

**MINUTES OF TARPORLEY PARISH COUNCIL MEETING
HELD ON MONDAY 20th JANUARY 2025
SCHOOL ROOM, TARPORLEY CHAPEL.**

Present

Chairman – Cllr John Millington

Cllr Gill Clough Cllr David Holmes Cllr Lisa Miller Cllr Mark Ravenscroft

Cllr Alex Sawkiw Cllr Peter Tavernor Cllr Nigel Taylor

Clerk Ann Wright Deputy Clerk Abigail Morris

Other

CW&C Cllr Charles Hardy

Public – 2

1. Apologies for Absence

Cllr Catherine Helm - Unwell

Cllr Charlotte Hodgkinson - Unwell

Cllr Stuart Walton – Family commitment.

Cllr Andrew Wallace – Unwell.

The Council recorded its best wishes and for Cllr Wallace's recovery and look forward to seeing him back in Tarporley.

2. Declaration of Interests

None declared.

3. Public Participation

UK SPF Funding

Lynn Riley, Business Engagement and Project Support Officer from Groundwork Cheshire, Lancashire & Merseyside explained she is working on a project with local businesses to promote Tarporley and highlight opportunities where CW&C can invest in Tarporley. In addition to raising awareness of funding schemes which can help businesses resilience.

It was reported that a survey is due to be circulated imminently to the High Street businesses to collate information and data to identify opportunities where CW&C can invest in Tarporley.

It was hoped there will be a positive announcement regarding the Sandstone Ridge being declared an area of outstanding natural beauty which will bring with it huge opportunities for businesses in the area which they need to be prepared for.

It was confirmed that CW&C have a further £3.5m to invest in the final year of the SPF funding. Councillors highlighted the lack of parking which is resulting in people shopping elsewhere noting the parking issue has intensified since September 2024.

It was suggested that there should be an opportunity framing workshop with stakeholders to build on the findings of the survey.

Lynn Riley confirmed the findings of the survey would be shared with the Parish Council.

Concern was voiced that the survey is only focusing on the High Street businesses.

CW&C Cllr Charles Hardy Report

Cllr Hardy reported that there had been no further development on the Quarryfields, Rode Street, site. It was reported work had been spotted taking place on the fencing. Cllr Hardy requested that any developments on the site are reported to him to be raised with planning officers.

Cllr Hardy reported that he is working on a second highways meeting with officers and Parish Councils. He expressed his disappointment in lack of progress made on highways projects since the last meeting.

He reported the CW&C budget has a deficit in the next financial year of £9.5m and that this is likely to impact services in the areas rural areas including Tarporley. A such he highlighted that the Parish Council could apply for funding through his member's budget for the community.

4. Minutes

Resolved 25/077– That the Chairman sign the minutes of the meeting held on the 11th November 2024 as a true and proper record.

5. Minutes of Working Groups and Other Meetings

Resolved 25/078 – That the Council accepted the notes of working groups and other meetings from page 105 of the minutes.

6. Planning

1) Planning Register

The planning register was approved as circulated, pages 19 to 22. It was noted a comment of no objection had been submitted since the agenda had been published for application 24/03559/FUL, 83 Eaton Road.

24/03553/FUL-Erection of single storey canopy – Macdonald Portal Hotel Portal Golf Club & Country Club, Cobblers Cross Lane, Tarporley, CW6 0DJ.

Resolved 25/079 – That the Council submit no objection.

24/03424/FUL – Replacement of windows and doors – 63 High Street, Tarporley, CW6 0DR.

Resolved 25/080 – That the Council submit no objection subject to review by the conservation officer.

24/03782/FUL – Alterations to external doors and window openings – 10 Bell Meadow Court, Tarporley, CW6 0DT.

Resolved 25/081 – That the Council submit no objection.

2) Application 22/00098/FUL

It was noted Cllr Hardy had provided an update on this matter in his report.

3) Planning Applications

No further applications had been received.

3) Lead Planners

Cllrs Clough, Taylor, Tavernor and Holmes were noted as lead planners until the March meeting.

7. Public Toilet

Councillors noted the notes of the informal meetings held on the 11th December with Cheshire Police and CW&C, and on the 9th January with representatives from St Helen's Church where the possibility of providing public access to a toilet to be installed at St. Helen's was discussed. It was noted the Clerk is waiting to speak to CW&C officers about possible funding. It was agreed to approach CW&C to remove signage to the existing closed the public toilet.

