

Tarporley Parish Council Working Group Objectives

This document is intended to give an overview of the objectives of the working groups established by Tarporley Parish Council and should be read in conjunction with the Working Group General Terms of Reference which was adopted by the Parish Council June 2019 ¹ and terms of reference developed by individual working groups.

The objectives are not intended to be restrictive however should there be a fundamental change to the work of a working group this would need to be approved by the Parish Council.

All working groups will keep notes or minutes of their meetings which will be noted by the Parish Council and be included in the Council's Minutes.

This document does not include the details of Committees of the Council or groups/organisations outside the Council that the Council are represented on.

This document is intended to be reviewed at the Annual or First meeting of the Parish Council in May each year along with working group membership.

Working Group	Membership	Objectives
Arts S106 Working Group	Mark Ravenscroft, Nigel Taylor.	<ul style="list-style-type: none"> • To develop scheme to utilise available Arts S106 funding. • To work in conjunction with the Branding Working Group.
Branding Working Group	Catherine Helm, Gordon Pearson, Mark Ravenscroft, Nigel Taylor.	<ul style="list-style-type: none"> • To create and publicise a recognisable 'Brand' for Tarporley in coordination with Residents, businesses and the Sandstone Ridge Trust. • To work in conjunction with the Arts S106 Working Group.
Brook Road Working Group	John Millington, Gordon Pearson, Mark Ravenscroft, Andrew Wallace.	<ul style="list-style-type: none"> • To prepare sustainable proposals for consideration by the Parish Council for: <ol style="list-style-type: none"> i) The development of the land to the east of Brook Road ii) The management of the facility iii) To ensure that the facility meets the needs of as wide a range of ages and interests (sporting and non-sporting) as possible, commensurate with the limited size of the plot. iv) To consider the availability of other outdoor sport and leisure sites within the Parish and surrounding areas (existing or planned) and ensure that the Brook Road scheme compliments these. v) To ensure that proposals taken forward are affordable in terms of both capital expenditure and operating costs. vi) To make applications for the drawdown of S106 monies and seek other sources of external funding to cover capital and operating costs, where

¹ Resolution 19/029, minutes book page 24.

Tarporley Parish Council Working Group Objectives

		<p>necessary.</p> <p>vii) To ensure that the requirements of the Planning Permission 16/04471/FUL and Newt Mitigation Licence 2019-40681-EPS-MIT-1 are complied with.</p> <p>viii) To ensure that CW&C comply with their obligations under the Land Transfer Agreement (namely provision of the permanent access road).</p> <p>ix) To make recommendations to the Parish Council on the employment of consultants and contractors, as necessary, to assist in meeting these objectives.</p>
Christmas Festival Working Group	All Councillors 2 Business Representatives	<ul style="list-style-type: none"> • To ensure that the Christmas Lights/Trees are erected & removed. • To ensure the safe running of the Christmas Event inc. risk assessments. • To manage the above within the agreed budget • To work in partnership with community groups and businesses in Tarporley.
Neighbourhood Plan (Review) Working Group	Toni Burke, Nigel Taylor, Gordon Pearson, Peter Tavernor Michael George.	<ul style="list-style-type: none"> • To assess CWAC Local Plan and policies completed since publication of the NP for impact on the NP and identify any opportunities they present for additional or modified NP policies that would further the vision and objectives of the NP or otherwise benefit residents of Tarporley. • To consider site allocations for: <ul style="list-style-type: none"> i) additional short stay car parks ii) additional long stay car park iii) relocation of medical facilities iv) commercial/office facilities • To consider how policy changes might make it easier to deliver additional car parking and relocation of medical facilities while honouring the NP vision and objectives. • To review other NPs for policies that could be beneficially applied to Tarporley. • To liaise with CWAC to understand the process and timescales for modifying the NP. • To make recommendations to the Parish Council for changes to the NP. • To arrange and undertake consultations with residents, business and other stakeholders as directed by the Parish Council. • To adjust recommendations for changes to the NP to reflect results of consultations.

