actions

Agree on Survey, Does this appeal to attendees, Talk to Mary Jefferson about an Expression of Interest, Talk to funders, Write survey with as much detail as possible. Cllr Tunney wants representatives from each Parish Council to sit on this panel to drive this forward with CWaC.

Cllr Tunney asked whether the Parish Councils would commit to providing resources (People) to taking this project forward. Yes was the reply.

It is minuted that there are concerns about the service provided to Tiverton. Bus from Tiverton provided by Cheshire East to Nantwich three times a week.

Carol Groves asked what was happening re the survey, Cllr Tunney to draft this within the next few weeks and circulate for Parish Councils for comment.

Resolved: that Cllr Tunney drafts and circulates this by 30.6.19

Eveleigh would like to put the presentation on social media and there isn't an issue with this. Cllr Tunney to design a survey monkey questionnaire to include with this.

Resolve: that Cllr Tunney designs the questionnaire by end June 2019 for agreement.

Notes from Tarporley Parish Council Play Area Working Group

Wednesday 5th June 2019

Tarporley Play Area – 6pm

Present

Cllr Jeremy Mills

Lisa Miller

Abigail Webb – Deputy Clerk

Apologies – Cllr Andy Hallows

The aim of the site visit was to perform a visual inspection on the play area and to make recommendations on areas of improvement. A recent visit from The Play Inspection Company highlighted that all issues with the play area are deemed very low or low risk.

The following observations were made

Area or equipment	Issue / Recommendation	Priority Level
2 x Sign	Signs should be replaced as the information is incorrect and out of date	High
2 x gates	The gate (particularly nearest the steps) does not close properly and is a risk of a small child escaping	High
Pedal roundabout	Pedals are missing that need replacing. There is a risk of a small child trapping their fingers underneath as the guards surrounding the wheels have worn away. Guards either need to be replaced or removal of equipment.	High
See Saw Wet Pour	The wet pour has come away significantly and could cause a trip hazard. The edges need new wet pour.	High
Multi Play (Toddler)	The top step onto the multi play equipment is very wobbly and needs replacing.	High
Spring See Saw	Broken spring see saw currently has red tape over fittings. Either need to	High

	repair and reinstall see saw or make good the area.	
Fences	Several panels are bulging and leaning. Ideally new fencing or repair fencing to make safer.	Medium
Teen Shelter	Repair / replace roof	Medium
New paint of coat across all equipment	The equipment would benefit from a fresh coat of paint as in some areas, it is looking very shabby.	Low / Medium
Toddler Swing	The seats are looking very grubby. Possibly replace seats.	Low / medium
Relocation of bench	Removal of bench from older kids swings and relocate to close to the multi play toddler equipment.	Low / Medium

Abigail Webb – Deputy Clerk

06.06.19

Notes of meeting between Tarporley Parish Council and CWAC Highways Team
7th June 9:30am, Phoenix House, Winsford

Present

Cllr Gordon Pearson

Cllr John Millington

Cllr Eveleigh Moore Dutton

Abigail Webb (Deputy Clerk)

Jerry Gibbs (CWAC)

Jamie Barron (CWAC)

Tarporley Roundabout (A51)

Design

A design had been submitted to CWAC (copied on the last page of this document) with a suggested layout containing a mixture of wild flower meadow and box hedges and the outer edge in either cobblers or hard standing to act as a buffer zone (tarmac will be cheaper and quicker to install). CWAC have liaised with the Street Care team over the design and no issues have been raised.

John Seiler and the Green Spaces team will be able to review the design as they have the knowledge of what types of plants will work well for a low maintenance design. Planting wildflowers is one possibility as it is very low maintenance.

Action – TPC to speak to John Seiler (CWAC) and the Street Care team (Lee Maddoc and Neil Bowdler)

Creation and maintenance of roundabout

A contractor will need to be employed by Tarporley Parish Council to create and maintain the area on the roundabout and they would require public liability insurance to be able to work on a highway and have traffic management experience. Temporary road closure would not be needed however a traffic management scheme would be needed such as a lane closure.

Funding

The cost of the creation, implementation and maintenance of the roundabout will need to be paid for by Tarporley Parish Council. CWAC has very limited budget to pay for this work and it is very unlikely that any funding will come from them. The Parish Council may consider looking towards the local businesses to sponsor the work to create and maintain the roundabout.

Tarporley Parish Council may be able to apply for funding through the Public Art S106 money. The Parish Council would need to clarify whether this would qualify for funding.

