

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD ON MONDAY 22nd JANUARY 2024
SCHOOL ROOM, TARPORLEY CHAPEL.**

Present

Chairman – Cllr Andrew Wallace

Cllr Gill Clough

Cllr David Harrison

Cllr Catherine Helm

Cllr David Holmes

Cllr Peter Manby

Cllr Lisa Miller

Cllr John Millington

Cllr Mark Ravenscroft

Cllr Peter Tavernor

Clerk Ann Wright

Deputy Clerk Abigail Morris

Other

CW&C Cllr Charles Hardy

Public – 2

1. Apologies for Absence

Cllr Charlotte Hodgkinson - family commitment

Cllr Nigel Taylor – work commitment.

2. Declaration of Interests

Cllr Catherine Helm declared an interest in planning applications for Chartfield, Nantwich Road and confirmed she would leave the room when the applications were discussed and take no part in the discussion.

3. Public Participation

Noise Disturbance

A resident raised issues of noise disturbance from Radical and Rascal. It was confirmed this had been raised with the managers. It was believed the area where the fire engines had been housed may not have been soundproofed.

Parking Issues

It was reported that a vehicle had been reported for parking on the dropped kerb outside Radical and Rascal and had been issued with a ticket. It had been understood this stretch of the High Street was not subject to parking restrictions as the dropped kerb had been for the use of the fire engine and no tickets had been issued previously. It was noted 2 other vehicles parked for the same duration were not ticketed.

CW&C Cllr Charles Hardy

Cllr Hardy encouraged the Council and Councillors as individuals to take part in the CW&C Local Transport Consultation to try and improve rural transport provision.

He confirmed that he was willing to provide funding for CCTV for the Community Centre if that was appropriate to reduce anti-social behaviour at the youth shelter and car park.

Cllr Hardy emphasised that he was keen to get involved with the Visitor Economy Working Group and may be able to highlight possible sources of funding for that project.

He confirmed he had received information from the Clerk relating to the parking provision outside what is now Radical & Rascal and had contacted CW&C Highways for the definitive plan of parking restrictions. He had also submitted an application for the High Street pavements to be improved via the CW&C capital budget noting removing the dropped kerbs would be an expensive project.

Cllr Hardy confirmed he is still working to resolve flooding issues on Ash and Oak Tree Closes and that he is still pressuring CW&C Highway to resolve the flooding at Cotebrook near the Shire Horse Centre which are purely maintenance matters noting that stretch of road also has major potholes.

Cllr Hardy confirmed that he did have some members budget left and that the Council could apply for the remaining funds for a defibrillator for Burton Square.

Eaton Road & Cobblers Cross Lane

The Clerk had been asked to raise the poor condition of Eaton Road and Cobblers Cross Lane which have numerous potholes many of which are deeper than 4cm. The resident confirmed he had reported a number of them including to CW&C Cllr Hardy and had provided photographs. Only 1 had been repaired. He stated that there were too many to report individually and asked the Council to meet with CW&C to highlight the potholes in the area. The Clerk confirmed she had reported the potholes on receipt of the email.

Radical & Rascal Noise reduction Planning Conditions

A resident who was unable to attend the meeting has raised that as part of the approval for Radical and Rascal the applicant had 3 months to implement robust sound reduction methods. The resident asked that the Council confirm if this has been the case and that food exhaust systems had also been installed. The Clerk confirmed she had contacted the planning officer on receipt of the email and had been advised the deadline for planning was the 9th February 2024.

4. Minutes

Resolved 24/292 – That the Chairman to sign the minutes of the meeting held on the 13th November 2023 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 413 of the minutes including the notes of the Youth Shelter meeting which took place on the 9th January.

The Chairman thanked all Councillors for all their hard work since the last meeting noting the large number of meetings which had taken place and the hours of work which had gone on behind the scenes for the village.

12. High Street Parking

The Clerk reported she had provided CW&C Cllr Hardy with notes and maps from discussions on the implementation on the time limited parking on the High Street which he had requested, and which showed the area in front of what is now Radical and Rascal had been regarded as an unrestricted parking area.

Resolved 24/293 – That the Council write to the Chief executive of CW&C and Cllr Hardy confirming that the Parish Council's understanding that the area in front of Radical & Rascal had unrestricted parking regardless of the dropped kerb.

6. Planning

1) Planning Register

The planning register was approved as circulated, pages 201 to 206, noting a comment of no

objection had been submitted for application 24/00061/CAT, tree works at the Manor House, 66 High Street, Tarporley since publication of the agenda.

2) Planning Applications

Cllr Catherine Helm left the meeting and took no part in the following discussions.

23/03890/PAA – Additional storey above the main portion of the dwelling house - Chartfield, 43 Nantwich Road, Tarporley, CW6 9UN.

Resolved 24/294 – That the Council submit no objection.

23/03908/FUL – Single Storey rear extension & creation of first floor, alterations to windows & openings, rooflights and render – Chartfield, 43 Nantwich Road, Tarporley, CW6 9UN.

Resolved 24/295 – That the Council submit the following comments:

The Council asks that the necessary building regulations/controls are applied to this application and wishes to express concerns regarding the proposed exterior treatment which is out of keeping with adjacent properties.

Cllr Catherine Helm rejoined the meeting.

The Clerk reported the Tiverton and Tilstone Fearnall Parish Council had contacted the Council and asked if any planning application had been received from works to William's Cottage, Birch Heath Road as there has been significant building works there. It was confirmed the Clerk had been unable to find any record of an application.

Resolved 24/296 – That the Council raise the matter with CW&C planning enforcement.

3) Lead Planners

Cllrs Clough, Helm, Hodgkinson, and Manby were noted as lead planners until the March meeting.

7. CW&C Local Transport Consultation

Councillors agreed to submit individual responses to consultation in addition to a Council response.

Resolved 24/297 – That the Council submit the following response:

Tarporley Parish Council would like to emphasize their disappointment that no face-to-face consultation has been carried out in the rural areas including Tarporley where public transport is limited, noting these are the very areas where the consultation should have been focused.

The Council noted the aspirational tone of the Consultation and while this is commended, a clear framework of how these aspirations will be delivered should have been provided.

The Council notes the focus on carbon reduction but believes this should not be the CW&C's first priority. It should be the provision of reliable, clean and safe public transport for all, not just the urban areas, only when this is in place should CW&C look to reducing carbon.

The Parish Council believes the current hourly bus service is not adequate for the community of Tarporley and usage has dropped since the half hour service was reduced, the service should also provide direct links to both Chester and Crewe Railways Stations and thought should be given to how public transport will link up with proposed Railway Station at Beeston.

The Council also wished the highlight proposals for increased cycling need to be accompanied with major highway improvements as the condition of the roads does not allow for safe cycling.

8. Youth Shelter

The Council noted the notes of the meeting held on the 9th January from page 435 of the Minutes.

Resolved 24/298 – That the Council undertake repairs to the existing shelter and that the shelter be monitored and teen provision including the teen shelter be considered as part of the play area refurbishment project.

It was agreed a discussion regarding CCTV and additional lighting needs to take place in the future, and that in the meantime the Clerk should contact the police and ask what CCTV system they recommend.

9. Chestnut Tree Wall

The Council noted the notes of the meeting held on the 11th January from page 437 of the Minutes. It was noted that measurements have been taken on the wall and its movement is being monitored. It was noted the CW&C tree officer had agreed to provide a method statement for possible works which widen and strengthen the base of the wall and also to replace the mortar with lime mortar which would be more suitable, this can be considered once it has been received.

10. Tarporley Visitor Economy

1) Businesses Meeting

It was noted a meeting with businesses had been scheduled for Tuesday the 13th February from 5.30pm where Councillors would give updates on The Tarporley Visitor Economy working group, the Arts Project and Village Website to encourage greater communication with and involvement by businesses.

