

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD VIRTUALLY VIA ZOOM ON MONDAY 8th March 2021**

Parish Council

Chairman – Cllr Gordon Pearson

Cllr Toni Burke	Cllr Elaine Chapman	Cllr Gill Clough	Cllr A 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 5

1. Apologies for Absence

All Councillor's present.

2. Declaration of Interests

Dispensations granted to Cllrs Chapman, Millington, Pearson and Tavernor regarding the development of Brook Road Playing and for Councillor Millington in relation to payments.

Cllr Clough declared an interest in relation to Burton Square Tree as part of the syndicate which owns a neighbouring piece of land she confirmed she would remain in the meeting but not vote and would only speak on the matter during public participation.

3. Public Participation

Burton Square – Chestnut Tree

A representative of the Utkinton Road Syndicate stated that the chestnut tree in question was not part of the Utkinton Road Syndicate land and that CW&C should take adverse ownership of the land and tree as they own the neighbouring land at Burton Square which was being maintained on their behalf by the Parish Council. He stated that the parish council should seek to resolve this matter noting there is no fence between the CW&C registered land and the area in question.

It was stated that the tree would be at some point in the future subject to problems which will need to be resolved and due to its location near the highway and substation could be expensive to deal with.

Cllr Clough stated that the Parish Council should pursue clarification of the ownership of this section of land and tree and that CW&C not the Parish Council should take responsibility for the area.

Tarporley Community Centre

It was reported that the Community Centre is making good progress in forming the CIO and has overhauled its documentation and website, the First Trustees will meet later this week for the first time and it is hoped a submission to the Charity Commission to formalise the CIO will follow shortly after.

CW&C Cllr Moore Dutton

Cllr Moore Dutton while supporting the clarification of ownership of the land adjacent to Burton Square highlighted that it may not be as easy as CW&C claiming adverse possession of the land.

She reported as part of the CW&C budget discussions she and other independent group members had been able to secure an addition £250k towards gully clearing which would result in approximately an additional £3.5k for gully cleansing in the Tarporley Ward as such she requested that people reported blocked gullies and other highways faults as works are driven by the reports received. She reported that CW&C had received an addition £8m for pothole repairs.

Cllr Moore Dutton encouraged everyone to respond to the on-going CW&C waste consultation stressing that the generally limited responses to such consultations mean that those who do respond could have a real influence.

Burton Square & Volunteering

Concern was voiced regarding the implication that by volunteers and the Parish Council seeking to maintain unkempt areas of land in the village they are showing an intent to take responsibility and liability for these sites and that this could cause volunteers to cease undertaking such works. Particularly as the assets and liabilities of the Parish Council are increasing it would be unacceptable for CW&C to push further expensive responsibility off themselves onto the Parish Council.

Public Rights of Way (PROW) – Portal Golf Club

It was noted that during lockdown increasing numbers of people had taken advantage of walking on the golf course however in 3 weeks as lock down restrictions are lifted golf will resume and it is important that between now and then the community is made aware of this and for their own safety to stay on PROW or permissive paths and to keep their dogs on leads. In the longer term the Parish Council was asked to consider working with the Portal Golf Club and MacDonald's Hotels to establish a permissive footpath around the perimeter of the course to retain access for the community and for their safety.

4. Minutes

Resolved 21/277 – That the Council approve the minutes of the meeting held on the 8th February 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 423 of the minutes book, including the notes of the Brook Road Playing Fields meeting held on the 17th February.

6. Actions List

The Council noted the action list as circulated.

It agreed the Clerk should find out who is responsible for the maintenance of the open spaces on Chestnut Grange and for this to be minuted at a future meeting, it was also agreed the Clerk should ask when the sales boards will be removed from the entrance as all properties are now sold.

7. Planning

1) Planning Register

The planning register was approved as circulated, noting that a comment of 'No Objection' had been submitted for application 21/00556/FUL, works at 3 South Close and 'Support' had been submitted for 21/00730/TPO tree works at 1 The Grove since publication of the agenda.

2) Applications received since publication of agenda

20/04262/S73, Variation of condition 2 (approved plans), 3 (materials) and 4 (opening hours to allow 6.30am to 9pm) on 19/03971/FUL. The application also seeks use of the outdoor area

between 6.30am and 8.30pm Monday to Sunday, The Crown Hotel 78 High Street Tarporley CW6 0AT.

Resolved 21/278 – That the Council object to the proposed outdoor area due to its proximity to neighbouring residential properties and the noise and disturbance these are likely to create and also due to the loss of two parking spaces which would result from the creation of this area.

Resolved 21/279 – That the Council object to the proposed colour of the exterior of the property and request that it is painted white as previously approved.

Resolved 21/280 – That the Council support the proposed opening hours to the indoor facilities however should CW&C be minded to approve the creation of the outdoor area that it not be allowed to open before 8am on weekdays and 9am on weekends and bank holidays.

8. Public Rights of Way Report & Recommendations

The Council noted the report as circulate and the agreed recommendations of the working group - page 432 of the minutes.

Agreement and improvements to access onto and routes around the Championship golf course.

It was reported by David Press the Parish Council volunteer footpaths officer that over a number of years he had tried to work with MacDonald Hotels to create permissive footpath around the perimeter of the course and that it seems that this may now be possible and was a great opportunity for the community. Without the creation of a permissive footpaths the Hotel and Gold Club could remove the access that has been allowed during lockdown and reduce it to the formal PROW which exist.

Resolved 21/281 – That the Council agree in principle to forming an agreement with MacDonald Hotels to establish a permissive footpath around the golf course and funding surfacing a gated hoggan path off Cobbler's Cross Lane and the erection of an interpretation board highlighting the route and that the path is a permissive path provide by the Parish Council, Portal Golf club and MacDonald Hotels and if abused will be closed.

