

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 14th OCTOBER 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

Other

Public 4

1. Apologies for Absence

Cllr Andy Hollows – Unwell

Deputy Clerk Abbie Webb – Unwell

2. Declaration of Interests

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

Cllr Chapman declared an interest in small grant awards agenda item relating to the Primary School and NCT.

Cllr Clough declared an interest in small grant awards agenda item relating to the Opal Club.

Cllr Ravenscroft declared an interest in small grant awards agenda item relating to the Badminton Club.

3. Public Participation

Statement from St Helen's Church

It was noted that the representatives of St Helen's Church had asked that the following was recorded by the Parish Council in relation to the planning application for the Care Home. They confirmed that prior to the Extraordinary meeting held on September 17th, that the Parish Council, developers, CWAC planning chair and Eveleigh Moore-Dutton had been notified in writing of comments placed against the planning application giving details of when the church bells are rung and how frequently the clock chimes and that the correspondence had been signed by the Rector of St. Helen's, a Church Warden and the Tower Captain.

Boxing Day Hunt Meet

The Chairman read an email regarding the Boxing Day hunt meet held in Tarporley which raised three issues, firstly concerns regarding the crowd safety, secondly if those collecting for the Hunt had the necessary permits to do so and thirdly whether vehicles are allowed to park at the Fire Station. It was confirmed the Clerk had responded to the sender of the email that the Parish Council was not responsible for the event and has no jurisdiction over it and would raise the matter with the police which had been done.

Best Kept Village Update

Work was continuing to keep the village tidy and there had been another tidy up held on the 12th October, Cllrs Pearson and Taylor were thanked for all their hard work clearing the woodland area next to St Helen's.

Play Area (at rear of Community Centre)

It was reported that a number of parents in the village had expressed an interest in being involved in the refurbishment of the play area and fund raising.

A representative of the Tarporley Community Centre Committee asked what the Council's long term policy was towards the play area was.

Tarporley Community Centre – Roof

A representative of the Community Centre requested an agenda item on the Council's December agenda to provide an update on the fund raising for the replacement roof which was agreed.

Vandalism

It was noted that there had been some graffiti in the village over the weekend which had been reported and also a number of glass bus shelters in the area had been vandalised.

4. Minutes

Resolved 19/073 – That the Chairman signs the Minutes of the Parish Council meeting held on the 9th and the Extraordinary Parish Council meeting on the 17th September 2019 as a true and proper record.

5. Action List

The Council noted the action list as circulated including the 'Future Actions' list it was noted more items needed to be added to the future actions list and prioritised and where possible timescales added.

6. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings book, pages 105 to 113 of the Minutes.

It was clarified that the Christmas Festival was scheduled from 4.30 to 7.30 pm on Saturday the 30th November although the road closure was from 4 to 8pm, and that the carousel will be running from 4pm.

7. Planning

1) Planning Register

The planning register was noted including comments submitted since the last meeting and decisions pages 85 to 86 of the planning register noting application number 19/03186/FUL, Heesch had been approved and that 'no objection' had been submitted for application 19/0344/FUL, 2 Woodbine Cottages since publication of the register.

2) Planning Applications

19/03143/FUL, Single storey side extension to existing garage building, Orchard Cottage, Rode Street, Tarporley, CW6 0EF.

Resolved 19/074 – That the Council submit a comment of no objection.

3) Further Applications Received

19/03753/CAT, various tree works, 17 Rathbone Park Tarporley Cheshire CW6 0AL

Resolved 19/075– That the Council submit a comment of no objection.

8. Brook Road Sports Field

Cllr John Millington provided the following update

Works on Site

The contractor, Dunkil Developments, has now been on site for 6 weeks and works progressed to date include; primary pitch profiling, excavation of the drainage pond,

installation of main land drain runs, and car park sub-base.

After a good start to the works, progress over the last three weeks has been disrupted by the extremely wet weather. Work on the pitch and landscaping have been particularly badly affected, with the earthworks to these areas having to be abandoned on several days to avoid destroying the already muddy surface entirely. During bad weather work has concentrated on areas that can be progressed, such as the car park. As a result of the delays, the works are approximately 3 weeks behind the planned programme, with particular concern being the delay to the critical pitch seeding, which now risks being pushed into potentially colder weather as we go deeper into the Autumn.