It was agreed that invitation fliers need to be distributed as part of face-to-face conversations with businesses, the key points of this discussion would be identified and supplied to Councillors taking out the fliers. Key to this and the meeting discussion will be to identify the best way to communicate with the businesses moving forward.

2) Working Group Terms of Reference

The meeting reviewed the draft terms of reference and made some minor amendments. The document will now be considered at the first meeting of the working group.

Resolved 24/298 – That the working group be known as the Tarporley Economy Working Group.

11. Village Website

1) Village Website Update

It was reported the working group has met and has agreed to publish a first phase of information on the website by April in conjunction with Art Trail launch. It was noted that although the framework of the website is in place there is a large amount of work to be done to populate it with information and that the quality of the information and its presentation is paramount. It was agreed if the works cannot be done to a high enough standard for April the website will not go live.

2) Village Website Terms of reference

Comments to be agreed by email to the Deputy Clerk.

13. Arts Project Update

The Council noted the notes of the meeting held on the 11th January from page 438 of the Minutes noting the launch is scheduled from the weekend of the 13th April when all the pieces of art will installed by.

Resolved 24/299 – That the Council approve the painting of the first green box by Rachel Davies as proposed ready, if possible, for April.

Resolved 24/300 – That the Council earmark £5k to complete the arts projects including painting of the green boxes, Instar banner project and miscellaneous costs.

14. Precept & Budget 2024-2025

1) 2024-2025 Budget

Resolved 24/301 – That the Council agree the following budget for the 2024-2025 financial year:

Budget Headings 2024/2025(ex VAT)	2024 2025
OPEX:	
Salaries inc HMRC/NEST	30,000
Admin - Consumables	8,000
Neighbourhood Plan	
Election	2,000
Meeting Rooms	1,000
Storage Building	1,000
General (MISC) Maintenance	5,000
Garden areas & other village maint.	8,000
Play Area & Playing Field	10,000
Planters & Watering	3,000
Play area inspections and maintenance	5,000
Brook Rd OS&R Maintenance	15,000
Public Rights of Way	2,000
Events ex Christmas	4,000
Xmas Events - annual costs	9,000
Grants paid out ("S137")	5,000
Gritting Footpaths & Car Parks	3,000
Cemetery maint./running costs	8,000
CAPEX/Projects:	
Project/s TBC	10,000
Project/s - Poppy Lane Path	15,000
Arts S106 Project	2,000
	146,000

General Maintenance inc: tree/wall surveys, noticeboard install, powers supplies, new tree socket

Proposed Ring-Fenced Funding 2024-2025		
Assets Maintenance & Renewal Fund	30,000.00	£5K+
Brook Road Account	12,703.00	

CIL	6,444.69	
Civic Celebration	5,000.00	
Election	1,000.00	Total
Play Area Fundraising	100,000.00	155,147.69

Predicted Spend 2024-2025	146,000.00	
Ring Fenced Funding	155,148.00	
Contingency	50,000.00	
Revenue Reserves 2025-2026	10,000.00	Total
Forward Planning - Projects 2025-2026	10,000.00	371,148.00

Predicted Funding required 2024-2025	371,148.00	
Less predicted balance carried	229,615.00	
Less Funding Brook Road Account	12,703.00	
Less predicted Brook Road Income	5,000.00	
Less predicted Cemetery Income	4,000.00	Total
Less predicted Interest Income	2,000.00	
Less predicted VAT Rebate	6,530.00	111,300.00

2) 2024-2025 Precept

Resolved 24/302 – That the Council agree a precept of £103,380.00 for the 2024-2025 financial year, which is £63.40 per Band D Property an increase of £3.02. on last year.

19. Accounts & Payments

1) Accounts & Payments Third Quarter End

Resolved 24/303 – That the Council approve the third quarter end income and payments as on page 45 of the cash book.

EDF	Storeroom power	14.00
A. Wright	REIM: Card payment machine	46.80
A. Morris	REIM: Xmas & Various	135.99
P. Manby	REIM: Santa Suits	165.36
Willow Brook Reindeer	Reindeer hire - 2nd Payment	660.00
Dutton Traffic Management	Remembrance Closure	960.00
James Stocks	Brook Road shed brickwork	465.00
Beechwood Industries Ltd	Brook Road Grounds Maintenance	810.49
Talkabout Publishing	Tarp Talk	151.20
A. Wright	REIM: Ink & Paper	52.62
Tarporley British Legion	Poppy Wreath	100.00
Accounts Centre	Payroll - November	24.00
M. Ravenscroft	REIM: Plywood	35.00
PJ Hellmers	Poppy Lane, Reeds, Lychgate	1039.20
Northwich Town Council	Installation of Notice board	483.00
M. Ravenscroft	REIM: Fabric	36.66
NatWest	Bank Charge (Main Account)	12.95
PJ Hellmers	Gritting - November	468.00
Tarporley Community Centre	Room Hire - Nov	46.74
A. Morris	REIM: Zoom, Xmas Various	280.69
Northwich Town Council	Tree socket (St Helen's)	540.00
Gaskells	Cemetery & Brook Road Bins	208.03
PJ Hellmers	Cemetery Works	96.00

Northwich Town Council	Xmas Trees & Lights	6144.00
A. Wright	Salary - November inc. backpay	1336.35
A. Morris	Salary - November inc. backpay	1358.73
HMRC	Paye/Ni	500.53
Nest	Pension Contribution	269.11
Regency Timber Buildings	Final Storage Building Payment	9498.00
Dutton Traffic Management	Xmas Road Closure	1668.00
SLCC Cheshire	Events training (AM)	162.00
EDF	Store room power	14.00
NatWest	Bank Charge (Main Account)	18.20
NatWest	Bank Charge (Brook Road Account)	0.35

2) Accounts & Payments

Resolved 24/304 – That the Council approve the income and payments and bank reconciliation as on page 46 of the cash book, including the following payments:

HMRC	PAYE/Ni	154.77
A. Wright	Salary	1006.54
A. Morris	Salary	980.46
Beechwood Industries	Brook Road maintenance	810.49
Gaskells	Brook Rd & Cem Bins	160.88
Accounts Centre	Payroll - December	24.00
P J Hellmers Ltd	Gritting - December	696.00
Nest	Pension Contribution	180.36
L. Miller	REIM: Straw	5.80
Tarporley & District 41 Club	3x Small Xmas Trees	75.00
A. Wright	Reim: Google & Cloudnext	88.51
SLCC	Training - Market your Parish (AM)	36.00
A. Morris	REIM: Zoom & Xmas	165.47
Original Juice	Design Guide & Neighbourhood Plan Photos	300.00
SLCC	Clerk's Membership – AW – 50%	114.50
St Helen's PCC	Xmas Done Room Hire	80.00

3) Transfer of funds

Resolved 24/305 – That the Council establish an interest earning account with Lloyds.

Resolved 24/306 – That the Council approved the transfers of a £200 donation from the main to the Play area account, and a further £100,000 ringfenced funding once an interest account has been established with Lloyds.

4) Bin Collection Costs

Resolved 24/307 – That the Council agree to continue bin collections with Gaskell's noting the £0.20 cost per kilogram waste.

5) Internal auditor

Resolved 24/308 – That the Council contact last year's auditor to confirm he is happy to undertake the audit form 2023-2024.

16. Neighbourhood Plan Review & Design Guide

It was reported that work is continuing on the Neighbourhood Plan Review and the creation of the Design Guide which will replace the Village Design Statement. It was noted the working group which is open to all councillors is due to meet again on Monday 29th January.

17. D-Day Commemorations

It was noted that the 6th June this year will mark the 80th Anniversary of D-Day, it was agreed to raise the matter with Rotary to see if they would consider showing a suitable film.

