

# CHAPEL-EN-LE-FRITH PARISH COUNCIL



TOWN HALL  
CHAPEL-EN-LE-FRITH  
HIGH PEAK, DERBYSHIRE, SK23 0HP

Tel: 01298 813320  
clerk@chapelpc.org  
www.chapelpc.org



Office Hours: Monday-Friday 9.00 to 12.30

30 July 2019

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING** of the Parish Council to be held on **Tuesday 6 August 2019** at 7.30pm in the Annexe of the Town Hall, Chapel-en-le-Frith. After prayers have been said and Apologies for absence have been given, the business to be transacted will be as follows: -

1. Declaration of Interests
2. Police Matters
  - Membership of the Police Liaison Committee
3. Open Forum
4. M.P. County Councillors, Borough Councillors
5. Matters relating to Highways, Public Footpaths, Public Services, Conservation Areas and Parish Improvements
  - Reporting of diesel spillage on Charley Lane
  - Proposals for parking outside the Co-op in Chapel-en-le-Frith and the Parish parking review
  - Chapel Market Place to consider setting up a working group to explore bringing the area into public ownership.
6. To receive the Minutes of the Full Council Meeting held on 2 July 2019
7. To receive the Minutes of the Planning Committee held on 23 July 2019
8. To receive the Minutes of the Communications Committee held on 9 July 2019
9. To consider any matters arising from the above Minutes
10. Terms of Reference for Planning Committee and Amenities Committee
11. Co-option onto the Council
  - One seat in Dove Holes and Martinside Ward
  - One seat in Chapel East Ward

Clerk to the Council – Suzan E. Stockdale

12. To approve the provision and cost of £3.80 per month for individual Councillors dedicated email addresses taking account of DALC advice on Data Protection implications
13. Neighbourhood Plan and Community Plan
14. Economic Regeneration
15. Outside Bodies
  - Report from the Joint User Meeting at Chapel Leisure Centre
16. Town Hall, 47/49 Market Street, Chapel-en-le-Frith
17. DALC
  - Voting DALC Executive Committee
18. Parks and Open Spaces
  - Amenities Committee Terms of Reference
  - Memorial Park solar light to agree a budget for repair
  - To agree the recommendation by the Communications Committee to provide a Notice Board in Dove Holes
  - Request from Chapel Business Association to provide a Christmas Tree for Townend – cost approx £150
  - Confirm date for Christmas tree lighting as Friday 29 November 2019
  - Request for permission to hold a Family Mile event in Chapel Memorial Park
19. Allotment Sites
  - Request from six electors to request that the Council take into consideration the demand for allotments in the Parish
  - Request from Councillor Gourlay for the Council to review the procedures for the provision of existing allotment sites with a view to providing an additional allotment site.
20. Correspondence
  - Freedom of Information Request for an internal review of the request submitted by N Gourlay for information relating to the Leys Allotment site
  - Freedom of Information Request received from N Gourlay to provide information about the Economic Regeneration Working Group
21. Schedule of Accounts presented for payment
22. Any Other Business (For discussion only)
23. Press Releases
24. Matters to be discussed after the exclusion of Public and Press

Yours sincerely,



Mrs SE Stockdale  
Clerk to the Council

Clerk to the Council – Suzan E. Stockdale

Below is an interesting response from the DCC Highways Officer.

Would it be possible to include the subject as an item on the forthcoming Parish Council Meeting please?

Obviously Councillors will need to be sent a copy of this email with the agenda as well as our Chapel Parking Review response that Isobel refers to.

Regards

Chris Sizeland

**From:** ETE Traffic Management (Economy Transport and Environment)

<[ETC.TrafficManagement@derbyshire.gov.uk](mailto:ETC.TrafficManagement@derbyshire.gov.uk)>

**Sent:** 24 July 2019 11:13

**To:** Chris Sizeland <[chris@sizeland.net](mailto:chris@sizeland.net)>

**Subject:** 32603070 Parking opposite the Co-op in Chapel

Dear Mr Sizeland

Your enquiry has been forwarded to me for a response as the officer dealing with the Chapel Parking review.

