



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



30th October 2014

Dear Councillor,

Community, Environment and Services Committee – Thursday 13th November 2014

You are requested to attend a meeting of the Community, Environment & Services Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 13th November 2014 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,

TOWN CLERK

AGENDA

1. Apologies for absence. (Members are reminded of the necessity to give apologies in Advance of the meeting and to give reasons for absence).
2. Minutes of Last Meeting (Enclosed)

To confirm the minutes of the meeting held on the 2nd October 2014 as a correct.

3. Declarations of Interest

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

4. Floral Arrangement Working Group (Enclosed)

To receive the minutes of the Floral Arrangement Working Group meeting held on the 27th August and 21st October 2014.



Congleton
beartown
where friends are made

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5. Outstanding Actions

None.

6. Community Pride & In Bloom Competitions (Enclosed)

To consider a report from the Town Centre Manager on Community Pride and In Bloom Competitions to decide on action for 2015.

7. CCTV in Congleton (Enclosed)

To consider correspondence from Cheshire East Council concerning CCTV provision in Congleton and a request for confirmation of funding.

8. Local Council CEC and Chalc Charter (Enclosed)

To provide comments on the Charter document for East Cheshire Councils.

9. Pelican Crossing Outside Congleton High School (Enclosed)

To consider a request for support for the provision of a pelican crossing outside the High School.

10. Brook Street Crossing (Enclosed)

To consider an update from Cllr David Topping on the Brook Street crossing request.

11. Car Parking Charges at the War Memorial Hospital (Enclosed)

To consider the issue of East Cheshire Trust introducing car parking charges at the War Memorial Hospital.

12. Car Parking Charges Questionnaire (Enclosed)

To consider a report from the Town Centre Manager outlining the results of the Car Parking Questionnaire.

13. Vale Allotments (Enclosed)

To consider correspondence from Cheshire East Council on the status of Vale Allotments.

14. Congleton Water Treatment Works (Enclosed)

To receive a response from United Utilities concerning capacity at the water treatment works.

15. Unauthorised Traveller Encampments and Police Support (Enclosed)

To consider correspondence from Cheshire Police concerning the provision of a dedicated officer to deal with unauthorised traveller encampments.

16. Food and Drink Festival (Enclosed)

To receive and consider a report on the Food and Drink Festival.

17. Christmas Party

To consider the notion of arranging a Christmas Party for aged people.

18. Mountview Care Home (Enclosed)

To consider a request by a resident to lobby Cheshire East Council to keep Mountview Care Home open.

To	Members of the Community and Environment Committee
	Appointed Member, Hon Burgess Mrs M M Williamson
ccs.	Other members of the Council and Honorary Burgesses (4) for Information; Press (3)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 2ND OCTOBER 2014

PRESENT: Councillors Mrs D S Allen
 G S Williams (Chairman in the Chair)
 G Baxendale
 D T Brown
 J S Crowther
 G R Edwards
 G P Hayes
 S A Holland
 Mrs A M Martin
 D Murphy (Town Mayor)
 Mrs J D Parry
 N T Price

1. APOLOGIES.

Apologies for absence were received from Cllrs P Bates, Ms L Bours and Miss R K Williams.

Apologies were also received from Cllr D A Parker who is not a member of this particular Committee.

2. MINUTES OF LAST MEETING

CES/26/1415 RESOLVED that the minutes of the meeting held on the 28th August 2014 were 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 G Baxendale and D T Brown declared a non-pecuniary interest in any matters related to Cheshire East Borough Council.

4. LIFESTYLE CENTRE

Cheshire East Council provided a presentation on the proposed Lifestyle Centre for Congleton. The notion is to bring "Well Being" into one place and as a consequence provide assets to meet public needs by joining up services from various sectors.

There is a process in place for a publication consultation and other stakeholders are also being approached for a view.

Information on the consultation is available on the Cheshire East Council website, consultation forms will also be available at the Tourist information Centre, Library, GP Surgeries and Schools.

11. POLICE AND CRIME COMMISSIONER

Correspondence from the Police and Crime Commissioner detailing actions arising out of a meeting with Town and Parish Councils dated 29th July 2014 was considered.

CES/32/1415 RESOLVED that the report be received.

12. STREET NAMING SUGGESTION SCHEME

Correspondence from Cheshire East Council on the Street Naming Suggestion Scheme was noted.

13. BROOK STREET CROSSING

Residents commented that they were concerned at the safety of children crossing the road in this area.

CES/33/1415 RESOLVED that :-

1. Request Cheshire East Council to provide a Crossing Attendant.
2. Request Cheshire East Council to consider what other road safety measures could be introduced to support safer crossing.

14. WAYFARER TICKETS

It was noted that Manchester City Council have been approached to consider introducing Wayfarer Tickets in Congleton, but, it was also noted that the previous M.P had tried unsuccessfully for a number of years to have this facility introduced.

CES/34/1415 RESOLVED that the Town Clerk approach Fiona Bruce MP to request her assistance in pursuing this matter.

15. PARTNERSHIP CONSULTATION

The amended Congleton Partnership Constitution was noted.

16. HIGHWAYS LIAISON

The notion of setting up a small Highways Liaison Committee was considered.

CES/35/1415 RESOLVED that:-

1. Highways related matters of concern to be reported to and progressed via Cheshire East Borough Council Ward Councillors.
2. If no progress is being made, the exceptions to be then raised at the Community, Environment and Services Committee.

MINUTES OF THE FLORAL ARRANGEMENT WORKING GROUP

10.30am Wednesday 27th August 2014

1. 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 were received from Ruth Bothey

2. Minutes of the Last Meeting

The Notes of the meeting held on the 1st August 2014 were approved 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. North West in Bloom

Attendees at the North West in Bloom award presentation in Southport on the 23rd October

Members of the FAWG present and the Town Mayor.

5. Preparation for 2015

- a. When to order plants

- To be organized at Four Oaks during the first week in November

- a. What lessons to learn from the displays this year

- Wrong planting in troughs, one plant too dominant
- Need water reservoirs in hanging baskets
- Residents front garden competition needs organising
- Require Back to Back gardens again or a replacement idea from schools
- Sort out weeds in gutters, identify the schedule
- Sort out footpath at the beginning of Mountbatten Way
- Organise volunteers evening to thank them and give out certificates
- Continue to improve Cricket Club wall

- b. Who should be involved in ordering plants

- Involve, DB, RB, PP, GW and Simon and Rob from Streetscape

- c. Planting troughs and baskets
 - Space out troughs evenly on Mountbatten Way
- d. Special features
 - Extend features on Morrison's wall to the B&M wall
 - Request shops produce special displays
 - Introduce planters at Town signs
 - Liaise with Vysion who are working on improving the look of the rear of the building opposite the Paddling Pool

5. Date of Next meeting

10.30am Tuesday 21st October

MINUTES OF THE FLORAL ARRANGEMENT WORKING GROUP

10.30am Tuesday 21st October 2014

Present

D Brown (Chairman)

B Edwards

G Williams

P Pinto

B Hogan

J MacArthur

R Bothey

1. 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 were received from Cllr N Price

2. Minutes of the Last Meeting

The Notes of the meeting held on the 27th August 2014 were approved 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. Preparation for 2015

a. What lessons to learn from BIB

- Wrong planting in troughs, one plant too dominant, need one overall theme throughout the Town
- Need water reservoirs in hanging baskets – BH/CJ
- Residents front garden competition needs organising - JMc
- Window dressing competition
- Scarecrows competition
- Street furniture needs painting - BH
- Project for schools 2015 - PP
- Consider using scrap implements in the Poly tunnels for features - GW
- Men in Sheds/Age UK - GW

- Make more of Park, trees, banked areas - All
 - Visit Shrewsbury to get ideas for Park involve Julie Byrne - All
 - Draft a letter of thanks for volunteers to Chronicle – JMc/DB
 - Price baskets/troughs/bedding at ANSA and Les Hallman - RB
 - Involve more businesses and let certain businesses know in the Town Centre that they let us down - JMc
- b. Who should be involved in ordering plants
- Involve, DB, RB, PP, GW and Simon and Rob from Streetscape - RB

5. Date of Next meeting

TBA

Paper for Decision

Community Pride and In Bloom Competitions 2014 and 2015

Purpose of this paper: To give members feedback on the In Bloom and Community Pride competitions in 2014 and to seek approval for the town to enter the competitions in 2015.

Results

Community Pride Competition –run by Cheshire Community Action. Congleton was entered into the Large Town Category – towns with a population between 10,001 to 30,000. Congleton was placed equal third with Nantwich. Sandbach won the group and Knutsford came second. This competition is judged during two unannounced visits.

Of the 30 marks given, Congleton received 17 excellent, 8 very good, 4 goods and 1 acceptable mark. The lowest score of 15 out of 30 was for the railway station which was identified as an area in need of decorative maintenance. The station was decorated in July, but after the unannounced visits in May and June. A copy of the 10 page report and marking sheet is available from the Town Council office. Overall Congleton scored 762 out of 900 – 85%. This shows a considerable improvement from 630 out of 900 – 70% when Congleton won the competition in 2012.

If the judges see anything that they think is particularly impressive on their visits to the town they can award a discretionary 'Little Gem' award. In the past we have received Little Gem awards for the Paddling Pool, Community Garden and Fountain in the Park. This year the judges were impressed with the Vale Allotments and awarded them a Little Gem Award.

Administrative cost of entering the competition £60 - detailed portfolio submitted early in March.

Britain in Bloom Competition - Because Congleton won North West in Bloom in 2013 and was a high enough standard, North West in Bloom put Congleton forward to the Britain In Bloom competition in 2014. Congleton was one of 11 large towns. Of these 11 large towns only Truro, Durham, Perth and Congleton were awarded gold standard. Truro won the group and will go into the 'Champion of Champions' category next year. Congleton received very encouraging and positive feedback from the national judges and only narrowly missed out to Truro. The judges believed that Congleton had the potential to win the group in the next few years. A copy of the judges feedback form is attached to this paper.

This is the first time that Congleton has received Gold standard at a National level. We know areas that we could improve to gain even more points but we can only get back into the National competition by winning the regional competition and winning at a high standard.

North West in Bloom Competition – For the fourth year running Congleton achieved GOLD standard. Unfortunately Congleton didn't win the group in 2014, Colne (the winners in 2010, 2011 and 2012 regained the title). North West in Bloom is not entering a town into the large town category in Britain in Bloom this year. Below is a table comparing results from 2009, 2012, 2013 and 2014.

