

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD ON MONDAY 14th MARCH 2022 AT TARPORLEY CHAPEL.**

Present

Chairman – Cllr Gordon Pearson

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 Abigail Webb

Other

Public – 0

1. Apologies for Absence

Cllr Gill Clough – Covid concerns

Cllr Andy Hallows – Covid concerns

Cllr Jarina Khan – Covid concerns

Cllr Danny Lloyd – Unwell

CW&C Cllr Eveleigh Moore Dutton.

Resolved 22/081 – That Council accept the apologies including reasons for Councillors Clough, Hallows and Khan noting the six-month rule would have applied at the next meeting in May.

2. Declaration of Interests

Dispensations granted to Cllrs Millington, Tavernor and Pearson were noted with regard to Brook Road playing field.

3. Public Participation

No public present.

4. Minutes

Resolved 22/082 – That the Council approve the minutes of the meetings held on the 24th January 2022 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 138 of the minutes.

6. Action List

Councillors noted the Action List as circulated and agreed the removal the action for directional road signage for Brook Road.

7. Planning

1) Planning Register

The planning register was approved as circulated.

22/00536/CAT - Reduce upper canopy to previous cut points & crown clean Weeping Willow in rear garden of Mayville the Avenue. Fell Hybrid Poplar & reduce Holly Hedge to 2.5.m adjacent to 80 Churchill Drive - Tarporley Playing Field to Rear Of 80 Churchill Drive and Mayville The Avenue Tarporley Cheshire CW6 0BZ.

Resolved 22/083 – That the Council submit no objection.

22/00276/LBC & 22/00275/FUL - Change of use to provide additional accommodation to include extension & alterations. - The Old Fire Station, Park Road, Oulton, Tarporley.

Resolved 22/084 – That the Council submit no objection

21/04926/FUL - Single storey & part two storey side extension, single storey rear extension & replacement garage. - 16 Birch Heath Road, Tarporley, CW6 9UR.

Resolved 22/085– That the Council submit no objection subject to no loss of privacy to neighbouring properties.

2) Applications received since publication of agenda

22/00549/FUL – Reduction of width and resurfacing existing path and extend path – Tarporley Parish Council Cemetery, High Street, Tarporley.

Resolved 22/086 – That the Council submit, The Parish Council as the applicant supports this application.

8. Allotments Lease

Councillors considered concerns raised by the allotment holders association and agreed that clause 24 could be removed however clause 6.6 should remain in the lease as it is a standard lease clause.

Resolved 22/087 – That the Council approve the allotments lease and agree that it be signed by the Chairman and Vice Chairman and Clerk.

9. Bowling Club Lease

It was noted once the allotments lease is completed work will progress on the lease for the Bowling Club, it was highlighted that the lease is made more complex due to the Club House although it had been confirmed this is owned by the Bowling Club.

10. Council Risk Assessment

Resolved 22/088 – That the Council approve the updated risk assessment with amendments as from page 149 of the Minutes.

11. Brook Road

It was reported that Councillors had met with the highways officer who had agreed to install playground warning signs to existing lampposts on Brook Road which will be visible to drivers from both directions.

He confirmed the Parish Council could request a speed assessment of the road as long as the Council agreed to fund 50% of the new speed limit implementation if recommended by the assessment. He had stated the cost of such a speed limit would be around £1500 in total, £750 to the Parish Council.

Resolved 22/089 – That the Council request a speed assessment of Brook Road for the implementation of a 20mph limit based on the cost estimate provided.

The Highways officer reported the Council could obtain playground warning markers on the highway itself, the cost of this would be similar to the roundels. One could be painted in each direction near the crossing point.

Resolved 22/090 – That the Council request installation of the play area road marks based on similar cost to the roundels.

Resolved 22/091 – That the Council approve the following additional works to the playing field, noting these works had been anticipated in the budget for the year:

Top dressing of both pitches £5400

Overseeding £140

Verti-drainage works £480

It was agreed Cllr Helm would review the wildflowers areas and a working session would be planned in the next few weeks to undertake wildflower seeding.

