



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



21st October 2016

Dear Councillor,

Town Council Meeting – Thursday 27th October 2016

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 27th October 2016** commencing at **7.00pm**.

The Public and Press are welcome to attend the meeting. There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

D McGifford
Chief Officer

AGENDA

1. Apologies for absence. (Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non attendance).

2. Minutes (enclosed)

To approve the Minutes of the Council from the meeting held on 15th September 2016.

3. Declarations of Disclosable Pecuniary Interest

Members are requested to declare both “non pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.

- 4.. Outstanding Actions

None.



Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: **01260 270350** Fax: **01260 280357**

Email: info@congletontowncouncil.co.uk www.congleton-tc.gov.uk

5. Questions from Members of the Public

To receive any questions from Members of the Public at the meeting and, notified in advance in writing.

6 Mayor's Announcements (To follow)

To receive any announcements by the Town Mayor and to receive a list of the Mayor's Engagements.

7. Planning Committee (enclosed)

To receive the minutes of the meetings held on 4th August and 22nd September 2016.

8. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 8th September 2016.

9. Community Environment and Services Committee (enclosed)

To receive the minutes of the meeting held on 11th August 2016.

10 Town Hall Committee (enclosed)

To note the draft minutes of the meeting held on the 22nd September 2016 and the recommendations below:-

Hearing Loop

THC/8/1617 Resolved to receive the report from the Facilities and Operations Manager on the progress and improvements to the facilities in the Town Hall for the hard of hearing and recommend to Council that the quote from T&S Electrical for £1,770 plus VAT be approved and funded from the Capital Contingency budget.

Refurbishment of the Town Hall External Fire Escape

THC/9/1617 Resolved to receive the report from the Facilities and Operations Manager and to recommend to Council that the quotes received from J Williamson £1500 plus VAT and R Beard Ltd £2,820 plus VAT – Total £4,320 plus VAT be approved and funded from the Capital Contingency Budget.

11. Urgent Items

Members may raise urgent items but no discussion or decisions may be taken at the meeting.

12. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on relevant issues and to receive questions from members.

13. Youth Committee (enclosed)

- a) To receive the minutes of the Youth Committee meeting held on 10th October 2016.
- b) To deal with Questions from Members of the Youth Committee present at the meeting.

14. Public Toilets (report attached)

To receive a report from the Chief Officer on the refurbishment of Market Street public toilets.

To: All Members of the Town Council,

CC: Press 2, Burgesses (5), Mayor's Chaplain,
Members of the Youth Committee
MP, Cheshire East Councillors (1), Library, Congleton Tourist Information Centre.

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday 15th September 2016 in the Town Hall Congleton.

PRESENT: Councillors:

Mrs A L Armitt
J G Baggott
L D Barker
P Bates
R Boston
D T Brown (Town Mayor)
G R Edwards
G P Hayes
Mrs A M Martin
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apologies in advance and to give a reason for non-attendance).

Apologies were received from Cllrs N Adams, Mrs D S Allen, C H Booth, P Broom, Mrs S A Holland, Mrs A E Morrison, Mrs J D Parry and H Richards.

2. MINUTES

To approve the Minutes of the Extraordinary Council meeting held on 11th August 2016.

Councillor L.D Barker advised that he was present at the meeting on the 11th of August 2016 and not absent as noted within the minutes

CTC/21/1617 RESOLVED to approve the minutes and signed by the Mayor subject to Councillor L D Barker attendance being noted for the meeting on the 11th August 2016.

3. DECLARATIONS OF DISCLOSIBLE PECUNIARY INTERESTS

Members are requested to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become aware of it.

Cllrs J G Baggott, P Bates, D T Brown, G P Hayes Mrs E Wardlaw and GS Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. OUTSTANDING ITEMS

There were no outstanding actions.

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

6 **MAYORS ANNOUNCEMENTS**

The Town Mayor drew attention to the various engagements that he and the Deputy Town Mayor had fulfilled since the last Council meeting.

7. **PLANNING COMMITTEE**

CTC/22/1617 RESOLVED that the minutes of the meetings held 23rd June and 14th July 2016, be received and the recommendations therein be adopted.

8. **FINANCE & POLICY COMMITTEE**

CTC/23/1617 RESOLVED that the minutes of the meeting held on 9th June 2016. be received and the recommendations therein be adopted.

9. **COMMUNITY, ENVIRONMENT & SERVICES COMMITTEE**

CTC/24/1617 RESOLVED that the minutes of the meeting held on 30th June 2016 be received and the recommendations therein be adopted.

10. **URGENT ITEMS**

There were no urgent matters raised.

11. **CHESHIRE EAST COUNCILLOR'S REPORT**

There were no reports provided by Cheshire East Councillors.