Action – TPC to contact Dan Lockwood re: accessing s106 money to pay for this.

Artwork

If the roundabout was to include a piece of art such as a sculpture or structure, the material would need to be easily flattened on any impact to ensure it was not a risk to motorists and the design should not be too distracting to drivers. A willow structure or an aluminium (similar material to the Silent Soldiers figures) would be ideal. If a structure is erected on the roundabout, a licence will need to be applied for from CWAC).

Village Welcome Sign

A working group of local businesses have suggested new welcome signs on the entrance into the village on Rode Street and Nantwich Road. Their suggestion has been a piece of sandstone (local stone) and a 'Welcome to Tarporley' sign on the top of these. After reviewing the location of the current boundary signs, the position of the sign on Rode Street would not be an issue as it is set back quite a lot from the roundabout so is a minimal risk to drivers. At the moment, the speed limit on Rode Street is 60 MPH and the Parish Council feel that this is too fast.

Action – CWAC to perform a speed review on Rode Street.

The current location of the boundary sign on Nantwich Road is not suitable for a Sandstone block to be placed there as it is on a bend and would be very close to the round and could cause a risk to drivers. Also, this sign will not be visible to drivers on the A51 bypass, therefore missing the opportunity to encourage drivers to turn into the village from the south end.

After reviewing google maps, a more prominent position for the new boundary side would be closer to the traffic lights (on the same side and in a similar position to the Silent Soldiers sculpture) however that position is very overgrown. If some of the trees and scrubs could be cut back, the sandstone boundary sign could be placed there.

Action – CWAC to conduct a land search to find out who owns the land on the left-hand side next to Haddington Park. If this is private land, it will not require a licence however if it is public land, it will require a licence to erect a structure on the highway.

Car Park Signage

Currently the parking signs in the village are very inadequate and out of date, displaying incorrect information. Parking is an issue in the village however if the parking signs were more obvious, it may help to alleviate some of the problems.

The Traffic Sign Regulation 2016 dictate what size signs can be displayed and what type of information can be displayed on the signs. The full guidance is available here

<http://www.legislation.gov.uk/ukxi/2016/362/contents/made>

Parking signs can display

Distance to car park

Number of spaces

Name of car park

Long / short stay

The size of the sign will depend on what information is displayed on the sign and the sign must be a minimal of 2.1 meters off the ground.

Action – Ian Lovatt has sent quotes to the Clerk for parking signs. Deputy Clerk to chase this.

Action – TPC members to meet with Ian Lovatt on the High Street to discuss signs.

Road closure, signage and procedures

Over the last 6 months, Tarporley High Street has had lots of road closures due to predominantly housing developers and a series of underground electrical faults. The Parish Council has received a large volume of complaints regarding the inadequate and incorrect signs that have been placed around the village during these road closures. One of the main issues was the lack of 'business open as usual' signs which meant that a lot of businesses along the High Street did not have any customers during the road closures.

CWAC explained that if a utility company is closing the road (gas/electricity/water), they must apply for a permit. If any other contractors are closing the roads, they apply for a Section 50 licence – approval to work on the Highway. The main difference between a permit and a S50 licence is that financial penalties can be given to companies that do not comply with all the regulations such as signage, diversion and delays. Financial penalties cannot be enforced to companies under a S50 licence and therefore it is easier for these companies to not comply with all the conditions of the licence.

When a permit or S50 licence is applied for, a document is submitted to CWAC detailing of the information regarding the road closure dates and times, signage, diversions, traffic management etc. However, it is difficult for CWAC to enforce this once the scheme is underway. Developers contract Traffic Management Companies and whilst some of these are very good, some of them are not as good as this may result in issues during the road closure. Also, CWAC did state that the Traffic Management Company will only carry out the work that has been written in the scheme of work from the developer.

CWAC is in the process of trying to bring S50 licences more in line with the conditions of a permit. EMD has offered her support in this process.

Action – CWAC Highways will share any future application relating to road closures on any of the main route through Tarporley.

Cobblers Cross / Eaton Lane end of Brook Road

Road Condition

CWAC explained that there is a code of practice for all complaints regarding conditions of the road. When a complaint is reported to CWAC via the online reporting system, an inspection takes place and if necessary, remedial safety work is carried out to make the carriageway safe. CWAC have now adopted an asset management approach to repairing roads and focus on preventative maintenance rather than reactive. This is to try and ensure that the roads do not get into a bad state in the first place. CWAC stated that reporting online should be encouraged as one of the factors in prioritising work is the number of complaints from the public.

