

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

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Notes of Christmas Working group (via zoom)
Monday 16th November 2020

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 Elaine Chapman, Cllr Andrew Wallace

Updates

Information boards are currently with Louise and Rebecca Marley for final checks.

- Bulbs have been planted in the woodland on Sunday (15th) and the rest are due to be planted this Saturday (21st).
- Winter plants will be purchased from Okells on the 17th.

Action – Pete and Catherine to visit Okells.

The lights have been tested in the woodland and they look good.

Action – Nigel and Catherine to speak to Phillip Posnett re: the church putting the lights on for the duration of the treasure trail and also about the lights going up in the woodland area.

Santa visit going ahead on Saturday 19th December. The 41 club are organising this.

NTC are putting the trees up on the 17th and the lights will go on later on in the week.

Action – Mark to meet with NTC to tell them where to put the Christmas tree at St Helen's Church

Burton House lights will need connecting up to the main supply. NTC will do this.

Action – ask NTC to put 240v plug and socket into electrical box in front garden of Burton House so that the Parish Council can switch it on and off as required.

Matters and outstanding decisions

Gingerbread House

Gordon is making good progress and it should be ready to install on the weekend of the 30th November. It will sit on the slated area outside Latte Da. Gordon has spoken to Helen from Latte Da and she is happy with the location of the Gingerbread House. The notice board will obstruct the view of the gingerbread slightly and it was discussed as to whether the noticeboard could be temporarily/permanently moved.

Action – Gordon to see if notice board can be removed.

Wooden Reindeer

The reindeer will be ready to go into the woodland for around the 4th December. There are stakes in the Harse House that can be used.

Blaggs Window

Andrew is still waiting to hear back from Blaggs as to whether the Parish Council can use the window. I was decided to decorate the telephone box with a tree and lights and then if time allows and the decision is made that we can use Blaggs window, it will be decorated then.

Crib

Fr Joe has confirmed that the crib will be installed on the mound the week commencing the 23rd November.

Action – Abbie to liaise with NCT re: connecting the lights from Cheshire Lamont to the crib as this has to happen at the same time.

The information board will be placed on the left-hand side of the Chestnut tree mound, close to Cheshire Lamont.

Action – Abbie to liaise with RBL re: removal of poppies.

Gingerbread / Chocolates

Latte Da, Ginger and Pickles and the Chocolate Shop have all agreed to provide a prize for the treasure trail. The Parish Council will give £100 to each venue and ask them to prepare 150 items as a minimum.

Action – Pete to liaise with Ann re: money (before next week)

Action – Pete to visit the Chocolate shop and Ginger and Pickles and Gordon to visit Latte Da.

Christmas trees

The Christmas trees in planters will be put up the weekend of the 28th November to fit in with the installation of the mini Christmas trees that are put up by the 41 Club.

Action – Lisa to check which sets of lights look better on the trees. The remaining lights will be used in the woodland.

Communication

Solopress is the cheapest quote regarding flyers and Christmas cards so far. These will be ordered as soon as possible.

A message needs to be sent out to the businesses to inform them of the latest plans this week.

Action – Pete to draft a message.

Another message will need to go to all the businesses that are involved in the treasure trail next week (W/C 23rd November)

The treasure trail will be promoted extensively on social media over the coming weeks.

An e-voucher and Santa's letter needs to be created.

Budget

The budget is healthy and plus there will be a reduction in the cost from NCT this year as well.

Rota

A rota will need to be created for people to check the

Treasure trail and lights / batteries

Letters to Santa

Date of next meeting

Monday 23rd November at 630pm

Abbie Webb

Notes of Play Area Working group (via zoom)

Tuesday 17th November 2020

Scope

It was reported that the Deputy Clerk had requested a cost from John Seiler, CW&C Total Environments landscape architect to redesign the play area and that he had requested more details about the scope of the project.

It was agreed that the scope of work would include the design and management of the project. Typically, the charge is 10% of the total cost of the scheme of work.

Project Budget

The Parish Council can apply to FCC funding (previously Wren Funding) of up to £100,000. The Parish Council also has a small budget to contribute to the funding. If required, additional fundraising can take place to raise more funds.

The Clerk has contacted Mary Lavery, CWAC, who will be able to assist with any grant applications for information on alternative funding sources.

The Community Centre has recently applied and was successful for FCC funding for the roof, but this will not affect the Parish Council funding application because it is for a completely different project.

Information from the Brook Road project indicates 3 pieces of wooden play equipment will cost approximately £22,000. Plastic / metal equipment is slightly more expensive, but it has a longer guarantee. It was felt that a mix of metal and wooden equipment would be appropriate to give a variety of textures.