12. **YOUTH COMMITTEE**

a) **CTC/25/1617 RESOLVED** that the minutes of the Junior Council meeting held on 11th July 2016. Be received.

b) **CTC/26/1617 RESOLVED** that the minutes of the Youth Committee meeting held on 30th August 2016.be received.

c) To deal with Questions from Members of the Youth Committee present at the meeting.

There were no questions from members of the Youth Committee.

13. PUBLIC TOILET UPDATE

The Chief Officer advised that this item will be deferred to the Community Services and Environment Committee meeting which will be held on 6th October 2016.

14. OUTCOME OF THE TOUR OF BRITAIN CYCLE RACE

The Chief Officer provided the general feedback he had received from the Tour of Britain race organisers and other key stakeholders: -

- Great day for Congleton, The Town Council and the whole of Cheshire East – fantastic to see the amount of people that supported this event – Partnership working at its best.
- Staff, volunteers and councillors involved all worked incredibly hard to present the town in its best light and with great success.
- Financially there was great support from the business sector with the total project cost being in the region of £28,000 – we were able to do this within our budget of £15,000.

**D T Brown
(Town Mayor)**

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 4th AUGUST 2016

PRESENT

Councillor L D Barker (Chairman)
Mrs A L Armit
Mrs D S Allen
J. G. Baggott
P Bates
C Booth
D T Brown
G P Hayes
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
Mrs E Wardlaw

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs S. Akers Smith, G. R. Edwards, Mrs S A Holland, H Richards, G. S. Williams

2. MINUTES

PLN/7/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 14th July 2016 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

Members were reminded to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become known.

Councillors Baggott, Bates, Hayes and Wardlaw declared a "non pecuniary" interest due to their membership of Cheshire East Council.

Councillor D. T. Brown declared a "non pecuniary" interest due to his membership of Cheshire East Council and also due to his membership of the Strategic Planning Committee.
Councillor Brown did not vote on any items.

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/8/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Week ended 15th July 2016

- | | | |
|----------|---|--|
| 16/3107C | Land Between Manchester Road and Giantswood Lane,
Congleton | NO OBJECTION
subject to the following |
| - | That the affordable housing is not all grouped together but is dispersed throughout the development | |
| - | An acoustic fence is erected to offset the noise from traffic on the A34 as recommended by the Environmental Officer | |

Councillor Bates declared a "non pecuniary" interest in application 16/3107C as this is a strategic site in the Local Plan which has been accepted by Cheshire East.

- | | | |
|----------|---|---------------------|
| 16/3226C | St Johns Church, Buxton Old Road, Congleton | NO OBJECTION |
|----------|---|---------------------|

- | | | |
|----------|---|--|
| 16/3286C | 130 Holmes Chapel Road, Congleton, CW12 4NY | REJECT – due to the following reasons |
|----------|---|--|

- | | |
|------|--|
| i) | The significance of the design of the existing building and the proposed development is not in keeping with the area. |
| ii) | Access and egress issues due to the location being a corner plot on an A road. |
| iii) | Tree Preservation – there is a tree preservation order against a mature oak tree on the site. |

Mr B Heywood made a statement to the Committee stating various objections he has to this application.

Councillor Bates, Brown and Hayes declared a "non pecuniary" interest in application 16/3286C

- | | | |
|----------|--|--|
| 16/3337C | 63 Ullswater Road, Congleton, CW12 4JQ | NO OBJECTION |
| 16/3358C | 12 Ribblesdale Avenue, Congleton, CW12 2BS | REJECT – due to the following reasons |
| - | Out of keeping with the area | |
| - | Overdevelopment of the site | |

- | | | |
|----------|---|---------------------|
| 16/3391C | 51 Manchester Road, Congleton, CW12 2HX | NO OBJECTION |
| 16/3388D | 24 Park Lane, Congleton, CW12 3DG | NO OBJECTION |

Week ended 22nd July 2016

- | | | |
|----------|--|-----------------------------|
| 16/2754C | 16 Trinity Place, Congleton, CW12 3JB | NO OBJECTION |
| 16/3575C | 3 Biddulph Road, Congleton, CW12 3LQ | NO OBJECTION |
| 16/3601C | 12 Boundary Lane, Congleton, CW12 3HZ | NO OBJECTION |
| 16/3541T | 1 Truro Close, Congleton, CW12 3BD | NO OBJECTION |
| | | Subject to usual conditions |
| 16/3587T | 51 Park Lane, Congleton, CW12 3DG | NO OBJECTION |
| | | Subject to usual conditions |
| 16/3356D | 78 Holmes Chapel Road, Congleton, CW12 4NG | NO OBJECTION |

Week ended 29th July 2016

16/3583C	2 Harvey Road, Congleton, CW12 2BU	NO OBJECTION
16/3592C	Rose Cottage, Newcastle Road, Congleton, CW12 4HN	NO OBJECTION
16/3650C	49 Giantswood Lane, Congleton, CW12 2HQ	NO OBJECTION
Councillor Bates declared a "non pecuniary" interest in application 16/3650C		
16/3607T	9 Howey Hill, Congleton, CW12 4AF	NO OBJECTION
		Subject to usual conditions
16/3680T	Clayton Manor, Rood Hill, Congleton	NO OBJECTION
		Subject to usual conditions
16/3694T	Rear of 9 Truro Close, Congleton, CW12 3BD	NO OBJECTION
		Subject to usual conditions

Additional Item

16/3262C	Land at Radnor Park Trading Estate, Back Lane, Congleton	REFUSE -
Refer back to the original application and associated conditions.		