18. Parish Meeting

The Council considered holding an Annual Parish Meeting, given the number of projects the Council is working on it was agreed not to proceed with a Parish meeting at this time.

Resolved 24/309 – That the Council move into Part B and ask all members of the press and public to leave the meeting.

19. Notice board

Resolved 24/310 – That the Council purchase a notice board at the cost of £2085 plus vat to match the one opposite the Fox Fir Tree with one locked door and 2 publicly accessible doors.

20. Defibrillator & Cabinet

Resolved 24/311 – That the Council purchase a defibrillator and cabinet from Community Health Beat Trust up to the value of £2860 plus vat after clarifying what the annual support package includes.

It was agreed to apply for funding towards this project from Cllr Hardy.

21. Poppy Lane Path

Resolved 23/312 – That the Council appoint Elite to widen and resurface the footpath from the High Street to where the path has been resurfaced subject to a site meeting and approval of CW&C Highways as a cost of £12,875 plus VAT.

It was agreed the Council would use the remaining Community Infrastructure Levy funding for this project.

22. Play Area & Field Lease

Lease had not been provided. Matter to be deferred to a future meeting. It was agreed however that the Council should seek quotes for maintenance of the Field.

The Clerk did not take part in the following discussion and left the meeting as she knows one of the companies quoting.

23. Grounds Maintenance

Resolved 23/312 – That the appointment be made subject to references.

The Clerk & Deputy Clerk did not take part in the following discussion and left the meeting.

24. Clerk's Appraisals & Salaries

Resolved 23/313 – That the Council agreed the following increased pay scales as published in November 2023, Deputy Clerk SCP 18, Clerk SCP21, to be backdated to the first January 2024.

Meeting closed: 9.35pm.

Signed:

Dated:

Ann Wright 23/01/2024

**Next Scheduled Parish Council Meeting
Monday 11th March 2024 - 7pm
School Room, Tarporley Chapel**

DRAFT

Tarporley Parish Council Minute Book
Committees, Working Groups and Other Meetings
Presented at the January 2024 Meeting

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**Notes of informal meeting regarding Brook Road Playing Fields Fees 2023-2024.
8th November 2023, held virtually via Zoom.**

Present:

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

Purpose of meeting: To discuss 2023-2024 Fees.

Licence

It was noted the licence has not been signed and needs to be signed asap for this Season. It needs to be updated to include this year's schedule and fees.

Fees

A spreadsheet had been created which compared last season and the new season, it highlighted that based on the agreed fees the Club should have paid approximated £1500 more for last season given the additional usage over the summer which has not been charged for.

Given the dates supplied for this season which end in April 2024 the hire rate will be £4300. It was noted the times provided do not include setting up time, and when matches start at 9am the pitches are being set up from 8.30am.

It was noted that regardless of actual usage the Council is unable to offer the pitch to any other users and TVJFC have surety that the pitches are available to them.

It was agreed to propose fees of £4300 applying the same hourly charge-out rate and discount as for 2022/3 season based on the schedule provided but highlight any extra usage, apart from rearranged matches due to waterlogged pitch will be invoiced at the discounted rate previously agreed.

It was also agreed that the licence is to be signed within 2 weeks of being issued.

Storage Building

It was confirmed the storage building is due to be completed during November and it is proposed to split it in the middle to provide storage for the Parish Council and the TVJFC.

It was agreed to offer TVJFC 50% of the building at rate of £10 per week.

It was agreed the best storage location for the metal goalposts would be with the existing ones noting the limited locations to store them.

Ann Wright
10 11 2023

Notes of Informal Playing Field Site Visit**20th November 2023.****Present:**

Linda Martin (TCC), Lisa Miller, Mark Ravenscroft, Tony Yeates (TCC), Ann Wright (Clerk).

Purpose of meeting: To familiarise Councillors with the Playing Field.Boundary

It was noted the lease will include all land up to the green metal fence on the boundary of the car park.

Youth shelter

It was discussed that the youth shelter was not included in the original lease, the proposal is to remove the shelter and relocate the shelter somewhere on the field. It was noted the police have requested the shelter is removed and not replaced anywhere.

Bench

It was agreed the bench can be installed on land next to the play area.

Tree & Hedge Works

It was noted that a tree survey had been done and that the Community Centre Trustees had undertaken all the necessary works however the Report included future works to other trees.

It was discussed that a number of trees works could be included as part of the play area project.

It was agreed the tree trees next to the cycle stands need to be reviewed as part of the play area and path works.

It was noted consideration needs to be given to the impact of the large willow on a neighbouring property on the proposed path.

It was noted that the steps are not part of the permissive path which runs to the bottom of the field.

It was noted that there are a number of dead and healthy trees which could be removed including by the kissing gate as well as the self-seeded trees along the bottom of the field adjacent to the footpath.

It was agreed to arrange a meeting with the arboriculturist who had undertaken the tree survey to discuss future tree works in the new year.

Accesses & Signage

It was noted that a number of adjacent properties have created gates in their fences onto the field, it was noted there had been no formal permissions granted for these accesses.

It was noted there are a number of signs which need to be updated once the lease has been agreed.

A gap has formed in the boundary with the Avenue which has caused some concern to the Trustees and residents. It was agreed this needs to be fence off in discussion with the property owner.

Wire fencing was identified which needs to be removed.

It was noted the picnic table bases require cleaning as they are very slippery, it was thought these will be removed when the works take place.

It was noted that a large gap has been created in the hedge at rear of properties at the end of Churchill Drive. The best way of dealing with this was discussed including the possibility

of removing the hedge and replanting it with something appropriate. It was noted that residents require access to the rear of the buildings to undertake maintenance.

Wildflower Area

It was noted that a wildflower area has been created and is in the process of being reseeded adjacent to Churchill Drive.

Tarmacked Area

A discussion took place about tidying the tarmacked area, squaring it off and resurfacing it.

Post along Footpath

It was noted the plan is to remove the unsightly concrete posts along the bottom of the footpath.

Hedge

It was agreed the Clerk would obtain quotes for cutting the hedge along Eaton Road back to the sandstone wall and to clear the pavement.

It was noted that the Trustees have not touched the edges to the rear of Bunbury Court.

Waste Area

It was discussed that the Parish Council was unlikely use the compost/waste area but the Trustees could still have access and get in cleared as they do now.

Ann Wright
21/11/2023

Christmas Planning Meeting**Monday 20th November at 6:30pm via zoom****Present:**

Tarporley Parish Council – Peter Tavernor, Nigel Taylor, Peter Manby, John Millington, Lisa Miller, Abbie Morris (Deputy Clerk), Gill Clough, Catherine Helm,

Updates and Actions

- Cap Santa fun run numbers at 300 (currently 216)
- Registration open at 930am for people to collect santa suits
- 5 marshals will be on registration
- Road closure reduced – 10am – 1230pm
- Car parking at High School – available from 9am til 3pm – cost £186 (Abbie to liaise)
- Flowers outside GBH – David Holmes to bring from allotment
- Email silver band re: road closure information and parking facilities
- Friday – working group meet to do as much as possible, before the event (Abbie to create a list)
- 8am Saturday morning to install gazebos – Niger, Peter T, John, Chris Helm, Andrew
- Comms – email to first 100 to confirm santa suits. Email to rest of runners.
- Comms – residents letter to be hand delivered this week (approx. 400)
- Comms – Targeted message to businesses with latest updates
- Comms – messages on Facebook
- Snowman – Lisa to ask if we can borrow
- First aid kit / box of stuff i.e. string, scissors etc – TPC gazebo

Abigail Morris
20th November 2023

Notes of Design Guide Meeting

5th December 2023 - conducted via Zoom.

Present:

Tarporley Parish Council: Gill Clough, Nigel Taylor, Ann Wright (Clerk).

