

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING  
HELD ON MONDAY 8<sup>th</sup> JULY 2024  
SCHOOL ROOM, TARPORLEY CHAPEL.**

**Present**

Chairman – Cllr Andrew Wallace

Cllr Gill Clough

Cllr Catherine Helm

Cllr Charlotte Hodgkinson

Cllr David Holmes

Cllr Lisa Miller

Cllr John Millington

Cllr Mark Ravenscroft

Cllr Peter Tavernor

Cllr Nigel Taylor

Clerk Ann Wright

Deputy Clerk Abigail Morris

**Other**

CW&C Cllr Charles Hardy

Public – 0

**1. Apologies for Absence**

Cllrs Manby – Personal commitment

**2. Declaration of Interests**

Dispensations were noted for Cllrs Millington and Tavernor in relation to Brook Road.

**3. Councillor Vacancy**

**Resolved 24/026** – That Alexandra Sawkiw be co-opted to the Council, Mrs Sawkiw signed the acceptance of office and joined the meeting.

**4. Public Participation**

CW&C Cllr Hardy Report

Cllr Hardy reported he had had a positive meeting with CW&C highways officers on the 1<sup>st</sup> May where he had requested a ward meeting with officers and parish councils. He had hoped that the meeting would be an opportunity for parish councils to influence highways maintenance priorities. He reported that he will continue to pursue this meeting.

He reported he had received correspondence from residents on Birch Heath Road, Forest Road and Walkers Lane regarding the state of the footways. It was noted the footways are particularly difficult for those with disabilities to negotiate.

The Clerk confirmed that the Council had raise the condition of the High Street footway on a number of occasions and had been advised by CW&C that it did not meet the criteria for action.

Cllr Hardy confirmed he had been asked to submit one major project from his ward for consideration and had submitted Tarporley footways.

The Clerk reported she has quarterly meetings with the highways officer for the Tattenhall and that it would be very helpful to have the same for Tarporley.

Park Road Bench

A request had been made for the Council to install a public bench on Park Road as people were struggling to walk up the road to the surgery and Rathbone Park and a resident on a number of occasions had had to provide them with a seat. It was noted the footways are too narrow on

Park Road for a bench to be installed. It was agreed to approach the War Memorial Hospital to see if they would agree to the siting of a bench near their entrance.

## **5. Minutes**

**Resolved 24/027** – That the Chairman sign the minutes of the meeting held on the 13<sup>th</sup> May 2024 as a true and proper record.

## **6. Minutes of Working Groups and Other Meetings**

**Resolved 24/028** – That the Council accepted the notes of working groups and other meetings from page 42 of the minutes including the notes of the Brook Road drainage meeting.

## **7. Planning**

### 1) Planning Register

The planning register was approved as circulated, pages 7 to 10.

It was confirmed that no objection had been submitted for applications 24/01675/FUL, extension at 67 Eaton Road and 24/01657/FUL, extension and detached garage at 42 Torr Rise and that application 24/01432/LBC, brackets for bunting at the Swan had been approved.

### 2) Planning Applications

**24/01771/FUL** – Two single storey extensions, first floor roof extension, new entrance porch, partial recladding in render & new garage door – 2 The Blythings, Tarporley, CW6 0HS.

It was agreed councillors would review the application and agree comments by email.

**24/01845/FUL** - Replacement of windows to all elevations to include large windows at ground level (one incorporating an external door) and four casement dormers under flat roofs – 7 Chestnut Terrace, Tarporley, CW6 0UW.

**Resolved 24/029** – That the Council submit No objection.

### 3) Lead Planners

Cllrs Clough, Taylor, Tavernor and Wallace were noted as lead planners until the September meeting.

## **8. Neighbourhood Plan Review**

The meeting noted the notes of the meeting held on the 24<sup>th</sup> June, from page 48 of the Minutes. The working group continues to have concerns regarding the Plan's text and are meeting with a someone to discuss if they can edit the text to make it more succinct. It was noted that care needs to be taken when changing the text to ensure it does not alter the plan to the extent that a referendum is required.

