



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



12th September 2013

Dear Councillor,

Town Council Meeting – Thursday 19th September, 2013

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 19th September, 2013 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,

B. Hogan
TOWN CLERK

AGENDA

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).

2. Minutes (enclosed)

To approve the Minutes of the meeting held on 4th July 2013.

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.

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where friends are made

5. Cllr Michael Jones, Leader of Cheshire East Council and 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.

6. Questions from Members of the Public

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

7 Mayor's Announcements (enclosed)

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

8. Planning Committee (enclosed)

To receive the minutes of the meetings held on 22nd August and 5th September 2013.

9. Community, Environment & Services Committee (enclosed)

To receive the minutes of the meetings held on 29th August 2013.

10. Finance & Policy Committee (enclosed)

To receive the minutes of the meeting held on the 29th August 2013.

11. Personnel Committee (enclosed)

To receive the minutes of the meetings held on 8th August 2013.

12. Accounts (enclosed)

(a) To approve payment of the accounts listed (enclosed).

(b) To approve payment of any expenditure agreed at this meeting.

13. Urgent Items

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

14. Youth Committee (enclosed)

a) To receive the minutes of the Youth Committee Meetings held on 17th June, 8th July, 23rd July and 9th September 2013.

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

15. Devolution of Services (enclosed)

To receive and consider the Business Plan for the devolution of Streetscape and Grounds Maintenance Services from Cheshire East Borough Council

16. Council Minutes

To consider how Council minutes should be recorded.

17. Street Begging

To discuss the issue of street begging in the Town.

To: Members of the Town Council, Press 3, Burgesses (5), Mayor's Chaplain,
Members of the Youth Committee
MP, Cheshire East Councillors (4), Library, Congleton TIC.

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday,
4th July 2013 in the Town Hall, Congleton.

PRESENT: Councillors Mrs D.S Allen
 L.D Barker
 P Bates
 L. Bours
 R I Brightwell
 G R Edwards
 G Hayes
 Mrs A M Martin
 Mrs S A Holland
 D Murphy
 D A Parker
 J. D Parry
 N T Price
 E Wardlaw
 G S Williams
 Miss R. K Williams
 P. Mason (Cheshire East Borough Council)

1. **APOLOGIES**

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 Councillors G. Baxendale, D.T Brown and J.S Crowther.

2. **MINUTES**

CTC/14/1314 RESOLVED- That the Minutes of the meeting held on the 30th May 2013 be approved and signed by the Mayor.

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.

There were none.

4. **OUTSTANDING ACTIONS**

None.

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

Bill Keeling, a member of the public, commented about the adverse publicity concerning the dress code of Councillors attending Council meetings which did not cause him concern, what is more important, he state is the decisions made by Councillors rather than what they wear and the Council has made some good decisions recently.

6. **MAYOR'S ANNOUNCEMENTS**

The Town Mayor drew attention to the various engagements that he and the Deputy Mayor had fulfilled since the last Council meeting. The Mayor also pointed out that he had recently attended a meeting with 12 other Town Mayor's where concern was expressed at speculative Planning Applications, the meeting was attended by Fiona Brice MP who is taking the issue up on behalf of the constituency.

7. **CHESHIRE EAST COUNCILLORS' REPORTS**

Cllr Peter Mason CEBC provided a report on Cheshire East Borough Council's activities. He pointed out that Cabinet had considered a Viability Position statement for the Link Road which was approved.

Cheshire East have also removed access to payday loan companies' web sites from any of their pcs located in public places.

The Cabinet have also endorsed the notion of having a minimum price for the sale of alcohol in order to reduce drink related problems, they set the price at 45p per unit.

The Final Financial Outturn for 2012-13 was better than first thought with finances improving and reserves despite the cuts in government grants.

It was pointed out that £701k was spent on the Lyme Green Project, but, much of this has been recovered as the site has been prepared for another company to take over.

Cllr Robbie Brightwell supported by other councillors expressed concern at the lack of response from Senior Cheshire East personnel to important matters raised by local councillors.

It was agreed that Cllr Peter Mason and the Town Clerk would take this matter up with the Borough.

8. **PLANNING COMMITTEE**

CTC/15/1314 RESOLVED- That the minutes of the meeting held on 23rd May and 13th June 2013 be received and the recommendations therein be adopted.

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

CTC/16/1314 RESOLVED- That the minutes of the meeting held on 6th June 2013 be received and the recommendations therein be adopted.

10. **TOWN HALL COMMITTEE**

CTC/17/1314 RESOLVED- That the minutes of the meeting held on 13th June 2013 be received and the recommendations therein be adopted.

11. **FINANCE & POLICY COMMITTEE**

CTC/18/1314 RESOLVED- That the minutes of the meeting held on 30th May 2013 be received and the recommendations therein be adopted.

12. **ACCOUNTS**

CTC/19/1314 RESOLVED-

- a) To approve the payment of the accounts listed.
- b) To approve the payment of any expenditure agreed at this meeting.

13. **URGENT ITEMS**

Cllr Mrs L. Bours requested that the Council consider the manner in which minutes are recorded at the next Council meeting.

14. **YOUTH COMMITTEE**

This item was deferred to the next Council meeting.

15. **POLICE LIAISON COMMITTEE**

CTC/20/1314 RESOLVED- that Cllrs P. Bates and D.S Allen be appointed to represent the council on the Police Liaison Committee or any other appropriate body that Cheshire Police recommend.

