

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD IN THE COMMITTEE ROOM, TARPORLEY COMMUNITY CENTRE
ON MONDAY 11th NOVEMBER 2019**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Toni Burke

Cllr Elaine Chapman

Cllr Gill Clough

Cllr Andy Hallows

Cllr John Millington

Cllr Mark Ravenscroft

Cllr Peter Tavernor

Cllr Nigel Taylor

Cllr Andrew Wallace

Clerk Ann Wright

Deputy Clerk Abbie Webb

Other

CW&C Cllr Eveleigh Moore Dutton

Public 5

1. Apologies for Absence

No apologies received. It was noted that Jeremy Mills had resigned from the Council with immediate effect. It was agreed the Clerk should write a letter thanking Jeremy for all his hard work for Council over the years.

2. Declaration of Interests

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

Cllr Pearson recorded that his partner uses a gym which may become a tenant of the former Crown Hotel and having sort advice from the CW&C monitoring officer who confirmed no declaration of interest was required.

3. Public Participation

Best Kept Village Awards update

Lisa Miller announced that Tarporley had been awarded 'Runner Up' out of the 6 villages in Tarporley's category and had been awarded a 'Little Gem' award for the public benches outside St Helen's. It was noted that Disley won our category and also the overall Best Kept Village Award.

Lisa Miller reported that there was still money left from the Bingo fundraising event and that 120 blue bell bulbs had been purchased for the woodland walk area by St Helen's and also for the Woodland area off Woodland Way. A further £100 would be used to purchase plants in the Spring for the bottom of the Community Centre field path.

Lisa Miller and all the volunteers who had helped were thanked for all their hard work and it was noted the village would not have done as well without Lisa's hard work and dedication.

Former WC Building

CW&C Cllr Moore Dutton confirmed CW&C were finally progressing the transfer of the former WC building to the Parish Council.

Tarporley Community Centre Roof

Tony Yeates confirmed the Community Centre had donations and promises totalling £75k towards the full cost of replacing the roof of £108k. The Community Centre expects to hear if their FCC (formerly WREN) grant application has been approved during the first week in December. If the application is unsuccessful the Committee would like the Parish

Council to consider a promise of an additional £15k to fund the shortfall in the project as the contract for the works is due to be signed in early 2020 and the lottery funding application outcome will not be known until February/March, if this application is successful the additional £15k will not be required. It was noted this will be included as an agenda item on the Council's December agenda.

The Crown Hotel – Planning Application

Representatives of Engima Holdings provided more information about the planning application to create a gym and wellness centre in the Crown Hotel. It was proposed that the centre would not just be a gym but would have classes e.g. yoga, Pilates and also treatment rooms which would serve the local community and include a range of local businesses.

It was confirmed the development did not include any of the field at the rear of the site and the car park is planned to accommodate 24 vehicles and that each business would be allocated a number of spaces and they would decide if they were for staff or customers. It was confirmed that the applicant had not held discussions with CW&C planning officers or Highways officers or the neighbours.

It was noted there was a significant extension at the rear of the property with white rendering in the Conservation area. It was confirmed the extension is higher than the neighbouring cottages.

It was noted the former butchers which is a separate building will become Enigma's head office and can be converted under permitted development rights.

The onsite bedrooms/accommodate is initially for Enigma staff visiting from out of area and may be used on the future for clients receiving ongoing treatments.

It was hoped once permission is received the centre would be open by this time next year.

It was noted the centre would be open from 7am to 10pm daily, with reduced hours on a Sunday.

4. Planning

1) Planning Register

The planning register was noted including comments submitted since the last meeting and decisions pages 87 to 88 of the planning register noting that applications 19/03726/FUL, 19/03779/FUL and 19/03767/CAT had had comments of No objection submitted since the agenda had been published.

2) Further Applications Received

19/04012/FUL, Replacement of existing shopfront (window, door, fascia & signage) replacement of a single side window & installation of traditional pilasters & stallriser details, 62 High Street Tarporley Cheshire CW6 0AG

Resolved 19/089– That the Council submit a comment of no objection.

19/03971/FUL, Erection of single storey rear extension & change of use of existing hotel to gym, treatment room & residential accommodation, The Crown Hotel, 78 High Street, Tarporley, CW6 0AT

Resolved 19/090– That the Council submit the following comments:

The Parish Council supports the principle of conversion of The Crown Hotel into a gym with treatments rooms which complies with policies Policy TE1 - Additional Business Premises and Employment Opportunities and Policy TE3 - Supporting A Range of Goods

and Services in the Village Centre Shopping area of the Tarporley Neighbourhood Plan. The Council would like to see that the optimum number of parking spaces are created in the Car Park.

The Parish Council does have concerns regarding the design and appearance of the large white rendered extension proposed at the rear of the property, the Council would support an extension which takes account of the Tarporley Visual Design Statement which visually compliments and blends in more with the conservation area and surrounding properties.

CW&C Cllr Moore Dutton confirmed she would call the application in to be considered by the Planning Committee.

5.Minutes

Resolved 19/091 – That the Chairman signs the Minutes of the Parish Council meeting held on the 14th October 2019 as a true and proper record.

6. Action List

The Council noted the action list as circulated.

It was noted that the S106 agreement had been signed by the Chairman and Vice Chairman and witnessed in line with the Council's standing orders.

8. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings book, pages 125 to 142 of the Minutes, including the notes of the Brook Road Access Road meeting held 24th October and the Finance Working Group held on the 5th November.

