

Tarporley Parish Council Minute Book
Committees, Working Groups and Other Meetings
Presented at the July 2021 Meeting

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Notes of Play Area Working group (via zoom)
Wednesday 5th May 2021 at 130pm

Present

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

Tarporley Carnival – Jim Webb

Tarporley Parish Council – Mark Ravenscroft, Lisa Miller, Andy Hallows, Abigail Webb (Deputy Clerk), Ann Wright (Clerk).

Tarporley Residents – Mike Atkin.

Apologies

Cllr Gordon Pearson, Lisa Allerton Harris, Neil Roberts.

Update from Mike Holmes

- Mike has been working on the master plan, but the finished design is not available yet.
- Mike has spoken to the tree officer at CWAC and they have said that no tree loss would be their preferred option but are aware that some trees may need to be removed to make space for the increased size in the play area.
- Mike met with providers at the play area to discuss options with the space available as the footprint of the area is still to be confirmed. A secondary area for older children was discussed and there are a couple of different options available.

Question to consider - Double Slide

There is potential to extend the play value and include play at height by using the gradient to the lower level as a double width slide. This will also allow children with physical disabilities to play at height. A small landing will be created at the bottom of the slide and possibly balance beams or steppingstones to get back to the play area.

Maintenance of the slope would need to be considered. Currently a hand pushed rotary mower is used but this will not be an option if the slide is in place and a change of surface may be required. The fence will remain on both sides of the play area (car park and the bank).

The working group asked Mike to continue working on this proposal for the play area.

Questions to consider - Teen area 1

Mike proposed a teen area at the bottom of the bank, close to the football goal which will include a climbing frame and a basket swing. This will encourage the older children to play in this area and leave the equipment in the play area to the younger children.

The working group supported this idea. Mark stated that a discussion with pupils at the High School would need to take place to see if this is something they would like to have. Also, a climbing frame is being installed at the Brook Road Country Park but that doesn't mean another one could be installed in the play area.

Question to consider – Teen area 2

The hard standing area at the bottom of the community centre field could be used as a skateboard area. Mike was concerned that the area was too small and superimposed a standard sized skateboard on the master plan and it would fit but does take up a much larger space as previously discussed. The Clerk asked whether a pump track might be a better option and may not take up as much space. The Clerk to send Mike information regarding the pump track at Tilston play area.

Mark asked whether the two teen areas could be swapped over i.e., the skateboard area located at the bottom of the bank and the teen area located at the bottom of the community centre field. Mike said that he can create this on the plan as an option to review.

Football pitch

Andy confirmed that the pitch is regularly used by Tarporley Vics junior team and Tarvin junior football club. Andy stated that even with the increase in the size of the skateboard area and the additional teen area space at the bottom of the bank will not have an impact on the football pitch/ability to play games.

Benches

Although there has been complaints from local residents regarding the picnic benches, there is a need to include benches into the master plan. Tony Yeates confirmed that Cheshire Police has said not to re-install the picnic benches until Tier 4 of the restrictions have come into effect.

Benches have been suggested by the entrance next to Bunbury Court and by the play area. Additional benches could be placed by the teen area and skateboard area.

Existing play area and path

The master plan includes a slight change to the location of the entrance of the path from the car park, but this will not have an impact on the number of car parking spaces. Having reviewed the path, Mike has suggested that the path may need to stay in the same location due to drainage gulley's and the cost of removing them. Also, the car park has recently been re-lined with paint, so this is another consideration if the entrance of the path was changed.

The boundary between the car park and the play area will be soften with a hedge plus it protects the fence from being hit by cars when parking. Additional benches will be installed in the play area and an option to create a sensory area will be created at the south end of the play area under the oak tree.

It is proposed that the teen shelter will be removed although consultation with the High School will need to take place to discuss this with the pupils. Potentially the removal of the teen shelter would increase the car parking spaces at the community centre.