Year	Horticultural achievement	Environmental Responsibility	Community Involvement	TOTAL MARK
2009	86	42	43	171
2012	85	42.5	43	170.5
2013	89	43.5	43	175.5
2014	86	44	42	172

The judges were very complimentary about Congleton and the team work that had gone into In Bloom campaign. Some of the minor issues raised during the North West in Bloom judging day were improved ahead of the Britain in Bloom judging.

Maintaining gold standard is a real achievement.

Administrative cost of entering In Bloom competition £120 entry forms needed by January

It's Your Awards - North West in Bloom

Five neighbourhoods entered this competition and all were successful. The groups are awarded grades from 1 to 5 - with five being the top mark.

- Bromley Farm Community Group – level 3
- Buglawton Community Group – level 3
- Heath View Care Home - level 4
- Hilary Avenue Allotment Association – level 4
- New Life Church Jubilee Club (allotments)- level 4

Recommendation

1. That Congleton enters the In Bloom and Community Pride awards in 2015. The marking sheets provide a useful year on year benchmark for the town. Being part of these prestigious competitions helps promote community pride, sense of place and gives a sense of purpose to the volunteer activities over and beyond making the town an attractive place for residents, visitors and workers.
2. That a Thank-you event with certificates of appreciation is held to formally thank all the volunteers and supporters of these two competitions this year including the five neighbourhood groups.

APPENDIX ONE – BRITAIN IN BLOOM FEEDBACK

Congleton – BRITAIN IN BLOOM COMMENTS Large Town – Gold

From the initial welcome, everything fell into place. The excellent initial presentation where the year-round achievements of all involved demonstrated the values Bloom has on community development and sense of place. Teamwork was very much to the fore and showed a very effective journey from the earlier Bloom entries. Clearly much has been learnt and achieved. Particularly impressive was the acknowledgement by the many councillors involved, of the partnerships and values generated by Bloom initiatives.

Horticultural Achievement

Areas of achievement

- * The celebration of the 50 years of Britain in Bloom by the extensive use of the anniversary golden theme gave impact, continuity and a strong sense of identity.
- * The horticultural initiatives in school, the bear theme and the innovative and creative gardens in the polythene house at the end of the tour were excellent examples of introducing children and young persons into horticulture. These initiatives can only result in long-term benefits.

Areas for development

- * Sheer volumes of horticultural provision were impressive, but perhaps future consideration could be given to the choice of longer-term plants. Bacopa was used extensively as was alyssum – give thought to reducing these species as you risk potential failure of these plants if long-term impact is to be achieved.
- * A second point relates to creating sense of place by restricting colour to a set theme. Where you had done this it was really effective; where it was mixed the effect was potentially diluted.
- * Please draw attention of NatWest and traders in the Market Street that their non-participation – ie empty brackets, were noted to the detriment of their company's image.

Environmental Responsibility

Areas of achievement

- * Astbury Mere Country Park was a delightful start to the tour. With its wide range of habitats and wildflower areas we could see how the park was loved by both visitors and local residents.
- * The Congleton Bears throughout the town gave a great sense of place and a marketing opportunity that hasn't gone unmissed.
- * The recycling figures for the town at 71% were high, and highlighted programmes will only see this figure increase.
- The apple juice project is growing year-on-year and is an ideal way to involve community Bloom projects all year round.

Areas for development

- * There was some evidence of graffiti especially between the station and the Queens Head pub.
- * Some of the street furniture would benefit from a repainting programme.

Community Participation

Areas of achievement

- * The 16 Eco-schools and their involvement was impressive, especially St Mary's Catholic Primary School where the children were eager to show us around their garden and tell us how they planted and harvested their vegetables.
- * The volunteers were out on force throughout the town and you get a sense of a real team spirit. All sections of the community are involved and produced some very high-quality floral displays.
- * There is a vision and direction for Congleton that was evident.

Areas for development

- * The business community were getting behind the Bloom campaign and we would like to see some of the business not yet involved becoming so in the future.

MR BRIAN HOGAN,
CLERK TO CONGLETON TOWN COUNCIL,
CONGLETON TOWN COUNCIL,
TOWN HALL,
HIGH STREET,
CONGLETON,
CHESHIRE,
CW12 1BN.

Westfields,
Middlewich Road,
Sandbach,
Cheshire.
CW11 1HZ

Tel:
Email: steph.cordon@cheshireeast.gov.uk

14th. October 2014

Dear Brian

Contribution towards CCTV Cameras

I am writing to you as an existing valued partner in our CCTV service to ask you to consider your position for the future.

We have demonstrated that by working in partnership and having the CCTV cameras in your area actively monitored has made a real difference to how safe our communities and businesses feel. In fact there has been several examples across Cheshire East whereby the evidence from the cameras has directly contributed towards providing evidence that has greatly helped the police.

We have listened to feedback about the process for securing a contribution for next financial year. To this end we are now proposing a three year agreement, which could be index linked. We are hoping the benefits to both parties would include both having a degree of certainty in the intermediate future and making the process of managing and building budgets a bit easier. It is of course up to you as to whether this is a time period you feel comfortable with.

The format of the agreement would be similar to the existing 'contributions' letter that most current contributing Town and Parish Councils have signed up to and is attached for your perusal.

I know that you will be starting the conversations for budget setting and we are keen to continue our arrangements with you, but in the least bureaucratic way possible. Therefore, I would be grateful if you could contact Jan Griffiths, CCTV Team Leader jan.griffiths@cheshireeast.gov.uk with any questions that you may have and an indication as to whether you are willing to sign up with us in partnership to protect our communities.

Please can you respond directly back to Jan by 15 November 2014.

Yours sincerely



PP

Steph Cordon
Head of Communities.

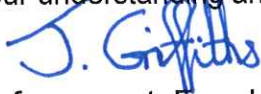


CONTRIBUTIONS LETTER

I am writing in order to acknowledge receipt of the sum of £9,250.00 being the contribution that Congleton Town Council has agreed to make towards the overall cost of the Closed Circuit Television System (CCTV System) operated and maintained by Cheshire East Council in the Congleton Town Council's administrative area for the period 1st April 2015 to 31 March 2016 and which contribution is made on the following basis:

1. Cheshire East Council uses the contribution towards the operation of the CCTV System in the Congleton area in general and more particularly as set out in Annexe 1.
2. Whilst the contribution may have been calculated in relation to individual cameras, a proportion of the contribution will be applied towards the general administration, monitoring, technical and support functions carried out in order to operate the overall CCTV System, without which the individual cameras located in the Congleton area could not fulfil their function.
3. Cheshire East Council will:
 - a. in the event that a camera fault is reported, carry out repairs to that camera as soon as practically possible, and in any case no later than 10 working days;
 - b. undertake routine maintenance/cleaning of cameras on a quarterly basis, including an assessment of any foliage obscuring the camera;
 - c. provide 24/7/365 coverage via the CCTV System and liaise with statutory services with the aim of prevention and detection of crime and disorder;
 - d. provide reports identifying individual camera activity on a three monthly basis;
 - e. make available a twice yearly report produced via the Community Safety Partnership (giving crime statistics for each area).
4. In the event that circumstances prevent Cheshire East Council from operating the CCTV System in the Congleton area then Cheshire East Council will repay a proportion of the contribution to Congleton Town Council (calculated with regard to the number months in which the CCTV System is unavailable).
5. Cheshire East Council and/or Congleton Town Council may be obliged to disclose information relating to the contribution in accordance with the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or under any other requirement of law and will assist, and cooperate with each other as reasonably requested, to facilitate compliance with those requirements.

I would be grateful if you would sign and return the enclosed copy of this letter as confirmation of your understanding and acceptance of the above.



Enforcement, Fraud and Investigations
Cheshire East Borough Council

SIGNED on behalf of:

CONGLETON TOWN COUNCIL

In the presence of:-

Signature:
Print Name:
Position:

SIGNED on behalf of:

CHESHIRE EAST BOROUGH COUNCIL

In the presence of:-

Signature:
Print Name:
Position:

ANNEXE 1

- Contribution towards the operation of 5 CCTV cameras in the Area:-
 1. Bridge Street;
 2. High Street;
 3. Market Street;
 4. Lawton Street;
 5. Bromley Farm.

atkinson

Brian Hogan

From: Hazel Merrill <hazelmerrill@chalc.org.uk>
Sent: 16 October 2014 13:50
To: hazelmerrill@chalc.org.uk
Subject: Local Council CEC & ChALC Charter - Document for Comment
Attachments: Charter Document for Comment October 2014.doc

Dear Colleagues

As you may know ChALC through a motion at its Annual Meeting was asked to refresh the Charter between local councils, Cheshire East Council and ChALC.

We would like your comments on the attached document. The document as you will see has a number of questions associated with the different sections. All comments are greatly received,

There are references in the document to supplementary protocols which are in the process of being developed

Please could you return your comments to Sonja Rewhorn sonjarewhorn@chalc.org.uk by close of play on Friday 28th November 2014

There will be further opportunities to comment on this Charter and the supplementary protocols

If you would like to discuss this further please do not hesitate to contact Sonja Rewhorn, Deputy Chief Officer

Regards

Hazel Merrill

ChALC
Blue Bache Barn
Burleydam
Whitchurch
Shropshire
SY13 4AW

Tel; 01948 871314
hazelmerrill@chalc.org.uk

Local Council Charter

Text for Document for Comment - East Cheshire Councils

Background to the Document for Comment

The Cheshire Association of Local Councils was mandated by its members to refresh the Local Council Charter between Cheshire East Council, ChALC and the local councils. This 'Text Document for Comment' sets out the wording of the refresh. It has been developed from a review of other similar charters from across England, the strengths of the existing Charter last refreshed in 2009 and builds on the existing foundations and incorporates discussions from the Cheshire East Parish Conference in May 2014.

Set out below is the text for the comment on the Charter which we will send to the relevant Stakeholders.

The consultation will close on the 30th September 2014. It is important to note that at this stage we are requesting comment on the body of the Charter not the supplementary documents such as a Planning Protocol or a Complaints Protocol.

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The Charter - Introduction

Local Councils and Cheshire East Council are both democratically elected local authorities. This Charter sets out the protocols to enhance and develop collaborative working between the Parish and Town Councils (hereinafter referred to as 'Local Councils') and Cheshire East Council. It sets out principles for the two tiers of local government to work together in partnership to deliver services, influence policy decisions and overall improve the quality of life for those living, working and visiting in the area.

