

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD VIRTUALLY VIA ZOOM ON MONDAY 14th SEPTEMBER 2020**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Elaine Chapman Cllr Gill Clough

Cllr Andy Hallows

Cllr Catherine Helm

Cllr Lisa Miller

Cllr John Millington

Cllr Mark Ravenscroft

Cllr Peter Tavernor

Clerk Ann Wright

Deputy Clerk Abbie Webb

Other

CW&C Cllr Eveleigh Moore Dutton

Public 0

1. Apologies for Absence

Cllr Toni Burke – Work commitment

Cllr Nigel Taylor – Work commitment

Cllr Andrew Wallace – Family commitment

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 Miller declared a pecuniary interest in Item 16.4 and Item 17.2 as her partner had provided a quote for both ad hoc works and the renovations of the WC building. She confirmed she would leave the meeting and take no part in the discussions.

Cllr Millington declared that he has an interest in payments to Jack Millington as a family member.

3. Public Participation

CW&C Covid Recovery

Cllr Moore Dutton highlighted that CW&C was currently consulting on the Borough's Covid recovery.

4. Minutes

Resolved 20/200 – That the Chairman signs the Minutes of the Parish Council meetings held on the 13th July and the 22nd July as a true and proper record when possible.

5. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings, from page 307 of the minutes book.

6. Actions List

The Council noted the actions list as circulated and noted that PROW Notice action had been completed.

Climate Volunteers Meeting

It was agreed to postpone any further work on this project until 2021.

Maintenance – Woodland Walk

It was agreed the Clerk should contact the Church and clarify if they have any plans for

maintenance of the woodland area at the front of the Church and if not if they are happy for the Council to tidy up and mow the area.

Planning Liberty Properties

The Clerk reported to date she had received no relevant points regarding the application decision from Councillors.

Poppy Lane Car Park Opening

Due to the on-going pandemic and the time since the car park was opened it was agreed not to hold an opening ceremony for the car park.

7. Planning

1) Planning Register

The planning register was noted.

2) Applications received since publication of agenda

20/02843/FUL – Change of use from office to beauty salon – First floor Sandstone House, 79 High Street, Tarporley, CW6 0AB.

Resolved 20/201 – That the Council submit the following observation:

No objection.

20/02649/FUL – Replacement of all existing timber windows with white timber replica uPVC windows – The Dutch House, 18 Millfield Lane, Tarporley, CW6 0BF.

Resolved 20/202 – That the Council submit the following observation:

No objection.

20/03337/CAT – Removal of one Acacia tree, two Sorbus trees to ground level and to crown raise and reduce Maple branches going over rear of property – 1 Rathbone Park, Tarporley, CW6 0AL.

Resolved 20/203 – That the Council submit the following observation:

No objection.

8. Forest Road Development

It was reported that the landowner of the Forest Road site was still planning to move forward on holding a community consultation to develop the details and design of the development which includes sites for a Health Centre, possible future relocation of TWMH and other medical and welfare facilities, new retail and commercial facilities and car parking in addition housing. It was hoped the consultation would take place in Spring 2021.

9. Car Parking

Councillors noted the notes of the meeting 3rd September with CW&C officers including Charlie Seward attended by the Cllr Pearson, page 321 of the Minutes. It was noted that the Parish Council had agreed to write to landowners to ask if they were willing to provide/sell land for a car park, this had been put on hold to await for the outcome of the Liberty Property application, the letter will now be finalised and sent out to the land owners as soon as possible. It was agreed that the Council would help to prepare a business case for the development of an additional car park in Tarporley with CW&C. It was noted that CW&C have confirmed that investment in a car park in Tarporley would depend on an acceptable return on investment demonstrated by a business case, as such the Parish Council was asked to develop the case for the need for car park. It was agreed that need should be based on previous and future parking

demand.

It was raised that if charging for parking was introduced it would change the entire dynamic of the village and could damage the village. However, it was also pointed out that there are no plans to introduce charges in any of the existing car parks in Tarporley. Much of the need can be established by work already done by the Parish Council although it was agreed that parking surveys need to be carried out again in the village to identify current use of the car parks. It was agreed that Cllrs Pearson and Taylor would develop the need business case to be brought back to the Parish Council for consideration.

10. Neighbourhood Plan Review

It was noted that a working group has been established to undertake a review of the Neighbourhood plan.

Resolved 20/204 – That the Council apply for the basic grant to undertake a review of the Neighbourhood Plan from Locality.

Resolved 20/205 – That the Council suspend the Council's financial standing orders to allow the Council to consider appointing Kirkwells to assist with the review of the Neighbourhood Plan due to their knowledge and involvement in making the Plan.

Resolved 20/206 – That the Council appoint Kirkwells to assist with the review of the Neighbourhood Plan.

Resolved 20/207 – That Cllr Helm join the Neighbourhood Plan Working Group (NPWG).

11. Parking Restrictions – Chestnut Grange Entrance

Resolved 20/208 – That the Council support the proposed parking restrictions as proposed at the entrance to Chestnut Grange which will run for 10m on either side of the entrance noting there is already a white H bar in place for the access to The Close, as such the double yellow lines will not actually be painted in (unless that access was to close in the future and the H bar be removed) resulting in no change to the current parking. On the right of the access the double yellow lines will be painted in to prevent the parking of one possibly two vehicles which can currently park there. It was noted that the provision of additional spaces in the car park at the rear of the Rising Sun are to compensate for the loss in parking from the development of the site entrance and restrictions.

12. Christmas in Tarporley

It was noted that since the last Christmas working group meeting the government has introduced restrictions preventing more than 6 people meeting indoors or outdoors from the 14th September 2020. Given the current restrictions and on-going Covid 19 pandemic it was agreed to cancel the Christmas Festival for 2020.

It was agreed the Council would decorate the High Street including installing addition Christmas trees in planters with lights as well as encouraging businesses to decorate their premises.

