

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

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Notes of High Street Pavements Site Meeting.

10th May 2022, Tarporley High Street.

Present:

CW&C Highways Department – Ian Lovatt

CW&C – Cllr Eveleigh Moore Dutton

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

Purpose of meeting: To review pavement defects and identify 3 priority areas for costing.

The group walked along Tarporley High Street from Tarporley Community Centre (TCC) to Burton Square and highlighted the following concerns:

- It was noted outside the Chapel that the kerb stone was higher than paving slabs creating a possible trip hazard.
It was noted the difference between the paving slabs was within policy guidance and was therefore not actionable.
- It was noted the kerb stones outside The Swan has not been fixed despite being marked with sprayed white crosses.
- It wanted the flags which make up the pavement are not standards flags making works more expensive.
- It was noted the kerb along the front of Ginger & Pickles Cafe is loose as is the kerb to the left of No. 32
- It was noted the double yellow lines which were incorrectly marked at the entrance to Chestnut Grange which had been blacked out are no longer covered. These need to be blacked out asap.
- It was noted work have recently done by the water provider to a number of their valves including at the access to The Close which have caused damage to the footways, this is being investigated by CW&C to take action.
- It was noted the crossing point on the Burton Square Island including the paving stones around it are in poor state and there is a pothole on the service road.
Ian Lovatt to check if Highways are responsible for this area.
- Loose kerbs stones were identified outside the Tarporley takeaway at the junction of Forest Road.
- Loose kerb stone outside 43 High Street.
- Loose kerb stones were identified outside Osprey and also along the front of the Co-op as well as outside numbers 55 and 59 and by the phone kiosk.
- The delivery cages were noted outside the Coop, Ian Lovatt raised with staff that these needed to be removed or the Co-op would be served a notice to remove them.
- It was noted the manhole/drain outside Gable House was blocked¹ despite it having been reported a number of times and other manholes being cleared.
- It was noted the newly painted double yellow lines by the Old Police Station are lifting and require replacing.
- It was noted the pavement is uneven and kerb loose around the junction and lamppost on the righthand said of the Park Road junction next to Whistles.
- Loose kerbstone outside 113A, Th Nook.

It was noted that all the defects identified although capable of causing someone to trip were not actionable as they were within CW&C policy tolerances.

It was noted that continuing to meet every 6 to 12 months to highlight these issues was not achieving any improvements to the pavements as such a more radical approach was required.

It was discussed if it was possible to highlight defects in some way including uneven pavements signage. Concern was raised that this may admit liability in some way.

¹ Reported reference HW421602024

It was discussed if the Parish Council should develop a programme to repair the pavement, possibly funding works over a number of years. It was discussed that if a cost could be obtained for the works the Parish Council could consult residents to see if they would support funding such a project.

It was suggested the council should request rates of quantities for the following:

0 -20sqm

20sqm – 50sqm

50sqm – 100sqm

100sqm

It was noted the best surface would be bitmac but this could cause issues in the conservation area.

Lychgate

The group reviewed the condition of the bollards at the Lychgate, it was noted that new locks were required and bollard on the right when facing the church needed to be locked asap due to its poor condition.

It was suggested this bollard on the right should be replace with a fixed bollard, it was also agreed that no parking signs should be fixed the bollards.

Ann Wright
11/05/2022

Tarporley Play Area Meeting

Tuesday 7th June at 2pm

Present:

Tarporley Parish Council –Mark Ravenscroft, Abbie Webb (Deputy Clerk), Ann Wright (Clerk).

CWAC – Mike Holmes

Purpose of Meeting: To review provisional costing on new play area equipment and agree next steps.

Provisional costing

Mike has provided detailed documents with costing for the new play areas which in total was over £300,000. He has also provided an alternative scheme with reduced scope. Depending on how much Grant funding we can receive, the scheme may need to be modified to reduce the cost or to complete the work in a phased approach.. It may be decided to retain the existing big climbing frame and the swings but with a refurbishment (painted).

Funding

Action – Ann to discuss with National Lottery is there is an upper limit on how much funding can be applied for.

FCC funding applications are accepted 4 times a year and the next time is September 2022. This funding is up to £100,000.

Cheshire Police and Crime Commissioners Office has provided a grant of £1,275.00 towards the cost of the new play area.

Existing equipment

Mike was informed about the removal of the pedal roundabout due to safety concerns and other issues were discussed relating to quote of maintenance work required on the play area.

Action – It was recommended that any repair/maintenance work should go ahead because no work will take place on the play area for at least 12-18 months.

Public Consultation

Views from the Pre-school, Primary School and High School have already been sought and Cheshire Police are in support of the new play area master plan. Other areas of consultation that will be required are, doctors, local businesses, community groups such as Guides/Scouts. By providing evidence of a thorough consultation of the residents will help with the success of the funding application.