8. Co-op Parking Request

It was noted that Councillors had met with Brian Jackson of Wincanton and Dave Knight the Co-op's Manager before the meeting to discuss the request to change the parking regulations outside the Co-op to accommodate delivery lorries.

It was agreed the Clerk should contact Wincanton and ask for a written proposal of exactly what they would like Highways to consider and to point out that the Council is more likely to support delivery slots between 7 and 9am and 4 and 6pm and that the Parish Council would not support any use of the public purse to implement any changes to these parking restrictions.

9. Reserves and Earmarking

The Council noted that at the end of September the Council had reserves of £174k and £17k surplus funds, a further £34k was earmarked for spending on works and projects before the end of the financial year. This resulted in the Council having reserves of £157k of which £52k would be used to provide the car park and reinforced grass play area and overflow car park if this cannot be funded through S106 funding.

The £52K CIL would be used for various infrastructure projects in the village.

Moving forward the estimated surplus each year is expected to fall due to increases in spending on village maintenance, Christmas and Brook Road maintenance.

Given the number of projects already agreed the Council will not have the funds to carryout discretionary projects until 2021-2022 or will need to use its reserves.

It was noted the Council's reserves in the future can be reduced to 6 months running costs of the Council however it was agreed to retain a higher level of reserves while works

continue on the Brook Road sports and recreation ground.

There are still some significant amounts of S106 funding available which can be used. Work will begin on predicting the Council's year end spend and looking at the precept level for 2020-2021.

10. Brook Road Sports Field

Cllr John Millington provided the following update

Works on Site

Works on site have continued to be severely disrupted by the extremely wet autumn weather. The contractor, Dunkil Developments, has been unable to make any significant progress on the main pitch works or any other part of the soft landscaping. Saturation of the ground has made the site unworkable. However, good progress has been made on the car park and overflow car park, and work has now commenced on the perimeter fencing following cutting of the hedge by hand, as it was not possible to get a tractor onto the site.

It is difficult to compare planned and actual progress, as the works are now being undertaken out of sequence, but an estimate of 6 weeks behind programme, would seem a fair assessment. Dunkil have been asked to prepare a revised programme.

It is now clear that the opportunity to seed the playing pitch prior to the winter has been lost, so this will have to be postponed until the spring, meaning that it is unlikely to be available for playing at the start of the 2020/21 season. John Seiler has advised that playing a newly sown pitch too early, before the root structure has matured, could risk damaging the drainage of the topsoil as well as the grass itself, despite the fact that it may appear to be sufficiently 'greened'.

We are in contact with CW&C Landscape Department several times a week, with formal progress meetings held fortnightly, to explore any mitigation measures that can be applied, but we have to accept that this sort of work is weather dependent and this autumn has been extremely wet. Once the less weather dependent work has been completed, it is likely that the pitch and soft landscaping works will have to be abandoned until the site dries up, which may not be until spring next year.

Flooding to Gardens to the South of the Site

Flooding to the gardens of properties backing onto the CW&C owned triangle of land (for future affordable dwellings) and our field occurred on Friday 25/10/19 / Saturday 26/10/19 (the weekend when Northwich and Nantwich were flooded). No water entered the properties, but understandably the incident caused concern to the owners / occupiers of the properties affected. Homeowners contacted John Seiler on the morning of Saturday 26/10/19, but we did not become aware of the issue until the morning of Monday 28/10/19. Dunkil cleared up silt deposits and jet washed path and patios on Monday 28/10/19 and we immediately instructed the construction of measures to protect the properties against any reoccurrence after consultation with CW&C Landscape Department. Emergency call out procedures were also put in place. The preventative measures appear to have been effective, as there was no reoccurrence when we again suffered very heavy rainfall during w/c 04/11/19 (principally on Thursday 07/11/19), however they have led to some temporary discharge of water onto Brook Road, where it has run into local gullies.

Run-off from surrounding fields onto adjacent roads was observed during recent wet periods and the removal of vegetation and ground compaction (caused by the machinery

working the site) will have exacerbated this from the sports & recreation field. However, as the houses affected sit lower than most of the land to the north of them, a permanent method of protection will need to be found. John Seiler is discussing this with colleagues, and we await their proposals.

Meeting with Andrew Jamieson

A meeting was held with Andrew Jamieson of CW&C on 24/10/19 to discuss the provision of the access road, which CW&C are obliged to construct under the conditions of the Land Transfer Agreement. The Council advised Andrew Jamieson that they required the road to be completed by April 2020. There are separate notes of this meeting.

S106 Drawdown

The S106 drawdown agreement between TPC and CW&C has been signed and the release of funds has now successfully passed through the CW&C approval process. The payment should be forthcoming shortly.

Contract with Dunkil Developments

The Contract has now been corrected following review by Councillors Millington and Ravenscroft and is ready for signing by the Council.

Dunkil Developments Account

A final account tracker for Dunkil's works is being maintained and Councillor Millington presented this to the Finance Working Group, on 05/11/19, for their scrutiny.

Although it is still early in the works programme, there have been a number of variations, most significantly the overflow car park, which has taken the projection to c.£292k, including contingencies. This is still within the funding allocated (combination of S106 and Council reserves), but would take the account over the £270k ceiling which the Council set at the Extraordinary Parish Council Meeting on 25/07/19 (resolution 19/057) by an amount approximately equivalent to the cost of the overflow car park. Before commitments are made on expenditure over £270k, a resolution will be brought to Council for approval.