It was agreed if possible to arrange for the reindeers to visit the primary school as a treat for the children and for the Pre-School to visit. It was agreed the Deputy Clerk would contact Primary School to make the necessary arrangements.

It was agreed to look at creating a Christmas treasure hunt or quiz around the village.

It was agreed to produce a press release regarding the arrangements for Christmas and circulate a stay Christmassy Tarporley nearer Christmas highlighting what is taking place.

13. Brook Road Sports Field

Update

A site inspection had taken place with Councillors Millington and Ravenscroft on the 23rd July and a snagging list had been identified the most significant item being the wooden self-closing gates into the wildlife area and it had been agreed that these would be replaced with metal self-closing gates similar to those at the entrance the playing field but in green.

Dunkil have been mowing the field as agreed in their contract to provide the first 12 months of maintenance.

Resolved 20/209 – That the Council ask Dunkil to manage hedge cutting of Brook Road including inside of hedge to avoid damage of wildflower area.

It was noted that the storm on the 12th August had caused some damage to the bound gravel paths with some gravel washing off the path, this is to be repaired and a cross fall to be added to the path so the gravel will wash onto the grass in the future, however it was noted the longer the path is in place the stronger the surface will become.

It was reported that some weeds are growing in the centre of the new paths, Cllr Millington confirmed he would raise this with Dunkil, it was thought this maybe grass from the grass seeding.

Outdoor Gym

Following responses to the outdoor gym equipment consultation the gym equipment has been amended and ordered, it was agreed that this should be installed before the site is due to open as the warranty begins once it has been installed. The chosen equipment will be posted in the Council's website.

Children's Play Equipment

Some work has taken place to identify appropriate play equipment and this should be finalised soon.

Opening & Access Road

It was noted that work has not yet started on the access road despite promises work would commence in July and then August, it was noted that the Clerk is arranging a meeting with Andrew Jamieson to obtain an update. It was noted a planning condition prevents the playing field from being opened until the access road is complete.

It was noted the following actions and conditions need to be completed before the field can open:

- Palisade fencing needs to be installed around the electric transformer; this has been delayed by SP Power Networks.
- Natural England need to sign off the newt works, and the newt fencing be removed.
- Two planning conditions need to be met, community use statement and maintenance and management strategy to be submitted to and approved by CW&C.

Signage

Signs need to be agreed for the entrances to the field highlighting the dog ban and basic rules for the field and that a name needs to be established for the field. It was noted that there should be signage confirming the location and postcode of the field in case of an emergency.

FA Funding

It was reported that there may be FA funding which could be used on the playfield MUGA area, it was noted that any funding which would restrict the use of the area for sports other than

football can not be used. Cllr Hallows agreed to investigate the possible funding and would confirm with the Clerk if a funding application is required.

Trees

It was noted the trees are due to be planted in November.

14. Defibrillator

It was agreed to obtain addition prices for managed defibrillator schemes.

15. Policies & Regulations

1) Policies & Regulations

Resolved 20/210 – That the Council approve the amended policies as listed noting that the Grievance and Disciplinary policies had been deleted as these will be included in the new staff handbook with the following clarifications:

Community Engagement

5.4 page 2 – Inc provision of an annual report published online and distributed in key locations in the village as required.

Financial Regs

4.4, page 5 – that Salary budget is review November/December each year.

4.5 page 5 – Clerk's emergency expenditure level of £1000

4.8 page 5 – decide 'material' variances level 15% (except variances of less than £200) as required by the audit.

14.2 page – Disposal of property level £250

2) Staff Handbook & Model Contract

Resolved 20/211 – That the Council agree the model contract noting that it will need to be amended according to the employee/position. It was noted the layoff section should not apply to the Clerk or Deputy Clerk roles; it was also noted the training clause would not apply to the Deputy Clerk who has started the Cilca coarse before receiving the contract.

Resolved 20/212 – That the Council approve the staff hand book.

Resolved 20/213 – That the Council move into Part 2 (private session) to discuss the following item.

17. Former WC Building

1) Lease of Former WC Building

It was agreed the Council write formally to CW&C noting the proposed Freehold Heads of Terms and raise concerns regarding cost being placed on the Parish Council as part of the terms.

It was noted that should the Parish Council take on the building additional sub-meter should be installed to identify actual power usage and confirm if water and waste charges are annual rates.

It was agreed the Clerk should write to property owners regarding possible vehicle access to the building.

2) Renovations of Former WC Building

Deferred to October meeting and outcome of the above.

The Council returned to public session.

16. Accounts & Payments

1) Accounts & Payments

Resolved 20/214 – That the Council approve the accounts and payments and bank reconciliation as listed on page 94 of the cash book including the below payments.

Talkabout Publishing	Tarporley Talk	144.00
A. Wright	Reimbursement - Printing	279.40
L. Marley	Reimbursement – Canes & Compost	68.03
SCH Supplies Ltd	Bowser throttle cable	11.58
A. Webb	Reimbursement – Sunflower printing	98.56
SLCC	Cilca registration	350.00
SLCC	Membership – A Webb	140.00
A. Webb	Salary (June)	781.13
L. Marley	Reimbursement – Sunflower prizes	63.44
J. Millington	Watering x9	198.00
A. Webb	Reimbursement – Microsoft	96.93
A. Webb	Salary	781.13
A. Wright	Salary	774.55
HMRC	Paye/Ni	180.48
A. Wright	Reimbursement – phone postage, paper & ink	255.50
Gaskells	Cemetery Bin	95.59
Grants Gardening Services	Grounds Maintenance	1440.00
G. Pearson	Reimbursement - Domain	16.77
Done Room Pre-School	Removal of wasps nest	28.34
Nest	Pension contribution	146.21
Talkabout Publishing	Tarporley Talk	144.00
Gaskells	Cemetery Bin	77.96
The Accounts Centre	Payroll April-August	120.00
J. Millington	Watering x10 & Fuel	273.63
Storrar Cowdry	Legal Fees – Allotment Lease	1140.00
Grants Gardening Services	Grounds Maintenance	1440.00
Came & Company	Insurance 2020-2021	1341.44
A. Webb	Salary	781.13
Nest	Pension contribution	146.21

Resolved 20/215 – That the Council approve the following invoices received since publication of the agenda:

A. Wright	Salary	774.75
HMRC	Paye/Ni	180.28
The Play Inspection Company	Play area inspection	79.20
A. Wright	Reimbursement –postage (Cemetery Letters)	61.66
CW&C	Supply & Install play area bins x2	320.00

2) Brook Road Reimbursement

Item deferred to October meeting for more information.