Next Steps

Action – Mark to update working group on process

Action – Ann to contact National Lottery. Once we have some clarity on possible levels of grant funding, we can convene a meeting of the Working Group to discuss how to proceed, eg full scope vs reduced scope vs phased scope

Abigail Webb
10th June 2022

Jubilee Review Meeting via zoom

9th June 2022

Present:

Tarporley Parish Council – Gordon Pearson, Gill Clough, , Catherine Helm, , Lisa Miller, Mark Ravenscroft, Peter Tavernor, Nigel Taylor, Andrew Wallace, Abbie Webb (Deputy Clerk).

Purpose of Meeting: To review the Queen's jubilee Big Camp Out Event

Feedback from event

Overall, the feedback from the event has been very positive. The Council has received lots of comments from the people who visited the event during the day and from people who camped over. The event was well attended but there were several last-minute cancellations from campers and 4 of those were due to their children having chicken pox.

Unfortunately, the climbing wall was cancelled the day before the event but no one seemed to notice that it wasn't there but it was a shame as this was the main attraction of the event. A full refund will be given by the climbing wall company shortly.

The Corgi trail was enjoyed by children and adults alike particularly as everyone won a prize of a ginger bread crown – something to consider for our Christmas event.

Due to the bad weather forecast, a few campers left in the evening but said they would come back in the morning for breakfast but they never did.

Breakfast went very well but due to lower numbers, there was surplus stock which Andrew was able to return and get some money back.

Areas of improvement

More food options were needed throughout the day.

The programme could have been condensed into a 2-hour period.

The Silver Band were in the wrong location and would have been better being placed closer to the tents / TPC gazebo.

More marshals needed especially at the gates. Tess was at the pedestrian gate for most of the day and had to deal with an incident which she shouldn't have had to do on her own.

Although it was stated in the planning document, not all vehicles were escorted onto and off the pitch and this increased the risk of injury to people already on the field.

Allergies – All food containing allergens should be clearly stated and campers should state whether they have any allergies.

The jubilee bunting was very poor quality considering it was so expensive. We should consider writing a letter of complaint to the RBL.

Finances

The clerk is still awaiting invoices from the event so a detailed break-down of cost from the event will be circulated when it is available.

Going forward

As the camping event was such a success, the Council should consider making the Big Camp Out an annual event. If this is agreed, the following points should be considered

- The event will take place the first weekend of June (3rd)
- The event will be split into 2, a family fun day lasting around 2/3 hours and a camping event.
- The event should have more of a nature/wildlife focus.
- More people involved in the planning and co-ordination process
- More marshals, especially at the entrances to Brook Road

A meeting will take place in early September to start planning the Christmas event.

Next Meeting

TBC

Notes written by Abigail Webb

14th June 2022

Notes of S106 Arts Project Update Meeting

13th June 2022, Held virtually via Zoom

Present:

Tarporley Parish Council – Mark Ravenscroft, Ann Wright (Clerk)

Instar – Trish Evans, Nick Humphreys Lead Artists

Cathy Newbery - Public Art Consultant & Curator

Purpose of Meeting: To discuss planning application and public consultation.

Public Consultation

It was noted the public consultation would take place on Monday 27th June with Instar making arrangements to visit the primary school and hopefully the secondary school.

It was agreed the consultation would be a drop-in session at the Community Centre from 5.30 until 6.30 in the Main Hall (Hall booked 5.15 to 6.45). Instar will provide wording for publicity and the Clerk would add pictures from those previously provided.

It was discussed if the information could be displayed in the Notice Board and the possibility of a banner on the actual area the art is proposed for.

It was noted the theme of the trail and main piece of art will be discussed at the consultation. The model will be displayed and a rolling slide show/presentation be projected onto the screen.

Tarporley Sign

It was agreed a meeting should take place with the artist of the Tarporley sign to discuss the sign's relocation possibly to Burton Square. It was agreed that this should be done preferably before winter.

It was discussed that that image or a newly commissioned image could be used to mark the entrances into the village preferably picking up on the theme of the art trail. These could be similar to those on the entries to Malpas.



Planning

The Clerk reported she is still waiting for feedback from the planning officer on the proposal, particularly regarding the conservation teams comments.

It was noted a location plan will be required for the planning application and that the Clerk can obtain this and will submit the application.

It was noted information will be required about materials to be used including colours.

Instar will produce a simple design and access statement to explain the thinking and justification for the piece of art which will include:

- Background to the project including funding and consultation.
- How the theme reflects the heritage of the village.
- In scale with surrounding buildings and trees.
- How the piece will be accessible to all and the structure will be safe.
- Colours reflecting sandstone ridge.

Given the time scales for current planning applications it was agreed the installation be moved to spring 2023 but that the planning application should be submitted early July. This will allow more time for the micro commissions to be developed.

