

MINUTES OF TARPORLEY PARISH COUNCIL MEETING**HELD ON MONDAY 13TH SEPTEMBER 2021 AT RISING SUN, TARPORLEY.****Present**

Chairman – Cllr Gordon Pearson

Cllr Gill Clough

Cllr Andy Hallows

Cllr Catherine Helm

Cllr Jarina Kahn

Cllr Danny Lloyd

Cllr Lisa Miller

Cllr John Millington

Cllr Peter Tavernor

Cllr Nigel Taylor

Cllr Andrew Wallace

Clerk Ann Wright

Deputy Clerk Abbie Webb

Other

Public 5

1. Apologies for Absence

Cllr Mark Ravenscroft – Family commitment.

CW&C Cllr Eveleigh Moore Dutton.

2. Declaration of Interests

No interests were declared.

3. Public ParticipationBrook Road Playing Fields

Representatives of Tarporley Vic's Juniors reported that when they started 3 years ago, they had only 10 players but now have over 20 players playing each weekend and training during the week. They asked for information on when the pitch at Brook Road will be available, and the cost of using it as well as whether goal posts and storage will be available for use.

Cllrs Millington and Pearson agreed to meet the representatives on the field to discuss these issues.

Remembrance Parade

It was noted that in the past the Police have undertaken the road closures for the Remembrance Day parades but that this service is no longer available. The Royal British Legion has notified their Branches that they are not to pay or take responsibility for road closures, which appears to be in conflict with their charter. However, as Remembrance Sunday is approximately 9 weeks away it is important that arrangements are agreed for this year.

A representative of the Tarporley RBL confirmed he had obtained a price for a traffic management company to undertake the road closure for just over £1k and also to obtain insurance for the day for £230, he had also been pledged some donations towards the event. It was noted the parade this year will only be from Burton Square to St. Helen's.

Footpath 11

The landowner adjacent to FP11 confirmed that works will take place in Autumn, when weather allows, to create a drain adjacent to the footpath to the culvert avoiding the existing ditch to allow water to drain without carrying silt into the culvert.

The landowner confirmed that the ditch is in fact in the ownership of the development management company and that on a number of occasions as a gesture of goodwill she has cleared it.

4. Remembrance Sunday

It was agreed that the Parish Council would take responsibility for the road closure to enable the Parade to take place and that the Deputy Clerk would be the named organiser and that Ian Diskin would assist with the organising of the event. Donations would be forwarded to the Parish Council to pay for the road closure.

It was agreed Cllr Pearson would lay the wreath on behalf of the Parish Council and that another Councillor would do the reading and take part in the service.

5. FP 11 Surfacing

Resolved 21/028 – That the Council proceed with the surfacing including the laying of geotextile membrane of the footpath once drainage works have been completed on the adjacent land, and that the Council contact the development management company for a contribution and also to ask that the hedge is cut back.

6. Permissive Path Portal

1) Implementation of Path

It was noted the path has now been implemented with signage in place noting the legal agreement is yet to be signed.

2) Noticeboards

Resolved 21/029 – Subject to the signing of the legal agreement that the Council purchase 4 notice boards with 3 pairs of legs at a cost of £1593.46 exc. vat for installation at the 4 entrance points to the permissible path once the agreement has been finalised.

7. Minutes

Resolved 21/030 – That the Council approve the minutes of the meetings held on the 5th May and 12th July as a true and proper record.

8. Minutes of Working Groups and Other Meetings

The Council noted the notes of working groups and other meetings, from page 26 of the minutes book.

9. Actions List

The Council noted the action list as circulated and agreed any queries would be dealt with by email.

10. CILCA Qualification

It was noted that the Deputy Clerk, Abbie Webb had successfully completed her Certificate in Local Council Administration. The Council congratulated her passing the qualification.

She reported that it had been suggested the Council consider establishing a committee to deal with staffing matters rather than a working group, it was agreed to consider this when reviewing committees at the next annual meeting in May 2022.