3) Sunflower Merchandise Funding

Resolved 20/216 – That the Council fund the mounting and framing of the 190 sunflower competition entries in two large frames with safety glass to be permanently displayed in

Tarporley community Centre at a cost of up to £400.

Resolved 20/217 – That the Council fund purchase of sunflower merchandise up to £500 to be reimbursed and profits to be donated to Tarporley War Memorial Hospital.

4) Budget for ad hoc work

Deferred to October meeting.

Meeting closed: 9.40pm.

Signed:

Dated:

Ann Wright
15-09-20

Next Scheduled Parish Council Meeting:

Monday 13th July 2020, 7pm.

Virtually via ZOOM.

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

Notes Included:

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Notes of Christmas Working Group (via zoom) 7 th September 2020 6pm	322

Notes of Zoom meeting between Tarporley Parish Council (TPC) and Weaver Vale Housing Trust (WVHT) on Thursday 15th July 2020

Present (TPC)

Cllr Gordon Pearson Cllr Toni Burke Cllr Elaine Chapman Cllr Gill Clough
Cllr Lisa Miller
Abigail Webb – Deputy Clerk
CW&C Cllr Eveleigh Moore Dutton
WVHT - Jo Fallon – Assistant Director of Development
Laura Astwood – Development and Projects Officer
David Smith – John McCall Architect

Purpose of meeting

To update Tarporley Parish Council on progress of the re-development of Oathills Lea site and to share the next steps of the process.

Progress

Covid-19 has meant there have been some delays receiving feedback from Cheshire West and Chester Council (CWAC) after a pre-application meeting. However, things are now starting to move forward.

WVHT have submitted the scheme's pre-application form to CWAC planners and are now awaiting feedback. WVHT are now working towards a community consultation on the development which should take place over the next month.

David Smith shared a presentation slide with a detailed proposed site plan.

David Smith stated that there have been a few changes to the proposed plan but overall, it has been very well received by CWAC planners. There has been positive feedback from CWAC Highways regarding the 40 car park spaces and the development now complies with the CWAC Transport Plan on reducing the carbon footprint by providing bike stands and two electrical points for cars.

The issue was raised about providing more electrical charging points for car and providing the infrastructure for additional electrical points to be installed for the future. It was suggested that the electrical charging points need to be spread across the car park and not just one location, as detailed on the plan. Also, the provision of mobile scooters needs to be considered as some residents will be using these and will need a place to park them. WVHT will consider these points during the consultation period.

The existing public footpath, trees and shrubs along the perimeter will be maintained and as part of the Landscaping Strategy. A biodiversity ecologist has been appointed to ensure that the natural landscape is protected.

The issue was raised as to whether the existing path would be improved and widened. WVHT stated that the path is adopted and therefore is the responsibility of CWAC to maintain. However, WVHT will improve the path adjacent to the development and will discuss the maintenance of the rest of the path down to the High Street with CWAC in due course.

It was suggested that a gate should be provided along the path for residents to access the development (possible via a key fob). WVHT to consider this option for residents.

The streetlight along the path has now been fitted with a solar panel and CWAC are now responsible for its maintenance.

Two bin stores will be provided for the development and will be in the same position as the existing bin stores. However, they will be fully refurbished.

Low level lighting will be provided using bollards along the paths within the site to provide additional lighting during the hours of dark. WVHT are liaising with Cheshire Constabulary to ensure the development designs out crime.

Design

The elevation of the development was linear, but a step has been introduced to the property to make it look more like residential dwellings and each property will have their own front door. The issue was raised as to whether the doors could be painted different colours to help people distinguish between the different doors which would be helpful particularly for people with dementia. WVHT will explore this option further.

The ground floor access will be prioritised for people with mobility issues and all properties have extra wide door frames to accommodate wheelchairs and the bathroom is fully flexible should the resident need extra support.

The first-floor properties all have Juliette balconies to allow fresh air into the property and avoid overheating. One bed properties will have a shower and two bed properties have a bath fitted.

The exterior of the development will have grey roof tiles and deep red bricks with panelling sections. The parking spaces will be to the front of the properties and the utilities meter boxes will all be to the front of the development for ease of access. The car park will be landscaped, and existing trees and shrubs will be kept and maintained to help provide soft boundaries. The large communal area to the rear of the development will be landscaped too.

Consultation

Due to Covid-19, the consultation process needs to be different as a group/community consultation event is not allowed.

All the marketing material will be in hard copies and electronically. A 3-tiered approach will be used to engage with the community.

Tier 1 – For residents who live immediately next to the development and who will receive the biggest impact/disruption due to the development. Residents will have a 1-2-1 approach from WVHT and will be provided with a direct email and telephone number so they can raise any concerns directly with the WVHT team. They will receive hard copies of the marketing material and these residents will be consulted first.

Tier 2 – The residents in the surrounding areas that will be impacted by construction traffic. These residents will receive hard copies of the marketing materials and have access to emails and telephone numbers. These residents will be consulted shortly after tier 1.