12. Neighbourhood Plan & Design Code

It was reported that Cllrs Pearson and Taylor hope to have completed a review of the Plan policies for the working group to consider in the next month.

It was agreed to proceed with the working group meeting with CW&C officer to discuss the Design Code noting work needs to be undertaken to assess views into and out of Tarporley.

13. Banking Arrangements

It was noted there are a number of payments including Microsoft Office which require payment by debit/credit card, the Council's current account does not allow for a debit card as such the only option to obtain a card would be by opening a different account. It was agreed to take no further action as this time.

14. VAT Update

It was noted that the Clerk has sought advice from SLCC¹ who had advised block bookings are Vat Exempt if invoiced via one invoice.

They advised the Council should consider if the income from Brook Road would be classed as significant taking into account the Council's finances and the general rule that £7.5k or below is not significant and our expected income is less £6k. Any additional bookings outside the block booking will produce minimal income

In addition, it had been strongly recommended that a 'licence to play' should be put in place which would specify the terms of the block booking including days, times etc noting such licences are VAT exempt.

It was agreed to investigate establishing a licence which would include conditions regarding parking and the dog ban as well as allowing use of the field for a set number of weekends per year by the Parish Council.

15. Jubilee Celebrations

Update to be provided in notes of meeting held the Council meeting.

16. Accounts & Payments

1) Accounts & Payments

Resolved 22/092 – That the Council approve the accounts and payments and bank reconciliation as on page 009 of the cash book including the below payments and additional invoices received since publication of the agenda:

EDF	Storage Building Power	18.00
A. L. Rowland	Park Road bench removal	40.00
L. Miller	Grant - Uniform	5.00
S. Roberts	Works & Disposal Benches	400.00
L. Miller	Grant - Uniform	10.00
A. Wright	Reim - Pink Spray	22.96

¹ Society of Local Council Clerks

Tarporley & District 41 Club	Xmas Trees x5	80.00
Nest	Pension Contribution	151.63
PortalPlanQuest Ltd	Cemetery Path Application	259.00
Barriersdirect Ltd	Notice board posts	190.97
PJH Outdoor Solutions	Car Park & Pavement Gritting	1104.00
Gaskells	Cemetery & Brook Road Bins	129.74
A. Wright	Salary	753.94
A. Webb	Salary	814.72
HMRC	NI/PAYE	231.84
Beechwood Industries	Brook Rd Grounds Maintenance	810.49
EDF	Storage Building Power	18.00
Peak	Climbing wall 50% Deposit	342.00
PJH Outdoor Solutions	Car Park & Pavement Gritting	276.00
Beechwood Industries	Brook Rd Grounds Maintenance	810.49
Talkabout Publishing	Tarporley Talk	151.20
Accounts Centre	Payroll - Feb	24.00
Gaskells	Cemetery & Brook Road Bins	128.30
A. Webb	Salary	1009.60
A. Wright	Salary	1103.76
Nest	Pension Contribution	214.10
HMRC	NI/PAYE	429.04
A. Webb	Reim. Zoom & Postage	58.47
UHY Hacker Young	Accounts Training	300.00
Reindeer Lodge	Reindeers Deposit Xmas 2022	537.00

2) Internal Audit

The Clerk requested that the Internal Audit is undertaken by the existing internal auditor due to the fact the accounts have to be converted from receipts and payment to income and expenditure and the internal auditor has provided the training for this and has agreed to support the clerk in converting the accounts.

Resolved 22/093 – That the Council confirm Hacker Young undertake the internal audit for the 2021-2022 financial year.

17. Boundary Commission

It was agreed not to submit comments as a Council but for councillors as individuals to submit their own comments if they wish.

18. Emails

Councillors consider the discussion paper regarding managing the flow of emails it was agreed to distribute emails as suggested, in addition it was agreed the Clerk would create a list of residents queries and actions to be noted at Council meetings.