This Charter has been developed from the existing strong foundations of the first Charter in 2005 (first charter of its kind in England between all three tiers of local government) and its refresh in 2009. Cheshire East Council and the Local Councils have been partners in the finished Charter

What do you like about the introduction?

What do you not like about the introduction?

Have we got it about right?

What should we add?

What should we take away?

The Charter – Overview

The Charter, reaffirms that all the Councils seek to develop closer working arrangements and to build on the strong foundations of existing good practice between the Local Councils and Cheshire East Council, acknowledging that each play a valuable role in local democracy and service provision. This Charter commits both tiers of councils across Cheshire East to work in partnership to develop stronger communities and to address the needs of local communities

Cheshire East Council will continue to recognise that Local Councils are democratically accountable bodies, utilising the knowledge of those Councils to shape local decisions and to provide services as locally as possible, strengthening local communities.. In turn, the Local Councils recognise the strategic role of Cheshire East Council.

The Cheshire Association of Local Councils (hereinafter referred to as 'ChALC') will be a key partner to facilitate strong working relationships between the Local Councils and Cheshire East Council. .

The Charter will ensure that Local Councils are actively engaged in relevant local and strategic partnerships to enable the Local Council views to be considered at all levels of policy making and shaping. ChALC will continue to have transparent mechanism for identifying any ChALC representation.

All East Cheshire Councils and ChALC will endeavour to engage in effective dialogue to build vibrant communities, understanding the roles of both tiers of local government.

Please note that there will be a supplementary Planning Protocol, Standards Protocol & Complaints Procedures to this Charter which will be drafted at a later date

What do you like about the overview?

What do you not like about the overview?

What would you add?

What would you take away from the overview?

The Charter – Principles

All East Cheshire Councils and ChALC will work within the following principles:

- **Clear and plain** use of language used in documents and presentations
- **Equity in the provision of local services** (and access to them)
- **Simplicity** of operation to keep administrative costs to a minimum;
- **Transparency** to help understanding;
- **Democratic control and accountability** and address complaints within the framework of the Code of Conduct and Standing Orders
- **Respect** for all tiers of local government and the community
- **Ambition** for East Cheshire and its local communities
- **One size does not fit all** and it is local distinctiveness that is our asset

Local Councils, Cheshire East Council and ChALC will promote the Charter between members, officers and partners to ensure that the Charter makes a difference for collaborative partnership working, cooperation, understanding for the benefit of all.

What do you like about the principles?

What do you not like about the principles?

Have we got them about right?

What would you add?

What would you take away from the principles?

The Charter – Joint Commitment

All Councils will...

- Work collaboratively on shared priorities
- Develop community led action and proactively engage with local communities to develop strong and resilient communities
- Co-operate to deliver services locally
- Use Local Council notice boards

What do you like about the All Council Commitment?

What do you not like about the Commitment?

What would you add?

What would you take away from the Commitment?

The Charter – Local Council Commitment

Local Councils across East Cheshire will...

- Engage with Cheshire East Council through the Ward councillors
- Engage with Cheshire East Council through Cheshire East Officers
- Respond to planning applications in accordance with the Planning Protocol
- Respond to consultations in a timely fashion
- Embrace technology to engage with Cheshire East Council wherever possible
- Proactively engage with their local communities
- Follow the agreed supplementary Protocols

What do you like about the Local Council Commitment?

What do you not like about the Commitment?

What would you add?

What would you take away from the Commitment?

The Charter – Cheshire East Council Commitment

Cheshire East Council will...

- Engage with local councils through their Ward councillors
- A dedicated officer as the local council contact point in Cheshire East Council
- Engage with ChALC as a key partner for local councils
- Host an annual Parish Conference
- Circulate information briefings to all local councils
- Recognise procedures and protocols appended to this document for example the planning protocol and the complaints procedure

What do you like about the Cheshire East Council Commitment?

What do you not like about the Commitment?

What would you add?

What would you take away from the Commitment?

The Charter – ChALC Commitment

ChALC will...

- Ensure the Charter is refreshed at least every 5 years
- Develop a 'Planning Protocol' that recognises Statutory obligations
- Develop a 'Standards Protocol' that recognises Statutory obligations
- Develop a 'Complaints Protocol' that recognises Statutory obligations
- Support development of local councils through training and other initiatives
- Support partnership working? between all Councils across Cheshire East

What do you like about the ChALC Commitment?

What do you not like about the Commitment?

What would you add?

What would you take away from the Commitment?

Please return to comments to Sonja Rewhorn, Deputy Chief Officer.
Sonjarewhorn@chalc.org.uk

All responses to be received by **September 30th 2014**

Brian Hogan

From: Mike Smith
Sent: 15 October 2014 14:31
To: Brian Hogan
Cc: Irene Bartley
Subject: FW: Request for pedestrian crossing outside Congleton High School

Brian,

As discussed please could you organise for this to go to The Community and Environment Committee at the earliest opportunity.

Many thanks,

Mike

From: Mrs I Bartley
Sent: 15 October 2014 14:20
To: Mike Smith
Cc: Mrs C Eckersley
Subject: Request for pedestrian crossing outside Congleton High School

Hi Mike

I have a request. A few months ago, our Head Boy and Girl wrote to Cheshire East on behalf of the Student Leadership Team (with the support of Governors) , to ask for a pedestrian crossing directly outside the school. The reason for this is that, although there is a crossing at the very end of Box Lane, students don't walk that far to cross Box Lane and many of them go in the opposite direction. Our numbers have increased to the point where students are anxious that there will be an accident outside the school, as traffic (caused by parents collecting students, etc) has also increased.

We have chased for a reply and I have finally had this response from Stuart Welch today:

'I have investigated your request and the existing road/footpath layout would support a pedestrian crossing to the north of your school entrances. As the existing speed limit is 30mph I suspect a zebra crossing would be most appropriate. However, in order to progress, a formal pedestrian crossing assessment will need to be undertaken. I will liaise with your local Councillors to confirm their support to placing the assessment as an item on the Local Area Partnership minor highway works list, for assessing prior to April 2015.

If support is confirmed for your proposal, upon completion of the assessment I will contact you accordingly with the findings.'

I am writing, therefore, Mike, to ask if you could please circulate a request for the support from our local Councillors for this. We are keen to avoid accidents and the request came directly from the students themselves. Could you please advise whether or not our Head Boy and Girl need to write directly to the Council to ask for support, and, if so, who they need to write to?

Many thanks.

Irene

Mrs Irene Bartley
Assistant Principal
Congleton High School
Box Lane
Congleton
Cheshire
CW12 4NS
Tel: 01260 387000

From: Mike Smith <ms@congletontowncouncil.co.uk>

Sent: 15 October 2014 10:13

To: Adele Johnson (ajohnson@redkings.org.uk); Alison Booth (alison.booth@congletontowncouncil.co.uk); Mike Smith (ms@congletontowncouncil.co.uk);

With this in mind I feel that we may need to look at the Young People's Day being brought forward 1 week to **Saturday 11th July 2015**

Please amend your diaries to this date.

Regards,

Mike

From: Mike Smith

Sent: 15 October 2014 08:08

Brian Hogan

From: TOPPING, David (Councillor) <David.Topping@cheshireeast.gov.uk>
Sent: 13 October 2014 08:17
To: Brian Hogan
Cc: THWAITE, Andrew (Councillor); MASON, Peter (Councillor); BROWN, David (Councillor)
Subject: RE: Brook Street Crossing

Brian

I have now had a further update from Rob Welch which I reproduce below. Clearly, there is work to be done here on a complicated scenario. I'll pick it up with ward members.

From Rob Welch:

"I am not sure if this ever went on the list. There was much discussion last year with the local Ward Members and an engineer carried out a quick assessment as to the feasibility, comments at the time were

'Whilst in Congleton yesterday morning, I took a look at this location which is immediately outside Brunswick Wharf depot.

My view is that there is only one place where a formal pedestrian crossing could be properly accommodated which is immediately south of the junction outside terraced houses. There is no room for it north of Brunswick Street and in any event I believe this would be foolhardy close to the entrance to the two council depots in view of the types of vehicle moving around.

My observations are as follows.

- *Footway width on the eastern side of the A54 is only 1.5m wide (2.2m on western side) so might require footway widening to be suitable and meet design guidelines.*
- *The zig-zags associated with the crossing would require the removal of at least 6 car parking spaces outside terraced houses where parking for residents is already at a premium.*
- *The belisha or traffic signal post would be immediately outside the door or window of a terraced property.*
- *Any new crossing would be only 160 metres away from the existing signal controlled crossing situated south outside St Stephens church.*
- *Many of the primary school aged children from the Bromley Road area attend Daven School rather than Buglawton so I would question whether the number of pedestrians crossing at the proposed location would meet the criteria for a controlled crossing? I am aware that many of the older children attend Eaton Bank High School and I have seen them using the existing crossing to walk through Congleton Park.*

If you feel that this should be progressed further, my initial suggestion would be for any LAP funding to be released only for assessment at this stage as it could prove unworkable, unwanted by affected residents or possibly unwarranted.'

The notes from the meeting of the 26/3/13 state

Email from Cllr Mason

RW had received an email from Cllr Mason regarding some work around Brunswick Wharf in Congleton. RW was not sure whether the work was necessary at the moment, and suggested it remain off the list for now but review when and if the proposed housing development is approved.

I presume this relates to the same item

The location was also looked at for a crossing patrol:

"I carried out the school crossing patrol (SXP) assessment on Brook Street and noted that the children crossing at this location are from Eaton Bank High. The count carried out verified that the location did not meet the criteria for a school crossing patrol as pupils crossing are from a High school and SXP's are only sited for Primary School children. Also, there were not enough numbers to justify an SXP.

However, all the pupils crossing were coming from the north (Havannah Street / Mill Street) and crossing over to walk down Brunswick Street – For the hours count between 1500 and 1600 there were 921 PVU's and 31 peds. (these numbers would most likely meet the PV2 for a refuge).

I can understand why there has been a request for a crossing as this was a difficult road to cross and pedestrians were required to wait a period of time before being able to cross.

