

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD VIRTUALLY VIA ZOOM ON MONDAY 9th NOVEMBER 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

Cllr Nigel Taylor Cllr Andrew Wallace

Clerk Ann Wright

Deputy Clerk Abbie Webb

Other

CW&C Cllr Eveleigh Moore Dutton.

Public 3

1. Apologies for Absence

Cllr Toni Burke – work commitment

2. Declaration of Interests

Dispensations granted to Cllrs Chapman, Millington, Pearson and Tavernor regarding the development of Brook Road Playing Fields were noted.

Cllr Clough confirmed she is a trustee of Opal in relation to the awarding of Grants.

Cllr Miller declared a pecuniary interest in Item 16 as her partner had provided a quote for renovations of the WC building. She confirmed she would leave the meeting and take no part in the discussions. She confirmed that she was an allotment holder in relation to the awarding of grants.

Cllr Millington declared that he has an interest in payments to Jack Millington as a family member and Item 17 as Jack Millington had submitted a quote for undertaking gritting, he confirmed he would leave the meeting and take no part in the discussions.

3. Public Participation

Huxley C of E Primary School

The Chairman of Huxley C of E PTA spoke against the closure of Huxley Primary School which is currently subject to a consultation finishing on the 30th November 2020. The school is a very small rural school with a reception PAN (published admission numbers) of 7 and a maximum of 52 pupils. The school is currently working in partnership with Tarporley Primary School and an action group has formed to produce a school development plan.

The school is looking to become a pilot Flexi School, which children would attend 2 days each week while home schooling for the remaining three days. The group is also seeking to develop the school as a centre of excellence for language and music.

A Parent Governor at the school stated that her son is in year 2 and is very happy and is thriving there as he feels safe and secure and hoped the school could be saved.

Tarporley Community Centre

It was reported that Tarporley Community centre was again closed due to Covid restrictions it is hoped the Centre will be back in use in January if not before. Due to the restrictions the management committee expects their income to fall by around £10k for the year.

It was reported there are a large amount of leaves in and around the play area which require clearing.

4. Minutes

Resolved 20/234 – That the Chairman signs the Minutes of the Parish Council meeting held on the 12th October 2020 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 346 of the minutes book including the notes of the Christmas Meeting held on the 2nd November and of the branding subgroup meeting to discuss the village website held on the 3rd November.

6. Actions List

The Council noted the actions list as circulated.

It was noted that the message on the emergency phone line should be updated.

It was reported that Gaskell's are not returning the cemetery bin into the cemetery after emptying as requested, it was agreed this would be raised with them.

9. Brook Road Playing Fields

It was noted that CW&C have confirmed that work on the access road will commence on the 23rd November and weather permitting will be completed by Christmas.

Cllrs Millington and Ravenscroft had met with John Seiler and Dunkil representatives to undertake a site inspection and confirm the planting scheme as well as discuss the snagging list and maintenance issues.

It was agreed that the Council write to Mr Seward at CW&C and thank him for progressing the delivery of the access road and seek clarification regarding delivery of the service media which are not shown on plans received.

It was noted that Scottish Power has still not agreed the fencing for the transformer.

It was agreed a working group would be formed to consider the opening of the play area including Cllrs Hallows, Millington, Pearson, Ravenscroft and Tavernor.

14. Grant Application

The Council had received a request from U3A to allow their grant awarded in 2019-2020 to be used for the purchase of microphones rather than a lecture.

Resolved 20/235 – That the Council approve this change in use of the 2019-2020 U3A grant.

It was noted that the grant of £250 agreed in 2019 for the Tarporley Victoria Junior Football Club for a storage facility to be kept on the Community Centre Playing Field had not been claimed, it was noted that with the development of the storage facility on Brook Road this grant was no longer required.

Councillors agreed to consider two further grant applications received over the weekend.