Aecom: Ben Castell, Elliot Joddrell.

Purpose of meeting: To discuss the Design Guide.

It was noted that Design Guides generally take around 4 months to be completed and that the Tarporley document had been on-going for substantially longer due to the Council being so active. However, Aecom are under pressure to complete the document from Locality.

It was stated that the Council are 100% behind getting the document completed as soon as possible, as what is included in the Design Guide will impact the Neighbourhood Plan Review.

It was noted there is no set deadline for completion of the document but that there was a need for a clear understanding of how and when it will be completed. It was also noted that the allocated budget has been spent on the document, but that Aecom are committed to trying to get the document to an acceptable standard.

Design Guide or Design Code

A discussion took place regarding the difference between Codes and Guides, noting Codes read as being more mandatory. It was however noted that Design Codes in planning are guidance. It was discussed that the table used in the Tattenhall Design Code provides 'harder guidelines' than the Tarporley Checklist. The checklist appears to provide developers with too much flexibility.

It was agreed a table can be included which links codes/guides to the defined character areas.

It was noted that codes, in contrast to guides, should include a measurable dimension which developers can use to confirm if the code has been met or not, rather than this being down to judgment.

It was suggested the document needs to be a balance between guidelines and codes.

Checklist

It was explained the checklist is a series of prompts for developers and councillors to identify if various aspects have been considered in or by the planning application. It was suggested the term 'checklist' creates the impression that items need to be ticked off the list which isn't the intention.

It was agreed to try and identify items which are mandatory in the check list and to better explain the purpose of the list in the document.

It was noted that the template used for the document has been updated to meet accessibility standards, since Tattenhall's document had been agreed.

It was noted the Tattenhall document has far more photographs which are used to identify key features of buildings. Elliot confirmed he still has a large number of photographs which can be used. It was agreed there needs to be closer link between the text and photographs. It was agreed Elliot would revisit this.

(It was noted the photograph on page 46 is not from Tarporley).

Commercial Development

It was agreed a section needs to be added looking at commercial development.

It was agreed the Councillors would arrange for photographs to be taken and forwarded to Elliot of the business/commercial areas, including:

- Historic Centre – Hospital and businesses on Park Road.
- Modern Area – Nantwich Road and Birch Heath.
- Surrounding Landscape – Portal Business Park., and Rode St beyond the round about

Designated Area

It was noted the Clerk needs to confirm the designated area (page 8) of the Design Guide and for the Neighbourhood Plan.

Sustainability & Climate Change Section

It was noted this section has been added in and that the pictures in this section are 'precedent images' rather than of local examples.

It was noted the document is mainly aimed at new developments and are often written for areas which have land identified for development.

Glossary

It was agreed the working group would review the document and highlight any words (technical terms) which need to be defined in a note at the bottom of the relevant page.

Next Steps

1. Confirm designated area
2. Photograph commercial areas
3. Meeting of Parish Councillors to review document and make comments
4. Confirm key views.

Ann Wright
05/12/2023

Notes of Design Guide Meeting
12th December 2023 - conducted via Zoom.

Plus Additions

1. GC mail of 12.12 – word document on design Guide comments plus inc mail
2. NT original notes to Design document – removed and included here
3. GC mail of 9.12
4. GC mail of 14.12
5. GC mail of 15.12
6. NT meeting notes
7. NP Policies related to design
8. NP design text ref LCT and Landscape that had been removed from the NP

Present:

Tarporley Parish Council: Gill Clough, Peter Manby, Peter Tavernor, Nigel Taylor, Ann Wright (Clerk).

(Apologies - Catherine Helm)

Purpose of meeting: To Review Design Guide.

The meeting reviewed the Design Guide as supplied by Aecom and made comments which are recorded in these notes and annotated on the document, as such these notes should be read in conjunction with the annotated document.

Sections 3, 4 & 5

It was discussed that there was a lack of clarity regarding what was trying to be achieved by Sections 3, 4 and 5. It was agreed that Section 3 should identify the various features of the different landscape areas using photographs to illustrate what is being stated in the text.

It was agreed that the text needed strengthening.

It was agreed that there is duplication between Sections 3 and 4.

Review of Document

Clarification was still requested as to whether the document was a guide or code.

Note that the document talks about the parish throughout but because of boundary changes – this is not correct. We need to confirm the area of the Guidelines and the Neighbourhood Plan and decide what to call it. ... and suggest use capital letters for its name! The Neighbourhood Plan Area.

All maps should have a Directional designation ie North / South – only F32 has at this point
 All section breaks ie 01, 02 ETC – Please reduce size of green circles on all pages as losing visibility of housing background

The original Tarporley village design Statement provides valuable historic context to the historic village and Rural Landscape and some of this should be recaptured in the relevant parts of the design document under sections 02 Neighbourhood context and 03 Identity and Character

Page 3 – Contents

4. Design guidance missing ie 4.6 - Sustainability and climate change
 Checklist has no detail and is on p47

Page 5 – Introduction

Correction – “The village of Tarporley in Cheshire West and Chester has established a Neighbourhood Plan Steering Group (NPSG) in order to shape and influence development within its area.”

Requires inclusion of iconic images of Tarporley e.g. Swan, High Street.

It was agreed that new photographs need to be taken which highlight characteristics of the various character areas, it was agreed to make a list of various features to provide the photographer with a starting point.

Page 6

Ref 1.2 - Provide explanation as to who conducted the site visit ie assume Aecom as part of brief?

It was agreed as the visit was dated - new photographs should also be dated.

Page 7

Correction “One way this document can be used is as part of any consultation and engagement on new development with potential users (see Table) ~~community groups~~ that aims to address”

Page 8

E1.4 Study area needs to align with NP revision area designation and so needs a recheck. An explanation is required of the area of the Design Guideline and Neighbourhood Plan being included.

Correction – “The Neighbourhood Plan area comprises the village of Tarporley and its surrounding rural context. The built-up area of Tarporley is essentially a linear development based along the historic High Street. In order to influence the design of future development housing around the main settlement area, this document will predominantly be focussed on the extent of the village and its more immediate surroundings. However, it is important to note that although the built-up area is a crucial part of the document, it is only a small part of the Neighbourhood plan area which is mainly dominated by open countryside.”

Page 9

It was noted the section title pages need to be amended to have a smaller circle and a more substantive photograph.

Page 10

Correction – “The photographs ~~on the opposite page~~ are a small selection”

Correction – “The location of these buildings is illustrated ~~on the adjacent plan~~ in Fig 11 and Fig 30”

Figure 7 – Historic map is such small scale it provides no important information and if included, it should be full page scale. It is important to ensure that key historic photos are included such as photographs of The Swan, the milestone, Old Fire Station or St Helens.

Page 11

Figure 11 – map incorrect with modern routes missing and driveways highlighted as routes. Gill Clough to provide information on errors on the map.

It was discussed that roads into cul-de-sacs are not modern routes but are roadways into developments.

Page 12

Correction - delete ~~"The surrounding landscape is predominantly open farmland with hedgerow and tree bound fields. There are also a small number of wooded areas within the parish boundary.~~

~~Tarporley is situated on low ground on the Cheshire Plain which is a flat agricultural landscape.~~

And replace with "Tarporley's Design Guideline area sits across the edge of the Cheshire Plain and sandstone ridge in a landscape of open farmland with hedgerow and tree bound fields. The farmland is characterised by a pattern of small fields, many with ponds, ditches and in-field trees. The loss of the numerous field ponds would have a devastating impact on the area's biodiversity.

The fields are used for growing crops, set to grassland or for keeping livestock or horses, with a limited use of fields for solar panels.

