

Tarporley Parish Council Minute Book
Committees, Working Groups and Other Meetings
Presented at the July 2020 Meeting

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Notes of Branding Working Group Meeting 10th June 2020, Held Virtually via Zoom.

Present:

Catherine Helm, Gordon Pearson, Mark Ravenscroft, Peter Tavernor, Nigel Taylor, Ann Wright (Clerk).

Purpose of meeting: To discussion ways of moving the branding project forward.

It was noted that the working group had last met at the beginning of the year and had agreed a terms of reference for the group which were agreed by the Council at the March meeting.

Chairman

It was agreed that Cllr. Mark Ravenscroft would Chair the working group.

Discussion

It was discussed that the scope of the group should be broader than just the branding aspect associated with how Tarporley is perceived but should also cover potential substantive changes to the village. Nevertheless, it should have reasonable boundaries and a realistic time frame for delivering its objectives. The Group should seek to bring about real change and to achieve this residents and businesses need to be actively involved in order to be able to relate to the project. The title of the Working Group should reflect this broader scope.

It was noted the project links to the Neighbourhood Plan which wanted to encourage tourism and to Parish Council scheme to maintain public rights of way (PROW).

It is about how Tarporley looks and how it presents itself.

It was noted that discussions with the Sandstone Ridge Trust had highlighted the importance of creating a sense of place and belonging, something which is present in the Neighbourhood Plans vision and objectives.

The project should deliver practical results.

It was discussed how this project could be linked with the Tarporley Village Project which has been developed by the covid-19 volunteers comms team.

It was agreed there is a need for the working group to develop the project further and see if the 2 projects can fit together and work in partnership.

It was noted that the Neighbourhood Plan had looked to promote and support 'Destination Tarporley' and one of the actions had been to commission a professional study of how tourism could be encouraged.

This links with the Sandstone Ridge Trust concept of Tarporley as the heart of the ridge and the desire to promote the PROW and links into and out of Tarporley.

Action: Group to consider title for the project and working group.

Village Website

It was discussed whether the Parish Council is the correct body to commission a village website, separate to the Parish Council's site.

The site should include business directories, marketing and what's on guides.

It was suggested the best body to do this would be the Parish Council due to its permanence and that the Council should consider developing a specification for the website and should have a degree of control of the website by owning the domain and hosting and agree regulations regarding content but that the site should be managed under a contract with another body.

Action: Group to consider what they would want on the website, find good examples (e.g. Ludlow) and look at possible funding models.

Action: To identify any web design companies currently based in Tarporley.

It was agreed that there was need to broaden the membership of the working group. It was noted that what Tarporley looks like is driven by those who live and work in the village as such for the project to be a success residents and businesses need to buy into the project and have a sense of shared ownership.

Core Material

It was agreed a core pack of material needs to be created which can be used as the basis for focus groups and consultation which includes:

- Neighbourhood Plan Ambitions
- Sandstone Ridge Trust Aspirations
- Post-Covid19 Opportunities

These will link to the Deliverables list which includes:

- Agreed branding identity
- Tarporley Logo
- Graphic design elements for Signs, Website, etc
- Village entry signs
- Information signs
- Village website
- Village marketing
- Roundabout revamp
- Entry road verges revamp
- High Street redesign
- Village centre facilities revamp – car parks, toilets, phone box, bike racks, planting, seating, etc
- Public art brief

Plus, there is a link with the S106 Arts Funding.

It was agreed that focus groups could look at specific topics and that these groups would feed back into a steering group to drive the project forward.

Action: That the public should be made aware of the project as soon as practicable.

It was noted that some people should be specifically invited to attend focus groups as well as calling for volunteers to take part.

To attract people to get involved it was noted the project must be relevant – unique post-Covid19 Opportunities for the High Street.

It was noted that there was a need to engage with and seek input from the wider community, perhaps via a newsletter and questionnaire, in a similar way to the development of the Neighbourhood Plan. This would likely be after the establishment of the Focus Groups

It was noted that the proposed review of the Neighbourhood Plan should take place after the scope of this Working Group becomes more clear.

It was noted this is also a time of change for the Parish Council with increasing ownership of village assets including Poppy Lane Car Park, The Bowling Green, Allotments and Brook Road field.