It was agreed that the working group would meet with Mike in a month's time and it is hoped that the first draft of the brief will be available to discuss.

The working group will meet in two weeks to discuss the remaining agenda items such as consultation.

Date of next meeting

Tuesday 25th May at 130pm via zoom.

Abigail Webb
10-05-21

Notes of meeting with S106 Arts Curator
10th May 2021, Held virtually via Zoom.

Present:

Mark Ravenscroft, Peter Tavernor, Ann Wright (Clerk).
Cathy Newbery - Public Art Consultant & Curator

Purpose of Meeting: To discuss lead artist appointment process

It was noted the Brief created by the working group was a good starting place and Cathy confirmed she would review the document and look to draw out the context more.

It was agreed it would be good to highlight other initiatives taking place in Tarporley and create a dossier of information about events which had taken place, and which are planned in the future. It was suggested it would be helpful to provide a map of the village.

It was agreed the dossier could include the fliers circulated during the last 12 to 18 months, information about the sunflowers project, information boards used on Brook Road Playing Fields.

Selection Process

It was discussed that the position can be advertised or that Cathy can produce a long list of suitable artists which the steering group can review and identify 3 artists to interview. The meeting felt the second approach was preferable.

It was noted that membership of the steering group will need to be agreed and the group will need to identify interview questions.

Timing

It was discussed if the lead artist could be in place before September to take part in the Community Event /Festival on the 11 and 12th. It was reported that local artists were already considering holding art and photography competitions and that the lead artist might be able to provide focus for these.

It was agreed the event should be included in the Brief. It was suggested that if this was a community get together and given timing it might be a meet the artist event.

Cathy agreed to highlight 'latch points' on the Brief including environmental factors, Sandstone Ridge, tourism and identity.

Timescales

End July – Appoint lead artist.
September 2021 – Community Event /Festival
September 2022 – Project completion

Cathy agreed to review the budget breaking it down into sections, it had previously been discussed that it be split into thirds for the lead artist, local artist involvement and the final piece.

Local Artists

It was asked if the artist list would include national or regional artists. It was stated there would need to be a further discussion about the forms of art or mediums different artists use. It was confirmed it would include some regional artists but that it was important to get the right artist with the right skills for the role.

It was noted the Brief includes the use of local artists and it was noted that it would be helpful to identify who they were.

Cathy agreed she would be happy to talk to local artists about the project. It was suggested that in addition to the steering group there could be a group of local artists to support the project.

Next Steps

- Parish Councillors to discuss Steering Group membership.
- Establish google drive to share dossier.
- Finalise letter of appointment for Cathy with updated proposal attached and details of staged payments.
- Clerk to contact Carmel Clapson (CW&C) regarding details of S106 Agreement and letter of appointment/contract advice.
- See if Design Code photographs can be shared with this project.

Cathy confirmed that she would assist with the lead artist's contract including copyright and intellectual property.

Next Meeting
Monday 24th May – 9am
Via Zoom

Ann Wright
10 05 2021

Notes of Play Area Working group (via zoom)

Tuesday 25th May 2021

Present

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

Tarporley Carnival – Jim Webb

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

Apologies

Cllr. Andy Hallows, Cllr Gordon Pearson, Lisa Allerton Harris. Mike Atkins, Neil Roberts

Public Consultation

Out of 200 drawings designed by the Primary School pupils, the School Council chose 27 drawings to send to the Parish Council. As the working group had only received the designs that day, Cllr Ravenscroft suggested taking a few days to review them and he will provide an overview of the findings and circulate to the group.
Action – A certificate will be created and sent to the 27 pupils.

Cllr Ravenscroft and Cllr Miller are meeting with pupils from Tarporley High School on the Wednesday 26th May to discuss the play area and community centre field design.

Tarporley Vics Storage Container

Tony Yeates informed the group that a representative from Tarporley Vics has enquired about placing a steel container on the community centre field to keep the football equipment in. Tony asked whether this needs to be included into the master plan as it will take up space on the community centre field. The Clerk asked whether this would be a permanent or a temporary arrangement because if it is going to be a permanent feature, it will require planning permission.