16. **NALC MEETING WITH DCLG**

The correspondence provided by NALC on a recent meeting that had taken place with the DCLG were noted.

17. **FOOD & DRINK FESTIVAL**

A report on the Food and Drink Festival produced by the Town Centre Manager and a letter from Fiona Bruce MP congratulating the organisers of the Festival were considered.

CTC/21/1314 RESOLVED that a letter of thanks be sent to Jo Money, Congleton Community Projects, on behalf of the Town Council.

G P Hayes

TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS

2013

23 rd August	Raft Race – Astbury Mere
3 rd September	Plus Dane Federation
9 th September	Re-Opening of T. S. B.
10 th September	Disabled Club Founders Night
13 th September	Summer Reading Challenge - Library
13 th September	Centre Stage Youth Theatre – Daneside Theatre
14 th September	Fire Station Car Wash
14 th September	Congleton Tennis Club – Town Mayor's Tournament
15 th September	Congleton Lions – Congleton Park
17 th September	Fairtrade Network Meeting
18 th September	Alsager School Presentation Evening

DEPUTY TOWN MAYOR

27 th August	St. John's Playing Fields Open Day
31 st August	Fire Station Open Day
4 th September	Cloud Group W. I. - Autumn Meeting
7 th September	Clayton Manor Summer Fair
15 th September	Winsford Town Council Open Air Service
17 th September	Opening of Extension to Readesmore Surgery

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 22nd AUGUST 2013

PRESENT Councillor L. D. Barker (Chairman)
P. Bates
G. Baxendale
G. Brittain
D. T. Brown
G. R. Edwards
G. Hayes
Mrs. A. M. Martin
D. Murphy
D. A. Parker
Mrs. J. D. Parry
N. T. Price
Mrs. E. Wardlaw
G. S. Williams

1. **APOLOGIES**

Apologies for absence were submitted from Councillors Mrs. D. S. Allen, Ms. L. Bours, R. I. Brightwell, J. S. Crowther, Mrs. S. A. Holland and Miss R. K. Williams.

2. **MINUTES**

PLN/11/1314 RESOLVED: That the Minutes of the Meeting of the Committee held on 18th July 2013 be approved and signed by the Chairman as a correct record with the addition of apologies from Councillor Mrs. E. Wardlaw.

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 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.

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

4. **OUTSTANDING ITEMS**

There were none.

5. **PLANNING APPLICATIONS**

PLN/12/1314 RECOMMENDED: That the following comments be made to East Cheshire Borough Council:

Week ended 19th July 2013

13/2476C	Mossley Primary School, Boundary Lane, Congleton, CW12	NO OBJECTION
13/2647C	Ground Floor, Lower Park Street Mill, Congleton, CW12 1EH	NO COMMENT
13/2886C	25 Thirlmere Court, Congleton, CW12 4JG	NO OBJECTION
13/2854T	25 Kestral Close, Congleton, CW12 3FA	NO OBJECTION

Subject to usual conditions

Week ended 26th July 2013

13/2718C	11 Wensleydale Avenue, Congleton, CW12 2DA	NO OBJECTION
Councillor G. P. Hayes declared a non pecuniary interest in application 13/2718C		
13/2962C	6 Malhamdale Road, Congleton, CW12 2DA	NO OBJECTION

Week ended 2nd August 2013

13/2678C	4 Park Bank, Congleton, CW12 3DH	NO OBJECTION
13/2800C	St. John's Church Hall & School House, Buxton Old Road, Congleton, CW12 2ES	NO OBJECTION
Councillor G. P. Hayes declared a pecuniary interest in application 13/2800C, left the room and did not vote		
13/2801C	St. John's Church Hall & School House, Buxton Old Road, Congleton, CW12 2ES	NO OBJECTION
Councillor G. P. Hayes declared a pecuniary interest in application 13/2801C, left the room and did not vote		
13/3049C	4 Vernon Avenue, Congleton, CW12 3AZ	NO OBJECTION
13/3059C	Eaton Bank School, Jackson Road, Congleton, CW12	NO OBJECTION
Councillors G. P. Hayes and G. S. Williams declared pecuniary interests in application 13/3059C, left the room and did not vote		
13/3107C	Land South of Tudor Way, Congleton, CW12	NO OBJECTION
13/3120C	Mossley Primary School, Boundary Lane, Congleton	NO OBJECTION
13/3121C	Dane Court, Mill Green, Congleton	NO OBJECTION
13/2942D	Sunnyview, Canal Street, Congleton, CW12 3AE	NO OBJECTION
13/3071D	Readesmoor Group Practice, West Street, Congleton	NO OBJECTION

Additional List

13/3123C	Dane Court, Mill Green, Congleton	NO OBJECTION
13/2623C	Forge Mill, Forge Lane, Congleton, CW12 4HG	NO OBJECTION

SUBJECT TO THE FOLLOWING CONDITIONS

**That Forge Lane be improved prior to any work on the development commencing.
The improvement to include road widening and the construction of passing areas.
Highways to investigate the access to the A34 to be a left turn only.
Section 106 funds be allocated to the Public Realm Strategy.**

