

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING  
HELD VIRTUALLY VIA ZOOM ON MONDAY 8<sup>th</sup> February 2021**

**Parish Council**

Chairman – Cllr Gordon Pearson

Cllr Toni Burke

Cllr Elaine Chapman

Cllr Gill Clough

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 6

**1. Apologies for Absence**

Cllr Andy Hallows – Family commitment.

**2. Declaration of Interests**

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

Cllr Miller declared an interest as an allotment holder.

Cllr Wallace declared an interest in relation to planning application 21/0067/FUL, 2 Lime Close and confirmed he would not speak or vote on the matter.

2) Councillor Dispensation Request

**Resolved 21/264** – That Councillors Millington and Miller be granted dispensations to allow them to remain in the meeting, not speak or vote when Council approves payment of invoices to family members when the work invoiced for has been previously agreed and that the dispensation last for the lifetime of the Council.

**3. Public Participation**

**Tarporley Community Centre (TCC) Update**

It was reported that the Trustees had made significant progress establishing a CIO (Charitable Incorporate Organisation) and requested that the Parish Council nominate a trustee to join the CIO as well as consider becoming the trustee of last resort.

It was noted the minutes and financial reports of the TCC committee meetings were now being published on TCC's website.

It was reported the TCC had obtained a solicitor and surveyor to assist with the development of a lease for the play area, the committee expected to cover the cost of this work unless an unforeseen expense occurred when it may request assistance from the Parish Council.

A request was made for the technical scope of any CCTV project before TCC can commit to contributing to the project, it was noted that if they are to undertake cable laying that would be their contribution.

**4. Minutes**

**Resolved 21/265** – That the Council approve the minutes of the meeting held on the 11<sup>th</sup> January 2021 as a true and proper record.

## 5. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings, from page 398 of the minutes book, excluding the notes of the Brook Road Opening Meeting on Wednesday 27<sup>th</sup> January 2021.

## 6. Actions List

The Council noted the revised actions list as circulated; it was agreed to retain the Milestone adoption on the action list.

It was noted a review had been undertaken on the Rising Sun Car Park which had resulted in a revision to its layout and additional spaces being created in the last 4 or 5 years.

## 7. Planning

### 1) Planning Register

The planning register was approved as circulated, noting that a comment of 'No Objection' had been submitted for applications 20/04640/FUL, single storey link to dwelling and internal alterations at North Lodge since the publication of the agenda.

**Resolved 21/266** – That the Council submit the following comments:

**21/00067/FUL – Single storey rear extension – 2 Lime Close, Tarporley, CW6 0TW.**

No objection.

**21/00105/FUL/S73 – Demolition of existing rear extension & erection of part single & part two storey extension with rooflights – 6 Burton Avenue, Tarporley, C6 0HT**

No objection.

**20/04518/FUL – Demolition of existing building and the construction of 20.no 1- and 2-bedroom apartments with associated landscaping and external works - Oathills Lea, Oathills close, Tarporley, CW6 0DF - Oathills Lea, Oathills close, Tarporley, CW6 0DF.**

**Resolved 21/267** – That the Council submit the following observations:

Tarporley Parish Council supports this application subject to the following conditions being imposed:

1) That properties be allocated to local people based on the allocations policy included in the Tarporley Neighbourhood Plan policy TH2 (page 55) which states:

*Eligibility Criteria for Local Needs Affordable Housing in Tarporley*

*During the first 16 week period the Affordable Housing Units shall be allocated to persons who, in the first instance:*

*1. have been ordinarily resident in Tarporley Parish for the 12 months immediately preceding the date of application for the affordable housing unit or who have at any time previously resided in Tarporley Parish for a period of at least 5 years; or*

*2. have a Strong Local Connection with Tarporley Parish through*

*(a) a close family association in the Tarporley Parish or*

*(b) being employed within the Parish.*

*In the second instance if no applicant qualifies under the first criteria, those who are resident in or have a strong local connection with the neighbouring parishes of Rushton, Utkinton, Clotton Hoefield, Tiverton and Tilstone Fearnall.*

*In the third instance, if no applicant qualifies under 1 and 2 those who are resident in or have a strong local connection with Tarporley Ward.*

*In the fourth instance, if no applicant qualifies under 1, 2 or 3, those who in the opinion of Tarporley Parish Council have need for such accommodation.*

*Strong Local Connection means in relation to Eligible Persons a Close Family Association, or Employment in the Relevant Area. Close family association means a close family member of a person i.e. his/her brother/sister/son/daughter/mother/father who is resident in the relevant area and has been resident there for a minimum period of 5 continuous years.*

*Employment means a person who is self employed, permanently employed or has accepted in writing a firm offer of permanent employment within the relevant area.*

2) That the Parish Council is included in discussions relating to the allocations policy and subsequent allocation of properties.

3) That all units are offered as Social Housing and that rental should take account of point 4.3.31 of the Tarporley Neighbourhood Plan (page 56) which states:

*Affordable Rented Units are considered to be those units of Affordable Housing provided by an Affordable Provider that satisfy the definition of Affordable Rented Housing in Annex 2 of the NPPF and where the rent charged is equal to 65% of the local open market rent for the unit in question.*

4) That the public footpath which runs along two sides of the property leading to the High Street as the main pedestrian route from the development is reinstated as part of the development. in line with Policy TIFC4 of the Tarporley Neighbourhood Plan (page 65).

It should be noted the path is currently subsiding into the proposed development site and will be affected by the proposed works to the site.

5) The Parish Council asks that the recommendations made by Cheshire Police in relation to this application are implemented.

Please note the Design & Access Statement for this application refers to the Helsby Neighbourhood Plan not the Tarporley Neighbourhood Plan.