Action – CWAC to inspect condition of the road

Street Sign Cleaning

Several road signs in Tarporley look very dirty and in some cases, illegible. All reports should be submitted to CWAC via their online reporting system.

Dropped Curb

There are two dropped curbs on the corner of Brook Road and Rue De Bohars which causes people with prams to walk into the main road. CWAC stated that, although this would not be compliant with current design codes, it costs £500 each kerb for it to be dropped and there is no budget for CWAC to do this work.

Abigail Webb – Deputy Clerk

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

Present:

Tarporley Parish Council (TPC):

Cllr John Millington (JDM), Cllr Jeremy Mills (JM), Cllr Gordon Pearson (GP), Ann Wright (Deputy Clerk)

Cheshire West & Chester Council: John Seiler (JS)

Purpose of meeting:

To receive update regarding detailed design of the 'phase 1' works and preparation of tender documentation; and to respond to questions arising from this process.

The following points were discussed at the meeting:

Access Road

- JS advised that following discussions with CW&C Highways Dept. the design of the access road would have to be carried out by specialist highways engineers in order to meet adoptable standards. JS's Landscape Team are unable to provide the service and CW&C Highway Engineers have provided an estimate to JS for undertaking the work of 25% of the cost of the works, which would appear very high.
- It was noted that the costs are recoverable from CW&C, but TPC would need to demonstrate reasonable value.
- There are two options; either to use CW&C, or appoint an external highways engineering company.

ACTION – John Seiler to obtain competitive quotes for the design work but, as the permanent access road will be built at the end of the construction period, this is not urgent and should not delay the finalisation of the design and tendering of the works to the field.

- It was agreed that a temporary road surface would be created in the same location as the permanent road to allow access to the field so that works can begin, as such the access road will be included in the schedule allowing more time to decide the details. It was noted that the temporary road is already included in the budget estimate.
- It was noted that the Parish Council does not want to be liable for the maintenance of the road in the future. It was noted that any form of guarantee should rest with the owner of the road which would be CW&C.

ACTION - TPC to contact Andrew Jamieson (AJ) to confirm the scheme is now proceeding and that the road is to be built as previously specified/agreed, and to check whether AJ requires the spur road including. Finally, to reconfirm the previous agreement that CW&C will reimburse the costs or, ideally, pay them directly to the designer and contractor.

Pitch

- The scheme includes a drained full-sized FA standard football pitch. JS confirmed that the drainage had been designed in accordance with the report prepared for TPC by the sports pitch specialist TGMS.
- The scheme drainage flows into the pond, and JS confirmed that this means that a drainage connection to the mains sewer would not be required (saving considerable expenditure). JS believes that because the field is based on sand and drains very well there may be little water in the pond area except in periods of heavy rainfall.
- JS noted that the pond will be deeper in the centre to accommodate the drainage, due to site levels, but will have gently sloping sides.

Newt Licence

- JDM explained that Natural England (NE) had responded to the Newt Licence Application requesting a series of clarifications on queries regarding the newt mitigation measures, including the design of the habitat areas.
- One of NE's concerns is the size of the newt receptor areas and habitat areas provided in the final design. JDM explained that this was not unexpected, as the areas had been intentionally kept as small as possible to maximise the area available for sports and recreation.

ACTION - John Seiler to clarify the areas of the newt receptor zones on the drawings and show optional additional areas, if required by NE, including the measurements of these areas. These are to be forwarded to John Millington and to Bowland Ecology for clarification for the Newt Licence.

Fence

- The tenders will include post and rail fencing around the whole site with 100x100mm (or similar) wire mesh from the base rail to the top rail. The mesh is another requirement that has come out of the Newt Licence Application process and is to protect the newts from dogs entering the field. The fence will also reduce the risk of children running through gaps in the hedge onto Brook Road or Common Lane and discourage trespassing onto adjacent land.
- Whether the fencing is required on all boundaries will be reviewed.
- It was agreed to leave the Brook Road hedge at the existing height and review lowering it at a later date when additional planting is established.
- It was agreed that the pedestrian access from Brook Road would have a self-closing gate which will open into to field. JS recommended a steel gate and reassured TPC that this would not slam causing noise disturbance. A 'kissing gate' was rejected as this would prevent pram/pushchair access and a chicane will not provide the protection against dogs required by NE. On balance, it was decided that the risk of motorcycle access was not an issue, as this had never been a problem on the Community Centre Field to the knowledge of the TPC members present.
- The pedestrian gate will be visible colours as recommended by ROSPA.
- It was noted that CW&C are responsible for providing the fencing along the boundary between the OS&R land and the fields to the east, as part of the land transfer agreement.