The clerk and Mr Press will approach Macdonald Hotels to take this project further.

Contribution to improving the surface of FP11.

It was agreed the Council would obtain a price for surfacing the path and request that the St Oswalds Way Management Committee make a contribution to this surfacing.

16. Burton Square Tree

It was agreed the Clerk should contact the gas company who have the sub-station in that area to establish what land they own and depending on the outcome contact the Chief Executive of CW&C to request that CW&C take responsibility of the land and tree in question and copy the letter to Cllr Moore Dutton.

18. Trustee of Last Resort

Resolved 21/282– That the Council accept the role of trustee of last resort for the Tarporley Community Centre CIO.

9. Brook Road Playing Fields

Resolved 21/283– That the Brook Road Playing Fields be known as The Brook Road Playing Fields and Country Park.

The Council noted the following update circulated by Councillor Millington:

Dunkil - Outstanding Works and Maintenance

Councillors Millington and Ravenscroft met with John Seiler (CW&C) and Joe Wardle (Dunkil) on 17th February 2021 to discuss remaining works and commencing the Spring maintenance, in preparation for the proposed opening on 3rd April. A detailed set of notes of this meeting is included in the Minute Book. Dunkil have since returned to site on two occasions (19th February and 3rd March) and made progress on a number of the items listed.

Councillors Millington and Ravenscroft will carry out an inspection of progress on 9th March.

Access Road

CW&C continue to make slow progress on the access road. Blacktop was laid on the road surface on 5th March 2021, and the pavements had now been surfaced and the streetlights were lit.

Newt Licence and Fencing

Newt Licence - Bowland Ecology have submitted the necessary returns to Natural England and responded to resulting queries received.

Newt Fencing - The newt fencing has been removed under the supervision of Bowland Ecology.

Bird, Bat and Owl Boxes

Bird and bat boxes and an owl box have been installed in the mature perimeter trees, following the recommendations in the Ecology Assessment Report submitted as part of the Planning Application.

Gates to Wildlife Area

New steel self-closing gates have been fitted. These have a far more reliable and satisfactory self-closing action than the previous timber gates.

Pole Transformer Fencing

SP Energy Networks failed to respond to correspondence, on 29th December 2020, setting a final deadline of 15th January 2021 for confirmation of acceptance of our proposals for the palisade fencing. As a result, on 27th January 2021, we informed them that we intended to proceed with installation of the fencing in accordance with plans previously submitted to them. Dunkil have been instructed to order the fencing, which it is hoped will be available for installation in the next two weeks.

Signage

Parish Council Signs - Information and warning signage has now been ordered for installation prior to 3rd April.

Road Signage – Final designs and costs awaited from CW&C, it noted given the price of the other signs obtain it may be cheaper for the Parish Council to commission the signage itself if that is allowed.

Discharge of Outstanding Planning Conditions

Condition 6: Management and Maintenance Plan

Condition 7: Community Use Agreement

The draft Plan and Agreement have been circulated for comment by Councillors, and Council approval is sought under Agenda Item 9(2). The approved documents, incorporating any agreed amendments, will then be submitted to the Local Planning Authority for approval and discharge of the two planning conditions.

Condition 3: Highways and Footways

The condition requires the highways and footways providing access to the development to be designed and constructed in complete accordance with the Local Highway Authority specification and constructed to the satisfaction of the Local Planning Authority. As CW&C have designed and are constructing the road and footpaths, clarification will be sought as to whether any submission needs to be made to satisfy this part of the condition.

The condition goes on to state that the highways and footways must be constructed up to binder-course level before any part of the development is 'occupied'. Given recent progress, it is hoped that this part of the condition will be satisfied before 3rd April.

Bin Contract

There are five 110 litre waste bins located around the facility, which it is anticipated will be emptied weekly into a 660 litre wheeled bin. A bin with a locking lid has been requested and this will initially be located adjacent to the car park until the bin store is constructed (see below).

Our current waste contractor, Gaskells, have provided a quotation for the supply and weekly emptying of the wheeled bin, for which approval is sought under Agenda Item 9(3).

Outdoor Gym Equipment

13 pieces of equipment have been ordered from Caloo, within the budget of £16,000 agreed at the July 2020 Parish Council Meeting. Installation, including supply of grass matting and RoSPA Certificate, is expected to cost c.£7,000 if undertaken by Dunkil.

We await availability of all items before taking delivery. There is no confirmed delivery date, but indications are that this will be before the end of April. Allowing two weeks for installation, the equipment should be ready for use by mid-May.

Play Equipment

At the July 2020 Parish Council Meeting it was agreed to install a limited amount of play equipment as part of Phase 1 of the Brook Road development, bringing forward some of the work originally planned for Phase 2. A budget of £20,000 was agreed utilising S106 monies available to the Parish Council for Play.

A more ambitious proposal has been developed by Councillors Ravenscroft and Tavernor to install a critical mass of equipment suitable for all ages that will provide a sufficiently comprehensive play area, whilst focus is concentrated to the renewal of the Community Centre play area. Inevitably this requires an increased budget. A proposal has been circulated for consideration for which approval is sought under Agenda Item 9(4).

If approved, the equipment could be installed by end of May.

Sports Equipment and Bin Store

At the July 2020 Parish Council Meeting approval was given to progress the combined bin and sports equipment store at a cost of c.£7,000 funded by S106 money.

Further work will be undertaken to confirm the specification of this store unit and refresh quotations once workload associated with getting the Brook Road development complete and open to the public has reduced. Final proposals will be brought back to the Council at that point.