2) Applications received since publication of agenda

No further applications received.

## **8. Flooding of Public Rights of Way**

It was noted that following recent heavy rain a number of complaints had been received from residents regarding the flooding of footpaths particularly at Heatherways and St Oswalds Way. It was confirmed that the issues had been reported to CW&C and raised with landowners where possible. It noted that the St Oswald's section of the footpath is the responsibility of the management company for that development, however it is not clear who has responsibility of the path at Heatherways, it was agreed to clarify the ownership of this section of the paths.

It was agreed the landowner should be asked to ease the amount of water draining onto the footpath by digging a channel from the worse affected land into the ditch.

It was agreed the PROW Working Group would consider any further actions at their next meeting on the 18<sup>th</sup> February.

### **9. CW&C Waste Consultation**

**Resolved 21/268** – That the Council submit the following comments:

Tarporley Parish Council wishes to raise the following concerns regarding proposals contained in the 'Don't let your future go to waste' consultation:

The introduction of 4 wheelie bins will result in storage issues for a large number of residents who will not have the required space to accommodate them and is likely to result in unsightly bins being left on pavements causing obstructions.

The proposed reductions in service will result in increases in fly tipping and costs to CW&C. This is likely to be compounded should charges be introduced for garden waste collections.

It should be noted that rural areas including those around Tarporley are already disproportionately impacted by fly tipping compared to urban areas and that the proposals contain in the consultation will increase this.

The Parish Council strongly supports the retention of the Tattenhall Recycling Centre which provides a valuable service to those living in the rural areas including Tarporley, Tattenhall, to Malpas.

The Council is disappointed that the consultation does not offer the ability to retain the status quo and only offers waste collections services which will reduce the level of service already in place.

The consultation focusses on reducing services and cost cutting rather than increasing levels of recycling and by including no indication of costs fails to provide the information and detail necessary for respondents to provide informed answers.

### **10. Brook Road Playing Fields**

It was noted work had commenced on the access road on the 1<sup>st</sup> February and was expected to be completed by the 22<sup>nd</sup> February.

It is planned to open the site for Easter as such progress is being made to complete the three remaining planning conditions. The gym equipment is expected to be installed in early April after the opening.

It was noted that volunteer activity is being included in the maintenance plan including litter picking, once the field is opened this will be monitored and maintenance contracts put in place where required. It was noted a tidy up will be required before the opening which can be undertaken by volunteers.

### **11. Play Area Update**

Councillors noted the notes of the last working group meeting on the 26<sup>th</sup> January, the next meeting is scheduled for the 23<sup>rd</sup> February and of the lease meeting held on the 28<sup>th</sup> January which have been forward to the TCC committee.

CW&C Cllr Moore Dutton confirmed that she would support this project through her member's budget.

### **12. Easter Activity**

It was agreed that the following activities would be organised, an Easter Egg Hunt at St Helen's woodland, and a quiz around the Brook Road Playing Fields with rabbit and lamb templates on the MUGA area.

**Resolved 21/269** – That the Council agree a budget of up to £1000 for the project including Spring planting.

### **13. CCTV**

Councillors noted the comments of PC Monks, that the police did not feel the anti-social behaviour at the rear of the Community Centre justified the installation of a CCTV system.

**Resolved 21/270** – That the Council does not proceed with installation of CCTV at this time.

### **14. Allotments Lease**

It was noted the final lease had been expected for the meeting but had not been received.

It was noted discussion had taken place regarding the boundary to the north of the Bowling Club, and how this could be improved to stop people accessing both the Bowling Green and Allotments. It was noted that the boundary adjoins an area of no man's land.

**Resolved 21/271** – That the Council does not give permission for the erection of a fence at this time and recommends the use of thicket and branches and if necessary additional planting of hedging to block the access along the field boundary and monitor whether this reduces public access and that it is noted that the land adjacent to the northern boundary of the Bowling Club and allotments is not owned by or the responsibility of the Parish Council.

### **15. Bowling Club Lease**

Work on the lease is progressing noting the Club House and flood lighting will need to be addressed included a part of the lease. The draft lease will be circulated to Councillors for consideration as soon as possible.

### **16. Neighbourhood Plan**

#### **1) Update**

It was noted the grant application submitted to Locality for funding to fund the appointment of the consultant (Louise Kirkwell) to help review the plan had been approved as such a meeting is being scheduled with the consultant for later this month. A further application will need to be submitted in the next financial year.

#### **2) Village Design Statement (VDS) & Design Code**

It was noted that an application had been submitted to Locality for expertise support to develop a Design Code. It was noted that Design Codes were taking the place of VDS and that the Tarporley VDS required reviewing as it was published in February 2003.

A meeting has been scheduled with the Locality appointed consultant later in the week when more information will be available, Cllrs Clough and Millington expressed an interest in getting involved in this project later in the year.

### 17. Tarporley Website

It was noted that the tender document is expected to be circulated later this week. It was agreed that the administration of the new village website could be undertaken by the Deputy Clerk with support from Councillors and volunteers.

### 18. Maintenance

**Resolved 21/272** – That the Council extend the appointment of Grants Gardening Services to undertake the Grounds maintenance for 2021-2022 as late year.

It was agreed that formal review process should be implemented with written reports which should take place monthly during the growing season.

### 19. Tarporley Community Centre New Constitution.

That the Council agreed in principle to being given the opportunity to become sole trustee of the charity if the board fails to be quorate but that further clarification was required on the wording of the new constitution and financial implications on the Parish Council.

**Resolved 21/273** – That the Council nominate Cllr Pearson as the Councils trustee and that this be reviewed in January each year commencing January 2022.