Trim Trail or Gym

- The tender documents will allow for a selection of fixed and moving gym equipment around the trim trail.
- JDM noted that the TPC would like to carry out public consultation (including High School students) on what type of equipment people wanted and would like to use.
- The type of equipment chosen would help decide if the equipment was scattered around the trim trail or located in one zone.

ACTION – John Seiler to include a range of equipment in the tender documents to obtain rates from contractors. This will give an allowance within which the equipment can be chosen.

Car Park

- The car park will be surrounded by a 'knee rail' to prevent small children running onto the car park and to stop cars gaining access to the field.
- There will be lockable gates on the entrance from the access road, to prevent vehicle access 'out of hours', and a self-closing pedestrian gate on the pavement access.
- JS recommended traditional timber vehicle gates and steel pedestrian gate (as Brook Road pedestrian entrance).
- It was noted that a vehicular access will be required off the car park for field maintenance and emergency vehicles. This will be via a gate, which will normally be kept locked to prevent unauthorised access.
- NE have raised a concern that newts could be trapped on the car park area and other hard-standings by kerbs.

ACTION – John Seiler to include localised drop kerbs to prevent newt traps being formed.

Bird & Bat Boxes

- JS suggested inclusion of bird and bat boxes.
- GL suggested that these will be considered as part of a future community engagement initiative, and could be made by community groups, etc.

Signage

- The tender documents will include provision for signage.
- The wording on the signage, including any safety notices and rules of use, will need to be agreed in the future.
- It was noted that signage should be at both access points and include details of the site location for emergencies.

Defibrillator

- It was suggested that a defibrillator should be considered for the site. JM noted the need to have a power supply as the pads need to be kept warmed to a certain temperature.

ACTION - Investigate to see whether a solar charged battery option is available to avoid the expense of a mains electricity connection and metering.

Changing Facilities

- A space has been allocated on the plans for future provision of changing facilities, if the need is justified and funding becomes available.
- JS repeated previous advice given that he did not think that changing facilities were appropriate for the scale of playing pitch facilities planned for the site.

Tender Documents

- JS stated that he was aiming to have the tender documents prepared by Friday 14th June, although this might take a few days longer.
- JS stated that the works would be advertised on The Chest (the North West's Local Authority Procurement Portal) with a 3-week period given for tender returns.
- The tender documents will comprise:
Sections 1 & 2 General Conditions
Section 3 Measured Works
Section 4 Form of Tender
- JS will analyse the tender returns, check for compliance with the drawings and specifications, and prepare a tender comparison for submission to TPC.
- JS stated that he hoped that the contractor would be on site by mid-August.

ACTION – John Seiler to forward tender documents for approval.

ACTION – That the July Parish Council Agenda include approval of the contractor to deliver phase 1 of the scheme, if tenders are returned and analysed in time, otherwise an Extraordinary Meeting may be required.

ACTION – Dan Lockwood to be updated with regard to managing S106 payments, meeting to be arranged.

CDM Regulations

- JS stated that he would be the Principal Designer under the CDM Regs 2015.
- JS stated that the project was not 'notifiable' under the CDM Regs 2015 as the works would not amount to more than 500 person days. Hence no F10 was required.

Ann Wright
10th June 2019

**Notes of Informal A49 Roundabout Discussion.
7th June 2019, Tarporley Community Centre.**

Present:

Tarporley Parish Council (TPC):

Cllr John Millington (JM), Cllr Jeremy Mills, Cllr Gordon Pearson, Ann Wright (Deputy Clerk)

Cheshire West & Chester Council: John Seiler (JS)

Purpose of discussion:

To discuss possible scheme for A49 roundabout.