Resolved 20/236 – That the Council award the following grants for 2020-2021:

1	Tarporley Bowling Club	Upgrading equipment	£250.00
2	Opal Club	Christmas Lunch & Gift @ Home	£250.00
3	Tarporley Pre-School	Water Tray	£250.00
4	2nd Tarporley Brownies	Cooking & Camping Equipment	£250.00
5	1st Tarporley Scouts	2 Tents	£250.00
6	Done Room	General running costs	£250.00

7	Peter Willis	History Book	£250.00
8	Decibellas Women's Choir	Video/Audio Xmas performance	£250.00
9	Friends of Ukinton (Primary School)	Ipads & Teach Rex	£250.00
10	Tarporley CE Parent Teacher Asso. (PTA)	Library Books	£250.00
11	Tarporley Badminton Club	Shuttles x12 tubes	£250.00
12	Tarporley Allotment Holders (TAH)	Water collection etc	£250.00
13	Tarporley Rainbows	Craft materials	£250.00
14	NCT	Craft materials & Snacks	£250.00
15	2 nd Tarporley Guides	Trip	£250.00
16	Woodland Walk	Woodland Walk Contribution	£250.00
		Total	£4000.00

Cllr Moore Dutton joined the meeting having had technical issues.

8. Play Area Maintenance

It was reported that HAGS had undertaken maintenance in two phases on the play area at the rear of the Community centre which had cost up to £5k. Phase 1 was carried out in February 2020 and included replacement of the wooden steps on the toddler multiplayer equipment and install of four skirt fixings to the pedal roundabout.

Phase 2 works included the supply and installation of new signage, repairs to wetpour and adjustments to the gate by the pram path and painting both gates yellow. However, the gate could not be adjusted, and Hags have quoted £1131.20 to replace both gates. It was agreed the Deputy clerk should obtain additional quotes for the repair or replacement of the gates.

The play area working group had undertaken a site visit to inspect the work and had noted the wet pour was not smooth this will be corrected by HAGS once the weather improves.

The working group raised concerns regarding the safety of the pedal roundabout which had been identified as being of low risk a part of the Council's scheduled inspections, a second inspection was undertaken by a different inspection company who also categorized it as low risk.

10. Future Grant Funding

It was noted the Council needs to consider grant applications moving forward to fund works to the play area behind the Community Centre and the final phases of the Brook Road Playing Fields development. It was noted the Clerk had contacted CW&C regarding possible funding sources and was aware of the availability of FCC (formerly WREN) funding of up to £100k.

It was noted that 3 pieces of play equipment are due to be installed on Brook Road funded through remaining S106 funding and as such the site is currently well provided for.

Resolved 20/237 – That the Council prioritise seeking grant funding for works to the play area at the rear of the Community Centre.

That the Clerks obtain a price from John Seiler for the design of a play area for consideration at December Council meeting.

It was agreed that the following Councillors would work on the project Cllr Chapman, Hallows, Miller, Pearson and Ravenscroft as well as Community Centre representatives.

Cllr Millington left the meeting due to work commitments.

7. Planning

1) Planning Register

The planning register was noted as circulated and that a comment of No objection had been

submitted for application 20/03597/FUL, 2 Church Walk since the agenda's publication and that application 20/02843/FUL, Sandstone House had been approved.

2) Applications received since publication of agenda

No further applications received.

11. Tree Survey

The Council noted the report of the tree survey of the allotments and bowling green. It was agreed to review the report with representatives from the Bowling Club and Allotments Association to discuss which works can be easily and safely undertaken by volunteers and obtain quotes for the remaining works.

12. Christmas in Tarporley

It was noted that the plans for the Festive Treasure Trail which will run from the 6th December until the 20th are almost in place and those who take part will receive an emailed voucher for chocolate or gingerbread. The reindeers are due to visit the primary school on the 17th December and the 41 Club will be helping Father Christmas take his sleigh around the village and will set up a just giving page for donations.

It is expected the flyer and Christmas cards will be ready for printing by the 20th November.

13. Neighbourhood Plan Review

The Council noted the notes of the last Neighbourhood Plan Review meeting held on the 21st October, page 350 of the minutes, with Louise Kirkup. Since the meeting confirmation had been received that Locality would fund two separate reviews of the Plan. It was noted that undertaking a review of the Plan and having that approved would strengthen its weight in planning terms if CW&C fell below the required 5 years housing supply, noting the government has consulted on how housing figures are calculated.

