

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

Notes Included:

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Christmas Meeting via Zoom 20 May 2024.	
Christmas Working Group 18 th June 2024.	
Notes of Neighbourhood Plan Meeting via Zoom. 24 th June 2024.	

Christmas Meeting via zoom

Monday 20th May at 630pm

Present:

Tarporley Parish Council – Andrew Wallace, Peter Tavernor, Gill Clough, Lisa Miller, Catherine Helm, John Millington, Nigel Taylor, Charlotte Hodgkinson, Ann Wright (Clerk), Abigail Morris (Deputy Clerk)

Apologies – Peter Manby, Mark Ravenscroft

Review Business Christmas proposal

Tarporley Parish Council received a proposal from Tarporley Independent group with a list of proposals for Christmas 2024. After discussion of all the points, it was suggested that a draft itinerary from the Parish Council would be

Sunday 8th December

930am	Set up of High Street (gazebos, Christmas trail, Done room etc)
12pm	Road Closure – Burton Square to The Avenue (45 minutes in total)
12pm	Christmas trail and Santa letters postbox open throughout the event
12:15pm	Family Fun Run – Samba band during run?
12:45pm	Road closure reduced to Park Road both ends if applicable
13:00pm	Blessing of the crib with Silver Band and Primary School Choir
13:30pm	Santa's grotto opens (2 hours)
13:30pm	Face painter (2 hours)
1330pm	Christmas Art/Craft event?
13:30pm	Children's entertainer in gazebo? (2 hours) / Story telling?
1530pm	End of activities

If the High Street businesses / volunteers want to carry on with activities and keep the High Street closed for the rest of the day to allow for Makers Market, Carousel and table / chairs, then the Council would be delighted but would not have any resources to support this beyond 1530pm. With the event being on a Sunday and many Councillors still work full time, there would be a limited number of people available to volunteer from early morning til 8/9pm at night but keen for others to organise activities if they wish to.

Family Fun Run

It was felt that the family fun run should be earlier in the day (before lunchtime so café/bars can benefit from extra trade). If the family fun run is later in the afternoon, it may put people off coming plus if it is dull day, visibility may be compromised due to it going dark/dusk.

Light Switch On

Historically, the Parish Council arranged a Christmas light switched on every year when lights were in the Chestnut tree but due to causing damage and following a tree survey, the recommendation is to not have any lights in the tree. The Parish Council feel that in order to have a light switch on, it would need to be more impressive than turning on the lights of a much smaller Christmas tree. There is an option to

purchase a bigger Christmas tree at at Helen's entrance but depending on the size, planning permission may be required by a fixed structure / fence is needed all the way around the tree for safety reasons. Another issue that, it was felt that Sunday 8th December is too late to have an official Christmas Light switch on (just over 2 weeks before Christmas). A lot of the festive activities / events will have already taken place by the 8th December plus the contractors who install and dress the Christmas trees usually do this around 14/15th November so that would mean a tree would be outside St Helen's for nearly a month with no lights switched on.

The last time the Parish Council held the Christmas event in the afternoon/evening (2019), the High Street was completely dead after around 6pm and this took place on a Saturday evening, not a Sunday when most people/children are back in work/school the next day.

Blessing of the Crib

A discussion needs to take place with the Church reps to see what their views are on having the blessing.

Questions to ask:

Is 1pm suitable for the church reps?

Can the crib be relocated to the woodland?

Can the gingerbread house be relocated to the woodland?

A new crib is needed this year, can it be changed to a stable in the woodland?

Can more silhouettes be made (copied) to place in the woodland?

Christmas Illumination

It was felt that the suggestion of 12 lamppost motif lights at a cost of £5,400 per annual (a cost of £16,200 over 3 years) is something that the Council cannot support. If the businesses were to consider this, they would need to seek planning approval from CWAC as lampposts are in a conservation area and organise through United Utilities the power supply to the lights.

The Parish Council currently spend over £4,500 (half of the total budget for Christmas) a year on Christmas trees / lights in the village.

Christmas Trees

The Parish Council pay for 4 large Christmas trees in the village every year. One outside each of the 3 churches and one on the Chestnut Mount. This year, a decision has been made to not supply a Christmas tree on the Chestnut mount as the Parish Council will be purchasing uplighters to go under the Chestnut tree to light the tree up.

The Council also pay for 4/5 smaller Christmas trees (around about 5ft tall) that are placed by the steps leading up to Latte Da and close to the Gingerbread House.

It was suggested that taller Christmas trees could be placed along the High Street in tandem (one on either side of the High Street)?

Marketing

The Parish Council can support and help with leaflets/social media promotion of all Christmas activities through their website, social media account, leaflet drop and notice boards along the High Street.