Whilst I can understand your proposals they do not fit in with **the requirements set out by the parish for the review**, in that all the parking restrictions should be the same to simplify the issue for users, to start introducing 10min bays is not something I would support.

In general the coop have their own car park off highway for their customers to use, it is their responsibility to ensure it is safe and appropriate. I have approached the coop regarding the land in front of the store (Eccles Road) with regard to the provision of cycle parking and social space (benches) but have had no response if you have contacts with the store could you take this matter up it with them.

I would not be providing further places for disabled drivers on the Highway as there is a bay outside the post office and Blue Badge holders can park on the double yellow lines for up to 3 hours as long as it is not in an obstructive location ie corners or junctions, able bodied drivers who just pull up on the pavement or road in front of the store do so illegally and I would not wish to encourage this practice.

Yours sincerely

*Isobel Mulligan*

Senior technician

Traffic and Safety Team.

Economy, Transport and Environment | Derbyshire County Council

County Hall, Matlock, Derbyshire, DE4 3AG

<image001.png>

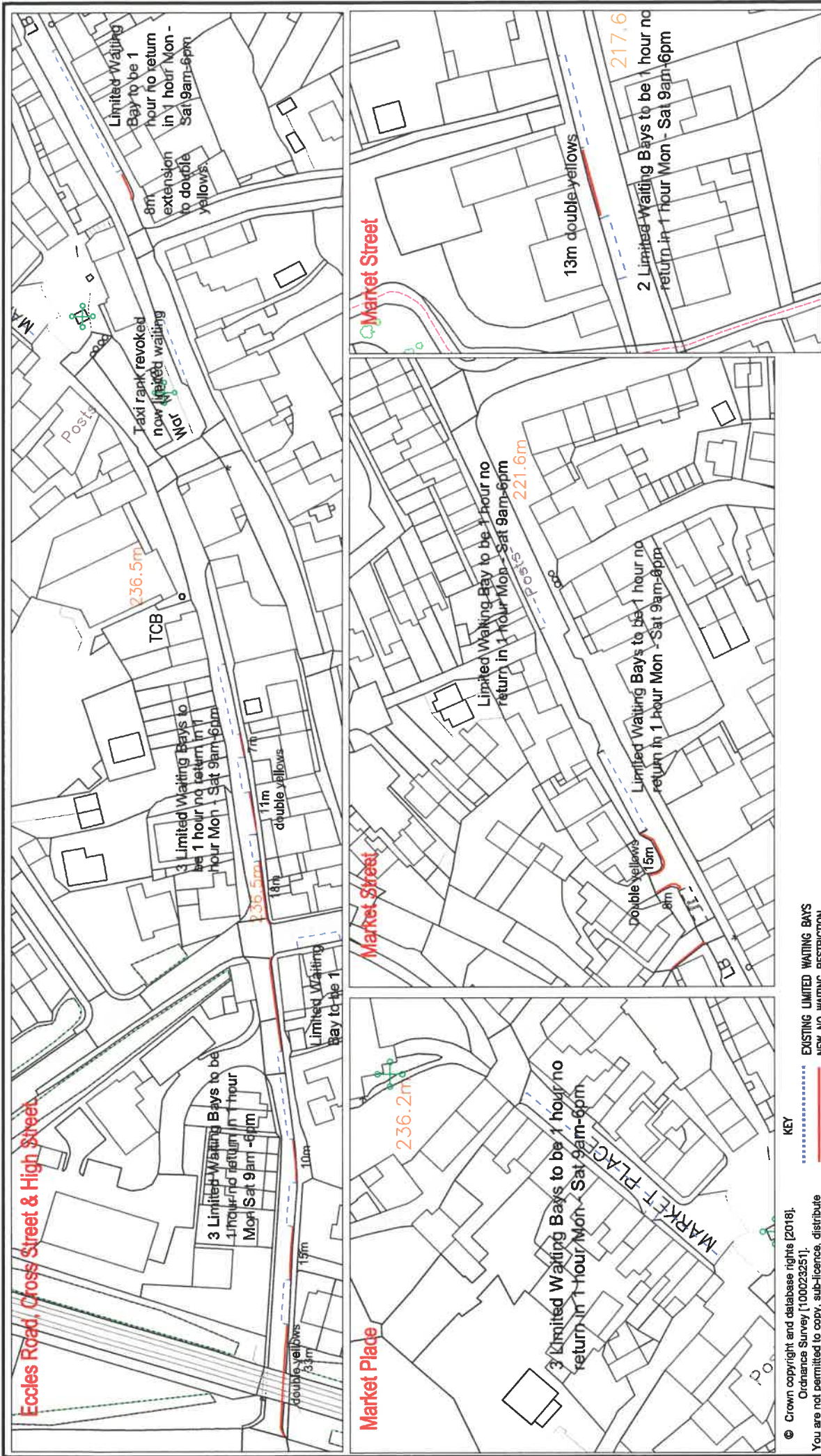
**From:** Chris Sizeland <[chris@sizeland.net](mailto:chris@sizeland.net)>