Email Types	Importance	Comment	Conclusion
Emails requiring a Decisions	High	Need to be separate and given priority.	Circulate immediately. State response required in subject.

Meeting agendas	High	Require circulating as and when required in advance of meeting	To be emailed as and when required. Aim to circulate agendas one week before meeting.
Meeting reminders			Circulate in advance of meetings esp. virtual meetings.
Meeting minutes/Notes	Medium /Low	Minutes & Notes require circulating to be checked.	Possibly circulate as a bundle once a week – would result in all councillors receiving all minutes.
Planning Applications	High		To be emailed as soon as received.
Events – training and conferences etc	Medium / Low		Weekly bundle.
Chalc Newsletters	Low		Weekly bundle
Nalc Newsletters	Low		Weekly bundle
Payments for approval	Medium / High	Majority payments do not require approval straight away	Combine payments to cheque signatories for payment to be circulated on Monday for payment on Tuesday.
Consultations inc Neighbourhood Plans	Low		Weekly bundle
Correspondence form other Councils	Low		Weekly bundle

19. Future Meetings

It was agreed the next council meeting will be the May which will be the Annual or First meeting, and the Council will consider amending the standing orders at that meeting to reflect the frequency of future meetings.

The next meeting will be held in the Craven Room at Tarporley Community Centre.

Resolved 22/94 – That the Council move into private session to discuss the following agenda items.

20. Chestnut Tree Lights (removal)

Resolved 22/095 – That the Council request Northwich Town Council remove the unused lights from the Chestnut tree and also remove the lights from a tree at the Manor House at the same time and that the cherry picker also be used to fix the flagpole if possible.

21. Flagpole

No further action at this time.

22. Grounds Maintenance

Schedule 1 – Garden Areas

Resolved 22/096 – That the Council appoint Countrywide Grounds Maintenance subject to the term so of the contract.

Schedule 2 – Cemetery

Resolved 22/097 – That the Council appoint PJH Outdoor Solutions.

Schedule 3 – Weed Control

Resolved 22/098 – That the Council appoint PJH Outdoor Solutions.

23. Clerks Salaries

Resolved 22/098 – That the Council increase the Clerk's salaries in line with the NALC pay scales for 2021-2022 and this be backdated to April 2021.

Resolved 22/100 – That the Council raise the Clerk and Deputy Clerks pay scale by one scale point so that Clerk be paid in accordance with SCP 27 and the Deputy Clerk SCP 14 from April 2022.

Meeting closed: 8.50pm.

Signed:

Dated:

Ann Wright 15-03-2022

Next Scheduled Parish Council Meeting:
Monday 9th May 2022 - 7pm
Craven Room, Tarporley Community Centre.

Tarporley Parish Council Minute Book
Committees, Working Groups and Other Meetings
Presented at the March 2022 Meeting

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Jubilee Meeting**31st January 2022 at 630pm****Present:**

Tarporley Parish Council – Gill Clough, Andy Hallows, Catherine Helm, , Danny Lloyd, Lisa Miller, Peter Tavernor, Nigel Taylor, Andrew Wallace, Abbie Webb (Deputy Clerk),

Purpose of Meeting:

To decide what activities the Parish Council will provide for the Jubilee Celebration weekend.

Acknowledging that Utkinton/Tiley Garth have an event for Sunday afternoon, plus there will be a national push for street parties/picnics and that our own village localities may prefer to do their own thing, it was decided to avoid the Sunday afternoon and focus on Saturday 4th June 2022.

Camp Out

The Parish Council could open up Brook Road field for the Saturday night for family camp outs and picnics. Families would have to book a pitch and the Parish Council would provide portaloos and for late afternoon and into the evening some modest entertainment (eg Circus entertainer, Fairy Tale postman, mobile climbing wall etc), plus possibly some music provided by buskers (ask Debs Jowett to organise? Portable generator required for power?). Possible the Scouts and Guides could help with camping support and/or refreshments. BBQs would not be allowed on the field but would ask some caterers to come on board (Danny with his BBQ, Guides for drinks again, Pizza, other).