Another characteristic feature is the Cheshire Railings found at the junction of some of the lanes. (See fig below – *to be provided* - which has 4 corners with Cheshire railings which is quite rare)

Within the Parish boundary there are a small number of wooded areas and 2 brooks, Wettenhall

Brook and Waterless Brook, but no rivers or streams.

Tarporley village is halfway along the Sandstone Trail, a 55 kilometre long distance walkers path which runs from north to central Cheshire. The Cheshire Sandstone Ridge along which the trail runs, has been shortlisted for Area of Outstanding Natural Beauty (AONB) designation"

Please note that text has been removed from NP as it was considered to be in the design code and is detailed under page 33 – 3.7 - please add in as appropriate text – also may be included in 3.7

Page 13

Requires definition of what is grey area

Requires definition of "LCA"

Requires orientation arrow.

Page 14

Correction – "Tarporley is situated to the east of the A49 which is the main route between Whitchurch and Warrington. It is an extended linear village which has formed along its historic High Street from which roads have developed off as the village has grown over time."

Correction – " The streets in the parish comprise predominantly of historic country lanes and modern cul-de-sac access streets to small group of houses and estates.

Delete this paragraph "~~High Street is the historic centre of the village and is where the majority of the historic buildings in the village can be found~~"

Photographs of poor visual impact as far too much road and not enough buildings

Correction – "**Walking routes from housing to High Street and the schools are an important aspect of the village.** The surrounding area is well connected with public right of way routes providing traffic free footpaths to explore the surrounding landscape. In addition, the Sandstone Trail long distance footpaths runs through the parish"

Section makes no mention of various permitted paths in and around Tarporley e.g path across Community centre field, around Portal golf course), alleyways and paths (e.g. between Oaktree Close and Park Rd) and public rights of way (PROWs) which connect the village.

Page 15

Number of PROWs missing including path from Torr Rise around the allotments to Oathills Drive with some routes missing which are on other maps.

There are 11 errors in Access Routes

Page 16

Correction – "There are several public houses **and restaurants** in the centre of the village. The village has a primary and secondary school, a pharmacy, ~~and~~ health centre, **dentists as well as other health care providers**. High Street also includes a Post Office, Co-op food store, Spar and petrol station, cafés, hair salons, home furnishing and clothing **amongst others**." It was noted that there is no mention of open spaces despite the section being 'Village and Open Space Structure'.

Page 17

Ref F22 Village and Open Space Structure, not all open space and recreation areas are marked. Open space within estates is an important design feature for the village as are footpath and alleyway links to High Street and the schools.

- Missing are
Include and label Brook Road playing field.
- Oswald's Way
- Burton Square,
- Lime Close
- Woodland between Forest Rd and Park Rd.
- Daffodil Lane
- Wood to the Done Room
- St Helens church yard and PC cemetery
- Baptist and Methodist Chapel graveyard
- At Nantwich rd /Hazlehurst Way.
- Woodland near The Greenwood.
- Bowling green
- Tennis club

Remove label on public houses, as why include these but not other hospitality businesses such as bars/ restaurants.

It was noted the text does not connect with the map as text missing any open space content

Page 18

Correction - On the adjacent plan F25, the following 1 hectare...."

Correction – "10. Oswalds Way Heatherways - 23dph

There seems to be no sequence or pattern to the numbering, adjust to follow positioning on map ie north to south or density.

Plan 5.25 is not adjacent.

Photographs should focus on the density/developments not a picture of mainly roadways

Page 19

Zoom into built up area to provide clearer information, open countryside not necessary.

Map does not include orientation arrow.

Page 20

Correction – "The flat and slightly slightly undulating landscape character surrounding Tarporley have has resulted in several view points where the"

2nd paragraph the chestnut tree is one of the key features of the village including the sympathetic development around it.

It was noted many of the photographs show a large number of for sale signs, this needs to be avoided.

Section needs to be rewritten ... unique High Street with views connecting it to the Countryside.

Page 21

Listed building triangle can't be seen under 2 view spot and View 1 is in the wrong place

It was noted only 2 key views are listed; this is because the working group needs to confirm the key views to be retained from the Neighbourhood Plan.

PROWs not consistent with other maps.- 3 footpaths missing and Heath Green Road is shown as a public right of way here but not in F 17 ??

Page 24

The map requires a key to the numbers on it

Page 25

Figure 34 shows a new modern house built on High Street, while text discussed the historic.

Define 'band coursing' last paragraph.

Require examples of text in the photographs.

Correction – "Residential buildings are mixed with shops, pubs and other special buildings and local businesses, including St Helens Church, The Swan, and The Rising Sun.

Page 26

Table 2 in Tattenhall design code had

- Building Materials and Detailing
- Set backs and Gardens
- Parking
- Boundary Treatments
- Building Heights and roof types
- Streets and Public Realm

Explain different / limited scope for Tarporley please

Correction – “Brick walls, hedgerows and railings as well as building frontages up against the footway and no set back **and no open plan gardens**”

Correction – “Side ~~streets~~ **streets** such as Forest Road and Park Lane are narrow”

Correction – “Dwellings, pubs and shops and other businesses are predominant. There is a mix of terraced semi-detached and detached buildings, **and the majority are small dwellings, with no or small front gardens.**”

Page 27

Surely this guideline – 3.3 needs to be in section 4 as section 3 should just be the character and features as is Tattenhall one and more detail required

Insert sentence ‘These are the typical characteristics of the historic character area for guidelines see page?’.

It was noted the checklist does not reflect these guidelines.

Please note that a Policy TEH5 related to Protecting heritage assets has been included in the NP but should be reflected in the design Guide. This is detailed below so that this needs to be reflected in the appropriate guidelines

Policy TEH5 – Protecting Heritage Assets

Designated and non-designated heritage assets enhance local distinctiveness and should be preserved in a manner appropriate to their significance. Development should seek to protect and, where possible enhance, both designated and non-designated heritage assets and historic landscape character and put in place measures to avoid or minimise impact or mitigate damage.

Page 28

Correction – “The larger scale of developments that have occurred in these areas **are** is apparent...”

Correction – “~~This~~ **The** Character Area has a material palette of red brick....”

Correction – “Some cul-de-sac developments **such as Warren Way or Furber Close** ~~Oakdene Way~~ have narrower carriageways and no paving.” Photographs do not reflect text - better to include photographs of Furber Close or Warren Way

Correction – delete “~~Other uses in these areas include Tarporley High School and Library, as well as small areas of commercial development~~” and add “**There are a few developments with rows of bungalows such as on Greenland Close, Warren Way and part of Oathills Drive. There are no high-rise buildings (above 2 ½ storey) or blocks of flats. Several of the newest developments have streets which are not adopted by the local authority and are run by management companies such as Oswalds Way, Poppy Lane and Daffodil Lane.**”

Delete and move to commercial development section “Other uses in these areas include Tarporley High School and Library, as well as small areas of commercial development”

Improve photographs on the page as again a picture of mainly roadways

Page 29

Correction – “Modern areas of residential development comprising housing estates and cul-de-sacs as well as small areas of commercial development ~~and~~”.

Correction – “Brick walls, hedgerows, iron ~~and wooden~~ fences, and open ~~plan frontages~~ ~~front boundaries~~”

Correction – “Buildings are typically detached and semi-detached dwellings, ~~bungalows not multistorey flats or developments~~”

Number of typographical errors see annotated document.

Page 30

Surely this guideline – 3.5 needs to be in section 4 as section 3 should just be the character and features as is Tattenhall one and more detail required

This should include landscape guidelines such as the addition of trees etc

Where does this picture information come from? Surely should also provide details on windows and doors and other features.?

Please note that Policies TH1, TEH1, TEH2 & TEH4 related to new developments has been included in the NP but should be reflected in the design Guide. These are detailed below so that they need to be reflected in the appropriate guidelines

Policy TH1 – Meeting Local Housing Needs

New housing will be supported in Tarporley where it contributes to a suitable mix of house sizes, types and tenures in order to support a sustainable and mixed community.