Tier 3 – The wider community. An online portal will be made available for any other resident to comment on the development and this will be the last phase of the consultation.

Social media will be used to reach the wider community through targeted Facebook posts in geographical locations. The Tarporley Facebook page and Tarporley Community Notice Board Facebook group will also be used to share posts from WVHT.

A hard copy of the marketing material will be placed on the notice board outside Latte Da and if people do not have access to a computer, hard copies can be sent out through the post.

It is anticipated that the consultation process will start in the next week or two and all comments will be collated, and any adjustment will be made if necessary. The final plan will be submitted to planning at the end of August.

The Allocation Team is now involved in the process and information will be circulated regarding the requirements of how to apply for a property, what the criteria is and who will be prioritised. TPC will be involved in the screening process to ensure that local people will be given priority.

Next Steps

WVHT to take Parish Council comments into consideration.

The online portal is being developed.

Marketing materials are being created, ready for circulation.

Tier 1 and tier 2 will be contacted within the next week (letters to all properties).

TPC will be kept up to date with the latest developments.

Abigail Webb
15.07.2020

**Meeting to discuss arrangements for Tarporley High Street for Social Distancing (Covid-19)
17th July 2020, Virtually via Zoom.**

Present:

Tarporley Parish Council - Gill Clough, Andy Hallows, Lisa Miller, Gordon Pearson, Ann Wright (Clerk).

CW&C – Jamie Barron (Place Area Engineer), Pam Bradley (Rural Localities Manager), Jerry Gibbs (Principal Engineer), Ian Tordoff (Chair Cheshire West Safety Advisory Group), Cllr Eveleigh Moore Dutton.

**Purpose of meeting: To discussion proposed one-way scheme for the High Street
Proposed Scheme**

The scheme can be viewed at www.tarporley.org.uk/one-way-high-street

The meeting was talked through the proposed scheme to introduce a temporary one-way system along the High Street with traffic travelling from north to south.

The scheme will start at the junction with Forest Road where highways signage will be in place and red and white highway barriers (possibly water filled).

Black boxes on the plans showed where double yellow lines will be removed for the lifetime of the scheme allowing additional parking.

The first al fresco area had been created opposite the former NatWest Bank.

Red and white barriers will be used to mark from the edge of the kerb into the highway marking a change in direct for vehicles, where the road is narrowed.

Once the scheme has been established it was agreed that the introduction of different barriers, more attractive, can be considered on the straights e.g. planters and that business may want to use their own items if suitable.

It was stated that traffic orders introduced under the Covid legislation last for up to 18 months. Once it had been introduced the scheme can be tweaked if necessary.

It was highlighted that there was a need to retain as much parking as possible particularly near the Co-op as 7 spaces have been lost in that area. This is due to the logistics of creating al fresco areas for businesses either side and people stepping off and on the footpath over a short distance.

The bus stop will be suspended opposite the Co-op to accommodate the delivery vehicle.

Signage will be installed at the junction with the Rising Sun Car Park with no left turn on exiting.

The pedestrian crossing will be signed as being operational as it is likely that there will be similar levels of traffic on the High Street as normal but just travelling in one direction.

The scheme will taper at the Manor House widening the pavement for safety and to improved sight lines.

No barriers narrowing the road are proposed from Poppy Lane Car Park as the pavements are wide and there are good sight lines and visibility.

The bus stop by the Spar will be suspended.

The scheme will end at the Birch Heath junction as such discussion will need to take place with SPAR about their access particularly for the fuel tankers (A Hallows to undertake visit 17 07 20). Highways officers agreed to review if 2 or 3 additional parking spaces could be retained at the start of the scheme.

It was calculated there is a net gain of 8 additional parking spaces resulting from the scheme.

The scheme is being implemented for safety and to support the business by making social distancing easier and allowing al fresco areas.

Al Fresco Areas

CW&C confirmed they needed to know which businesses would be creating (or extending) their Al Fresco areas as such this needed to be included in the consultation and business owners need to apply for their alfresco licence as soon as possible.

It was noted that there are regulations around al fresco areas and how they are fenced off etc.

Process

It was stated that the Parish Council would need to do an informal consultation before Highways undertakes the formal consultation.

Under the Covid regulations the formal consultation will last 7 days, and the scheme can last up to 18 months.

It was noted that the proposal has already been raised on social media and to businesses and that the majority of businesses were very supportive of the scheme.

Jerry Gibbs agreed to consult with the emergency services, police, fire, and ambulance.

Bus Service

Arriva have voiced concerns about the scheme, but Highways will undertake further discussions with them. It was noted that it could impact the viability of the route in the future.

Funding

The scheme will be funded by the Covid high street funding. CW&C will investigate if they have any other funding which can go towards more bespoke and attractive barriers but there is likely to be a need for contributions towards these.

It was noted until there is a vaccine or treatment for Covid there will be a continued need for social distancing.

It was confirmed while the scheme is in place it would be closely monitored, and evidence gathered and that all schemes will be reviewed at the end of October.

Summary

- Jerry Gibbs to consult emergency services.
- Parish Council to consult businesses and residents (informally)
- Jamie Barron to discuss with bus company
- Businesses must apply for al fresco licences
- CW&C officers to investigate funding for bespoke/attractive barriers
- Informal consultation results and scheme to be reviewed at next meeting.

**Next Meeting scheduled for Thursday 23rd July
4pm via Teams (hosted by CW&C).**

Ann Wright
17 07 2020

**Meeting to discuss arrangements for Tarporley High Street for Social Distancing (Covid-19)
23rd July 2020, Virtually via Zoom.**

Present:

Tarporley Parish Council - Gill Clough, Lisa Miller, Gordon Pearson, Ann Wright (Clerk).
CW&C – Jamie Barron (Place Area Engineer), Pam Bradley (Rural Localities Manager),
Jerry Gibbs (Principal Engineer), Ian Tordoff (Chair Cheshire West Safety Advisory Group), Cllr
Eveleigh Moore Dutton.