Hot drinks and catering will be needed for breakfast, but the event would round off with some Sunday morning games (football or other community games).

Families could stay for the day or go off to their own street parties in the afternoon.

Tree Planting

Other elements could be a community tree planting session (eg a Jubilee avenue on the southern boundary). Plus we could do various things on the field or around the village (eg a 'Corgi hunt' and or Jubilee trail), and we'd have Rotary decking the village with bunting etc (might there be Jubilee crowns to attach to lampposts?).

Budget

The Council has 2k budget for events other than Christmas and if we did something for the Jubilee would skip doing anything at Easter. Therefore the Council should have sufficient budget cover Portaloos (£400?), entertainment (£800?), trees to plant (£200?) other equipment hire? Jubilee bunting and publicity materials?

Support from the rest of the Council will need to be sought and then plans can be put into place with regards to marshals / support from other organisations.

Street Parties

The Council should advise on the organising of street parties (dos and don'ts etc), even though we're not proposing to run one, plus promoting us doing something different on Brook Rd field with streets doing their own thing

Next Meeting

21st February at 630pm

Abigail Webb
2nd February 2022

Notes of Neighbourhood Plan and Design Code Meeting

3rd February 2022 - Conducted via Zoom.

Present:

Tarporley Neighbourhood Plan Review: Gill Clough, Michael George, Catherine Helm, Gordon Pearson (Chairman), Peter Tavernor, Nigel Taylor, Ann Wright (Clerk).

Purpose of meeting: To review status of the Neighbourhood Plan Review and Design Code.

Design Code

It was noted that additional photographs had been submitted to Elliot Joddrell and that he is now waiting for images and information relating to the key views.

It was noted the views in the Neighbourhood Plan (NP) has been taken from the Village Design Statement (VDS).

It was noted when including the views in the NP the group had not considered the view which had been highlighted by CW&C and included in the refusal of the nursing home application (19/02899/FUL), from the public right of way.

It was discussed that when reviewing the NP the group should consider how views might be improved or opened up by development rather than just concentrating on how a development might detract from an existing view.

It was noted that CW&C had identified the view around Salters Well House when refusing a previous development on Utkinton Road. Recent comments received on the current application had highlighted the importance and value of the green, rural entry into Tarporley from the roundabout. Which was included in the NP.

It was discussed there are key views on Forest Road.

Another key view is from Utkinton Road which is view 3 in the NP.

It was noted that Map 5 (page 42) of the NP shows the directional views and are listed in Table 2 (page 68-69).

Actions

- It was agreed to review the views in the NP and check they are all still valid.
- Map views including directions and obtain photographs.
- It was agreed to put a post of FB asking residents for their favourite views including photographs.
It was noted that this would also add validity to the views selected.
- Request a meeting with Catherine Morgetroyd regarding the Design Code and raise the following questions and invite Chairman of Tattenhall Group:
 - Provide examples of good Design Codes.
 - Can CW&C help to increase the support package allocated by Aecom.
 - If group develops its own Design Code, how would it be checked and approved.

Neighbourhood Plan Review (NP)

It was discussed if there was an appetite to make extensive changes to the NP which would result in a referendum, noting this would result in the same statutory consultation process as undertaken when the Plan was first written.

It was discussed that residents comments on recent larger planning applications have highlighted that many residents are more conservative about future development than had been thought.

It was agreed that Cllrs Pearson and Taylor would complete the review of the tables of required changes to Plans to bring them up to compliance with the NPPF and CW&C Local Plans and possibly allocated different sections to different group members. The Group can then discuss and review the possible changes.

Policies need to be reviewed which are covered by the CW&C Local Plan policies or whether they need to be developed to be Tarpoley specific.