15. Accounts & Payments

1) External Audit Report 2019-2020

It was reported that the external auditor had given the Council a clean report for is 2019-2020 audit and raised no matters of concern.

2) Accounts & Payments to Date

Resolved 20/238– That the Council approve the accounts and payments and bank reconciliation as listed on page 97 of the cash book including the below payments and additional invoices received since publication of the agenda:

NALC	Hidden Disabilities Training	51.71
G Pearson	Emergency Phone Line & Xmas Lights	213.15
Cheshire Woodlands	Allotments & Bowling Green Tree Survey	828.00
J. Millington	Watering x5	142.00
PKF Littlejohn	External Audit	720.00
A. Wright	Salary	917.69
A. Webb	Salary	932.64
HMRC	Paye/NI	271.84
Nest	Pension Contribution	178.71
Gaskells	Cemetery Bin	77.96
Grants Gardening Services	Grounds Maintenance	1440.00
Talkabout Publishing	Tarporley Talk	144.00

Grants Gardening Services	Repair Poppy Lane Sign	2745.00
C. Helm	Reimbursement	4.47

The Council approved the quote for £288 for John Harding and Son Ltd for cutting of Brook Road and Common Lane hedges.

3) Purchase of Poppy Wreath

Resolved 20/239 – That the Council give a donation of £100 for the Poppy wreath, it was noted the Clerk would pay this by personal cheque and that the Council would reimburse her to avoid having to use a Council cheque requiring two signatures.

Resolved 20/240 – That the Council agree budget up to £400 for the purchase of a petrol leaf blower.

Resolved 20/241 – That the Council move into Part 2 (private session) to discuss the following items.

Cllr Miller left the meeting and took no part in the following discussion.

16. Former WC Building

1) Renovations of Former WC Building

Resolved 20/242 – That the Council appoint AL Rowlands to undertake the works to the former WC building, noting there may be additional costs if a skip cannot be located on site.

Cllr Miller re-joined the meeting.

17. Footway Gritting

Resolved 20/243 – That the Council appoint Jack Millington to undertake footpath gritting for the winter.

It was asked agreed that Jack be asked to clear the leaves on the and around the play area.

It was noted an up to date risk assessment was required for the gritting.

The Clerk & Deputy Clerk left the meeting and took no part in the following discussion.

18. Clerk's Salaries

Resolved 20/244 – That the Clerk pay scale point is set at SCP 27 as on the 2020-2021 National Salary Award April 2020 as of April 2021.

Meeting closed: 9.12pm.

Signed:

Dated:

Ann Wright 10-11-20

Next Scheduled Parish Council Meeting:

Monday 14th December 2020, 7pm.

Virtually via ZOOM.

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

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Notes of MSG Group (via zoom)**Monday 5th October 2020**

Present (TPC)

Cllr Gordon Pearson

Cllr Gill Clough

Cllr Catherine Helm

Cllr Peter Tavernor

Cllr Mark Ravenscroft

Abigail Webb – Deputy Clerk

Helpline Operation

There is increasing concern regarding infection rates in Cheshire West and Chester and although the helpline has been stood down, the situation is being monitored regularly. If there is a change in Government guidelines such as people going back into shielding or a full lock down, then the helpline may need to start again in some capacity.

Christmas In Tarporley 2020

The Gingerbread House is being constructed at Tarporley Portal Business Park. Cllr Miller and her partner will transport the Gingerbread House to the location outside Latte Da. Lady Hughes who owns the land and the buildings has given her consent for the Gingerbread House to be placed there. A detailed plan of exactly what will be placed on the slatted area will be sent to Lady Hughes once the plans have been finalised.

The Gingerbread House will be lit from the inside (around the windows) and a small Christmas Tree will go in a planter at the side of the Gingerbread House along with some winter plants in the large planters. A letterbox will be placed outside the Gingerbread House for Children to send their letters to Father Christmas. Cllr Pearson is liaising with Rachel Davis from CWAC re: The Gingerbread House.

Woodland Area

A treasure trail will be created in the woodland area at the side of St Helen's Church. Information boards can be placed along the trail with questions or clues on them. Other locations can also have some questions such as Blaggs Window or other High Street shops and at the Gingerbread House. The trail provisionally will run from the 7th-13th December.