Action – Tony Yeates to contact the Tarporley Vics representative to clarify what they would like.

Pond Area

Cllr Miller asked whether a pond could be considered on the community centre field, similar to that at Brook Road Country Park and Playing Field. This is something that could be included as part of the master plan.

Perimeter Path

Tony Yeates was concerned that the perimeter path would need to be leased to the Parish Council and this would be a large amount of land to lease. The Clerk confirmed that the path would not need to be leased to the Parish Council but an asset agreement could be created between the Community Centre and the Parish Council.

Next Steps

- Create a consultation using Microsoft Survey (paper/online)
- Review the updated plans from Mike at CWAC
- Working group to meet at a time that is convenient for the 'working' members of the group to ensure we received their input.

Notes of meeting with S106 Arts Curator
25th May 2021, Held virtually via Zoom.

Present:

Catherin Helm, Gordon Pearson, Mark Ravenscroft (Chair), Peter Tavernor, Nigel Taylor,
Ann Wright (Clerk).
Cathy Newbery - Public Art Consultant & Curator

Purpose of Meeting: To discuss lead artist brief.

Cathy Newbery introduced herself explaining that she works as a public arts consultant and curator and while based in Cumbria she works in the North West having carried out projects for CW&C and the previous councils. Her role in this project is to help identify the role of the lead artist for the project and assist in their selection and appointment.

She confirmed that she had made some changes to the artist brief created by the working group changing the order of the document to create more of a 'hook' to attract artists.

She had also broken the 'Context' down into sections based on themes.

It was noted the brief includes the lead artist's role in working with other organisations including the Sandston Ridge Trust, Mersey Forest, Cheshire Wildlife Trust. It was noted the Parish Council has only work with Sandstone Ridge Trust previously so would be interested in developing relationships with other organisations.

It was noted that the Sandstone Ridge Trust had suggested Tarporley became the Heart of the Sandstone Ridge and the Council had agreed this, however, to date this had not been developed any further.

It was agreed to remove the phasing section of the Brief.

Brook Road Playing Fields & Nature Park

It was discussed that Brook Road which is still a blank canvas with natural and ecological aspects, is a place where events can be held, and public art could be installed but did not have to be the focus of the project. It was also noted that public perception of Tarporley is based largely on just the High Street.

Legacy

It was asked if the Project could produce an enduring legacy for the village, possibly creating a 'consistent theme' which could be used at future community events or festivals. It was noted the project being undertaken in Helsby is focusing on peoples creativity and sustaining this creativity in the future.

Aims

It was discussed that the brief does not include clear aims. A number of aims were identified in the Brief and Cathy Newbery agreed to review the document and highlight 5 or 6 aims, including the promotion of local walks and views.

It was noted that the Parish Council has a number of projects it is looking to develop including creating of village entrance signs, improvements to the A49 roundabout, as well as creation of a village website. It was noted that there needs to be a consistent theme to all these items and the art project otherwise they will appear disjointed.

The theme should also contribute to the sense of place in Tarporley which includes heritage as well the link with the Sandstone Ridge.

Local Artists

It was noted that local artists can be involved at different stages in the process, they may wish to be involved as volunteers or commissioned to produce elements of the project. It was suggested that once the long list of possible artists had been compiled it might be worth running it past local artists for their comments and that possibly a local artist could be appointed to the steering group.

Cathy Newbery confirmed she would be happy to meet and discuss the project with local artists.

The long list will focus on artists who have the right skill set to undertake the project, the majority are expected to be from the north west or north.

Next Steps

- Parish Councillors to consider Steering Group membership.
- Cathy Newbery to revise Brief to be circulated for councillor's comments for forwarding by Monday 7th June.
- Councillors to provide photographs of Tarporley for inclusion in the brief.
- Clerk to confirm exact S106 funding available.