Pre-Opening Working Party

The Brook Road Opening Working Group are meeting on 10th March and will consider what voluntary work will be necessary to make the facility ready for opening to the public, where this

work falls outside the scope of Dunkil's ongoing maintenance activities. It is anticipated that tidying activities will be necessary, and a volunteer Working Party is probably the best mechanism to quickly complete these tasks.

OS&R Phase 1 Project Costs

Since Councillor Millington last updated the Council on the budget, at the October 2020 Parish Council Meeting, the forecast final cost of Phase 1 has increased by just over £3,500. However, this forecast now includes allowances for the operation and maintenance of the facility through to the end of 2022, rather than just the landscape maintenance for the initial maintenance period which expires on 23rd July 2021. The inclusion of these costs will take the expenditure beyond the allocated S106 and CIL funding allocations by c.£2,800. There are opportunities within the allowances for works yet to be completed that could reduce this figure.

The draft 2021-22 budget earmarking (January 2021 Parish Council Meeting) makes an allowance of £7,000 for Brook Road Maintenance which will only be required in part to cover the shortfall and the operating and maintenance costs for the first quarter of 2022.

The cost of Dunkil's works is still expected to be within the £290,000 limit agreed at the July 2020 Parish Council Meeting even though some of the extra maintenance is likely to be carried out by them in an extension to their contract maintenance activities.

The budget forecast excludes the cost of the play equipment and the sports equipment store, which will be funded from further S106 drawdowns, as agreed at the July 2020 Parish Council Meeting.

2) Management & Maintenance Plan & Community Use Agreement

Resolved 21/284 – That the Council approved the Management & Maintenance Plan & Community Use Agreement as circulated and recorded thanks to Cllr Millington for producing these documents for submission to CW&C.

3) Brook Road Bin Contract

Resolved 21/285 – That the Council approve the bin contract with Gaskell's for Brook Road.

4) Play Equipment Purchase and Installation

Resolved 21/286 – That the Council approved purchase and installation of play equipment to a value of £34k including a stainless-steel slide and that this be funded by the remaining S106 funding and CIL funding.

5) Brook Road Defibrillator & Cabinet

That the Council consider the installation of a defibrillator on the site once works are completed when it is clear what funding is available and the location can be agreed, although it was proposed it should be easily accessible off Brook Road.

10. Play Area Update

No further update, next meeting to take place later this month.

13. Allotments Lease

Deferred to April meeting.

14. Bowling Club Lease

Deferred to April Meeting.

15. Defibrillator Magnets

It was noted the Council had considered obtaining magnets with the details of the locations of defibrillators on them to be distributed to houses in Tarporley however the cost of producing

the magnets had proved to be prohibitive as such it was agreed to consider producing a post card for each home with the locations once the defibrillator had been installed on Brook Road.

11. Easter Activity

It was reported that preparations were almost completed for the Easter Event with an Easter Egg hunt in the woodland area next St Helen's and activities on Brook Road Playing Fields.

12. Village Event

It was noted that representatives of Tarporley Rotary had met with various organisations in the village to discuss the possibility of running a Village Get Together on the weekend of the 10th September which would include a number of events in different locations to prevent large crowds gathering in one area.

It was suggested the Parish Council might be able to arrange an event on the Brook Road Playing Fields with the lead artist of the S106 Arts Project.

It was agreed that Cllrs Tavernor and Wallace would attend the next Village Event meeting.

17. Accounts & Payments

1) Accounts & Payments

Resolved 21/287– That the Council approve the accounts and payments and reconciliation as listed on page 102 of the cash book including the below payments and additional invoices received since publication of the agenda:

Dandy's Chester Ltd	Grit	119.95
PJH Outdoor Solutions	Removal street light planters	120.00
Nalc	Community Resilience training (Clerk)	51.71
Play Inspection Company	Play area inspection	63.60
Jack Millington	Pavement Gritting	175.00
Gaskells	Cemetery Bin	
A. Wright	Salary	792.51
A. Webb	Salary	799.95
Nest	Pension Contribution	150.27
HMRC	Paye/Ni	191.92
G. Latham	Car Park Gritting x	
Talkabout publishing	Tarporley Talk	144.00
Bowland Ecology	Ecological works Brook Road	870.00
The Accounts Centre	Payroll Services Oct-Feb	120.00
Tree Musketeers Ltd	Bowling Green Trees Works	360.00
Gaskells	Cemetery Bin	77.24
C. Helm	Seed plugs – Various	25.99

2) Transfer of Funds from Brook Road to Main Account

Resolved 21/288– That the Council transfers £78,861.08 to the Parish Council account from the Brook Road account. Including £725 for the Bowland Ecology invoice above.

3) Annual Risk Assessment

Resolved 21/289 – That the Council approve the annual risk assessment as circulated.

It was agreed that the Council should seek advice from the Council's insurer regarding the Chestnut Tree and adequate cover given the proximity of shops and residential properties.

4) Bank Signatory

Resolved 21/290– That the Council appoint Cllrs Hallows and Helm as a bank/cheque signatories.

5) Membership of ChALC

The Council agreed not to join ChALC.

6) Appointment of Internal Auditor

Resolved 21/291– That the Council appoint UHY Hacker Young to undertake the Annual Internal Audit for 2020-2021 and review the appointment in November 2021 for the 2021-2022 audit.

Resolved 21/292– That the Council move in Part 2 and ask members of the press and public to leave the meeting.

19. Tarporley Village Website

Resolved 21/293 – That the Council delegate the Clerk in consultation with Cllrs Hallows, Pearson, Ravenscroft, and Taylor to make a recommendation to the April Council meeting on the appointment of a company to create a village website.

20. Village Play Area

That a meeting is arranged with Mike Holmes from CW&C to discuss what the proposed price includes, Cllrs Pearson and Ravenscroft to attend.