**Sent:** Monday, July 22, 2019 1:12:08 PM

**To:** Jim Perkins (Elected Members) <[Jim.Perkins@derbyshire.gov.uk](mailto:Jim.Perkins@derbyshire.gov.uk)>

**Subject:** Parking opposite the Co-op in Chapel

Hi Jim



<b>TRAFFIC REGULATION ORDER SHEET 2 OF 2</b>	<b>DRAWN</b>	<b>IM</b>	<b>CHECKED</b>	<b>IM</b>	<b>APPROVED</b>	<b>SA</b>
	Date	23-07-2018	Date	07-01-2019	Date	07-01-2019
	Project / Confirm Reference No.	TROICHAPEL		SCALE		NTS
	Drawing Number	HMT/IM/53/19				
	CREATED: 07/01/2019 10:57:11 AM					

**PROPOSED ORDER FOR CHAPEL en le FRITH LIMITED AND NO WAITING RESTRICTIONS**

BY	CHKD	APVD	DATE	ML

**DERBYSHIRE County Council**

**MIKE ASHWORTH**  
Strategic Director  
Economy, Transport and Environment

ISO 9001 Quality Management  
FIM641223 / FIM641224

**AMENDMENT DETAILS**

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**KEY**  
..... EXISTING LIMITED WAITING BAYS  
——— NEW NO WAITING RESTRICTION





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KEY  
 ..... EXISTING LIMITED WAITING BAYS  
 ——— NEW NO WAITING RESTRICTION



**DERBYSHIRE**  
 County Council

**MIKE ASHWORTH**  
 Strategic Director  
 Economy, Transport and Environment

BY	CHKD	APVD	DATE	NO.

**PROJECT TITLE**  
 TRAFFIC  
 REGULATION ORDER  
 SHEET 1 OF 2

**DRAWING TITLE**  
 PROPOSED ORDER  
 FOR CHAPEL en le FRITH  
 LIMITED AND NO WAITING RESTRICTIONS

DRAWN	IM	CHECKED	IM	APPROVED	SA
Date	23-07-2018	Date	23-07-2018	Date	07-01-2019
Project / Confirm Reference No.	TROICHAPEL				SCALE
Drawing Number	HMT/IM/53/19				NTS

**Sue Stockdale**

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**From:** Chris Sizeland <sizeland@icloud.com>  
**Sent:** 25 July 2019 14:31  
**To:** Sue Stockdale; Chapel Parish Council Assistant Clerk  
**Subject:** Chapel Market Place

Hello Sue and Emma

Could you also please add the following item to the main council agenda:-

**Chapel Market Place**

To consider and if necessarily approve the setting up of a working group to explore the possibility of bringing the Market Place into Public ownership.

Regards

Chris Sizeland

## Sue Stockdale

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**From:** Sherratt, Angela <Angela.Sherratt@highpeak.gov.uk>  
**Sent:** 30 July 2019 10:16  
**To:** Sue Stockdale  
**Subject:** RE: Chapel East Ward

Hi Sue,

I can confirm that no request for an election has been received by the Returning Officer, therefore you will be able to fill the vacancy by Co-option.