Tarporley Parish Council Working Group Objectives

		<ul style="list-style-type: none"> To prepare modified NP for inspection and referendum as instructed by the Parish Council.
Play Area Working Group	Elaine Chapman, Lisa Miller, Gordon Pearson,	<ul style="list-style-type: none"> The overarching objective is to ensure the safety of all children, parents and/or carers when they are visiting or using the play area and the equipment and to ensure that they are able to access and enjoy the facility. This will require the following to ensure: <ul style="list-style-type: none"> That the children, whether accompanied or not are safe. The site of the play area is such that children are in full public view, therefore providing a substantial degree of ad hoc supervision The site remains open and clear of obstruction to ensure safe entry and exit. The perimeter fencing and entry gate/s into the site are maintained to the appropriate standard. The play equipment is maintained and complies with all the current regulations, and regularly inspected by an approved body. Hard and soft areas within the play area are maintained to the appropriate standard. The area complies with all relevant regulations.
Poppy Lane Working Group (Former RBL)	Gill Clough, Gordon Pearson, Peter Tavernor	<ul style="list-style-type: none"> To assist the Parish Council to manage:- <ol style="list-style-type: none"> The car park The Allotment Land and Bowling Club land That the above areas comply with all relevant regulations.
Public Rights of Way Working Group	Catherine Helm, Mark Ravenscroft, Peter Tavernor, Andrew Wallace, David Press	<ul style="list-style-type: none"> Ensure that all PROW within Tarporley Parish boundary are maintained in a fit for purpose condition. Create awareness in the community by promoting and publicising our footpath network – online, signage, publications, etc
Staffing Working Group	Toni Burke, Elaine Chapman, Gill Clough	<ul style="list-style-type: none"> Ensure HR legal employment compliance. Determine staff workload/allocated hours and work patterns to meet the current needs and demands of the Parish Council. Approval of annual leave or any other special request for absence from work. Monitoring of sickness absence. Ensure that Training and Development opportunities are made available to staff.

Tarporley Parish Council Working Group Objectives

		<ul style="list-style-type: none"> • Ensure that appropriate records are maintained for all staffing activities. • Implement Performance Management measures as required. • Manage the Recruitment and Selection process. • Monitor staffing budget expenditure. • Complete an annual review of staffing requirements including work patterns, hours, holiday entitlement, role profiles and job descriptions. • Consult with designated HR advisor for clarification on issues as required.
Strategy Working Group	Toni Burke, John Millington, Gordon Pearson, Peter Tavernor, Nigel Taylor.	<ul style="list-style-type: none"> • To review Council priorities and review delivery of these priorities. • To prepare a report on Council Priorities to be agreed at the Council Annual or First Meeting each May, reviewing the activities of the previous 12 months and setting the priorities for the next 12 months. • To review working practices of the Council inc. staff to ensure best practice and efficiency is being achieved.
Traffic & Parking Working Group	Elaine Chapman, Gill Clough, Gordon Pearson, Mark Ravenscroft, Nigel Taylor.	<ul style="list-style-type: none"> • To gather data on supply and demand of parking places in Tarporley. • To understand in detail parking needs at various times and days of the week. • To continue to monitor the situation as new parking becomes available (eg Poppy Lane) or is reduced. • Based on the data, to identify opportunities to address the shortfall, either through management of existing parking (eg time-limiting, charging) or through the provision of extra parking, and working with CWAC.
VE Weekend Working Group	Andrew Wallace, Eveleigh Moore Dutton	<ul style="list-style-type: none"> • To work with Community Group/s to deliver VE Weekend Activities.
Website & LCAS Working Group	Gordon Pearson & Nigel Taylor	<ul style="list-style-type: none"> • To review the website to ensure it is fit for purpose and meets public bodies accessibility regulations. • To ensure all information required for LCAS is in place and easily accessible on the Council's website. • To work with the Clerk and other officers to provide officers necessary access to the website to perform their duties.