21. Bequest to Parish Council

It was agreed to write to the resident who wished to make the bequest to obtain more information.

Meeting closed: 9.38pm.

Signed:

Dated:

Ann Wright 09-03-2021

Next Scheduled Parish Council Meeting:

Monday 12th April 2021, 7pm.

Virtually via ZOOM.

Tarporley Parish Council Minute Book

Committees, Working Groups and Other Meetings

Presented at the March 2021 Meeting

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Notes of Brook Road Meeting (via zoom)**Wednesday 27th January 2021****Present (TPC)**

Gordon Pearson

Andy Hallows

Mark Ravenscroft

Peter Tavernor

John Millington

Abigail Webb – Deputy Clerk

Access Road

Little progress has been made regarding the access road and there are no curbs or tarmac on the road yet. It is understood that the utility ducts/services still need to be installed and this may be the reason for the delay.

Action – Clerk to contact CWAC to find out when they will finish the work.

Update on opening date

The soft opening date will be Saturday 3rd April, and this will tie in with the Easter Treasure Trail. A working party will need to visit the site before that date as there are a number of small maintenance jobs that will need to be carried out. The working party will concentrate on weed killing the path and general tidying up the site and Grants Gardening Company will be on standby in case of any bigger jobs that the working party cannot do.

Dunkil will provide grass and hedge cutting services until July 2021 but it was suggested that this is extended until the end of the season for consistency.

Drainage – There was some concern about the amount of pooling of water on the site and this will need to be checked during the site visit.

Action – JM & MR to meet with John Seiler and Dunkil the w/c 15th February to conduct a site visit and review the snagging list to make sure any outstanding jobs are completed in time for the 3rd April.

Outdoor Gym Equipment

Some of the gym equipment is due to be dispatched on the 8th February however it has been requested that this delivery is delayed until all items are ready for delivery.

Dunkil are scheduled to install the play equipment however the manufacturers can install the play equipment at an additional cost of £1,000 to £2,000. JM to review budget to see if it is possible to use the manufacturers instead to avoid any potential warranty issues.

Play Equipment

The play equipment will not be available until mid/late April. The site may need to be closed whilst the play equipment is being installed but it was decided to have the soft opening on the 3rd April even though the play equipment will not be installed.

The total cost of the play equipment is currently around £22,000, which is delivered and installed. For an additional £8,000, extra equipment can be purchased to complete the play area set. A discussion will take place at the Parish Council meeting on the 8th February regarding the additional £8,000.

Maintenance / Management Plan

The Management & Maintenance Plan is nearly complete, and comments have been received from other Councillors. During the site visit with John Seiler, outstanding comments to the Plan can be discussed and then finalised. Planning Conditions relating to the Access Road, Management & Maintenance Plan and Community Use Agreement need to be discharged before the site can be opened.

The Community Use Agreement will be drafted this weekend (30/31 Jan) by JM. PT has offered to support this process.

Newts

Fencing - JM has liaised with Bowland Ecology and Natural England re newts licence. The fence cannot be removed at the moment because they may have burrowed in the ground beneath the fence to

hibernate. Dunkil will remove the fence in March/April (once the night-time temperature is above 5 degrees) as this will indicate that the newts are out of hibernation.

Weed killing – Concern has been raised about weed killer getting washed into the pond and causing harm to the newts, and about newts being flushed into the drainage pipes in flood conditions. The Ecologist has been consulted on both issues and stated that these issues pose only a very small risk so long as only selective weedkilling is carried out and on the assumption that most flood conditions will occur over winter months when the newts are hibernating.

Bowland Ecology will install the bird and bat boxes at the site.

Road signage

The road signs are being progressed through CWAC.

Site signage

JM to finalise signage for entrances and around the site. These will be temporary signs that will be in place for around one year. PT is designing separate wildlife information signage.

No dogs allowed – It was suggested that ‘no dogs’ signage is needed to be placed on the entrance gates to make sure people are fully aware that dogs are not allowed.

Action – To communicate clearly with the residents the reason why dogs are not allowed on site.

Action – Liaise with CWAC Enforcement Officer regarding patrols at the site in the first few weeks of opening.

Action – Liaise with PSCO Ferreira to inform him of the opening date and to include the site as part of his patrol of the village.

Planting

Dunkil have planted the trees and bulbs and these will be inspected during the site visit. To increase the number of trees and plants on the site, a crowd funding application or ‘sponsor a tree’ scheme could be implemented.

Gates to nature area

There’s a long lead time for the gates and they will not arrive until February.

SP Power Networks Pole Transformer

After no response from SP Power Networks, despite numerous emails, JM has contacted John Seiler to instruct Dunkil to start work.

Bin Shed / Store

The bin shed has not been ordered yet but will be needed by July/August at the latest to store the football equipment. Litter bins are already installed at the site and these will need to be emptied once the site is opened. A large wheelie bin can be chained to the fence and locked until the bin shed has arrived.

A rota will be required for emptying the bin and it was suggested for the first month, the Parish Councillors carry out this work until a permanent arrangement can be organised.

Action – To contact a waste management company to provide a large wheelie bin at the site.

Safety Audit

An inspection will need to take place before opening to ensure the site is safe for people to use.

Ongoing inspections will be required on a regular basis either by a Councillor rota or a handyperson in the village.

Action - MR to update Excel schedule of outstanding activities

Date of next meeting

The week commencing 22nd February 2021.

**Notes of AECOM Neighbourhood Planning Support - Tarporley Design Diagnostic
9th February 2021 - Conducted via Teams.**

Present: Catherine Helm, Gordon Pearson (Chairman), Peter Tavernor, Nigel Taylor, Clerk - Ann Wright
Jessica Cooke – Graduate Planner Aecom.