Just as a suggestion.....rather than trying to squeeze a zebra in south of Brunswick St, would it be possible to site a refuge north of Brunswick depot, opposite the telephone box and utilizing some of the lay-by area. You may need to extend the pavement which would mean the loss of some parking places in the lay-by area (but I am not sure if that area is used by anyone)"

David Topping (Cllr.)
Cabinet Member for Service Commissioning
Cheshire East Council
Tel: 01260 272987
Mob: 07772 866 896
e-mail: david.topping@cheshireeast.gov.uk

From: TOPPING, David (Councillor)
Sent: 10 October 2014 12:42
To: Brian Hogan
Subject: RE: Brook Street Crossing

I believe this is already on the programme but I have no date. I'll follow up at the meeting next week.

Btw, Michael is not happy with your comments on HS2 after the work he has done to secure its position at Crewe and jobs for CEC. I'll be speaking to him later.

David Topping (Cllr.)
Cabinet Member for Service Commissioning
Cheshire East Council
Tel: 01260 272987
Mob: 07772 866 896
e-mail: david.topping@cheshireeast.gov.uk

From: Brian Hogan [bh@congletoncouncil.co.uk]
Sent: 10 October 2014 11:04
To: TOPPING, David (Councillor)
Subject: Brook Street Crossing

Dear Cllr Topping,

At a recent meeting of the Community, Environment and Services Committee we had a deputation of mothers who were concerned at the difficulty their children were having crossing the road safely at Brook Street

Brian Hogan

From: Bob Edwards <bobed@sky.com>
Sent: 01 October 2014 18:19
To: 'Roland Domleo'
Cc: Brian Hogan; 'Glen Williams'; 'Larry Barker'
Subject: RE: Proposed car park charges Congleton War Memorial Hospital

Thanks for that prod Roland.
Yes we support what you are doing and will happily run together on this one.
We'll get it on an agenda
Bob

From: Roland Domleo [mailto:roland.domleo@cheshireeast.gov.uk]
Sent: 01 October 2014 17:45
To: Edwards Bob
Cc: Baxendale Gordon ; Brown David; Mason Peter CE ; Thwaite Andrew CE; Topping David
Subject: FW: Proposed car park charges Congleton War Memorial Hospital

01 October 2014

Bob,

You will learn from the e-mails below that I have asked for the Health and Adult Social Care Scrutiny Committee to discuss the above with a view to getting a member of the Board of the East Cheshire NHS Trust to attend a meeting. If we do that we should be able to get a very big public turnout.

Are you considering doing something through the Town Council?

This is a totally un-thought out proposal for which there has been no consultation at all, as far as I am aware.

We need to run together and really get the public to turn out and show their feelings.

Best Regards

Roland

Cllr Roland M. Domleo, Congleton West Ward, Cheshire East Council
9 Kirkstone Court, Congleton Cheshire CW12 4JW

From: THWAITE, Andrew (Councillor) [mailto:Andrew.Thwaite@cheshireeast.gov.uk]
Sent: 30 September 2014 17:43
To: SIMON, Margaret (Councillor); CllrRolandDomleo Contact
Cc: BAXENDALE, Gordon (Councillor); BROWN, David (Councillor); MASON, Peter (Councillor); TOPPING, David (Councillor); SAUNDERS, Jos (Councillor)
Subject: RE: Proposed car park charges Congleton War Memorial Hospital

Hi All,

While there can be 40 or 50 people each morning for occasional blood checks please bear us Warfarin addicts into account. We have appointments to go every week or two for checking. Usually there is no delay and I can be in and out in seven minutes. In my case before 9am - when are they going to check parked cars? I certainly won't be paying £2.20 for parking.

Currently I have a resident complaining of cars speeding in Canal Road. This parked car traffic calming measure will solve that problem.

What do the staff have to say about it?

Regards

Andrew

From: SIMON, Margaret (Councillor)

Sent: 30 September 2014 11:40

To: CllrRolandDomleo Contact

Cc: BAXENDALE, Gordon (Councillor); BROWN, David (Councillor); MASON, Peter (Councillor); THWAITE, Andrew (Councillor); TOPPING, David (Councillor); SAUNDERS, Jos (Councillor)

Subject: RE: Proposed car park charges Congleton War Memorial Hospital

Hello Roland

Thanks for contacting me. Car parking charges at our local hospitals is a concern I share with you. Let's have a chat about it at next week's meeting when we discuss the work programme. I'll also speak to James Morley about it when he returns from holiday next week.

Best regards,
Margaret

Margaret Simon
Cheshire East Councillor for Wistaston Ward
Member of Cheshire Fire and Rescue Authority
Tel: 01270 651582
Email: margaret.simon@cheshireeast.gov.uk

Sent with Good (www.good.com)

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

From: CllrRolandDomleo Contact

Sent: Tuesday, September 30, 2014 10:46 AM GMT Standard Time

To: SIMON, Margaret (Councillor)

Cc: BAXENDALE, Gordon (Councillor); BROWN, David (Councillor); MASON, Peter (Councillor); THWAITE, Andrew (Councillor); TOPPING, David (Councillor)

Subject: Proposed car park charges Congleton War Memorial Hospital

30 September 2014

Margaret,

The East Cheshire Hospital Trust has announced plans to bring in car park charges at the above. They are proposing £2.20 for up to two hours, £4.40 for two to four hours and £5.50 for more than four hours.

This hospital is very isolated and inaccessible by public transport.

One of the biggest uses is for the taking of bloods samples. Doctor's surgeries in Congleton do not normally take blood samples and they all have to go to this hospital. When this comes in there will in effect be a standard charge of £2.20 to have a blood sample taken.

I envisage great problems here with the adjacent housing estate being used to park as well as Canal Road itself which is rather narrow.

Can we put an item on the agenda of a future meeting of the Health and Adult Social Care Overview and Scrutiny Committee and "invite" someone of board level to attend to explain why they are proposing it and to answer questions and learn what we feel about it?

Best Regards

Roland

Cllr Roland M. Domleo, Congleton West Ward, Cheshire East Council
9 Kirkstone Court, Congleton Cheshire CW12 4JW

(

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Paper for Discussion

RESULTS OF CAR PARKING SURVEY AND WAY FORWARD

Purpose of this paper: To give members feedback on the survey monkey carried out into Car Parking Charges Review on behalf of Congleton Town Council and Congleton Traders Group. This questionnaire was put together following the news that Cheshire East would be reviewing its car parking charges in order to help town centre businesses – focussing on Macclesfield, Crewe, Nantwich, Knutsford and Congleton.

Summary

Nine of the questions were the same as those asked by Cheshire East and the information gained from the survey was reported in to Cheshire East before the close of their survey. A full copy of the survey results can be seen in appendix 1.

The survey was carried out on-line for 17 days. 424 people responded.

Key findings from the Congleton survey are:

- Half the respondents come into the town at least once a week
- 74% had been put off of shopping in Congleton due to parking charges, 20% said charges had no impact on them and 3% said parking charges had meant that they are more likely to come into town.
- Only 30% always pay for parking when coming into town to shop
- 88% believed that offering two hours free parking would help business in town. (68% thought it would help if all car parks were free after three and 77% thought free parking on festival days would be good.)
- 80% said they would be more likely to shop in the town centre if parking charges were reduced.
- 50% wanted the Town Council to lobby for 2 hours free parking (24% for three hours and 22% for one hour)
- 69% thought it would help if tickets were transferable between car parks in Town.

Of the 424 respondent over 200 gave written comments about what they saw as the key issues surrounding car parking. The responses fell into six main categories;

1. car parking charges has had a detrimental effect on footfall and businesses in town
2. visit neighbouring towns and out of town shopping centres rather than Congleton as they offer free parking
3. willing to pay for parking if there were more key shops in town to make paying for parking worthwhile
4. need for alternative ways to pay to avoid constraints of no change or going over time limit
5. frustration at having to pay 30p to visit the bank or pick up a loaf of bread,

6. and a few that were pleased that car parking charges means it is easy to find somewhere to park in Congleton/ encourages people to find alternative transport

Although we have not had sight of the full responses received by Cheshire East, there a paper is being considered by Cheshire East Cabinet on Tuesday 11 November entitled 'Responding to the Views of Local People and Businesses on Car Parking in Cheshire East'

In this paper Cheshire East Council recommends some immediate incentives that they could implement in the run up to Christmas to support residents and businesses. These are set out below and will be discussed on the 11th November:

1. All Council owned car parks with charges in Cheshire East used predominantly by shoppers will be free from 10am onwards on 13th and 20 December 2014.
2. "Free after Three" will continue in our existing identified car parks. We will pro-actively promote this offer in the media and in our car parks.

The paper to be discussed on the 11th November also says:

3. In addition Cheshire East recommends that further work is undertaken to produce a car parking strategy which is conducive to supporting businesses in town centres by July 2015 including further public engagement and consultation.

Recommendations

1. That the survey findings are noted
2. That we continued to lobby Cheshire East for two hours free parking as this is what we have been asked for via the questionnaire
3. That we fully engage in the further public engagement and consultation recommended by Cheshire East
4. That we welcome the free parking after 10am on the two Saturdays before Christmas, if approval is given for this on Tuesday 11 November by Cheshire East.

Do you currently work in Congleton Town Centre

Answer Choices –	Responses –
– Yes	35.75% 148
– No	64.25% 266
Total	414

If you work in Congleton Town Centre do you pay to park in a public car park?

Answer Choices –	Responses –
Yes, all the time	26.42% 112
Yes, sometimes	25.71% 109
No, able to park free of charge	47.88% 203
Total	424

How often do you come into Congleton Town Centre to shop / for Leisure purposes?

Answer Choices –	Responses –
Daily	16.27% 69
More than once a week	36.79% 156
–Weekly	20.05% 85

Answer Choices –	Responses –
–Fortnightly	8.25% 35
More than once a month	4.01% 17
Once a month	4.48% 19
– Less often	6.60% 28
– Never	3.54% 15
Total	424

do you pay to park in Congleton Town Centre for shopping or leisure ?

Answer Choices –	Responses –
Yes, all the time	30.71% 117
– Yes, sometimes	45.93% 175
– No, able to park free of charge	23.36% 89
Total	381
Comments(48)	

What is the length of time that you usually park for?