Ann Wright
26 05 2021

**Notes from meeting between Tarporley Parish Council and Tarporley High School
Wednesday 26th May at 215pm (via zoom)**

Tarporley Parish Council

Mark Ravenscroft Lisa Miller Abigail Webb (Deputy Clerk)

Tarporley High School

Mrs Shelby (head of 6th Form)

Sam Barker Niamh Bartlett Mabel Lee Emily Anderton

Jemima Dodwell-Cooke Thom Helsby

Purpose of meeting: To discuss the draft master plan of the re-design of the play area and community centre field.

Overview

Cllr Ravenscroft thanked Mrs Shelby and the 6th pupils for helping the working group with their consultation. Cllr Ravenscroft provided an overview of the play area working group, the reason for the re-design, the membership of the group and the progress so far. The master plan was shared with the 6th form pupils and Cllr Ravenscroft stated that it was still in draft form and everything is up for review.

Comments from students

- Two areas needed – younger High school pupils and older High School pupils
- Increase in benches / seating area
- Additional swings for older children would be good
- Climbing frame is a good idea
- A basketball hoop/court would be well used across the different ages
- The skateboard area may not be well used
- The teen shelter is popular but due to its location, it is not used by everyone however if it was relocated onto the field or if extra seats were available, it would be well used.
- Extra bins needed to be placed by benches
- Basketball court at the bottom of the field in place of the skateboard park?
- Area where picnic benches used to be is wasted and a piece of play equipment could be placed there.

Next steps

The pupils will create a survey to gain the views of the younger pupils in the school to find out what they would like to see at the play area / community centre field. This will take place during the second half of June, once the exams are over.

Cllr Ravenscroft thanks the 6th pupils for their excellent contributions to the discussions.

Notes of Highways Site Meeting inc Highways Comments

27th May 2021, Tarporley High Street.

Present:

CW&C Highways Department – Jamie Barron (Area Engineer), Jerry Gibbs (Principal engineer)

Tarporley Parish Council (TPC) - Lisa Miller, Gordon Pearson, Ann Wright (Clerk)

Purpose of meeting: To identify Highway faults on High Street, Tarporley.

The group walked along Tarporley High Street from Tarporley Community Centre (TCC) to Burton Square (on right hand side when walking to Burton Square) and highlighted the following concerns:

- Dropped kerb at entrance the TCC - despite the width of the dropped kerb onto the Highway it was noted that most vehicles turning left drop off the kerb, particularly when trying to avoid pulling onto the other side of the road.
It was confirmed CW&C would not take action on the matter, but TPC could fund the widening of the dropped kerb or installation of a bollard. **No action**

It was explained that CW&C have now implemented an asset-based priority system for highway works, with a video being taken on the highway which identifies faults and their severity, it also takes account of the number of faults reported on that stretch of road and allocates the priority for works, as such it is crucial faults are reported to CW&C.

- Damage to kerb at junction with The Avenue – it was stated this fault did not reach the level for action to be taken. It was explained that CW&C undertake a risk-based assessment of faults as such given the width of the footway this fault would not be classed as high risk. **No action**
- Damaged Bollard at Coronation Terrace junction – not a safety concern, it was agreed CW&C would remove the bollard. **Area Team to raise job for removal**
- Hole around bollard outside Le Pompadour – not a safety issue, CW&C no action.
It was noted that although this was not a safety issue it made the High Street look unkempt particularly as there are a number of places where the footways surface has eroded or been damaged.
It was stated that the TPC could undertake the works but due to proximity to the Highway would need to employ a contractor with the relevant certification and obtain permission from CW&C. **P.C. to action**
- It was noted a number of the streetlights were dirty with peeling paint, it was asked if they could be cleaned and or painted – Highway's officers agreed to investigate if there was budget to do this work. **As agreed, limited funding & low priority – Street Lighting Team to assess.**
It was suggested TPC should look to see if there is any heritage type funding to replace or improve the condition of the streetlights. **P.C. to action**
- Streetlight outside 17 High Street – cover at base of streetlight taped closed. **Street Lighting Team to assess.**
- The poor condition of the bollards was noted with rust coming through the paint work -it was agreed to check when these had been painted by Northwich Town Council. **No action**
- Footway at Park Road Junction / Whistles – poor condition of the paving not at actionable level. It was noted that many of the paving slabs are cracked along the High Street. **No action**
- Pavement by noticeboards had been marked up for replacement, it was noted a number of cracked slabs had not be marked for replacement due to the damage not being at an actionable level. **Raised during site meeting with colleagues from Delivery Team. Added to other repairs.**
- Outside 79 High Street – badly cracked paving slab noted. **Noted – not actionable**