Purpose of meeting: To discussion proposed one-way scheme for the High Street

Informal Consultation Results

Cllr. Pearson reported that since the last meeting the Parish Council has undertaken an informal consultation with businesses and residents on the High Street which was conducted by hand delivered letter, and email where the council had the necessary email addresses as well as on Facebook.

Businesses had been asked if they supported the scheme, whether they would apply for an al fresco licence and whether they expected queues outside their business.

It was noted that 66% of businesses who responded did not support the scheme and of the hospitality businesses who had previously expressed support for the scheme only 1 offered support as part of the consultation and said they would apply for an alfresco licence, 1 business anticipated queues.

Residents responses were similarly split with the small majority opposing the scheme.

The Parish Council had considered these results at an extraordinary meeting of the Council and had resolved to recommend CW&C do not proceed with the scheme.

It was reported that the following were some of the main issues raised by the consultation:

- The scheme would be instated too late in the summer for al fresco areas to be used.
- The red and white barriers would scare customers away.
- Residents were concerned about having the drive further and impact on other roads inc. Cobblers Cross
- Competition between businesses.

Alternative Suggestions

The following alternative suggestions were discussed:

It was asked if it would be possible to widen the pavement area at the pedestrian crossing by narrowing the road.

It was confirmed by Highways officers that it was not possible to reduce the width of the carriage way while maintaining two-way traffic as the road is too narrow for the necessary space to be maintain for two vehicles to pass.

The only way this could be achieved in other parts of the High Street would be by the loss of parking spaces.

Highways officers confirmed that the adopted Highways runs all the way to the back of the footway as such any tables and chairs or other displays required al fresco licences and if

Highway received a complaint about tables etc on the footway they do have the act. Currently no premises in Tarporley have al fresco licences in place but one business is in the process of obtaining one.

It was asked, given that there are often skips on the High Street, was it possible for al fresco areas be created in the similar spaces. It was stated that this could only be achieved with the loss of parking spaces and that the consultation showed that parking was a priority and there was no demand for such al fresco areas.

It was asked if it would be possible to create a temporary pedestrian crossing in the area of the Chestnut Pavilion to allow pedestrians to cross the road safely and avoid queues outside the Co-op. Highways officers confirmed this would require the removal of up to 7 parking spaces as there needs to be advance visibility of the crossing.

To introduce a traffic order the Highways officers have to produce a statement of reasons with evidence of need for the order.

It was asked if additional signage and reminders can be installed to highlight the 20mph speed limit to reduce speed on the High Street.

It was noted that trees and plants outside some premises although attractive are reducing footways and it would helpful if these were positioned closer to properties or removed.

Further Actions

Highway officers confirmed given the result of the consultation and the Parish Council's recommendation no further action will be taken in Tarporley.

Cllr Eveleigh Moore Dutton and the Parish Councillors recorded their thanks to the CW&C Officers who had put a large amount of time and effort into developing the scheme.

Ann Wright
24 07 2020

Meeting to discuss arrangements for Allotments Lease and Licence
12th August 2020, Virtually via Zoom.

Present:

Tarporley Parish Council - Gill Clough, Ann Wright (Clerk).
Storrar Cowdry - Gary Bell.

Purpose of meeting: To Clarify a number of clauses in the Bare Land Lease.**Access Road**

It was noted that the developer or property owners will have responsibility for maintenance and repair of Poppy Lane up to the gates to the allotments/Bowling Club.

The Council has been granted a right of way to the allotments/bowling club but also has an 'easement by prescription' due to the approximately 70 years that people have been able to access both sites from the High Street.

The accessway highlighted in section 1.1 of the agreement refers to the access way on the site, from the gate to the allotments and bowling club. To be included in definition.

Contractual Term

The lease is a long lease, 25 years, to the Allotments Assoc, the licence is an annex of the lease which is to be agreed between the Assoc and plot holders.

The Completion date can be the date when the lease is completed or a date can be agreed which is prior to the completion of the document.

Permitted Use

Gary Bell to complete legislation reference based on use as Allotments.

Third Party Rights

Indemnifies the Parish Council with regard to neighbouring properties.

Gary Bell to complete section.

Rights Excepted & Reserved

4.1 a) refers to access road on site.

Common Items

7.1 refers to access road on site.

7.2 standard clause which allows for additional reasonable regulations to be introduced during the lifetime of the lease.

Tenants Obligations

Clause 13.1 a) is essential as this prevents absolute or exclusive possession of the land by the tenant.

It was noted that all existing tenants should sign the licence and the Parish Council should retain copies of these signed documents.

Landlord's break clause: fixed break dates

These need to be fixed at 5-year intervals from the date of the completed lease.

Exclusion of sections 24 to 28 of the LTA 1954

As the lease includes the break clauses the above sections of the 1954 Landlord and Tenant Act are excluded from the lease.

The tenant has to sign a legal declaration to say they are aware of these exclusions which has to be overseen by a solicitor, the lease cannot be completed until this documents has been signed and returned.

The lease wil not automatically renew and a new lease wil need to be agreed after 25 years.

Gary Bell to provide necessary document.

Schedule 1

Need to include plan which will be accepted by the land registry noting the Allotment holders can register a 25-year lease with the Land Registry.

Plan 1 – Land registry Plans

Plan 2 – Allotment Plots Plan

Land Registry Plan to include:

- Accessway from gate inc. joint access areas
- PROW and southern gate
- Boundary between allotments and bowling club

Additional Matters

Easement needs to be included in lease which allows supply of water to allotments from bowling club and access for electricity supply to Bowling Club a such the route for these supplies needs to be identified along with how payment is agreed.