### 20. Accounts & Payments

#### 1) Accounts & Payments

**Resolved 21/274**– That the Council approve the accounts and payments and reconciliation as listed on page 101 of the cash book including the below payments and additional invoices received since publication of the agenda:

|                           |  |         |
|---------------------------|--|---------|
| A. Wright                 | Reimbursement – Skip Hire              | 65.29   |
| Hibberts LLP              | Storage Building transfer legal fees   | 573.15  |
| Roadware Ltd              | Grit bin                               | 151.95  |
| Busines Print & Design    | Cemetery Bin Stickers                  | 21.60   |
| SLCC                      | Cemetery Compliance Training (Clerk)   | 295.00  |
| Jack Millington           | Pavement Gritting                      | 295.00  |
| Gaskells                  | Cemetery Bin                           | 42.70   |
| A. Wright                 | Salary                                 | 792.51  |
| A. Webb                   | Salary                                 | 799.95  |
| Nest                      | Pension Contribution                   | 150.27  |
| HMRC                      | Paye/NI                                | 191.92  |
| Grants Gardening Services | Cemetery hedge cutting & removal       | 600.00  |
| G. Latham                 | Car Park Gritting x20                  | 1920.00 |
| A. Wright                 | Reimbursement – Litter pickers & hoops | £121.75 |

**Resolved 21/275**– That the Council move in Part 2 and ask members of the press and public to leave the meeting.

### 21. Brook Road Playing Fields Play Equipment

**Resolved 21/276**– That the Council delegate authority to the Clerk in consultation with Councillors Millington, Ravenscroft and Tavernor to purchase play equipment including installation up to the value of £30k noting that £22k will be allocated from as yet unclaimed S106 funding.

**Meeting closed: 9.32pm.**

Signed:

Dated:

Ann Wright 09-02-2021

**Next Scheduled Parish Council Meeting:**

Monday 8<sup>th</sup> March 2021, 7pm.

Virtually via ZOOM.

# Tarporley Parish Council Minute Book

## Committees, Working Groups and Other Meetings

### Presented at the December 2020 Meeting

#### Notes Included:

|  | Page |
|--|------|
| <b>Notes of Play Area Working group (via Zoom)</b><br>Wednesday 13 <sup>th</sup> January 2021                        | 399  |
| <b>Notes of Brook Road Meeting – Play Dale (via Teams)</b><br>Friday 15 <sup>th</sup> January 2021                   | 402  |
| <b>Notes of Christmas Working group (via zoom)</b><br>Monday 18 <sup>th</sup> January 2021                           | 404  |
| <b>Notes of Informal Meeting with Rob Charnley, CW&amp;C Head of Planning (via Zoom)</b><br>Friday 22nd January 2021 | 406  |
| <b>Notes of Play Area Working Group (via Zoom)</b><br>Tuesday 26 <sup>th</sup> January 2021                          | 409  |
| <b>Notes of Brook Road Meeting – Ebie Play Ltd (via Teams)</b><br>Thursday 28 <sup>th</sup> January                  | 411  |
| <b>Notes of Meeting Regarding Content of Play Area Lease (via Zoom)</b><br>Thursday 28 <sup>th</sup> January 2021    | 413  |
| <b>Notes of Easter Working Group (via Zoom)</b><br>Monday 1 <sup>st</sup> February 2021                              | 414  |



**Notes of Play Area Working group (via zoom)**  
**Wednesday 13<sup>th</sup> January 2021**

**Present**

CW&C – Mike Holmes

Tarporley Community Centre (TCC) - Linda Martin, Tony Yeates.

Tarporley Parish Council - Elaine Chapman, Lisa Miller, Mark Ravenscroft, Abigail Webb (Deputy Clerk), Ann Wright (Clerk).

Tarporley Residents – Mike Atkin.

Apologies

Lisa Allerton Harris.

**Purpose of meeting: To discuss/identify aspirations for play area.**

Mike Holmes introduced himself as a Landscape Architect at CW&C who works closely with John Seiler (Brook Road) he has been involved in the development and refurbishing of a number of play areas across the Borough and agreed to forward images of some of work he has been involved with, noting each scheme is different and based on the requirements of that location.

CW&C have confirmed that he is able to go out on site but cannot attend large site meetings, he therefore plans to come out and look at the site as soon as possible.

Additional Information

It was agreed that the latest play area inspection report and the play value reported will be forwarded to Mike Holmes for him to get a better understanding of the site and the condition of the equipment.

It was asked if an Access Review Report which considers access to the equipment for all including those with disabilities. It was suggested that undertaking this report would be very helpful and would contribute to new design and help with funding applications.

Aspirations

It was noted that the working group needed to be clear about its aspirations and priorities for example was it to provide a sloped accessible path, increase the size of the play area or other.

It was noted that the play area is looking increasingly tired and is costing increasing amounts of money to maintain. Also there had been discussions about extending the play area if possible, to incorporate the different height levels. Initially the removal of the steps had not been a primary driver for the project.

Location

It was noted that in the past there had been discussions about placing equipment onto the playing field itself. It was noted the working group were focused on retaining the play area in its current location and extending it if possible.

It was noted the field has very poor drainage and for over 6 months of the year can be too wet for use, it also has a 3% slope.

It was noted that the site is extremely popular and well located between both the Primary & High Schools.

Heart of the Sandstone Ridge

It was noted that the Parish Council is working towards Tarporley being recognised as the heart of the Sandstone Ridge and that the play area should reflect this ambition and status.

It was suggested that one aspect might be to add more greenery to the site including a hedge around the site which can appear stark next to the car park.