In addition, there is a large amount of heritage assets and history to promote.

It was suggested the briefing would include visual information to open discussions.

Action: That the group identify people to invite to the focus groups.

Action: That Gordon Pearson would produce a “storyline” for the proposed briefing pack, which would provide the basis for the Working Group to develop the briefing pack.

Action: Clerk to contact Sandstone Ridge Trust to confirm intention to progress Tarporley as heart if the sandstone ridge.¹

Action: That Peter Tavernor create visual aids for the briefing pack

- Showing - Neighbourhood Plan ambitions, Sandstone Ridge Trust Aspirations, Post-Covid19 Opportunities.
- Showing – ‘Positive Noise’ – Stay @ Home Tarp, Brook Road field etc.

**Next Meeting
Wednesday 24th June, 4pm.
virtually via Zoom.**

Ann Wright
11 06 2020.

¹ 10 06 20 – conversation with Andrew Hull of the Trust, confirmed still looking to progress the scheme and 2 additional Parish Councils have also expressed an interest in linking up with the Trust.

Notes of Informal Meeting
Temporary Covid-19 Traffic Arrangements for Tarporley High Street
Thursday 11th June along Tarporley High Street 11am

Present:

Jerry Gibbs – CWAC Highways

Ian Tordoff – CWAC Events Planning

Gordon Pearson – Tarporley Parish Council

1. The objective of this meeting was to establish what temporary arrangements are necessary to enable socially distant queuing and, where possible, al fresco dining as businesses re-open along the High Street.
2. CWAC decisions on the relaxation of al fresco licensing and planning permission requirements have yet to be decided/announced but it is understood that they are working to achieve this.
3. CWAC are now rolling out a phased set of measures in towns and villages throughout the borough, these include:
 - a. Social distance signs on pavements
 - b. Social distance repeater signs along pavements
 - c. Closure of parking bays alongside narrow pavements where necessary to create socially distant passing space.
 - d. Implementing one-way systems where appropriate to create socially distant passing space and to enable al fresco dining on pavements
4. Much of this work is experimental and will be adjusted as lessons are learned.
5. Traffic safety regulations still apply and will determine the space available for al fresco dining.
6. The scheme for Tarporley will involve a mixture of the measures identified in point 3, specifically:
 - a. A one-way system running North to South down the High Street between Forest Road and Birch Heath Road.
 - b. Removal of some parking bays along the road (particularly in front of the Co-op to enable delivery lorry parking.)
 - c. Removal of some double yellow lines to create additional parking bays where reduction of the road to one-way traffic allows.
 - d. Coning some stretches to move the one-way lane more to one side of the road or the other to create additional space for al fresco dining. Much of the road length would not be coned.
 - e. Possibly additional dropped kerbs in places.
 - f. The al fresco dining would generally be only one table deep in front of the property.
 - g. Together with the net 7 new spaces in the Rising Sun car park the overall impact on the number of car parking spaces would be positive.
7. It was noted that we could ask Jones Homes to retain and make public the 7 temporary car parking spaces by their sales office until Covid-19 restrictions are lifted.
8. Parish Council to communicate to residents and businesses to explain what is going to happen and why, albeit the exact details are yet to be worked up into a plan for the traffic management company to implement.
9. Ian Tordoff would attend the work to make sure the traffic management plan is implemented as intended.
10. Timescales:
 - a. Signage and removal of some parking bays should be in place for next week.
 - b. The whole scheme should be in place before 4th July, possible sooner.
11. Adjustments may be made to the scheme as necessary or desirable once we have experience of how it works out in practice.

Notes of Tarporley Neighbourhood Plan Review Working Group

17th June 2020, Conducted via Zoom.

Present:

Toni Burke, Michael George, Gordon Pearson (Chairman), Peter Tavernor, Nigel Taylor.

Clerk - Ann Wright

Louise Kirkup (LK) - Kirkwells - town planning and sustainable development consultants

Purpose of meeting: To discussion possible review of the Neighbourhood Plan.

The group stated they wanted to understand what they can do when reviewing the Neighbourhood Plan, how easy the process is, can the settlement boundary be amended and is it possible to allocate development space.

It was asked if Plans should be reviewed and if not, do they become vulnerable.