13/2864C	Overton Court, West Street, Congleton, CW12 1JY	NO OBJECTION
Councillors G. R. Edwards and P. Bates declared pecuniary interests in application 13/2864C, left the room and did not vote		
13/3024C	1 A Mill Street, Congleton, CW12 1AB	NO OBJECTION
13/3207C	Moreton Meadows Farm, Stony Lane, Congleton, CW12	NO COMMENT
Councillor G. P. Hayes declared a non pecuniary interest in application 13/3207C		
13/3303C	96 Buxton Road, Congleton, CW12 2DY	NO OBJECTION
Councillor G. P. Hayes declared a non pecuniary interest in application 13/3303C		
13/3361C	Land Rear of 62 – 74 Pear Tree Bank, Congleton	NO OBJECTION
13/3382D	1 Boundary Lane, Congleton, CW12 3JA	NO OBJECTION

6. **PLANNING APPEALS**

The following Appeal was noted -

Appeal Ref App/R066/A/13/2192158 – 1 Boundary Lane, Congleton, CW12 3JA –

Appeal made against refusal to grant planning permission for 4 dwellings – the Appeal is allowed and planning permission granted.

7. **LICENSING APPLICATIONS AND CHESHIRE EAST LICENSING POLICY**

Councillor Baxendale informed the meeting that there is a Cheshire East hearing scheduled for 4th September to discuss the variation of the Tesco Express Hours and he will be attending and speaking against the extension.

It was noted that there is a revised Cheshire East Licensing Policy for consultation.

Concerns were expressed regarding the lack of information from Cheshire East in respect of Licensing Applications in Congleton. The Town Clerk was requested to contact Cheshire East Licensing Department to clarify the Town Council's position and also check with neighbouring Town Councils to see if they were experiencing similar problems. If there is no improvement in consultations it was suggested that this standing item be removed from Planning Agendas.

8. **HIGHWAYS ISSUES**

None to report.

9. **APPLICATION 13/3078S - ENVIRONMENT IMPACT ASSESSMENT**

It was noted that this is not a formal planning application and that the Cheshire East Planning Officer will decide whether this information is required for the formal application.

10. **APPLICATION 13/2744W – MAW GREEN ROAD, CREWE**

Recommended that this should be approved subject to the following:-

1. There needs to be a highways assessment undertaken of the impact of the additional journeys of waste movement vehicles between Macclesfield and Crewe travelling via Congleton
2. A contribution ought to be provided from this project to the Congleton Link Road
3. Project reinforces the need for the link road
4. Consideration should be given to siting the Waste Plant at Lyme Green, Macclesfield

11. **ANY OTHER BUSINESS**

Councillor Baxendale informed the meeting that Application 13/2501C – Land Off Newcastle Road, near Astbury Mere had been refused by Cheshire East Council.

L. D. Barker (Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 5th SEPTEMBER 2013

PRESENT Councillor L. D. Barker (Chairman)
D. S. Allen
G. Baxendale
G. Brittain
R. I. Brightwell
J. S. Crowther
G. Hayes
Mrs. S. A. Holland
D. Murphy
D. A. Parker
N. T. Price
Mrs. E. Wardlaw

Approximately 40 members of the public attended the meeting

1. **APOLOGIES**

Apologies for absence were submitted from Councillors P. Bates, Ms. L. Bours, D. T. Brown, G. R. Edwards, Mrs. A. M. Martin, Mrs. J. D. Parry, G. S. Williams and Miss R. K. Williams.

2. **MINUTES**

PLN/13/1314 RESOLVED: That the Minutes of the Meeting of the Committee held on 22nd August 2013 be approved and signed by the Chairman as a correct record. Councillor Mrs. S. A. Holland requested to have noted that, at that meeting which she did not attend, Councillors mistakenly thought that application 13/3207C was her own application. She wished to record that she has no connection with that application.

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 G. Baxendale declared a "non pecuniary" interest due to his membership of Cheshire East Council

4. **OUTSTANDING ITEMS**

There were none.

5. PLANNING APPLICATIONS

PLN/14/1314 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 23rd August 2013

13/3517C Land West of Goldfinch Close, Congleton **REFUSE**
Two members of the public spoke in objection to this application

THE DECISION WAS TAKEN TO REFUSE APPLICATION 13/3517 for the following reasons.

Planning Application 13/3517C Seddon Homes 230 Dwellings

The outline planning application to construct up to 230 dwellings on land to the west of Goldfinch Close is in an area designated by the Congleton Borough Council Local Plan as Open Countryside and as such fails to satisfy policy PS9(iv) of the Local Plan as a development of up to 230 dwellings cannot be described as infilling. It also is also contrary to H6 of the Local Plan in that the infill development must be appropriate to the local character in terms of its use, intensity and scale, indeed as a consequence of its scale alone it is contrary to H6.

It is also contrary to H14 of the Local Plan in that it is not a small scheme and does not consist entirely of housing that will be retained as low cost in perpetuity.

The proposed development would be contrary to the interest of highway safety as it would result in additional traffic using Canal Road/Canal Street which is already used to unacceptable levels. Furthermore, the development would be detrimental to the safe and efficient operation of the highway as the increased volume of traffic would adversely affect the free flow of traffic on Canal Street contrary to GR20 of the Local Plan.

Additionally in the emerging Cheshire East Local Plan, land North of Lamberts Lane was considered in the Shaping Our Futures document and rejected.