The Group is also unhappy with Design Guide and is investigating whether to seek a consultant to produce an alternative version.

It was agreed a date will be set to provide councillors with a full briefing on both documents.

## **9. Cemetery Committee**

It was noted the Cemetery Committee had met immediately before the Council meeting.

**Resolved 24/030** – That the Council agree the following Cemetery fees from the 1<sup>st</sup> August 2024:

**EXCLUSIVE RIGHTS (Including pre purchase)**

|                                                                               |                |
|-------------------------------------------------------------------------------|----------------|
| Exclusive right of burial in an earthen grave                                 | <b>£550.00</b> |
| Exclusive right of burial of cremated remains in cremated remains burial plot | <b>£300.00</b> |

**INTERMENT FEES**

|                      |                  |
|----------------------|------------------|
| Adult                | <b>£425.00</b>   |
| Child up to 16 years | <b>no charge</b> |

|                                     |                  |
|-------------------------------------|------------------|
| Public Grave (Adult)                | <b>£425.00</b>   |
| Public Grave (Child up to 16 years) | <b>no charge</b> |

Cremated remains plot

|                      |                  |
|----------------------|------------------|
| Adult                | <b>£175.00</b>   |
| Child up to 16 years | <b>no charge</b> |

**OTHER CHARGES**

|                                                           |                |
|-----------------------------------------------------------|----------------|
| For the right to erect a headstone inc. first inscription | <b>£130.00</b> |
| For the right to each additional subscription             | <b>£65</b>     |
| Transfer of burial rights                                 | <b>£65</b>     |
| Certified copy of the records                             | <b>£65</b>     |
| Search in the Register per year                           | <b>£65</b>     |

**10. Brook Road Drainage**

The meeting noted the notes of the meeting held in the 2<sup>nd</sup> July, from page 50 of the Minutes.

**Resolved 24/031** – That the Council proceed with the actions identified in the notes.

**Resolved 24/032** – That the Council delegate authority to the Clerk in consultation with Cllrs Millington and Ravenscroft to appoint a company to undertake a construct levels survey of the site.

**Resolved 24/033** – That the Council delegate authority to the Clerk in consultation with Cllrs Millington and Ravenscroft to appoint a company to scope the required works and manage the tendering process.

**11. Crossing Assessment**

It was agreed to discuss with the High School and CW&C if there is a suitable location for a crossing to be installed on Eaton Road before any assessment is undertaken. It was also agreed to ask CW&C if it was possible for an informal assessment to be undertaken by volunteers to establish if the number of people crossing the road is near that required for a crossing and therefore if it is worth funding a formal assessment.

**Resolved 24/034** – That the Council agree to fund a CW&C formal crossing assessment on Eaton Road to the High School if appropriate.

**12. Community Toilet Scheme**

The Clerk reported she had raised with business representatives the possibility of establishing a formal community toilet scheme where businesses display a sign to say they are happy for the public to use their toilet facilities. It was hoped a scheme could be developed which promote

the businesses as supporting the community. It was considered if the Council would provide businesses who open up their toilets to the public receive a small grant to help cover additional costs. This matter will be discussed in more detail once a response has been received from then businesses.

It was agreed to request a meeting with the local police to discuss the reopening of the public toilet and other issues in the village.

### 13. Christmas 2024 Update

#### 1) Christmas Update

The meeting noted the notes of the meeting held on the 18<sup>th</sup> June from page 45 of the Minutes. It was reported the meeting had been very positive and it had been agreed there would be a Christmas lights switch on event on Saturday 23<sup>rd</sup> November, Saturday 7<sup>th</sup> December would focus on shopping in the village with buskers and possibly a grotto and Sunday 8<sup>th</sup> December would include the family fun run, carousels and the crib blessing.

It was agreed there should be a family trail as has taken place in past years.

#### 2) Purchase of Christmas Lights

**Resolved 24/035** – That the Council do not proceed with the funding of street light Christmas decorations on the basis they are inappropriate for a village setting and appear dated and municipal and do not represent the individuality of Tarporley and its businesses.