Dunkil's first application for payment has been received, and values the work undertaken to date at £72,526.80 incl. VAT. John Seiler has checked the valuation and Councillors Millington and Ravenscroft have also done so on behalf of the Council. They consider the application to be a fair assessment and recommend it to the Council for payment.

Discharge of Planning Conditions

Concern has been expressed to John Seiler that the work to discharge remaining Planning issues is taking too long and is putting the Parish Council at risk. Action on this has been promised in the forthcoming week.

Outdoor Gym & Trim Trail Equipment

Outdoor gym/trim trail equipment ranges are being reviewed and drawings updated with suitable locations, in readiness for community consultation and final selection. The equipment will be one of the last items to be installed so, as a result of the weather delays, there is less urgency in making selections.

Hedge Cutting

The hedges on Brook Road and Common Lane have been cut back on the road side by John Harding & Son Ltd, on behalf of the Parish Council.

It was agreed the Clerk should contact John Seiler and ask when the outstanding planning matters will be addressed.

It was noted that a robust emergency plan must be put in place if the contractors are coming off site to handle any flooding issues.

11. Telephone Kiosk

It was agreed that the Clerk should obtain a price for installing a cabinet and defibrillator in the High Street phone kiosk to be considered at a future meeting.

12. Christmas Festival

It was agreed a Marshals meeting would be held on Tuesday 26th November to review the area for the Christmas Festival and also assign duties and review the risk assessment. It was noted the programme of events was almost completed and a number of these will be distributed to businesses etc in advance of the event for people to pick up.

13. Tarporley News – Parish Council Edition

The next Parish Council Tarporley News is due to go out the week of the 21st November, the deadline to submit the articles is the 15th November, it was agreed to include the following items:

Christmas Festival

Late Night Shopping in Tarporley

Poppy Lane Car Park (Gill Clough)

Best Kept Village results

Brook Road update (Clerk)

Responsible Dog Scheme

Distribution will be agreed by email.

14. Hearse House & Storage

It was noted the CW&C have issued a Tenancy at Will for the Parish Council to take over the former WC in Tarporley. This will give the Council access to the building while the asset transfer is progressed.

Resolved 19/092 – That the Chairman and Councillor Ravenscroft sign the Tenancy at Will and the Clerk witness the signatures.

15. Tarporley Responsible Dog Walkers Scheme

It was reported the scheme was almost active and following the publication of the last Tarporley Talk 5 people had contacted the Clerk to join the scheme, application forms, tags and dog waste bags will be available from Latte'Da, The Willow Tree, Birch Heath Vets, the Country Market and Parish Council surgeries once the dog bags have been made available by CW&C. It was agreed if the dog bags are not made available soon the Clerk should purchase a supply.

16. Bowling Green & Allotments Agreements

It was agreed to finalise the drafts of the agreements to bring back to the Council's January meeting for consideration.

17. Poppy Lane Car Park

It was agreed to consider an opening ceremony after Christmas, although it was hoped the transfer would be finalised before then, noting the green box has now been removed.

18. Website

Councillors were asked to note new website accessibility which have been introduced and which the Council needs to comply with by September 2020, further research will be done on what changes if any need to be made.

19. Accounts & Payments

1) Accounts & Payments

Resolved 19/093 – That the Council approve the accounts and payments and bank reconciliation as listed on page 84 of the cash book including the below payments.

Glasdon	Turbocast adjustable pillar bearings kit	63.08
Portal Plan Quest Ltd	Cemetery Path Planning Application	142.00
Talkabout Publishing	Tarporley Talk	144.00
Tarporley Community Centre	TCC PAT Testing Laptop	3.00
R. Johnson	Lengths man duties Oct	341.25
Tarporley Community Centre	Room Hire (Oct)	97.89
John Harding & Son Ltd	Hedge Cutting	264.00

Resolved 19/094– That the Council approve the following invoices received since publication of the agenda:

A. Wright	Reimbursements (amended)	123.60
A. Wright	Salary (Oct)	786.51
A. Webb	Salary (Oct)	797.91
Nest	Pension Contribution (DD)	34.29
Tilston Parish Council	Training contribution - SLCC Events	30.00
SP Landscaping	Grounds Maintenance (Oct)	798.00
SPS	Payroll Services	24.50
Willow Brook Reindeer Lodge	Final Reindeer payment	537.00
Dunkil Developments Ltd	Interim Project Payment - Brook Road	72526.80
Glasdon UK Ltd	Axle	134.16
Gaskells	Cemetery Bin	95.59
J Stewart	Handy Man – October	231.00
Dutton Traffic Management	Xmas Road Closure	918.00

Resolved 19/095 – that the Council pay the Tarporley Poppy Appeal £100 to purchase a poppy wreath.

3) Payments Procedure

Matter deferred to future meeting.

20. General Election

It was noted that the General Election is on the 12th December and therefore we are now in purdah, as such the Council was reminded that it was important that the council's resources are not perceived to be used for or against any political party or candidate. It was noted the polling station will be in the Craven Room at Tarporley Community Centre.

Meeting closed: 9.20pm

Signed:

Dated:

Ann Wright
12-10-2019

Next Scheduled Parish Council Meeting:
Monday 9th December 2019, 7pm.
The Committee Room, Tarporley Community Centre.