We are in very regular contact with CW&C Landscape Department and the contractor, with formal progress meetings held fortnightly, and are exploring all options to recover the lost time, but we have to accept that this sort of work is weather dependent and this Autumn has been extremely wet.

Discharge of Planning Conditions

Work has continued to discharge remaining Planning Conditions. Proposals to satisfy Condition 5 (parking) have now been agreed with CW&C Highways Department. This required a revision to the current plans to reinstate the overflow parking provision originally included in the scheme. CW&C Landscape Department had advised that the overflow parking was unnecessary, given the modest size of the development, and the space had therefore been reallocated for an infant/junior playground in the future (an addition to the original proposals). However, CW&C Highways have insisted that the additional car parking is required. By some very careful replanning, we have managed to accommodate this, and upgrade the main car park bays to 2.5 x 5.0m, without losing the space allocation for the infant/junior playground or any of the other features of the scheme. A total of 40 car parking spaces are now included with 19 of these on a reinforced grass overflow area. This has added around £20,000 to the cost of the scheme, which may have to be covered by the Parish Council if, like the main car park, CW&C refuse to allow S106 monies to be used for car park works.

Design Works

CW&C Landscape Department are continuing to finalise construction issue drawings to meet the site delivery programme. Drainage to the southern end of the site is being reviewed following the recent wet weather, which has revealed some waterlogging issues around an area which may have been a field drainage ditch in the past.

Outdoor gym/trim trail equipment ranges are being reviewed in readiness for community consultation and final selection.

Project Costs

Councillors are reminded that the construction costs are subject to remeasure and agreed variations, and a contingency was included to cover these eventualities. A tracker is being maintained of all agreed and anticipated variations and, at present, the Council is not committed to costs exceeding the limit agreed at the Extraordinary Parish Council Meeting on 25th July 2019 (Resolution 19/057). However, Councillor Millington has asked the Finance Working Group to review the current cost forecast and funding prior to the November Parish Council Meeting, in the interests of good governance.

S106 Agreement

Following review by the Parish Council's solicitor, Storrar Cowdry, the agreement to allow the drawdown of S106 monies is ready to sign, subject to agreement with CW&C on the detail required of the works on which the monies will be spent.

Contract with Dunkil Developments

Councillors Millington and Ravenscroft have reviewed the contract for the landscaping works, and queries are being resolved prior to a recommendation that the Council sign the contract.

9. Accounts & Payments

1) Accounts & Payments

Resolved 19/076 – That the Council approve the accounts and payments and bank reconciliation as listed on page 82 of the cash book including the below payment.

Northwich Town Council	Replacement cradle swings	650.40
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Resolved 19/077 – That the Council approve the accounts and payments and bank reconciliation as listed on page 83 of the cash book including the below payments.

Shires (SPS)	Payroll (M5)	24.50
SP Landscaping	September Grounds Maintenance	798.00
Tarporley Community Centre	Room Hire	94.38
A Wright	Salary September	786.51
A Webb	Salary September	797.91
HMRC	NI/PAYE	256.70
Roy Johnson	Lengthsman - September	430.50
Ellis Whittam	Risk Assessment Training	600.00
Nest	Pension Contributions	64.29

Resolved 19/078 – That the Council approve the following invoices received since publication of the agenda:

A Wright	Reimbursement inc tags, conference	225.72
Treefellers	Removal (grinding) Winsor Avenue tree stump	132.00
Gaskells	Cemetery Bin	77.72
Shires (SPS)	Payroll (M6)	24.50

Resolved 19/079 – that the Council appoint G Latham to undertake gritting treatment of the Rising Sun and Community Centre Car parks at a cost £60 per occasion and request that he does the Poppy Lane Car Park, price to be confirmed.

Resolved 19/080 – that the Council pay for Carnival Road Closure £480.

Resolved 19/081 – that the Council appoint John Harding and Son to cut the Brook Road field and CW&C land hedges.

2) Capital Expenditure Priorities

It was noted the Budget for 2019-2020 was set at £87K, to date the Council has had an income of £101k as such this has created a surplus of £14k.

At the end of the first half year taking out costs associated with Brook Road approximately 46% of the budget has been spent and large grants have already been paid out and several projects including the new benches on the High Street have been completed. A budget of £10k has been set for the cemetery fence and path and £12k for Christmas (£5k capital and £7k) as such any spend above that or any additional projects taken on will reduce the Council's reserves moving forward. The commitment of £10k for the Community Centre Roof to be provided over this and the next financial year was also noted.