Kind regards  
Angela

**Angela Sherratt**  
Senior Elections Officer

Electoral Services  
High Peak Borough Council

Correspondence Address:  
Town Hall  
Market Place  
Buxton  
SK17 6EL

☎ 01298 28428

[angela.sherratt@highpeak.gov.uk](mailto:angela.sherratt@highpeak.gov.uk)

[www.highpeak.gov.uk](http://www.highpeak.gov.uk)

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**From:** Sue Stockdale [mailto:clerk@chapelpc.org]  
**Sent:** 29 July 2019 08:50  
**To:** Sherratt, Angela  
**Subject:** Chapel East Ward

Hi Angela

I am sending my agenda out for the Council meeting this week. Would you be able to confirm where we are up to on the Chapel East Vacancy?

Thanks

Sue

Mrs S Stockdale  
Clerk of the Council

Town Hall  
Market Street

**Sue Stockdale**

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**From:** Admin <admin@derbyshirealc.gov.uk>  
**Sent:** 18 July 2019 11:52  
**To:** Sue Stockdale  
**Subject:** RE: Email addresses  
**Attachments:** 38- Data protection - revised December 2018 copy.pdf

Hi Sue

Please see the attached Legal Topic Note in respect of Data Protection. I realise that it is a lengthy document however, since May of last year needs to be taken very seriously as breaches can result in hefty fines. As all councillors of a parish/town council are part of the corporate body and therefore where Data Protection issues are concerned, part of the mechanism that the Council uses to process data, they also need to understand the requirements of GDPR. To assist this it would be prudent to have a separate email address for all council work so as not to fall foul of sharing data with a third party and therefore causing a breach, which of course is reportable. Can I recommend a DALC training course – Freedom of Information and GDPR to be held on 28 November 2019 here at Cromford.

Kind regards, Glen



Glen Ingham  
 Administration  
 Derbyshire Association of Local Councils  
 The Old Loom Shop, Building 23, Ground Floor  
 Cromford Mill, Mill Lane  
 Cromford, Matlock  
 Derbyshire DE4 3RQ  
 Tel: 01629 826655  
 e-mail: [admin@derbyshirealc.gov.uk](mailto:admin@derbyshirealc.gov.uk)  
[www.derbyshirealc.gov.uk](http://www.derbyshirealc.gov.uk)

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**From:** Sue Stockdale <clerk@chapelpc.org>  
**Sent:** 18 July 2019 11:29  
**To:** Admin <admin@derbyshirealc.gov.uk>  
**Subject:** Email addresses

Hi Glen



**DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS**



SUPPORT · TRAINING · ADVICE

**EXECUTIVE COMMITTEE ELECTIONS 2019 -2023**

**VOTING PAPER FOR PARISH/ TOWN COUNCILS IN HIGH PEAK**

NOMINATION	COUNCIL	NOMINEE'S SERVICE	VOTE (NOT MORE THAN 2 VOTES)
Cllr Annette Nordhausen Scholes	Bamford with Thornhill Parish Council	<ul style="list-style-type: none"> <li>• Vice Chair of Parish Council</li> <li>• University Lecturer of Manchester School of Law</li> <li>• Volunteer Mediator University of Manchester and Solution Talk</li> </ul>	
Cllr Nigel Gourlay	Chapel-en-le-Frith Parish Council	<ul style="list-style-type: none"> <li>• Parish Councillor since July 2018</li> </ul>	
Cllr Peter James Cooper	Charlesworth	<ul style="list-style-type: none"> <li>• Parish Councillor</li> <li>• Justice of the Peace</li> <li>• Chair of the Local Action Group</li> <li>• Church Treasurer</li> <li>• Auditor of other local charity accounts</li> <li>• Local Cricket Club Accountant</li> <li>• Cricket Umpire</li> </ul>	

**Signed (Clerk):**

**On behalf of (Parish/ Town Council):**

**Date:**

## **Terms of Reference**

### **Amenities Committee**

The Amenities Committee is committed to the sensitive and careful management, maintenance and improvement of the parks and open spaces in the Parish and to conserve the environmental heritage for the benefit of future generations.