Draft

Tarporley Parish Council Minute Book

Committees, Working Groups and Other Meetings

Presented at the November 2019 Meeting

Notes Included:

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Brook Road Outdoor Sports and Recreation Notes of Progress Meeting No. 2

7:30am, Friday 27th September 2019, Contractor's Site Office

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.

0. Actions from previous meeting
 - 0.1 JS to review options for overspill parking with Highways, eg use of change room space and/or MUGA
 - 0.2 TPC confirmed stained Iroko for the benches
 - 0.3 Gym and trim trail equipment. MR and JM to review information forwarded by JS
1. Health, Safety and Security. Nothing to report
2. Environment. Nothing to report
3. Progress.
 - 3.1 3 to 4 days lost in the last week due to rain. Dunkil had made the decision to redeploy the personnel to other jobsites in preference to churning up the site with the equipment.
 - 3.2 Specialist pitch subcontractor – 360 Groundcare will hopefully start w/c 07/10. Dunkil will check with them if they are able to work through the weekends once they start in order to catch some of the time up
 - 3.3 Hedge cutting is planned to start w/c 30/09
4. Variation Orders
 - 4.1 JS to itemise and issue all VO's to date for interim approval by TPC delegated authority Ann Wright, reference JM's email of 27/09/19
5. Information required from contractor
 - 5.1 JS to advise details on bollards
 - 5.2 JS to advise design options and preferences for bin store
 - 5.3 JS still to issue the revised drawings
6. Information required from client
 - 6.1 Client still to advise preferences for outdoor gym and trim trail equipment
 - 6.2 Barrier options around pond to be decided. As a minimum client requires low fence to prevent balls rolling in and small raised bund.
 - 6.3 Discussed options for high netting behind goals. No decision for now.
7. Quality/Defects. Nothing to report
8. Applications for payment/valuations.
 - 8.1 None received to date
 - 8.2 DD to advise when they would be making their 1st application, so TPC can ensure adequate funding
9. Neighbour issues. Nothing to report
10. Hedge cutting
 - 10.1 Planned for w/c 30/09
11. Any Other Business
 - 11.1 TPC have received 2 copies of JCLI contract, signed by DD, for review
 - 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.
 - 11.3 Outstanding design issues and planning issues were discussed. JS to progress.
12. Date of Next Meeting
 - 12.1 To be decided after the meeting

Brook Road, Tarporley, Contract Progress Meeting No.3

Monday 14th October 2019 2.30pm

Minutes from Meeting (John Seiler)

Present:

John Seiler (CWAC)

John Millington (Tarporley Parish Council)

Mark Ravenscroft (Tarporley Parish Council)

Kevin O'Shea (Dunkil Developments Ltd)

1. Site Sign

JS to update sign at site entrance with both CWAC and Dunkil contact details. JS will laminate and attach to site perimeter fencing.

2. Car Park

- Gates –adjust drawing to show gate to overflow car park opening back from the car park into the main car park.
- Levels –adjust drawing to include for the drop from the 100mm upstand kerb i.e. to slope down over approx. 400mm
- Proposal to include a hedge between the car park and to change the fence to a post and wire fence.
- Increase width of overflow car park by 150mm –to allow a wider gap between the fence and the main car park.
- Update Option 3 cost estimate for Parish Council. Pending confirmation from Parish Council JS to send to Dunkil to provide a quote.
- Pedestrian gate required to access the bin store
- Rename the Overflow Car Park as 'Reinforced Grass Area For Outdoor Fitness Training (can be used as Overflow Car Park)', as previous mark up
- Show hedging to boundary to the right of the entrance as well as the left.

3. Works Programme

- 3 weeks behind due to excessive rainfall.
- Subsequently Dunkil have not be able to get back onto the pitch to finish the level grading in advance of 360 Groundcare visiting site to carry out the lateral drains, final grading and seeding. Dunkil have about 1 week's work remaining before 360 Groundcare can commence.
- Bearing all this in mind, it is possible Dunkil will miss the autumn window for seeding the pitch.
- Hedge cutting has not been possible, also due to the wet weather.
- Dunkil to provide an updated works programme.

4. Bin and Equipment Store

- Proposal to combine a small timber sports/maintenance equipment store with the bin store on the footprint of the 10 x 15m future changing rooms. The plans for the future changing rooms include a store, so the timber store would be removed when the changing rooms are constructed at a later date.
- JS to provide detailed information for Dunkil to price and subsequent Tarporley Parish Council approval.
- Based upon Total 6.5m length x 3m width building. Bin Storage section to be 3m width x 1.5m length. Main storage shed to be 5m length x 3m width.
- Storage unit to include for 2.3 m height clearance –allowing bins to be opened.
- Design option for a pitched roof -using dark green metal profile roof.
- Timber panel surrounds –solid finish around storage unit and bin store, with hit and miss panelling to bin gates.
- To include an access path and concrete building floor.

5. Pond**650mm high Bow Top Railing:-**

- JS to update the masterplan to include for the 650mm bow top fencing to surround the entire pond.
- Railing to be positioned set back from the water level to ensure that a natural visual appearance is achieved. JS to work out construction drawing and quantities then send to Dunkil to provide a quote.

Life Belt

JS to specify a Life Belt and request a quote from Dunkil.

Pond liner

The need for a pond liner will be reviewed. The water levels will be monitored over the winter. JS anticipates that in dry periods the water level could drop significantly, and would recommend that if a liner is used it should be positioned to approx. 500mm below the current water level.