Ann Wright 04 02 2022.

DRAFT

Meeting to discuss draft Allotments Lease.

7th February 2022, virtually via Zoom.

Present:

Tarporley Parish Council - Gill Clough, Peter Tavernor, Ann Wright (Clerk).
Tarporley Allotment Holders Limited – Isla Roberts
(Apologies Jarina Khan)

Purpose of meeting: To review draft lease and amendments.

The meeting reviewed the lease and discussed areas which had been amended.

It was understood the agreement the Council has with Storrar Cowdry included the registration of the land with the Land Registry, it was agreed the Clerk should check if this has been done the confirm the title numbers.

Isla confirmed she would supply the additional documents to be inserted into Schedule 2.

Next Steps

Isla to provide additional documents including revised site plan with water supply included. Document to be reviewed/agreed at next Allotments meeting, and Councillor briefing in February for confirmation at Council's March meeting.

Ann Wright
09 02 2022.

**NOTES OF TARPORLEY PARISH COUNCIL INFORMAL MEETING
HELD ON MONDAY 14th FEBRUARY 2022 VIRTUALLY VIA ZOOM.**

Present

Chairman – Gordon Pearson

Gill Clough	Andy Hallows	Danny Lloyd	Lisa Miller
John Millington	Peter Tavernor	Nigel Taylor	
Clerk Ann Wright	Deputy Clerk Abigail Webb		

Other

CW&C Cllr Eveleigh Moore Dutton.

Cathy Newbery – Public Arts consultant

Apologies Received

Catherine Helm, Jarina Khan, Mark Ravenscroft, Andrew Wallace.

S106 Public Art Project Update

Cathy Newberry introduced herself and explained that she had supported the working group in appointing the lead Artists and was assisting in other aspects of the project. It was noted Instar, Trish Evans and Nick Humphreys, were unable to attend the meeting due to ill health.

It was reported the project was making good progress and was within budget, noting the project is being funded by S106 money identified for public art.

The project will include 1 main piece of art costing approximately £10k which is being commissioned from artist Martin Smith whose specialism is kinetic art.

There is also a desire to create an art trail and there will be 4 or 5 additional smaller pieces of art which could include stained glass (possibly installed in the phone box), art installed on empty shop sign brackets and possibly on manhole covers.

The project will have a theme which will be discussed at a meeting with Instar to be arranged as soon as possible.

It was noted there will need to be some form of public consultation regarding the theme, various pieces of art including the main piece and its location. It was suggested there may be a drop-in session and display at the Community Centre possibly over the Jubilee weekend.

It was noted part of the lead artists role is to launch the project to the public and take feedback and be sensitive to issues and concerns raised.

It was hoped the project will provide a basis for future funding to extend the Art Trail in the future.

Village Website

It was reported that over the summer the style of the Tarporley Village website had been agreed and which is white and navy with a clean crisp feel.

The working group have agreed a list of pages for the website and now work needs to commence to populate the site.

It was noted the village logo on the website has not been finalised as it was hoped a logo might come from the Arts project.

The website has been designed to work on both laptops and mobile phones and is largely pictorial. It was planned that information should be easy to find using the minimum number of clicks.

It was suggested the best way to populate the site would be to divide the topics up and allocate these to councillors and volunteers.

It was confirmed the site will be owned by the Parish Council but information about the Parish Council will continue to be posted on the existing website and will be kept separate. It was agreed the village website should be really powerful tool to promote the village and its businesses and services.

It was suggested a standard form be created for businesses to complete with information to be add to the website including a link to their websites.

It was noted that the website is not intended to duplicate information available on other websites.

It was agreed there is a need to establish the rules of the website which must be clear about what information can be included on it and that the website needs to be neutral.

It was suggested that the website should be geared towards having long-term content and be reviewed possibly every 6 months to start with, once it becomes more established and volunteers are identified this could be reduced to quarterly or less.