New Path

It was noted the creation of a new sloped path could result in the loss of 3 or 4 mature trees, as such any scheme should seek to include the planting of trees to replace those lost.

TCC members agree to forward the latest tree survey for the site which includes tree conditions.

It was reported that there were a number of Lime Trees in that area which had become very tall resulting in complaints from neighbouring residents.

It was noted that the best option would be to offer both steps and a sloped path from the playing field from an accessibility point of view, when designing the scheme, it will become clear if that is possible.

It was suggested that the play area was the priority.

#### Inclusivity

It was noted that inclusive play is a positive aspiration to take on board and is more than providing disabled access and would be an important feature of any design.

Mike Holmes agreed to forward more information on inclusivity.

#### Equipment

It was noted that the group would like to retain any equipment currently on the site which is still fit for purpose noting that the existing pedal roundabout although popular is becoming increasingly difficult to maintain.

It was noted that many of the items on the site although low risk will not meet current safety standards, and that when relocating or retaining equipment it was important to assess their life expectancy and there was need for the new play area to last another 15 to 20 years.

It was noted that the site should complement the play equipment to be sited on Brook Road where it is planned that three pieces of equipment will be installed possibly some form a trail, a climbing frame and swings all of which are likely to be wooden.

It was noted that the Play area is the prime play area in the village.

#### Play Value

The following were noted as some of the main areas of play value and that the current play area provides for these areas well:

- Spinning
- Sliding
- Rocking
- Climbing
- Hanging off
- Balancing
- Walking

#### Design Service

It was noted that CW&C will design and manage the scheme with fees based on a % of the schemes value, the service can be divided into phases:

- 1) Initial design including a cost estimate.
- 2) Tendering - It was noted that some grant applications require full tender documents rather than estimates and that CW&C can provide full tendering process
- 3) Delivery of Contract & Project management

#### Funding & Grants

It was believed that CW&C could provide support in applying for grants and that the Clerk would contact Mary Lavery for more information about this.

It was agreed it was important to get a good feel for possible grants, their availability, deadlines, and criteria.

It was noted that the Lottery Fund and FCC (formerly WREN) were possible sources of funding.

It was not known if CW&C would have any funding to contribute to the project and was suggested that contact be made with Calvin Stockton and the Localities team.

#### Timescales

Mike Holmes confirmed that he had already started to look at the project as such work was already progressing.

He confirmed that it was important for the working group to identify its aspiration and goals and create a list of bullet points to feed into the initial design. Bullet points can be as simple as needing more

swings. It was agreed the working group would meet soon to go through its aspirations and create a bullet list.

#### Car Park

TCC representatives confirmed that they are having to address the car park surface of which is deteriorating very quickly. It was noted that CW&C had a licence to use the car park as a public car park and has shared responsibility for its maintenance.

#### Teen Shelter

It was noted that the teen shelter is located on the car park near the play area and should be considered as part of the project. It was noted the shelter is well used but does attract anti-social behaviour.

It was noted relocating it would open up additional parking spaces.

It was noted that where youth shelters are positioned allowing easy access and exit, they can attract more antisocial behaviour than those which are more contained, and it would be worth getting the local police opinion of the shelter and its future use and location.

#### Oak Tree

It was reported that there is a large oak tree at the southern end of the site which is requiring increasing work and makes the play area surface very slippery as such the group should consider if this requires removal.

#### Lighting

It was highlighted the existing path and play area are extremely dark.

It was noted that lighting can be complex to deliver particularly when near residential properties, in addition the costs of providing lighting and future maintenance and running costs can take funding for priority areas.

#### Age Range

It was considered if the play area should be aimed at primary age children.

It was noted that limiting usage would create inclusivity issues.

The groups was asked to consider why have a teen shelter near a play area which the teenagers are not to use.

It was discussed that there is a surfaced area at the bottom of the field which is from an old play area which could possibly be utilised for teenagers. It was noted that this area is surrounded by the wettest area of the field, it was thought that this could be overcome if that area was to be utilised possibly by providing a path to the area. It was suggested that the park benches which had recently been removed could be located on the area as a test.

Mike Holmes agreed to supply information about a new 'essentials range' of equipment which includes a MUGA (multi use games area).

It was discussed that providing play equipment which is more challenging and geared for older teens can attract those teens of childish equipment.

A site meeting was arranged with Mike Holmes, Mark Ravenscroft and Tony Yeates.

All were thanked for attending the meeting.

Ann Wright  
14/01/21

## **Notes of Brook Road Play Equipment Meeting – Playdale.**

**15<sup>th</sup> January 2021, held virtually via Teams.**

### **Present:**

Playdale – Paul Battye

Tarporley Parish Council - Mark Ravenscroft, Peter Tavernor, Ann Wright (Clerk)

Apologies – Lisa Allerton Harris

### **Purpose of meeting: To discuss possible play equipment.**

It was noted that Paul Battye had visited the site in mid-December and following the visit and discussions had developed a scheme and quote for the supply and installation of a number of pieces of equipment.

### **Adventure Trail**

The design included 8 separate Adventure Trail items which formed a trail up to the Jungle Climbing frame.

The Trail was designed so users could follow the trail trying not to put their feet onto the ground and included striding silts and log walks between items.

The majority of the equipment included steel ground fixings (SGF) resulting in the wooden posts not touching the ground which had 3 advantages:

1. The wood is not subject to moisture from the ground.
2. Protects the equipment when grass is being strimmed.
3. Makes any repairs easier.

It was noted the stepping logs do not have the steel fixings as they are too small (TGF – Timber ground fixing).

The ropes on the equipment are steel wire core ropes which are frequently used on play equipment.

The trail encourages a number of skills particularly balance which is key for toddler development.