It was noted the finance working group will meet at the end of October to monitor Brook Road spending and start to look at capital projects for the next 2-3 years including the re-branding of Tarporley including the roundabout project and new signage.

The outcome of the meeting will be discussed at the Parish Council's November meeting.

It was agreed the Clerk would establish how long the Parish Council has to spend CIL (community infrastructure levy) funding.

3) Payments Procedure

It was agreed that payments between meetings could be authorised by email by 2 cheque signatories on circulation of invoices.

It was agreed the Clerk would contact the Council's bank to see if some form of authorising on-line payments can be put in place and if more than one person can have online access to make payments, she would also investigate the possibility of a debit card.

10. Christmas Festival

Trees & Lights

The Clerk was asked to obtain one price to include the following:

3x 15ft Christmas Trees for the churches all to have coloured lights

3 sets of Coloured lights

1x 15ft Christmas Tree to go on the Chestnut Tree Mound with coloured lights and necessary tree socket and power supply.

Lights (existing) to be erected at Burton House

Lights (existing) to be erected in woodland area for reindeers

Lights (existing white lights from Church Trees) to be erected in trees outside latte da

All trees and lights to be erected and taken down/removed

24/7 emergency maintenance of lights over Christmas period.

Road Closure

It was agreed additional prices needed to be obtained for the road closure.

First Aide

Resolved 19/082 – that the Council appoint St John's Ambulance to provide first aid cover at the Christmas Festival at a cost of £230.40.

Crib

It was noted the Crib including the figures is mainly owned by the three churches but managed by the Catholic Church and Chapel. Father Carney is responsible for its storage and transportation.

It was agreed Cllr Chapman would speak to Father Carney about the crib.

11. Play Area

It was agreed, given the fact a number of people had expressed an interest in getting involved in a project to refurbish the play area at the rear of Tarporley Community Centre, to hold a public meeting in November to see what commitment there was and see how the project can be progressed.

It was noted that neither the play area nor car park have any form of drainage.

It was agreed that the project would take a number of years to be completed as such the current play area still required repairs and maintenance over that period.

Cllr. Jeremy Mills left the meeting.

12. Hackney Carriage Rank Request

Resolved 19/083 – That the Council did not support the creation of a Hackney Carriage Rank at this time.

13. Small Grants Awards

Resolved 19/084 – That the Council approve the following grants noting that the approval for the application for Tarporley Victoria Junior Football Club is based on them obtaining permission from Tarporley Community Centre and the necessary planning permission from CW&C.

Applicant	Purpose of Grant	Amount Awarded
TarpFest	Tarpfest publicity	250.00
Tarporley Opal Club	Trip	250.00
Cotebrook Pre-school	Furniture for reading area	150.00
1 st Tarporley Scouts	Event Shelter	250.00
Tarporley Pre-School	Outdoor Area Story resources	250.00
Tarporley Primary PTA	Library Furniture	250.00
Tarporley Bowling Club	Improve access track	250.00
Decibellas Women's Choir	Guest Conductors & sound equipment	250.00
Mid Cheshire NCT	Equipment & Snacks	150.00
Tarporley Silver Band	15 Orchestral music stands	250.00
Tarporley Twinning Association	Insurance, publicity & activities	250.00
Tarporley Badminton Club	Shuttles	250.00
2 nd Tarporley Brownies	Scissors, cups, badges & activities	250.00
Friends of Utkinton St Pauls	Outdoor play equipment	250.00
Tarporley Victoria Junior Football Club	Home for equipment	250.00
Tarporley Allotment Holders	Seat & Sand/Gravel for Track	250.00
Eaton Primary School	Playground equipment	250.00
TOTAL		4050.00

14. CW&C Enforcement Policy Consultation

Resolved 19/085 – That the Council does not support the principle of devolving enforcement powers to Town and Parish Councils.

15. High Street Bollards Request

It was noted that the Parish Council had received a request to have additional bollards near the Chestnut Café on the High Street pavement to prevent vehicles parking on it. Highways had confirmed this would be possible but would cost approximately £75 per bollard. It was agreed to ask CW&C to prepare a quote for these works based on the number of bollards they recommended for that area.

It was agreed to find out from CW&C what paint they supply for the bollards and if it was not suitable that the Parish Council purchase their own paint, it was also agreed to obtain three prices for the bollards to be prepped (rust brushed off) and painted.