It gives careful consideration to the strategic plans for the parks and open spaces, owned and managed by the Parish Council and will discharge its role to operate within a budget and be financially accountable.

### **Delegation**

1. Chapel-en-le-Frith Parish Council has agreed to adopt the Amenities Committee Terms of Reference at its meeting held on XXXXXXXXXXXX and has recorded the decision under minute number XXXXX
2. Chapel-en-le-Frith Parish Council will consider reviewing the Terms of reference annually.
3. The Council has delegated powers to the Amenities Committee to spend within the agreed budget heads. There is no provision delegated for virement between budget heads as that has to be agreed by the Full Council.
4. Any decisions made by the Amenities Committee cannot be implemented until they have been ratified by the Full Council.

### **Procedures**

1. The Amenities Committee will operate within Chapel-en-le-Frith Parish Councils Standing Orders.
2. At the first meeting of the committee after the Annual Meeting of the Council, it shall elect a Chairman and Vice Chairman for 12 months.
3. The Amenities Committee will submit its minutes of meetings, including decisions for ratification and adoption at the next Ordinary Meeting of the Council.
4. The Amenities Committee will submit a draft budget and/or project considerations for the forthcoming financial year for inclusion in the budget setting process, to the Finance Committee.

### **Meetings**

1. The Amenities Committee will aim to meet six times in the municipal year.
2. Six Councillors will be members of the Committee. The quorum shall be three Councillors.
3. There will be an agenda item allowing the public to speak at the start of each meeting.

## **Terms of Reference**

The functions of the Committee will be:

1. To oversee the management of all Parks and Open spaces owned and/or managed by the Council.
2. To consider a rolling programme of improvement and refurbishment of play equipment and to ensure that safety inspections are carried out monthly, with any concerns being actioned.
3. To oversee the operation of the ground maintenance, including the purchase of equipment.
4. To receive reports of Health and Safety inspections.
5. To oversee allotment provision in the Parish and undertake an annual inspection of allotment sites.
6. Consider capital projects for the improvement of any Parks and Open Spaces and submit these to the Finance Committee.
7. Have responsibility for the maintenance and management of the following Councils assets:
  - War Memorials
  - Buildings in the Memorial Park and the Bowling Green
  - Dove Holes Allotments
  - Bus Shelters
  - Public Seats
  - Notice Boards
  - Nanny's Well
  - Street Planters and hanging Baskets
8. To arrange the lighting of the National Beacon on Eccles Pike
9. To make arrangements for the provision of public Christmas trees around the Parish and lighting ceremonies.

Adopted:

**From:** Chris Sizeland [mailto:sizeland@icloud.com]

**Sent:** 29 July 2019 13:21

**To:** Sue Stockdale <clerk@chapelpc.org>

**Subject:** Wind / Solar light in the park.

AGENDA ITEM 18

Hi Sue

Would it be possible to add the following agenda item to next week's monthly meeting.

It is not possible to defer it to the next Amenity meeting as there is a window of opportunity available to sort it out.

**Wind / Solar Light in Chapel Park**

To consider and agree a budget for repair of the light.

Regards

Chris Sizeland



**Sue Stockdale**

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**From:** Chapel Parish Council Assistant Clerk  
**Sent:** 24 July 2019 11:57  
**To:** Sue Stockdale  
**Subject:** FW: Family Mile Event - Chapel Memorial Park  
**Attachments:** Insurance Doc 2019-20.pdf

**Mrs Emma Howe**  
**Assistant to the Clerk**  
Chapel-en-le-Frith Parish Council  
Town Hall, Market Street, High Peak, Derbyshire, SK23  
OHP  
Tel: 01298 813320

**From:** Katy Hine [mailto:katy@shift-together.co.uk]  
**Sent:** 24 July 2019 09:55  
**To:** Chapel Parish Council Assistant Clerk <astclerk@chapelpc.org>  
**Subject:** Family Mile Event - Chapel Memorial Park

Hi Emma

Thank you for your help last week when i called regarding holding a Family Mile event in Chapel Memorial Park over the summer holidays - as promised i have included a copy of our Public Liability Insurance. Family Mile in a nutshell is basically of project aimed at getting families active together within their local surroundings - therefore we hope to run an array of activities such as a treasure hunt / orienteering, sports activities and fitness trail around the park. All activities are free to participate in and will be advertised locally as well as on social media.