### **Guarantees**

Steel ground fixing (SGF) items have a 20-year guarantee.

Timber ground fixing items (TGF) have a 15-year guarantee.

### **Jungle Climber**

The Jungle Climber is a popular piece of equipment and is more challenging, it has a sense of adventure and includes more risk taking which is important for child development. The highest point of the equipment is approximately 3m off the ground.

### **Additional Toddler Equipment**

An additional piece of toddler equipment had been included aimed at up to 3 or 4 years olds and is approximately 60cm off the ground and included an number of features including a roll play counter. This piece of equipment has steel ground fixings.

All equipment had been sited between the car park and MUGA area off the path.

The design showed the 'Grasslok' safer surface around all equipment although it was not required for all items of the adventure trail it does protect the ground from wear and tear. The surface around the climber is based on the falling space requirements.

It was asked why the Adventure Trail hadn't been spaced out. It was stated that it could be spaced out to allow children to run between pieces of equipment, it is a matter of preference. The design showed the Trail stretching across approximately 30m to the Climber.

Usage

It was noted that the Jungle Climber could accommodate around 20 children at once, the number of children who can use each Trail item varies, the Roll'n'rope can be used by 3 or 4 children at once, you normally get 1 or 2 children on other items.

It was suggested that it might be better to separate the Trail from the Climber as the older children attracted to the Climber might put the small children off using the Trail equipment fully.

It was though it would be appropriate to have additional benches and picnic tables around the play equipment.

Grasslok

The Clerk reported she had had issues with a Grasslok type product becoming compacted, it was noted that the Grasslok which comes as 1m square rigid tiles which firmly click together is installed on a mesh sheeting and the edges are tucked under the ground surrounding it, as such it should not lift or come apart.

It was noted if used in particularly wet area it can become compacted over time and this should be considered when selecting locations for the equipment.

The surface has a 5-year guarantee.

Quote

The quote confirmed the equipment including the surfacing meets European safety standards. It was noted the quote can be amended to include different items including swings

Leadtime

The current lead time from order to delivery and installation of timber items is approximately 9 weeks.

Installation

Installation can be carried out by Playdale or an experienced contractor.

Mr. Battye was thanked for preparing the design and quote.

Action

It was agreed to seek a quote for the supply of a swing unit including a basket, cradle, and standard swing seats.

Ann Wright  
15 01 2021

**Notes of Christmas Working group (via zoom)**  
**Monday 18<sup>th</sup> January 2021**

**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

**Purpose of meeting: To review How Stay Festive Tarporley and replacement of regular Christmas Festival due to Covid restrictions, and to agree some forward actions for 2021.**

**Overall**

Very well received in village; plenty of positive acknowledgement on social media etc

Gingerbread house and Festive Trail, were both good introductions with good uptake (105 letters to santa, 80 FTT entries); admin wasn't onerous

Potential of St Helen's woodland area increasingly apparent (need to check for future with new Rector, may be less concerned on use)

well supported and appreciated by most businesses (in difficult circumstances)

NTC costs are now properly contained and came in at less than half the full budget

Using Solopress/ flyers for printing was much cheaper and more effective

**Forward Actions and Ideas**

Source any smaller 4ft rooted trees together with Rotary, better/same quality

Be prepared to invest in external power sockets in some locations (tbd). This would enable more pavement level trees with proper powered LEDs rather than battery. Together with sorting the socket for Burton House, and a socket for the St Helen's woodland, this would be a good investment for the future and allow us to have better lights in the village under our control

Agreed to pay £100 to The Swan given use of their power in 2020

Option to have Santa at a venue on several occasions in December may be better than all the queuing/frustrations on one evening only; also some views that the reindeer were better at the TPS and Done Room, although on balance maybe best to return reindeer to the woodland this year

No Christmas Card required this year, good idea to use a flyer for publicity and putting any community singing on back (avoiding costs of booklets etc)

To consider whether Community market could run on the afternoon of the festival day with the High Street closed

Preferred date Saturday 4 December, and whilst options to have some things running through December, some community event on the High Street was desired, with a more musical focus perhaps.

Saturday 23 January meeting at 10am to disassemble GB house and move remaining Xmas trees

**Costs/Budget**

3k saving (30%) on our 10k budget was achieved even after a £500 donation to Rotary that is underway

Good year to now invest in some extra power sockets on High Street

Maintaining the 10k budget should mean we can comfortably meet the additional fixed costs of closing the Hight St/St Johns Ambulance/Sound system (c.£1500), leaving c.£1500 for some 'investment' in some additional things

**Easter**

Feeling that it would be good to do something....hopefully emerging from Lockdown, but still some restrictions

Scope for an Easter Bunny/Egg Trail and celebrate new spring planting

**Next meeting**

To be arranged for early February so as to get thoughts together for Easter

DRAFT

**Notes of Informal Meeting with Rob Charnley, CW&C Head of Planning.  
22nd January 2021 - Conducted via Zoom.**

**Present:** Catherine Helm, Gordon Pearson (Chairman), Peter Tavernor, Nigel Taylor, Clerk - Ann Wright  
Rob Charnley – CW&C Head of Planning.

**Purpose of meeting: To discussion delivery of additional Car Park.**

It was stated that the Neighbourhood Plan (Plan) had been carefully framed to enable the delivery of infrastructure to the village inc. car parking.

Possible Purchase of Land

It was confirmed that there had been 3 meetings with Charlie Seward from CW&C to discuss the acquisition of land for a car park including the possibility of using compulsory purchase. Discussion had included the compulsory purchase process and the need for a viable business case. In these meetings it had been stated that CW&C would be willing to pursue a compulsory purchase on behalf of the Parish Council if required and that the CW&C would contribute towards the construction costs of a car park. It was asked if anything had changed since these discussions had taken place.