16. Former Public Benches

It was agreed to give the bench ends to the bowling club and allotments for them to refurbish and utilise.

17. Hearse House & Storage

It was noted no response had been received from CW&C regarding the transfer of the Hearse House to the Parish Council and that CW&C Cllr Moore Dutton was to raise this at the CW&C Full Council meeting.

Resolved 19/086– That the Council send a letter to the Secretary of St Helen's Parochial Church Council confirming the Parish Council has used the Hearse House since the 10th November 2005 for storage of Parish Council equipment .

18. A49 Roundabout

It was decided given the cost of this project that it should be reviewed by the finance working group and included in the Council's future projects and priorities and that it should be part of the rebranding on Tarporley as the heart of the sandstone ridge and that it was something that the public should have an opportunity to comment on.

19. Tarporley Responsible Dog Walkers Scheme

The Clerk reported she had purchased 150 dog tags and clips of which Tattenhall Parish Council would purchase 50. It was agreed the flier for the scheme would be amended to include that dogs must be kept on leads on or by a highway and that the Birch Heath Veterinary Clinic be asked to review the ten top tips for a healthy dog. Locations will also be found when the forms and tags and dog waste bags can be picked.

20. Arts S106 Monies

It was reported the funding had to be spent within twenty minutes walk of the development which had provided the funding. It was noted the Clerk was in the process of arranging a meeting between Cllrs Ravenscroft and Taylor with the CW&C public arts office where the details of the funding would be discussed including whether the project could be part of the rebranding of Tarporley as the heart of the sandstone ridge project. See attached noted pages 114-115 of the Minutes.

21. Illumination of TCC entrance & Steps

It was noted that Cllrs Ravenscroft and Tavernor had met with a supplier of solar power lights and it had been agreed the best solution would be one light at the entrance to the car park and three lights along the steps from the car park to the playing field, the total cost of which was approximately £10k.

It was noted that installing the equivalent powered lighting was more expensive due to the need to get power to those locations.

It was agreed that the project should be reviewed by the finance working group and included in the Council's future projects and priorities

21. Poppy Lane Car Park

It was noted that the car park along with the allotments and bowling green have not yet been transferred to the Parish Council and that the green power box has not yet been removed. It was agreed to consider this item at the November meeting of the Parish Council.

Resolved 19/087 – That the Council move into Part 2 and ask the press and public to leave the meeting.

24. Play Area Quotes inc Youth Shelter

Youth Shelter

It was agreed to obtain a further quote to repaint the existing roof panels and replace the one damaged panel.

Play Area

Resolved 19/088 – That the council appoint HAGS to undertake the repairs excluding the swing repairs which have been completed.

Meeting closed: 9.46pm

Signed:

Dated:

Ann Wright
16-09-19

Next Scheduled Parish Council Meeting:

Monday 11th November 2019, 7pm.

The Committee Room, Tarporley Community Centre.

Tarporley Parish Council Minute Book
Committees, Working Groups and Other
Meetings

Presented at the October 2019 Meeting

Notes Included:

	pages
Notes of meeting with Sandstone Ridge Representative 9 th September 2019, Tarporley Community Centre.	106-107
Brook Road Progress Meeting 1 13 th September 2019, Site Office Brook Road	108-109
Tarporley Parish Council Christmas Festival Planning Meeting 30 th September 2019, Tarporley Community Centre	110-113

Notes of meeting with Sandstone Ridge Representative 9th September 2019, Tarporley Community Centre.

Present:

Sandstone Ridge: Andrew Hull

Tarporley Parish Council (TPC): Councillors Toni Burke, Elaine Chapman, Gill Clough, Gordon Pearson, Mark Ravenscroft, Peter Tavernor, Andrew Wallace.

Clerk Ann Wright

Cheshire West & Chester: Ward Councillor Eveleigh Moore Dutton.

Purpose of meeting: To be informed about the Sandstone Ridge Trust & the Ridge's significance to Tarporley.

Background

Work has been done on the Sandstone Ridge over the last 15 years which has been funded by the Heritage Lottery Fund, CW&C and European Union.

The Sandstone Ridge Trust was set up as a legacy project following a 5 year multimillion pound project which included the Habitats and Hillforts project.

The Trust is working to develop sustainable projects and is looking to continue after the current funding has finished in 2022.

The Trust has recently gone through a rebranding exercise and is not just about the Sandstone Trail.