Actions

- Gary Bell to include definition of access way in lease.
- Gary Bell to include reference to permitted use section.
- Gary Bell to complete third rights section
- Parish Council to confirm all tenants to sign licence and copies inc. plot holders names and addresses are supplied to the Parish Council and kept up to date.
- Parish Council to seek agreement on completion date
- Gary Bell to provide copy of LTA 1954 exclusion documentation for signing.
- Parish Council to obtain registry plans for Allotments & Bowling Club
- Gary Bell to amend latest draft of lease and return asap to Cllr Clough and Clerk inc. narrative of changes made.
- Gill Clough to contact Bowling Club for details of water and electricity supply and payment agreements.
- Parish Council to consider how maintenance costs of access road to be apportioned.

Notes of Branding Working Group Meeting 13th August 2020, Held Virtually via Zoom.

Present:

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

Notes of Previous Meeting

The notes of the previous meeting held on the 24th June were agreed.

High Street Survey Results

A discussion took place regarding the results of the recent High Street Survey and the failure to get support for a temporary one-way system. It was recognised that there was a lack of support from businesses for change and that the Parish Council and this working group should focus on things they can directly influence including the roundabout, PROWs and walking routes.

It was agreed that the group needed to identify a logo and a message and that this could provide the core of the website's look and feel.

It was noted that there is currently nowhere in Tarporley where if visiting the village, you can find out information about the village. For example, it is not obvious where the Brook Road Sports and Recreation ground is.

It was noted that promoting Tarporley as the Heart of the Sandstone Ridge does provide a basis to promote Tarporley and a positive focus for the working group.

It was noted that the Public Arts S106 money still needs to be used.

It was agreed that promoting Tarporley as the Heart of the Sandstone Ridge through the new website site, information boards would be a positive approach and could be extended to the village entry signs which could hopefully be connected to the S106 funding and would contribute to Tarporley's sense of place.

It was discussed that the link with the Sandstone Ridge could also be identified on the roundabout.

Action: Mark Ravenscroft to work on briefing/scope for the S106 Arts funding with Nigel Taylor.

Action: Peter Tavernor to work on business case/scoping document to link sunflower legacy project with the Arts S106 funding.

Action: Gordon Pearson and Clerk to investigate old English meaning of Tarporley.

It was noted that the various projects and strands of work could run in parallel.

Project Name

It was agreed to refer to the working group as the Branding & Marketing Working Group (B&MWG).

Focus Groups Update

It was agreed that Focus Groups would be developed as required.

Update on Communications

Communications will be developed as required.

Neighbourhood Plan Review

It was noted that some of the work that was going to be done by the working group would have fed back into the Neighbourhood Plan review and that with the reduced scope of the group that was less likely to happen.

It was noted that there is still work to be done to review the plan for example reviewing which sections are now out of date and updating policy references as well as looking at the views and green spaces sections.

It was suggested that it would better to wait before considering possible changes to any land allocations in the Plan until new government policy regarding land allocations has been clarified.

Website Tender Document

Action: Gordon Pearson to develop tender document to be agreed by the working group.

Action: Mark Ravenscroft to follow up 3-5 companies to provide quotes for the website creation and maintenance.

Next Steps

Action: Clerk to contact Sandstone Ridge Trust to arrange meeting early September to discuss promotion of Tarporley as the Heart of the Ridge and sharing of expertise and resources as well as Trust's long-term plans and aspirations.

Action: Clerk to circulate S106, roundabout & village entry signs meeting notes and arrange S106 Public Arts Funding meeting with officer when required.

**Next Meeting
TBC**

Ann Wright
14 08 2020

Notes of Christmas Working Group (via zoom)

Monday 17th August 2020, 6pm

Present (TPC)

Cllr Gordon Pearson Cllr Elaine Chapman Cllr Gill Clough Cllr Andy Hallows
 Cllr Catherine Helm Cllr Peter Tavernor Cllr Nigel Taylor
 Cllr Andrew Wallace
 Abigail Webb – Deputy Clerk

Purpose of meeting

To discuss the format of the Tarporley Christmas event taking place on Saturday 5th December 2020.

Covid Risk Assessment for Mass Gathering

CWAC has circulated guidance from the Government regarding the COVID risk assessment relating to any mass gathering on public land. The key areas identified are

- Lead person for COVID
- PPE for staff/volunteers
- Handling money and how to reduce the risk
- One-way systems and give way systems
- Signage
- Hand washing and sanitisation
- Catchment – encouraging people from outside the area to come visit the village
- Insurance – make sure insurance company are satisfied with measures put in place

These identified areas will be discussed again once the Parish Council has made decisions over the format of the event.

Santa's grotto

Due to COVID, it will not be possible for children to visit Santa in his grotto. After a discussion about the location, Santa will now be moved to the Chestnut mound and will sit under a Rotary Gazebo (that will be decorated). Santa will wave to the children as they walk past and there will be a one-way system from the Chestnut Café an exit at the side of Cheshire Lamont.

Marshalls will be in place to make sure that the queue adheres to the social distancing rules (that are in place at that time) and to move people along to avoid creating unnecessary queues in front of Santa.

By moving Santa to the Chestnut Pavilion, this will spread the event along the High Street and will help to reduce crowding in one particular section of the High Street.

Reindeer

The reindeer are booked from 4pm until 6pm. The reindeer vehicle will park close to the Done Room and the reindeer will be led from the bottom gate (opposite the Rectory) and through the woodland area to avoid walking them through the High Street like last year.

The reindeer and the handlers will be more than 2 meters apart from the public and a shortened version of the talk will be provided by the reindeer handlers to avoid a queue and also to keep people moving along.

Action: Abbie to speak to Rev Georgina Watmore to confirm permission to use woodland area. The rest of the woodland area will have luminaires along the path to turn it into a magical winter walk. The luminaires will be placed 2 meters apart and this will help regulate the queue. A

community art project will be set up so that local people can decorate each luminaire along the path.