6. PLANNING APPEALS

None to report.

L. D. Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 22nd SEPTEMBER 2016

PRESENT

Councillor L D Barker (Chairman)
J. G. Baggott
R Boston
P Broom
G R Edwards
Mrs S A Holland
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
H Richards

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs S Akers Smith, Mrs A L Armitt, C Booth, D T Brown, G P Hayes, E. Wardlaw, G. S. Williams

2. MINUTES

PLN/9/1617 RESOLVED: That the Minutes of the Meeting of the Committee held on 4th August 2016 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

Members were reminded to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become known.

Councillor Baggott declared a "non pecuniary" interest due to his membership of Cheshire East Council.

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/10/1617 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Week ended 5th August 2016

16/2371C	32 Edinburgh Road, Congleton, CW12 3XZ	NO OBJECTION
16/3188C	2 Hornby Drive, Congleton, CW12 4WB	NO OBJECTION
16/3494C	4 Redfern Avenue, Congleton, CW12 2AS	NO OBJECTION
16/3604C	Morrisons, Bridgestones Shopping Centre, Congleton	NO OBJECTION
16/3717C	3 Townsend Road, Congleton, CW12 3DL	NO OBJECTION
16/3740C	1 Birch Road, Congleton, CW12 4NJ	NO OBJECTION
16/3727T	7 Wolstanhome Close, Congleton, CW12 3RX	NO OBJECTION

Subject to usual conditions

Week ended 12th August 2016

16/3816C	29 St Peter's Road, Congleton, CW12 3RE	NO OBJECTION
16/3826C	Davenshaw Mill, Buxton Road, Congleton, CW12 2DN	NO OBJECTION
16/3840C	Land North of Chestnut Drive & West of Back Lane, Congleton	REFUSE – DUE TO
<ul style="list-style-type: none">- Unsuitable pedestrian access over the playing fields- Flooding concerns due to the pumping station being in the incorrect position- The application should be considered at Cheshire East Strategic Planning Board		

Please see additional notes below -

The only proposed walkway is grass across Village Green fields - unsuitable for disabled wheelchairs, prams etc. Suitable footpath required for elderly, disabled vehicles, pushchairs etc. to bus stop in Chestnut Drive. Pumping stations should be other side of site because of concerns of noise, odour and flooding to existing properties. Any development on site should be delayed until Link Road is complete because of congestion at Back Lane/Holmes Chapel Road and until school places are available as both primary and secondary schools are full. The application should be considered at Cheshire East Strategy Planning Board.

16/3848C	Land Rear of 74 Lawton Street, Congleton	NO OBJECTION
16/3859C	Land at Forge Mill, Forge Lane, Congleton	NO OBJECTION
16/3906C	Land off Goldfinch Close, Congleton	REFUSE – DUE TO
<ul style="list-style-type: none">- Loss of hedgerows		

Seddons had produced a plan that safeguarded the hedgerows due to their history and biodiversity (Medieval field patterns)

Week ended 19th August 2016

16/3973C	Rainow Farm, Under Rainow Road, Congleton	NO OBJECTION
Councillor Holland declared a "non pecuniary" interest in application 16/3973C		
16/4006C	38 Lamberts Lane, Congleton, CW12 3AU	NO OBJECTION
16/4051C	Mill Green Park, Mill Green, Congleton, CW12 1JG	NO OBJECTION
16/4023T	18 Bosley View, Congleton, CW12 3TU	NO OBJECTION
		Subject to usual conditions

Week ended 26th August 2016

16/4099C	27 Laburnum Close, Congleton, CW12 4TX	NO OBJECTION
16/4145C	116 West Road, Congleton, CW12 4EU	REFUSE – DUE TO
<ul style="list-style-type: none">- Elevation and flooding concerns		
Cheshire East Enforcement Officers to be requested to take action in respect of driving over the footpath to gain vehicular access		
16/4170D	John Morley Ltd, Morley Drive, Congleton, CW12 3LF	NO OBJECTION

Week ended 2nd September 2016

16/4217C	Fingerpost, Middle Lane, Congleton, CW12 3PU	NO OBJECTION
16/4213T	25 Isis Close, Congleton, CW12 3RT	NO OBJECTION
		Subject to Usual Conditions
16/4290T	30 Hulton Close, Congleton, CW12 3TF	NO OBJECTION
		Subject to Usual Conditions