It was noted that Tarporley is the heart of the Ridge.

The Trust has already worked with Frodsham Town Council over the last 18 months as one of the gateways to the Ridge, and Frodsham now has Sandstone Ridge signage on the Town signs. It was noted that Estate Agents in Frodsham were particularly supportive of the project there.

Area of Outstanding Natural Beauty

The Trust's ambition is for the area to be designated an 'Area of Outstanding Natural Beauty'. The Government recently undertook a review of areas of outstanding natural beauty and national parks and the Trust submitted comments to this review and have been visited by the panel, it is hoped the Ridge will be mentioned in the report of the review.

It was noted there has been criticism recently of national parks and increased support for areas of outstanding natural beauty.

Walk & Ride Festival

The Trust is holding a free walk and ride festival from the 5th to the 13th October 2019.

Sandstone Ridge Partnership

A partnership has been developed which includes 33 bodies including statutory bodies, businesses and the Cheshire Association of Local Councils.

Meetings

17th October – Social Evening & AGM – Tarporley Community Centre

13th November – Networking Event – Tattenhall (morning)

Volunteers & Community Projects

It was noted the Trust is run by volunteers however they have applied for £350k Big Lottery funding to employ at least one person.

The Trust is involved in a number of community based projects including pictorial records, caves project, and has established a farmers' network in the south of the area.

Tarporley & the Sandstone Ridge

It was noted that one of the actions of the Neighbourhood Plan was to increase tourism in Tarporley and that the Trust may be able to assist with this and with the rebranding of Tarporley to bring in more visitors and to promote businesses.

It was suggested the Trust should have a stall at a future Country Market and meet with businesses.

Andrew Hull agreed to provide some information for the next Tarporley Talk Newsletter.

A discussion took place regarding Tarporley Parish Council becoming a member of the partnership.

Ann Wright
13-09-19.

DRAFT

Brook Road Outdoor Sports and Recreation
Notes of Progress Meeting No. 1

Contractor's Site Office
7:30am, Friday 13th September 2019

Attendees:

John Seiler (JS) – Contract Administrator, Cheshire West & Chester Council (CWaC)
Kevin O'Shea (KO'S) – Director, Dunkil Developments (DD)
Mark Ravenscroft (MR) – Councillor, Tarporley Parish Council (TPC)
John Millington (JM) – Councillor, Tarporley Parish Council (TPC)

An inspection of the works preceded the meeting. Items agreed during discussions on site are picked up under the relevant headings below.

Item	Notes	Action
1.0	Health, Safety & Security	
1.1	It was noted that Heras fencing had only been erected at the opening off Brook Road and the site entrance off Farmers Lane. Although this appears to provide adequate security at present, JM noted that keeping the site secure and safe was the responsibility of DD & CWaC, and noted that they should keep this under review, especially once hedge cutting had been carried out and also as the hedges thin over the Autumn revealing potential points of access.	KO'S/JS
1.2	KO'S reported no accidents or incidents to date.	
1.3	KO'S reported no security issues to date.	
2.0	Environment	
2.1	KO'S confirmed that Bowland Ecology had provided advice on precautions necessary to protect Great Crested Newts during the works.	
2.2	KO'S confirmed that the newt fencing across the access gate was being reinstated every evening, in accordance with Bowland's advice.	
2.3	JM asked that the newt fencing at the Brook Road gate be adjusted to close the small V shaped gap between the removable fence section and the regular fencing.	KO'S
2.4	KO's confirmed that they would be adjusting the line of the newt fencing adjacent to the oak tree at the NE corner of the site, in accordance with details agreed with Bowland.	KO'S
3.0	Progress	
3.1	JM noted that TPC had received DD's proposed Construction Programme on 11/09/19 and that this now showed a completion date of end January 2020, whereas the previously agreed date at the Pre-Start Meeting was 20/12/19. It was accepted that DD has commenced on site 2 weeks later than	KO'S