Micro Commissions

It was noted the deadline for micro commission applications is the 24th June, it was noted a working group will need to meet to judge the applications. It was agreed Instar would provide a criterion for selecting these commissions and will set up a drop-box where councillors can access information in advance of the meeting.

Micro-Commissions Meeting – Tuesday 12th July 6.30pm – Zoom.

It was agreed the micro-commissions should be expected to last for 3 to 5 years, possibly longer depending on what they are made of etc.

Ann Wright
13 06 2022

**NOTES OF TARPORLEY PARISH COUNCIL INFORMAL MEETING
HELD ON MONDAY 13th JUNE 2022 VIRTUALLY VIA ZOOM.**

Present

Chairman – Gordon Pearson

Andy Hallows	Catherine Helm	Jarina Khan	Danny Lloyd
Lisa Miller	Mark Ravenscroft	Peter Tavernor	Nigel Taylor

Clerk Ann Wright Deputy Clerk Abigail Webb

Apologies Received

Gill Clough, John Millington, Andrew Wallace.

Bike Stands

Proposed area on Poppy Lane car park for bike stands to be measured.

Play Area Update

It was noted three quotes had been received for undertaking repairs to the play area at the rear of the Community Centre which had been highlighted by the latest inspection report.

It was agreed to go ahead with the repairs as the improvements works are unlikely to take place on the site for the next 18 months / 2 years.

It was reported at the play area inspection training the inspector had reviewed the pedal round about and had confirmed it should be removed as it could be lifted off its base, the roundabout was therefore removed, and a separate price has been requested for its repair.

Brook Road Charity Walk

Councillors discussed the request to hold a 12-hour charity walk on Brook Road playing field in January 2023. It was agreed the council would like to facilitate this event but had concerns regarding how many people would be taking part and the impact this could have in the field and paths surfaces particularly in the winter when it could be very wet, and also as the field does not have lighting.

It was agreed to arrange a meeting with the family who have made the request to see if the event can be accommodate and how it would be managed.

S106 Public Art Project Update

It was reported that a meeting had taken place with Cathy Newbury and Instar earlier in the day to discuss the consultations and other aspects of the project.

It was asked if the images could be addressed to make them more visually interesting and do justice to the proposed piece. It was also asked if the plaques and Tarporley sign could be removed from the generated picture.

It was discussed that as part of initial discussions relating to the siting of the main piece of art that it has been stated a scheme would be developed for that area including if benches would be reinstated etc, a vision for the location as a whole.

It was agreed a 1-hour drop-in was not adequate given the prominence of the piece of art on the High Street.

It was suggested the following consultation should be considered:

- 27 June – drop-in session for invited stakeholders including St Helen's PCC and congregation, local shop owners.

- Stall at Country Market (1st Saturday of Month)
- Stall at Carnival

It was also confirmed information would be displayed on the notice board opposite the site.

It was agreed to discuss the possible relocation of the Tarporley sign with its creator and seek to renovate and relocate the sign.

It was noted that it had been agreed at the earlier meeting to look to install the main price of art in spring 2023 as there were concerns that even if a planning application was submitted in early July, it was unlikely to be resolved by September/October this year and then the works would be taking place in winter.

High Street Pavements

It was reported that Lisa and the Clerk had met with Ian Lovatt the footpath officer to try and identify the worst stretches of the High street pavement to obtain a price to undertake works. However, it had become clear that the majority of the pavement was in a poor condition but did not meet the CW&C criteria to be actionable.

As such it was suggested a new approach was required and that the Parish Council look at costs to undertake the works to the majority of the footway, however it was noted that this could be cost prohibitive.

It was agreed the Clerk should continue to pursue a cost for these works which can be considered by the Parish Council and possibly put out to comment/referenda to residents.

Tarporley Carnival Stall

It was agreed the Parish Council should have a stall for the S106 Arts Consultation.

Beeston Station Correspondence

To be include on agenda for 20th June and contact to be made with Beeston Parish Council to ascertain their view.

Ann Wright 14-06-2022

Next Parish Council Meeting:

Extraordinary Meeting - Monday 20th June 2022 - 7pm
Committee Room, Tarporley Community Centre.

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

22nd June 2022, held virtually via Zoom.

Present:

Tarporley Parish Council – John Millington, Gordon Pearson, Mark Ravenscroft, Peter Tavernor, Ann Wright (Clerk).

Tarporley Vics Juniors Football Club (TVJFC) - Lisa Hazeldine, Gavin Nicholson.

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

It was agreed to concentrate on the coming 2022-2023 Season.

Cllr Millington confirmed he had based his figures on the provided match and training dates rather than the potential matches.

The schedule had identified matches on 25 weekends and 22 evening training sessions (11 each on Wednesdays and Thursdays).

