

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 9th SEPTEMBER 2019**

Parish Council

Chairman – Cllr Gordon Pearson

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

Clerk Ann Wright

Deputy Clerk - Abbie Webb

Other

Public 8

CW&C Cllr Eveleigh Moore Dutton

1. Apologies for Absence

All Councillors present.

2. Declaration of Interests

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

3. Public Participation

Best Kept Village

With sadness it was reported that Mrs Julia Dowle who had been a regular best kept village volunteer had passed away her funeral is at St Helen's on Thursday 12th September at 11am. It was reported that Tarporley had made it into the second round of judging which is understood to take place up until the 13th September. The awards evening is on Monday 4th November at Ellesmere Port, Lisa Miller and Andrew Wallace will be attending along with 2 other volunteers, if more spaces become available other volunteers will also attend.

It was reported that CW&C have now carried out weed killing in the village, noting it had been difficult getting CW&C to undertake tasks and get volunteers. As such the Parish Council was asked to look at funding a contractor to do some of these jobs.

Lisa Miller thanked the Parish Council, CW&C Cllr Moore Dutton and all the volunteers for all their hard work.

Brook Road Hedges

A complaint was made about the condition of the hedges along Brook Road including on the sites of the playing field, Your Housing and the CW&C affordable housing land.

Allotments

It was reported that the AGM of the Allotments holders has been postponed until after the lease has been agreed. It was noted the land had not yet been transferred to the Parish Council and no date was set as to when this transfer would take place.

Christmas Festival

It was reported that the businesses had sourced a carousel and two stalls which would be suitable for the Christmas Festival. The majority of businesses had agreed to contribute half of the £1100 cost and it was asked whether the Parish Council could fund the other half. It was noted the stalls would extend the Christmas festival along the High Street and would be a way for businesses to thank their

customers for their support. It was suggested that donations could be collected for use of the stalls for the War Memorial Hospital. The stalls which would be staffed by the provider will take approximately an hour to set up from 3pm.

Tarporley Community Centre (TCC)

It was reported that TCC had now had donations and promises towards the replacement roof of £70k, the grant application to FCC (previously WREN) had now been submitted the outcome of which is expected in December. The Committee had reached the second stage of the Big Lottery Grants the outcome of which is expected in early February 2020. It was noted that the contract with the company who will undertake the works has to be signed in late February 2020 which puts the committee under some pressure.

It was noted that over the next 6 or 7 years the Community Centre will require an estimated further £100k spending on it.

It was noted that TCC supports the initiative to install lighting at the car park entrance and on the steps from the car park to the playing field which are exceptionally dark.

Oathills Close

A resident of Oathills Close raised concerns regarding the area of land on Poppy Lane bordering their property and asked who would be responsible for its maintenance, he also raised that 10 silver birch trees had been planted on the land close to his boundary. It was noted the maintenance will be done by the management committee of the residents on Poppy Lane. It was agreed to raise these concerns with the developer and the planning officer.

4. Minutes

Resolved 19/058– That the Chairman signs the Minutes of the Parish Council meeting held 8th and the Extraordinary Parish Council meeting on the 25th July 2019 as a true and proper record.

5. Action List

The Council noted the action list as circulated. Actions that are not completed are carried forward to next month's list however it was noted that a system needs to be developed to check all the tasks are completed. The Clerk reported that she was struggling to get a response from David Wilson Homes regarding the footpath by Haddington Park.

6. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings book, pages 43 to 49 of the Minutes. Notes from the meeting with representatives of the Sandstone Ridge which had taken place before the meeting will be included in next month's minutes book.

7. Illumination of TCC Entrance & Steps

It was noted the possible illumination of the TCC car park entrance had been discussed by the Council at a previous meeting, since then it had been highlighted how dark the steps from the car park to the playing field are. It had been suggested this could be achieved by the installation of a solar power streetlights which match the conservation style streetlights along the High Street, however when looking in more detail at this light it had been suggested it might not emit enough light. It was agreed to ask the supplier to undertake a site visit to make recommendations on the following three areas:

- 1) Lighting at the entrance to the community centre car park off the High Street.
- 2) Lighting of the steps from the car park to the playing field.
- 3) Light for the youth shelter.