	intended, but this was at DD's request and Joe Wardle of DD had made an undertaking to try to recover the time lost. It was agreed that the critical element of the works was getting the main pitch completed and seeded as early as possible to allow the grass to establish itself before the Winter and thus enable the pitch to be played from the start of the 2020/21 season. If this could be achieved, the final completion of other works was less critical to TPC. JS asked KO'S to apply for an extension of time.	
3.2	KO'S reported that the works were progressing to the programme submitted, with the exception of hedge cutting, which was 1 week behind.	
3.3	KO'S stated that the pitch specialist sub-contractor (360 Groundcare) would be commencing their works in approximately 2.5 weeks time, once the pitch levelling works and main drainage had been installed.	
4.0	Variation Orders	
4.1	VO1 (see Pre-Start Meeting item 4.2) has not been issued. JS to issue VO or e-mail to DD to clarify omitted items from BoQ. This is to include outdoor gym and trim trail equipment until TPC has completed community engagement on these aspects.	JS
5.0	Information Required from Contractor (DD)	
5.1	There are currently no alternative materials or proposals from DD for consideration.	
5.2	JM asked DD to advise the latest date for a decision from TPC on which items of outdoor gym and trim trail equipment are required. JS advised that this equipment is usually on 10 week lead time, which meant that (given the current programme) a decision was required by 16/09/19. As TPC wish to carry out consultation on preferred equipment items, it was agreed that the best way forward was to delay installation of the equipment until later, possibly until after completion of the main works, but before the facility is opened to the public in Spring 2020.	
6.0	Information Required from Client (TPC)	
6.1	JS stated that the park furniture needed to be ordered and asked if TPC had made a decision on the type of wood. JS stated that both Iroko and Oak have a similar life expectancy. JM & MR said they had no particular preference, but felt that the same material should be used throughout for consistency. JS to advise DD on final spec.	JS
6.2	Decision on outdoor gym and trim trail equipment to be made following community consultation. JM requested details of options and brochures. JS to supply info.	JS
6.3	JM noted that following her experience developing the Bunbury recreation ground, Beth Hayward had started a business called Parkletics which used outdoor trim trail/gym equipment and an	JS

	exercise programme developed by Sheffield Hallam University guided by a smart phone app. JM felt this might be more engaging for users and asked JS to investigate (parkletics.com).	
7.0	Quality/Defects	
7.1	Nothing to report.	
8.0	Applications for Payment/Valuations	
8.1	None received to date. JM requested an indication of when DD would be making their first application so that TPC could ensure that adequate funds were available in good time.	KO'S
9.0	Neighbour Issues	
9.1	KO'S reported no complaints and cordial relationships with local residents.	
9.2	KO'S confirmed that the agreed site hours (M-F 8:00am to 6:00pm) were being adhered to.	
10.0	Hedge Cutting	
10.1	JM noted that TPC normally arranged for the field hedges to be cut every September. As DD were contracted to cut back the inside of the hedge to progress the works it seemed sensible that DD arranged for the outside and top of the hedge to be cut at the same time. DD use the same contractor (John Harding) as usually engaged by TPC. The extent of the cut was agreed noting the Brook Road hedge should be maintained high (cutting just the current season's growth from the top).	KO'S
11.0	Any Other Business	
11.1	Two copies of the JCLI Contract, signed by DD, were received for TPC signature.	JM
11.2	JS to issue a copy of the photographic record of the condition of surrounding streets/pavements, prior to commencement of the works, for the TPC's records.	JS
11.3	Outstanding design issues and planning issues were discussed. JS to progress.	JS
12.0	Date of Next Meeting	
12.1	27/09/19 7:30am on site.	All

Tarporley Parish Council Christmas Festival Planning Meeting on Monday 30th Sept. 2019 at 6:30pm at Tarporley Community Centre

Attendance

Cllr Pearson, Cllr Clough, Cllr Chapman, Cllr Wallace, Cllr Taylor, Cllr Hallows, Cllr Ravenscroft

Deputy Clerk: Abigail Webb

Date, time, place and name

The Christmas event will take place on Saturday 30th November 2019 between 430pm and 730pm. The road closure to be from 400pm to 800 pm. The location of the event will start at the Chestnut Café and finish by Church Walk.

Lights

Last year, 3 sets of new lights were purchased by the Parish Council, 2 sets of warm white and 1 set of multicoloured. This year, the 3 church Christmas trees will have multicoloured lights. An additional tree will be purchased to be placed on the Chestnut Mound and this tree will also have multicoloured lights.

The two remaining sets of warm white lights will be used on the trees outside of Latte da Coffee Shop. Lights will be installed in the trees outside Burton House, close to Burton Square, by Northwich Town Council (NTC). The residents of the Georgian style properties from 33 – 43 High Street will be asked to put white lights in the trees at the front of the property.