- Streetlight 9, Hair Academy – cover at based fixed with plastic zip tie. **Street Lighting Team to assess**
- Junction Park Road – noted crossing point had been highlighted for relaying. **Works programmed**

It was noted a number of premises have tables and chairs outside and that it was still free to obtain the necessary permissions from CW&C as such all businesses should formalise these arrangements asap. **We are currently reviewing all Alfresco Licences across the area and will work with businesses**

- Pedestrian crossing – it was asked when this was due to be upgraded. **Traffic Signals Team to update P.C.**
- 59 High Street – rocking paving slab. **Delivery Team to arrange with other footway works**
- 55 High Street – cable coming out of ground by property – Highways officers agreed to get this checked. **Street Lighting Team to assess**
- Outside Coop – 3x loose kerbs stones had been marked although further loose kerbs were present by the BT cover. **Delivery Team to arrange with other footway works**
It was noted the Coop are storing delivery cages outside – Highways officers asked that these be removed, these were later removed from the pavement. **Actioned on site**
- 51A High Street – further 3 loose kerb stones were identified. **Delivery Team to action with other footway works**
- Ginger & Pickles – raised kerb stone marked for repair and covered with traffic cone. **Works programmed**
- 49A High Street – Street light leaning. **Street Lighting Team to assess**
- Millfield Lane Junction – 2 police cones, Clerk to contact PCSO and ask why they are there. **No action**
- 43 High Street – loose kerb stone. **Delivery Team to arrange with other footway works**
- Footway around tree near Millfield Junction marked up for repairs. **Works programmed**

It was noted in a number of places the surface of the carriageway is badly eroded with large numbers of loose stones left in the road and gutters and that road markings including double yellow lines had been eroded, a request had been made to CW&C to have the roads swept and yellow lines replaced.

It was noted the double yellow lines although eroded are visible and enforceable. **Area Team to consider re-lining**

- Burton Square – sign posted almost eroded through at bottom, previously reported over 12 months ago. **Area Team to arrange removal**
- Streetlight 6 – base cover loose. **Street Lighting Team to assess**
- Potholes forming on service road at Burton Square. **Not part of adopted highway so not inspected**
- Opposite Ukinton Road – double yellow lines badly eroded. **Area Team to consider re-lining**
- Streetlight 7, opposite Oh My! – light cover hanging off. **Street Lighting Team to assess**
- No 32 by Hollies – loose kerbstones marked but some missed. **Delivery Team to arrange with other footway works**
- Ginger & Pickles Café – loose kerbstones missed. **Delivery Team to arrange with other footway works**
- Corner Kerb stone at entrance the service road at Chestnut Pavilion loose. **P.C. to action**
It was discussed if it was worth TPC installing a bollard in this location.