13/3350C Edgehill Farm, Congleton Edge Road, Congleton, CW12 3JJ NO COMMENT
13/3407C Black Firs School, Longdown Road, Congleton, CW12 4QJ NO OBJECTION

13/3410C Edwards Mill, Hatter Street, Congleton, CW12 1QQ **Councillors expressed concerns regarding traffic and parking and requested that Cheshire East Highways conduct a traffic study to examine these issues**

13/3500C Boundary Villa Farm, 4 Boundary Lane, Congleton, CW12 NO OBJECTION
Councillor Mrs. S. A. Holland declared a "non pecuniary" interest in application 13/3500C

13/3452C Dane court, Mill Green, Congleton NO OBJECTION
13/3023C 1 High Street, Congleton, CW12 1BN NO OBJECTION
13/3506C 11 Wolstanholme Close, Congleton, CW12 3RX NO OBJECTION

Week ended 30th August 2013

13/3178C	37 Bailey Crescent, Congleton, CW12 2EN	NO OBJECTION
13/3433C	L'Endroit Restaurant, 70 – 72 Lawton Street, Congleton	NO OBJECTION
Councillors G. P. Hayes, Mrs. S. A. Holland and Mrs E. Wardlaw declared “non pecuniary” interests in application 13/3433C		
13/3532C	Holmecroft, Middle Lane, Congleton, CW12 3PU	NO OBJECTION
Councillor Mrs. S. A. Holland declared a “non pecuniary” interest in application 13/3532C		
13/3564C	34 Dale Crescent, Congleton, CW12 3ER	NO OBJECTION
13/3588C	Lower Park Mill, Lower Park Street, Congleton, CW12 1EH	NO OBJECTION
13/3591C	33 Park Lane, Congleton, CW12 3DG	NO OBJECTION
13/3603D	8 Fenton Close, Congleton, CW12 3TH	NO OBJECTION

6. PLANNING APPEALS

The Town Clerk was requested to write to Seddon Homes to deplore their decision to submit appeals at the same time as submitting a new application of the same sites.

7. LICENSING APPLICATIONS

The Town Clerk reported that he had contacted Cheshire East in respect of concerns expressed regarding licensing issues and they had informed him that that the Town Council was not a statutory consultee. It was agreed to remove this standing item from future agendas.

It was reported that the Tesco Express licence application to extend hours had been approved.

8. HIGHWAYS ISSUES

Councillor Brightwell expressed concerns regarding the damaged bridge over the railway on Moss Lane. The Town Clerk confirmed that this issue had been discussed at a recent Community Environment & Services Committee. He had been in contact with Cheshire East Councillor Topping to discuss the Town Council's safety concerns. The Town Clerk was requested to contact Cheshire East, the Police and Network Rail regarding safety concerns and the possibility of traffic calming measures and weight restrictions.

9. ANY OTHER BUSINESS

Councillor Mrs. S. A. Holland informed the meeting that she will be submitting an application in respect of 30 Cross Lane, Congleton in the near future. Councillors were reminded to obtain the full information when making a judgment on declaring both “non pecuniary” and “pecuniary” interests at future meetings.

L. D. Barker (Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 29TH AUGUST 2013

PRESENT: Councillors G S Williams (Chairman in the Chair)
 Mrs D S Allen
 P Bates (Vice Chairman)
 G Baxendale
 J S Crowther
 G R Edwards (Town Mayor)
 G P Hayes
 Mrs S A Holland
 Mrs A M Martin
 D Murphy
 D A Parker
 Mrs J D Parry
 N T Price
 Mr E Clarke (Appointed Members)

1. APOLOGIES.

Apologies for absence were received from Cllrs Ms. L Bours. Apologies were also received from Mrs E Wardlaw and Mrs R K Williams who are not members of this particular Committee.

2. MINUTES OF LAST MEETING

CES/12/1314 RESOLVED that the minutes of the meeting held on the 6th June 2013 to 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.

Cllr P Bates declared a non-pecuniary interest in items 10 and 11.

4. OUTSTANDING ACTIONS

CAE/02/1213

The Town Council to pursue all options available in order to resolve the problem of the Boat, including S215 enforcement via CEBC, in addition, the Town Clerk to contact McCarthy and Stone to elicit their assistance in the matter.

CES/34/1213

The Committee support the "Responsible Dog Scheme" pilot being introduced at Bromley Farm and will evaluate its success in 6 months with a view to rolling out the scheme throughout the town

CES/05/1314

That the proposed arrangement on CCTV provision be reviewed at the next meeting.

5. FLORAL ARRANGEMENT WORKING GROUP

CES/13/1314 RESOLVED that the minutes of the Floral Arrangement Working Group meetings dated 18th June 2013 be received.

6. BOAT ON THE RIVER DANE

Correspondence from Deborah Ackerley, Cheshire East Council Enforcement Officer, confirmed that an S215 (Untidy Site Notice) had been issued to the owner of the Boat which comes into effect on 9th September 2013. It was also noted that Mr Morris the Boat owner had made an FOI request to the Town Council asking for all data held by the Council relating to discussion of the Boat on the River Dane

CES/13/1314 RESOLVED that:

1. The correspondence be received.
2. The Committee support and endorse the action being taken by Cheshire East Council.

7. PROPAGATION UNIT

A Licence Agreement produced by Cheshire East Council for the Town Council to use the Propagation Unit was discussed.

CES/14/1314 RESOLVED that the Licence Agreement be approved and adopted.