The Rising Sun Pub have informed TPC that they are putting a Christmas Tree with lights up on the cobbled area to the side of the pub.

Action – Order 3 sets of multicoloured lights and 4 trees from NTC.

Action – Residents along the High Street to be contacted re: lights in the trees.

Action – Quote for lights and trees to be discussed at the October Parish Council meeting.

Santa Grotto

The grotto will be installed, at a cost, on Wednesday 27th or Thursday 28th November by Joe Rowlands. A plastic sheet will be used across the top of the grotto to ensure that it is waterproof. Members of Tarporley Rotary Club will decorate the grotto on Friday 29th or Saturday 30th November. The decorations are stored in the Hearse House. Cllr Chapman has offered her leather armchair for Father Christmas to sit on in the grotto and this will be collected on the day of the event. Cllr Hallows has offered transport. Haribo sweets will be sourced so that Father Christmas can hand them out to the children, but last years' were thought to be too small.

Action – Grotto installed and decorated

Action – Chair to be collected from Cllr Chapman's house

Action – Haribo sweets to be purchased.

Reindeers

The reindeers will be relocated to the Memorial Walk woodland area this year. Wood chippings will be required on the ground for the reindeers to stand on. Old lights stored in the Hearse House will be

placed in the trees and LED lights will be placed on the path at the memorial walk to light the area. Separate paths going to and from the reindeer to be planned.

A small picket fence will be purchased to act as a barrier between the children and the reindeers and a 'no dogs' sign will be in place at the entrance of the Memorial Walk. The area will need to be cleared in advance of the event, with shrubs and overgrowth cut back to allow plenty of room for the reindeers and people. For health and safety reasons, Nil Aqua hand sanitiser will be bought and made available for people to use on the night after touching the reindeers.

The reindeers will not arrive until around 5pm and the road will already be closed by that point so management of them arriving will need to be considered.

Action – Source wood chippings

Action – Cllr Pearson and Cllr Taylor to clear area in advance of the event and to make the routes to and from the reindeer

Action – LED lights to be charged up

Action – Picket fence to be purchased

Action – No dogs sign purchased

Action – Purchase hand sanitiser that kills E.coli

Action – Management of reindeer arrival

Signs

Several signs will be purchased/made to be placed in various locations on the night. E.g. Santa in; Santa out; To the reindeers; No dogs; Glow-sticks

Action – A. Webb to liaise with Victoria Adshead re: purchasing signs.

Stalls / Food and Drink

Rotary will provide mulled wine, roasted chestnuts, mince pies and burgers.

Other businesses that have said they would like a stall to sell food are

Little Tap
Rising Sun
Latte Da

There is an opportunity for the Parish Council to help fundraise by having stalls selling wreaths/ reindeer headbands, glow-stick.

Action – All businesses will be contacted to ask whether they would like a stall at the event. TPC will charge for the stalls and all monies will go to Tarporley Cottage Hospital.

Action – Stalls need to be set up before 4pm on the evening

Action – items for sale, glow sticks etc. to be purchased

Event Programme

The event programme will be given out which will include a map, schedule and location of events and lyrics to community carol singing. It is estimated that 1,000 programmes will be needed.

Provision timetable

4pm Road Closed

430pm Santa arrives (Latte Da)

Time to be confirmed Carousel (Chestnut Pavilion)

445pm Done Room and Primary School singing (Latte Da)

530pm Decibellas (Latte Da)

530pm Reindeers (Memorial Walk), having arrived at 500pm to set up

6pm Community Carol Singing with Silver Band (The Swan Hotel)

645pm Tarporley High School singing and band (where?)

730pm Event finishes

Action – A. Webb to liaise with Emma Hunter re: design of programme. A. Webb to provide the text.

Action – the arrival of Father Christmas in his sledge to be planned and organised

Choir, Singing and PA System

This year, the choirs will perform to the crowd in the Latte da area. There will be a separate community carol singing session at 6pm with the Tarporley Silver Band, possibly outside the Swan Hotel. This year a different PA System is being sourced for the Latte Da area to improve the sound.

Action – A dedicated choir waiting area is needed and to ensure all members of the choir know what time to be there. An instruction sheet needs to be created to ensure a smooth transition between the performances.

Action – A playlist of carols from Decibellas is needed in advance to ensure there is a good selection of carols being sung.

Action – Cllr Pearson sourcing a PA System to use.