11. Planning

1) Planning Register

The planning register was approved as circulated.

21/03321/FUL - Two storey side/rear & single storey rear extension - Burnham, The Avenue, Tarporley, CW6 0BA.

Resolved 21/031 – That the Council submit the following observations:

The Parish Council object to this planning application due to the loss of parking spaces which is contrary to the Tarporley Neighbourhood Plan.

2) Applications received since publication of agenda.

21/03379/FUL - Single storey rear extension, demolition of existing garage to be rebuilt at rear to increase car parking and turning area with minor alterations -Charteris House, 10B Forest Road, Tarporley, CW6 0HX.

Resolved 21/032 – That the Council submit the following observations:

No objection.

21/03670/CAT - Holly trees – trim low overhanging dead branches & bushes in the woodland adjoining & adjacent to rear boundary 8 Ash Close - Land rear Ash Close (Opposite Tarporley War Memorial Hospital) Tarporley.

Resolved 21/033 – That the Council submit the following observations:

No objection subject to no damage being done to the surrounding woodland during works. The Council requests that the tree officer undertakes an inspection of the woodland during works to make sure the woodland is not damaged.

21/03673/TPO - Reduce 2 x mature sycamores by 30% & thin canopies to bring them in to more appropriate size & shape. A natural shape to be kept – Grass area fronting 2 Lime Close, Tarporley.

Resolved 21/034 – That the Council submit the following observations:

No objection.

3) Application 21/02275/FUL – 65-unit Nursing Home & Community Car Park

It was noted that approximately 100 survey responses had been received to date. It was agreed the application would be considered at the Council's meeting on the 11th October.

12. CW&C Local Plan Conversation

It was agreed to submit no comments.

13. Terms of Reference

1) Working Groups General Terms of Reference

Resolved 21/035 – that Council approve the amendment to the General Working Groups Terms of reference to include the following:

Meeting Location

- Working Group Meetings can take place virtually by Zoom (or other suitable applications) at the discretion of that Working Group.
- When necessary, working groups can organise site meetings.

2) Branding & S106 Arts Working Group

Resolved 21/036 – that Council approve the amendment to the Branding & Arts S106 Working Groups Terms of reference to the following:

Branding Working Group	Catherine Helm, Gordon Pearson, Mark Ravenscroft,	<ul style="list-style-type: none"> • To create and publicise a recognisable 'Brand' for Tarporley as Heart of the Sandstone Ridge in coordination with Residents, businesses and other stakeholders, such as the Sandstone Ridge Trust.
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	Peter Tavernor, Nigel Taylor.	<ul style="list-style-type: none"> To develop a scheme to utilise available Arts S106 funding to evoke the Tarporley brand. To develop a Tarporley Village Website to promote Tarporley to residents and potential visitors.
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14. Sandstone Ridge

Resolved 21/037 – that the Council write in support of the designation of the Sandstone Ridge as an Area of Outstanding Natural Beauty (AONB)

15. Bowmere Road footpath

It was agreed not to pursue implementation of the footpath connecting Bowmere Road to Windsor Avenue at this time given the costs but to add it to the Infrastructure List.

16. Recycling Schemes

It was agreed to take no further action at this time.

17. Information Cards

It was agreed to take no further action at this time.

18. Allotments Lease

It was reported the Council had been unable to make any progress on the lease due to the Councillors solicitor not responding the emails, it was agreed that a working group meet to review the lease and that proposed by the National Allotment Association including Councillors Clough, Kahn and Tavernor.

19. Platinum Jubilee

It was noted that next year the May bank holiday weekend will be moved to Thursday 2 June and an additional Bank Holiday on Friday 3 June resulting in a four-day weekend to celebrate Her Majesty the Queen's Platinum Jubilee.

It was agreed a working group meeting would take place in the next 2 weeks to review the Big Weekend and discuss plans for Christmas and the Jubilee including representatives of other groups e.g. TarpFest and the Carnival.