It was agreed that councillors were willing to consider alternative suggestions including having bigger trees and lights on buildings.

### 14. Accounts & Payments

#### 1) Accounts & Payments

**Resolved 24/036** – That the Council approve the 1<sup>st</sup> quarter end accounts, payments as on page 62 of the cash book and additional payments:

|                      |                                       |         |
|----------------------|---------------------------------------|---------|
| EDF                  | Storeroom Power                       | 12.00   |
| NatWest              | Bank Charge (main account)            | 9.45    |
| Beechwood Industries | Brook Road Grounds Maintenance        | 810.49  |
| A. Wright            | REIM: paper, wreath, updraft, Postage | 148.73  |
| Chapel               | Room Hire - May                       | 24.00   |
| SLCC                 | Membership - AM                       | 148.00  |
| PJ Hellmers Ltd      | Poppy Lane & Burton Square Maint      | 156.00  |
| A. Wright            | Salary - May                          | 984.17  |
| A. Morris            | Salary - May                          | 1059.87 |
| A. Morris            | REIM: zoom, paper, etc                | 74.53   |
| HMRC                 | PAYE/NI                               | 299.24  |
| Accounts Centre      | Payroll - May                         | 24.00   |
| PJ Hellmers Ltd      | Cemetery Grounds Maintenance          | 480.00  |
| Robert Walker        | Chestnut Mound mowing                 | 105.00  |
| Gaskells             | Brook Road & Cemetery Bins            | 226.88  |
| Talkabout Publishing | Tarporley Talk                        | 144.00  |
| Hampshire Flag Co    | Bunting                               | 828.14  |
| A. Morris            | REIM: Flags                           | 269.70  |
| M. Ravenscroft       | REIM: Perspex                         | 46.00   |

|                               |                                  |        |
|-------------------------------|----------------------------------|--------|
| Walkers Nurseries Chester Ltd | Planter x2 Refill                | 152.40 |
| A. Wright                     | REIM: Microsoft                  | 59.99  |
| EDF                           | Storeroom Power                  | 12.00  |
| Urban Hygiene Ltd             | Anti-Vandal Glaze - Green Boxes  | 378.99 |
| A. Wright                     | REIM: Green Box Primer           | 59.98  |
| PJ Hellmers Ltd               | High Street Weed Spraying        | 300.00 |
| PJ Hellmers Ltd               | Cemetery Grounds Maintenance     | 480.00 |
| Accounts Centre               | Payroll - June                   | 24.00  |
| NatWest                       | Bank Charge (Brook Road Account) | 0.35   |
| NatWest                       | Bank Charge (main account)       | 5.95   |

## 2) Accounts & Payments

**Resolved 24/037** – That the Council approve the accounts, payments and bank reconciliation to date as on page 63 of the cash book and additional payments:

|                          |                                |        |
|--------------------------|--------------------------------|--------|
| Beechwood Industries Ltd | Brook Road Grounds Maintenance | 810.49 |
| PJ Hellmers Ltd          | Watering & Maintenance         | 636.00 |
| A. Wright                | REIM: Primer, Mobile, Postage  | 46.48  |
| Nest                     | Pension Contribution           | 197.33 |

## 3) Invoices

**Resolved 24/038** – That the Council approve the following payments:

|                                        |                                          |               |
|----------------------------------------|------------------------------------------|---------------|
| Gaskells                               | Cemetery & Brook Road bins               | 174.16        |
| Centreline                             | Delivery of Manhole cover                | 104.82        |
| ICO                                    | Data registration                        | 35.00         |
| Jack Millington                        | Treating of Brook Road Store & materials | Approx 350.00 |
| A. Wright                              | Salary – June                            | 984.17        |
| A. Morris                              | Salary – June                            | 1059.67       |
| HMRC                                   | Paye/Ni                                  | 299.44        |
| Nest                                   | Pension Contribution                     | 197.33        |
| My Group Ltd/Tattenhall Parish Council | Blister packs recycling box              | 108.00        |

## 4) Carnival Road closure

**Resolved 24/039** – That the Council fund the Carnival Road closure at a cost of £1355.00 plus vat.

## 5) Cheshire Community Action (CCA) Subscription

**Resolved 24/040** – That the Council pay the CCA subscription of £50 for 2024-2025 membership.

## 6) Purchase of giant Tarporley Deckchair

**Resolved 24/041** – That the Council delegate authority to the Clerk in consultation with Councillors to purchase a giant deck chair with the Fox trail logo on it once a location to store and display it has been agreed possibly on Brook Road.