The following points were discussed:

- The proposed design includes a 1m hard border around the roundabout to prevent damage from vehicles, it was suggested this could be sets or cobbles.
It was noted this would increase the expense of the works due to the materials and the length of the lane closures required to carryout these works.
Tarmac would be a cheaper and quicker alternative this could be coloured or could include dress chippings to make it different from the road itself.
- The next ring would be grassed but not around the chevron signs for ease of maintenance.
- The next area was designed as a wildflower area. It was suggested this would be better as a prairie planting in blocks as this is lower maintenance. It was noted this type of planting looks attractive in the winter with the frost. It was also suggested that some bulbs be planted to give some colour during spring as the prairie planting looks best towards the end of the summer.
- The next area included a low-level box hedge again for low maintenance, it was suggested an alternative would be low-level evergreen shrubs covering the whole centre area.
- It has also been suggested the roundabout could include some artwork in the centre.
- It was noted on google the roundabout is 36.5m in diameter.
- It was asked if John Seiler could identify planting and materials for the scheme.
- He suggested ornamental hawthorn which has blossom in spring and berries in winter.
- It was estimated a lane closure would cost around £5k per week and these can only operate between 10 and 3 each day.
- It was agreed John Seiler would look at the scheme in more detail when he has available time.

Ann Wright
10th June 2019

**Notes of informal meeting to discuss Weaver Vale housing Trust's
plans for Oathills Lea.**

13th June 2019, Tarporley Community Centre.

Present:

Tarporley Parish Council (TPC):

Cllr Toni Burke, Cllr Gill Clough, Cllr Gordon Pearson.

Ann Wright (Clerk)

Weaver Vale Housing Trust (WVHT):

Judith Burbidge - Director of Neighbourhoods & Customer services

Gareth Jones - Communications Officer

Toni Reed - Head of Neighbourhoods

Gareth Rigby - Director of Property

Cheshire West & Chester Council:

Alison Amesbury Strategic Housing & Commissioning Officer,

Ward Councillor Eveleigh Moore Dutton

Purpose of meeting: To receive update on the future of Oathills Lea

Judith Burbidge confirmed the decision has now been made to close Oathills Lea and that since the last meeting in February residents have been advised of this decision at an open meeting after which residents have been met individually to discuss the closure and the future.

It was noted that residents were sad and disappointed that the site was to close, it was understood that since then 2 have moved and another 5 are in the process of moving, there were 11 residents in total on the site. It was stressed that there was no rush for residents to move and that the site is clean and safe. The site is not planned to close until March 2020 unless all residents have moved out before then.

It was emphasized that there is no intention to sell the site and that it will be used to provide accommodation for the people of Tarporley.

It was confirmed that it was not possible to develop the existing buildings, the biggest dilemma being a large part of the buildings are bedsits and there is no demand for that type of accommodation today. It was also felt that rehousing all residents in one part of the development while undertaking the works was not possible due to the nature and scale of the works particularly as many of the residents are vulnerable.

It was noted although there are separate buildings on the site they are connected by the roof and have connected drainage, electrical and heating systems.

It was stated that the majority of residents had accepted the decision and were looking to plan their futures.

Staff are now on site 2 days a week, previously this was only 1 day per week. It was confirmed residents will be supported and monitored particularly as the number still in residence reduces.

Future Use of Site

The task now is to identify a future use for the site, what type of accommodation would be suitable.

It was noted that the site is particularly suitable for older people as it allows them to walk into the centre of Tarporley easily and as such keeps them active and mobile.

It was noted that the Housing Needs Survey (HNS) does not identify older people in Tarporley as a priority. It was stated those wishing to downsize may not be eligible for 'affordable' housing if they are selling large properties, although it was noted many do not own the property, they live in.

The HNS does identify a large number of under 55s who are in housing need.

It was noted that there is a difference between what people would like in terms of housing and their need, for example a single person might like a 2 bed property but only need a 1 bed property. The HNS showed a preference for 2 bed properties however half those who responded would only qualify for a 1 bed property, particularly if they are in receipt of Housing Benefit.

It was noted by all present that Oathills Lea's location makes it a very special site.

Housing for Older People

There are a number of different types of housing for older people and a discussion took place regarding what was meant by this term.

Communal Space

A discussion took place regarding the need for communal space.

It was suggested that there should be some form of communal space. However it was noted that communal spaces are expensive to provide and maintain, and are now often not used because the living accommodation residents have/want allows them to have visitors within their own properties.

It was suggested that a communal garden with a gazebo or some form of central seating area would allow for socialising.

Communal space needs to be judged in terms of its cost against its use.

It was noted that accessibility on the site was key and that service charges needed to be affordable.

Brook Road Affordable House Site

It was noted that the site available for affordable housing on Brook Road was a better location for families due to the nearby sports and recreation ground and being too far out of the village for many older people as it is 15 minutes brisk walk to the village centre.