- Carriage way outside Swan recently swept – road surface deteriorating. [Not actionable](#)
- Swan Car Park entrance – number of loose kerb stones missed. [Delivery Team to arrange with other footway works](#)
- Old Fire Station Chocolate Shop – slightly loose paving slab – monitor. [Not actionable](#)
- Rain gutter outside Old Fire Station Chocolate Shop blocked, this had been previously reported to CW&C and notification of works completed received however gutter had not been cleared, had been reported again. Gutters further along High Street had been recently cleared. [Area Team to raise job](#)
- Double yellow lines outside Old Fire Station Chocolate Shop – Highways officers to confirm these are in correct location. [Area Team to confirm the extent of the Traffic Order](#)
- Pavement from Lychgate – surface cracked and results in large number of public complaints, pavement narrow in this location. [Noted – not actionable](#)

It was confirmed when repairs are undertaken to loose kerbstones the engineers will check other kerbstones adjacent and fix them at the same time. [Agreed](#)

- Car park sign to TCC car park identified as long stay – car park now has a time limit – raise with TCC. [P.C. to speak to Parking Services](#)

All were thanked for attending the meeting.

Ann Wright
28/05/2021

Notes of Tarporley Big Weekend (via zoom)

Monday 28th June 2021

Present (TPC)

Gordon Pearson, Catherine Helm, Peter Tavernor, Mark Ravenscroft, Lisa Miller, Nigel Taylor, Gill Clough, Andy Hallows

Abigail Webb – Deputy Clerk

Apologies - Andrew Wallace

Brook Road pitch readiness etc (Actions with Mark and John)

Dunkil view required on what works can be carried out to ensure pitches at best/playable for junior games on 12 September, includes their marking up for 2x Junior pitches within main pitch

Work programme to ensure all equipment installations are complete with all temporary fencing removed etc

Optimising of pitch marking and cutting for Sunday 12 September, plus ensuring all remedial jobs are completed (eg car park repair etc)

Concern over volume and size of weeds. Advice of Dunkil and whether or not additional costs for some treatment. Some advice required before we decide how much volunteer effort required

Junior Football (Actions with Andy)

Andy advised that exhibition games on 2x pitches 9-12 would be best, rather than a tournament

Celebratory opening of Brook Road

Agreed to have celebratory opening with EMD invited to officiate **(Gordon and Gill to talk to EMD)**

Possibly install 2x benches close to play areas for families (1x with commemorative plaque, 1x possibly with Carter family?) - prices required (Mark and John)

Contact with Mersey Forest to see if they are interested with some more tree planting **(Catherine)**

Family Fun

Contact now made with Premier Education for them to organise a 90min session **(Abbie and Pete)**

Various other options to be explored subsequently re. introductions to use gym equipment by Instinct etc

Brunch and picnics

Agreed that Rotary/41 Club to be invited to run 1x food stall, 1x soft drinks; no alcohol to be sold. Need to check food license

Need at least 3x gazebos (food/drinks/Organiser) **(Andrew - to check with Nick Maycock for more)**

Prefer to avoid sound system, Premier Education to use own megaphones?

Ice Cream? Fire brigade with ice cream machine **(Lisa)** or Ice Cream van as seen in village? **(Gill)**

Other Stalls? Police with bike security? **(Lisa)** S106 artist? Sandstone Trust? Potential for Tombola or other fund-raising stall for TCC playground area or similar? Instinct for outside gym introductions etc?

Event Programming and publicity

Looking like 9-12 Junior football, 12 onwards opening and picnic lunches start, 1-2.30 family games etc

no separate publicity effort, all integrated with TBW effort; use TBW banners at 2x Brook Road entrances

Village Planting

Contact to be made with Lees re wedding cake planters **(Gill, Lisa)**

5x square planters to Tarporley sign, need repainting **(Pete)**; plenty of sunflowers available for use and troughs to be refreshed **(Catherine)**

Overall, we have c.£200 to spend (within overall £1000 budget for event) plus we need compost for planters etc

Coordinated effort on Poppy Lane car park **(Lisa to pick a date for a work gang)**

General

Agreed that there is no need for separate first aid support - football has cover with first aiders, presume Premier Education has some cover, plus we invite Police to be present. Write this up in risk assessment **(Mark)** Once event timings and scope are clear to inform insurers, and to get any copies of suppliers insurance