Road Closure

An application to close the road from 4pm to 8pm has been sent to CWAC. JT&M Signs will manage the road closure and ensure the correct signage is put in place in the days leading up to the event. Marshals from JT&M signs are available on the night if needed, at a cost.

The bus company will need to be notified about the road closure so diversions can be put in place. Promotion of the road closure will be required well in advance of the event and leaflets will be placed on vehicles parked in the road closure area on the day informing them of the road closure times.

There will be an impact on businesses along the High Street once the road has been closed, particularly the Swan Hotel who may have residents coming to stay.

Action – Promotion of road closure through Tarporley Talk, Tarporley News, Notice board, Tarporley Facebook Page, leaflets.

Action – Contact the bus company regarding diversion.

Action – A. Webb to contact businesses regarding impact of road closure

Action – Quote for JT&M signs to be discussed at October meeting.

Marshals

Additional marshals will be required to manage this event. Key locations for marshals are both ends of the road closure, reindeers, Santa, choir/PA area. It is important that someone is available to go around all the marshals (runner) to make sure they have access to food and drink on the evening.

The roles and responsibilities of the marshals will need to be created so that everyone is assigned a location or role and know what to do on the evening. Both PC Monks and PCSO Williamson will be attending on the night.

The Parish Council have around 15 Hi Viz vests and Rotary also have some to use but if needed, additional hi viz vests will be purchased.

Action – Confirm marshals and roles.

Action – Create document specifying what each role consists of.

Action – Order additional hi viz vests if needed.

Sponsorship

Sponsorship from local businesses will be sought to help cover the cost i.e. event programme, Christmas trees etc.

Action – To be discussed at the next planning meeting.

Fundraising

Additional buckets will be required on the night to encourage donations, which will be for the Cottage Hospital. Buckets required at:-

Santa's grotto

Carousel

Rotary stall

Parish Council stall (if decide to sell glow-stick etc)

Action – Contact the Cottage Hospital to make sure there are enough buckets.

First Aid

Action - Quote for St John's Ambulance to be discussed at the October Parish Council meeting.

Public Art Project - Tarporley

As a result of the Heatherways housing project, the developers made a Public Art contribution to CWAC. This Public Art Contribution relates to the sum of £30k to be paid to the Council in lieu of the provision of Public Art within the 'site'.

We checked if whether the S106 Art money has to be spent within the Heatherways site or whether it can be spent elsewhere in the village given the wording 'site' and the response was that the money has to be spent within a reasonable vicinity of the site ie within a 20 minute walk.

What is 'Public Art'

Public Art involves the commissioning of artists and craftspeople to make new site specific work that can be permanent, temporary, internal or external.

Public art includes work that is integrated into a scheme; this could range from bespoke street furniture, lighting, boundaries and landscaping through to internal details of a building - its furniture, flooring, ceramics and textiles. It can also be sculpture, photography, performance, moving image and events. It need not be within public spaces but has to be accessible.

Benefits of 'Public Art'

1. Encourage people to value their surroundings, contributing to a reduction in vandalism and fear of crime and creating a healthier, safer and sustainable environment
2. Create a sense of local identity and community pride
3. Providing a focus and stimulus for tourism

Measurement Criteria – bold are CWAC highlighted

1. Public art should be **site specific**; it ought to be reflective and responsive to character of the place it is commissioned for;
2. Public art needs to be **embedded** within a project or development. CWAC stress that Public Art should not be seen as an add-on.
3. Artists should be brought onto a project at an **early stage** of the process so that they can integrate their work into the scheme as a whole. CWAC will not accept public art as an 'add-on' or as an after-thought - as this will devalue the benefits that the public art process can bring.
4. When funded, or part-funded, by CWAC, public art needs to respond to and deliver against **CWAC priorities**
5. Public art projects should utilise **creativity in its broadest sense** and engage with the local and regional cultural infrastructure where possible.
- 6.

Suggested Process

Council Planning Officers with the Arts Development Officer are understood to be able to offer initial guidance on the role and responsibilities of the artist, how best to engage the local community, examples of various commissioning processes and the appropriate method to employ an artist.

Key for Tarporley

1. This likely needs to be part of a bigger project
2. We need to consider potential location or locations
3. We will need to employ an 'artist' and perhaps also a consultant

4. We will need a small project team

Initial Action

Meet with relevant CWAC contact to understand exactly what we can and can't do.

DRAFT