A3 size laminate posters will be required for the questions/clues.

Action – Can Johnsons the Printers in Nantwich do this (file type) and what is the lead time.

Prizes

The prizes for the correct answers could be a chocolate gift from the Chocolate shop or a gingerbread man from Latte Da.

Santa's Float

There is a chance that Tarporley Rotary Club are not able to do the Santa float this year. If this is the case, can Tarporley Parish Council provide this? A full risk assessment will need to be completed for this plus will need to liaise with CWAC to ensure it is not classed as an event.

Action – Clarify with Cllr Wallace whether Rotary will be providing the Santa Float.

Action – If not, contact insurance to see if the Parish Council will be insured to do this.

People alone at Christmas

This year, many more people will be on their own at Christmas due to Covid restrictions. The Parish Council could send a hamper/chocolate to people living alone and could be delivered by Elves (volunteers).

Action – OPAL – do we know who lives alone in Tarporley?

Action – Check electoral roll for single person occupancy

Action – contact volunteers asking if they know of any people living alone

Action – A Christmas Card to be sent to all residents with details of key information of support

Action – Mark/Abbie to review addresses of people who used the helpline to see if they live alone.

Notes of MSG Group (via zoom)**Tuesday 20th October 2020**

Present (TPC)

Cllr Gordon Pearson

Cllr Gill Clough

Cllr Catherine Helm

Cllr Peter Tavernor

Cllr Mark Ravenscroft

Cllr Lisa Miller

Cllr Andrew Wallace

Abigail Webb – Deputy Clerk

Santa Sleigh visit

The 41 club are providing the Santa Sleigh visit this year instead of The Rotary Club. A full Covid risk assessment will need to be completed by the 41 Club to ensure it is Covid Compliant. A pre-emptive explanation needs to be communicated to the public about the Santa visit so that everyone knows not to come out of their house. CWAC will need to be informed about the Santa Sleigh visit to make sure it is not classed as an 'event'.

Action – Peter to draft a response to send to CWACTreasure Trail

The treasure trail will run from the 8th to the 20th December. The treasure trail will start at St Helen's Church and there will be 6 information boards placed in various locations across the village

Board 1 – St Helen's Church

Board 2 – Woodland (reindeer)

Board 3 – Woodland (planting)

Board 4 – Crib

Board 5 – Blaggs window

Board 6 – Gingerbread House

Action – Abbie to speak to James Blackford and Father Joe re: crib

13 shop windows will be required to place 6 elves and 7 reindeer for children to find. A visit to the businesses along the High Street will take place to ask permission to put elf/reindeer in window.

Gingerbread and chocolate lollies to be provided as a prize.

Action – Abbie to speak to Latte Da and the Chocolate ShopBlaggs Window

If the shop window is available over the month of December, it could be decorated as a Santa's Grotto.

Action – Andrew to speak to Peter/Keith to see if TPC can use it.

The window could be decorated with a Christmas tree, Santa's chair, Christmas presents and the mantel piece that was used for the old grotto.

Action – Abbie to speak to James Blackford re: mantel piece.Printing

Peter has circulated a draft copy of Christmas card and flyer. Comments back to Peter asap. The presentation will require a bleed area in order for it to be printed out by Johnsons. Christmas card to be

purchased to be sent out to every house in the village. Quotes to be sought from Johnsons Printers and Solopress. The Christmas cards will be a4 size and folded in half. The flyers and cards will be delivered together.

Action – Abbie to contact Johnson re: posters for board to see if they can be placed on top of existing ones

Action – Abbie to send draft PDF to Johnsons the Printers to see if they are able to print this copy.

Woodland area

Lighting - there is power supply at Christmas tree at St Helens, so power can be accessed from there. Battery operated lights could be used for lighting up the woodland however the batteries would need to be changed every 24 hours. Another option could be to use a small battery (similar to a car battery) and this would power the lights for the duration of the season. Jack Millington could look into this option

A wooden reindeer is the preferred option as opposed to wicker.

Action – Gordon to create the reindeer.

Action – Peter to contact Elaine to ask her to speak to Rev. Georgina about wooden reindeer in woodlands.