Answer Choices –	Responses –
– Less than one hour	20.99% 85
– One to two hours	44.69% 181
– Two to three hours	14.07% 57
– Three to four hours	4.69% 19
– Over four hours	15.56% 63
Total	405

Does the current car parking charges influence how likely you are to shop in Congleton Town Centre

Answer Choices –	Responses –
– It has no impact on me	19.81% 84
– It encourages me to come to Congleton to Shop	2.83% 12
– It puts me off of coming to Congleton to Shop	77.36% 328
Total	424

How much do you agree with the following statements

–	Strongly agree –	Agree –	Neither agree not disagree –	Disagree –	Strongly disagree –	Total –
– The current car parking prices are about right for Congleton	4.15% 17	11.22% 46	11.95% 49	33.17% 136	39.51% 162	410
– The current prices are too expensive and discourage people from visiting the Town Centre	49.51% 201	23.65% 96	10.84% 44	9.61% 39	6.40% 26	406
– Reducing car parking charges would encourage me to visit Congleton Town Centre more often	57.11% 237	23.37% 97	8.43% 35	6.51% 27	4.58% 19	415

How strongly do you agree or disagree that the following initiatives would help local businesses

–	Strongly Agree –	Agree –	Neither agree nor disagree –	Disagree –	Strongly Disagree –	Total –
– if all car parking was free after 3pm	40.69% 164	27.79% 112	14.39% 58	13.40% 54	3.72% 15	403
– if car parking was free on event days	50.50% 203	27.36% 110	12.19% 49	7.21% 29	2.74% 11	402
– if the first two hours of parking was free	70.33% 294	17.70% 74	5.26% 22	3.83% 16	2.87% 12	418

If we were to lobby for free parking what time length do you think would be reasonable to ask for

Answer Choices –	Responses –
– No Free Parking	3.91% 16
– One hour Free	21.76% 89
– Two Hours Free	49.88% 204
– Three Hours Free	24.45% 100
Total	409

Which do you think would work better for Congleton

Answer Choices –	Responses –
– Free Car Parking after 3pm	17.28% 70
– A limited amount of free parking at any time	82.72% 335
Total	405

How strongly do you agree or disagree with the following

	Strongly agree –	Agree –	Neither nor disagree –	Disagree –	Strongly disagree –	Total –
– I would be willing to pay for parking in the town centre if the car parks were better maintained	2.38% 10	10.00% 42	34.76% 146	28.57% 120	24.29% 102	420
– Car park tickets should be transferable between car parks	38.13% 159	30.94% 129	21.34% 89	6.47% 27	3.12% 13	417
– I would purchase an annual pass that allowed me to park in the town centre for two hours without having to buy a ticket	6.73% 28	10.34% 43	18.75% 78	28.13% 117	36.06% 150	416

Q13 ROUGHLY HOW MUCH HAVE YOU SPEND ON PARKING IN CONGLETON IN THE PAST MONTH

Answer Choices –	Responses –
– Nothing	20.43% 85
– Less than £2	15.87% 66
– £2 - £5	27.16% 113
– Over £5	36.54% 152
Total	416

Do you currently have a three month / annual parking permit for a Congleton Car Park?

Answer Choices –	Responses –
– Yes	2.22% 9
– No	99.51% 403
Total Respondents: 405	

What do you think would be a reasonable price for a 3 month parking permit

Answer Choices –	Responses –
– £40	82.18% 249
– £60	9.24% 28
– £80	3.96% 12
– £120	4.62% 14
Total	303

Are you aware of which car parks are free, which are long stay and which are short stay in Congleton

Answer Choices –	Responses –
– Yes	32.29% 134
– No	30.36% 126
– Sort of	37.35% 155
Total	415

Do you have any other comments that you would like to make regarding car parking policies in Congleton Town Centre 206 people gave comments. Some are quite detailed. All are available to read in the Town Council Offices - the comments can be categorised into the following groups

Type of comment	Type of issue	No. of mentions	% of mentions
Alternative Transport	Alternatives to the car – cycle, bus walk	8	3.88
Treated unfairly	Referring to neighbouring towns being free	18	8.74
Fine as it is	Think the current policies work	15	7.28
Lack of shops	Congleton doesn't warrant charges	15	7.28
Limited free parking	Wanting a length of time for free	38	18.45
New ways to pay	Pay on exit/by phone	3	1.46
No Charges	Believe there should be no charges in Congleton	112	54.37
Uncompetitive	Town centre shops at a disadvantage – free parking at Barn Road/West Heath	5	2.43
Essential service problem	Not fair having to pay to drop off at school, dentist, doctor	13	6.31
Worker Concession	Should be cheaper options for all day town centre workers	18	8.74
Uncategorized	Miscellaneous comments	10	4.85

Brian Hogan

From: LAWSON, Alan <Alan.Lawson@cheshireeast.gov.uk>
Sent: 24 October 2014 15:50
To: Mike Smith; 'Steve Foster'; Brian Hogan
Cc: 'Peter Aston'; TOPPING, David (Councillor); BAXENDALE, Gordon (Councillor); DOMLEO, Roland (Councillor)
Subject: Community Right to Bid - Vale Allotments
Importance: High

Dear all,

As many of you will be aware, the Vale Allotments site, off Moody Street, Congleton, was recently nominated as an asset of community value under Community Right to Bid arrangements. You may also know that the Council agreed that it should be registered as such.

What this means is that the landowners must let the council know if they intend to dispose of the asset, and the council in turn, should alert the nominating organisation, the relevant town or parish council and other community groups of this. At that point an initial six-week moratorium is triggered, during which the owner cannot dispose of the asset. This is to allow community groups to consider whether they may wish to bid. If any do, they must write to the council informing them they intend to bid. At that point an additional six-month moratorium is triggered. Again, the owner cannot dispose of the asset during that period.

When the six month period expires, the owner is free to sell the asset to anyone they choose – there's no obligation to sell to the nominated body or any other community group.

All the right does then, in essence, is buy community groups some time to get a bid prepared.

I have to tell you that I received a letter yesterday from the landowners which stated that they intend to dispose of the asset. The initial six-week moratorium has therefore been triggered. The nominating body, and any other community groups, therefore have until 4th December to inform the Council in writing as to whether or not they intend to bid. If no group comes forward, the owner will be able to dispose of the asset after 4th December.

I have already informed the nominating group. The purpose of this email is to inform Congleton Town Council and Congleton Partnership as to the owners intention to dispose of the asset.

Steve/Mike – if you could circulate this around your contacts in the Town, I would be most grateful.

If you have any queries re this, please let me know.

Best regards,

Alan.

Alan Lawson
Partnerships Manager
Cheshire East Council

Telephone: 01625 383843
M: 01625 383843

Brian Hogan

From: United Utilities <Customer.service@uuplc.co.uk>
Sent: 02 October 2014 10:13
To: Brian Hogan
Subject: Your response from United Utilities CAS14:00981000000071



Dear Mr Hogan

Our ref: CAS14-0075-9265

Thank you for taking the time to contact us by email on 29th September 2014. I am sorry that you have had to contact us regarding odour coming from Congleton Wastewater Treatment Works. I would have liked to have discussed this with you today by telephone, unfortunately when I called you were unavailable. Therefore, I am replying to your enquiry by email.

Lee Barber, Production Manager explained that we are not increasing the capacity at the works, but we are improving the treatment processes to be compliant with a new phosphorus consent. This includes some chemical addition aluminium coagulant and tertiary filters. None of these improvements are linked to increase in local population and the capacity of the works is the same. He was at the site last week and there was no odour emanating from the works.

It is possible due to the extreme prolonged dry weather that some of the odours could be coming from the sewer network, but these would be localised.

I trust the information provided will be of assistance to you.

Yours sincerely
Sue Stephenson
Case Owner
Customer Relations Department

If you need to contact us again, here are some options:

1. Call us on 0345 6723 723
2. Visit our website unitedutilities.com and complete the [Contact Us](#) form
3. Write to us at: United Utilities, PO Box 50, Warrington, WA55 1AQ

Brian Hogan

From: Brian Hughes <brian.hughes@cheshire.pnn.police.uk>
Sent: 02 October 2014 10:31
To: Janette McCormick; Brian Hogan; Simon Byrne; Police Crime Commissioner
Cc: Sonia Peacock
Subject: RE: Fwd: Unauthorised Gypsy Encampments ~[NOT PROTECTIVELY MARKED]~

Cllr Hogan.

Sir,

Just a very quick line to reassure you that work is in progress to establishing an effective partnership approach to engaging with Gypsy and Traveller communities across Cheshire.

As of 4th September I have taken up a position as Sergeant of the new "Sub Regional Gypsy and Traveller Unit", based at Police HQ Winsford, Communities Unit, under the line management of Insp Woods. We have three quality candidates that have applied for the position of Constable on the unit, and it is hoped that an officer with suitable experience and skills can be selected and in position within the next two weeks.

To reassure you about my experience in this area of business – I am a Police Sergeant with 24yrs service, with a strong community policing, public order and training background – most recently engaged in custody duties, but prior to this I was engaged in partnership working in Cheshire East and line managed the Gypsy and Traveller liaison officers in that area, I have also covered for the GTLO in the Western area during his extended period of restricted duties so feel that I have a head start in this area having worked with Kyler Ashcroft (GTLO for CWaC) and Tim Kingston (GTLO in the East) along with Dawn Taylor – Cheshire strategic lead in this area of business.

As you can no doubt appreciate I have been a little preoccupied with the admin for setting up a new unit - information sharing agreements, reviewing standard operation protocols etc. but have attended at encampments at Barn Road Congleton, and Earl Road, Stanley Green in support of Tim Kingston, along with facilitating the visit from HMP of a Traveller to his dying brother, and the subsequent discrete supervision of the Funeral on the East, similar support has also been afforded to the Western area with encampments.

Support has also been given to the Northern area where, during this period of time, a young (18month old) child was killed in a tragic accident on the Transit site in Runcorn, considerable effort has been put in to reducing community tensions and averting potential public disorder situations developing in the Northern area and also engaging with the Western area leadership team to defuse the 'fallout' on this area.

In addition to this, support and expertise has been offered to the Public Protection Unit in the Northern area in respect of alleged child exploitation and the Eastern area for a high risk missing person enquiry – continued work is being done to support the identification of cross boarder offenders.

All in all it has been a busy three weeks and I look forward to the appointment of the Constable to further assist me along with the establishment of local authority GTLO's in all three areas, wardens on the new residential sites and proposed Transit sites across the region

I am contactable by return of e.mail

Brian.hughes@cheshire.pnn.police.uk

TEL: 01625 621111

01625 621111

As you are aware 2015 sees the dawn of many changes that will impact on the Gypsy and Traveller communities – changes to planning law and the establishment of both settled and transit sites will present challenges that have not

been encountered before, I am reassured that the team will have the experience to rise to the challenges and look forward to the coming year.