Mr Charnley confirmed he was not aware of any changes, but he would need to check this with other officers.

It was stated that the Parish Council did not want to undertake a large amount of work to create a business case etc if CW&C would no longer support the purchase of land and construction of a car park.

It was reported that a request for sites had been sent to landowners who own suitable land in the village for a car park by the Parish Council, one of which had responded and had met with Council representatives.

It was believed that that the landowner in question would want to deliver some level of housing to provide land for a car park, if at all, although discussions had not reached that level of detail.

It was noted that CW&C policy would allow delivery of a car park so long as landscaping etc could be agreed.

Noting that compulsory purchase can only be pursued when all other routes have failed it was asked what timescales would be considered reasonable to establish that was the case.

Design & Surveying Support

It was asked if CW&C would provide survey and design support to establish what could be delivered, inc. areas of land required to deliver different sized car parks and access requirements.

It would be helpful to establish costs of different sized car parks to demonstrate return on investment to be shared with landowners.

It was suggested that the layout of the Rising Sun car park should also be reviewed to see if a better configuration could be devised.

Challenges

It was noted that there are a number of challenges to the delivery of additional parking including environmental changes and the desire to reduce emissions and the impact of Covid-19.

It was noted that Covid 19 had resulted in more people shopping in local villages rather than going into towns.

The promotion of Tarporley as the heart of the Sandstone Ridge would make Tarporley a focus for visitors including those seeking to drive to Tarporley and walk the trail. Mr. Charnley confirmed this was something which CW&C wanted to build upon including the designation of area as an AONB.



It was reported that during November and December 2020, even when a number of businesses were closed due to Covid there had been little available parking and that a large percentage of parking is taken up by employees.

#### Neighbourhood Plan

It was noted the Plan had been carefully constructed to deliver infrastructure to the village including car parking while restricting the development of schemes that only provided additional housing. The settlement boundary had been kept tight to this end and areas had been given additional protection as areas of designated green spaces. It had been hoped that this would force developers to bring forward infrastructure to achieve very special circumstances to develop these sites.

However, when the recent care home application had been considered the CW&C planning committee members did not discuss the very special circumstances and concentrated on very minor issues. It was asked what training planning committee members receive. It was confirmed the committee members receive annual training which they have to attend to remain on the committee. Mr Charnley agreed to forward the training information.

#### Very Special Circumstances (VSC)

It was stated that very special circumstances should not be a set part of Plan policy as by definition they are unique and would be specific to an application or site. It was stated that VSC are something which should not be easily repeated. It was noted that VSCs are difficult to demonstrate and are open to vagaries.

It was noted delivery of a car park on its own would not require VSCs.

It was stated that it is important that those writing the Plan and CW&C have the same understanding of the policies and the training and guidance given to planning committee members.

It was suggested that the Plan policies and protections need to be reviewed to make sure they are protecting land for the developments the community wants.

It was suggested that some additional development may be required to make the delivery of a car park or infrastructure financially viable, but that housing is unlikely to meet CW&C planning policy requirements.

It was noted that VSCs only apply to designated green spaces. It had been hoped that allocating land as green spaces would raise the bar preventing inappropriate development. It was suggested that it may be more effective to undertake site allocations.

As an example, it was suggested that provision of a doctors surgery may be a VSC as it would not be likely to be repeated but it could still be asked why it was being sited on designated green space rather than elsewhere in the village. It was noted that when the care home application was considered, planning committee members suggested that this could be built elsewhere in a town rather than Tarpoley.

#### Site Allocations

It was noted for site allocations to be included in the Plan it is better to have landowners permission as that makes it more likely that the development might come forward.

Concerns were raised that site allocations would allow different developments to come forward for which the site had not been allocated.

#### Government White Papers

It was noted that the government white paper has raised some as yet unanswered questions about planning moving forward.

Under the new regime it was understood some planning policy will be developed locally through Local Plans and consulted on and this could include the designation of growth areas in the Borough, it was suggested that Neighbourhood Plans could become more focused on design and that the Government would still create general planning policy.

#### Settlement Boundary

It was noted that expanding the settlement boundary would allow inappropriate development to come forward delivering additional housing with no infrastructure. It was noted that outside the settlement boundary has some degree of protection as open countryside.

It was asked if a scheme came forward for infrastructure and some housing to facilitate it would this be acceptable in the open countryside adjacent to the settlement boundary. It was suggested if evidence proves the housing adds to the viability of the project and all other planning boxes are ticked a scheme of this type could be approved. The housing would need to be enabling rather than simply for profit although CWAC consider profit of 20 to 25% would be acceptable.

It was confirmed that central government had confirmed that no changes will be made at present to housing supply calculations as such CW&C should continue to retain its five years housing supply for the foreseeable future.

Mr. Charnley agreed he was willing to look at draft Plan policies to provide a planning officers perspective of them.

It was noted that designated green spaces can be undesignated.

#### Public Open Space

It was noted that there are a number of different open space designations including amenity open space, some open space is for visual amenity rather than access.

Open spaces as part of developments are usually calculated to provide open space for those residents and may have protections on them to prevent certain activities.

Mr. Charnley agreed to investigate the status of the public open space on the Chestnut Grange development.

It was noted in the past the local Authority would take over these open spaces but no longer does so, in the future there may be options for local communities to acquire these open spaces on new developments.

#### **Actions**

The following actions were identified for Mr Charnley to undertake following meeting:

- To obtain update on CW&C financial situation and continued support for delivery of additional car parking in Tarporley.
- Request CW&C provide expertise to develop basic plans for a car park including area of land required, access information, costings and also review the current Rising Sun Car Park layout.
- To provide Planning Committee training information including guidance on weight given to different material planning considerations.
- To confirm status of the Chestnut Grange public open space.