Winter Planting

The sunflowers will be cut down this weekend and the planters will be emptied.

Some of the planters will be used to put small Christmas trees in them and along. Winter bulbs will be planted in other planters and also in the woodland area by St Helen's Church.

Forward Planning

- Insurance cover – ensure 41 Club have adequate cover for Santa Sleigh.
- Message to all businesses on the High Street to inform them of format of Christmas 2020 and also to ask about placing elves/reindeer in their window.
- Nigel writing to Church (via Ann) re planting.

Date of next meeting

Monday 2nd November at 630pm via zoom

Notes of Tarporley Neighbourhood Plan Review Working Group

21st October 2020 - Conducted via Zoom.

Present:

Catherine Helm, Michael George, Gordon Pearson (Chairman), Peter Tavernor, Nigel Taylor.

Clerk - Ann Wright (Apologies – Toni Burke)

Louise Kirkup - Kirkwells town planning and sustainable development consultants

Purpose of meeting: To discuss the Neighbourhood Plan (NP) review process.

It was noted that the working group has a number of questions which it needs to address relating to the settlement boundary, very special circumstances, conservation area as well as what is valid content for a Neighbourhood Plan.

The working group wanted to get a full understanding of what policies and actions can deliver the Plan objectives before looking at the detail of the Plan.

It was noted the group had discussed that a large amount of information in the Plan is around aspirations which are not planning policy and whether these are necessary, the Group had agreed that these aspirations were important having been approved by the residents' referendum.

Louise Kirkup confirmed these were not a necessary part of the plan and strictly speaking are not reviewed by the examiner, but they do clearly demonstrate that the community's views in questionnaires and consultations have been taken into account.

It was agreed that some contents of the Plan have now been superseded or duplicated by CW&C policy and that these could be removed and that there was an opportunity to make the Plan a much more focused planning document.

The question was asked how long the process would take and would simplifying the Plan result in the need for a referendum.

It was noted that any changes to the Plan would be recorded along with an explanation.

It was asked if the policies removed at Examination could be reinstated as part of the review and it was believed this is possible, noting the reviewed Plan should be judged on its own merits and evidence and would not automatically be reviewed by the same examiner.

Business & Visitor Economy

It was noted that policies relating to tourism had been made meaningless by the removal of policies by the Examiner and that it was important to look at how businesses have changed since the Plan was made to make policies more up to date and current.

It was noted that Alderley Edge is looking to adopt a number of flexible policies relating to business including temporary use of vacant shops and the creation of meeting spaces.

It was agreed that rather than looking at tourism it would be more valid to focus on the visitor economy.

It was suggested that it would be worth undertaking a survey of businesses to identify their needs and concerns. It was discussed that many businesses are currently just focusing on short term survival and that many office-based businesses have not returned to their offices since the lockdown and it would be good to establish what their future plans are.

It was noted that there is now more support for mixed use live/work developments and these types of developments are identified in the NPPF.

In terms of housing mix and density these policies are now covered in detail by CW&C Local Plan policies and that unless Tarporley wants to achieve something different through these policies they could be removed.

It was suggested that nursing home allocations are considered as part of the housing allocation and that although an aging population is a CW&C and is a national issue, Tarporley has a disproportionality high aging population.

Louise Kirkup confirmed she had started the process of comparing the plan's policies with CW&C and national policies.

As a local service centre and to create suitable visitor economy Tarporley requires more parking.

Site Allocation

Alderley Edge have allocated part of a Park to extend an existing car park noting that the recreation space which is lost does have to be replaced.

If public open space is lost this should be replaced.

The landowner would need to agree to any site allocation so that it is deliverable.

It was suggested that Government policy does not support car parks unless they are part of a wider low carbon initiative e.g. parking connected to cycling and walking routes, this would clearly fit with Tarporley's role as the heart of the Sandstone Ridge as well as supporting local businesses.

A site allocation would not guarantee the site would not be developed for other purposes if CW&C found itself with a housing and land shortage.

It was noted the creation of a substantial car park was more likely with some form of development with it.

It was noted for land to be allocated it would need to have had a technical assessment for flooding, landscape, and wildlife impacts and that these can be funded as part of the Plan review grant, allocated sites need to be deliverable and technically suitable.