Week ended 9th September 2016

16/4092C	87A Woolston Avenue, Congleton, CW12 3ED	NO OBJECTION
16/4301C	Land adj to 1A Boundary Lane, Congleton	NO OBJECTION
16/4359C	Alders Farm, Dial Lane, Congleton, CW12 3QN	NO OBJECTION
16/4379T	23 Park Lane, Congleton, CW12 3DG	NO OBJECTION
		Subject to Usual Conditions

Week ended 16th September 2016

16/4514C	44 Lamberts Lane, Congleton, CW12 3AU	NO OBJECTION
16/4544C	Evergreen, Under Rainow Road, Congleton, CW12 3PN	NO OBJECTION
Councillor Baggott declared a "non pecuniary" interest in application 16/4544C		
16/4549C	23 Ullswater Road, Congleton, CW12 4LX	NO OBJECTION

6. PLANNING APPEALS

None to report.

L. D. Barker – Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & POLICY COMMITTEE HELD ON THURSDAY 8th September 2016

PRESENT - Councillors

Mrs S Akers Smith
J G Baggott
R Boston
P Bates
Mrs A E Morrison
G R Edwards (Chair)
Mrs S A Holland
Mrs A M Martin
Mrs E Wardlaw
G S Williams

1. Apologies

Apologies for absence were received from committee members Cllrs N Adams, Mrs D S Allen, C H Booth, Mrs J D Parry
Apologies were also received from Cllr D T Brown.

2. Minutes

FAP/13/1617 RESOLVED that the Minutes of the Meeting of the Committee held on 9th June 2016 be approved and signed by the chairman.

3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.

Cllrs J G Baggott, P Bates, E Wardlaw and G Williams declared a non-pecuniary interest in any matters relating to Cheshire East Council.

Cllrs P Bates and R Boston declared a non-pecuniary interest in item 6 (v) Congleton Town Football Club grant application.

4. Outstanding Actions

There were no outstanding actions.

5. Grant Approvals and Commitments 2016-17

A summary of grant approvals and commitments was considered by the committee and it was noted that £12,750 was remaining for grants for 2016/17.

FAP/14/1617 RESOLVED that that the grant summary be received.

6. New Applications for Financial Assistance

FAP/15/1617 RESOLVED that:-

- i) **GR 08/1617 Congleton Musical Theatre**
A grant of £500 be approved. (S145)
- ii) **GR 09/1617 Congleton Cycling Club**
Deferred as the event is now over so more information needed as to whether this grant is still needed.
- iii) **GR 10/1617 St James' Church PCC**
A Grant of £1,000 be approved. (S137)
- iv) **GR 11/1516 Congleton Choral Society**
A grant of £250 be approved. (S145)
- v) **GR 12/1617 Congleton Town Football Club**
Deferred whilst more information is obtained from the club.

7. Grant Activities Monitoring Forms

It was noted that a Grant Activities Monitoring Form had been received from Beartown Patchwork and Quilters (GR06/1516) and St Peter's Church (GR06/1617)

FAP/16/1617 RESOLVED that that the Grant Activities Monitoring Form be received.

8. Management Accounts for July 2016

FAP/17/1617 RESOLVED that that the Management Accounts to 31st July 2016 be received.

9. Bank Reconciliation

FAP/18/1617 RESOLVED that the bank reconciliation to 31st July 2016 be received.

10. List of Payments

FAP/19/1617 RESOLVED to receive the Payments List between 1st May and 31st July 2016.

11. Town Hall Wi-Fi

FAP/20/1617 RESOLVED to receive the report and approve the upgrade to the Town Hall Wi-Fi systems.

12. External Audit Report

FAP/21/1617 RESOLVED to receive and approve the External Auditors' report on the annual return for 2015/16. It was noted that BDO, the external auditor, did not require any actions or recommendations to the accounts for 2015/16.

13. Letters of Thanks

FAP/22/1617 RESOLVED that the letter of thanks from Congleton Jazz and Blues Festival for the grant awarded be received.

The Chairman wished to note the efforts of the Jazz and Blues Festival committee and congratulate them on their success.

G R Edwards (Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 11th August 2016

PRESENT: Councillors

Mrs S Akers Smith
Mrs A L Armitt
P Bates
C H Booth (Deputy Mayor and Vice Chairman)
P Broom
D T Brown (Town Mayor)
G R Edwards
Mrs S A Holland (Chairman)
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
G S Williams

1. Apologies for absence.

Apologies for absence were received from Cllrs R Boston and G P Hayes, apologies were also received from Cllr Mrs D S Allen who is not a member of this particular committee.