Number of Units Proposed

It was stated that there was no minimum number of units required on the site to make it financially viable.

Though nothing has been decided, there could be possibly 24 apartments with parking and open space or less apartments with a number of houses and bungalows, however it was agreed the following is key:

- Good access
- Open space
- Right mix of housing

It was noted there is no limit to the length of tenancies as such occupants can have the homes for life following a 1-year probationary period.

It was noted the lettings policy could be flexible and be reviewed every couple of years and could be a truly 'Local' policy and can be site specific.

It was noted that 'local' connections should be to the ward of Tarporley rather than just the parish give the nature of the surrounding parishes and that they rely on Tarporley for their services.

Councillors stated they would support some preference in allocations to older people particularly in the first wave of allocations given the loss of the current accommodation for older people on the site and the location of the development.

Key decisions will be the number of bedrooms per property and the number of apartments or houses provided.

It was suggested that the site lends itself to apartments and given the slope on the site 2.5 or 3 storey buildings might be acceptable.

It was stressed that there is a need for adequate parking on site for residents.

Community Consultation

It was stated that there needs to be clear guidance about who would be eligible to apply for and live in the properties, although it was noted that eligibility rules are changing this should not be a problem.

It needs to be clear what is meant by older people's accommodation and independent living.

WVHT confirmed they had experience of other sites which provide mixed accommodation for different age groups and families with children.

Affordable Rent

It was confirmed the properties would be for affordable rent, which is a % of the local market value.

It was noted that Tarporley is the most expensive ward in the CW&C area for housing as such 85% of market value was not affordable and it was stated that the current affordable homes on Brook Road are fixed at 65% of local market value.

Although it was noted that WVHT have to cover the costs of developing the site, it would not be more expensive to develop than in other areas with lower market values where rents would be lower and would still cover development costs.

It was noted that once designs have been developed the rent could then be calculated.

It was stressed that the rents charged had to be affordable in true terms.

It was noted in Tarporley's Neighbourhood Plan there is a demand for live/work units however these are not identified by Homes England as being a form of social housing.

It should not be assumed that all tenants will be on benefits however the properties should be affordable to those who are.

Next Steps

It was noted there was need to create a document which establishes the ground rules or principles and aspirations of what the scheme should include:

- 1 or 2 bed properties
- An allocation preference for older people
- Affordable to run using new technologies
- Accessible
- Affordable to rent
- Communal outdoor space
- Built to "Homes for Life" guidelines

Toni Burke agreed to create a document on who would be eligible to live in these properties based in the WVHT allocations policy.

WVHT agreed to develop a programme and timescale as to how the site will be delivered.

It was agreed that WVHT would draw up a joint statement to be circulate to the Parish Council for approval at the Council's July meeting noting that WVHT had made the decision to close Oathills Lea and that both bodies are in discussions as to what accommodation will be provided on the site.

WVHT agreed to create a 2 page graphic highlighting the results of the HNS and a Q&A sheet to hand out at the Parish Meeting.

Monday 8th July 2019, 6-7pm – WVHT to provide Parish Councillors Briefing.

Thursday 25th July 2019 7pm – WVHT to give presentation at Parish Meeting.

Before the meeting closed Gareth Rigby emphasized that WVHT had no intention of selling off the site for housing or a doctor's surgery but was seeking to create affordable accommodation of the site.

Ann Wright
21-02-19.

**Notes of Informal Meeting to Discuss Brook Road Sports
and Recreation Field Project.
20th June 2019, Tarporley Community Centre.**

Present:

Tarporley Parish Councillors: Cllr Gill Clough, Cllr Mark Ravenscroft.

Cheshire West & Chester Council: Cllr. Eveleigh Moore Dutton.

Resident: James Blackford

Clerk to Tarporley Parish Council Ann Wright – note taker.

Purpose of meeting:

To have an informal discussion to identify concerns of resident.

Cllr Moore Dutton chaired the meeting.

The following are a summary of the main points discussed at the meeting:

Mr Blackford identified the following concerns in relation to the development of the Brook Road Sports and Recreation Field:

- That there appeared to be no progress in developing the field for sports and leisure purposes since the Parish Council became owners of the land for the community.
- There had been a lack of communication regarding the development of the field.
- Due to the above there was now a lack of faith in the Community that the field would be delivered and that this would prevent to community supporting other projects in the future.
- The Council strategy not to harness community involvement had resulted in the project not progressing as it should.
- That the field would be developed into a 'nice parkland' that would not benefit all residents of Tarporley.