Councillors Tavernor and Ravenscroft confirmed they would be able to meet with the supplier.

8. CCTV

The Clerk reported she had met with the manager of Spar to discuss the CCTV which overlooks the Community Centre Car Park. This equipment is listed on the Parish Council's asset register although the ownership of the equipment is not clear, this is to be investigated. It was noted that the trees need cutting back and that TCC are planning to undertake tree works during the autumn. It was agreed signage was required noting the presence of CCTV on the car park, it was suggested this should be included on the car park signage provided by CW&C and at on the entrance to the car park from the playing field.

9. Planning

1) Planning Register

The planning register was noted including comments submitted since the last meeting and decisions pages 82 to 84 of the planning register.

2) Application 19/02899/FUL, Care Home & Community Car Park

It was notes application 19/02899/FUL, Care Home and Community Car Park at land to rear of 68 High Street will be discussed at an extraordinary meeting on the 17th September 2019. It was agreed the Clerk should request paper copies of the plans for the meeting from CW&C.

3) Further Applications Received

Resolved 19/059– That the Council submit the following comments:

19/03186/FUL - Erection of a new dwelling - Heesch, Eaton Road, Tarporley, CW6 0BJ.

No Objection.

10. Housing Needs Survey

Resolved 19/060 – That the Council approve the findings of the Housing Needs Survey noting that when looking at planning applications the survey results needed to be taken into account along with other factors including the policies of the Tarporley Neighbourhood Plan and analysis of the housing register at that time.

It was noted once approved for publication the data will be used by developers.

11. Village Maintenance

Recent works to prepare the village for the Best Kept Village Competition had highlighted an number of areas where improved village maintenance was required as such it was agreed to create a new scope/tender document for village maintenance moving forward which would go out for tender and that the following items be considered for inclusion in the document:

1. Benches along the High St., Burton Sq., et. to be regularly cleaned and possibly treated.
2. Weeding and weed killing on High Street - from Burton Sq. to Eaton Rd.
3. Weeding, clearing and weed killing pavements on main roads throughout the village.
4. Weeding, weed killing and clearing footpaths throughout the village.
5. Sweeping the High St pavements.
6. Sweeping gullies on the High St. and other main roads throughout the village.
7. Mowing grassed areas and verges regularly, e.g. by Windsor Ave, Eaton Rd, etc.
8. Children's playground to be weeded and brushed regularly.
9. Cutting hedges along footpaths, e.g. "The Gully"
10. Painting milestone, bollards, phone-box.
11. Cleaning bins, bollards, lampposts

12. Weeding, pruning, re-planting the planted areas
13. Clearing the woodland area next to St Helen's Church.
14. Car parks to be weeded, weed killed, hedges trimmed, cleared and swept.

It was agreed Councillor Pearson and Tavernor along with Lisa Miller would review this work. It was noted that the Brook Road hedge is due to be cut shortly, it was also agreed to contact CW&C and suggested that the Parish Council cuts their section of the hedge at the same time.

12. Hearse House & Storage

CW&C have confirmed that the business case to transfer the former WC building to the Parish Council has gone to the CW&C Community Asset Steering Group by email for consideration. It was noted that St Helen's had offered an additional 12 months lease of the Hearse House, following discussions with their representative they had offered to provide a twelve months lease with a mutual six and nine month break clause, subject to a two month notice period.

Resolved 19/061– That the Council accept the lease with the mutual six and nine month break clauses.

13. A49 Roundabout

It was confirmed that John Seiler is working to provide an alternative cost and design option for the A49 Roundabout, it was agreed that the Clerk would pursue this matter for the October meeting in the hope the works can be carried out ready for next summer.

14. Working Group Objectives

Brook Road Working Group

It was agreed to move objective 6 to become objective 1 and add the need to comply with the S106 regulations and to remove the words 'original objectives' from the then third objective.