8. High School Crossing

It was reported that CW&C road safety officer has undertaken a survey of pedestrians on Eaton Road which had confirmed that the numbers of people crossing was enough to warrant further investigation however he needed to revisit the site to identify if there is a suitable location for a crossing.

9. High Street Bus Shelter

It was reported that the High Street bus shelter opposite the Community Centre has suffered some minor graffiti and needs some repairs. It was agreed that Cllrs Miller, Ravenscroft and Sawkiw would review the shelter and identify the necessary works and the arts working group would look at a community arts project to be installed in the shelter.

10. Poppy Lane

The Clerk reported she was still awaiting a response from CW&C following the letter sent requesting partnership working to resurface and widen the path.

11. CW&C Public Space Protection Order Consultation

It was agreed to defer this item to the end of the meeting.

12. Fox Fir Tree

It was agreed that the Council would not install lighting under the Fox Fir Tree, the Clerk will inform the artist so that the base can be completed.

Concern was raised regarding the condition of the Fox Fir bench, it was agreed to investigate how to improve its appearance.

13. Christmas 2024

It was noted an email had been received regarding Christmas and other events which will be considered in more detail as soon as possible combined with feedback from Councillors. It was

agreed a working group meeting was required to discuss the feedback and look at forming a wider working group to organise the event.

14. VE Day 80

It was agreed that the proposal put forward by Ian Diskin was dignified, contained and budgeted although it did require confirmation from St Helen's that they support it.

Resolved 25/082 – That the Council agree funding up to £850 on the basis that Tarporley Royal British Legion make a financial contribution towards that amount. The Council would fund specifically invoiced items.

15. Accounts & Payments

1) Third Quarter Accounts & Payments

Resolved 25/083 – That the Council approve the third quarter end accounts, payments and bank reconciliation as on page 67 of the cash book including the below payments:

P. Tavernor	REIM: Materials	42.25
PJ Hellmers Ltd	Cemetery Maintenance	540.00
C. Moseley	Hedge laying stakes	115.50
A. Morris	REIM: Zoom, Lead, Books	75.54
A. Wright	REIM: 2x Blister Recycling	216.00
Funday Entertainments Ltd	Ice Rink Hire	4220.00
Blue Loos Event Hire Ltd	x4 WC Hire	403.20
Norley Road Garden Nurseries	Trail tiny Xmas Trees	112.50
Accounts Centre	Payroll - Nov	24.00
A. Morris	REIM: Printing, lights & Stakes	113.46
Dutton Traffic Management	Road Closure - Xmas Lights	216.00
J. Harding & Son Ltd	Brook Road Hedge	324.00
PJ Hellmers Ltd	Poppy Lane Path Hedge	360.00
A. Wright	REIM: Vests & whistles	61.12
Walkers Nurseries Chester Ltd	Planters	152.40
A. Wright	REIM: Gazebo weights	359.94
Tarporley Chapel	Room Hire - Sept & Nov	60.00
PJ Hellmers Ltd	Gritting - Nov	866.40
Northwich Town Council	Tree, Install, Decoration	4272.00
R. Walker	Cemetery & Play area tidy	165.00
MG Events Ltd	S Children's Rides & Stalls	2150.00
Beechwood Industries	Brook Road Grounds Maint	810.49
Elson Electrical Ltd	Chestnut Tree lighting (1st)	552.00
Elson Electrical Ltd	Chestnut Tree lighting (2nd)	6000.00
Mista T	Fun run entertainment	150.00
Yu Energy	Storeroom power	13.96
Nest	Pension contribution	197.33

R. Walker	Play area sweep OCT & NOV	320.00
Dutton Traffic Management	Xmas Road Closure	1284.00
Elson Electrical Ltd	Woodland Power Supply	1944.00
Tarporley Community Centre	Room Hire - Nov	23.50
L. Miller	Reim: Xmas Tree	12.99
A. Morris	Salary - November	1059.87
A. Wright	Salary - November	984.17
Design Yorkshire	Design Code payment 1	600.00
Design Yorkshire	Design Code payment 2	3000.00
L. Miller	REIM: Gift	4.80
A. Wright	REIM: Flowers, postage, chain	78.03
Gaskells	Cemetery & Brook Rd Bins	174.16
A. Sawkiw	REIM: Postage	96.97
A. Morris	REIM: zoom, printing, vouchers	161.50
PJ Hellmers Ltd	Grounds maintenance	240.00
NatWest	Bank Charge (Main Account)	16.80