Mr Charnley confirmed he was happy to provide support and information in the future.

The Chairman thanked all for attending meeting.

## Notes of Play Area Working group (via zoom)

Tuesday 26<sup>th</sup> January 2021

### Present

Tarporley Community Centre (TCC) - Linda Martin, Tony Yeates.

Tarporley Parish Council – Gordon Pearson, Elaine Chapman, Lisa Miller, Mark Ravenscroft, Abigail Webb (Deputy Clerk), Ann Wright (Clerk).

Tarporley Residents – Mike Atkin, Neil Roberts

### Apologies

Cllr. Andy Hallows, Lisa Allerton Harris.

### Approval of notes

The notes from the meeting held on the 13<sup>th</sup> January 2021 were approved.

### Approval of Terms of Reference

The Terms of Reference of the working group were approved.

The Group made the following appointments:

Chairman - Cllr Mark Ravenscroft

Vice Chair - Cllr Gordon Pearson

### Identifying Objectives – WHY

Reason for the project:

- The size of the play area is too small, particularly given the size of Tarporley and its catchment area.
- The play equipment is dated.
- The aesthetics of the play area is not in keeping with the village.
- Some of the play area equipment looks tired.
- At present, parents would sooner drive to other play areas than use Tarporley play area. Parents would prefer to improve the Tarporley play area such that they didn't feel the need to go elsewhere
- The maintenance costs are excessive due to the age of the equipment.
- Better surface is needed so it is not so slippery in the wet/snowy conditions.

### Identifying Objectives – WHO

- The play area should cater from toddlers to teenagers
- Equipment should be inclusive to children of all abilities
- Consider creating different areas on the Field for different age groups due to concerns of older children intimidating younger children and toddlers.

### Identifying Objectives – WHAT

- More swings, particularly for baby/pre-school children.
- Basket swing which allows more inclusivity.
- Mixture of materials used for equipment – wood / steel / recycled plastic.
- Removal of the pedal roundabout.
- Improve surface of the play area.
- Climbing frames are well used and still fit for purpose.
- Trampolines that are built into the ground as an option.
- Increase trees and planting in the area.

### Master Plan

Develop a Master Plan including the play area and playing field which will allow the project to be phased if necessary.

The aspirations for the play area and playing fields are:

- Circular walk (encompassing the existing path) which can be used for walking, running or cycling.
- Seating/socialising area – the entrance to the playing field from Eaton Road would make an ideal place to have benches for parents or High School children to use.
- Possible separate area designated for High School Children to use to hang out.
- Trees to be planted, particularly along the boundary of Eaton Road.
- The hedge along Eaton Road to be cut back to create more space on the pavement. The new circular path could become the preferred option when walking along Eaton Road.
- Tarporley Carnival – the Carnival should fit into the Master Plan as opposed to dictate what can and cannot happen on the playing field.

It was agreed to seek advice from CW&C as to what equipment suits teenagers as well as consultation with the community.

### **Consultation**

To ensure inclusivity of all sections of the community, a number of key groups within the village will be targeted and a general message/consultation will be provided to the community as a whole.

- Primary School – a drawing competition for the children to ask them what they would like to see in the new play area.
- High School – consultation with High School pupils to ask them what they would like in the play area /playing field. Action: Ann/Abbie?
- Parents of young children – What provisions would parents like to see in the play area / playing field.
- The general community – an awareness campaign to inform the whole community of the work taking place and an opportunity for them to feedback to the working group.

### Website

Initial information regarding the working group will be shared with the community by creating a new website page on Tarporley Parish Council website and links to this will be included on the Tarporley Facebook Page and the Tarporley Community Centre website.

### Tarporley Talk

Tarporley Talk will also be used to communicate to the wider community plus information will be placed on the notice board opposite the Chocolate Shop.

### **Grants**

A number of grants can be applied for such as FCC, The National Lottery Fund, Sports England.

Tarporley Parish Council has some funding allocated and Tarporley Community Centre may have a small amount of money to commit to the scheme of work.

Linda Martin has a list of a grants to apply for which she will circulate.

The Clerk will circulate the costs for Tattenhall play area to give an idea of how much funding will need to be sought.

Local fundraising events can take place within the village.

### **Date of next meeting**

Tuesday 23<sup>rd</sup> February at 7pm via zoom.

Abigail Webb  
27-01-2021

**Notes of Brook Road Play Equipment Meeting – Eibe.****28<sup>th</sup> January 2021, held virtually via Teams.****Present:**

Eibe – David Gibbons

Tarporey Parish Council - Mark Ravenscroft, Peter Tavernor, Ann Wright (Clerk)

**Purpose of meeting: To discuss possible play equipment.**

Mr Gibbons gave some background information on Eibe which is based in Guildford but manufactures its equipment in Germany. Eibe was formed in 1974 and is a family company with a long woodworking and carpentry history.

Their equipment is innovative and focuses on play values including togetherness. The company offers over 1600 pieces of play equipment which can be used in small toddler play areas or large theme parks.

They offer a number of different play area surfacing options including:

- Bonded rubber
- Grass matting – which is fitted over existing turf and dug in at the edges and is a more economical surface and is maintenance free.
- Bark Mulch – which can require some maintenance
- Turf and artificial grass

It was noted that all their equipment (except Robinia) has galvanised steel feet adding to the longevity of the timber equipment.

The timber used is carbon neutral and comes from sustainable certified sources (FSC).

All equipment including surfacing confirms with safety regulations.