6. 5m High Ball Catch Netting Behind Pitch Goal Ends

This option will be reviewed at the end of the project as, if required, it will require a separate planning application.

7. Interim Payment Nr 1

Dunkil to submit Valuation Nr 1 in next 2 weeks.

8. Drainage

- Waterlogging issues with regard to 1 Farmers Lane were discussed. Resident is satisfied with the response. Actions taken appear to have addressed the issue, but it requires monitoring.
- JS is pursuing possible options to improve the drainage of the southern perimeter and remaining CWAC parcel of land, which is very low lying, with his colleagues in CWAC.

9. Goal posts

Install sockets only. Tarporley Parish Council will purchase goal posts direct.

10. Project costs

JS to check with Dunkil all works and to ensure that there are no hidden extra costs for compound and machinery on site should delay result in no staff on site.

11. Dunkil Developments to:-

- Request an extension of time.
- Provide an updated works programme.
- To inform JS in advance should they need to pull off site due to further inclement weather.
- Send Payment Valuation Nr 1
- JS to provide Dunkil with Variation Instruction Nr 1

12. Bird and Bat Boxes

JS to provide supplier and quotes for Tarporley Parish Council.

13. JCLI Contract

John Millington to send JS with scanned copy of contract for JS to complete.

Next Meeting Friday 25th October. Time 7.30am.

Notes from a Meeting about the Future Tarporley Parish Council Land at Poppy Lane on Tuesday 15th October 2019 at 10.00am on Site.

Present

Cllr Gill Clough and Clerk Ann Wright – Tarporley Parish Council

James Willis – land agent for the land adjoining the “no man’s land”.

Isla Roberts – Tarporley Allotments Assoc.

Mike Guest – Tarporley Bowling Club

The Clerk confirmed that the Land Registry showed no registered ownership of the land in question (between the field and the Bowling Club and Allotment land). James Willis also confirmed that his client had no evidence that they owned the land and said that they had no interest in claiming ownership of it, because it was considered a liability and an unproductive piece of land. It was thought to previously have been part of Bird’s Lane.

In recognition of the trespass (and associated anti-social behaviour) across the field into this land and then into the bowling club-allotment land, James Willis agreed to talk to his client about re-instating the boundary fence between the field and this land. The outcome of this discussion would be relayed to the Clerk, after which further discussion may need to take place in case additional fencing is required for security reasons.

ACTION James Willis

Once the fence was re-instated the Bowling Club and Allotment Assoc. would consider planting prickly plants on the “no man’s land”, as a further deterrent.

ACTION Mike Guest and Isla Roberts

The Bowling Club and Allotment Assoc. to collect for their records written and signed paperwork from their members who can remember the use of this land in times passed.

ACTION Mike Guest and Isla Roberts

Local Wild Life Group to be contacted to see how this land might be used.

ACTION Isla Roberts

The Bowling Club to put up a fence behind the bowling club house across this land, between the field boundary and the bowling club, to create a rough area for parking cars. This would involve some tidying up of the land and its bushes/trees.

ACTION Mike Guest

The Parish Council to give 2 bench ends to the Bowling Club and 2 to the Allotment Assoc. for them to re-furbish and use on site.

ACTION the Clerk

It was confirmed that the Parish Council had agreed that the Bowling Club, at their own expense, could repair the existing pathway up to the club house from the main allotment gate. Mike Guest to send the Clerk details of the work to be undertaken. The Bowling Club to sort out the trees and bushes between the green and the allotments. Plans for the low level lighting up the path to be sent to the Clerk who would find out if planning permission is required. There is an existing light towards the bottom of the path, with cabling from the club house.

ACTION Mike Guest

The wooden pallets, at the top of the allotment land, are to be removed, but some kept to protect any hedging planted in the “no man’s land”.

ACTION Isla Roberts

When the Parish Council received ownership of the car park, they would start to plant up the border areas.

ACTION Parish Council

The hedge between the Rowcliffe Homes and Poppy Lane needs cutting back severally. To be done by volunteers from the Allotment Assoc., assisted by people from the Best Kept Village group.

ACTION Isla Roberts

Once this hedge is cut back the existing notice board to be re-furbished and made ready for use.

ACTION the Clerk

Gill Clough
Oct.15th 2019

Draft

**Notes of Informal with Northwiche Town Council
regarding Christmas Trees & Lights
16th October 2019, High Street, Tarporley.**

Present:

Tarporley Parish Council (TPC):

Cllr Gordon Pearson, Abbie Webb (Deputy Clerk), Ann Wright (Clerk)

Northwiche Town Council (NTC): Lesley Moore, Chris Shaw

Purpose of discussion: To confirm arrangements for Christmas trees and lights.

The following points were discussed:

Trees by Latte Da

- It was noted that there are power supply boxes at each end of the raised area but it was not known if these were live.
- A contact number had been obtained to contact the landlord of the properties as it is understood the power is managed from the flats above the shops.
- It was noted one of the tree sockets (outside Latte Da) is raised and will need to be addressed as a trip hazard before the event.
- It was agreed that the two trees (either side of the path) will be lit by one set of white lights from the church trees last year and one matching new set (warm white).
- It was agreed this should be enough to light the trees adequately.

St Helen's Tree

- 15ft tree to be erected in the same location as last year but to be decorated with coloured lights.
- Power to be taken from The Swan as last year, it was noted The Swan has had major renovations and NTC confirmed they would check the power supply is still available.