Abigail Morris
20th March 2024

Christmas Working Group
Tuesday 18th June 2024 at 5:30pm
St Helen's Church, Tarporley

Present:

Tarporley Parish Council: Peter Manby, Charlotte Hodgkinson, Ann Wright (Clerk), Abigail Morris (Deputy Clerk)

Tarporley Independents (TIs): Kate Crisp, Simone Dixon, Connor Diskin, Ian Diskin (via phone), Rev Jim Bridgman

Apologies: Cllr Andrew Wallace

Purpose of meeting: The purpose of the meeting is to discuss the proposals presented by Tarporley Independents and Tarporley Parish Council and to agree a final plans for Christmas 2024.

Saturday 23rd November Tarporley Christmas Lights Switch On (time to be confirmed)

A Tarporley Light Switch on will take place on Saturday 23rd November, this is also the date of the Tarporley Independents Christmas Party in the Swan Hotel.

Currently, the lights to be switched on are the:

- 41 Club Christmas trees above the shops.
- 3 Christmas trees at the churches.
- Shop doorway installations (festive decorations with lights).
- TBC – lighting on lampposts

Action – Connor Diskin to provide images and quotes for lamppost lights.

The Clerk confirmed she had contacted CW&C Highways to ask if Christmas lights could be installed on the lampposts and the response was that they probably could but would be quite complex to do and would be expensive.

Saturday 7th December – Tarporley High Street does Christmas

Shop window competition.

Santa grotto, it was discussed if this should be run on both Saturday and Sunday, it was agreed this will depend on Santa's availability.

Retail giveaways.

Buskers inc. licences if required.

Action – TPC to obtain Santa's available for the 7th.

Action – TIs to organise buskers including applying for licence if applicable

Action – TIs to organise retail giveaways and promotions.

Sunday 8th December - Tarporley Community does Christmas

Road Closure 10am until 3pm

Maker's Christmas Market 10am until 3pm – Swan Hotel Car park

Santa Family Fun Run – time to be confirmed

First Aid

Santas grotto including free gift

Blessing of the crib – including Silver Band, community carol singing and Primary School choir (times to be confirmed)

2 carousels and 5 fairground stalls

Table and chairs along High Street (not hired but provided by businesses)

Falling snow machine

Toilets for the event

Action – Clerk to meet with TI representative to review and propose timings based on a sketch of the area so that practicalities and logistics re: road closure can be fully accommodated.

Action – PC to arrange Road Closure

Action – TPC to meet with Instinct re: fun run and possible first aid cover.

Action – Simone and Clerk to contact Hollies re: sponsorship of Santa's gifts.

Action – Deputy Clerk to make contact and organise choir, band and school.

Action – Connor to obtain quote for snow machine.

Action – TI's to organise and book Carousels and stalls and Makers Market

Actions – TI's to organise additional seating and tables.

Action – Clerk to contact Blue Loos for quote for the whole weekend

Christmas Trees

15 ft Christmas trees will be installed and dressed outside each of the 3 churches.

Action – TPC to provide tendering information to TI's for additional quotes to be obtained.

Christmas illuminations

The TI's have proposed that 12 x 2m x 1m bespoke motif lights need to be bought for Christmas 2024 to improve the festive look of the village. A further 11 lights to be purchased for 2025 and a final 11 lights purchased in 2026.

The information and photographs previously provided from TI's has been discussed by TPC and initial discussions do not support. The matter will be discussed at the Council's July meeting when quotes and designs will be available.

Action – Connor to provide quotes and additional information including images/designs, installation cost and warranty information.

Abigail Morris
20th June 2024

Christmas Costs Parish Council funded 2024

Non Discretionary

NTC (Christmas Trees*, light installation and emergency call out	4670
Misc (Sundry items battery, printing etc)	500
Road Closure	1400
Crib / Nativity scene	1000
TOTAL	7570

Discretionary

Reindeer (balance)	1100
Donor room hire	100
Father Christmas Gift (mini Christmas trees)	300??
TOTAL	1200

Overall Total 8770

All prices are excluding VAT

* Catholic Church, Tarporley Chapel and St Helen's

Christmas costs unfunded from TI draft proposal

Signage evening 29th November	500
Santa in Tarporley	
Buskers in High Street Saturday	750
Santa Family Fun Run**	
Carousels and Fair ground	2500
Carol singers	
DJ playing Christmas music	
Tables and Chair hire	
Parasols	
Falling snow machine	250
Giant stand in snow globe	
Face painting	
Toilets	450
First Aid	
Village Christmas tree, beyond previous	
Marketing costs	200
Christmas Illumination over 3/5 years	6000
Total	10650