2) Accounts & Payments

Resolved 25/084 – That the Council approve the accounts, payments and bank reconciliation to date as on page 68 of the cash book including the below payments:

Arkwood Fencing	Nativity Scene	600.00
The Accounts Centre	Payroll - December	24.00
PJ Hellmers	Gritting - December	312.00
St Helen's PCC	Tree works	225.00
Beechwood Industries Ltd	Brook Road Grounds Maintenance	810.49
Gaskells	Cemetery & Brook Road bins	202.28
Hedges Direct	Eaton Road hawthorn	190.40
YU Energy	Storeroom power	14.42
A. Wright	Salary - DEC	981.17
A. Morris	Salary - DEC	1059.67
A. Wright	REIM: Shelves	139.98
L. Miller	REIM: Flowers	30.00
SLCC	Membership AW	120.00
Nest	Pension contribution	197.33
HMRC	Paye/NI - Nov	299.24
NatWest	Bank Charge - Main account	13.58
HMRC	Paye/NI - DEC	299.44

3) Invoices

Resolved 25/085 – That the Council approve the following payment:

Design Yorkshire	Design Code preparation	£1800.00
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4) Salaries

Resolved 25/086 – That the Council agree the Clerk and Deputy Clerk's salaries be raised to levels agreed backdated to April 2024.

16. Budget & Precept 2025-2026

1) Budget 2025-2026

Resolved 25/087 – That the Council agree the following budget for the 2025-2026 financial year:

	2025-2026	2026-2027	Ringfenced
Payroll	31,710.00	32,980.00	
Admin			
Admin	10,000.00	10,200.00	
Coms			
Audit			
Bank Charges			
Subs			
Field Lease			
Insurance			
Election			4,000.00
Storage Building	2,000.00	1,040.00	
Room Hire	600.00	650.00	
Maintenance			
Misc Grounds	15,000.00	15,600.00	
Trees			
Poppy Lane & Burton			
Chestnut Tree			
Planters / Watering			
Play Area & Field			
Maintenance	8,000.00	8,320.00	
Brook Road			
Grounds Maintenance	12,000.00	12,500.00	
Maintenance	10,000.00	10,400.00	
Bins			
Shed			
Drainage			
Arts			
New Art	3,000.00	3,000.00	
Grants	5,000.00	5,000.00	
Projects & Misc			

Poppy Lane Path	0.00	0.00	
New Project	13,000.00	15,000.00	
Events			
Road Closures (x4)	4,160.00	4,330.00	
Xmas	12,000.00	12,500.00	
Cemetery	8,000.00	8,320.00	
Gritting	3,120.00	3,245.00	
Neighbourhood Plan	0.00	0.00	
PROW	2,000.00	2,000.00	
CIL			
Future Civic Event	2,500.00	2,500.00	10,000.00
Play Area Renewal			100,000.00
Asset Maint. & Renewal			30,000.00
	139,590.00	145,085.00	144,000.00

2) Precept 2025-2026

Resolved 25/088 – That the Council agree a precept of £107,608, Band D £65.30 which represents a 3% increase.

11. CW&C Public Space Protection Order Consultation

Resolved 25/089 – That the Council respond confirming their support for the extension of the PSPO borough wide.

Meeting closed: 8.13pm

Signed:

Dated:

Ann Wright 21/01/2025

Next Scheduled Parish Council Meeting
Monday 3rd March 2025 - 7pm
School Room, Tarpoley Chapel

Tarporley Parish Council Minute Book
Committees, Working Groups and Other Meetings
Presented at the January 2025 Meeting

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S106 Discussion**Wednesday 16th October 2024**Present:

CW&C – Sarah Dobbins, Denise Snelson
Ann Wright Clerk

Purpose of meeting: To discuss S106 application for Brook Road.