## **15. Green Box Painting**

It was noted the painting of the green boxes had now commenced with very positive results.

**Resolved 24/042** – That the Council agree a donation of £300 the High School Art Department if they agreed to decorate a green box.

It was agreed to investigate if grants are available to support extending the art trail including from the Arts Council.

#### **16. Telephone Kiosk**

It was agreed to put a call out for local artists who would be interested in installing an art display in the former telephone kiosk from September when the current display is removed.

#### **17. Sandstone Ridge Walk**

It was confirmed Tarporley Parish Council will host a walk as part of the Sandstone Ridge Walk and Ride festival on Tuesday 17<sup>th</sup> September from 10am until 13.30 meeting at the lay-by on John Street between Utkinton and Willington. The walk is approximately 6 miles and will take around 3.5 hours.

**Resolved 24/042** – That the Council fund a minibus to pick walkers up from the meeting point to take them to the start of the walk on Pudding Lane.

#### **18. Tarporley Economy Working Group & Website Update**

The Parish Council had previously agreed to paint the High Street bollards, however when raised more recently it was suggested they do not require painting, but the streetlights do. However, CW&C highways have now stated that the Parish Council is not permitted to paint the streetlights. Quotes will be obtained for the painting the bollards, phone kiosk and milestone.

#### **19. Tarporley Economy Working Group**

It was report that work is being progressed to develop memorandum of understanding of how the business and Parish Council can work together.

**Resolved 24/043** – That the Council delegate authority to the Clerk in consultation with Councillors to the draft document to present to business representatives.

**Meeting closed: 8.40pm.**

Signed:

Dated:

Ann Wright 14/05/2024

**Next Scheduled Parish Council Meeting  
Monday 9<sup>th</sup> September 2024 - 7pm  
School Room, Tarporley Chapel**

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

Notes Included:

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| <b>Christmas Meeting via Zoom</b><br>20 May 2024.                                                              | 43   |
| <b>Christmas Working Group</b><br>18 <sup>th</sup> June 2024.                                                  | 45   |
| <b>Notes of Neighbourhood Plan Meeting via Zoom.</b><br>24 <sup>th</sup> June 2024.                            | 48   |
| <b>Notes of informal meeting to discuss Brook Road drainage issues via Zoom.</b><br>2 <sup>nd</sup> July 2024. | 50   |

## **Christmas Meeting via zoom**

### **Monday 20<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> 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 8<sup>th</sup> December plus the contractors who install and dress the Christmas trees usually do this around 14/15<sup>th</sup> 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  
20<sup>th</sup> March 2024

**Christmas Working Group**  
**Tuesday 18<sup>th</sup> 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 23<sup>rd</sup> November Tarporley Christmas Lights Switch On (time to be confirmed)

A Tarporley Light Switch on will take place on Saturday 23<sup>rd</sup> 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 7<sup>th</sup> 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 7<sup>th</sup>.**

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

**Action – TIs to organise retail giveaways and promotions.**

### Sunday 8<sup>th</sup> 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  
20<sup>th</sup> 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**

|                                              |                 |
|----------------------------------------------|-----------------|
| <del>Reindeer (balance)</del>                | <del>1100</del> |
| <del>Donor room hire</del>                   | <del>100</del>  |
| 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                           |       |
| <del>DJ playing Christmas music</del>   |       |
| Tables and Chair hire                   |       |
| Parasols                                |       |
| Falling snow machine                    | 250   |
| <del>Giant stand in snow globe</del>    |       |
| <del>Face painting</del>                |       |
| 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**