2. Minutes of Last Meeting

CES/16/1617 Resolved that the minutes of the meeting held on 30th June 2016 be confirmed as a correct record and signed by the Chairman.

3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.

Cllrs P Bates, DT Brown, G.S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. Outstanding Actions

Double parking at Langdown Road and Delamere Road -CES/12/1617

- Send a letter to all schools outlining the issues and request that they advise parents of this issue.
- To write to bus companies via TSS, advising them to phone 101 to make them aware of any obstructions.

Fellowship House - CES/15/1617

To form a small working group to include 2 Burgesses and 3 Councillors.

5. Cheshire Police (Report Attached)

To receive and consider a verbal report from a representative of Cheshire Police on Policing matters affecting Congleton.

6. Floral Arrangement Working Group

To receive the minutes of the Floral Arrangement Working Group held on 29th June 4th, 15th and 29th July 2016.

CES/17/1617 Resolved to receive the minutes of the Floral Arrangement Working Group dated as above.

7. North West in Bloom and Britain in Bloom Competitions

To receive an update on the North West in Bloom and Britain in Bloom competitions.

CES/18/1617 Resolved to receive the update of the North West in Bloom and Britain in Bloom competitions.

8. 150 Year Town Hall Celebrations

To receive an update on the 150 Year Town Hall celebrations.

CES/19/1617 Resolved to receive the update on the 150 Year Town Hall Celebrations and made comment upon the contribution of J Unsworth and volunteers.

9. Market Street Public Toilets

To receive an update with regards to the refurbishment of the Public Toilets.

This item was discussed in the Extraordinary Meeting of the Council prior to this meeting

West Heath Toilets - Issues raised by residents and commented within the media about the need for toilets in the precinct. **Action** – Chief Officer to make contact with the owners / developers to establish future plans.

10. Tour of Britain Cycling Race 2016

To receive an update on hosting the start of the Tour of Britain Cycle Race scheduled for September 6th 2016.

Cllr S Akers Smith and the Chief Officer advised that the pre-race promotion activity had been well supported by businesses both in sponsorship and in kind contributions. Focus was now on race day activity and communicating what will be happening on the day, in the Town Hall and with the road network.

It was suggested that we communicate the road closures through to health providers – i.e. hospital, dentists, doctors etc. to ensure that arrangements can be made between themselves and patients.

Full information will start to appear on the Congleton Town Council website

<http://www.congleton-tc.gov.uk>

11. Cheshire East Council (CEC) - Gulley Cleansing

To receive the response to a gulley cleansing issue and be aware of the programme for 2016/17.

The information provided showed high level figures about the quantity of Gulley Cleansing days there would be across the towns of Cheshire East. It was clarified that any gulleys causing a highway danger needed to be reported to Cheshire East Highways Department.

Action for Chief Officer, method of reporting needs to be on the council website and in the next addition of the Bear Necessities.

Action for Chief Officer to invite CEC to present the background information at the next CE&S meeting.

12. Buxton Road Speed Indicator Device (SID)

To review the positioning of the SID on Buxton Road.

It was proposed that the positioning of the SID was possibly not in the most appropriate place and that cars were speeding down the hill once they had passed it.

It was agreed that the SID was best suited to the current location due to its proximity to the school.

Advice was provided that there was a Community Speedwatch Initiative developing and this could be a good place to start. This will be fed back to relevant officers at Cheshire Police.

It was stated that there was a need for volunteers to be involved in this scheme and it was proposed that this should be advertised in Bear Necessities.

**Mrs S A Holland
(Chairman)**

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON
THURSDAY 22nd SEPTEMBER 2016

Please note – These are draft minutes and will not be ratified until the next Town Hall Committee meeting on 3rd November 2016

PRESENT:

Councillors

L D Barker
P Broom
G R Edwards (Ex-Officio)
Mrs S A Holland
Mrs A E Morrison (Vice Chair)
Mrs J D Parry
H Richards

1. Apologies for absence.

Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

Apologies for absence were received from Cllrs Mrs. A L Armitt, G P Hayes and Mrs. E Wardlaw.

Apologies were also received from Ex Officio members Cllrs C H Booth and D T Brown and Cllrs Mrs. S Akers Smith and G S Williams, who are not members of this particular Committee.

2. Minutes

THC/6/1617 Resolved that the minutes of the Meeting held on 23rd June 2016 be approved and signed as a correct record.

3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non-pecuniary" interests as early in the meeting as they become known.

There were no declarations of interest.

4. Outstanding Actions

There were no outstanding actions.

5. Fire Risk Inspection / Audit Update

THC/7/1617 Resolved to receive the update from the Facilities and Operations Manager regarding the progress of works emanating from the Fire Audit dated 26th August 2016, and to receive the communication from the Prevention and Protection Department.