It was noted the Clerk had submitted an S106 application for £38k S106 for drainage works estimated at £70k.

It was confirmed investigation of the pitch had identified that the works had not be carried out the agreed specifications.

It was agreed to forward the report to Denise Snelson and that CW&C will investigate whether any remedial works can be claimed via the contractor.

It was noted that CW&C for the last 7 or 8 years have been delivering a Football Investment Project with capital funding, S106 and match funding bringing forward projects identified and prioritized by the Football Federation.

It was confirmed that they are currently looking at projects in Tarporley, possibly at the High School. Any project funded would require some element of community use.

It was stated that the S106 funding would not be allocated until the issues on Brook Road have been resolved.

Ann Wright
08/11/2024

Informal meeting with Highways Officer

11th November 2024 via Teams.

Present:

Jerry Gibbs (CW&C Principal Engineer) & Ann Wright (Clerk).

Purpose of Meeting: to discuss on-going highways Issues.

The Clerk submitted a list of highways issues raised by Councillors to Jerry Gibbs in advance of the meeting (attached).

Surfacing

It was explained that all non-emergency Highways works go through the asset management process where jobs are assessed and prioritised. The list is divided into separate sections including structural, preventative, and patching works as well as other categories.

Not all jobs on the list will get completed in the year. If not completed they are reassessed the next year along with other works that come forward.

Large resurfacing projects are carried out in the summer months when conditions are better, during the winter months defects will be repaired to meet safety standards.

JG agreed to forward the items on the list submitted plus the High Street footways to Jamie Barron and ask if these are on the asset management list and if so when are they likely to be actioned.

JG agreed to try to get the 3-potholes on the High Street filled for the Family Fun Run in December.

Bypass road signs & lights

It was recommended that non-emergency or faults which are not a safety issues would be better being reported in the next financial year, so they do not get lost in the system while the Department's budget is very low.

Highways Volunteers

JG confirmed the Highways volunteers programme is an excellent opportunity for communities to volunteer to get things done but only in the right places for example it is unlikely permission will be granted for works on busy A roads where volunteers would be at risk.

JG confirmed he would provide the link to a useful YouTube video on the scheme.

Lampposts

JG was not sure why the streetlights cannot be painted but agreed to investigate the matter and suggest painting one as a pilot scheme if permission is granted.

Poppy Lane Path Project

An updated was provide on the Poppy Lane path project which is likely to double in cost and was to be considered at the Parish Council meeting later in the day. It was noted the bollards had been purchased for the scheme and it was asked whether they could be used for another

project if the path does not go ahead. It was agreed the Clerk would forward the details of the bollards to JG to see if they are suitable for use next to a highway.

Next meeting

February 2025.

Ann Wright
13/11/2024.

Highways Issues

<u>Surfacing</u> On going issue of minimal pothole repairs rather than resurfacing e.g. Brook Road, Eaton Road & Cobblers Cross	
<u>Luddington Hill & Cotebrook</u> Any plans for works on A49 in the area as it is in a very poor state and needs resurfacing.	
<u>High Street</u> Fill 3 potholes before Santa run?	
<u>Bypass</u> Lampposts overgrown by trees and signs not visible due to dirt.	
<u>Lampposts</u> Why can't these be painted?	
<u>Poppy Lane Path</u> Update	

Provided 18/11/2024 by Jamie Barron

Schemes identified are the below. Old rank is the ranking in the 22 scheme evaluation, Rank 2 is where they sat in the 23 evaluation. All the below sit outside of the forward plan cut off, that is to say, currently on a list but outside the potential funding pot.

proposal_i	proposal_t	ID 22	2022 treatment	Old rank	Rank (2)	Main USRN	Main Section	Main Site Name
3386	rs_unclassified	3165	rs_unclassified	231	238	41700406	UX1656	COBBLERS CROSS LANE
3383	rs_unclassified	New	New	New	2097	41700406	UX1656	COBBLERS CROSS LANE
3384	rs_unclassified	New	New	New	2175	41700406	UX1656	COBBLERS CROSS LANE
3385	rs_unclassified	New	New	New	2186	41700406	UX1656	COBBLERS CROSS LANE
3387	rs_unclassified	3166	rs_unclassified	1044	2505	41700406	UX1656	COBBLERS CROSS LANE