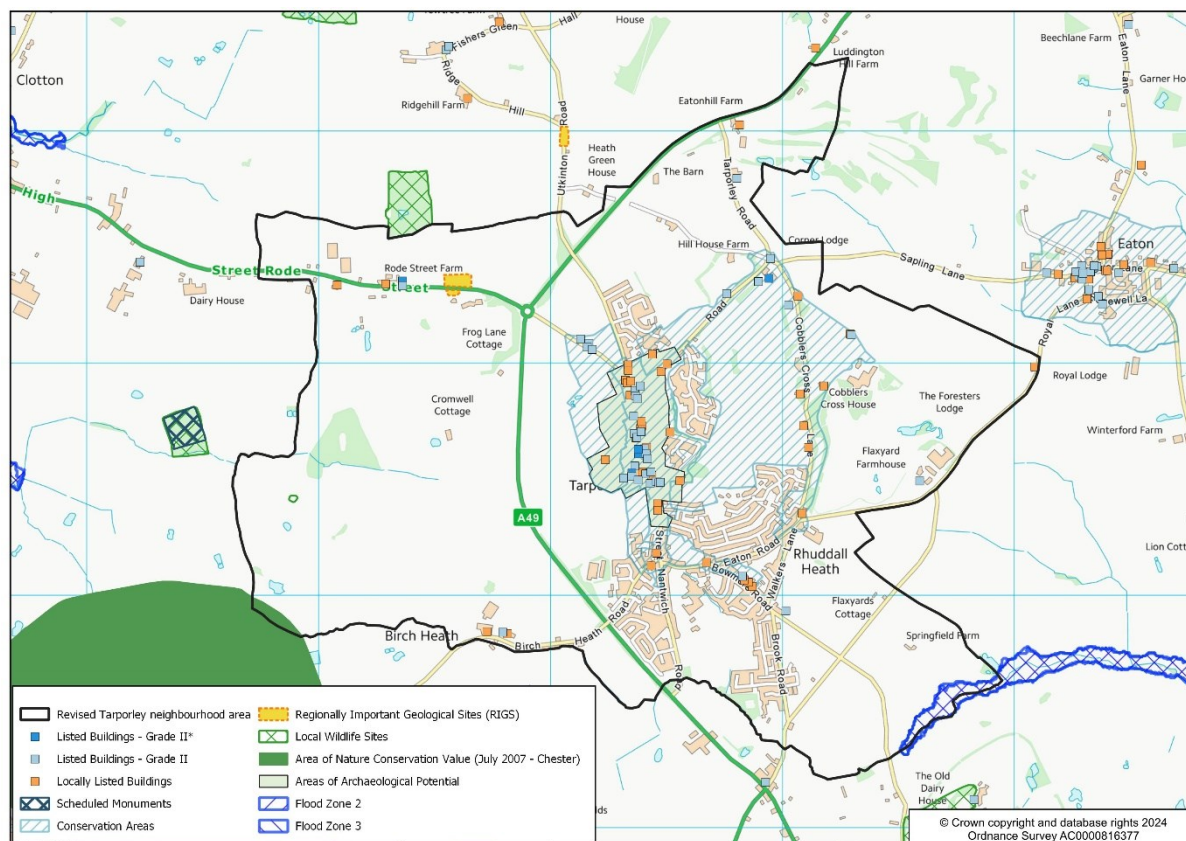
## Notes of Neighbourhood Plan Meeting 24<sup>th</sup> June 2024 - conducted via Zoom.

### 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 25<sup>th</sup> June 2024.

## **Notes of informal meeting to discuss Brook Road drainage issues.**

**2<sup>nd</sup> July 2024, held virtually via Zoom.**

### **Present:**

Gill Clough, Catherine Helm, Lisa Miller, John Millington, Mark Ravenscroft, Peter Tavernor, Nigel Taylor, Ann Wright (Clerk).