20. Big Weekend

It was noted the weekend had been a success and the Council's expenditure to date was within the agreed budget.

21. Accounts & Payments

1) Outcome of 2020-2021 External Audit

It was noted the Council had received a clean audit with no matters raised.

2) 1st Quarter Accounts & Payments

Resolved 21/038 – That the Council approve the accounts and payments and reconciliation as listed on page 002 of the cash book including the below payments:

Robinsons Brewery	Permissive path	30.00
Graham Latham	Car Park Gritting x6	576.00
Community Heartbeat Trust	Defib support package – 5 years	990.00
F. Morrey & Son	Plants – Burton Square	40.80
Nest	Pension Contribution	150.27
HMRC	Paye/Ni	229.72

Wright Marshall	Storage Building Valuation	240.00
Gaskells	Brook Road & Cemetery Bin	129.74
Grants Gardening Services	Grounds Maintenance	1440.00
The Accounts Centre	Payroll	24.00
A. Webb	Salary	800.55
A. Wright	Salary & Reimbursement	841.86
Cestrain Signs	Brook Road Signage	1618.32
AJ Gallagher	Additional Insurance Cover	128.99
NBB Recycled furniture	Benches x3	1332.00
PJH Outdoor Solutions	Street Planters installation	100.00
J Blackford	Grave Marking x4 & Tap Repairs	343.00
Hibberts LLP	Storage Building Legal Fees	343.00

3) Accounts & Payments

Resolved 21/039 – That the Council approve the accounts and payments and reconciliation as listed on page 003 of the cash book including the below payments and additional invoices received since publication of the agenda:

C. Helm	Reimbursement - Plants	26.99
L. Miller	Reimbursement - Plants	68.60
P. Tavernor	Reimbursement - Bark	7.19
A. Webb	Reimbursement Various	169.81
Nest	Pension contributions	150.27
ICO	Data Registration Fee	35.00
Play Inspection Company	Operational Inspection	63.60
Talkabout Publishing	Tarp Talk	144.00
J. Millington	Watering	105.00
SLCC	Membership - A Webb	144.00
A. Webb	Salary	800.55
A. Wright	Salary	753.94
HMRC	PAYE/NI	229.92
Grants Gardening Services	June Grounds Maintenance	1440.00
Gaskells	Cemetery & Brook Road Bins	184.42
Playdale	Brook Road Play Equipment	8840.88
Caloo Ltd	Brook Road Gym Equipment (First)	500.00
Caloo Ltd	Brook Road Gym Equipment (Final)	18595.60
Tarporley Carnival	Big Weekend Grant	500.00
Keoghs	Insurance Action VAT	115.00
C. Helm	Reimbursement - Plant Food	6.29
P. Tavernor	Reimbursement - Compost	55.80
EDF	Storage Building Power	18.00
ICCM	Subscription	72.00
Instar	Interview Mileage	67.00
Dee Fencing	Cemetery Fencing - Payment 1	300.00
Dee Fencing	Cemetery Fencing - Payment 2	2536.08
Appleyard Projects Ltd	Interview Mileage	67.20
A L Rowland	Former WC Building works	5994.00
The Accounts Centre	Payroll	24.00
PFK Littlejohn LLP	External Audit	1200.00

Grants Gardening Services	July Grounds Maintenance	1440.00
Gaskells	Cemetery & Brook Road Bins	134.92
J. Millington	Watering	255.00
A L Rowland	Bench construction & installation	66.00
A. Wright	Reimbursements - various	52.50
A. Webb	Salary	800.55
A. Wright	Salary	754.14
HMRC	PAYE/NI	229.72
ARC Entertainment	Circus Training - Big Weekend	300.00
Nest	Pension contributions	150.27
A. Wright	Reim. - Annual Report Printing	224.98
EDF	Storage Building Power	18.00
A. Webb	Reim. - Various	368.06
The Accounts Centre	Payroll	24.00
J. Millington	Watering	235.00
Grants Gardening Services	August Grounds Maintenance	1440.00
Gaskells	Cemetery & Brook Road Bins	132.04
A. Webb	Salary	814.72
A. Wright	Salary	753.94
HMRC	PAYE/NI	231.84
Talkabout Publishing	Tarp Talk	144.00
Came & Company	Insurance 2021-2022	1801.88
Nest	Pension contributions	151.63
Dunkil Developments Ltd	Brook Road Works - Pitch & Playground	58110.62
P. Tavernor	Reim – Bunting	23.98
Came & Company	Insurance 2021-2022	1801.88
Grants Gardening Services	Grave filling x2	130.00
Play Inspection Company	Brook Road Inspection	366.00
A. Wright	Reim. Various	18.99
J. Millington	Reim. Various	150.71