Regards

Brian Hughes PS 2780

From: Janette McCormick
Sent: 01 October 2014 12:20
To: Brian Hughes
Cc: Sonia Peacock
Subject: FW: Fwd: Unauthorised Gypsy Encampments ~[NOT PROTECTIVELY MARKED]~

Brian

Can you deal with this directly with the Author please and update Sonia with the outcome,

J

From: Janette McCormick
Sent: 30 September 2014 20:52
To: Janette McCormick
Subject: Fw: Fwd: Unauthorised Gypsy Encampments

Janette McCormick
Deputy Chief Constable
Cheshire Constabulary

Oakmere Road, Winsford, Cheshire.

T€

From: Janette McCormick
Sent: Monday, September 29, 2014 12:41 PM
To: Simon Byrne
Cc: Julie Antrobus; Janette McCormick
Subject: Re: Fwd: Unauthorised Gypsy Encampments

We have a joint LA team I will sort and do a response.

Janette McCormick
Deputy Chief Constable
Cheshire Constabulary

Oakmere Road, Winsford, Cheshire.

From: Simon Byrne
Sent: Monday, September 29, 2014 08:58 AM
To: Janette McCormick
Cc: Julie Antrobus
Subject: Fwd: Unauthorised Gypsy Encampments

Thought we still had?

Simon

Sent from my iPad

Begin forwarded message:

From: Brian Hogan <bh@congletontowncouncil.co.uk>
Date: 29 September 2014 08:36:08 BST
To: "police.crime.commissioner@cheshire.pnn.police.uk"
<police.crime.commissioner@cheshire.pnn.police.uk>, nn.police.uk>
Subject: Unauthorised Gypsy Encampments

Dear Mr Byrne and Mr Dwyer,

At a recent committee meeting of Congleton Town Council the issue of unauthorised gypsy encampments was considered. This issue was raised because Congleton has been plagued with recently with unauthorised encampments, indeed in the past few years such incidents of this nature have been occurring every few months.

There are a number of actions that we have requested Cheshire East Borough Council to take to ameliorate this problem, but, we understand that Cheshire Police did have an officer dedicated to this problem and would ask that you kindly consider reinstating this post which could prove to be beneficial in helping councils deal quickly, quietly, but, effectively with this issue.

Kind regards

Brian Hogan
Congleton Town Council

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Please notify the sender if received in error. Internet email
is not to be treated as a secure means of communication.
The Constabulary monitors all Internet and email activity
and requires it is used for official communications only. Thank
you for your co-operation.



Congleton Food & Drink Festival 2014:

“One of the best I’ve been to.”*

Note:

* Comment volunteered by *respondent 85*, during one of our visitor feedback interviews (15/06/2014).

Contents

1 Stallholder Applications.....	4
1.1 Number of Applicants.....	4
1.1.1 Number & Variety of Food & Drink Stalls	4
1.1.2 Number of Community Stalls	4
1.2 Origin of Food & Drink Stallholders	5
2 Visitor Numbers	5
2.1 Methods.....	5
2.2 Numbers on the Day	6
3 Feedback	6
3.1 Methods.....	6
3.2 Questions for Our Visitors.....	6
3.2.1 Question 1	7
3.2.2 Question 2	7
3.2.3 Question 3	8
3.2.4 Question 4	9
3.2.5 Question 5	9
3.2.6 Question 6	11
3.3 The Typical Visitor.....	11
3.4 Questions for Ourselves.....	11
Appendix.....	13
1 Food Category Proportions 2014	13
2 Community Groups at the 2014 Festival.....	13
3 Stallholders' Travelling Distances 2014	14

1 Stallholder Applications

We encourage applications for stalls at the Festival from both food and drink producers and a range of local community groups, provided that the group or their stall is in some way food and drink related.

Monitoring food and drink producers' applications, as we receive them, is one of the keys to the Festival's success. By looking carefully at what a producer has to offer and also at where they are based, we ensure that our objectives of providing access to a wide variety of products, sourced as locally as possible and of a high quality, are met.

1.1 Number of Applicants

The number of stalls at the 2014 Festival was 20% higher than in 2013.

- In 2013, we had 90 stalls, while in 2014 we had 108 stalls.

This year's figure is perhaps approaching the Festival's maximum capacity bearing in mind both the topography of Congleton town centre and the informal nature of the Festival's organisation.

1.1.1 Number & Variety of Food & Drink Stalls

We take great care to ensure that the food and drink stalls at each Festival together offer a wide variety of produce and it would seem from the responses to our visitor questionnaire (See: Section 3.2.5 *Question 5*) that this is by far the most popular aspect of the day.

To ensure that we maintain a balanced range of stalls, we have defined fifteen food and drink categories. When we receive an enquiry from a potential stallholder, we look how their produce relates to our categories and how their presence at the Festival would affect the emerging balance of stalls on offer. Only if their presence would make a positive contribution to the Festival do we proceed with the application. (See: Appendix 1 *Food Category Proportions 2014*)

In a further attempt to provide variety, we consider it important to ensure that there is a diversity of international cooking on offer.

- This year 32%, or one in three of our dedicated food stalls were selling international foods.

1.1.2 Number of Community Stalls

In the same way that we take care that there is a wide variety of producers at the Festival, we endeavour to keep it as local as possible and to keep it rooted in the community of Congleton. We try to ensure that a number of local community groups are represented at the Festival each year, by offering them stalls at a reduced rate. We were pleased to learn that 13% of our visitors were appreciative of the sense of community that the Festival promotes (See: Section 3.2.5 *Question 5*).

- This year, 17 community groups were present at the Festival. This was about 16% of the 108 stalls.

For a complete list of the community groups at the 2014 Festival, see Appendix 2 *Community Groups at the 2014 Festival*

1.2 Origin of Food & Drink Stallholders

As has already be noted, that as well as trying to ensure that the Festival's food and drink offering is as varied as possible, we also endeavour to ensure that our stallholders are also as local to Congleton as possible.

- This year almost 29%, or about one in three of our stallholders came within CW12, last year the figure was almost 27%, or about one in four.

To help us maintain our emphasis on local produce, we have adopted the definition that if a product comes from a supplier based within a 30ml radius of the Festival site (CW12 1BN), then it is local. Accordingly, we monitor the distance that stallholders will have to travel to the Festival (See: Appendix 3 *Stallholders' Travelling Distances 2014*).

- This year stallholders travelled, on average, just over 22mls, last year this figure was almost 23mls. In addition, just over 71%, or two out of every three stallholders travelled less than 30mls; last year this figure was just under 68%.

We do not proceed with applications from producers who would have to travel more than 30mls to the Festival unless their product is not available locally or of exceptional quality.

2 Visitor Numbers

Anecdotally, we observed that the number of visitors was down this year on previous Festivals. This was perhaps due to the inclement weather this year and people being less inclined to remain at the Festival site longer than they needed to get their shopping. However, we do not have any concrete evidence upon which to base this assertion.

2.1 Methods

Unless one has the evidence of ticket sales or access to accurate aerial photographs, estimating crowd numbers is a process fraught with difficulty.

The method chosen was to calculate the average crowd density (people per square metre), at five different sample locations, at three different times during the day. Then to use this figure to calculate the average size of the crowd on the Festival site, at each of the three sample times and to estimate the number of people who visited the Festival over the course of the whole day.

2.2 Numbers on the Day

The sampling method adopted may be more or less accurate depending on the validity of the assumptions that underpin it. However, it resulted in some surprising figures.

- The average number of people present at the Festival at the sample times was 5,675. Using this as the basis upon which to calculate an estimate of the number of people who visited the Festival during the whole day (assuming that the crowd occupied an area of about 3,760m²), gives us a figure somewhere between 15,322 and 18,728 (allowing for a 10% variance). Assuming that Congleton is home to about 26,400 people, these figures represent somewhere between 58% and 71% of the population of the whole town.

3 Feedback

Collecting and listening to feedback from our visitors is an essential activity, enabling us to take account of their views when planning future Festivals.

3.1 Methods

In the past, we have employed both qualitative and quantitative techniques, each have their strengths and weaknesses. This year, in order to get a clearer picture of our visitors, we employed a brief questionnaire, combined with a short, informal interview.

3.2 Questions for Our Visitors

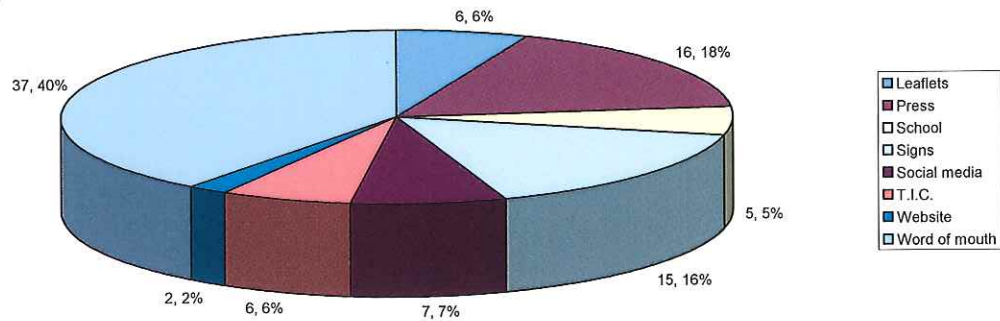
In order to obtain a representative sample of our visitors, feedback interviews were conducted throughout the duration of the Festival, using a short questionnaire form to guide discussion. See Fig 1.

Food Festival Feedback 2014							
How did you hear about us?	Press	Website	Tourist Info Shop	Word of mouth	School	Social Media	Other (please specify)
Have you been before?	This is my first time			County and/or			
	I've been a few times			Post code			
	I am a regular						
Do you go to Farmers Markets or other Food Festivals?							
Best thing about the festival?							
Any ideas for next year's festival...							

Figure 1 Feedback Questionnaire

3.2.1 Question 1

Question 1 (How did you hear about us?)