proposal_i	proposal_t	ID 22	2022 treatment	Old rank	Rank (2)	Main USRN	Main Section	Main Site Name
1309	rs_unclassified	994	rs_unclassified	341	326	41700240	UX2	BROOK ROAD
1308	rs_unclassified	New	New	New	1829	41700240	UX2	BROOK ROAD

proposal_i	proposal_t	ID 22	Treatment 22	Old Rank	Rank	Main USRN	Main Section	Main Site Name
3882	st_classified	994	rs_unclassified	341	200	41700537	C631/05	EATON LANE

proposal_i	proposal_t	ID 22	Treatment 22	Old Rank	Rank	Main USRN	Main Section	Main Site Name
3886	st_classified	343	rs_classified	895	32	8600377	A49/2/32	Luddington Hill

proposal_i	proposal_t	ID 22	2022 treatment	Old rank	Rank (2)	Main USRN	Main Section	Main Site Name
1387	rs_unclassified	1210	rs_unclassified	774	317	41700433	UW1034	COTEBROOK ROAD
1388	rs_unclassified	1237	rs_unclassified	1210	2513	41700433	UW1034	COTEBROOK ROAD

High Street, Small footway modular scheme from 87 to 89b. Ranked outside the issued forward program.

proposal_i	proposal_t	Proposal 22	Treatment 22	Rank 22	Current Rank	usrn	section_re	roadname	Rank	w3w
474	fw_modular	0	0	0	163	41700764	C632/A	High Street	163	pacemaker.tonight.switch

Notes from Christmas Meeting

Monday 18th November 2024 via zoom

Attendance: Peter Tavernor, Alex Sawkiw, Andrew Wallace, Lisa Miller, Charlotte Hodgson, Gill Clough, Catherine Helm, John Millington, Ann Wright (Clerk), Abigail Morris (Deputy Clerk)

Apologies: Nigel Taylor, Mark Ravenscroft

Saturday 23rd November

The light switch on event is taking place this Saturday. Road is closed from 6pm until 8pm (it may be earlier than this). The Santa suits will be sold during the event for £5 or people can purchase in advance through bank transfer and collect on the night.

Action: The gazebo will need putting up outside Latte Da at 4pm. It will be placed over the bench so it can be used instead of a table.

Action: A float is required for the night.

Action: Stuart will meet with electrician to see how the uplighters at the chestnut mound get turned on.

Action: Lights need repairing at the Gingerbread House (Lisa to chase Gordon Pearson).

Ice rink

All pre-booked tickets have been taken but still 180 tickets available. A decision will be made at the working group meeting on Monday 25th November as to whether to release more pre-bookable tickets or to keep them as 'walk ins'. Concerns have been raised with regards to the staff at The Swan Hotel dealing with disgruntled customers if they cannot go on the ice rink.

Prizes

Currently, we have paid for 80 prizes at the fun fair stall. These will be given out at the stall which is more difficult i.e. not everyone is a winner. Smaller prizes such as haribo sweets will be given out at the other stall where everyone is a winner.

Confirmation is needed as to what prizes need to be purchased and by who. This will be discussed at the next working group meeting.

Prizes already bought are:

30 Xmas activity books (for grotto)

110 haribo sweets

Santa pens and pencils

150 mini xmas trees to be purchased for completion of the Christmas trail.

Distribution of Programme

The programme is being delivered to the village tomorrow and 12 routes need to be delivered.

Alex – 2 routes

Charlotte – 2 routes

Andrew – 1 route

Abbie – 1 route

Resident letter will need to be delivered to every property that is affected by the road closure.

Abbie will deliver the residents letters to the Park Road residents on Thursday as they are affected by the road closure on Saturday 23rd November. The rest of the letters can be delivered before the 8th December. There is a typo in the programme regarding the location of the road closure but the resident clarifies and confirms all the details.

Marshals

Currently, there are 17 confirmed marshals for the event but this does not include any volunteers from the businesses. Confirmation is required as to who can volunteer on the day and then Peter

Tavernor will create teams of volunteers and allocate areas/tasks on the day. High Viz jackets are required to be worn by all marshals/volunteers along with a whistle (to be blown 3 times in the case of attracting attention).

Action – Marshal briefing to be held on Monday 2nd December.