Neighbourhood Plan Working Group Objectives

It was agreed to do a 3-stage review of the Neighbourhood Plan

- 1) To measure the success of the plan – has it achieved its objectives and policies.
- 2) Judge if the plan be enhanced or strengthened – in particular by allocating sites for new car parks.
- 3) Are there areas which have not been addressed including policies which were deleted by the inspector.

It was agreed all working group objectives should be reviewed at the Annual or First meeting each May.

It was agreed to state in the general working group objectives that all groups should provide at least a quarterly update to the Parish Council.

It was agreed the draft objectives would go to the Strategy Working Group for further work and formatting and to create a template for future objectives.

Councillors were asked to review the various groups objectives again and email comments to the Clerk.

It was noted objectives are outstanding for the Christmas Lights & Events, Play Area Review, Public Rights of Way, Strategy, VE Day Group and Website Review working groups.

Cllr. Burke left the meeting.

15. Dispensations

A discussion took place regarding the Parish Council's granting of dispensation particularly those

relating to the Brook Road Sports and Recreation Ground. It was noted that the Council had agreed the dispensations in accordance with guidelines and that the granting of dispensations had allowed the project to proceed and get to the point it is at now with works taking place on site. It was further noted that the development on the site as an area for sports and recreation was the result of the land transfer and S106 agreements which were written prior to 2015 when the first dispensations were granted.

16. PROW (Public Rights of Way)

It was agreed that the funding of a diversion for footpath 17 was not a priority for the Council at this time and that diversion of the path should be added to a list of works for the Council to consider in the future.

17. Arts S106 Monies

Councillors noted the information which had been received from CW&C, it was agreed that Cllrs Ravenscroft and Taylor would review the documentation and advise back to the Council how to take this project forward.

It was agreed the Clerk should obtain the wording of the relevant S106 agreement.

18. Brook Road Sports Field

Tendering of Phase 1 Works

Tenders were received from three contractors on 12th July 2019. These were checked for compliance and the prices analysed on a like-for-like basis. Following discussion of the tenders in Part 2 of the Extraordinary Parish Council Meeting held on 25th July 2019, the Council resolved to place an order for the works with the most competitive contractor; Dunkil Developments. A Letter of Intent was forwarded to Dunkil immediately following the meeting. Contract documents have now been drawn up and are ready for signature by the Council.

Resolved 19/062– That the Council agree that Cllr Gill Clough and the Clerk sign the contract for the works on Brook Road.

Planning Conditions

Planning Condition 6, requiring approval of the detailed pitch specification by Sport England, has now been discharged. As part of this process, Sport England consulted with the Football Foundation who confirmed that the proposed design meets the required standard.

This concludes the discharge of pre-commencement Planning Conditions. Information is now being assembled to discharge other conditions required to be satisfied before completion of first use.

Works on Site

Newt trapping/translocation was completed on 10th August 2019 and traps/drift fencing removed during the following week.

Phase 1 works on site commenced on 2nd September 2019, two weeks later than originally agreed with the contractor, due to availability of staff and the specialist pitch sub-contractor, as a result of overruns on other projects. Dunkil have promised to maintain the Christmas completion date. An updated programme from the contractor is awaited.

A letter has been sent out to all households on the Brook Road leaflet route informing them of the commencement of the works, what to expect, and reminding them to avoid attempting to access the secured site for safety reasons.

Progress during the first week has included site establishment and setting out, constructing the temporary access road off Farmers Lane, and commencing the main pitch levelling work.

A 'tool-box talk' was delivered to Dunkil by Lucy Pocock of Bowland Ecology on 2nd September, to ensure that the contractor is aware of the precautions and requirements with respect to Great Crested Newts.

S106 Drawdown

An application to draw down S106 monies to pay for the Phase 1 construction works and contribute towards maintenance of the facility was submitted to CWaC on 27th July and approved on 20th August. The Funding Agreement has now been received and has been forwarded to the Council's Solicitor for checking, before it is signed. It was noted the cost of this is £800 (+vat).

It was agreed the Clerk should notify the Parish Council's insurance provider that project is now underway.

Cllr Hallows left the meeting.