4) Contribution to Beeston & Tarporley Station Reopening Project

Resolved 21/040 – That the Council agree a contribution of £250.00

5) Poppy Lane Budget

Resolved 21/041 – That the Council agree a budget of up to £600 for planting and landscaping works on Poppy Lane Car Park.

6) Small Grants 2021-2022

It was agreed the Council should advertise for small community grants applications to be considered at the Council's November meeting.

22. Salary

Resolved 21/043 – That the Council increase the Deputy Clerks Salary to SCP 13 in recognition of her achieving the CILCA qualification.

23. High Street Benches

1) Update

It was noted the Council's insurance company is prepared to take action against the manufacturer of the benches for their repair or replacement.

2) Bench Repairs

Resolved 21/044 – That the Council appoint Sean Roberts Joinery to undertake the repairs.

Meeting closed: 8.29pm.

Signed:

Dated:

Ann Wright 14-09-2021

Next Scheduled Parish Council Meeting:

Monday 11th October - 7pm
Tarpoley Chapel.

Tarporley Parish Council Minute Book

Committees, Working Groups and Other Meetings

Presented at the September 2021 Meeting

Notes Included:

	Page
Notes of Play Area Working Group 5 th May 2021 via Zoom	
Notes of meeting with S106 Arts Curator 10 th May 2021, Held virtually via Zoom.	
Notes of Play Area Working Group 25 th May 2021, Held virtually via Zoom.	
Notes of meeting with S106 Arts Curator 25 th May 2021, Held virtually via Zoom.	
Notes from meeting between Tarporley Parish Council and Tarporley High School 26 th May at 215pm via zoom	
Notes of Highways Site Meeting inc Highways Comments 27 th May 2021, Tarporley High Street.	
Notes of Tarporley Big Weekend (via zoom) 28 th June 2021 via Zoom	
Notes of Tarporley Big Weekend (via zoom) Monday 19 th July 2021	
Notes of Tarporley Big Weekend (via zoom) Monday 2 nd August 2021	
Notes of Tarporley Big Weekend (via zoom) Monday 16 th August 2021	
Notes of Tarporley Big Weekend (via zoom) Monday 30 th August 2021	
Notes of Instar Meeting (via zoom) Thursday 2 nd September 2021	

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 gully'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

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.

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 S Helsby (6th Form Pastoral Manager)

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 form 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 form 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 base 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.

Notes of Tarporley Big Weekend (via zoom)
Monday 19th July 2021

Present (TPC)

Gordon Pearson, Catherine Helm, Peter Tavernor, Mark Ravenscroft, Lisa Miller, Nigel Taylor, Gill Clough, Danny Lloyd,
Abigail Webb – Deputy Clerk

Apologies - Andrew Wallace, John Millington, Jarina Khan

Updates

Pete and Gordon met with Premier Education and they have offered to provide a 2 hour 'family fun' session at no cost. There will hopefully be 3 -4 coaches present, all will be first aid trained.

Instinct Gym has bought one of 4 major sponsorship packages and were the exclusive sponsor of the Sunday; needed now to liaise with Emma, Dan and Chris on what they proposed (park run on trim trail, introductory sessions to gym equipment etc)

The artist for the Public Art project should be selected by the end July and they could attend to engage with the community on the day.