It was noted that the evidence for allocation of sites is what resulted in the policies included in the Plan.

It was noted site allocation has almost the same status as outline permission.

Green Space Designation

It was noted that the designated green spaces need to be reviewed against the NPPF criteria, as although the criteria have not altered other factors may have.

Public Consultation

It was agreed that if there are significant and possible controversial changes to the Plan there should be some public consultation using a much more focused survey.

If looking to allocate sites it would be beneficial to carry out a general call for sites, so all landowners have an opportunity to put land forward.

Settlement Boundary

Neighbourhood Plans can change settlement boundaries, but this would need to be discussed with CW&C.

Settlement Boundaries do not need to follow field boundaries but need to be an identifiable and defensible boundary.

Current CW&C policy supports development within rather than adjoining the settlement boundary.

It was noted that the Neighbourhood Plan supports the development of additional car parking, hospital/medical centres as well as commercial development however there is little or no land to deliver these aspirations within the current settlement boundary.

It was noted that provision of a large development such as that proposed on Forest Road was ambitious but could in principle be delivered through a site allocation. There would need to be strong detailed evidence from future users e.g. medical centre that the site would be viable.

Safeguarding of Land

Land can be safeguarded for future development for example some land has been safeguarded in Herefordshire for the future provision of a new primary school. This safeguarding has been in place for 5 years and is due to be renewed and means the land will not be developed as anything else.

Accessibility

Accessibility criteria are set as part of the Manual for Streets - Walkable Neighbourhoods which states a 10-minute walk is classed as accessible.

It was noted that the consultation for the Plan was undertaken in 2013 which is 7 years ago and there has been a large amount of development in the village since then with large estates being built on the edges of the settlement the residents of which may have different perspectives on the future of Tarporley.

5 Year Housing & Land Supply

It was noted that if CW&C fails to have a 5 year housing and land supply if a neighbourhood plan has been made or reviewed within the previous two years that area will only need to demonstrate a 3 year housing and land supply. It was noted that if CW&C did not have the required housing and land supply developers would move to develop a number of sites without their being allocated.

Community Right to Build & Neighbourhood Development Orders

It was noted that a Neighbourhood Development Order is part of the Community Right to build and follows a very similar process to Neighbourhood Plans, which means the two things could possibly be undertaken in parallel. Although the government is keen to promote these there have been very few delivered nationally possibly as it is easier to apply for planning permission.

Next Steps

The Group to consider 3 questions:

- 1) What can be removed from the Plan?
- 2) What policies previously removed should be included?
- 3) What else needs to be achieved? e.g. visitor economy, car parking, medical centres, other community facilities and amenity green space.

The review of the Plan policies against local and national policies will allow for the identification of other areas which need to be looked at in more detail including provision for older people.

Phased Option

It was discussed if it would be possible to undertake a review of the Plan and get this approved then take longer to make more significant changes allowing time for research and projects to be developed. Louise Kirkup confirmed this seemed a sensible option but that it would need to be discussed with CW&C.

Given the possibility of undertaking a 2 phase approach it was agreed that the funding application should be deferred until it is clear what approach the review would follow.

The Chairman thanked all for attending meeting.

Future Meetings

TBC, 4pm +, Viz Zoom – Meet with Rob Charnley, CW&C Head of Planning (& Catherine Morgetroyd).

TBC, 7pm, via Zoom – Review of TPC documents referenced in NP

Notes of Christmas Working Group (via zoom)**Monday 2nd November 2020 - 630pm**

Present (TPC)

Cllr Gordon Pearson

Cllr Gill Clough

Cllr Catherine Helm

Cllr Peter Tavernor

Cllr Mark Ravenscroft

Cllr Lisa Miller

Cllr Nigel Taylor

Abigail Webb – Deputy Clerk

Apologies

Cllr Andrew Wallace

Communication

To avoid delaying the flyer being send out, it will be neutralised of any Covid guidance so that the information will not be out of date by time it is delivered to the households.

The communication will be sent out the first week of December.

Johnsons the Printers are now on reduced staff due to the lockdown but have advised that they are able to provide the posters and leaflets if even given time.