**Purpose of meeting: To provide councillors with an understanding the drainage issues on Brook Road pitch.**

### **Context**

**The extremely wet 2023/24 winter had led to waterlogging of the main football pitch, particularly in the last 1/3 of the playing surface, which had resulted in many match cancellations over the season. Over the previous two seasons that the pitch has been in use, only a handful of matches had been lost. As a result, TPC commissioned TGMS (sports surface consultants) to undertake a survey of the field and produce a report with recommendations and indicative costings. It was noted the Report cannot be made public as it contains commercially sensitive information.**

TGMS are familiar with the field having surveyed it during the original feasibility stage for the development in 2016.

The site survey was undertaken at the end of March 2024 when the field/pitches were at their wettest.

### **Summary of Report**

- Reprofilng of the site levels was necessary during pitch construction to meet FA/Sport England requirements, however TGMS have stated that the soil type at Brook Road is particularly susceptible to compaction during such work and this may be negatively impacting on infiltration rates.
- Given the need for reworking of the site and soil type, the report is critical of the CW&C drainage design which has been implemented on the main pitch. TGMS suggest that the lateral drainage installed should have been supplemented with sand slit drains, or that that the lateral drainage should have been installed at closer centres together with sand grooves.
- TGMS suggest that the installed lateral drainage design is also too deep, and on site trial pits revealed that the it had not been constructed fully in accordance with the CW&C specifications.
- Although TGMS observed that surface levels were generally acceptable there are some intermittent undulations on the main pitch which may have been caused by settlement in the areas of cut and fill, and can hold water.
- The mini-soccer pitch was deemed acceptable given the age of the users.
- During the site visit, manhole covers had been lifted which showed that most drains were flowing towards the attenuation pond, however there was some back up which may be the result of the inlet into the attenuation pond being lower than the outlet.

### **Report Recommendations**

- That an 'as-built' survey of pitch and drainage levels be carried out to further inform the report finings.
- That subject to the results of the above:

- That additional lateral drainage be installed between the existing drains on the main pitch, supplemented by secondary drainage in the form of sand slits.
- That the pitch is given a sand top dressing and overseeded.
- The estimated cost of the works (no quotes have yet been obtained) is over £70,000.
- It was estimated the works would take a few weeks but the pitch would be out of use for approximately 3 months whilst the overseeding established, however this would require irrigation (it was noted that irrigation is an issue as there is no water supply on site).
- Ideally, TGMS would recommend complete vegetation removal and surface levelling to remove undulations and establish a complete new grass surface, but this would result in the pitch being taken out of use for 12 months.
- TGMS recommend enhanced future maintenance of the main pitch following the works.
- For the mini-soccer pitch an enhanced maintenance regime including scarification, surface decompaction and topdressing could be carried out to help improve the playing surface, at an estimated cost of approx. £9,000.

### Options

The meeting discussed possible options including the following:

- Was it viable to undertake the works in phases?
- Could additional drainage be installed in the worst areas noting it was approximately 1/3 of the main pitch which is most affected by waterlogging?
- Is it the drainage or the compaction the main factor causing the issues?

### Funding Options

The meeting discussed possible funding options, which included the following:

- Unclaimed S106 monies available for pitch works in the village (these amount to over £35k). It was agreed the Clerk should draw this down immediately (form submitted 03/07/2024).
- Parish Council Asset Maintenance and Renewal Fund.
- Crowd funding.
- FA funding. Link to FA funding for drainage was circulated to Councillors for processing.
- Other grants and sponsorship.
- Emergency increase of the precept.
- Claims against CW&C and the original contractor for design and construction inadequacies. Given the state of CW&C finances it is not thought likely that this would be successful but it was agreed that this should be investigated.

It was discussed that once timescales had been established for the works some of these funding sources may be ruled out.

### Actions

- Meet with CW&C officer.
- Update Tarporley Vics Junior Football Club of the situation.
- Undertake 'as-built' levels survey.
- Investigate options regarding phasing works.
- Investigate funding options.

- Obtain quote for TGMS to undertake design, scoping, tendering and supervision of the works.

It was agreed that Brook Road is a fantastic facility for Tarporley and that investing the resources to resolve these issues is worthwhile. It was agreed that the works will provide an opportunity to provide the best pitch possible and building upon what has already been achieved.

Ann Wright  
04/072024.

**Tarporley Parish Council**  
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