Allotments Lease

It was noted the latest draft of the allotments lease had been circulated to Councillors, the finalised version with additional documents supplied by the Allotments Holders will be circulated for approval at the Council's March meeting.

It was noted the lease is for 25 years.

Jubilee Arrangements

It was agreed to hold a working group meeting to agree the details of the Jubilee family camp out on Saturday 4th June. It was agreed there needs to be clear rules set for the event and it must be made clear to attendees that there will be no water or power supplies on site and vehicles will not be allowed to drive on the field.

Group to meet Monday 21st February – 7pm on Zoom.

Ann Wright 15-02-2022

Next Scheduled Parish Council Meeting:

Monday 14th March 2022 - 7pm

Tarporley Chapel.

Notes of informal meeting regarding hiring rates for Brook Road Playing Fields.

16th February 2022, held virtually via Zoom.

Present:

Tarporley Parish Council – John Millington, Gordon Pearson, Ann Wright (Clerk).

Tarporley Victoria Junior Football Club (TVJFC) – Lisa Hazeldine, Matt Hazeldine.

Purpose of meeting: To discuss hiring rates for Brook Road Playing Fields.

It was noted a meeting had taken place in September 2021 and it had been agreed that the Parish Council and TVJFC would undertake research into hiring rates. It was noted it had been difficult to identify prices and that most pitches were booked up. It was reported that the Cheshire County Sports Club in Upton charged £50 for an 11-a-side grass pitch per match and offered a discount for FA affiliated teams.

It was noted the Brook Road full-sized pitch had been hired out after Christmas at £20 per hour, £40 per match, and this had been the basis for calculating the pitch hire for a season. It was suggested the hire would be for exclusive use of both pitches on Saturday mornings up until 1pm and also allow for use of the pitches on weekday evenings for training, when light permits in the Spring and Summer. It was agreed a block booking would avoid the complication of handling separate multiple pitch bookings.

It was discussed that the season runs from the second Saturday in September until the end of March, however the younger teams continue playing friendly matches until the end of May.

It was suggested that for the full season 2022-2023 the hire rate would be £5,000.

It was noted that the Club had not had use of the pitch until after the start of the 2021-2022 season and that works are planned for the pitch before the end of the season possibly at the end of March. It was confirmed this would not be a problem as the under-17s season ends then and the younger teams can play at the Community Centre. These works are currently under review and the Council will keep TVJFC updated. It was suggested that the hire rate for the 2021-2022 season would be £4,250 if these works are carried out, terminating availability at the end of March, or £4,500 if the works aren't carried out and the pitches remain available until the Summer.

Pitch Condition

It was confirmed the pitch is in very good condition and suits the style of the TVJFC and has been praised by visiting away teams.

It was noted there had been issues with stones rising to the surface of the pitch and it was agreed to organise a stone pick with volunteers to walk over the pitch in a line to pick out any stones.

It was noted the penalty spots need renewing, as these had not been done when the pitch had been relined.

Planned works include top dressing, over-seeding and verti-draining.

Invoicing

It was agreed that the Council would produce 2 invoices for the season, one at the start and a second after Christmas. An invoice for this season will be raised soon.

It was stated that under 18's football is VAT exempt.

Storage Building

It was noted the price for constructing the storage building will need to be reviewed noting the price of timber has increased. It was hoped the building will be in place for the start of the new season.

Dogs

It was noted that dogs are banned from the field and that there have been complaints that dogs have been seen on the field. It was noted that one parent when asked to remove his dog from field had become abusive and aggressive.

It was confirmed all coaches are aware of the dog ban and that away teams are advised of the ban and the parking arrangements.

It was agreed coaches will be asked to check there are no dogs on the field before commencing matches and not to start the match until any dogs are removed.

It was noted in the past there had been league meetings where this could have been raised but these have not been held recently.

It was noted some footballs have gone into the pond, but these have been easy to retrieve.

It was noted there had been an additional enquiry to book the pitch for an under 17s Sunday league. TVJFC were aware of this team which may join them for the next season.