6. Hearing Loop

THC/8/1617 Resolved to receive the report from the Facilities and Operations Manager on the progress and improvements to the facilities in the Town Hall for the hard of hearing and recommend to Council that the quote from T&S Electrical for £1,770 plus VAT be approved and funded from the Capital Contingency budget.

7. Refurbishment of the Town Hall External Fire Escape

THC/9/1617 Resolved to receive the report from the Facilities and Operations Manager and to recommend to Council that the quotes received from J Williamson £1500 plus VAT and R Beard Ltd £2820 plus VAT – Total £4320 plus VAT be approved and funded from the Capital Contingency Budget.

8. Office Space Availability

THC/10/1617 Resolved to receive the verbal update from the Chief Officer stating that the vacant commercial office space in the Town Hall is being advertised via Timothy A Brown.

9. Town Hall Trading Account

THC/11/16/17 Resolved to receive and accept the Town Hall Trading account to 31st August 2016.

10. Town Hall Pricing and Letting Policy (Appendix 1 attached)

THC/12/1617 Resolved to receive the amendments to the Town Hall Pricing and Letting Policy.

11. Loaning of Town Hall Equipment (Appendix 2 attached)

THC/13/1617 Resolved to approve the Town Hall Equipment Policy relating to the loaning of Town Hall equipment.

**Mrs A E Morrison
(Vice Chairman)**

Appendix 1

CONGLETON TOWN COUNCIL

TOWN HALL COMMITTEE MEETING 22nd SEPTEMBER 2016

AGENDA ITEM 10: TOWN HALL LETTING POLICY

Note: The proposed changes to the policy are shown with the new wording in red with the previous wording having had a line put through it.

- To ensure the Town Hall facilities are well used by the community, local residents and businesses.
- To allow the Town Hall to contribute to the wider strategic objectives of the Town Council.
- To achieve the correct balance between community facility and commercial undertaking.
- To work with a commercial partner to reduce the operating deficit of the Town Hall

Under the Terms of Reference and delegation approved by Council, the Town Hall Committee have the following powers in respect of Bookings and Charging:-

- To approve a pricing structure within Budget and Council Policy
- To recommend to Council, a Town Hall Letting Policy.
- ~~To authorise the Town Clerk~~ **Chief Officer** to let office space within Policy.
- ~~To authorise the Town Hall Administration Staff~~ **booking staff** to accept bookings and the ~~Town Clerk~~ **Chief Officer** may reject them.
- ~~To delegate~~ costing of ~~room~~ **hall** hire, functions and catering is delegated to the Support-Manager ~~Administration Staff~~.
- ~~To authorise the Chief Officer to allow concessions on room hire as set out in this policy.~~ **Concessions will be delegated to the Chief Officer in consultation with the Chairman and Vice-Chairman of the Town Hall Committee.**
- ~~Determination of concessions as set out in this Policy~~
- ~~To authorise the~~ Support Manager to waive ~~or reduce~~ the booking deposit in the case of public sector bodies (e.g. local authorities, PCT, Health trusts, Police, Fire, Ambulance, Blood Donors,) **Local Community Groups** and regular commercial customers.

When revised room hire charges have been agreed by the Town hall Committee, existing cost confirmations will be honoured, for which deposits have been received or waived. Costings for unconfirmed bookings for room hire will not be honoured.

~~When revised charges are agreed by the Town Hall Committee, existing cost confirmations (for which deposits have been received/waived), but not un-accepted quotations will be honoured.~~
Long term bookings will be given 3 months' notice of any **changes to room hire charges**, except in the case of VAT changes which will be **applied immediately from the date of the VAT change.**

It is essential that the Town Hall Trading Account accurately reflects income and expenditure incurred, and does not subsidise other parts of the Council's operations.

The Town Council will therefore continue to pay rent from its Management Account, and pay for room hire by internal transfer. Similarly room hire by Congleton Partnership is paid for directly from the Regeneration **Partnership** Budget, for which the Town Council is the accountable body.

Concessions to **Local** Voluntary/Community groups are not permitted from the Town Hall Trading Account.

Such help can be given from the Council's grants budget using an appropriate power and therefore part of the grants budget will be allocated for this purpose.

~~The policy of Cheshire East Council on giving concessionary grants has not yet been determined. The administration of concessions from the Town Council is delegated through the Town Hall Committee to the Town Clerk.~~

Registered Charities and other **Local** Voluntary/Community groups which directly benefit the Town and are contained on the Town Council's list will **be considered for a 50% concessional grant on room hire, this will not be given in addition to any other discount or concession.** **Local Voluntary/Community groups must be able to produce a copy of their Constitution in order to be eligible for any concessional grant on room hire.**

~~Hire of rooms or facilities for weekdays 8.00 to 6pm Discount 20%~~

~~Hire of rooms or facilities for weekday evenings & weekends 8am to 6pm Discount 20%~~

~~Hire of facilities on Friday but limited to six maximum for Discount 50%
or Saturday evenings each night per year excluding any
concession by
CBC/ Cheshire
East~~

~~Hire of facilities on Sundays Discount 50%~~

~~(Hirers would be encouraged to apply for a concession to Cheshire East Council)~~

Applications from Congleton Town residents will also be considered for a 10% concessional grant on room hire, this will not be given in addition to any other discount or concession.