Action – Abbie to ask TI's for complete list of volunteers from the businesses.

Action – purchase additional high viz

Preparation timetable

Grotto will be dressed on Tuesday 3rd December by Lisa and Alex

Santa letters will not be sent until after the 8th December.

Budget Recap

The latest budget document was circulated to the group. There is some uncertainty as to whether the money from the sponsorship will come back to the central budget or whether it will be used on prizes and other items for the day.

Action – Ann to confirm with Ian regarding budget

Notes from Christmas Light Switch on Meeting

Tuesday 19th November 2024 via zoom

Attendance: Peter Tavernor, Alex Sawkiw, Andrew Wallace, Lisa Miller, Charlotte Hodgson, Gill Clough, Abigail Morris (Deputy Clerk)

Tarporley Churches: Rev Jim Bridgman, Mark Elders

Saturday 23rd November

Over of the evening

4pm – Gazebo erected on High Street outside Latte Da

6pm – Road closure

6pm – Bellringers play

6:25pm – Welcome from Rev Jim and Mark plus 1 carol

6:30pm – Count down and lights switched on

6:30pm – Carol singing

6:50pm – Close of event

8pm – Road re-opens (possibly earlier)

Marshals

TPC will have a gazebo which will act as a info point, first aid and will be staffed by a minimum of 2 parish councillors throughout the event. A marshal will be required at either end of the road closure and at least 2/3 marshals will be needed in the central area to monitor the crowd and weather.

A whatsapp group will be created for all marshals who are volunteering at the event.

Notes from Christmas MeetingMonday 2nd December 2024 via zoom

Attendance: Peter Tavernor, Alex Sawkiw, Andrew Wallace, Lisa Miller, Charlotte Hodgson, Catherine Helm, John Millington, Gill Clough, Mark Ravenscroft, Abigail Morris (Deputy Clerk)

Apologies: Nigel Taylor

Gazebos

3 gazebos to be installed, 2 outside chestnut pavilion and 1 TPC gazebo outside bus stop. The chairs will be collected from the Primary School on Friday morning at 10am.

Action – 915am meet up outside Latte Da to start erecting the gazebos.

Action – Lisa to meet with Tim Rogers at school.

Gingerbread House

Walkway to Gingerbread House is quite muddy.

Extra lights not needed on the house as the floodlights illuminate it.

7 Santa letters have already been received.

Action – Charlotte to source wood chipping

Marshals

A rota will be created by Pete which will have 1 hour slots starting from 130pm til 7pm. Pete will populate with names. A Councillor will be with a non Councillor is possible. More help is needed after 5pm as many Councillors cannot stay later. However we will need a few people to stay behind to take down the gazebo. Currently there are around 30 slots that still need to be filled.

Action – Pete to circulate rota to TIs to complete.

Action – Abbie to circulate updated rota, marshal brief and timeline of the day to councillors before Thursday.

Evacuation

The whistles are only to be used if there is a need to evacuate. The locations of the muster points are:

St Helen's Woodland

Rising Sun Car Park

Beyond both end of the road closure

An emergency vehicle will need to be able to drive down the High Street in an emergency so the Makers Market will need to be offset to one side (co-op side)

Action – Abbie to speak to Vicky from Makers market

Gold Command

In the event of a decision needing to be made (such as cancellation due to weather) Peter has been assigned as the Gold Commander. John Millington and Ian Diskin will also be included in the Gold Command team.

First Aid

A First Aider will be at the TPC gazebo from 1230pm til 7pm. A list of defibrillators will be included on the marshal briefing document.

Date of next meeting

Thursday 5th December at 630pm via zoom. TPC and Christmas working group invited.

Public WC Meeting

Wednesday 11th December 2024

Present:

Cheshire Police – PC Paul Gilchrest, PCSO Jorge Ferreira.

CW&C – Steve Christie, Sarah Dobbins, Salty Siteine, Suzanne Woods,

Parish Council – Catherine Helm, Lisa Miller, Abigail Morris (Deputy Clerk) Alex Sawkiw, Ann Wright (Clerk).

Purpose of meeting: To discuss currently closed public WC.

It was confirmed on police advice the WC is currently closed as it has been a hub for anti-social behaviour, vandalism and smoking of drugs. It was noted that youths had propped the toilet door open preventing it from automatically locking.