19. Signatory for Land Transfer

Resolved 19/063 – That the Clerk and Cllr Clough sign the land transfer agreement on behalf of the Parish Council relating to the former Royal British legion car park (Poppy Lane) , allotments and bowling green.

20. Allotments & Bowling Green Routine Inspections

Resolved 19/064 – That Cllrs Clough and Wallace will carry out an initial routine inspection of the allotments and bowling green when they are transferred to the Parish Council and then at regular intervals.

21. Poppy Lane Car Park

It was agreed this be considered by the Councillors reviewing village maintenance. Concerns were raised regarding damage done to the car park following the inspection of the site, this will be investigated.

It was agreed that an opening ceremony should be considered at the Council's October meeting.

22. Accounts & Payments

1) Accounts & Payments

Resolved 19/065– That the Council approve the accounts and payments and bank reconciliation as listed on page 80 cash book noting that Cllr. Clough agreed and signed the reconciliation:

SP Landscaping	Grounds, Street & Cem. Maintenance (June)	798.00
Chester Bookbinders (P. Woods)	Minutes Books x2	90.00
Shires	Payroll (M3)	51.50
Talkabout Publishing	Tarporley Talk	144.00
Lowther Forestry Group Ltd	Newt Fencing - Brook Road	6,102.22
A. Webb	Reimbursement - SLCC	136.00
A. Wright	Reombursement - Phone & Plaques	86.00
Tarporley Community Centre	Room Hire	77.23
SP Landscaping	Grounds, Street & Cem. Maintenance (July)	798.00
A. Webb	Salary	797.91
A. Wright	Salary	786.71

HMRC	NI/PAYE	256.50
R. Johnson	Lengthsman	472.50
J. Stewart	Handyman	72.50
Gaskells	Cemetery bin	95.59
NEST	Pension x2	64.29
CW&C	Discharge application 19/03092/DIS	58.00
Shires	Payroll (M4)	24.50
SP Landscaping	Grounds, Street & Cem Maintenance (Aug)	798.00
Rowell Environmental Solutions	Poppy Lane Car Park Inspection	200.00
Bowland Ecology	GCN Licence stage 2 - Trapping	7,824.00
The Play Inspection Company	Annual Inspection	78.00
Barlows	Kiosk Light repair	119.09
Tarporley Community Centre	Room Hire	10.50
Talkabout Publishing	Tarporley Talk	144.00

Resolved 19/066 – That the Council approve payment of the following invoices received since the publication of the agenda. Payments for approval:

A Wright	Reimbursement - Meeting Fliers (Paid)	79.60
Roy Johnson	Lengthsman - August	448.66
A Webb	Salary - August	797.91
A Wright	Salary - August	786.51
Nest	Pension Contributions	64.29
HMRC	NI/PAYE	256.70
A Wright (Paid)	Reimbursement - Fliers	79.60
Royles	Tarporley News Special Edition	273.00
PKF Littlejohn LLP	External Audit 2018-2019	480.00
Gaskells	Cemetery Bin	77.96

Resolved 19/067 – That the Council contribute £550 towards the Christmas Festival Stalls and carousel.

2) Insurance

Resolved 19/068 – That the Council appoint Came & Company to provide the Council's insurance from 2019-2020.

3) Payments Procedure

Deferred to October Council meeting.

4) Small Grants

It was agreed that the Council should advertise for grant application of up to £250 from community groups and organisations to be considered at the Council's October meeting, noting all applications must be on the Council's grant application form.

Resolved 19/069 – That the Council move into Part 2 and ask the press and public to leave the meeting.

23. Play Area Quotes inc Youth Shelter

It was agreed to obtain additional quotes for the repair of the youth shelter and that all items be deferred to the October meeting of the Council.

Meeting closed: 9.52pm

Signed:

Dated:

Ann Wright
10-09-19

Extraordinary Parish Council Meeting:
Tuesday 17th September, 6.30pm
The Main Hall, Tarporley Community Centre.

Next Scheduled Parish Council Meeting:
Monday 14th October 2019, 7pm.
The Committee Room, Tarporley Community Centre.