The Community Centre are currently not in a position to contribute to the costs of the project due to the impact of Lockdown and lack of revenue, but the committee are grateful that the Parish Council are looking to improve the play area and will assist in any other ways if possible.

Funding Secured

Although there is no funding secured at the moment, the Parish Council does have a small budget to put towards this project.

Programme of Work

TCC members confirmed the land leased for the play area could be amended possibly by extending the north boundary as the project could possibly address the issue of the steps which are an ongoing problem. It was suggested that path could be moved closer to the boundary of the gardens on The Avenue which has less of a slope.

Use of the bank – this is to be considered as part of the design. A slide or a climbing net could be used on the bank. However due to a lack of drainage on the car park and play area, this area tends to get quite muddy.

Drainage - It was agreed as part of the design work to undertake a review of the drainage as it was noted there are no drains for the car park, play area or playing field which may be contributing the play area surface issues.

Midden – The area to the south of the play area could also be taken into account when developing the scheme noting this area is not overlooked and tends to attract anti-social behaviour. It was

agreed the design must consider sight lines and improve natural surveillance of the play area to reduce anti-social behaviour.

Gas Works – A survey may be required if works are proposed for the area around the former gas works site.

Lease

A copy of the lease between the Parish Council and the Community Centre cannot be found and no evidence from past minutes records this. The Community Centre have a draft copy of a lease. A new lease will need to be drawn up as soon as possible before making any grant application. It was agreed that TCC would seek legal advice on this matter and that the Parish Council would contact CW&C to see if they can offer any assistance.

Planning Permission

It was agreed that advice whether or not planning permission is required will be obtained once a design has been produced.

Play Area Equipment

It was agreed additional swings are required due to their popularity. It was noted Playdale offer a 20-year guarantee on wooden equipment and a 25-year guarantee on steel equipment. It was suggested that visits to Bunbury and Ashton Hayes play areas would be useful for working group members.

Community Consultation

It was agreed some form of community consultation will be required possibly based on that undertaken for the Brook Road Playing Fields gym equipment.

It was noted that there were a number of individuals in the village who had expressed an interest in joining the working group at the start of 2020, it was agreed to contact them and invite them to join the group.

Time Scales

The below possible timescales were discussed:

Consultation – January / February 2021

Grant Application - March 2021

Decision of Grant application - Summer 2021

Completion – 2022

TCC Update

Concerns were raised regarding the long-term future of the Community Centre trustees / management board as most of the volunteers are over 70 and some are close to 80. The Community Centre are looking for new volunteers to join the management group.

It was agreed that information about becoming a Trustee could be circulated to the Parish Council's volunteers list.

It was agreed a succession plan needs to be developed by TCC which could include becoming a Charitable Incorporated Organisation (CIO) which would mean individual trustees are protected from becoming liable for Community Centre in the way the current Trustees are.

It was agreed to include this discussion as an agenda item for future working group meetings.

Notes of Brook Road Meeting (via zoom)
Thursday 19th November 2020

Present (TPC)

Gordon Pearson Andy Hallows Mark Ravenscroft Peter Tavernor
Abigail Webb – Deputy Clerk

Apologies – John Millington (due to short notice of meeting, John was not aware meeting was taking place).

Purpose of Meeting- To determine a possible target date for the opening of the Brook Road Playing Field site.

Update of S106 Arts Funding

In order to access the £30,000 of S106 Arts funding, a licenced artist is required to design the project. The artist will create a story/narrative which will be communicated in the schools and the local community. There

is potential to include the Brook Road site in the scope of the S106 Arts Fund application, eg interpretation boards, education programme, etc

Update on opening date

Due to the requirements of the S106 funding, there may need to be a two phased opening. A soft phase whereby people can gain access to the trim trail, walks, picnics and gym equipment and a grand opening later on in the summer once the funding project from the licenced artist is finished. It may be possible for the MUGA to be used by the Tarporley Vics junior team whilst allowing more time for the grass to bed in on the main pitch.

The following activities on the Brook Road site are still outstanding, a number of which are required before the site can open to the public.

1. Access Road

Work is scheduled to start the week commencing 23rd November 2020 and should be finished by the end of 2020.

2. Outdoor Gym

The gym equipment is on order, just a couple of changes to make but delivery time is 4-6 weeks which takes it to the end of the year/early January for delivery to site, and then a few weeks for installation. The guarantee starts on point of delivery and not order date.