8. EATON BANK ACADEMY

It was noted that Year 7 students at Eaton Bank Academy were unable to accommodate a visit to the Town Council.

9. EASEMENTS OVER COMMON LAND AND VILLAGE GREENS

Correspondence from Cllr David Topping confirming that there was no plan to change the current designation of Hankinson's Field was considered.

CES/15/1314 RESOLVED that the Town Clerk request a copy of the covenant covering Hankinson's Field.

10. FREE PARKING AFTER 3PM

It was noted that free car parking on one site in Congleton after 3pm is now operational.

11. PARKING OUTSIDE SCHOOLS

The Committee considered a number of emails concerning the issue of car parking outside schools in Congleton.

CES/16/1314 RESOLVED that Cheshire East Council be requested to examine car parking problems outside all schools in Congleton and to ensure TRO notices are in place and zig zag and yellow lines are clearly marked.

12. MOUNTVIEW CONSULTATION

The report on Mountview was discussed by members who noted that the report was positive in terms of the quality of service being provided at Mountview, and considered the report a very worthwhile exercise.

It was also noted that Cheshire East Cabinet had agreed to retain the services of Mountview.

13. CHANGES TO PERMIT HOLDERS IN PARK ROAD AND PARK VIEW

Correspondence from Mr T Brough concerning the changes to permit holders in Park Road and Park View was considered.

CES/17/1314 RESOLVED that the correspondence be received.

14. PADDLING POOL

A letter from J Bailey and Friends expressing some concern at safety around the Paddling Pool and surrounding area was considered.

CES/18/1314 RESOLVED that the Town Clerk check with Cheshire East Council and the Police relating to the operation of the ice cream van to ascertain that a suitable trading license exists and to ensure the van is not sited in an area where it could cause an obstruction.

15. RURAL FAIR SHARE PETITION

The Rural Service Network provided a petition requesting Councillors and others to petition the Government to give rural committees a fairer share of the Local Governance Finance Settlement.

CES/19/1314 RESOLVED that a petition for signing be made available in the office and TIC

16. VOLUNTEERS POLICY

An amended Volunteers Policy was considered.

CES/20/1314 RESOLVED that the policy be approved with the following amendments:

1. Add "reasonable" into expenses.
2. Change CRB to DBS.

17. FOOTPATH

Correspondence from Jeremy Condliffe relating to the notion of producing 2 maps for walks around Congleton was discussed.

CES/21/1314 RESOLVED that:-

1. The Council fully support the idea of producing 2 maps for Congleton.
2. Suggested it may be beneficial to link up with Congleton Partnership who are doing something similar albeit with "Apps".

18. NUISANCE AT PRINCESS STREET CAR PARK

Correspondence from both Cheshire East Council and the Police concerning problems on the princess Street car park was considered.

It was noted however, due to the prompt action of the Police, the problem had gone away.

CES/22/1314 RESOLVED that the correspondence be received and the prompt action of the Police commended.

19. REMEMBRANCE SUNDAY

A letter from the Cheshire Lieutenancy requesting the involvement of the Cheshire Lieutenancy in this year's Remembrance Day Service on 10th November 2013 was discussed.

CES/23/1314 RESOLVED that a representative of the Cheshire Lieutenancy be invited to the Remembrance Day Service.

20. CONGLETON MARKET

The members considered explanations of the two charters covering the Market in Congleton.

CES/24/1314 RESOLVED that the Town Clerk request Cheshire East Council to transfer the current jurisdiction of the Market to the Town Council.

21. CHANGES TO BUS SERVICES IN CONGLETON

Changes to Bus Service provision in Congleton were noted.

22. COMMUNITY ASSETS FUND

Correspondence from Fiona Bruce MP pointing out the benefits in the Community Assets Fund which provides a blend of grants and loans was considered.

CES/25/1314 RESOLVED that the correspondence be received and noted.

23. HEAVY GOOD VEHICLES ON HOWEY LANE

A letter from Mrs J Shatwell concerning heavy goods vehicles using Howey Lane was discussed.

CES/26/1314 RESOLVED that the letter be received.

24. EASTERN CHESHIRE CLINICAL COMMISSIONING GROUP (ECCCG)

A letter from Readesmoor Medical Group Practice concerning the financing of the Eastern Cheshire Clinical Commissioning Group was discussed.

CES/27/1314 RESOLVED that a small group be set up with the three Medical Practices, representatives of the Town Council and MP to examine the funding for ECCCG.

25. CHESHIRE POLICE

There was no representative of Cheshire Police present.

G Williams
Chairman (In the Chair)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 29th AUGUST 2013

PRESENT

Councillors

P Bates
G Baxendale
R I Brightwell
Mr G R Edwards (Chairman)
G P Hayes (Town Mayor)
Mrs S A Holland
Mrs J D Parry (Vice Chairman)
D A Parker
D Murphy
N T Price

1. APOLOGIES

Apologies for absence were received from Cllrs Ms L.Bours., Mrs E.Wardlaw and Miss R.K Williams, who are not members of this particular Committee.

2. MINUTES

FAP/07/1314 RESOLVED that the Minutes of the Meeting of the Committee held on 30th May 2013 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.

Cllr G. Hayes declared a non-pecuniary interest in items 6 (i), 6 (ii).