Purpose of meeting: Aecom Meeting to gather information regarding Design Code support package needs.

Why revising the Neighbourhood Plan & Village design Statement (VDS)?

It was noted that the Neighbourhood Plan was being reviewed to bring it up to date with both National and Local policies and that the Plan now contained redundant policies due to the developments which had taken place etc.

It was noted the VDS is older than the Neighbourhood Plan dating from 2003.

There is a desire to have more say on the design, spacing and layout of future development noting the design of some recent developments has not been great.

It was noted the VDS is High Street and conservation area focused rather than looking at the whole village.

CW&C allocated Tarporley 300 new homes by 2030 which has already been achieved.

The Group will consider allocating sites but is focused on delivering much needed infrastructure rather than houses although it is recognised some housing may be needed to fund infrastructure.

The Group will review allocation of green spaces and employment sites.

Development Constraints

- Conservation area (centre of Village)
- No Green belt but some designated greens spaces
- Tight settlement boundary
- Village enclosed by bypass to the west, golf course to east and main road to North.
- Some land with designation on north east edge of the village.
- Developers already have options on fields/land.

Sandstone Ridge

The Parish Council supports the designation of the Sandstone Ridge as an AONB and that Tarporley is recognised as the Heart of the Sandstone Ridge.

Speculative Development

Tarporley has been subject to large amounts of speculative development in the past but this has reduced with CW&C having a 5-year housing supply.

Steering Group

Includes Parish Councillors and one member of the public who was the chairman of the group that developed the made Plan.

No members have specific planning qualifications or expertise.

The Group has appointed Kirkups consultant to assist with the Plan review.

Demographics

- Aging population
- Gap of 20-40 year olds
- Village has grown by 20-25% recently so it is hard to identify the demographic changes.
- Some deprivation –with the growth of the village the number of affordable houses has also grown.

- One of the most expensive parts of CW&C to live in.

Plan Review Progress

No yet undertaken any public consultation

Looking at rewording and improving existing policies, in discussions with CW&C planning officers it has become clear what was written in the Plan was not what was read by the planners. It was noted that Aecom can provide an Evidence Based & Policy Document Review package which would help address this.

The Design Code once completed would slot into the Plan as a policy and have the same weight as other plan policies.

Two Options

1) Whole Area Approach – identifying character areas etc.

2) Site Specific Master Plan.

It is possible to take up both options preparing the broader document first and then when sites have been allocated producing a site-specific plan.

If the support application is approved there would be further meetings to discuss the Design Codes contents and detail.

Tarporley is densely populated with small gardens. It was noted that recent development has been disappointing in terms of its layout and design.

It was asked if developing a Design Code would presuppose further large developments, it was noted this was not the case and that Code will influence extensions, replacement windows etc.

It was noted the existing VDS provides context and background for the Design Code but that the Code can be a completely new document.

Next Steps

Ms Cooke will produce a report which will be submitted to MHCLG¹, if approved Aecom will be funded to offer the support package.

The whole project can take between 4 and 6 months.

Ann Wright 10 02 2021.

¹ **Ministry of Housing**, Communities and Local Government's (formerly the Department for Communities and Local Government)

Notes of Easter Working group (via zoom)

Monday 15th 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, Cllr Gill Clough
Abigail Webb – Deputy Clerk
Apologies - Cllr Andrew Wallace

Get Egg-cited Tarporley

The event will run for 2 weeks from Saturday 3rd April.

Nature Boards

The boards will be reviewed and then a quote will be obtained from Johnsons the Printers.
Lamb story will be altered to be more child friendly.
The rest of the boards to be reviewed by the rest of the group.

Banner – A banner will be produced to include fresher colours to match the rest of the board templates.

Information Board Stands

Gordon, Peter and Nigel are making sure the stands are okay to use.

Chocolate Egg

In keeping with Covid regulations and reducing the risk of transmission, completed forms will be posted in a box in the Chocolate Shop and an egg will be received. Conformation with Charles is required to make sure this is okay for him.

Parking on Brook Road

Clear instructions on where to park will be required to reduce the risk of people parking on Brook Road and potentially causing obstructions.

Bunny/lamps on lampposts

Gordon to check whether Corex boards will be suitable to use on the lampposts. Templates of the bunny and lambs will be created by Peter and Mark.

Working Party

A working party will be organised before the event to target the woodlands and Poppy Lane, Lisa to co-ordinate.

Communication

To be discussed at the next meeting.

Date of next meeting

Monday 1st March 2021 at 630pm.

Notes of Brook Road Playing Field Site Meeting**Wednesday 17th February 2021, 9:00am****Present:**

John Seiler – CWAC

Joe Wardle – Dunkil

John Millington – Tarporley Parish Council

Mark Ravenscroft – Tarporley Parish Council

Purpose of Meeting:

The meeting was called to discuss outstanding works to ensure the facility is ready for public opening on Saturday 3rd April (Easter), which is just over 6 weeks away. The Parish Council is keen to ensure that all works are complete and the facility is looking at its best for this date.