LK explained that the extent of change dictates the process which has to be followed and that there are three levels of changes:

Level 1 Minor Amendments

Which make non-material changes to the plan including corrections and updating references.

These changes would be implemented by the Local Authority.

Level 2 Material Modifications

Where changes do not change the nature of the plan, including tightening design criteria, allocating 1 or more sites for development.

These would go out for consultation and be referred to the examiner who would decide if these changes can be adopted or should go to referendum.

Level 3 Material Modifications

Major changes which change the nature of the Plan.

These would go out to consultation, to the examiner and out to referendum.

Settlement Boundary

It was noted that the settlement boundary was drawn tight around Tarporley and that the Daffodil Field (Chestnut Grange) outside it, was asked if the boundary should be redrawn to bring the development inside. It was suggested that this might be achieved as a level one change.

NPPF (National Planning Policy Framework)

Since the Plan was made in 2016 there has been a shift in planning policy which can be identified in the revised NPPF published early 2019.

This shift includes biodiversity, climate change/sustainability, and changes to High Streets it was thought there may be further shifts resulting from Covid-19.

It was noted some Neighbourhood Plan reviews result from Local Authorities revising and reviewing their Local Plans and housing allocations.

Former Royal British Legion Site

It was noted that the section on the former RBL is now out of date as that land has been developed including a replacement car park off the High Street, Bowling Green and 2/3s of the allotments being retained and the development of 10 houses.

It was though this section could be removed from the Plan as a minor amendment, bringing it up to date.

Local Green Space

It was noted that designated green space is a very strong protection like green belt and any development requires very special circumstances to be identified. It was noted that these very special circumstances are set out by the NPPF and are specific.

LK sated where green spaces are designated it is generally to enhance the control over the land and prevent development. As a result of this local authorities may resist development of these areas as it could set a precedent for green spaces designated in other neighbourhood plan areas.

It was stated that examiners are now paying increased attention to this designation and ensuring they meet the criteria in the NPPF.

It was noted of the 9 designated green spaces in the Plan, 1 has been lost and a 2nd reduced as such these should be brought up to date and all the remaining sites should be reviewed against the criteria. In addition it was noted to change the designation of one green space all the allocated green space would need to be reviewed.

It was noted that all but very minor changes require a Regulation 14 formal 6-week consultation after which the plan would be submitted to an examiner.

It was noted that discussions as to what are Level 1 or Level 2 changes needs to be discussed with CW&C and the examiner will decide if a referendum is required. As such it was important to set out to CW&C what changes are wanted.

It was suggested even with significant changes the plan could be revised in 12 months.

It was believed that prioritisation of objectives would possibly be a level 1 Change, Changes to policy wording to clarify or strengthen policies would possibly be a level 2 change.

It was noted predicting the levels of different changes was difficult and would only be confirmed in discussion with CW&C and following examination.

It was noted that land can be designated for specific things including a care home, car parking or community use/infrastructure rather than general development.

It was noted that removing all designations on land outside the settlement boundary could open it up for general development if the CW&C falls short of its 5 years housing land supply.

Parking

It was noted when the Plan was being written that the priority had been bringing about appropriate development and infrastructure, although this is not identified as a priority in the Plan itself.

Now with Tarporley having met its housing numbers things have changed and parking has become a priority, noting that parking was one of the key issues identified in the survey at the time.

It was noted that parking is a 'tricky' issue in the current planning climate as policy is trying the shift away from use of private cars towards walking and cycling and parking can be a point of conflict with this shift.

Parking should include charging points for cars and bicycles as well as bike racks.

It was suggested discussions need to take place with the local authority in terms of the transport strategy. It was noted CW&C published a Parking Strategy and Action Plan for Tarporley in January 2019 which identified a requirement for 50-100 additional parking spaces.

Prioritisation

It was noted that the Plan policies should not be prioritised as the Plan should be seen in the whole however objectives could be reordered.

Calls for Sites

Calls for sites do not have to be just for housing and could be for a car park or any other form of development. Sites put forward need to be assessed and can be consulted on and do not have to be taken forward.

The submission of a site confirms the intention for that site to be developed.

A call for sites shows that all landowners have had an equal chance of their land being utilised.

Future Planning Policy

It was noted planning policy already promotes development.