Cllr G. Baxendale declared a non-pecuniary interest in all matters related to Cheshire East Borough Council.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2013-2014

Deferred to the next meeting.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/08/1314 RESOLVED that:-

i. **GR.6/1314 Congleton Harriers**

A grant of £250 be approved subject to:

- a. Promoting the Town Council on the event literature.
- b. Allowing the Town Council to determine the direction of a charitable donation to the value of £250.

ii. **GR.7/1314 Congleton Ice Rink Committee**

The Town Council will underwrite any shortfall in funding to a maximum value of £3000.

7. **NEW GRANT ACTIVITIES MONITORING FORMS**

Deferred to the next meeting.

8. **MANAGEMENT ACCOUNTS FOR APRIL 2013 – JULY 2013**

Deferred to the next meeting.

9. **ANNUAL GOVERNANCE STATEMENT 2012 - 13**

Deferred to the next meeting.

10. **CHRISTMAS LIGHTS**

A report on the provision of new town lighting produced by the Town Centre Manager was considered.

FAP/09/1314 RESOLVED that:

- i. New Christmas lights to be purchased outright at a cost of £19,893, plus one off hardware costs of £7,200.
- ii. Proposals to be produced for next year on how to improve how the Town Hall is illuminated for Christmas.

11. **CESHIRE PENSION FUND INSURANCE**

Deferred to the next meeting.

G.R Edwards
Chairman

Congleton Town Council

Minutes of the Personnel Committee meeting held on Thursday, 8th August 2013

PRESENT: Councillors D T Brown (Chairman)

P Bates
G Baxendale
G R Edwards
G P Hayes
D Murphy
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence were received from Councillors R I Brightwell, J S Crowther, Mrs S A Holland, Mrs A M Martin, D A Parker and Miss R K Williams.

Apologies were also received from Cllrs L D Barker, N T Price and Mrs J D Parry who are not members of this particular committee.

2 MINUTES OF THE PREVIOUS MEETING

PERS/01/1314 RESOLVED –That the Minutes of the meeting held on 21st June 2012 be approved and signed by the Chairman.

3 DECLARATIONS OF INTEREST

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

There were no declarations of interest.

4 OUTSTANDING ACTIONS

None.

5 2013 – 14 STAFF SALARY RECOMMENDATIONS

It was noted that the National Joint Council of Local Government Services has confirmed that the Local Government Employees and Trade Unions have agreed a 1% increase to pay scales for 2013-14, effective from the 1st April 2013.

PERS/02/1314 RESOLVED –That the 1% increase in pay scales for all staff be approved, effective from the 1st April 2013.

6 PENSIONS DISCRETION POLICY

Correspondence from the Cheshire Pension Fund outlining the requirements to include a clause in the Pensions Discretion policy to cover the payments of early retirement pensions was considered.

PERS/03/1314 RESOLVED –That a new clause 4 be added to the Pensions Discretion policy to cover the choice of early payment of pensions.

7 AUTOMATIC ENROLMENT

Correspondence from the Cheshire Pension Fund relating to Automatic Enrolment of employees into a pension scheme was discussed. It was noted that for the Town Council this would be effective from 2017.

PERS/04/1314 RESOLVED –That the correspondence be received and noted.

8 EQUALITY ACT 2000

A Legal Topic Note produced by NALC on the Equality Act 2010 was considered alongside the Town Councils' existing Equality Policy.

PERS/05/1314 RESOLVED that:

1. The correspondence be received from NALC.
2. The Equality Policy was reviewed, and approved as meeting the requirements of the Equality Act 2010 without further amendment.