Village planting is now complete (cost £150) and a quick refresh will take place in early September.

Junior football

No updates from Andy, Peter will liaise to get updates.

Brook Road

Everything loos on track, hopefully no need for volunteer gangs if timing of final cut was just-in-time etc. Peter to liaise with Andy H regarding any pitch marking requirements. Play equipment areas should be complete and inspected within 2 weeks

Refreshments

Catering: agreed to keep it simple. Proposed that Rotary do their burger stand (can they do without power or water supply?) (Andrew). Back-up with Danny. Suggested that Guides and Scouts be approached regarding soft drinks, opportunity for them to raise funds?

Ice Cream: fire service are interested but will to come back to Abbie in August. Meanwhile pursue other contacts for an ice cream van (Abbie, Lisa)

Fundraising

TCC Play Area: it was agreed not to have any fund raising activity on the day, but if there were some plans to consult on then we could have a community engagement

Mersey Forest

Mersey Forest are interested in supplying extra Brook Rd trees and they will be in contact to discuss further.

Marketing

An outline programme for the event needs to be created with a 'what goes where' plan with considered Covid and other requirements. This will need to be done in the next 2-3 weeks.

Budget

Current commitments are around £800 out of the £1000 budget.

Risk Assessment

An overarching approach to the risk assessment is required for the whole event. A meeting with Ian Tordoff would be useful to discuss some of the issues such as hand sanitisers, lateral flow tests requirements etc. This will be discussed at the TBW meeting on Wednesday 21st July.

Decisions

Agreed to spend £300 on circus skills entertainer.

Agreed that there would be no opening ceremony as the site will have already been open for 6 months at the time of the event.

Agreed to hire 4 portaloos for the day – clarification required on cleaning/sanitising requirements (Peter/Abbie)

Date of next meeting

Monday 2nd August at 630pm

DRAFT

Notes of Tarporley Big Weekend (via zoom)
Monday 2nd August 2021

Present (TPC)

Peter Tavernor, Mark Ravenscroft, Lisa Miller, Nigel Taylor, Gill Clough, Danny Lloyd, John Millington, Catherine Helm, Gordon Pearson
Abigail Webb – Deputy Clerk

Junior Football: looking like focus on u11 teams (5) playing 10min games and using cones for 2x pitches (marked pitch not required). Details being progressed (Andy)

Brook Rd readiness: pitch would be playable, albeit concerns needing to be resolved following independent report. Just in time mowing by Dunkil being organised, plus a volunteer tidy up session before hand required. Also acknowledged that if appropriately sized permanent street signs were not going to be in place in time (via Highways? Abbie/Ann to check) then some temporary event signs would be required (John)

PCSO presence: understood they will be present. Suggested that parking their vehicle on Brook Rd might help slow traffic down, plus putting police cones along the road by the pedestrian entrance to stop any parking (Abbie and Lisa to confirm)

Catering: Rising Sun will step in to run a snack stall with own gazebo, Guides will sell soft drinks as a fund raiser

Ice Cream: still to be resolved. Jim was enquiring for the TCC field as well as Brook Rd; Fire Service were also being chased to see if they can do something as per carnival

Portaloos: Blue Loos had no availability, so dependant on main booking via Jim for 4

TCC Play area: whilst there would be no focused fund raising on the field, still hoped that from any overall profits there would be a donation. Agreed that we would have an organisers/TPC gazebo for the day, giving the option for some information on the TCC play area project

Instinct: as day sponsors, they will be present with their own gazebo and run some introductory sessions on the gym equipment

Other aspects:

Risk Assessment: Coordination team wanted each group to prepare for own elements, need to contact Ian Tordoff to see his expectation on timing and format (Abbie/Ann). For the Sunday, a TPC draft would be prepared in the regular format (Mark, Andy, Peter)

Social Media: besides the central marketing, agreed some FB teasers etc would be required to promote the family day out for the Sunday and not least to encourage some turnout regardless of the weather!