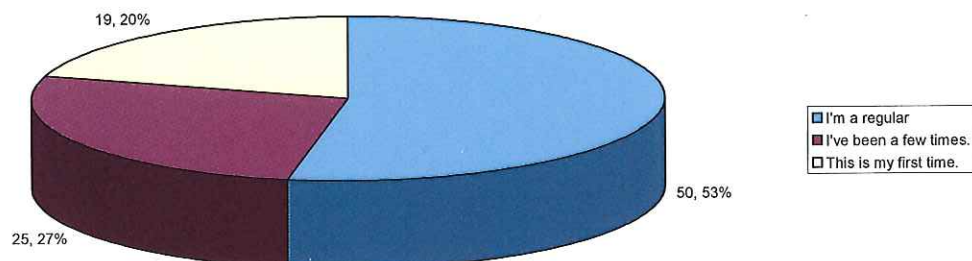


We can see from respondents' answers to this question that by far the most common way of learning about the Festival is by *word of mouth*. Items in the *local press* and road *signs and posters* follow this, but are less than 50% as effective.

- The implications of these findings, bearing in mind the cost of *leaflet* (6%) production and the complexity of maintaining *social media* (7%) platforms, should be discussed.

3.2.2 Question 2

Question 2 (Have you been before?)

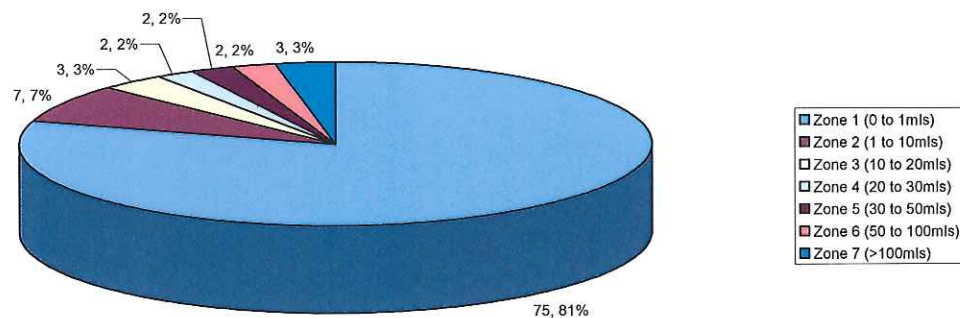


It would seem that visitors to the Festival are a loyal crowd. According to their response to the question, 53% of them are *regulars*. However, equally interesting are the 20% who say that they have never visited the Festival before.

- How do we ensure that they become Festival regulars?
- What is the most effective way of remaining in contact with them?

3.2.3 Question 3

Question 3 (How far have you come today?)

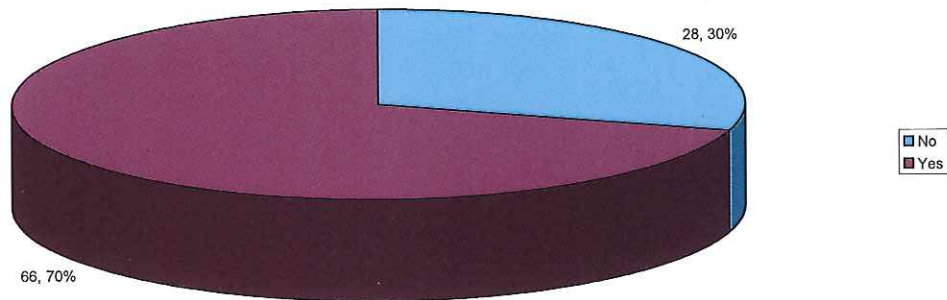


The travelling distance zones used to analyse responses to this question were defined in the same way as those use to analyse stallholders' journeys to the Festival (See: Appendix 2 Stallholders' Travelling Distances 2014). Thus, while 71% of our stallholders travelled less than 30mls, 93% came from within the same area. By far the largest proportion of those – 81%, came from within CW12.

- This remarkable figure, combined with the responses to the previous questions raises a number of interesting questions for our promotional activities.
- Is it worthwhile promoting the Festival further away than 30mls?
- How do we encourage people who have to travel more than 30mls to come to the Festival?
- Do we want to encourage people to travel more than 30mls come to the Festival?

3.2.4 Question 4

Question 4 (Do you go to Farmers' Markets or other Food Festivals?)



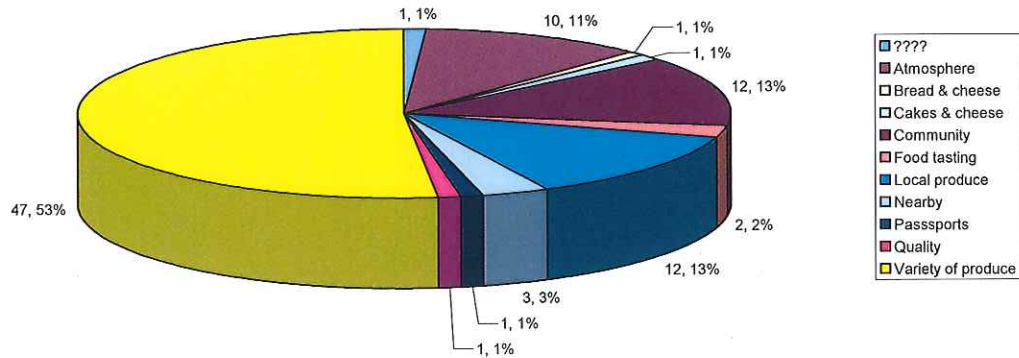
It would appear that we are preaching to the converted; two out of three of our visitors already go to other Farmers' Markets and Food Festivals.

- How do we encourage the 30% of respondents who have not been to a Food Festival before to become regulars and how do we attract more 'first timers'?

3.2.5 Question 5

The final two questions lent themselves potentially, to more discursive responses from interviewees. However, the range of their comments was so short and they were so brief, that the recorded responses lent themselves to much the same kind of analysis as the previous four questions.

Question 5 (Best thing about the Festival?)

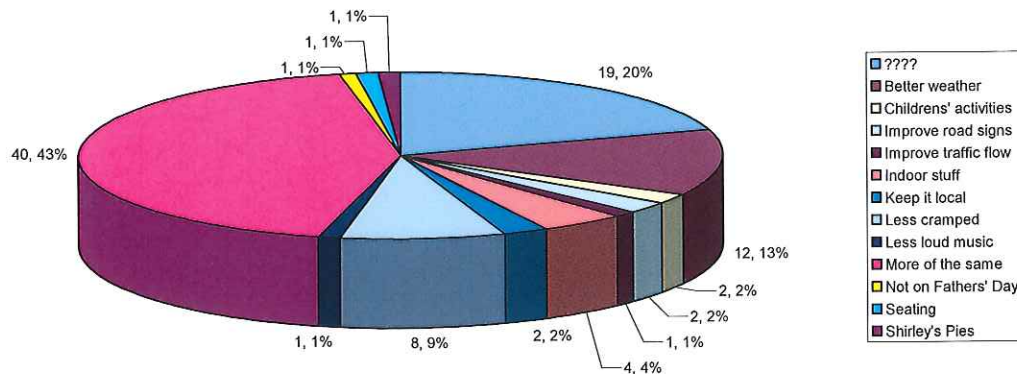


After analysing responses to this question, it would appear that 53% of our visitors consider that the *variety of produce* available is the best thing about the Festival. This is particularly gratifying as it is one of our major concerns to provide a wide variety of produce (See: Section 1.2 Variety of Stalls). However, it should also be noted that significant numbers of visitors also felt that the availability of *local produce* (13%), the sense of *community* (13%) that the Festival engendered and the general *atmosphere* (11%), were important aspects of the day.

- Nevertheless, we must not get carried away with self congratulation. Despite their evident popularity in previous years, Children's Passports are only mentioned by 1% of respondents when answering this question. What are the implications of this?

3.2.6 Question 6

Question 6 (Ideas for next year's Festival?)



What might we do in the future? According to 43% of respondents we should carry on as we are. However with the exception of those who suggested that we improve the weather and the 20% who offered no suggestions for change, the remaining interviewees all made a range of interesting and valuable comments, all of which we should take into account when planning future Festivals.

3.3 The Typical Visitor

From their responses to our questions, we now know more about our typical visitors:

- They learned of the Festival's date by word of mouth (40%).
- They come to the Festival regularly (53%).
- They live in CW12 (81%)
- They are already in the habit of going to Farmers' Markets and Food Festivals (70%).
- They think that the best thing about the Festival is the wide variety of produce that it makes available (53%)
- They are content with the Festival as it is and are happy for us to do something similar next year (43%).

3.4 Questions for Ourselves

In addition to giving us a clearer picture of our typical visitors, the responses to the questionnaire raise a number of questions that we must ask ourselves, I have outlined a number of these above. However there are some further points that we should perhaps consider:

- How do we interpret the responses that 40% of visitors learned of the Festival by word of mouth and just 2% from our website, when we know that our website crashed because of over use? What affect, if any, should this have on the way in which we promote future Festivals?

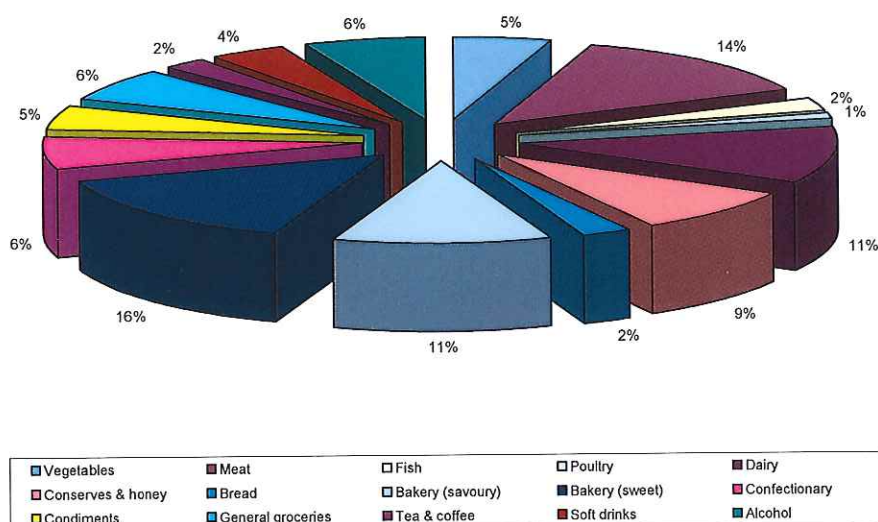
- We know from their answers to Question 3, that 93% of our visitors travel less than 30mls, but according to the answers to Question 6 only 2% are concerned about keeping the Festival local. As “localness” has hitherto been one of our priorities, how do we interpret this?