If possible we hoped to run the event on Monday 19th August 10.30 - 12.30pm therefore to cover set up and tidy up, I envisage we will be on the park from 9.30 - 1.30 if that is ok with the Parish Council?

Timescales are getting tight so if you could confirm as soon as possible the above is acceptable, I will complete the promotional material and any help in advertising at your end would be greatly received.

I look forward to hearing from you.

Kind Regards

Katy

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**Katy Hine**  
**Family Mile**  
t. 07971 202383  
e. [katy@shift-together.co.uk](mailto:katy@shift-together.co.uk)


AGENDA ITEM 19

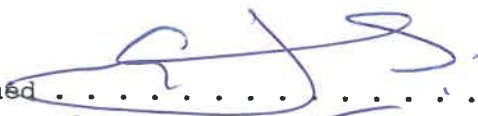
27 July 2019


To the Parish Clerk, Chapel Parish Council


We, the undersigned, being six electors resident in the parish, state that there is a demand for allotments in the parish, and request that you take this into consideration under Section 23 of the Small Holdings and Allotments Act 1908.


Signed . . .  . . .  
Name . . . NIGEL WETTERP GOURLAY  
Address . . . ASHWORTH HOUSE, LONG LANE  
          . . . CHAPEL - EN - LE - FRITH . . .


Signed . . .  . . .  
Name . . . JASON ASHHEAD  
Address . . . 33 BOWDEN LANE  
          . . . CHAPEL EN LE FRITH . . .

Signed . . .  . . .  
Name . . . GARETH JONES  
Address . . . RONS CAPE, 291 ~~ASTON~~ MARKET ST  
          . . . CHAPEL EN LE FRITH SK23 0HP

Signed   
Name J. Allen  
Address 38 FRITH VIEW  
CHAPEN-EN-LE-FRITH

Signed   
Name JOSEPH BISHOP  
Address Flat 4, the grapes  
Chapel-en-le-frith

X Signed   
Name K. MIDDLETON  
Address 17A MARKET ST.  
CHAPEN-EN-LE-FRITH

  
J. Bhattacharjee  
28 Burnside Avenue  
Chapel-en-le-Frith ✓

**Sue Stockdale**

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**From:** Nigel Gourlay <ngourlay@gmail.com>  
**Sent:** 29 July 2019 09:14  
**To:** Sue Stockdale  
**Cc:** Liam McCarthy  
**Subject:** Re: Allotments Motion for 6 August council meeting

The waiting list at the Courses was 10 people at the start of June, according to Eddie McKenzie, the secretary of the allotment society. Jockey since then has heard that the waiting list has increased to 11, and knows of three others who are about to apply. There is another person on Growing Up in Chapel who is about to apply. So, the waiting list is currently somewhere between 10 and 15. My August newsletter will push the allotments again. Last year, mentioning the allotments in the newsletter caused a flood of applicants.

I know we don't run the Courses Allotments. The reason I want us to clear the tree saplings from the most overgrown allotments is to increase the number of usable allotments, because there are currently too few. We cannot devolve to another group our responsibility for providing sufficient allotments.

We should look again for allotment land. Just because something was the case in the past doesn't make it the case now.

Nigel

On Mon, 29 Jul 2019, 09:00 Sue Stockdale, <[clerk@chapelpc.org](mailto:clerk@chapelpc.org)> wrote:  
 Can I just clarify three things?

- What is the waiting list at the Courses and how has the information been made available to you?
- Do you know that we don't manage the Courses Allotment Site?
- We did a call for allotment land as part of the submission to get the status lifted on the Leys site and there was not suitable allotment land. Are you aware that some land has come to light that can be made available?