St Helens woodland: central area would need to be cut back again as a children's storytelling session was being planned

High Street closure: being progressed for 5-9pm, usual stretch, costs being covered. Quotes and timely notifications to CWaC required (Abbie with Danny)

Field layout: where things go on the day to be finalised (John, Peter)

Marshalling: looks like around half of TPC will definitely be available, so some supplementary volunteers will be necessary

Christmas: Currently, proceed as normal on Saturday 4 December ie. with reindeer already booked, NTC to price trees and lights, plus street closure. Andrew W prepared to be Santa subject to C-19 restrictions.

Date of next meeting

Monday 30th August at 630pm

DRAFT

Notes of Tarporley Big Weekend (via zoom)**Monday 16th August 2021**

Present (TPC)

Peter Tavernor, Mark Ravenscroft, Lisa Miller, Nigel Taylor, Gill Clough, Danny Lloyd, John Millington, Catherine Helm,
Abigail Webb – Deputy Clerk

Actions from the meeting

Setting-up: Andrew would be available with trailer and specifically assist DannyL/Rising Sun, could also serve tea&coffee; would need to have some presence from 8 onwards to oversee portaloos positioning and guiding event vehicles onto field

Football: 4-6 teams likely, would only require 2/3's main pitch at most, would require some expenditure for medals/trophies. Andy to advise.

Tidy up morning 4or5 Sept, making sure car park weeded , entrance looking good, visibility splays clear and bracken reduced. Once Dunkil have mown, one evening a sweep up of cuttings from trim track proposed.

Agreed lay out of stalls as proposed (most on MUGA leaving sufficient space for picnicking), 'bring own gazebos' advice rather than us supply; agreed 2x 5l sanitiser pumps for entrances, Andy H to supply some smaller ones for stalls

Agreed 6x Green bins would be moved onto field as extra litter bins - Lisa using van with help as required

TPC Information Point: Andrew to supply gazebo. Display boards and table(s) required. Focus on Playground project, Volunteering and would have Annual Report available. Preferred to use desk display boards (Gordon and Abbie to investigate). If no TPC banner, will need to order. Team to put material together - Catherine, Gill, Lisa, Mark

Marshalling: agreed c.6 roles required 12-3 with 2 shifts (minimum 12), rota and protocols to be put together (Peter, Mark). Noted that this would need to include overseeing portaloos and directing vehicles to park in overflow car park. 41 Club could potentially help with extra resource.

Budget: only 500 committed thus far, including summer planting. Portaloo costs charged to central pot

Risk Assessment: Final draft to be circulated (Mark) - on Covid there will be a social media message for the whole weekend, otherwise sanitiser stations will be the only visible feature on Brook rd field. Concern over wild area potentially remaining tinder dry and a fire risk - agreed to ask Fire Brigade to assess and recommend whether we should have fire beaters installed (Abbie). Once finalised, we'd circulate our RA to various groups present so they could supply theirs for the activities they plan.

First Aid: Lisa would ensure BKV first aid kits were available at the TPC Information point

Final comments required on updated Residents letter (200 to be printed and distributed)

Need to liaise with TBW Coordination for some dedicated SM messaging on Funday Sunday (Peter)

Banners to be sourced from Solopress for 2 entrances (1m high, 2m wide) to promote the event (Peter, Abbie)

DRAFT

Notes of Tarporley Big Weekend (via zoom)
Monday 30th August 2021

Present (TPC)

Peter Tavernor, Lisa Miller, Nigel Taylor, Danny Lloyd, John Millington, Gordon Pearson, John Millington

Abigail Webb – Deputy Clerk

Key Actions

- Football: Abbie will contact Andy re. medals/trophies, space requirement or not for pop up gazebos for inclement weather etc and having catering set up earlier for footballers to take advantage
- Drinks: Lisa and Abbie will pursue with Girl Guides what format they can run and supply, otherwise we can revert to The Rising Sun. Need to be clear by this weekend who will do what.
- Mowing: John to get onto Dunkil re mowing as given the lack of weekly cuts it may now need 2x cuts before the TBW