In particular, housing will be encouraged which provides 1-3 bedroom units, accommodation which meets the needs of older residents and those with mobility impairments, such as bungalows.

Proposals for Self-Build housing projects will be encouraged.

Policy TEH1 – Protecting Rural Landscape Character

The design and layout of new developments should respect local character. They should demonstrate, where appropriate, how they have incorporated the relevant design guidelines set out in the Landscape Character Guidelines in Section 4.2 of the Tarporley Neighbourhood Plan Design Guide document which is re-produced in Appendix 8.

Development adjoining open countryside should provide a sympathetic and soft transition to the built-up area. Landscaping schemes should enhance and link to local wildlife corridors (including the Green Roadways and Corridors identified on Map 5) and habitats to support Biodiversity Net Gain (BNG).

New development should include the following, where appropriate:

1. The location and setting of tree planting should be designed to conserve and enhance local character and native tree species should be used.
2. Existing mature and juvenile trees should be retained and protected on development sites. Where a tree is deemed diseased or unsafe by a tree specialist, a suitable replacement native tree must be planted.

3. Development proposals should protect and enhance the 'Green Roadways and Corridors' or shelter belts of trees and shrubs within the village where they adjoin or lie within development sites.
4. Existing hedgerows must be retained, and opportunities should be taken to enhance them, especially where they are on the side of roads. Sections of hedgerows should only be removed exceptionally, for example where this is required for public road and footpath access to development sites. In such cases equivalent planting of new hedgerows will be expected as part of landscaping schemes. Any damaged hedgerows must be replanted with native hedgerow species.
5. All new hedgerows will be expected to use locally appropriate native species where they are used in boundary treatments around and within new developments.
6. Existing sandstone walls, including those which are part of hedgerows, must be retained and if required, repaired using traditional local materials.
7. Within the Conservation Area, boundary features should be in keeping with the existing character of the immediate area. This includes conservation of existing or inclusion of new red sandstone or red brick walling with stone coping stones and black and white railings ("Cheshire railings"). Suburban style garden boundaries will be resisted.
8. Existing water courses and wetland features such as ponds should be retained to enhance local biodiversity.

Wherever possible Biodiversity Net Gain (BNG) should be provided on site as part of landscaping schemes, unless evidence is presented to demonstrate that an off-site proposal would be a more beneficial solution, in which case off-site contributions will be sought within the Tarporley neighbourhood area

Policy TEH2 – Views

New buildings should not obscure or detract from public views to local landmarks and the surrounding countryside. The Key Views are shown on Map 6.

These Key Views all make an important contribution towards local visual amenity and the neighbourhood area's landscape character. Any development on sites which sit within or would be visible in these views should be designed to have a minimal visual impact. Size, scale, use of materials, on-site landscaping and use of natural screening should ensure that the development nestles within the settlement and is not unduly prominent.

Development proposals which impact on one or more of the Key Views should be accompanied by a landscape and visual impact assessment.

Policy TEH4 – Design

New development and conversions of existing buildings should have regard to the design guidelines set out in the Tarporley Neighbourhood Plan Design Guide (provided in Appendix 8). These include the design guidelines for the relevant character area of Historic Tarporley, Modern Settlement and Rural Landscape and the Settlement Guidelines, New Building Guidelines, Street Furniture Guidelines and Highway and Access Guidelines.

New residential development will be expected to:

1. Demonstrate high quality design. The design of dwellings should not necessarily be limited to traditional house styles and innovative, contemporary designs may be appropriate provided that the context is respected. Contemporary designs should use local cues including locally appropriate and traditional materials.
2. Limit the height of dwellings away from the High Street to 2 storeys (Check with Design Code).
3. Incorporate sustainable designs and technologies which respond to the challenges of climate change and increased frequency of extreme weather events. This includes:
4. Conserving water through domestic water efficiency measures, grey water recycling, and installation of water butts and suitable planting schemes to provide resilience during prolonged dry spells.
 - a. Use of sustainable drainage (SUDS) where appropriate, incorporating permeable surfacing into driveways and landscaping schemes and using green roofs to minimise run off during intense rainfall events;
 - b. Minimising energy consumption through orientation and design, and maximising thermal efficiency of buildings.
 - c. Using low or zero carbon energy technologies.
5. All schemes should be sited and designed sensitively to ensure they do not adversely affect the character and appearance of the historic environment in the Conservation Area.
6. Away from the High Street, dwellings should have front gardens.
7. Where houses are built in terraces, and in properties with no side access to the rear, external through access should be provided to allow occupiers to move their recycling and household waste bins to the front of their dwellings.

Page 31

Correction – “Historic routes run through the area, such as, Nantwich Road, Rode Street, Birch Heath Road and Eaton Lane. A **tree lined** modern bypass (A49) also runs through the area. The landscape gently undulates and fields are bound with hedgerows and trees **and includes ponds, ditches as well as field trees.**”

Page 32

Correction under streets – “These lanes are often narrow and are bound with hedgerows and trees, **frequently with no pavements and some have grass verges.**”

Figure 48 Rode Street not Nantwich Road.

Streets should be referred to as Lanes which frequently do not have pavements but can have wide verges.

Page 33

Surely this guideline – 3.7 needs to be in section 4 as section 3 should just be the character and features as is Tattenhall one and more detail required

Propose additional section on Commercial Developments as in Tattenhall code
Industrial areas include:

Historic – Hospital, businesses on park road, Post Office high street

Modern – Nantwich Rd business park, Birch Heath business park, BT Building, Community Centre

Landscape – Portal Business park, Rode street businesses.

Please note that this text has been removed from NP as it was considered to be in the design code and is detailed below - please add in as appropriate text – also may be included in 2.2

‘Overall Landscape Management Strategy for LCA 2c: Eddisbury Sandstone Ridge

The overall management strategy for this landscape should be to conserve the strong, prominent and simple skyline and panoramic views from the ridge, and to restore and link former heathland sites.

Local Landscape Management Guidelines include to:

- support the vision to create a well-wooded landscape whilst preserving ecologically important habitats, ensuring no detriment to historic assets and maintaining panoramic views from the ridgeline
- maintain an intact hedgerow network
- maintain sandstone outcrops as features of the landscape
- encourage restoration of sandstone boundary walls alongside these lanes
- maintain field ponds and glacial meltwater channels as features of the landscape and
- conserve existing panoramic views, for example views of the medieval castle at Beeston from the edge of Tarporley

‘Overall Landscape Management Strategy for LCA 3a: Helsby to Tarporley Sandstone Fringe

The overall management strategy for this landscape should be to **conserve** and **enhance** the pastoral character, strong field pattern and views to and from the Sandstone Ridge and the Cheshire Plain West.

Local Landscape Management Guidelines include to:

- maintain an intact hedgerow network
- conserve ancient field patterns and repair sandstone walls
- conserve field ponds, brooks and streams
- seek opportunities to extend woodland and restore and create orchards
- conserve views to the east to the adjacent Sandstone Ridge

Overall Landscape Management Strategy for LCA 5c: Eaton, Marton & Over

The overall management strategy for this landscape should be to conserve the rural, pastoral character of the landscape and to enhance the grassland, hedgerow and woodland network.

Local Landscape Management Guidelines include to:

- maintain an intact hedgerow network and consider opportunities to replace hedgerows
- conserve and manage remaining field ponds, pools and ditches
- support plans to enhance woodland cover.'