Responses to the questionnaire have thrown up many such conundrums. we would be advised to reflect on them, as we plan next year’s Festival.

Appendix

1 Food Category Proportions 2014

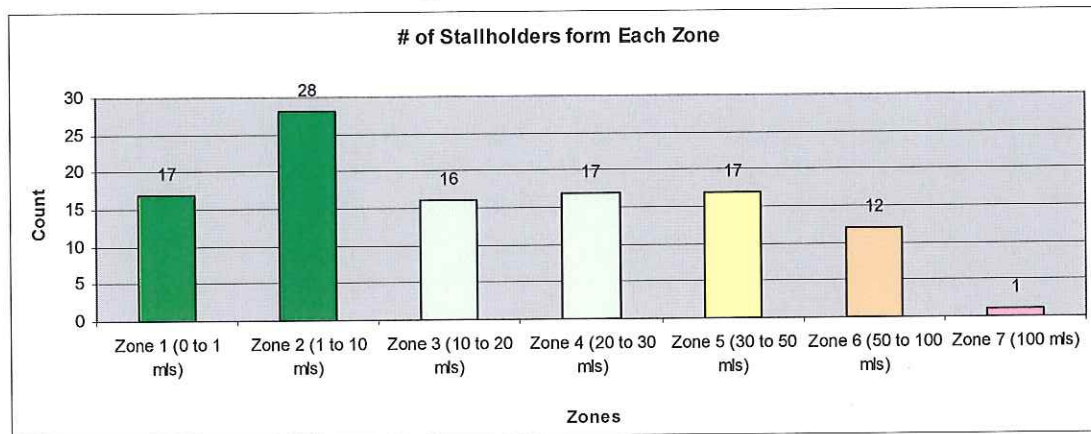
Food Category Proportions 2014



2 Community Groups at the 2014 Festival

1. Bromley Farm Community Development Trust
2. Cheshire Wildlife Trust
3. The Children's Society
4. Compassion in World Farming (Cheshire Group)
5. Congleton Bath House and Physic Garden
6. Congleton Co-op Members Group
7. Congleton Cycling Campaign
8. Congleton Fair-trade Steering Group
9. Congleton Food For Free
10. Men in Sheds (Congleton)
11. Congleton Sustainability Group
12. Congleton Team Parish
13. LOL Foundation
14. Love Food Hate Waste
15. The Hilary Avenue Allotments
16. The Plus Dane Group (Cheshire)
17. The Vale Allotments

3 Stallholders' Travelling Distances 2014



Congleton Community Projects Report– 2013/2014

Event	Description	Partners	Funding
Congleton Youth Forum	Attend Youth Forum meetings. Organised a second Fresher's Fair at Congleton High Academy Ran an arts workshop at the Plus Dane Youth Forum tepee at the Carnival in July	Youth Forum	
Congleton Community Index 2014/15	CCP is producing another edition of the Community Index of voluntary groups and organisations. Volunteer Neil Beecroft has now left so work being done by JM. Looking to work with Cheshire East within the Community Hub development on the project with CCP updating the info and Cheshire East printing the Index and relating it to the hubs. Possible idea of using the format for other towns in the region.	CCP Cheshire East all currently under discussion	Cheshire East printing in-house
Cheshire Marshals	CCP manages the Cheshire Marshals who are a team of trained volunteer marshals available for Community Events, mainly in Congleton but also throughout Cheshire. Events attended by the Marshals: Alderley Edge Festival, Congleton Carnival Parade, Astbury Mayday, Commonwealth Baton Relay, Sandbach Concerts, Sandbach Today, Harriers half marathon, Stroke Association Fun Run, Teddy Bears Picnic in the Park, Food and Drink Festival, Congleton Bonfire, The Quinta Carol Service in Astbury	CCP volunteers	Admin – CCP Now charge a small fee £25 towards admin costs.
WW1 Commemoration Programme 2014-2018	Member of Cheshire East Creative Engagement Partnership to help promote events in Congleton as part of the region's programme.	Cheshire East, Heritage Sites, Cheshire East, Love Music Trust, Rural Touring and various Arts organisations	Heritage funding

Congleton Community Projects Report– 2013/2014

Event	Description	Partners	Funding
WW1 Awareness and engagement Group- Congleton	Member of the local group chaired by Margaret Williamson and made up of 20 local groups and organisations. CCP organising a Rural Touring Theatre Production, Silent Night at the New Life Church on Saturday November 15th	A and E Group Town Council	(Applied for by the group - £8,400 Heritage Lottery funding)
Food and Drink Festival June 15th 2014	Great success Estimated 15,000 visitors throughout the day. Excellent feedback from stall holders and visitors Despite wet weather Excellent feedback report compiled by Festival team volunteer John Hughes from feedback forms produced and info gathered by Town Council – Jackie MacArthur Copy available from CCP office Has become a recognised visitor attraction and so an important event for tourism development in Congleton and proven economic support for retailers	CCP +Festival Team Local restaurant owners Pubs and retailers Schools Cycling Campaign, Churches, Bromley Farm Development Trust/Plus Dane Fairtrade, Co-op Membership, Farm shops and Farmers Markets Cheshire Police Town Centre Management	Cost approx £9,500 William Dean Trust £2,750 Inclosure Trust £800 Town Trust £800 for the kids activities, safety, first aid. Other income – stall hire, adverts,fundraising events in the year. Estimated volunteer hours -1,200 @£9 £10,800 value added funding.
Carnival Parade July 14th 2014	Member of Carnival Parade group, attended meetings, general admin for the parade, organised marshals and helped Jackie and Cheshire Police with road closures, marshalled the parade	Carnival Committee Carnival Parade group	£1500 for bands, some small grants for various entrants
Other Stuff To Do Congleton High June 20th	Organised a second Other Stuff To do event at Congleton High as part of their Community Festival celebrating 50 year's anniversary with 20 groups and organisations having stalls to promote activities and services available to Young People in Congleton.	CCP Youth Forum Congleton High Academy	Partnership funding for 3 banners and admin £200
(Eaton Bank Academy July 18th)	(A second event was organised at Eaton Bank by the school itself and Youth Forum based on the original event the previous year)	Eaton Bank Academy	

Congleton Community Projects Report– 2013/2014

Event	Description	Partners	Funding
Congleton Station Improvement Project – First impressions	Organised an arts project to create 6 mosaics depicting local landmarks to enhance the station platforms. In 6 workshops held at the Electric Picture House over 200 people took part, mainly family groups, to create the pieces. A contribution to Britain in Bloom	CCP Electric Picture House Congleton Partnership	Congleton Partnership £700 Town Council funded the installation
Open Space Arts Festival September 27/29 2014	Part of the Festival Creative Team involved in engaging artists and exhibitors, planning the weekend and delivering on the day.	CCP, Local artists Congleton Writer's Forum Local groups and organisations, Electric Picture House	Local Trust funding In kind support from CCP and others
Xmas Lights Switch-on November 28th 2014	Working with the Xmas Team to organise the Lights Switch on event concentrating on the entertainment programme, lantern making workshops and lantern parade.	Christmas Team Town Council Volunteers Churches Groups and organisations Businesses	Account details will be available
Cheshire Rural Touring Network	Working with Electric Picture House (EPH) as promoters of the Rural Touring Theatre and development of Studio Theatre in Congleton. One performance so far this year, Old Herbaceous and Silent Night at New Life Church in November	Cheshire Rural Touring Network (CRTN) CCP EPH MMU Arts Department, Crewe	Subsidised performances, ticked events split any profit with CRTN
Congleton Partnership	Attend regular meetings. On the executive of the Youth Forum Group and Projects & Finance Group	Congleton Partnership	N/A
Fund raising	Fundraising events, grant applications seeking grants funding for revenue costs and for individual projects	CCP Trustees	N/A
Fund raising and community project advice	Deal with enquiries from local people about putting on community events with advice regarding health and safety, risk assessments, insurance, fund raising etc.		

Congleton Community Projects Report– 2013/2014

Town Boards	Co-ordinate bookings for the Community Town Boards	CCP	
Volunteer Managers Group CVSCE	Attend quarterly forums for the volunteer Managers Group discussions and updates on managing, recruiting and supervising volunteers	CVSCE	N/A

Funds raised for CCP projects approx. £12,000, help given to raise funds for other projects approx. £5,000. All projects have a value added amount but the Food and Drink one has been calculated on last year's volunteers working out to £10,800 of value added funding to the project. It is an important hidden income achieved by the Voluntary Sector. Total estimated funding including in kind, £27,800.

Directors of Congleton Community Project Ltd and Trustees of Congleton Community Trust (the charitable wing of CCP)

David Gorton - Chair
 Douglas Parker, Town Councillor – Vice Chair
 John Davies – Treasurer
 Gordon Baxendale - Cheshire East and Town Councillor
 David Daniel
 Denis Murphy - Town Councillor
 Bob Grayson
 Annette Kanourus
 Stephen Sebire
 Margaret Williamson

Congleton Carnival and Funday – Executive member, trustee, co-organiser of procession
 Electric Picture House Artist Co-operative - co-opted member
 Community Voluntary Service CE – member
 Cheshire Community Action - member
 WW1 Creative Engagement Partnership – member
 WW1 A and E, Congleton – member
 Community Hub Development - member

Community Engagement

- The Food and Drink Festival is now part of Cheshire Events Calendar bringing nearly 20,000 people into town
- Xmas Lights Switch-on and Carnival Parade – continue to ensure the local community has access to and feels a part of their local town particularly engaging new families moving into estates on the edge of town
- Strong links have been created between local artists, voluntary organisations, arts groups and schools as a direct result of the Open Space Arts Festival

Manager's Links:

Congleton Partnership – executive member
 Youth Forum - executive member
 Projects & Finance - executive member
 Open Space Arts Festival – committee member, co-ordinator
 Team Congleton – Executive member
 Cheshire Marshals – Chair, co-ordinator of events bookings

CONGLETON

22 OCT 2014

TOWN COUNCIL

B. Hogan Esq

Town Clerk

Congleton Town Council

Dear Mr Hogan,

Further to my letter and our subsequent telephone conversation, I write to confirm that my question to the Council will be "that they urge Cheshire East BC. to do what is necessary to re-open Nantwich Care Home as soon as possible in the light of the fact that as we are living longer the need for respite care is on the increase.

Sincerely,
Nihal Chitta