It was reported repair to the door had cost £1600.00.

It was suggested keeping the toilet closed until for an extended period might break the cycle of anti-social behaviour. It was confirmed the toilet has now been closed for 6 months.

Location

It was discussed that the toilet is in a dark location which is not overlooked and does not have CCTV as such the toilet is no longer in a suitable location. It was discussed that CCTV was not a viable option in Tarporley.

Toilet Mapping Project

It was reported that the local businesses had not wanted to advertise the availability of toilets in their businesses.

It was noted a scheme had been introduced in Chester where toilets were mapped along with what was required for a member of the public to use that toilet. Given the businesses lack of desire to promote the use of their toilets other than by their customers it seemed unlikely this would be supported by Tarporley businesses. It was also noted that the toilets are in businesses where you would expect to see them to be, cafes and public houses.

It was noted the provision of public toilets is not a statutory obligation.

Alternative Solutions

It was noted that CW&C will not fund a new toilet.

The following alternatives were discussed:

- Looking for funding/construction of new toilet with future new development.
- PC to look at project to manage the toilets including opening and closing, possibly for trial period.
- Parish Council taking over WC, asset transfer.
- Find location for new toilet possibly shared with other facility.
- It was suggested there may be grant funding available for the above projects.

Next Steps

- Parish Council to discuss options at next meeting (January).
- Sarah Dobbins to provide info on possible funding sources.
- Suzanne Woods to provide details of Chester mapping project.

Ann Wright
16/12/2024

Notes from Playing Field Meeting
Tuesday 7th January at 2pm via zoom

Attendance: Mark Ravenscroft, Ann Wright, Abigail Morris (Deputy Clerk)

1. Communication with the Community Centre Committee

John Swift, the Playing Field Lead for the Community Centre, has requested that a press release be prepared regarding the transfer of the playing field lease from the Community Centre to Tarporley Parish Council (TPC). Additionally, John inquired about how TPC plans to communicate with the Community Centre committee moving forward.

Actions:

- Abbie to draft the press release.
- Abbie to be the primary contact for TPC regarding the playing field and liaise with TCC (Tarporley Community Centre).
- Quarterly meetings to be scheduled between TPC and TCC to address any issues or developments.
- Signs to be designed and installed at both ends of the playing field (similar to those on Brook Road).

2. Tender Process for Maintenance

Currently, no maintenance work is being carried out on the playing field, and the previous contractors have been informed of the change in ownership.

A tender process will be initiated in the coming months to appoint a contractor by April 1st. The tender will break down the work into individual items, allowing a clear understanding of costs for each element.

Actions:

- Ann to provide Abbie with the previous tender quotes.
- Abbie to draft the maintenance tender documents, which will also include Brook Road Playing Field.
- Mark to develop a scoring system for evaluating the suitability and value for money of each submitted quote.
- Several companies will be contacted to invite them to submit quotes for the maintenance work.
- Mark to contact Rob Walker to review current maintenance arrangements.
- John Swift to provide a key to the gate on Eaton Road to facilitate vehicle access to the playing field.

3. Bookings for the Playing Field

The primary booking for the playing field is the annual Tarporley Carnival. Any other booking requests from TCC will be **forwarded to Abbie for** management.

Actions:

- TCC to send Abbie information about existing bookings as well as new enquiries.
- Mark to liaise with Jim Webb regarding the Carnival, including discussions around licensing issues.

4. Tree Report and Planting

A recent tree report, commissioned by TCC, has been reviewed, and most of the recommended work has been completed, with only a few minor tasks remaining.

Actions:

- Ann to order hawthorn trees for planting along the Eaton Road hedge.
- Abbie to coordinate volunteers and advertise the tree planting event once the trees arrive.

5. Drainage

Drainage remains an ongoing issue, and further discussions between TPC and TCC are required to assess previous efforts and recommendations from past surveys.

Actions:

- Ann to contact Highways for advice on the best point of contact regarding drainage matters.

Notes of Draft Design Code Meeting

9th January 2025 - conducted via Zoom.

Present:

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

Purpose of Meeting: To review draft design codes.

The group confirmed they were pleased with the appearance of the draft document and that it was coherent and easy to read. It was agreed it will be easy to review the document to make final amendments as required.