No concessionary bookings will be accepted more than **12 months** 1-year-in advance **without prior agreement from the Chief Officer, except in the case of weekly/monthly block bookings, weddings, festivals and other significant events.**

Registered Charities, Local Voluntary/Community groups may have no more than 3 Friday or Saturday evening concessionary bookings in any 12 month period.

~~and no organisation may have more than 2 Friday or Saturday evenings in any one year.
Applications will be considered on a first come first served basis.~~

~~Concessions will be delegated to the Chief Officer in consultation with the Chairman and Vice-Chairman of the Town Hall Committee.~~

All rates will include the cost of **setting up rooms** by supervisory Caretaking staff from the Town Council. ~~to be present at all times.~~

Caretaking staff from the Town Council, the Commercial Partners or SIA Registered Door Staff, hired by the Commercial Partners, will be present at all times.

The Town Clerk may approve the following Regular Booking Discounts:

- ~~Regular weekly/Monthly bookings for more than 3 months at 20% discount.~~
- ~~This is not in addition to any other discount or concession.~~

~~Residents of the Town are entitled to a 10% discount, which will not be given in addition to any other discount, concession or offer.~~

Weddings

Inclusive and tailored wedding packages are available for booking directly through the **Town Council's Commercial Partner, Congleton Town Hall Events and Parties**. They will arrange both the ceremony and reception, or the reception to support a ceremony conducted elsewhere.

When the Town Hall has been booked for both the wedding ceremony and evening reception, this will include exclusive use of the Town Hall and all side rooms within the set up and clearance times agreed with the Town Council's Commercial Partner. Additional set up and clearance hours will be charged at the standard hourly rate.

When the Town Hall has been booked for a wedding ceremony only, using either the Grand Hall or Bridestones Suite, the rate charged is for 4 hours room hire and includes set up and clearance times.

~~These may be in either the Grand Hall or the Bridestones Suite, or at your preference, both. (In any case the main venue will be inclusive of side rooms and preparation and clear-up times). The rooms will be hired from the Council by the Town Council's Commercial Partner who will pay the Council the approved wedding rate.~~

David McGifford Chief Officer 21.9.16

Appendix 2

Congleton Town Council

Town Hall Equipment Policy

Aim of the Policy

The Town Council aim to ensure its equipment is maintained to the highest standard for use by customers hiring out rooms for corporate or private use. This includes weddings and functions arranged through the Town Council's Commercial Partner.

To ensure the equipment is maintained accordingly, it will not be loaned out externally to any third parties.

The Town Hall equipment in question includes the following items on "*List A*":

List A

- Tables and chairs
- The main stage (normally located in the Grand Hall)
- Projectors and projector screens
- Microphones
- Flip chart stands
- Velcro Display Boards
- Extension cables
- Water machines

Items excluded from this policy:

List B

- Litter pickers
- Litter picking hoops
- High Visibility Vests
- 2 Congleton Bear Costumes (suitable for children)

Items on "*List B*", will be loaned externally to third parties by request to the Town Council office. An "*Equipment Sign out Form*" must be completed and signed by the *borrower*, this will ensure that the *borrower* agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.

Other Exceptions

The Chief Officer has the discretion to make exceptions to this policy based upon the nature of requests received from external third parties. The *borrower* will be required to complete and sign an "*Equipment Sign out Form*" whereby the *borrower* agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Monday 10th October 2016 in the Town Hall, Congleton

PRESENT Youth Councillor Bella Statham (Chairman)
Sebastian Nixon

Jay McAleer
Richard Vickers
Olivia Roberts
Joshua Eardley
Rebecca Casewell

Councillor Larry Barker
Councillor Charles Booth
Councillor George Hayes
Linda Minshull
Mr Ed O'Neill – Head Teacher – Eaton Bank Academy

1. APOLOGIES

Apologies were received from Jamie Bernardi, Michael Howell, Arabella Holland, Matthew Jones, Zak Roberts and Councillors Sally Holland and Liz Wardlaw.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on the 30th August 2016 were signed by the Chairman as a correct record.

3. MEMBERSHIP

A discussion took place regarding membership. Linda welcomed the students who had attended for the first time and said that she hoped they would enjoy the meeting and may wish to join the Committee.

Linda read out the e-mail from Matthew Jones regarding a new category of membership possibly to be called Alumni. George and Larry suggested it may be better to leave flexible and allow past or older members to attend when they are able. Bella and several students would be supportive of a new category of membership. Larry confirmed that it would be easy to draft an amendment to the Youth Committee Constitution if required. It was agreed to place this item on the agenda for our next meeting to allow more members to give their views.