David Brown
Chairman

Congleton Town Council

RBS Current/I Access Acct

List of Payments made between 01/06/2013 and 31/07/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/06/2013	Cheshire East BC	DD	2,167.00	Business Rates Town Hall
04/06/2013	British Telecom	005988	306.36	Q0283D/3859/Telephone charges
04/06/2013	British Youth Council	005989	54.00	201314/3860/BYC membership
04/06/2013	Congleton Office Supplies Ltd	005990	35.82	SINV00080717/3861/A4 paper
04/06/2013	DaMfotos	005991	244.00	130522-001/3862/Tourism leaflets
04/06/2013	Handwaving Flags.com	005992	329.04	12667/3888/Bunting for Town Centre
04/06/2013	Jewson Limited	005993	56.34	0767/0171895/3863/comm grdns handyman
04/06/2013	J P Lennard Ltd	005994	59.76	663919/3864/leaf skimmer Ppool
04/06/2013	K G Loach	005995	83.33	18712/3865/hangbasket brackets
04/06/2013	Maxigene Enviromental Service	005996	45.00	16112C/3867/Legionella testing
04/06/2013	P&V Newton & Sons Ltd	005997	11.90	005819/3868/Key cutting CPJ
04/06/2013	North Rode Timber Co. Ltd	005998	6.34	021528/3869/skirting board
04/06/2013	Posh Nosh Parties Ltd	005999	4,927.51	10113/3876/Recharges £1957.99 Civic (mayor making/Civic service)£2941.26 CTC £28.26
04/06/2013	Rode Hall Silver Band	006000	250.00	210513/3882/band civic ceremony
04/06/2013	Travis Perkins Trading Company	006001	15.00	3640ACL842/3884/Zip Ties
04/06/2013	United Utilities	006002	1,126.50	210513/3885/Town Hall Water
04/06/2013	Viking Direct	006003	71.02	889952/3887/Comb binding machine
04/06/2013	C J Beard	006004	115.00	050613/3905/Mercian Print
04/06/2013	Shell UK Ltd	DD	85.72	0057855/3851/fuel 4 van
07/06/2013	T Mobile	DD	21.84	V00906496076/3883/JM phone
11/06/2013	Beartown Brewery	006005	575.10	13975/3906/Beer for Mercians
11/06/2013	T Lazarski	006007	33.50	Plants for community garden
11/06/2013	Cong Choral Society	006008	15.72	Heaters for Choral concert
12/06/2013	Cheshire East Council	006016	40.00	120613/3907/lotteries licence
13/06/2013	British Telecom	DD	46.12	Q0526G/3858/Fax machine
14/06/2013	Henry Alty Ltd	006009	277.99	722542/3892/fertilizer etc
14/06/2013	Amberol Ltd	006010	896.74	11144/3893/octagonal planters
14/06/2013	Angel Springs	006011	117.43	1862216/3894/water & cups
14/06/2013	Hulme Scaffolding Ltd	006012	702.00	0115/3895/Scaffolding museum roof
14/06/2013	T & S Electrical Limited	006013	2,029.34	8432/3900/water heater/spray
14/06/2013	Talke Chemical Company Limited	006014	437.56	62700/3901/Chlorine 4 p/pool
14/06/2013	Threadfast Engineers Ltd	006015	68.38	SIN072618/3903/nuts, bolts, handyman
14/06/2013	Wirehouse Employer Services	DD	102.00	Health & Safety Support
17/06/2013	Congleton Youth Orchestra	006017	40.00	170613/3908/Programme advert
17/06/2013	T Lazarski	006018	105.56	Plants for Community garden
18/06/2013	West Mercia Energy	DD	1,903.25	1067701/3855/Town Hall Gas
19/06/2013	Wirehouse Employer Services	DD	153.60	HR Support
20/06/2013	Shell UK Ltd	DD	28.52	0076361/3896/fuel for van
20/06/2013	Petty cash	006019	168.74	reimburse Petty cash
21/06/2013	RBS Autopay	AUTOPAY	24,366.78	Salaries June 13
25/06/2013	Beartown Radio	006020	160.00	200613/3909/Teddy Bears Picnic
25/06/2013	Cavern Protective Clothing	006021	60.00	17486/3911/gloves/ hi viz coat
25/06/2013	Cheshire Electrical Supplies L	006022	14.68	C1659194/1/3953/bulbs p/pool
25/06/2013	Cheshire Vehicle Rental Ltd	006023	290.00	C409954/3913/Van Hire
25/06/2013	Chubb Electronic Security Ltd	006024	813.60	4048076/3914/Alarm Maint/Monitoring
25/06/2013	Heads (Congleton) Limited	006025	198.72	79991/3916/Teddy B picnic advert
25/06/2013	Congleton Engineering Developm	006026	270.00	072030/3917/base for planter
25/06/2013	D P Sportswear Ltd	006027	126.00	028421/3918/Hi Viz vests
25/06/2013	Four Oaks Nurseries Ltd	006029	992.52	53016/3920/hanging baskets