** last year businesses contributed circa £500 in sponsorship and funds raised by selling Santa suits

TOTAL COST	19420
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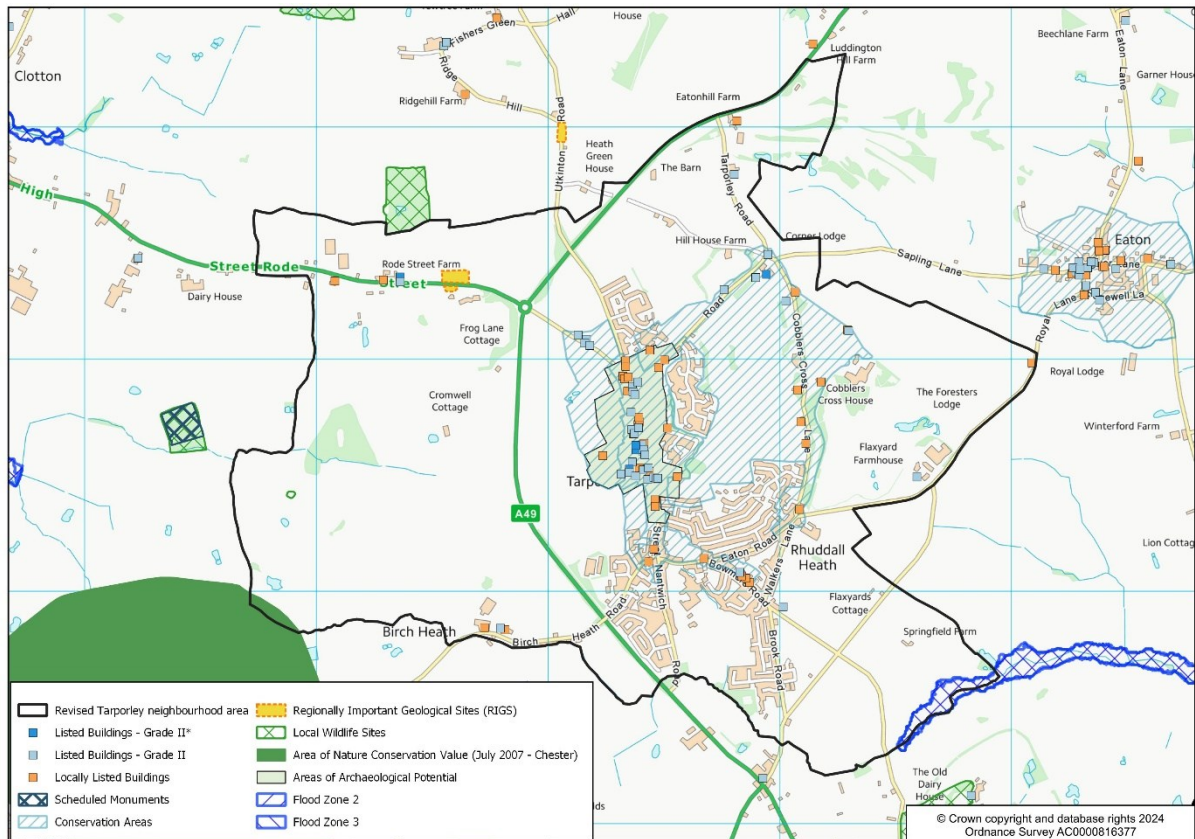
Notes of Neighbourhood Plan Meeting 24th June 2024 - conducted via Zoom.

Present:

Gill Clough, Catherine Helm, Peter Manby, Peter Tavernor, Nigel Taylor, Ann Wright (Clerk).

Neighbourhood Plan Review

The meeting reviewed the Environmental constraints map which had been provided by CW&C:



It was noted that the map had more features than previously reviewed maps and the significance of the items was not clear including the 'local listings' and areas of archaeological potential.

It was agreed the Clerk should contact CW&C to seek clarification of the items highlighted and their importance in planner terms. It was also agreed to highlight the nature area on Brook Road Playing Field had not been included.

The Group considered the comments made by CW&C, it was agreed to ask Louise Kirkup to review the comments and make recommendations.

It was agreed the Councillors would review the introductory section of the Plan to highlight information they feel is important and should be retained.

It was agreed that Cllr Manby would contact the person who supported the writing of the Clotton Hoofield Neighbourhood Plan to see if she would be interested in taking the current draft of the Plan and preparing a draft based on the structure of the Tattenhall Plan.

The following principles were identified by the working group:

- Retain policies and Local Green Spaces unchanged.
- Slim down text and remove repetition as far as possible.

- Produce a simplified document which flows and is easy to read.

It was discussed that a stance needs to be taken on the Design Guide whether it should be included in the revised Plan or whether the group goes back to the original Village Design Statements.

Design Guide Review

The meeting considered the proposed changes put forward by Aecom:

- Clarify the relationship between the old Village Design Statement and the new Guidance and Codes report. Please could you confirm that the new report supersedes the 2002 VDS? The officers were comfortable with this as changes to the planning system mean that Supplementary Planning Documents will be cancelled at some point anyway.
- Change the text at the start of the main guidance and codes chapter to reinforce the link between the character areas and the guidance
- Add in some guidance on parking to ensure frontages are not car dominated
- Delete the reference to render being a suitable material in 4.4

It was agreed the Clerk schedule contact CW&C to obtain their opinion of the proposed changes.

The group agreed that the proposed changes would not make the Guide acceptable. It was agreed to discuss options with CW&C, Louise Kirkup and ONH.

Next Meeting Date

TBC

Ann Wright 25th June 2024.