The following responses were made:

- That the planning application for the field was submitted in October 2016 but was not decided by CW&C until February 2018. Since when work has been on-going to discharge the conditions of the planning permission. As such little public action could be taken at that time.
- That the project had presented a number of significant challenges in terms of sources of funding, changes in CWAC's policy in relation to sports and leisure land, and environmental and ecological requirements.
- That the S106 agreement identified both a sum of money for the provision of sports facilities and another for play and open space.
- An update on the project was published in the Parish Council's edition of the Tarporley News published in November 2018 that was distributed to every home in Tarporley.
- That plans (including for the next Parish Council edition of Tarporley News) were being drawn up by the Parish Council to give wider publicity in the next few months about the progress and plans for the field.
- It was agreed an updated, clear plan of the field will be published shortly including on Facebook, the Council's website and notice board. The plan will include bullet points of what

things are and why they have been included, for example that the pond provides drainage from the site and also a habitat for newts.

Mr Blackford asked what the Parish Council's plans for the future management of the field were.

It was confirmed that the Parish Council has made no decisions regarding the future management of the site and that the appropriate time this would be discussed as an agenda item at a Parish Council Meeting.

The Parish Council could consider running the field itself, creating some form of trust or non-profit making organisation or one of the other alternatives that are available.

It was noted a key part of this discussion will be the VAT implications of how the field is managed.

At this time, it has not been decided if any rental will be obtained from the field.

Mr Blackford suggested the Council should look to establish a separate 'sporting group' to manage the field who would take ownership and responsibility of the field and its success and would be willing to give up their time to manage it.

It was noted that this option would be considered along with all other options. It was stated that whatever is put in place should allow for as many individuals and teams as possible to use the field and not restrict its use to one single team or sport.

Mr Blackford stated that the rules regarding declaration of interests were an important part of the safeguarding of the Council and that very good reasons should be in place for these safeguards to be removed.

Cllrs Clough, Ravenscroft and Moore Dutton all confirmed if they felt any councillor was abusing their position having been granted a dispensation, they would take action.

The Clerk said that she had received an email from CWAC's Monitoring Officer confirming that Councillors are not required to leave the room when a Parish Council decides to grant a dispensation to a Councillor. Mr Blackford asked for a copy of this email and the question the Officer had been asked.

He was asked why the field had been locked for the last 4 years. It was noted this was because the field is not safe for public access and that access was not being encouraged now as the new fencing is due to be installed soon and the public access could result in that being damaged delaying progress further and increasing the projects costs.

Mr Blackford, Cllrs Clough and Ravenscroft confirmed they felt the discussions which had taken place during the meeting had been fair and productive.

**Notes of Finance Working Group
25th June 2019, Damson House, Tarporley.**

Present:

Tarporley Parish Council (TPC):

Elaine Chapman, John Millington, Gordon Pearson, Peter Tavernor, Ann Wright (Clerk)

Purpose of meeting:

To discuss financial implications regarding development of the Brook Road Sports and Recreations Ground and future maintenance.

The following points were discussed at the meeting:

Future Maintenance

It was noted that based on evidence and figures received regrading maintenance costs for other similar sports and recreation grounds that the costs could be comfortably covered in the Council's running costs through the precept.

It was noted that the number of properties in Tarporley will continue to increase in the future as houses are completed and occupied that had already received permission increasing the precept base.

It was confirmed the grounds maintenance for the first 12 months is included in the tender, as such grounds maintenance will not be required until after December 2020.

It was noted that calculations had been based on very modest income from any pitch hire. When pitch hire is considered in the future by the Council it was noted that the cost of administration of booking etc needed to be taken into account, it was suggested that an on-line booking system might be used.

Phasing & Works

It was noted that the first phase of works which includes the creation of the FA standard pitch, landscaping, car park and trim trail/gym and levelling and seeding of MUGA¹ area is covered by S106 funding.

Smaller amounts of S106 funding has been earmarked as 'seed money' for phase 2 which includes provision of play equipment and phase 3, provision of the MUGA. It was noted that it is the provision of play facilities which have provided the justification for the new licence not the provision of the pitch.

It was noted the cost of the design and creation of the access road to highways adoptable standards and some fencing is to be funded by CW&C.

It was noted that the CIL funding received has not be allocated to the scheme.