It was agreed that the Neighbourhood Plan be amended to match the feel and format of the Design Code.

Settlement Boundary

It was agreed codes should apply to any development adjacent to or outside the settlement boundary without encouraging development in that area.

Draft Codes

The group reviewed the draft codes document and raised the following:

- It was noted a map needs to be included to identify the various character areas.
- C1 – ‘minimise visual impact’, does this have a planning definition /measurable? Can it be strengthened.
- C2 – ‘Local Preference’ what is definition of local noting for CW&C it is the whole borough council area, can this be clarified?
- C4 – Clarify what is meant by ‘alleyways and archways’

It was discussed that once the introduction is included many of the terms used will be defined.

- M3 – add at least to must provide the required number of car parking spaces.

It was discussed as many of the codes are new should there be some form of public consultation.

It was asked what the source of the standards is.

- M5 – strengthen ‘efforts made to persuade’.
- Need to take account of satellite antenna positioning e.g. Starlink.
- M6 – is there a definition of street trees. It was noted the impact of trees on footways/pavements.
- N1 – ‘commensurate to size’ is this defined/measurable? Can this be defined based on housing density?
- Is it possible to include protection of trees and hedges from damage during construction?
- N4 – no artificial grass, how is this policed?
- N7 – is this code required as this a legal requirement?
- N8 – Must not should.

Built Form

Can this section be strengthened by adding densities? It was noted densities of various developments in Tarporley had been identified in the Aecom document. It was agreed that development density is one of the most important factors as such this section strengthened.

- B7 – want to prevent overdevelopment of such sites, can density be taken into account here as well?
- B7 – must not should.
- CD3 – why only residential? Number of shops have offices above them presently.
- CD3 – require appropriate parking provision for residential.
- CD4 – strengthen controls over signage.
- CD10 – Include provision of parking of HGV and other vehicles on site.

Is it possible to include protection against noise and lighting disturbance from both commercial and business parks?

- I3 – It would be helpful to have discussion regarding the balance between appearance and identity and environmental benefits e.g. reducing heat loss of modern doors and windows.
- I4 – as above.

Need to consider/discuss how codes are applied to existing buildings, retrofitting.

- H1 – can we state pumps should be placed at the rear of buildings?
- H5 – can we suggest low level lighting?

Tarporley Existing Design Codes Document

5.1 – unsure where this section has come from and if it is required in the document.

Next Steps

Comments to be forwarded to Design Yorkshire for comment.

Comments and documents to be forwarded to Louise Kirkup for discussion regarding presenting the Neighbourhood Plan document in the same style and format as the Design Code and checking that the policies highlighted are included in the Neighbourhood Plan.

Next Meeting Date

TBC

Ann Wright
09/01/2025.

Public WC Informal Discussion

Thursday 9th January 2025 via Zoom.

Present:

Parish Council – Lisa Miller, Alex Sawkiw, Stuart Walton, Ann Wright (Clerk).

St Helen's Church – Rev Jim Bridgman, Liz Neely.

Purpose of meeting: To discuss possibility of joint project to install a toilet in the Church which would be open to the public.

It was noted that the public WC owned and managed by Cheshire West and Chester Council (CW&C) is currently closed and is likely to remain closed due to anti-social behaviour.

Councillors are keen to have a public toilet in Tarporley and had been advised by CW&C officers that there may be funding available to provide a new toilet.

It was confirmed the Church is looking to provide an accessible WC in the church as currently the only WCs they have available are in the Done Room. They are also looking to install a small kitchen area.

It was thought the WC would go in the rear corner of the church or possibly in the choir vestry. Initial plans have been drawn up for the project, but these have not been finalised and formal permission has not been obtained from the relevant bodies as such the project will take some time to develop.

It was discussed what level of involvement the Council would want in the project, and it was believed the Parish Council would simply want to make sure an accessible toilet with baby changing facilities was available to the public at times when the church is open although this may be influenced by the conditions of funding obtained.

It was noted the church is currently open daily from 9am until around 5pm.

It was agreed the delivery of a WC as a joint project between the Church and Parish Council would be of great benefit to the community.

Next Steps

- Clerk to contact CW&C regarding possible funding.

Ann Wright
10 01 2025