Wooden Area by St Helen's

- It was noted this area was to be lit using existing TPC lights and these were to be strung amongst the trees to the area where the reindeers will be located.
- It was noted that these lights will provide only limited light but it was confirmed that the mobile lights used last year on the steps would be used here as well and the Christmas lights were mainly for decoration.
- It was noted the path to and from the reindeers will be highlighted and marshalled although it was suggested that people may not follow the designated route and this needed to be taken into account.
- It was noted the artwork display boards will be removed before the event or will need to be considered on the Christmas risk assessment.
- The lights will be wrapped around the trees and fixed with zip ties and will be ladder height from the ground.
- The lights will run off the same power supply and timer as the St Helen's tree.
- It was suggested that these lights may only be on for the Christmas Festival on the 30th November. This is to be confirmed.

Chestnut Tree Mound

- The location for the 15ft tree with coloured lights was agreed.
- NTC to install tree socket this weekend, and it was confirmed the socket will be covered.
- NTC will set up the power feed to both the Christmas tree and Crib as such the Crib will need to be installed ready for when the works are carried out.

Burton House

- Lights to be installed as last year.

General Comments

- It was noted the Christmas Festival will not include a lights 'switch on' the lights will be switched on after installation in early November to benefit late night shoppers.
- Date of installation to be confirmed by NTC noting it may take place over several days and enough notice given to make sure the crib is in place for power supply to be installed.
- The timers for the lights are set to come on at 3pm daily.
- The price will also include 24/7 emergency maintenance/call out.

Ann Wright
16th October 2019

Tarporley Parish Council Christmas Festival Planning Meeting on Monday 21st October 2019 at 6:30pm at Tarporley Community Centre

Attendance

Cllr Pearson, Cllr Clough, Cllr Chapman, Cllr Wallace, Cllr Taylor, Cllr Ravenscroft
Deputy Clerk: Abigail Webb

Lights

Cllr Pearson, A, Wright and A Webb met with Northwich Town Council (NTC) on 16th October to discuss the Christmas lights. A quote was received from NTC however the cost was much higher than anticipated. Following a discussion, it was suggested that NTC provide the following

4 x Trees (decorate and remove lights)	£3,880.00
Install steel tree socket	£245.00
Supply 2 x 150 multi coloured lights	£2770.00
Supply 1 x 150 warm white lights	£1385.00
Install, decorate connect and disconnect lights in deciduous trees x 2	£900.00
Install, connect/disconnect and remove lights to 3 trees at Burton House	£750.00

Areas of work to be removed from quote

Remove 4 x trees	£240.00
Remove maintenance plan	£600.00
Remove - Install and remove existing lights in wooded area	£600.00
Removal of lights in 2 deciduous trees and 3 trees at Burton House	£ ????

The Clerk is applying for a grant from Cllr E.M Dutton for the sum of £500 to contribute towards the cost of the road closure for the Christmas Festival.

The resident of Burton House has been contacted to ask whether domestic lights can be installed into the trees at their property and whether they are happy to leave them up all year round. (Post meeting note: the residents have confirmed that this is ok)

The lights in the deciduous trees outside Latte Da will be left in all year round so will only require being connected and disconnected to the power supply.

Action – Cllr A. Wallace to contact 41 club to ask if they can remove the 4 Christmas trees, for a donation.

Action – Contact owner of Burton House to discuss lighting options.

Santa Grotto

The grotto will be installed, at a cost, on Wednesday 27th or Thursday 28th November by Joe Rowlands and will be decorated on Friday 29th November. The decorations are stored in Cllr Pearson house. Cllr Chapman has offered her leather armchair and a corner Christmas Tree for the grotto. Cllr Hallows has offered transport to collect these items from Elaine's house. Sponsorship will be sourced to pay for the cost of the Haribo sweets.

A separate meeting will take place with Cllr Pearson, Cllr Clough and Cllr Ravenscroft to discuss the queue management and ticketing of the grotto.

Action – Grotto installed and decorated (27th / 28th November)

Action – Chair and Christmas Tree to be collected from Cllr Chapman's house (29th November)

Action – Haribo sweets to be purchased by Clerk from Spa.

Reindeers

The reindeers will be relocated to the Memorial Walk woodland area. Oliver Davies from Tarporley Landscaping is providing bark chipping to be placed on the path and the area where the reindeers will be located. LED flood lights will be placed in the area and Cllr Pearson suggested battery operated tea-light lanterns could be placed along the path.

A small picket fence to stop children from getting too close to the reindeers would be advantageous. A 'no dog sign' needs to be displayed at the entrance of the Memorial Walk.

Action – Cllr Person and Taylor to check this will light up the path, alongside the LED lights.

Action – LED lights to be charged up

Action – Picket fence to be purchased

Action – No dogs sign purchased (contact Simply signs)

Action – Management of reindeer arrival (Marshal duty)

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; A quote from Audlem Printers was quite expensive so another company will be contacted to provide a quote.

Action – Contact Simply Signs re: quote for signs in A2 size.

Stalls / Food and Drink

Rotary - mulled wine, roasted chestnuts, mince pies and burgers.

Little Tap – wine

Rising Sun - BBQ

Latte Da

Tarporley Hospital

Inner Wheel

The Parish Council can help fundraise by having stalls to local businesses and charging £15. All voluntary / charity stalls that are selling food will be required to show a food safety certificate.