Updates

- Agreed layout to be amended as Gordon suggested, pushing arc of stalls back on MUGA
- John would source replacement No parking sign and Parking signs
- Andrew would ensure 2x Gazebos and 6x tables available for use
- Agreed three themes for TPC stall - TCC Playground, Annual Report etc and Volunteering. This be pulled together by Gill, Mark, Catherine and Lisa with Abbie; Abbie also to have pro-forma for feedback together with clipboards. If these materials and display boards are being used on the Saturday, Lisa would ensure they are moved to Brook road for the Sunday (together with the NCT tent)
- Marshalling looking ok now - most of us should be available 10-12 to ensure set up goes smoothly
- Good to have some bunting (Andrew, spare with Rotary?) and balloons (Lisa to source) for entrances
- Useful to list what needs to come onto the field and when eg HiVis jackets, First aid kits, sanitiser (large for 2x entrances, small for stalls), Kitchen towel or similar for wiping down, first aid kits, useful stuff - cable ties, tape string etc, 4x green bins, bin bags available for families to use etc
- WhatsApp group to be set up by Abbie for comms amongst TPC/Marshals
- Message and info from Gordon going out to Covid volunteer list
- RA on fire requested from Fire brigade, logged to be processed....
- Activity organisers requested to supply RAs, our RA completed
- Tidy up on field will be organised, 2 (quick?) sessions probably before TBW
- Concern to make sure more info on Tarp Org website/FB etc; Pete to talk with Gordon

Notes of Instar Meeting (via zoom)
Thursday 2nd September 2021

Present (TPC)

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

Cathy Newbery CWAC, Trish Evans Instar

Apologies – Nick Humphreys Instar

Introductions

All members of the working group introduced themselves.

Roles and Responsibilities

Parish Council

GP and AW have access to the popular Facebook page/groups and information can be circulated using social media. All members for the village website working group sit on this group and information can be shared on the new website once it has been developed. MR leads on aspects of the Brook Road working group and PT and CH are involved in the horticultural aspect of Best Kept Village work. PT also leads on the finance committee.

GP informed Cathy and Trish that whilst the working group can make recommendations about the project, any formal decisions need to be taken to the full Parish Council.

Cathy Newbery

Support will be provided to the TPC for the remaining couple of days work available. This will be to assist with defining what skills the working group has and to identify what else is needed. CN will be the link to CWAC through Carmel. Carmel has been briefed and is aware that Instar has been appointed.

Instar

TE & PH will liaise with local artists and provide the comprehensive consultation. A plan and timescales are already in place.

It may be necessary to extend the membership of the working group and assign people to particular roles once the project develops.

Tarporley Big Weekend event

Instar will provide a creative activity by creating a way marker which will be placed on a maypole. This will provide the opportunity for the community to identify what are the important locations within the area plus the chance to start conversations with local residents.

ACTION – TE to provide an updated text for Facebook regarding the activity.

ACTION – A table and gazebo would be useful for Instar to use for the event or to go into the TPC stall if there is enough room. PT to arrange.

Rachael Carr is organising the Meet the Artist evening, and this will provide an opportunity to take photographs as part of the consultation process.

ACTION – TE to provide a draft photo release form to be used at the event to ensure compliance with GDPR.

ACTION – TE to provide risk assessment for their activity.

Pete to meet Instar on Friday evening and Gordon to meet Instar on Saturday.

ACTION – A WhatsApp group for the working group to discuss minor issues only.

Marketing and Communication

After the event, an in-depth plan will be created of the key moments during the event that can be promoted through the local press and social media. Information will be published in Tarporley Talk this month with a detailed piece in the month after.

ACTION – a list of key contacts to be created to share with Instar so they can make contact with them as soon as possible. TPC members to suggest contacts such as school, Sandstone Ridge reps and circulate to Instar.

Date of Next meeting

Tuesday 21st September at 630pm (via zoom).

DRAFT