¹ Multi Use Games Area

Action (Clerk) - It was agreed a meeting needed to take place with Dan Lockwood to discuss the protocols around billing and drawing down of S106 funding.

(email sent 26 06 19)

Action (JM) - To obtain a cash flow forecast from John Seiler.

Action (Clerk) – To write to Andrew Jamieson highlighting previous discussions and agreement, and that given the scale of the works it maybe more cost effective for CW&C to complete the design and possibly construction 'in-house' however the Parish Council will have contractors on site until December who can undertake the works and that it would more appropriate CW&C to pay these contractors directly.

It was suggested the road may need to be completed before first use of the playing field, it was agreed this would be checked.

Trim Trail/Gym Equipment

It was noted that the Parish Council will need to undertake some consultation as to what equipment is actually provided.

It was suggested this could be a 2 stage consultation first with identified interested parties including the High School/Sixth form and then the wider public.

Consultation

It was noted that John Millington is preparing a display/consultation for the August Country Market, that information which will include the design of the sports and recreation ground, what things are and why they are there. This information will also be displayed in the locked notice board on the High Street.

Approval of Tenders

It was agreed an extraordinary meeting of the Council will be required to approve the tender/contractor to undertake phase 1 of the works, it was agreed to hold this meeting on Thursday 25th July 6-7pm.

Ann Wright
26th June 2019

**Notes of Meeting with Nick Jenkins (UHY Hacker Young) on VAT
27th June 2019, Tarporley Community Centre.**

Present:

Tarporley Parish Council (TPC):

John Millington, Gordon Pearson, Peter Tavernor, Ann Wright (Clerk)

Nick Jenkins – UHY Hacker Young

Purpose of meeting:

To discuss Vat implications of Brook Road Sports & Recreation Ground Development & Maintenance

The following points were discussed at the meeting:

Summary

The proposed scheme was explained to Mr Jenkins including expected costs and funding sources. It was confirmed that the Parish Council is not VAT registered as it does not currently undertake any business activities, it was understood the the Cemetery in VAT exempt. It was noted initially the maintenance of the field would be managed by the Parish Council in the future the field may be managed by some form of outside body. It was noted that based on current estimates the maintenance of the field can be accommodated by the Council's precept.

VAT

VAT Registration

The Council can opt to 'volunteer' to be VAT registered if its business turnover is less than £80k per year noting there is no minimum business income required.

It was noted that a number of activities are VAT exempt including renting of land, some activities are zero rated, other activities qualify for VAT.

The Council can register for VAT prior to having any business income if it plans to have that income in the future and could therefore claim back the VAT on the field's development.

Exemptions

If the field is to be rented and therefore is VAT exempt the Council could not recover the VAT spent on the field's development.

The Council could contact HMRC and 'opt to tax' the field so it would no longer be exempt as such VAT could be claimed back but would also need to be charged.

It would mean if the field was ever sold VAT would be charged on the sale.

It could also have an impact on any transfer of the land to another body.

Section 33

This rule applies to all Local Authorities including Parish Councils and covers 'community projects'. Councils can claim the VAT back when they are working on their own capital asset using its 'own funds' for a non-business activity.

'own funds' includes money held by the Council, grants or S106 payments which are held by the Council, as such the S106 money should be paid to the Parish Council to make the payments. It was

noted that the Parish Council cannot control money and how it is spent when it is held by CW&C. The Council cannot recover VAT for someone else's project using someone else's money. However should the grounds be hired out in the future VAT would be chargeable.

Future Management of the Field

The Council would have the option to consider transferring the management to another body with a defined charitable purpose if it was for the benefit of the community. However, that new organisation would be responsible for VAT for maintenance etc from that point on.

It was noted if the PC continues to run the field it would get the VAT back on future maintenance including repairs and replacement of equipment.

Claiming VAT

It was noted VAT can be claimed back based on the date of the purchase invoice or based on the payment date.

Accounts

It was noted that if the Council has income or expenditure (which ever is greater) over £200k for 3 or more consecutive years it must prepare its accounts as income and expenditure. The council currently prepares its accounts as receipts and payments and identifies VAT.

Next Steps

Mr Jenkins will prepare notes from the meeting confirming his advice which will be checked by a VAT specialist.

The notes prepared by the Clerk will also be circulated to Mr Jenkins for confirmation that they are correct.

Ann Wright
27th June 2019

Tarporley Parish Council

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