Action – All High Street businesses will be emailed with the following information

- Overview of event
- Request for stall holders at a cost of £15
- Invitation for sponsorship

- Confirm email address
- Thanks to all those businesses who have contributed to the event so far

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

Action – Stall holders will be required to produce a risk assessment

Action – Donation buckets need to be provided from Tarporley Hospital

Action – GC to email information re: food safety

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 (timings to be confirmed)

4pm	Road Closed
4pm	Carousel
430pm	Santa arrives from the south end of the village and walks to grotto
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 (Outside P.O Sorting Office)
645pm	Decibellas (additional performance?)
730pm	Event finishes

Emma Hunter has agreed to work on the programme if it is similar last year's programme as she has very limited time.

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, outside the Post Office Sorting Office. The location of the dedicated choir waiting area is the bus top close to The Willow Tree.

Action – This area will need marshals and an instruction sheet will need 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 on the night.

Action – Martyn Jowett 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 have provided a quote however this is over £300 more than last year. A quote is being sourced from Dutton's Traffic Management Company and Ringway. Depending on cost, will depend on whether any marshals will be supplied by the traffic management company. Extra marshals will be needed at either end of the road closure

CWAC will liaise with the bus company via their traffic liaison officer and a diversion will 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.

Concern has been raised from a member of The Swan Hotel regarding the road closure and a possible impact of loss of customers however TPC has received an update (via the local business group) that the Assistant Manager is happy with the road closure and will inform their customers in advance.

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

Action – An email to be send to all businesses on the High Street with full details of the road closure.

Marshals

Marshals are required at the following locations during the event

Grotto

2 x Santa grotto

1 x escort children out of Santa grotto

1 x bottom of ramp

1 x outside Latte Da

1 x time tickets

Choir

1 x choir assembly point

1 x guiding choir into the area

1 x guiding them out of the area

Reindeer

1 entrance path

1 at reindeer enclosure

1 at path leading out of wooded area

Programme

4 at road closure (2 each end)

1 PA location with First Aiders (and extra programmes)

Road Closure

2 x road closure

Floaters

2 x clerks

Rotary can provide 5/6 marshals

41 club can provide 4

The roles and responsibilities document will be reviewed at the next meeting. All volunteers will be assigned a location and role for 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 have around 10 'Steward' vests for marshals to wear.

Action – Confirm marshals and roles.

Action – Review last year's 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 of

- Event programme - £400
- Santa's sweets - £50
- PA system - £300
- Woodland path lighting - £100
- St John's Ambulance First Aiders - £200

It is important to try and find sponsorship as the Parish Council are providing several additional activities at this year's festival such as

- Christmas tree under the Chestnut tree.
- Lights in trees outside Latte Da.
- Extended road closure.
- Contribution to carousel.
- Woodland area used for reindeers will be lit up.
- Extra event programmes.

Fundraising

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

Santa's grotto
Carousel
Rotary stall

Action – Contact Tarporley War Memorial Hospital to make sure they can provide enough buckets.

First Aid

Action – The quote for St John's Ambulance has been approved by the Parish Council.

Action – Deputy Clerk to contact Charles Hardy at the Chocolate Shop re: use of café area should volunteers need to treat anyone on the evening.

Publicity

The Christmas Festival will be widely promoted in the weeks leading up to the event. An article in Tarporley Talk has been submitted. A special edition of Tarporley News the week before the event (21st November) will provide additional information about the event, a location map and list of stalls on the night. Updates through Tarporley Facebook will also be used leading up to the event.

Action – A poster will be created to promote the event.

Car Parking

It will be encouraged for people to walk to event however the car parks that will be available on the evening are

Rising Sun Car Park

Poppy Lane Car Park

Hall Livesey Brown Car Park

Tarporley Community Centre Car Park.

Date of next meeting: TBC

Draft

**Notes of Meeting on access road to Brook Road Sports & Recreation Field
24th October 2019, Tarporley Community Centre.**

Present: CWAC - Andrew Jamieson

Tarporley Parish Council - John Millington, Ann Wright (Clerk)

Purpose of meeting: To discuss access road to Brook Road Sports and Recreation field

The following points were discussed at the meeting:

It was noted that works had been started on Brook Road to create the sports and recreation ground and it was expected that the S106 agreement, to pay Tarporley Parish Council the S106 money to fund the works, would be signed imminently.

It had been hoped the works would be completed before Christmas however the recent very wet weather had meant works may not be completed until after Christmas

It was noted the access road had full planning permission as it has been included in the planning application for the site, as had been recommended by the CW&C planning officers. However, a technical design had not been completed which has to be to adoptable standard.

It was suggested the road could cost between £50-100k to complete, however it was confirmed CW&C have the funding to complete these works.

It was noted the permission for the recreation field includes a condition that the playing field cannot be occupied/used until the access road is completed. It was noted that the field cannot be opened until the field and planting has had time to become established, as such the field is unlikely to be ready for use for 6 months, however if the access road is not delivered within that time this will cause an issue and delay the opening of the playing field, as such the latest the road can be completed would be April 2020.

The permission for the road is based on that included in the outline permission and includes a spur for the proposed affordable houses development which is to be delivered by CW&C.

It was noted that CW&C have developed a partnership with a company in Manchester to deliver a number of affordable housing developments across the Borough which could be involved in the delivery of the affordable housing at Tarporley.