Mr O'Neil gave suggestions for recruiting new members from Eaton Bank. Bella and Seb agreed to work together on a recruitment strategy.

4. **LINK COUNCILLORS**

Linda provided information on the attendance of Link Councillors and also informed the meeting that Charles is now officially an additional Link Councillor.

5. **BRIDESTONES PROPOSALS**

Linda gave a brief outline of proposals for the new Bridestones development. It was agreed to arrange for a formal presentation by the developers at the next Youth Committee meeting.

6. **MENTAL HEALTH/SUBSTANCE MISUSE**

Due to Town Council computer problems Linda had been unable to access information from Matthew so this item was deferred to the next meeting.

7. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £548.92.

8. **YOUTH COMMITTEE MEMBERS ITEMS**

Basketball Hoops

Linda informed the meeting of information provided by Mike Smith that two portable basketball hoops had been purchased for use at specific events. Mr O'Neil suggested the use of Section 106 funds from developers being used for this type of project. It was agreed to discuss this suggestion with the developers of the Bridestone development at our next meeting. Charles suggested the possibility of New Life Church being able to help and Linda agreed to invite Jeff Cutts to the next meeting.

9. **DATE OF NEXT MEETING**

Tuesday 8th November 2016 – 7 p.m. – Congleton Town Hall

Tuesday 20th December 2016 – 5 p.m. followed by the opportunity to meet socially afterwards

Bella Statham (Vice Chairman)

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	27 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	The Chief Officer		
AGENDA ITEM REPORT TITLE	14 Market Street Public Toilets refurbishment		
Background	<p>At the Community and Environment meeting on the 6th of October 2016 the Chief Officer requested that the debate for the refurbishment of the public toilets on Market Street be deferred to either the Finance and Policy Meeting on the 20th of October or the Council meeting on the 27th of October.</p> <p>This was to allow officers to look into the feasibility of project managing smaller individual contractors to undertake this work</p> <p>Key skill sets required-</p> <p>Electricians, Plumbers, plasters and tilers, joiners, and painters and decorators</p>		
Updates	<p><u>Minimum duration of lease</u></p> <p>Contact was made with Clowes developments to establish what the current situation was with regards to the leases of Capitol Walk and the minimum amount of time that the toilets would be available to the public.</p> <p>Email from George Dunnicliff MRICS Surveyor Clowes Developments (UK) Ltd – 13.10.2016</p> <p>David Many thanks for the email this morning.</p> <p>“In terms of the lease this is to the [REDACTED] who are already in occupation. They are due to sign a new 3 year lease within the next 2-3 weeks.</p> <p>As discussed yesterday any investment/building works we do to the property should not affect the WC's and obviously we are committed to not changing the building in any way for the next 3 years anyway due to the new lease.”</p>		
Options	<p>1. <u>Individual contractors</u></p> <p>Eight individual contractors have been contacted with only one quote received for electrical installation.</p> <p>Many of the contractors could not commit to when they would be able to supply a quote or give a firm date of when they would be able to commence.</p> <p>Others raised concerns with regards to the issue of operating this way as they would have no control on the workmanship of the previous tradesman. This could be managed with very detailed specification of each stage – The Town Council does not currently have this level of project management expertise and would inevitably lead to an elongated period of closure for the toilets.</p>		

2. Partial refurbishment

We discussed with contractors who had previously tendered for this work to re look at a specified partial refurbishment of the toilets and as advised at the Community and Environment and services meeting there was no interest from them in quoting for this work due to concerns about reputational damage.

3. Full refurbishment

Once again discussions have taken place with contractors who originally quoted for the full refurbishment. They were asked to re submit a quotation on a slightly amended specification which excluded the replacement of the floor tiles as these were deemed to be of an adequate standard and condition. Secondly they were asked to review their quote and exclude the door repair and the painting and decoration of the toilets as this could be delivered via the town council handyman service.

The three quotes received are as follows –

Company	Start	Finish	Quotes Ex VAT	Cost pa based on 2 yrs 8 mth minimum period 32 mths
Town Bathrooms	January 2017	February 2017	£19,161	£7,185
Realm Construction	November	Pre-Christmas	£12,850	£4,818
A Nolan Building and Construction Services	Potentially pre- Christmas	End of Jan February	£27,420	£10,282

All companies are based in Congleton

4. Minimum Option

Utilising the handyman service of the town council -

- Replace damaged door frame and door
- Paint and decorate all woodwork and ceilings
- Replace broken tiles (small qty)
- Replacement of broken / non-compliant electrical items

Total Price Circa £2,000

Decision Requested

For councillors to advise on the option they wish officers to proceed with.