3. Play Equipment

The play equipment has not yet been ordered. It will likely be from Playdale but the final selection has not yet been made. Delivery will be around 14 to 16 weeks.

4. Maintenance Plan/ Management Plan

Comments need to be sent back to John Seiler on the maintenance plan, but this could be completed by the end of the year. This is different to the Management plan which also needs to be developed. Peter Tavernor has offered to help draft the operational plan.

5. Newts

John Millington is dealing with the newt's licence, but it needs to be checked if this can be completed by the end of the year.

6. Road Signage

The Parish Council will order roads signs from CWAC and these could be available by January 2021.

7. Scottish Power

As of two weeks ago, there was no response from Scottish Power. John Millington is liaising with Scottish Power.

8. Rules signs

Signs will need to be displayed. As an interim, temporary signs can be used ,however long term, the signs could be held up by wooden posts to keep with the surroundings.

9. Planting

Plants, trees and aquatics still need to go it and the gates needs to be replaced.

10. Time Scales

A soft opening could take place at the end of Feb/beginning of March with a formal opening later on in the summer (possibly 28th February 2021).

Mark Ravenscroft will pull these activities together into a programme and will circulate for review.

Future considerations

Shed

Defibrillator

Quote for hedge on Brook Road and Eaton Road

Communication to the residents

Visit Ashton Heyes / Bunbury to see their signs.

Abbie Webb

Notes of Neighbourhood Plan working group (via zoom)

Thursday 19th November 2020

Present

Tarporley Parish Council - Catherine Helm, Peter Tavernor.
CW&C - Rob Charnley – Head of Planning
Abigail Webb - Clerk

Apologies

Gordon Pearson, Nigel Taylor, Toni Burke, Michael George, Catherine Morgetroyd (CWAC)

Update

The working group have recently met to discuss reviewing the Neighbourhood Plan. The plan is 4 years old and there is concern that it is already out of date and not fit for purpose. The Parish Council are considering whether the plan just needs a few amendments or whether a full review is required. A consultant has been re-engaged to discuss different options regarding the plan, particularly around the issues of settlement boundaries, site allocation and the lack of infrastructure in the ever-growing village.

Call for Sites and Site Allocations

In recent years, two schemes have come forward, both with an offer of providing car parking however none have come to fruition. Going forward the PC sees an opportunity to develop a visitor economy with Tarporley being named as the Heart of the Sandstone Ridge. This could increase the number of visitors into the village and add to the demand on car parking and infrastructure.

In exploring Site Allocations for car parking, it was clarified that this would not be a quick add-on to a NP and would involve the full process being followed (with a referendum).

CWAC Update

The White Paper states that Neighbourhood Plans are to stay however the planning context and housing requirements might change very substantially, resulting now in much uncertainty. . CWAC are waiting to find out about the Housing Land Supply and whether this will have an impact, meanwhile though but it is important not to sit back – doing something to refresh a NP might prove important, especially should the whole process drag out. Generally, planning is looking more to design and place making and it appears The White Paper reflects this. Place making relates to the bigger picture and how everything fits together as a place.

Funding

Asked if these uncertainties meant PCs accessing funding for NP updates would be problematic, CWaC confirmed that this should not be an issue and advised to not use this as a reason to not take action.

Settlement Boundary

With the Settlement Boundary being drawn deliberately tight there is no flexibility for any future scheme, so should it be redrawn? For example, the land that was identified for the new Aldi or Nursing Home, with a public car park had additional protections as green space and to the planners the guidance was this was effectively green belt. Again, there were no short cuts on re-defining green space or shifting the Settlement Boundary to enable a scheme.

Two Phase Approach

A two phased approach may be the preferred option at the moment. The Parish Council can make minor amendments to the NP in key areas and this will show the developers that the plan is still fit for purpose. Then at a later date, a full review of the NP can take place with the parameters and direction of travel set out (with the benefit of experience to date)

White Paper

CWAC are planning a series of visibility roadshows as more guidance comes out of the White Paper so there will be more opportunities to engage with CWAC re: LP next year.

Quarterly Meeting

There used to be quarterly meetings between TPC and CWAC re: NP but this has stopped in recent years, but it was felt that it would be a benefit to re-engage these meetings going forward. This will improve a shared understanding between TPC and CWAC.

Date of next meeting: TBC

Abbie Webb

Notes of Christmas Working group (via zoom)
Monday 23rd November 2020

Present (TPC)

Cllr Gordon Pearson, Cllr Gill Clough, Cllr Catherine Helm, Cllr Peter Tavernor, Cllr Mark Ravenscroft, Cllr Lisa Miller, Cllr Nigel Taylor, Cllr Elaine Chapman, Cllr Andrew Wallace
Abigail Webb – Deputy Clerk

Government announcement

The government will announce on the 25th November which Tier CWAC will be placed in but regardless of the tier, all activities will be going ahead but will be extended until the 2nd January.