It was asked if the Parish Council had any views on the how the housing site should be developed, it was noted the Council had not discussed this but would want houses to be truly affordable and to be included in discussions regarding the development of the site.

It was confirmed the road could be installed as it would be infrastructure for the affordable houses in the future.

It was noted that there are no services to the recreation field but that these are to be included in the access road to allow possible future use and that this is included in the transfer agreement for the land.

It was agreed that a meeting would be arranged with CW&C officers, possibly Nick Edwards and Helen Woollam, in the next two weeks to discuss the following:

- Brook Road access road update.
- Delivery of affordable housing on CW&C site.

It was agreed that Councillor Millington would forward copies of the transfer agreement, plans including services plans to Andrew Jamieson for reference.

(Meeting update – above information was forwarded to Andrew Jamieson 25 10 2019.)

Ann Wright
25 10 2019.

**Notes of meeting to sign transfer agreement for former RBL Site
24th October 2019, The Swan, High Street, Tarporley.**

Present:

Gary Bell – Storrar Cowdry

Tarporley Parish Council - Gill Clough, Ann Wright (Clerk)

Purpose of meeting: To sign transfer agreement for former RBL land

The following points were discussed at the meeting:

A number of queries relating to ownership and maintenance responsibilities were identified including the following:

- The brick wall at the top of the car park which is adjacent to the first new dwelling
- The hedge at the bottom of the car park adjacent to the Rowcliffe Homes properties
- The hedge adjacent to the public right of way on the right of the access road when facing the new dwellings.
- The wall and fence between the last new dwelling and the allotments and bowling green.
- The gate into the allotments and bowling green.
- The two flower beds on the car park next to the access road?

It was noted the green power supply box has still not been removed from the site as had been promised.

It was agreed that the Clerk should raise these matters with the developer for clarification.

It was noted it would be helpful to be able to identify the boundaries for each of the new dwellings.

It was noted that the agreement with the allotment holders should include a clause that they are not permitted to park on the road in front of the new dwellings as this could constitute an 'actionable nuisance' as could having fires on allotments site or bowling green. The agreement should "not allowed exclusive right of use to either the Allotment Association or Bowling Club, nor be a tenancy agreement. Gary agreed to look over our final document at no extra cost.

It was noted the agreement with the bowling club should include full repair and insuring of the club house.

It was strongly advised that both agreements should include a section which mirrors the actionable nuisance clauses included in the land transfer.

The transfer agreements were signed by Cllr Clough and the Clerk. It was noted that the completion would not be undertaken until all outstanding actions have been completed by the developer.

Ann Wright
21 10 2019.

**NOTES OF TARPORLEY PARISH COUNCIL FINANCE WORKING GROUP MEETING
ON TUESDAY 5TH NOVEMBER 2019**

Present

Cllr Elaine Chapman, Cllr John Millington, Cllr Gordon Pearson, Cllr Peter Tavernor,
Cllr Nigel Taylor
Clerk – Ann Wright

Purpose of meeting:

To review budget to make recommendations to the November 2019 Parish Council Meeting

Brook Road Sports & Recreation Ground Development

The working group undertook a review of the budget for the Brook Road sports and recreation ground development.

It was noted that all the S106 funding specifically allocated to Brook Road will be spent during the first phase of the works, noting these payments are time limited to May 2022.

Phase 1 costs are estimated to come to approx. £292k which is £20k above the spending limit set by the Parish Council, this was due to the inclusion of a reinforced grass overflow car park /games area.

It was noted that the S106 payments specifically for the development were only enough to undertake the phase 1 works and would not provide additional facilities beyond that e.g. any buildings or further facilities.

Council Budget

The working group reviewed the budget and accounts and noted the following:

At the end of September, the Council had £174k (inc. CIL payments) plus an estimated £17k surplus income.

The council has approx. £34k commitments for the rest of the financial year inc.:

£9k Xmas Festival (in addition to identified running costs of £7k budgeted for)

£5k Tarporley Community Centre roof

£10k Cemetery Path & Fence

£3k Poppy Lane Car Park

£2k Completed Projects

£5k Playground Repairs

This results in balance reserves of £157k, plus £52k CIL

It was noted that there are additional pots of S106 funding which have not be included in the budget and that these can be allocated to Brook Road and/or the existing play area.

It was suggested the CIL funding could be allocated to 'community infrastructure' projects in the village and that the Brook Road Car Park money (if it is not covered by the S106 funding) should be allocated from the Council's reserves.

It was discussed that moving forward the Council's £17k surplus income would reduce by approx. 50% due to the following increased spending:

Xmas Festival

Village Maintenance

Brook Road maintenance

It was noted the budget retains a 'revenue reserve level' of £10k per year which would cover events etc.

It was agreed the Council needs to discuss what future 'Reserves Level' the Council should retain, currently this is £100k, it was noted this was required at the moment due to the Brook Road development however once that is completed this reserve level could be reduced to reflect 6 months Council's running costs.

It was noted that there was unlikely to be any significant CIL payments to the Council in the next 2 or 3 years due to the fact there are currently no large developments with permission.

It was agreed that funding for Village Branding inc. village entry point project should be moved forward and to 2020-21 and parking improvements moved back to future years.

Next Steps

It was agreed that the Clerk would produce predicted year end accounts and possible precept figures to be circulated by email for consideration in preparation for the December Parish Council meeting.

Ann Wright
06-11-2019

Draft