Tarporley Parish Council Minute Book

Committees, Working Groups and Other Meetings

Presented at the September 2019 Meeting

Notes Included:

	pages
Notes of meeting to discuss S106 funding for the Brook Road Sports & Recreation Ground 11 th July 2019, Tarporley Community Centre	44 - 45
Meeting with CW&C regarding Current Car Parking Situation 13 th August 2019, CW&C Council Offices, Ellesmere Port	46
Notes of meeting with Businesses to discuss Christmas Event 22 nd August 2019, Tarporley Community Centre	47 - 49

**Notes of meeting to discuss S106 funding for the Brook Road Sports & Recreation Ground
11th July 2019, Tarporley Community Centre.**

Present:

Tarporley Parish Council (TPC):

John Millington, Ann Wright (Clerk)

Cheshire West & Chester Council (CW&C):

Dan Lockwood - CIL & S.106 Monitoring Officer

John Seiler – Project Manager

Purpose of meeting: To discuss S106 Funding for the Brook Road Outdoor Sports and Recreation facility

It was noted that tenders for phase 1 of the development are due by the 12th July.
Newt mitigation works are already underway on the site.

Phase 1 is the largest phase and is estimated to cost approx. £390k, the majority of the funding is from the S106 money specifically identified for Brook Road open space and playing pitch funding.

Phase1 includes:

Newt mitigation works

Access road (to be funded by CW&C as part of transfer agreement)

Car park

Levelling, drainage, planting and landscaping

Full size FA standard football pitch which can be played as 2 junior pitches if required.

Pond – for pitch drainage and doubling up as a wildlife area

Preparatory works for a future MUGA

Paths and trim trail

Benches, bins and signage

Fencing and gates

Car Park

Dan Lockwood stated that the car park could not be funded out either the open space or playing pitch funding as it is neither open space or a pitch and does not enable the provision or maintenance of the open space or the pitch.

John Millington challenged this, noting that a car park was always part of the scheme and even if it was argued that Tarporley residents could walk to the facility, opposition teams from outside the village using the playing pitch would need to travel by car. Dan Lockwood checked with Mary Lavery by a phone call, who confirmed that the S106 funding could not be used for the car park.

It was noted that some elements costed in the car park provision could be funded by the S106 funding, including accesses for field maintenance and the fence.

It was noted that the car park did not reduce the amount of pitches on the site as, given the size and shape of the field, no further pitches could be accommodated even without the car park.

It was noted that the Parish Council could look at funding the car park and could draw down some of the S106 for future years field maintenance, possibly 3 years maintenance based on current maintenance estimates of £6k to £12k per year.

Project preliminaries, boundary fencing, pond works (as it is part of the pitch drainage system), boundary hedge planting and pedestrian access could be split between the two pots of S106 funding as these items enable the creation of the pitch and open space.

The preparatory works for the MUGA could be allocated against the playing pitch S106 funding.

Outdoor gym and trim trail equipment were suitable uses of the open space S106 funding.

Transfer of S106 Funding Process

- 1) The Parish Council will apply for the full amount of phase 1 S106 funding based on the tender document (3 quotes required), invoices paid and maintenance costs for future years.
 - 2) The Parish Council must complete a S106 Application Form. The application will require the details of the scheme, it was noted this information could be attached to the form.
 - 3) Up until 01/09/19 a maximum of five S106 pots can be accessed for any one project. After 01/09/19 this restriction will be lifted.
 - 4) The application will then go through the CW&C approval process, which due to the amount will require approval from the Executive Member for Resources.
 - 3) Once approved the Parish Council will need to sign a legal agreement with CW&C to deliver the project. It was recommended that the Parish Council appoint a Solicitor.
 - 4) The money will be transferred to the Parish Council. It was noted this process could take over 6 weeks. As such Dan Lockwood will advise officers now that the application will be submitted shortly so that they are prepared to process the application as quickly as possible.
- It was noted that the Parish Council will need to be confident that it will receive the S106 funding before it can appoint the contractor.