Notes and Actions:

Ref	Item	Action/Date
1	<p>Snagging – Items on lists circulated following the partial completion inspection on 23/07/20 are to be completed. List repeated below for ease of reference:</p> <ul style="list-style-type: none"> i. <u>Loose fence posts</u> - Please check and firm up any loose posts. Locations: entrance off Brook Road and separating the Wildlife Area. Please note that any work close to the Scottish Power, check for any electrics and earth mat. ii. <u>Damaged top fence posts separating the Wildlife Area</u> - Please take off the top 20/30mm to leave a clean finish. iii. <u>Pedestrian gates to Wildlife Area</u> - Issues with self-closing mechanism (subsequently agreed to replace with Easy Gates, to be fitted to open into Wildlife Area). iv. <u>Manholes</u> - Please check and clean out if necessary. v. <u>Headwall outlet from pond</u> - Please concrete around the 100mm pipe to seal the headwall. It was agreed to leave the 150mm inlet pipe from the pitch with loose stone surround. vi. <u>Benches</u> - Supply and fit robust metal brackets to firmly secure the benches to the concrete pads. Please make good any unused holes in concrete bases. vii. <u>Waste bin keys</u> - Please issue to Tarporley Parish Council. viii. <u>Grass on footpath</u> – Grass growing on the footpath behind pitch adjacent to east site boundary. Spray or scrape off/remove. ix. <u>Damaged kerb</u> - Carefully remove and replace. x. <u>Maintenance gate to Wildlife Area</u> – Please remove screws protruding from lower rung xi. <u>Boundary fence to left of car park entrance</u> – Please reinstate (return back to new fence line as on right hand side) xii. <u>Fencing adjacent to Brook Road entrance</u> – Please secure mesh with additional staples. 	Dunkil 19/02/21 (except item xi which can only be done on completion of access road)
2	<p>Footpaths –</p> <ul style="list-style-type: none"> a. Some grass has started to grow in the gravel path surfaces. Dunkil to apply weedkiller. TPC volunteers will remove the dead grass/weeds a couple of weeks later prior to mechanical rolling (see below). b. Due to rain and freeze/thaw action, combined with lack of foot traffic, the surface has become quite loose and would benefit from mechanical rolling just prior to opening. Any areas requiring repair (only one area a 'T' junction coming from car park noted) should be attended to at the same time. Dunkil to schedule this work in for mid-March and advise cost. 	Dunkil 19/02/21 Dunkil mid-March
3	Wildflower Cutting – Dunkil to cut down to minimum height of 100 to 150mm and remove arisings.	Dunkil 19/02/21
4	Hedge Cutting – Dunkil to cut top and inside face of all perimeter hedges, by hand, as previously agreed price. Arisings to be removed from site.	Dunkil 19/02/21
5	Tree, Shrub, Hedge & Pond Planting – J Seiler to confirm date of planting for commencement of 12 months defects.	J Seiler w/c 22/02/21
6	Pitch Setting Out – Dunkil to mark the 4 corners and centre line of the main pitch and the 4 corners of the junior pitch using pegs. This will assist TPC with planning locations for the gym and playground equipment.	Dunkil 19/02/21

7	<p><u>Pitch Maintenance</u> –</p> <ul style="list-style-type: none"> a. Some surface water ponding was apparent, especially at the eastern end. The grass is noticeably less health in these areas. Two Verti Drain visits are included in the BoQ. It was agreed that Verti Draining should be carried out once the pitch dries a little, and again in late-Summer. b. A full list of maintenance items on the pitches/grass areas is scheduled for w/c 22nd March on Dunkil's Maintenance Programme (grass cut, site scavange, fertiliser, roll, spike). This will be ideal timing to suit the opening date. c. TPC requested that Dunkil continue their site maintenance beyond the 12 month period originally included in the BoQ (due to end 23rd July 2021) for the remainder of the year. BoQ rates can be used and the Dunkil Maintenance Programme schedules out the expected work. 	<p>Dunkil March & Aug</p> <p>Dunkil w/c 22/03/21</p> <p>Dunkil Thru' 2021</p>
8	<p><u>Goal Posts</u> – It was agreed not to install the main pitch goal posts at this time as they will attract casual use and lead to pitch wear in these areas. These items can be delivered and installed quickly when required.</p>	N/A
9	<p><u>Newt Fence Removal</u> – The newt fence can only be removed when night-time temperatures are regularly above +5°C. The Ecologist will have to be in attendance during this work. Dunkil have previously submitted a price for fence removal, disposal and reinstatement of the ground.</p> <p><i>Post Meeting Note: BBC forecast through to 02/03/21 shows night-time temps above +5°C. The Ecologist has been contacted to see when fencing can be removed.</i></p>	Dunkil TBA (TPC to advise)
10	<p><u>Bird & Bat Box Installation</u> – To be installed by Bowland Ecology when they attend site for newt fence removal (2x Vincent bat boxes and 5x Schweglar bird nest boxes to the mature trees along the eastern boundary).</p>	Bowland TBA
11	<p><u>Pole Transformer Fencing</u> – Dunkil confirmed that the fence and gate are on order, but delivery may not be before 03/04/21. Dunkil to check and confirm. Alternative options will be to install Heras fencing for the opening, or it might be possible for the palisade fence to be installed without the gate, which seems to be the long lead item (TPC would prefer this option). Gate to swing back flush with fencing.</p>	Dunkil TBA
12	<p><u>Storage/Bin Store Shed</u> – J Seiler would prefer TPC to deal directly with the supplier who gave a supply and install price. A course of engineering bricks will be required which Dunkil could undertake.</p>	TPC August
13	<p><u>Signage</u> –</p> <ul style="list-style-type: none"> a. J Seiler would prefer TPC to deal directly with suppliers (list previously supplied – Cestrian Signs (Tarvin), Bewcraft Signs (Chester) and Simply Signs Ltd (Winsford). JS advised that it might be best to employ Dunkil to install. b. JM & MR reviewed sign designs, locations and sizes on site. Some changes were made and updated designs will be prepared prior to getting prices. 	TPC March
14	<p><u>Removal of Heras Fencing</u> –</p> <ul style="list-style-type: none"> a. On Friday 02/04/21 (immediately prior to the opening) Dunkil to dismantle and remove the Heras fencing from site. b. If the Transformer palisade fencing is not complete, Heras fencing to be erected around the Pole Transformer at 4m offset all round. Heras to be double clipped. c. It was noted that CWAC are using Dunkil's Heras fencing on the access road. 	Dunkil 02/04/21