It was suggested that we look at putting block bookings in place to allow flexibility making it simple to be administered and also making it clear for residents to know when the pitches are in use.

Bookings Information

Saturdays

9 until 1pm both pitches.

TVJFC confirmed matches would never be played after 1pm on a Saturday.

Sundays

Main pitch only.

It was noted there are 3 teams which will play on a Sunday, 2x under 12s and 1 under 17s.

It was noted the Under 12's matches usually start at 2pm however teams are given some flexibility regarding kick off times noting some teams have to travel quite long distances to get to the matches as such a 12 o'clock would be acceptable.

It was noted that under 12s matches last about 1 ¼ hours.

It was reported that the under17's team is still progressing their transfer to Tarporley Vics, but it was not thought this would be an issue.

It was suggested the booking be 12 until 4pm noting this allowed community use in the morning and late afternoon.

It was noted that it was very unlikely all three teams would be playing at home on the same Sunday.

Evening Training

Wednesday 6-7 – both pitches.

Thursday 6-8 – Main pitch only.

These sessions would run from the start of September until end October (when clocks change) and then continue from March until the end of May.

Calculations

Taking into account the above pitch use including TVJFC suggested rate for training sessions a cost of £5450 had been calculated by the Parish Council compared to £4650 proposed by TVJFC.

As such it was suggested to settle on £5k, recognising this would be a block booking which will allow TVJFC more flexibility.

Additional Sessions

It was suggested additional matches and training sessions could be booked through the clerk and would be subject to the normal hire rate less 15% (preferential rate for regular user).

It was agreed that if matches have to be postponed or cancelled due to bad weather or because the pitch is not playable this should be reported to the clerk with 48 hours and a credit would be recorded which could be used against for rescheduled match dates or training sessions (subject to pitch availability).

It was noted that it was important that the Council is notified of any issues or changes to the schedule as soon as possible.

2021-2022 Season

It was agreed that the hiring fee for 2021-2022 would be £1585.

Grant Funding

It was agreed that should TVJFC be able to access funding, for example for maintenance any funding received would be knocked off the hiring fee for the season. It was recognised some funding applications may need to be submitted by the Parish Council in these cases if TVJFC prepare the application the Clerk can submit it.

Invoicing

It was agreed to invoice the 2021-2022 season now.

Future seasons will be invoiced end of January and July.

Storage Building

It was noted the proposed storage building has capacity to store the bins and other items not just football equipment and has planning permission.

Cllr Millington confirmed he will process this project now. This project is to be funded by S106 funding however given recent rises in the cost of materials more funding may be required.

Banners

It was noted that banners could be displayed during matches but could not be left on the field.

Agreement

Based on these discussions the Council will start the process of drawing up the agreement for the 2022-2023 season which will also identify which party is responsible for what e.g. line marking and provision of goalposts.

It was noted TVJFC will need to take the matter to their executive committee for agreement.

Pitch Maintenance

It was agreed to undertake a stone pick of the pitch and that TVJFC would advise when they can assist with this.

It was reported that thorough verti-draining of both pitches has been undertaken and topdressing laid, and the pitches reseeded, it was discussed that it may be seeded again before September however this needs to be done when there is rain forecast.

All were thanked for attending the meeting.

Notes from maintenance meeting via zoom
29th June 2022

Present:

Tarporley Parish Council – Catherine Helm, Lisa Miller, Ann Wright (Clerk), Abbie Webb (Deputy Clerk),

Countrywide – Tim Young

Purpose of Meeting: To discuss the recent maintenance work at Poppy Lane car park and general maintenance in the village

Poppy Lane – New Turf

A few issues had been identified with the recent turfing work that had taken place in Poppy Lane car park. The Council were not informed that the work was taking place and therefore no watering schedule was put in place. As a result, within a few days of the work being done, the turf was starting to die due to the hot weather.

Secondly, a metal bar has been left in the soil and the turf laid on top of the that which would clearly mean that the turf would not be able to grow. The quote stated 'preparing the ground for turfing' which was not done.

The Clerk asked for a breakdown of the cost for the Poppy Lane car park work as the current invoice is for both Poppy Lane and Burton Square work.

Action – Tim to provide a breakdown in costing for work at Poppy Lane.

Action – Tim to provide a quote for the area to be levelled and the metal bar removed.

Action – Catherine / Lisa to plant wild flower seeds in the soil in the autumn.

Bowmere Road

Some of the grass verges along Bowmere Road have not been cut. Also, the initial edging work along the grass verges that had taken place has stopped now.

Tim asked for a site visit to that the areas that need cutting and edging can be confirmed.

Action – Lisa to meet with Tim on Tuesday 5th July.

Windsor Ave

The grass verge at the junction of Windsor Ave and Eaton Road needs to be tidied up and there is also a tree stump that needs some work doing to it.

Abigail Webb

1st July 2022