Neighbourhood Plan Protection

It was noted that if the Local Authority fails to have a 5-year housing land supply a neighbourhood plan area can be protected from inappropriate development if it meets a number of criteria:

- If the LA has a 3 years land supply or 45% of its requirement.
- If the plan has been made or reviewed in the previous 2 years
- If the plan includes land allocations.

It was noted by LK that a Plan which is aligned with the revised NPPF will have more strength.

It was noted the examiner was severe when reviewing and removing policies from the Plan and the removed policies could be revisited as part of the review.

To review the Plan and not the policies would be a missed opportunity.

LK confirmed she was now working with groups to review plans one of which was older than the Tarporley Plan another was 2 years old and was being reviewed as that Local Authority was reviewing their Plan.

LK reported that one plan rather than allocating sites had designated sites as 'Housing Opportunity Sites' this was yet to go to examination.

It was suggested when writing the Plan there had been an emphasis on the background to and the justification of policies rather than of the wording.

High Street Design

It was confirmed Neighbourhood Plans could look at High Street design but not in terms of traffic regulations.

Localities are now funding technical support for the development of design codes for neighbourhood plan groups

Consultation

It was noted that consultations and surveys can be done as part of the review but that there is no necessity to undertake the detailed survey work done when originally writing the Plan.

Shifts in Planning Policy

Biodiversity

The emphasis is moving away from protection of biodiversity to the towards net gains.

Climate Change

The Centre for Climate Change produced a number of technical reports earlier in 2020 which are likely to start feeding into Planning Policy, there is a massive global shift towards climate resilience and being able to cope with extreme weather as well as moves towards carbon neutrality.

Health

Health is being linked with planning and is part of the revised NPPF.

The chairman thanked Louise Kirkup for attending the meeting and taking part in the discussion.

Tarporley Parish Council Update Meeting Monday 22nd June 2020 6.30pm Via zoom

Present

Cllr Gordon Pearson
Cllr Catherine Helm
Cllr Mark Ravenscroft
Cllr Andrew Wallace
Ann Wright – Clerk
Abigail Webb – Deputy Clerk

Cllr Gill Clough
Cllr Lisa Miller
Cllr Peter Tavernor

Cllr Elaine Chapman
Cllr John Millington
Cllr Nigel Taylor

High Street – One-way system.

A temporary one-way traffic system is still under consideration by CWAC to help support the local businesses along Tarporley High Street. The provisional date for this is 4th July although no decision has been made yet. Overall, the High Street businesses are in favour of the new one-way scheme and 5 businesses have already suggested that they would make use of the new alfresco dining guidance. Arriva bus company has refused to use the one-way system along the High Street if it comes into force however their decision will not stop CWAC from implementing the new scheme.

If the Parish Council have not received any updates within the next couple of days, an email will be sent to all businesses to inform them of the latest information and then the wider community will be informed.

If the one-way system is approved, the Parish Council will consider circulating a flier to every household advising them of the changes being made, this may be combined with the distribution of the latest information on the Brook Road development.

Tidy up the High Street

The area outside the old NatWest bank, outside St Helen's Church and the Chestnut Pavilion need tidying up.

Action – Peter and Lisa to arrange a work party for this weekend ((27/28th June) to target these areas. A request for help will be posted on the Best Kept Village / Tarporley Facebook pages plus an email will be sent to all the volunteers asking for assistance.

Catherine is now able to weed kill as she holds a certificate of competence for spraying on hard surfaces and soil.

Action – Catherine to spray the weeds outside the school the primary school.

Path from Forest Road to Cottage hospital

The holly is very overgrown along the path and needs cutting back. Members of the 41 Club will lay the stones once the holly has been cut back.

Action – Deputy Clerk to ask Grants for a quote to cut back the holly.

Weeds

There are a lot of weeds outside Coral booking shop and the Sorting Office.

Action – Clerk to write to Coral and Sorting office to ask them to remove.

Action – Lisa to get photographs

Helpline

The helpline will continue until the 31st July. The number of calls have reduced week on week and only 20 calls last week. A discussion will take place on Tuesday 30th June with the team leaders to discuss how to close the scheme down. The telephone number will be kept available in case it is needed in the future.

Stay Sunny Tarps

There has been a positive response with regards to the planting effort by the Stay Sunny Tarps team. Tarporley Gardening Centre have offered to sponsor the event and are providing prize and The Swan Hotel have offered to host the Stay Sunny Tarps event.