Sue

-----Original Message-----

**From:** Nigel Gourlay [mailto:[ngourlay@gmail.com](mailto:ngourlay@gmail.com)]  
**Sent:** 27 July 2019 17:24  
**To:** Sue Stockdale <[clerk@chapelpc.org](mailto:clerk@chapelpc.org)>  
**Cc:** Jason Adshead <[generalsolutions1969@gmail.com](mailto:generalsolutions1969@gmail.com)>  
**Subject:** Allotments Motion for 6 August council meeting

Hello Sue

I'd like this motion to be added to the agenda of the next full council meeting:

This council notes that:

1. there is a lengthy waiting list for the Courses allotments.
2. the process of selling the Leys allotments has caused them to be kept fallow for several years.
3. it is unknown when the allotments lost by the closure of the Leys will be replaced
4. insufficient



**Sue Stockdale**

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**From:** Nigel Wetters Gourlay <request-583617-d69cb0a5@whatdotheyknow.com>  
**Sent:** 28 July 2019 17:19  
**To:** Sue Stockdale  
**Subject:** Internal review of Freedom of Information request - Disposal of allotments

Dear Chapel-en-le-Frith Parish Council, High Peak,

Please pass this on to the person who conducts Freedom of Information reviews.

I am writing to request an internal review of Chapel-en-le-Frith Parish Council, High Peak's handling of my FOI request 'Disposal of allotments'.

You have supplied on this website (whatdotheyknow.com) some of the correspondence relating to disposal of allotments. In a separate email, you have supplied two further documents, which relate to Parish Council discussions that occurred while the public and press were excluded.

You have not supplied here, or in your email, the completed application form (or forms) that were submitted to the Ministry to apply for the disposal of allotments. The blank form can be found at this location:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/662349/Allotment\\_disposal\\_application\\_form.doc](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/662349/Allotment_disposal_application_form.doc)

Please supply this information, as requested previously.

A full history of my FOI request and all correspondence is available on the Internet at this address:  
[https://www.whatdotheyknow.com/request/disposal\\_of\\_allotments](https://www.whatdotheyknow.com/request/disposal_of_allotments)

Yours faithfully,

Nigel Wetters Gourlay

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Please use this email address for all replies to this request:  
[request-583617-d69cb0a5@whatdotheyknow.com](mailto:request-583617-d69cb0a5@whatdotheyknow.com)

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## Sue Stockdale

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**From:** Nigel Wetters Gourlay <request-592915-61b0631f@whatdotheyknow.com>  
**Sent:** 28 July 2019 17:53  
**To:** Sue Stockdale  
**Subject:** Freedom of Information request - Economic Regeneration Working Group

Dear Chapel-en-le-Frith Parish Council, High Peak,

The Economic Regeneration Working Group is a group within Chapel-en-le-Frith Parish Council that was set up in 2014, and which has been advising the Parish Council on the disposal of the Leys allotments.

Please provide the following information:

1. The members of the Economic Regeneration Working Group from 1 Jan 2014 until May 2019, listing the dates that they were members.
2. The dates that the Economic Regeneration Working Group held meetings, from 1 Jan 2014 until May 2019, and the names of attendees at those meetings.
3. Minutes of the Economic Regeneration Working Group, from 1 Jan 2014 until May 2019.

Yours faithfully,

Nigel Wetters Gourlay

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Please use this email address for all replies to this request:  
[request-592915-61b0631f@whatdotheyknow.com](mailto:request-592915-61b0631f@whatdotheyknow.com)

Is [clerk@chapelpc.org](mailto:clerk@chapelpc.org) the wrong address for Freedom of Information requests to Chapel-en-le-Frith Parish Council, High Peak? If so, please contact us using this form:  
[https://www.whatdotheyknow.com/change\\_request/new?body=chapel\\_en\\_le\\_frith\\_parish\\_council\\_high\\_peak](https://www.whatdotheyknow.com/change_request/new?body=chapel_en_le_frith_parish_council_high_peak)

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<https://www.whatdotheyknow.com/help/ico-guidance-for-authorities>

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