All were thanked for attending the meeting.

Ann Wright
18 02 2022

Jubilee Meeting

Monday 21st February 2022

Present:

Tarporley Parish Council – Gill Clough, Catherine Helm, Lisa Miller, Gordon Pearson, Peter Tavernor, Abbie Webb (Deputy Clerk),

Purpose of Meeting:

To discuss the details of the Tarporley Jubilee event, Big Camp Out – Saturday 4th June 2022 and the impact of the Community User Agreement.

Community User Agreement – Brook Road

Rules	Key Reasons	
1	No Dogs Allowed	No dogs will be allowed at the Jubilee event.
2	Use Bins Provided	Additional bins will be provided at the event.
3	No Smoking or Vaping	A designated smoking area will be created on the car park
4	No Glass or Alcohol	No glass allowed onto field and minimal amount of alcohol
5	No Loud Music	No buskers allowed. No microphones or speakers allowed at the event
6	No BBQs or Fires	No BBQs allowed. A designated area on the car park to allow camping stoves to make tea/coffee

Timescales

Portaloos arrive at 10am

Pitch up

Tents will be allowed to pitch on the field between 10am and 12pm. Cars will not be allowed onto the field but use the car park as a 'dropping off' point. It will be encouraged for cars to park elsewhere. The booking form will ask whether a car parking space needs to be allocated.

Wheel barrows and trolleys will be available to use to help carry camping equipment from car to pitch.

Marshals will be on the gate and entrance will only be granted to those people who have pre-booked their pitch. 12pm is the cut off time and no one else will be able to pitch on the field after this time.

Entertainment

The entertainment will start at 12pm and finish around 5pm and will include

Climbing Wall 12pm – 5pm

Circus Act 1pm – 3pm

Fairy Tale story telling (2pm and 3pm)

Jenga

Boules

Volley ball

Colouring table

Connect 4

Hook a Duck

Bow and Arrow

Action – Ask Instinct Fitness if they can provide some ‘beat the buzzer’ type games

Action – Ask Anne Crump re: Face Painting

Action – Ask Oliver Davies re: Den building

Action – Ask Silver Band to start playing at 5pm and this will be the transition into the next phase of the event.

Food & Drink 5pm – 730pm

Rising Sun smoker to provide BBQ food, fish and chips? hot tea and coffee

Maximillian – Pizza’s

Action - Ask Guides to provide cold drinks, hot drinks and sweets

Action – Ask the local eateries in the village if they will deliver to the field if food is pre-ordered.

Action – Ask Ice cream van to attend.

Evening activities

Communal singing (if anyone brings a guitar)

Bat watch

Star gazing

Quiet time from 10pm onwards

Sunday 5th June

Breakfast

Action - Ask Rotary to provide hot breakfast

Action – Ask Charlotte from Spa re: hot breakfast

End of event – 12pm

Security and Safety

TPC will have a gazebo and this will be a designated lost child / first aid point.

The local PCSO will attend the event.

A fire extinguisher will be provided at the event.

A first aid kit will be available to use. (confirm with insurance company what is required).

Access to a defibrillator will be available.

The pond will be locked from 7pm.

The booking form will clearly state that adults will be responsible for their children at all time.

Layout of the event

A site visit will need to take place to measure out available space but it is anticipated that around 50 pitches will be available at a cost of £20 each.

The tents will be placed around the edge of the pitch. All activities will take place on the football pitch.

Action – Site visit to Huxley campsite to speak with owner.

Other activities

Corgi/ jubilee trail to be decided?

Action - To ensure hanging baskets are up in the village for the jubilee weekend.

Action – Get a quote for Jubilee lamppost signs along High Street.

Action – Bunting for Brook Road / Outside Latte Da

Action – Create an action plan (similar to Christmas action plan).

Next Meeting

14th March 2022 at 615pm

Notes written by Abigail Webb
22 February 2022