Design Guidance

Page 35

Design Guidance - significant difference between that of Tattenhall - Design codes which has comprehensive comments against 6 codes and a table and Tarporley which is just a list of guidelines. Please explain

Sustainability and climate change missing from themes list

01 should have " or " at end as 02

Page 36

These Landscape Character Guideline are an exact 'cut and paste' from the original village design statement of 2001 relating the historic part of the village not the area as a whole and has not been refreshed

It does not connect to the Checklist.

Figure 49 – illustrates a characteristic rather than a guideline.

Page 37

These Settlement Guideline are an exact 'cut and paste' from the original village design statement of 2001 relating the historic part of the village not the area as a whole and has not been refreshed.

ref comment on " existing policy boundary - is this settlement or parish – assume settlement as need to be clear

Page 38

These Building Guideline are an exact 'cut and paste' from the original village design statement of 2001 relating the historic part of the village not the area as a whole and has not been refreshed

It was noted this page is based on the Village Design Statement however that only looked at the historic area the section needs to be developed to cover all the character areas. This wording should be reviewed.

Correction – "Terraced cottages or mews type houses ~~are most~~ **remain** ~~to be in the~~ **are most appropriate to in the historic area of Tarporley"**

Ref bullet - "Buildings constructed hard onto the pavement or with a minimal front garden would pick up existing features of the village" and ref fig 57 seems a very odd recommendation?

It was agreed that perhaps a simple table showing guidelines for each area should be included.

Page 40

These Steet Furniture Guideline are an exact 'cut and paste' from the original village design statement of 2001 relating the historic part of the village not the area as a whole and has not been refreshed

Page 41

These Highway and Access Guideline are an exact 'cut and paste' from the original village design statement of 2001 relating the historic part of the village not the area as a whole and has not been refreshed

Correction – "Good and safe access for ~~pedestrian and~~ pedestrian and cyclists must be"

Ref bullet – "Additional off-street parking may be required but encouragement of a more sustainable approach to car use by local people should be adopted" - Please advise how it is suggested we encourage a more sustainable approach to car use can be done when there is only one bus an hour that comes through??

Please note that Policy TIFC4 and TIFC5 related to transportation have been included in the NP but should be reflected in the design Guide. These are detailed below so that they need to be reflected in the appropriate guidelines

Policy TIFC 4 – Village Car Parking

All new car parking areas should include electric vehicle and cycle charging points and provide suitable and secure facilities for cycle parking.

Policy TIFC5 – Transportation and Accessibility

As part of long-term measures to help reduce reliance on cars and to promote active and more sustainable travel alternatives, developments should, where possible include the following:

1. The creation of new footpaths and cycle routes from the development that link to existing footpaths, roadways and/or the village centre.
2. Safe walking and cycling routes with suitable hard surface materials, designed to provide easy access to bus stops, schools, shops and the services in the village centre. Paths should be of a standard suitable for mobility scooters buggies and wheelchairs.
3. Links to existing public rights of way that extend out of the development into the surrounding countryside toward the existing public rights of way network and into open fields with new paths.
4. Cycle racks and electric vehicle and cycle charging points along the High Street.

Page 42-45

This is cut and paste from Tattenhall code with same pictures and text with no Tarporley notes

It is noted that these are not Tarporley pictures but "precedent images"

Page 43

Correction – "The orientation of buildings and roof pitches should incorporate passive solar design principles and allow for efficient solar energy collection. One of the main glazed

elevations of future buildings should therefore keep within 30° of south, when in keeping with the topography and clustering of existing buildings. Where it would be inappropriate for the main glazed elevation to be facing south or within 30 degrees of the this for the reason outlined above, every attempt should be made to design the roof so that is of this alignment to allow for the fitting of solar panels. This applies to all future development whether solar panels are proposed or not to allow for retrospective implementation”.

The above highlighted section does not make sense and is confusing.

Page 46

The Photo on the introduction is not in Tarporley

Page 47

This checklist seems to be generic and does not seem to have picked up a number of items in the preceding guidelines. It is also not clear if these checklists are only suggestions and recommendations without any definitive 'must do' as indicated in some of the guidelines. Felt it needed stronger wording including 'should' and 'must'.

Page 48

In section 3. the following two bullets seem to overlap

- Does the proposal maintain or enhance any identified views or views in general?
- How does the proposal impact on existing views that are important to the area and how are these views incorporated in the design?

In section 3. the following bullets seem to overlap and indicate new space could be optional versus guideline 4.3 bullet 5 indicates ' must include'?

- Is there adequate amenity space for the development?
- Does the new development respect and enhance existing amenity space?
- Have opportunities for enhancing existing amenity spaces been explored?
- Will any communal amenity space be created? If so, how this will be used by the new owners and how will it be managed?

Page 49

In section 4, the following bullets would appear to relate to green space ie section 3 not section 4

- Does the proposal affect or change the setting of a listed building or listed landscape?
- Is the landscaping to be hard or soft?

In section 4, the bullet below mean as it is unclear

- What is the arrival point and how is it designed?

In section 4, this bullet below seems to contradict the guidelines in 4.5 page 41

- Does the proposal maintain or enhance the existing gaps between settlements?
- 4.5 – “No development should take place that would require new access points destroying the important streetscenes”.

In section 5 – terms 'villagescape' and 'streetscape' - do we need a glossary with these rarely used terms?

Page 52

In section 10 – the bullet below indicates Electric vehicle charging points are considered optional for car parking?

- Can electric vehicle charging points be provided?

Next Steps

It was agreed there needs to be a further discussion regarding Sections 4 and 5.

It was agreed that Section 3 should focus on the features/characteristics of each character area, historic, modern and rural and the business and commercial development which should be dealt with as a separate character area.

Section 4 should focus the Design Guides/Codes including the tables for each of the above. If the guides/codes are strong enough the checklist could be removed or could be left as a generic checklist for all areas.

Views

Clerk to circulate list of views to working group for comment.

Ann Wright
14/12/2023

Additions 16/12/2023

Notes from Village Website Meeting

Wednesday 13th December at 6:30pm via zoom

Present:

Tarporley Parish Council – David Holmes, Abigail Morris (Deputy Clerk)

Public Chris Helm, Eveleigh Moore Dutton

Apologies

Cllr Andrew Wallace, Cllr Nigel Taylor, Cllr Mark Ravenscroft, Cllr Charlotte Hodgkinson

Terms of Reference

A Terms of Reference and Scoping document need to be created for the working group that will be circulated to the Parish Council at its next meeting for its consideration and approval.

Action – AM to create draft TOR and circulate to working group for comment.

Action – To ensure the village website is an agenda item at the next Parish Council meeting.

Assignment of roles

Initial discussions suggest that specific roles will be set for working group members. Some members will be ‘editors’ and will largely produce the content for the website. Other members will be ‘administrators’ and will upload the content onto the website. There may be some members who will do both roles if required.

It was suggested that we need an independent / external adjudicator who may not be part of the working group, but they review the content on the website before it goes live. This will need to be discussed in more detail at the next working group meeting.

Website Structure

A draft copy of the website structure has been circulated. It was suggested that an initial phase of web pages need to be created in order to get the website ‘live’;

Action – Chris to work on what webpages should be included in the first phase.

Business Directory

To help promote local businesses in Tarporley, a business directory will be created. The key information will be

Business name

Address

Website or social media link

Social media link

Members of the working group will need to liaise with the local businesses to ensure that all businesses can list their details on the website.

Publicity and marketing

It was suggested that the website is launched as part of the Public Art Project in April. This would be a good way to promote the website and the project all at the same time. If this is the case, this will mean that work will need to start on creating the website as soon as possible to make sure it can go ‘live’ in April.

Action – to confirm date for launch of website

Next steps

Next working group meeting to take place the week of the 15th January.

Agenda item at the next Parish Council meeting.

Liaise with businesses regarding business directory

Abigail Morris - 20 December 2023

**Notes of informal meeting to discuss youth shelter
9th January 2024.**

Present:

Cheshire Police: PCSO Jorge Ferreira.