Action: Gordon to research the different luminaires and how they can be decorated.

Carousel

It was decided that the carousel would not be included in the Christmas Event this year due to having to sanitise all surfaces after each ride. This is not practical and by not having it will mean that Santa can be re-located to the Chestnut Pavilion.

Action: Abbie to liaise with Vivienne Rowley re: carousel.

Choir / Silver Band

Following Government guidelines, there will be no choir or Silver Band at the Christmas event. To create a Christmassy atmosphere along the High Street, speakers will be placed from the Chestnut Pavilion to Latte Da Café playing carols and Christmas music.

Action: Abbie to speak to Martyn re: PA system

Action: Abbie to speak to the Silver Band to see if they have a recording of their Christmas music.

Stalls

Last year, the stalls complained that the lighting was not sufficient, plus there wasn't enough stalls to create a shopping/market atmosphere.

Action: Abbie to contact the stall holders from last year to ask if they would be interested in attending again should the Parish Council decide to have stalls this year.

Action: Abbie to speak to all the cafes/bars/restaurants to see if they are intending to provide any refreshments at the event.

Road Closure

After a discussion, it was decided that by closing the road, will help people social distance. Due to COVID, the traffic management training for Councillors was cancelled. Due to the lack of time, on this occasion, a traffic management company will be hired to close the High Street for the event.

Action: Abbie to contact Traffic Management Companies for quotes.

In front of Latte Da

As the grotto and the choir will not be outside Latte Da this year, there is an opportunity to try something new in this space. The deciduous trees already have lights in them and switched on (evening time). Due to the success of 'Sunflower Central' it was agreed that this area of the High Street should be handed over to a community project group to decorate. The planters that have been used for sunflowers could be used to plant mini Christmas trees. If the Parish Council do decide to hand this area of the High Street to a Community Art project team, they will need at least 2 months' notice so a decision about this needs to be made at the September Parish Council meeting. A budget will need to be agreed for this project.

Insurance

Action: Abbie to check what are the requirements to satisfy the insurance company with regards to holding a public event during COVID.

Dedicated COVID lead

Cllr Andy Hallows has offered to be the dedicated COVID lead and Cllr Gill Clough has also offer to assist.

Event Programme

As there will be no singing at the event, a full programme will not be required however a two-page booklet could be created detailing what is happening and where. This will need to be carefully considered due to risks of transferring COVID from one person to another.

Christmas planning document

Action: Abbie to update the Christmas planning document with the new schedule and circulate to all councillors before the next meeting.

Date of next meeting

Monday 7th September at 6pm via zoom

Abigail Webb 21.08.2020

Notes of Informal Meeting re Additional Car Parking for Tarporley
Thursday 3rd September 10:00 to 10:45 am via Microsoft Teams
Present:

Charlie Seward – CWAC - Deputy Chief Executive, Place
 Gemma Davies – CWAC – Director of Economy, Housing and Planning
 Eveleigh Moore Dutton – Ward Councillor for Tarporley
 John Beckitt – Owner of Wright House on Tarporley High Street
 Gordon Pearson – Tarporley Parish Council

This meeting was arranged by John Beckitt to continue previous discussions on how to achieve more car parking for Tarporley.

Gemma Davies joined CWAC this week. (Rob Charnley, who is CWAC's new Head of Planning, reports to Gemma.)

It was noted that, since the last (pre-COVID-19) meeting, the Car Home and Car Park Planning application has been refused, the land behind the Rising Sun Car Park has been sold along with The Old Rectory and several more businesses have closed along Tarporley High Street.

CWAC are re-thinking priorities considering the Coronavirus situation and will be producing strategies for recovery of the economies in Chester and the towns and rural service centres of Cheshire West. This work will include a strategy for Tarporley, and the Parish Council and others will have the opportunity to input to this.

The process and prerequisites for compulsorily purchasing land for and construction of a car park were re-visited. The notable points were:

- CWAC's support with a CPO and car park construction would depend on a viable business case giving an acceptable rate of return on their investment. CWAC would support the Parish Council in preparation of the business case. The business case would need to set out the need for additional car parking and an investment appraisal. This will therefore require inputs from the Parish Council, Tarporley Businesses and various CWAC departments via Gemma Davies. Planning permission would be required at the appropriate stage and a Petition from the Parish Council to CWAC for a CPO.
- The costs of a CPO can be built into the business case.
- Other funding streams may be available as well as CWAC / parish Council funding and CWAC could help access appropriate funding.
- CPO is a process of last resort so the Parish Council would still need to establish whether landowners of suitable sites are prepared to negotiate the sale of their land. A Parish Council letter to landowners has already been drafted.
- The potential development on land off Forest Road is sufficiently remote and uncertain to be discounted as a potential solution needing to be exhausted before CPO on a central village location could commence. The development is so far a concept only and the landowner has indicated that the next stage could be a design consultation with the village.

Notes of Christmas Working Group (via zoom)

Monday 7th September 2020 6pm

Present (TPC)

Cllr Gordon Pearson

Cllr Elaine Chapman

Cllr Gill Clough

Cllr Catherine Helm

Cllr Mark Ravenscroft

Cllr Peter Tavernor

Cllr Nigel Taylor

Cllr Andrew Wallace

Abigail Webb – Deputy Clerk

Review Action Points from previous meeting

- Rev Georgina Watmore has granted permission for the Parish Council to use the woodland area for the reindeer and woodland walk.
- Deputy Clerk has informed Vivienne Rowley that the Carousel will not be used this year due to COVID. Vivienne will feed this back to the Carousel owners.
- Deputy Clerk has contacted Martyn Jowett re: speakers along the High Street playing Christmas music. Martyn has confirmed that this is possible and has provided a quote for this work.
- Deputy Clerk has contacted the Silver Band re: CD but unfortunately there is no recordings of their music available.
- A number of bars / restaurants have mentioned that they will provide refreshments on the evening of the Christmas event, but will be dependent on what the current government guidance are at that time. Rotary have confirmed that they will provide burgers on the evening subject to being satisfied with the risk assessment from the Parish Council.
- Most of the stall holders from last year said that they would not return this year.