15	<u>Maintenance Plan/Operation & Maintenance Manual</u> – a. TPC are finalising the Management & Maintenance Plan for submission to CWAC Planners. b. TPC plan to prepare a O&M Manual containing all information required for TPC use for future maintenance of the facility. This will include a full set of ‘as-built drawings’ and details of all products used/warranties so that spares or replacement can be easily located. J Seiler to supply drawings and info on all products and suppliers (see schedule at end of this notes)	J Seiler w/c 22/02/21
16	<u>Access Road</u> – The contractor working on behalf of CWAC was back on site and stated that they expected to be complete ready for blacktop by Mon 22 nd /Tues 23 rd Feb. The blacktop should be complete by 26/02/21.	N/A 26/02/21
17	<u>Gym Equipment Installation</u> a. TPC waiting until all gym items are available before taking delivery. b. Dunkil explained that installation is a 2 stage process – holding down structure has to be cast into concrete, which must be allowed to cure, before the equipment is fixed down. c. Dunkil recommended a container to store equipment from delivery until completion of installation, which could be a 2 week process. Container hire and delivery would be c.£200 for 2 weeks. d. TPC to advise on whether Calloo or Dunkil to fix equipment. e. TPC will finalise equipment locations when the edge of pitch has been set out and the amount of space between the path and the pitch 3m run-off is established.	TPC TBA
18	<u>Play Equipment Installation</u> a. TPC are finalising budgets and equipment selection. b. Dunkil have been requested to supply a price for installation. The chosen layout of the ‘adventure trail’ equipment could affect the grass mat pricing. Dunkil can assume that the trail will be installed as a continuous trail. TPC to finalise layout once equipment chosen.	TPC TBA
19	<u>Valuation</u> – To enable TPC to check budgets and allocate any remaining funds to enhancements, Dunkil were asked to submit a Valuation as soon as possible (last Valuation No.4 was Sept 2020)	Dunkil By end Feb
20	<u>Security</u> – Padlocks will be required to 7 gates used only for maintenance or authorised access (including one for the main car park gates, if required, and one for the transformer enclosure). JM has previously purchased 2 combination locks. JM to purchase 5 more identical locks in time for opening date.	TPC w/c 01/03/21

Schedule of materials for which product details, suppliers and warranty info is required:

This is not an exhaustive list, please add any items not listed.

- Timber fencing and gates
- Yellow and green Easygates
- Benches, seats, picnic tables and Litter bins
- Cycle hoops
- Life buoy
- Car park slot drain
- Car park and overflow car park reinforced ground grids
- Path self-binding gravel
- Car parking space gravel
- Transformer palisade fencing
- Gym equipment – TPC supply
- Gym equipment grass matting – TPC or Dunkil
- Play equipment – TPC supply
- Play equipment grass matting – TPC or Dunkil
- Signage – TPC supply
- Storage unit/bin store – TPC supply
- Goal Posts – TPC or Dunkil

Notes of meeting of Public Rights of Way (PROW) Working Group
18th February, held virtually via Zoom

Present:

Gill Clough Catherine Helm David Press Mark Ravenscroft Peter Tavernor Ann Wright (Clerk).

Apologies – Andrew Wallace.

Purpose of meeting: To Discuss Recommendations of Footpaths Report 2021

The group considered the recommendations made in the PROW Report.

1) Pursue agreement and improvements to access onto and routes around the Championship golf course.

It was noted Tarporley Golf Club had stated that they were happy to have walks along the perimeter of the golf course and were happy to establish these routes as permissive footpaths with access from the bottom end of Cobblers Cross.

It was suggested that if the Parish Council was willing to surface the route from Cobblers Cross to the asphalt path (approx. 30m) and were willing to establish the permissive footpaths this would resolve the ongoing issues of the footpaths across the golf course. CW&C PROW officer had agreed that he would be willing to provide and erect permissive path signage, although further no entry signs may need to be purchased. It was suggested the surfacing of the path using hoggin would cost approximately £500, it was noted there is likely to be legal cost associated with creating the permissive footpaths.

David Press agreed to contact the PROW officer to see if there are templates for creating permissive paths which can be used.

It was noted the perimeter paths have already been published by the Golf Club and can be accessed on the Tarporley Walks Facebook page.

It was agreed that working group make the above recommendation to the Parish Council.

2) Ask CW&C to rectify all the leaning signs as detailed in this report – RB9.

The Group agreed this recommendation.

Action by Clerk 19 02 21.

3) Remain vigilant to ensure the landowner dedicates a route through the underpass at the south of the DWH development when she brings forward development proposals for Tiresford farm.

The Group agreed this recommendation.

4) Write to CW&C requesting a bin at the junction of FP6 (Sandstone Trail) and the A51

It was reported the Clerk had submitted this request to CW&C who had agreed to assess the site to see if it met the required CW&C criteria.

5) Consider contributing to improving the surface of FP1 and FP10.

It was reported that since the Report had been produced CW&C had confirmed they would undertake and fund these works.

It was agreed the Group recommend to the Council it considers continuing the surface from FP10 along FP11 to Forest Road and asks the St Oswald's Management group to contribute to this cost which is expected to be approximately £1800.

David Press agreed to contact the PROW officer to see if CW&C could ask their contractor to price for the additional work which could be undertaken at the same time as FP 10 if approved.

6) FP2 beside Church Yard

It was agreed rather than look to use wood chip to improve the surface to this path it would be more beneficial to request the greenery is cut back along the path to make the route easier to walk, it was noted this might reduce the number of people walking through the graveyard with dogs which is resulting in dog fouling on and around graves.

Action by Clerk 19 02 21.