They produce a popular double cable way (zip wire).

**Guarantees**

10 yrs – soft wood (pine) as priced for in the quote

15 yrs - eucalyptus wood

5 yrs – non-moving parts

2 yrs – moving parts

5yrs – grass matting

It was noted that equipment can be obtained in Larch and Robinia a natural hard wood.

Spare parts including bolts are stocked in the UK and if required can be supplied in 24 to 48 hours or ordering.

**Design Services**

Eibe can provide a full design service as part of their quote however if supply only, they would not produce a rendered 3d drawing but would be happy to produce a CAD design and provide advice on positioning of equipment.

It was noted that it was important to understand the relationship and flow between equipment and how to separate equipment for different age groups and comply with space requirements between each piece.

**Lead Time**

It was noted there is a 4 to 6 week lead time for equipment normally, no more than 8 weeks.

Items on Quote

The items on the quote were standard popular items selected to be within the £16k budget.

- Warbler Junior Unit – 1m high, suitable for toddlers (with assistance) up to 8 or 9 years
- Terrior Climbing Unit – no very challenging
- Beginners Walk – focuses on balance – 4 to 10 year olds
- Stand on See Saw – allows a number of children, or parents and children to use the see saw at once – all ages
- Swings – all ages
- Single Swirl Carousel

Prices had been requested other equipment:

- Climbing Structure Taro – includes a range of activities, dynamic, height, can be a central focus of a play area – 4/5 to 14 year olds.
- Active Trail Combi 8 – made from eucalyptus wood for rigidity and strength, can be configured in any way and additional equipment can be added.
- Eagle Swing Quad – can be configured to include flat and toddler swings with nest swing- priced for 2 flat swings plus 1 nest or basket swing – DDA compliant.

It was noted that a 10% discount had been offered in the quote.

Installation

It was noted installation costs were higher than others received, it was confirmed these included travel and expenses as the installation team is based in Guildford.

It was noted full installation instructions can be provided and if installed per the instructions full warranties would apply.

Mr Gibbons confirmed he would inspect equipment if installed by other installers to check they have been installed correctly. It was noted the equipment once installed should be inspected by a ROSPA certified inspector.

Grass Matting

The grass matting supplies is not manufactured by Eibe but obtained from a UK supplier, it is installed on turf, joined by cable ties, and dug in and pinned the edges as such it should not lift.

It can accommodate falls from up to 3m.

Ann Wright  
28 01 2021

## Notes of Meeting Regarding Content of Play Area Lease.

28<sup>th</sup> January 2021, Virtually via Zoom.

**Present:** Gill Clough, Lisa Miller, Gordon Pearson, Mark Ravenscroft, Peter Tavernor, Nigel Taylor, Ann Wright (Clerk).

### Purpose of meeting: To discussion contents of Play Area Lease.

The following points were raised when reviewing the draft play area lease.

- To stop repetition of Tarporley Parish Council and Tarporley & District Community Centre & Recreation Ground Charity/CIO throughout lease include the following:  
Tarporley and District Community Centre & Recreation Ground Charity (TCC),  
Registered Address: .....

**and**

Tarporley Parish Council (Council),  
Registered Address 62 well Street, Malpas, Cheshire, SY14 8QH

Or include words *here after referred to as....*

- Point 1, to simplify remove descriptions of designated land so that land leased is identified on the plan.

*The ~~two areas of land owned by TCC and shown enclosed by solid black lines and marked as a fixed play area and a teenage pod area~~ on the attached plan may be developed exclusively by the Council play areas. The areas of land and the associated play equipment will be referred to as the play areas in this agreement.*

- Point 2. The Council will check if gritting is recommended as it is not known what impact this would have on the play surface, metal equipment and any moving joints on play equipment, it may be that we cannot grit the play area but have warning signs instead, the matter will also be raised with our insurer.
- Point 5 – The Council will check this with our insurer.
- Point 8 – Consider including a notice period possibly 1 year on both sides.
- Consider additional clause regarding resolution process for any disputes.
- Consider including of nominal rent of £1 per annum.
- The working group felt it was possible to draft a lease based on leases already created and could get it checked informally if the TCC would be happy with this approach to save costs.

It was agreed the Clerk would forward these notes to TCC for consideration and comment.

Ann Wright  
29/01/2021

**Notes of Easter Working group (via zoom)**  
**Monday 01<sup>st</sup> February 2021**

**Present** (TPC)

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

Apologies - Cllr Gill Clough, Cllr Andrew Wallace

**Actions and Ideas**

There is support for the overall approach - quiz trail round Brook Rd, bunnies and lamb templates on MUGA, egg hunt in St Helens woodland.

It was suggested and agreed to only have chocolate treats this time with vouchers at Chocolate shop. Charles to be approached and offer to cover costs again (PT)

St Helen's Church to be contacted re use of woodland, noting that Info Boards on trail 2x would make religious connections (PT & AW)

concluded involving live lambs could be fraught, so would not pursue

17 Info Board stands required. Once artwork removed thought little refurbishment required, but needs checking (NT, MR, GP, PT)

Need to decide 'banner' theme, 'Stay Eggcited Tarporley' or something similar. Other ideas for consideration please

Communication to businesses once finalised plans, encouraging complementary window displays etc

It was agreed to have some fresh just-in-time spring planting in planters in village for Easter (LM, CH)

Volunteer tidy up of Brook Rd would be needed for soft opening

Timing: trail set up from Easter Saturday 3 April

Important to have everything required for printing ready to go by 17 March

**Costs/Budget**

Budget requested £750, though likely costs much less

Support from full council to be sought at next Meeting on 8th February

**Next meeting**

Monday 15 February 1830.