Risk Assessment

A full risk assessment will be required to reduce the risk of COVID transmission plus to ensure that it satisfies the public liability insurance.

Action – Peter and Mark to work on risk assessment.

Christmas Trees

The large Christmas trees have been installed and will be dressed this week. Deputy Clerk is struggling to make contact with The Swan Hotel re: accessing power for St Helen's Christmas Tree.

Action – Gordon has provided an email address for Deputy Clerk to use.

The smaller Christmas trees in planters will be put in place the weekend of the 28th November which includes one by the gingerbread house.

Gingerbread House

This will be installed outside Latte Da on Saturday 28th November.

St Helen's Church

The Church will switch their external lights on during the evenings of the treasure trail to illuminate the woodland area.

Blaggs Window

Due to the lack of confirmation of use of Blaggs window, it was decided that the Parish Council would focus on the telephone box instead and place a Christmas tree in a planter with lights on it.

Santa's Float

The 41 Club are organising the Santa's float this year which will take place on Saturday 19th December. Donations will be made online as no cash will be collected on the night.

Communications

Christmas card has been delivered to Pete.

Action – Santa float leaflet to be printed out and circulated with Christmas Card and flyer.

The flyer is in final stages of proofreading and will be printed early next week.

The volunteers will be contacted to ask if they can help deliver the leaflets around the 2/3 December. Social media 'teaser' posts to start this week.

Budget

There is an approximate underspend of £1,000.

Date of next meeting

Monday 30th November at 630pm

Notes of Christmas Working group (via zoom)

Monday 30th November 2020

Present (TPC)

Cllr Gordon Pearson, Cllr Gill Clough, Cllr Catherine Helm, Cllr Peter Tavernor, Cllr Mark Ravenscroft, Cllr Lisa Miller, Cllr Nigel Taylor, Cllr Elaine Chapman, Cllr Andrew Wallace, Abigail Webb – Deputy Clerk

Risk Assessment

Risk assessment is nearly finished, just a couple of minor amendments needed. Mark to make the changes.

Christmas Trees

All trees are now installed and in place. The 41 Club have also installed the mini trees above the shops. The lights in the trees outside of Latte have stopped working.

Action – Abbie to contact landlord to ask if new tenants have switched them off in the flat above Latte Da.

Gingerbread House

The gingerbread house is now in place, a big thanks to Gordon and everyone who worked on the design and installation. The notice board in front of the gingerbread house will have Christmas leaflets, cards and lights installed in it.

Action – Lisa to put flyers and lights in the noticeboard.

Blagg's Window

Peter Blagg has now confirmed that the Parish Council can use the window but due to time constraints, it was decided that the emphasis should be on the telephone box and not on the window. Additional lights to be installed in the telephone box as it looks quite dark at night.

Treasure Trail Prizes

Latte Da confirmed they are happy to provide gingerbreads at no cost to the Council. The Chocolate shop are happy to provide a chocolate prize and still waiting for confirmation from Ginger and Pickle.

Action – Peter to contact Ginger and Pickle this week.

Seasons at 55 have offered prizes for the treasure trail but it was decided that the gingerbread and chocolate prize would be suffice on this occasion.

Action – Peter to draft a response for Abbie to contact Seasons at 55 to inform them of this decision.

Information Boards

The information boards should be ready by Thursday this week (3rd) and will be installed on Saturday (5th) in the woodland. A working party will install the information boards, lights and wooden reindeer this weekend.

Communications

Christmas cards and Santa's float leaflets now been delivered to Pete. The flyers have been sent to the printers and should be delivered to Peter's house tomorrow (1st). The volunteers have been informed and are on standby to start delivering on the 2nd/3rd December.

A message to the businesses will be sent out on the 1st to inform them that the elves and reindeer will be delivered on Thursday to be placed in the shop window.

Budget

Still awaiting the invoice from Northwich Town Council re: tree and light installation. Also, additional work is required to convert the light switch at Burton House to a standard socket so that they can be switched on at any time of the year.

Action – Abbie to arrange this work for the New Year.

The budget still looks like around £1,000 underspend at the moment.

Future actions

Santa's letter

Process of posting letters by (via Royal Mail)

Rota from checking lights and Festive Treasure Trail

Date of next meeting

Monday 7th November at 630pm (if required)

Abbie Webb