Tender Process

- 1) John Seiler to review and evaluate tenders and email with a tender report to the Parish Council and arrange necessary meeting to discuss tender details.
- 2) Information to be sent to Councillors with recommendation – Councillors to raise any concerns or queries.
- 3) Recommendation to be considered at an extraordinary meeting of the Parish Council.
- 4) Letter of confirmation sent to company awarded contract.

It was noted the S106 funding will cover:

Phase 1 works including newt mitigation works already undertaken.

John Seiler's fees – design and management.

Additional items discussed:

It was noted that John Seiler was to contact CW&C planners to confirm no alterations to the planning permission were required due to minor changes made to the scheme during the detailed design process – it was suggested an email confirming this would be helpful.

It was agreed the Clerk arrange a meeting with Sian Williams (CW&C Highways construction & development), Warren Chatterton (CW&C Highways construction & development) and Andrew Jamieson (CW&C) with regard to the delivery of the access road as included in the land transfer agreement.

Meeting with CW&C regarding Current Car Parking Situation

13 August 2019 at CW&C Offices, Civic Way, Ellesmere Port, Cheshire, CH65 0BE

Present:

Charlie Seward – Deputy Chief Executive (Place)

Councillor Eveleigh Moore-Dutton

John Beckitt

Gordon Pearson

Purpose:

To highlight the current parking situation in Tarporley, its effect on businesses, the various parking reports, the various proposals that might deliver parking, the Neighbourhood Plan review, identification of potential sites, and assistance that CWAC could provide if sites could be identified or allocated.

**Meeting between Tarporley Parish Council and Tarporley Businesses regarding Christmas Event
22nd August 2019 at Tarporley Community Centre at 5.30pm**

Attendance

Tarporley Parish Council

Cllr Gordon Pearson (Chair)
Abigail Webb – Deputy Clerk

Cllr Gill Clough

Cllr Andrew Wallace

Businesses

Jane Massey – Papillon
Samantha Moore – The Wardrobe
Danny Lloyd – The Rising Sun
Kate Crisp – Follies

Vivienne Rowley – Vivienne Rowley
Mary Brogelli – Baile Home
Martin – Representative from TarpFest
Alicia Peacock – Tabernam

Date and Time

The Christmas event will take place on Saturday 30th November. The start time will be 4pm and finish at 8pm.

Name of event

The event will be called the 'Christmas Festival' as opposed to Christmas light switch on event as there will not be a countdown to switch on the lights because they will already be switched on.

Road Closure

A request for the High Street to be closed from the Rising Sun Pub to the south end of Park Road (next to Orvis) between the hours of 4pm and 8pm will be made.

Action – Deputy Clerk to apply for road closure from CWAC plus contact Amberon re: traffic management. The main issue may be for the residents of the Swan Hotel Pub and access to the Cottage Hospital on Park Rd.

Action – A representative from the businesses to speak to Edward Barlowe from the Swan Hotel to discuss road closure and the impact on their patrons.

Stalls

- a) Tarporley Hospital Action – Deputy Clerk to contact them.
 - b) Rotary agreed to have two stalls providing mulled wine and roasted chestnuts.
 - c) Rising Sun to provide a BBQ selling burgers etc. The Rising Sun are looking at the possibility of having Famers Market themed stalls selling cakes, pickles and preserves etc. Nothing has been confirmed yet, but Danny will notify us when he knows more.
 - d) Rose Farm to be offered a stall selling local produce.
 - e) Hot chocolate to be sold at the event from Latte Da and possibly Ginger & Pickles.
- Action – Sam to speak to Ginger & Pickles.

Some stalls could be placed outside the Sorting Post Office on the High Street.

Carousel

Vivienne has sourced a carousel that can be located at the Chestnut Pavilion (the bollards will need to be dropped). The providers of the carousel will also bring 2 stalls with them providing approximately 40 prizes. The location of the stalls could be next to Vivienne Rowley shop, next to Coast or by Wright Marshalls' car park. The cost of the carousel is £1,100 including the two stalls. The carousel will be installed by the providers just before the event and will be taken down when the event has finished. It comes with its own source of electricity and piped music. The businesses have asked if the Parish Council can contribute to half of the cost and the businesses will pay the other half. Action – to be included on the Parish Council's September agenda.