7) Write to CWAC asking for a progress report on diversion of FP17.

The Group agreed this recommendation and agreed that the requested be copied to the Andrew Lewis Chief Executive of CW&C.

8) Ask the PROW Officer to intervene with landowners to deal with issues identified on FP3 and FP23.

The Group agreed this recommendation.

Action by Clerk 19 02 21.

9) Incorporate or link the Tarporley Walks Facebook page routes onto the Parish Council website.

The Group agreed this recommendation noting it would be better to establish a link to the Facebook page which is regularly updated than a fixed page on the website which would need to be amended by the webmaster.

Ann Wright
19-02-21.

**Meeting notes of Tarporley Village Get Together Event (via zoom)
Friday 26th February 2021**

Present – Tarporley Parish Council (TPC)

Gordon Pearson Gill Clough

Abigail Webb – Deputy Clerk

Tarporley Rotary Club

Jim Webb Judith Grant

Purpose of Meeting: To discuss the opportunity to hold a Tarporley Village Get Together Event between the 10th – 12th September 2021.

Update from Tarporley Rotary Club

A meeting was held by Tarporley Rotary Club on the 8th February to discuss the Carnival event, scheduled for Saturday 10th July. Due to the amount of planning that is required to organise the Carnival and the uncertainty of what restrictions may be in place in July, it was decided that the Carnival will be cancelled for this year.

It was recognised that the carnival be missed by the local community, and it was felt an event needed to take place, in recognition of how the community has pulled together during the Covid lockdowns.

Tarporley Rotary Club have been contacting different organisations such as the 41 Club and Tarpfest to discuss initial plans of the Village Get Together event and have already received a positive response. Tarporley Rotary Club will hold a meeting during the week of the 9th March with all interested parties to discuss the format of the event.

Initial discussion

The event may include:

A music extravaganza, including different local bands/singers on a stage on the community centre field.

BYO picnic and chairs to the community field.

Covid secure food market.

Events on the High Street – entertainment and market stalls (possibly the country market stall holders).

Craft/Photography exhibition in the Community centre (displaying what people have made/created during lockdown).

Community groups could have stalls on the community centre field.

The local churches could get involved and organise an activity as part of the event.

Brook Road Playing Field and Country Park – schools could organise a family sports day / fun run / sack race.

High Street Business could display their products on the pavements / stalls.

Key points to consider

Due to the lack of fundraising, there is not a lot of money to spend on the event so using local people/ volunteers will be essential.

Due to the uncertainty of Covid restriction, the event needs to be easily modified or cancellable if needed at short notice.

A small committee will need to be formed and create thorough risk assessments, generic enough to cover the whole event but robust enough to satisfy insurance and CWAC regulations.

Timings of each activity will need to be carefully considered to avoid overcrowding and providing different activities so people can drop in and out throughout the weekend.

Food hygiene – certificates will need to be checked by anyone selling food on stalls.

Fireworks – Tarporley Scouts could provide a firework display on one of the evenings, possibly a ticketed activity.

Tarporley Amateur Dramatics could put on a show either on the community centre field or in the community centre.

The event should be inclusive for all and cater for the needs of the whole community.

Next steps

The event will be discussed at the Parish Council meeting on the 8th March and if the Council agree to support the event, members will be identified to sit on the Village Get Together working group.

The Rotary Club will hold a meeting between the 9th and the 16th March with other community groups/organisations to discuss the event further and identify who will be responsible for what activities over the weekend.

Abigail Webb
Deputy Clerk to Tarporley Parish Council
1st March 2021

Notes of Easter Working group (via zoom)

Monday 1st March 2021

Present (TPC)

Cllr Gordon Pearson, Cllr Catherine Helm, Cllr Peter Tavernor, Cllr Mark Ravenscroft,
Cllr Lisa Miller, Cllr Nigel Taylor, Cllr Elaine Chapman, Cllr Gill Clough

Abigail Webb – Deputy Clerk

Apologies - Cllr Andrew Wallace

Updates

Correx boards

Correx boards to be used for putting at entrance and around the entrance and around the woodland trail only. They will not be used to go on the lampposts.

Banner

A quote to be obtained and permission sought regarding the banner to go along the railings outside Latte Da.

Telephone Box

If possible, hanging baskets will be hung from either side of the telephone box (using a temporary frame) or as a backup, colourful eggs to be painted/stuck onto the glass.

Working party

Weekend of 6th – Burton Square tidy up

Weekend of 13th – Village tidy up / planting

Weekend of 20th – Brook road tidy up. This requires pulling the weeds up and scrubbing the benches.

Communication about volunteering for the work parties will be promoted through Best Kept Village Facebook page (Lisa/Gordon). Any outstanding work to be completed the weekend of the 27th March.

Brook Road

Dunkils are weed spraying this week and will mow the grass before the event. Mark to clarify whether this will include the finer mowing of the edges. If not, Grants will be asked to mow these areas.

A rota will be needed to check the area and litter picking for the soft opening. Mark and Peter to create rota for the first two weeks. Clarification required from Gaskills as to when large wheelie bin will be available on the site.

Communication

Communication re: working parties to go out this week.

Pete will liaise with Lou Marley about volunteers and flyer distribution.

Facebook 'teaser' posts about the event to start from next week (8th March) with main communication posts starting the week of the 15th March.

Easter trail boards are in draft format and ready for comments before being sent to printers.

Stone Rabbits

Lisa to purchase up to 30 stone rabbits to be placed in around the village such as the wedding cake planters and the woodlands. These will need to be painted first.

Lamb weight competition

Catherine to provide a photograph of the lamb and Pete to contact Charles regarding buying larger lamb or bunny treats, to be used as a prize.

Date of next meeting

Monday 15th March via zoom – 6.30pm.