There has been approximately 30 pieces of artwork that has been submitted so far and Louise Marley is collecting artwork from both the primary and secondary school this week.

There has been some issue with the sponsorship form online which states that the donation fee is £5 as opposed to £2 but Louise is working with the Cottage Hospital to try and change this.

Lengthsman Update

A meeting has taken place with all involved and an agreement has been reached.

Teen shelter

There has been a number of incidents of young people hanging around the teen shelter. The shelter has been taped up twice now and the tape has been removed.

The roof is due to be replaced as such it was agreed that heras fencing be erected around the shelter to make it secure with a notice to inform people that the shelter is out of use until the roof has been replaced.

There have been a number of complaints regarding ASB in the village, mainly on the playing field and broken glass bottles have been found on the grass.

Action – PCSO to be asked to patrol the playing field, particularly on a Friday and Saturday evening.

Care Home and Car Park

Following the decision by CWAC to refuse the planning application for the Care Home and car park in Tarporley, the Developer is waiting to hear back from their legal advisers regarding whether to appeal the decision.

Poppy Lane Car Park

A report was circulated to all Councillors regarding the planting scheme at Poppy Lane Car Park.

Action – Grants to clear the debris and soil next to the path leading up to Oathills Lea so that Hypericum can be planted there. Work to take place the week commencing 29th June.

Action – Grants to provide quotes for work on the other areas of the car park for consideration at the next Parish Council meeting.

Action – Deputy Clerk to liaise with Grants re: quotes.

Action – Deputy Clerk to write to resident in Coronation Crescent re: overhanging branches.

Action – Deputy Clerk to contact Conservation Officer re: cutting down trees in car park as it is in a Conservation area.

Abbie Webb
24 06 20

Notes of Branding Working Group Meeting 24th June 2020, Held Virtually via Zoom.

Present:

Catherine Helm, Gordon Pearson, Mark Ravenscroft (Chairman),
Peter Tavernor, Nigel Taylor.
Ann Wright (Clerk).

Notes of previous meeting.

Approved.

Working group title.

It was agreed if possible, to use 'Tarporley Village Project' as a name for the working group and project as whole.

Action – MR to contact volunteers regarding use of the name.

Focus groups membership.

MR confirmed he had identified a list of 20 people to be invited to take part in a focus group, however it was recognised that the people had similar socio-economic backgrounds as such more people needed to be identified of different ages and backgrounds to be more representative of a cross section of Tarporley.

It was agreed that an invite could be circulated through social media.

It was discussed that it would be good to include the High School and Primary schools.

It was noted that it was important to try and make all residents aware of the project and encourage them to get involved.

The possibility of producing a questionnaire was discussed and running this in parallel with the focus groups.

It was noted there was a need to have a business's focus group.

Action – GP to identify participants in a business's focus group.

It was agreed that focus groups may be more attractive and efficient as zoom sessions.

It was agreed to develop a postcard to distribute to every household with simple message based on:

- 1) Do you like the High street?
- 2) How can it be approved?
- 3) Contact information?

Action – NT to work on wording.

Action – Group to review brief prepared by GP & NT to feedback comments.

It was agreed that a link to the sandstone ridge website needed to be included.

Village website specification.

GP had circulated a draft specification for the website.

It was noted the website will be the primary vehicle for marketing Tarporley and its businesses.

MR reported he had spoken to the developer of the Ludlow site which had initially been funded by Ludlow Town Council, Tourist Information and the Chamber of Commerce and has been in place for

around 20 years. The site is now funded by the businesses and the Town Council has no editorial rights over it.

It was agreed that the Council should consider funding the website to get it established and for it to be maintained. It was suggested the site should be created to allow information to be easily added and that perhaps volunteers could post information and businesses keep their own information up to date, however it was recognised that some professional administration will be required as well.

It was agreed that criteria will need agreeing as to what businesses can be included on the website, which is aimed at promoting Tarporley, for example could Rose Farm shop be included.

Action – GP to develop tender document for website to be agreed by the Group.

Action – July PC agenda to include update and budget for commissioning village website.

Next Meeting
Thursday 16th July, 4pm.
virtually via Zoom.

Ann Wright
25 06 2020.