Action: Andrew to enquire as to whether the country market can be held on the afternoon of the event and whether any of the stall holders would want to be on the High Street.

- Barlow's Traffic Management Company have confirmed that they are available to close the roads for the event.
- Contact made with Andrew Bedding re: requirements to satisfy the Insurance Company. Awaiting response.

Santa's grotto

There are some safety concerns about Santa being on the Chestnut Tree mound. This is outside the boundary of the road closure and a lot of cars will be using the Rising Sun Park Car.

There may be an opportunity to use Blaggs Electrical Shop window for Santa to sit/stand and wave to the children. The window can be decorated with a Christmas tree and presents to create a grotto scene. If there is a post box that can be used at Blaggs, the children can post their letters through it for Santa.

If Blaggs window is not an option, then depending on whether the Country Markets takes place on the same day, the Santa's float can park up outside Blaggs shop.

Action: Andrew to contact Mr Blagg to seek permission

Action: Abbie to find out if Royal Mail are doing 'Santa's Letters' this year.

Reindeer

The reindeer are booked from 4pm until 6pm however as this will be one of the main features of the event, an earlier start time might be more beneficial.

To ensure social distancing is maintained, bays will be marked out along the path and different groups of families will stand in the bays and listen to the short talk from the reindeer handlers and then all families will move on to allow another cohort of families to come and stand in the bays. The art stands can be used to help maintain social distancing by having them 2 meters apart and these stands can contain interesting facts about reindeer. The reindeer can be a ticketed event to help manage the queues.

Action: Abbie to contact reindeer to see if they can start earlier and how much this cost.

Action: Abbie to contact reindeer to ask them for interesting facts about reindeer.

Action: Gordon/Nigel to find out the height of the art stands to see if this is suitable for children to read about the reindeer facts.

The rest of the woodland area can be used as a winter walk and there is a large space in the middle of the woodland area which could house a power pack, provide lighting to the area. There is a Yew Tree and a Holly Tree in the woodland which could have lights on them. Another option is a gingerbread house

As there is a lack of storage facilities available to the Parish Council, careful consideration will be needed when purchasing items for this area. Silhouette decorations are cheaper and easier to store and can stand along the path and be decorated with lights.

This is potentially £1,500 budget (if approved by the Council) to pay for decorations in this area.

Sunflower Central

The two deciduous trees already have lights in them and are connected to the mains supply. The rustic planters will be planted up with small Christmas trees and winter flowering plants.

The 5 white planters can have rooted Christmas trees placed in them and decorated.

An illuminated glitter ball could be hung in between the two deciduous trees as this gives a snowflake effect (Nick Maycock suggested this).

Action: Gordon to liaise with Nick Maycock re: lighting options at sunflower central and the woodland area.

Last year a number of businesses projected snowflakes onto the pavement and buildings so this is another option for the Sunflower Central area.

There is potentially a budget of £500 (if approved by the council) to pay for decorations in this area.

Action: Andrew to ask the 41 Club where they purchase the mini Christmas trees for the shops as the Parish Council may be able to purchase the additional Christmas trees for sunflower central through the same supplier.

Large Christmas Trees

Northwich Town Council are providing a quote for 4 15/16 ft Christmas trees to go outside the 3 churches and one on the Chestnut tree mound.

Action: Abbie to liaise with NTC to see if they can create a frame to lift up the base of the Christmas tree outside St Helens as a lot of the branches are hidden by the wall.

Action: Abbie to ask NTC to put the biggest and best Christmas Tree outside St Helen's Church as this is the most prominent location in the village.

Action: Abbie to speak to Ann re: quotes for Christmas Trees.

Stalls

If the Country Markets go ahead on the afternoon of the 5th December, good lighting will need to be in place on each stall. There is a cover on each gazebo however this is not sufficient and therefore extra/additional covers will be needed. Also, the duration of the road closure may need to be extended (unless they can be placed in different locations along the footpath).

Consultation with the businesses will need to take place as extending the road closure may have a negative impact on their business.

There will be a stall selling Sunflower products such as tea towels and art work, following on from the Sunflower Project in the village.

Action: Abbie to set up a Christmas planning meeting with the businesses and Parish Council

Action: To discuss road closure duration with businesses at the next meeting.

Action: Abbie to liaise with Ann re: additional quotes for RTM.

Action: Site review to see where stalls can be placed along the High Street pavement.

Action: Audit of the gazebos available to see if they are fit for purpose.

Action: Abbie to contact Cllr Moore Dutton re: contribution towards the road closure/event.

Marshals

It might be that additional marshals will be required at this event to make sure social distancing can be maintained.

Action: A task for the working group to work out how many marshals are required for each location along the High Street.

Action: Covid volunteers will be contacted to see if anyone can assist at the event.

Covid Compliant

Following Government guidelines, clarity needs to be sought from CWAC as to what exactly the Parish Council can and cannot organise as part of the Christmas event. In order for CWAC and the local businesses to understand exactly what the Parish Council are planning; a narrative of the event needs to be created which can be shared with them.

Action: Abbie to contact Ian Tordoff from CWAC events team for additional guidance.

Action: Peter to draft a narrative of the Christmas event.

Action: Abbie to circulate narrative to High Street businesses and CWAC.

St John's Ambulance

First aiders will be required to attend the event to ensure that if anyone needs medical assistance, it is available immediately.

Action: Abbie to contact St John's Ambulance to see if they are providing this service and if so, how much this costs.

Date of next meeting

Monday 21st September at 6pm via zoom
to include the High Street businesses.

Abigail Webb
08.09.2020