The carousel will be free for people to use. However a donation bucket could be placed next to it and any donations to the Cottage Hospital. By having the carousel located at the Chestnut Pavilion, this will spread the event along the High Street so it will not be as congested by the Chocolate Shop.

Action – Deputy Clerk to send a letter to John Pritchard informing him of the Christmas Event and what equipment will be used at the Chestnut Pavilion.

Santa's Grotto

This will be in the same place as last year.

Reindeer

These have been booked and permission given to be placed in the wooded area by St Helen's Church.

Carol Singing

It was suggested that choirs from Decibellas, Tarporley Primary School and Tarporley High School be invited to sing in the raised area below Latte da coffee shop, as last year.

However the choirs could do two sets, one by the chocolate shop and one further up the High St. because this will help to spread the entertainment along the High Street. It was suggested that it might be better if the choirs gave a performance by singing on their own and the public sang along with the brass band instead.

Green Screen

Kate suggested using a company called Hip Swing from Winsford that provides Christmas photographs by using a green screen and then superimposing an image in the background such as skiing or winter wonderland and this could be located next to Coast and Little Tap. Photographs would be paid for by the customers and once the hire cost of the service had been paid for, any further proceeds could be given to the Cottage Hospital.

Action – Kate to enquire how much this will cost and the terms of conditions.

Marshals

Marshals will be required on Park Road in case emergence vehicles are required to attend the Cottage Hospital and at various locations along the High Street. Volunteers for marshals will be sought from both the Parish Council and businesses.

P.A System

One of the main issues with the event last year was that the P.A system was not loud enough and people could not hear the singing. Alternative and more appropriate equipment will be hired this year, the cost could be approximately £300. Action – Martin from TarpFest to source.

Christmas Trees

The Parish Council intended to provide 4 large Christmas Trees with lights in the village. The locations are:-

St Helens Church – with coloured lights

Tarporley Baptist and Methodist Church

St Thomas Beckett Church

Under the Chestnut tree, next to the crib.

However Danny stated that the Rising Sun would like to provide a 20 ft Christmas tree to go outside their property, possibly at the side, on the cobbles. If he receives agreement from the brewery that this is possible, it was agreed that there will be no need for the Christmas tree under the Chestnut tree. Tarporley Parish Council to liaise with Danny and re: location and lights for tree as there may be an opportunity to use the lights that would have gone on the tree under the Chestnut Pavilion to be used on the tree outside the Rising Sun Pub.

Crib

The Crib will be located underneath the Chestnut tree as usual. Power supply from Cheshire Lamont will be required for the crib to be lit up and also if a Christmas Tree is to be placed under the Chestnut tree. It was agreed to improve the decoration in and around the crib.

Mini Christmas Trees

The 41 Club will install the usual mini Christmas trees along the High Street on Saturday 23rd November.

Georgian Houses along the High Street

There are several trees along the High Street outside the property of the Georgian style houses (opposite the old NatWest Bank) which would look pretty if lit up. Action – the Deputy Clerk to contact the owners to ask if they are happy to put lights in the trees or to see if they need any assistance in doing this.

Programme

An A5 programme will be created detailing the times for the various events during the evening. This will be created a couple of weeks before the event so that the local businesses and shops can hand them out to customers.

Street Signage for event

Signage can be created to advertise the event using a similar format and locations used for TarpFest.

Late Night Shopping

Late night shopping will start on Thursday 28th November and will continue until Thursday 12th December. The mini Christmas trees will be lit up then plus possibly the big tree at St Helen's could be lit up on that first Thursday. Tarporley Parish Council to promote the late-night shopping through their Facebook page and Tarporley Talk. The businesses will come up with the branding to use to promote these evenings. The Council offered to promote these evenings on the back of the flyers they hope to deliver to each household about the Christmas Festival evening. The business offered to deliver the flyers along the High St.

Tarporley Parish Council

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