Cheshire West & Chester: Chris Doyle, Claire Rees.

Tarporley Parish Council: Gill Clough, Catherine Helm, Lisa Miller, Peter Manby, Abbie Morris (Deputy Clerk), Ann Wright (Clerk).

Purpose of meeting: To discuss possible youth shelter.

It was confirmed the Council is looking to refurbish the play area at the rear of the Community Centre including possibly relocating the youth shelter onto the field itself.

It was noted the youth shelter requires some work.

PCSO Gilchrest asked the Council to remove the youth shelter due to anti-social behaviour and had also stated it should not be relocated elsewhere. Councillors were concerned that removing the shelter would just move the problem to other parts of the village rather than addressing it.

PCSO Ferreira confirmed there had been anti-social behaviour (ASB) during summer and autumn 2023 and that some of the ASB had resulted in substance abuse and offences being committed including vandalism of the Community Centre and vehicles. The police therefore treated the area as an ASB hotspots

Chris Doyle, community antisocial behaviour officer in the ASB Unit, stated that young people have a right to have somewhere to go. He stated that removing the shelter will not stop ASB and that consideration needs to be given to a range of factors including the location, victims, perpetrators. He stressed the shelter is a 'teen shelter' and that teenagers will act like teenagers in it and push the boundaries.

It was noted the new play area will need to serve pre-school children to teenagers.

It was noted the shelter is behind the Community Centre so is visible from the car park but does not have natural surveillance from the High Street. It is positioned next to the toddlers/young children's play area. It was confirmed that 90% of the play area areas in CW&C have been designed like this placing teen next to toddler equipment.

It was noted that the teenagers can be hostile and intimidating even to adults as well as children and teenagers.

PCSO Ferreira confirmed it has been quiet in the last month resulting from the actions taken including work with teenagers and their families. He asked the Councillors to consider what the purpose of the shelter is. Noting that it has a bad reputation, and some users prevent other people using it. He also asked if it is worth retaining.

It was agreed there needs to be a coordinator response to anti-social behaviour with the police working with the community anti-social behaviour team and the youth service detached team, and that this needs to be in place ready for when the weather improves.

Chris Doyle explained that rather than just sending out letters he will look into the young people's backgrounds so he can liaise with teams who may already be working with the person.

It was noted that there used to be a youth club in Tarporley with a youth worker provided by CW&C.

Cllr Clough noted during the time she has been a councillor there has only been 2 periods where there have been issues with the Youth Shelter the majority of the time it is used by young people properly.

It was asked how Councillors can meet and speak to your people without being antagonistic. It was suggested that councillors go out with PC Gilchrest or PCSO Ferreira to visit the youth shelter and other areas.

It was agreed Chris Doyle and Colin Marples (Designing Out Crime Officer) would undertake a site visit and assess possible locations for the shelter.

It was stated that good lighting is better than CCTV and the Council should consider how to refurbish and light the shelter better. The Council then needs to manage and monitor the shelter and use this evidence when designing and consulting on the new play area.

It was agreed the Council should look at cutting back and possibly removing some of the trees around the Youth Shelter.

It was noted that anti-social behaviour should be reported to the police via 101.

Chris Doyle agreed to attend a future Council meeting to give a 'Bridge the gap' presentation.

PCSO Ferreira stated he would be more than happy to get involved with any programmes/projects to work with young people in Tarporley.

Next Steps:

- Clerk to circulate notes.
- Chris Doyle & Colin Marples to undertake site visit
- Clerk to forward initial play area designs to Chris Doyle & Claire Rees
- Organise Councillor Police combined visits to your shelter
- Councillors to consider future of Youth Shelter at January meeting.

Ann Wright
09/01/2024

Chestnut Tree Meeting
Thursday 11th January 2024

Present:

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

CW&C – Taylor Davies - Conservation Team, Dr James Dixon - Built Environment Officer,
Ruth Tothill - Senior Tree Officer.

Purpose of Meeting: to discuss issues with sandstone wall around Chestnut Tree.

The meeting took place at the Chestnut Tree on the High Street Tarporley, to discuss how repairs can be carried out to the wall.

- It was noted dismantling the wall should be the last resort as the roots of the tree will be packed up against the wall particularly given the limited space the roots have. Exposure of the roots is likely to lead to them dying off.
- It was discussed that the area is too large to have a steel band around it and as the tree growth is incremental it would stretch.
- It was suggested that anchor brackets could be installed and tightened. Dr Dixon agreed to provide details of a system used on Church Street, Malpas.
- It was discussed that the wall has been measured and is being monitored and it does not appear to be moving quickly and at imminent risk of collapsing.
- It was also noted that the tree is not undergoing a period of rapid growth.
- It was suggested that the bottom stone could be removed, and a plinth installed to widen the base of the wall.
- It was agreed it would be beneficial to repoint the whole wall with lime mortar which is breathable and will not retain the moisture.
- It was confirmed the wall has been measured and photographed to monitor any movement. It was suggested that if works are undertaken on wall contractors could install telltales.

Uplighting of Tree

- It was agreed uplighting and wiring would need to be surface mounted to prevent damage to the tree using armoured cable.
- If cabling is covered it should not be more than 100mm deep as this will impact the tree roots which are near the existing ground levels.
- Ruth Tothill agreed to provide additional information/method statements.

All were thanked for attending the meeting.

Ann Wright
12/01/2024

Notes of S106 Arts Project Update 11th January 2024

Present: Gill Clough Catherine Helm David Holmes
Peter Tavernor Nigel Taylor Ann Wright (Clerk)

Mark Ravenscroft

Purpose of Meeting: To obtain an update on the Arts Project & Launch

The following ideas were discussed:

- It was noted the following pieces of art require installing:
 - Waymarker – Northwich are due to install this and are managing the required paperwork with CW&C.
 - Mosaic – in storage in Tarporley.
 - Fox Trot
 - Willow Foxes
- It was agreed the bracket for the mosaic which weighs 20Kg should be tested before installation (MR to investigate this).
- It was agreed the Clerk would obtain an update on the willow foxes.
- It was discussed whether the way marker is flat or triangular and if triangular how would the images cross the panels.
- It was agreed the installation of the waymarker needs to be supervised to check the arrow is pointing in the right direction.
- The Group noted the proposed Instar workshops to make banners to fit on unused brackets.
- It was confirmed that permission had been granted to paint a number of the Green Openreach Boxes and it was agreed to try and get the one by the petrol station exit completed for the trail launch and look to paint the others afterwards.
- It was asked if the plaques proposed will incur an additional cost or are part of the original quote. It was agreed councillors need to see an example of them and we need to be able to get matching ones for the willow foxes and future pieces of art.
- It was agreed CH and MR would review the number of useable empty brackets and also locations for plaques. It was agreed to identify 3 or 4 brackets to use plus have floor standing banners produced.
- It was agreed to prepare an update for Council including future costings.
- It was noted the following items will make up part of the launch:
 - Wooden Foxes display – need to discuss with Rachel how to display these together in the woodland or along the High Street as a trail. (MR)
 - Origami displays
 - Instar Nature Trail
- It was agreed a flier needs to be created for the launch which can be used in the future to promote the trail including a map (possibly 3-fold).
- It was agreed to circulate a newsletter in advance of the lunch with the map on the reverse.
- It was suggested the bay dedicated to the project in the new notice board should 1/3 picture and 2/3 story of the trail.
- It was agreed to ask Instar and Cathy Newberry to provide a marketing plan for the launch focused on promoting outside Tarporley.
- It was agreed installation of the remaining pieces of art should take place early March.
- Next Meeting – to include Rachel Davies & Instar.

Ann Wright
15 01 2024

Tarporley Parish Council
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