The posters that will go on the info boards can be glued straight on top of the existing posters, avoiding having to remove the previous posters.

The information for the boards is nearly ready and is with Rebecca Marly for proof reading and design.

Action Abbie to liaise with Johnsons the Printers

Action Gordon to give Peter the 6 information boards.

Action Corner protections to be purchased for the boards to be used on sharp edges.

Action Abbie to ask on Facebook for a Tarporley at Christmas/snow photograph to use in newsletter.

Treasure Trail

Several businesses along the High Street are happy to take part in the treasure trail and have either a reindeer or an elf in their window.

Latte da, the Chocolate Shop and Ginger & Pickles are happy to hand out gingerbread and chocolate lollies. £100 will be given to each of the businesses as an initial payment to cover ingredients.

Action Abbie to contact Latte Da and advise them of initial payment.

Action Abbie to collate businesses contact details.

Woodland

The woodland looks really good with thanks to Nigel's hard work. Gordon will start work on the wooden reindeer once he has completed the gingerbread house. Woodchip will be required to go into the paddock where the reindeer will go. Currently there are 4 sets of multi coloured lights and 5 sets of soft white lights.

Bulbs have been ordered that will go in the woodland and will be planted up as soon as possible.

Action Pete and Gordon to visit woodland of an evening to test the lights and see if more is needed.

Blaggs Window

No update regarding the use of Blaggs window. Andrew to enquire with owners this week.

Sunflower Central

A working party will remove the remaining plants from planters this weekend.

Action to find out if CWAC have stopped the green bin service due to lockdown.

Action Peter to paint the 5 planters by the benches in green.

A quote from Okells for Christmas trees is £50 each.

Action to find cheaper 4 ft Christmas trees elsewhere – 5 required.

The main actions to be completed before the next meeting are

Information boards complete.

Christmas Cards complete.

Flyers complete.

Christmas Trees and lights purchased.

Date of next meeting
Monday 16th November at 6.30pm via zoom

Notes of Branding Working Group (sub-group) - Tarporley Village Website

3rd November 2020, held virtually via Zoom

Present: Mark Ravenscroft, Gordon Pearson, Nigel Taylor

Purpose of Meeting: To discuss way forward for developing website for Tarporley Village

1. Modus Operandi

From discussions with parties responsible for Tattenhall and Malpas websites, it is clear that there need to be resources in place to run the website and keep it regularly updated with new articles. The 2 village websites are similar in design, having been built by the same company. Tattenhall's website is run by a team of volunteers under the auspices of the Tattenhall Business Alliance, who are very successful in keeping the website very much up to date and well used by the community.

On the other hand, Malpas website is run by a Parish Councillor, who struggles to keep it up to date.

3 possible options:

- Pool of volunteers – should be separate from councillors
- Direct employee of the parish council, or subcontractor
- Through a company – eg one of the proposed tenderers

Preference is for the 2nd option, as likely to be the cheapest, simplest and most reliable and sustainable. The same resource could also be employed for the initial population of the website with content.

Tattenhall experience indicates 2 to 3 hours a day is required. At £10/hr, this could be in the region of £4,000 to £5,000 pa.

2. Tender list

5 companies have shown an interest and appear to have the capability of building the website:

- a. Then Media (Tattenhall, Audlem, Malpas, etc)
- b. Nick Maycock
- c. Give a dog a bone (Portal Business Park)
- d. Grid Digital (Portal Business Park)
- e. Internet@TSP (Ludlow website)

It is proposed to issue a full enquiry document to all 5 and then do detailed bid clarification with the 2 most promising tenderers. The tender evaluation process will consider how easy it will be to update website content and whether the platform or software used for the website enables other web designers to easily take over if necessary, in the future.

3. Enquiry package

Will comprise:

- Introduction and overview. Mark to draft
- Technical specification. Already prepared by Gordon
- Proposed website content and structure. Already prepared by Gordon
- Pricing section. Broken down into cost to build and cost to maintain the website. Mark to draft

Next steps

Share plans at next Parish Council meeting and seek support for:

- a. Budgeting for a resource to run the website
- b. Tender strategy

DRAFT