25/06/2013	Gaffey Technical Services Ltd	006030	155.28	49203/3922/water filters p/pool
25/06/2013	Hillside Medical Supplies	006031	45.00	124268/3923/Defib pads TIC
25/06/2013	Infotone	006032	139.02	ST190342/3924/Printer toner BH
25/06/2013	JAF Graphics	006033	100.80	17637/3925/mercian signs
25/06/2013	Jewson Limited	006034	6.72	0173811/3926/watering funnel
25/06/2013	MAC Tool & Plant Hire Ltd	006035	20.39	4757/3927/trimmer line
25/06/2013	PAS Sound Engineering Ltd	006036	205.04	13541/3928/PAS testing of sound system
25/06/2013	Posh Nosh Parties Ltd	006037	702.48	113/3933/Recharges £38.76 Partnership £34.68 Buffet Mercians £591.60 CTC £37.44
25/06/2013	The Stationery Cupboard	006038	141.26	105/3938/Stationery
25/06/2013	TGolf	006039	153.00	001271/3939/A4 Vinyl posters
25/06/2013	Talke Chemical Company Limited	006040	218.78	62723/3940/Chlorine p/pool
25/06/2013	T & S Electrical Limited	006041	234.58	8481/3941/museum lighting work
25/06/2013	DaMfotos	006042	200.00	130603001/3942/Parklive poster
25/06/2013	Tennyson Insurance Ltd	006043	413.40	12450989/3943/Insurance P/live
25/06/2013	Travis Perkins Trading Company	006044	109.66	ACM048/3944/Cable Ties
25/06/2013	Visyon Ltd	006045	200.00	13021/3946/Fellowship hse electricity
25/06/2013	Willpower Hire Ltd	006046	299.40	1470/3947/Loos for parklive
25/06/2013	Petra Lea	6028	50.00	210613/3919/face painting
25/06/2013	Prism	DD	535.92	IT Support June 2013
26/06/2013	Society of Local Council Clerk	006048	20.00	260613/3954/CILCA J Potts
26/06/2013	C Morris - Ice rink group	006047	1,909.00	Return of icerink money banked
28/06/2013	Plus Dane - Allpay	DD	36.08	Allotment garage
28/06/2013	Sita UK Ltd	d/debit	207.02	28739360/3897/waste disposal
01/07/2013	UU	DD	353.64	Town Hall Water rates 2nd qtr
01/07/2013	CEBC	DD	2,167.00	Town Hall Business Rates
03/07/2013	Electric Picture House	006051	250.00	P/ship Eco Art Parklive
03/07/2013	C Agar	006050	60.00	P/ship bird boxes
05/07/2013	Shell UK Ltd	DD	122.43	0093895/3937/Fuel for van
08/07/2013	T Mobile	DD	21.68	V00912259040/3971/JM phone
08/07/2013	PV Newton	006052	273.58	Grant - Vale Juniors
09/07/2013	Angel Springs	006053	91.93	1894280/3955/Water Cooler rental
09/07/2013	Michael Brown	006054	1,930.50	300613/3956/flower watering
09/07/2013	Four Oaks Nurseries Ltd	006055	4,778.76	123510/3957/Town flowers
09/07/2013	Global Hygiene LLP	006056	83.68	1344713/3958/Cleaning products
09/07/2013	Hillside Medical Supplies	006057	38.40	124376/3959/Defib pad
09/07/2013	Mitten Clarke	006058	382.80	12042/3960/Payroll, year end
09/07/2013	Nature Signs	006059	442.80	250613/3961/Interpretation Boards
09/07/2013	P&V Newton & Sons Ltd	006060	3.95	05832/3962/Key
09/07/2013	Posh Nosh Parties Ltd	006061	1,941.66	122/3965/TC10141 Ches Train
09/07/2013	SAS Refrigeration	006062	998.75	9090/3967/Fridge
09/07/2013	Talke Chemical Company Limited	006063	218.78	62770/3970/Chlorine for P/Pool
09/07/2013	Threadfast Engineers Ltd	006064	156.67	SIN072975/3972/feetfor planter
09/07/2013	Thor Lightning Protection	006065	108.00	20542/3975/Inspection lightening conductor
09/07/2013	TMC Creative Ltd	006066	78.00	1806/3976/Chamber mag advert
09/07/2013	Vibrant Graphics Ltd	006067	139.20	025746/3977/Headed paper
09/07/2013	Earth Anchor Ltd	006068	1,350.00	025889/1/3978/Park Benches
10/07/2013	Tennyson Insurance Ltd	006069	578.65	12657251/4008/Parklive Insurance
15/07/2013	Wirehouse Employer Services	DD	102.00	Health & Safety Support
16/07/2013	The Leaflet Team	006071	368.00	CTC0017/4007/Distribution Bear Necessities
16/07/2013	Beartown P's&Q's	006070	100.00	Grant Beartown P's & Q's
18/07/2013	Simnet Ltd	006092	20,077.20	SI130/4010/Simnet Notice board for town centre
19/07/2013	Congleton Learning Partnership	006072	749.86	941/3979/P/ship grant courses 4 unemployed
19/07/2013	Canda Copying Ltd	006073	1,064.16	316465/3981/Photocopying
19/07/2013	Cannon	006074	82.69	CN18460748/3982/Clinical waste

19/07/2013	D & M Nurseries	006076	54.00	60/3984/herbs etc for tubs
19/07/2013	Shent Events Marquee Hire	006086	1,400.00	1363/4000/Marquees 4 parklive
19/07/2013	Chubb Electronic Security Ltd	006075	165.43	4100598/3983/Alarm works
19/07/2013	Bostock's Tours	006077	840.00	87118/3985/Parklive buses
19/07/2013	M D Motors	006078	663.65	1005/3986/repair clutch
19/07/2013	R.J. & J. Moore	006079	104.00	86/3987/baking spuds parklive
19/07/2013	P&V Newton & Sons Ltd	006080	221.40	05850/3988/Eco Awards
19/07/2013	North Rode Timber Co. Ltd	006081	327.30	137690/3989/Wood for planters Bromley Farm
19/07/2013	Otis Ltd	006082	478.83	01078962/3990/Lift Service
19/07/2013	Mrs P Pinto	006083	300.00	CP001/3991/Eco Tent Parklive
19/07/2013	Posh Nosh Parties Ltd	006084	675.78	123/3992/Recharges £1965.84 CTC £13.26
19/07/2013	Performing Rights Society	006085	810.44	4000125/3999/PRS Licence
19/07/2013	St John Ambulance	006087	105.60	SP13012673/4001/Teddy B Picnic
19/07/2013	United Utilities	006088	119.06	010713/4002/Allotments water (recharged)
19/07/2013	Vibrant Graphics Ltd	006089	658.00	025768/4003/ Printing bear Necessities
19/07/2013	T Boon	006090	261.80	001/4009/painting bollard town centre
19/07/2013	West Mercia Energy	DD	1,296.58	1071240/3949/Gas Town Hall
19/07/2013	Shell UK Ltd	DD	87.01	0109986/3969/Fuel for van
19/07/2013	Wirehouse Employer Services	DD	153.60	HR Support monthly
22/07/2013	RBS Autopay	AUTOPAY	24,548.57	Salaries July 2013
23/07/2013	Church House	006091	119.59	In Bloom lunch for judges
25/07/2013	Prism Bus Developments	DD	535.91	IT Support monthly
29/07/2013	Police & CC for Cheshire	006093	47,200.00	PCSO contributions 13/14
29/07/2013	Plus Dane - Allpay	DD	36.08	Allotment garage
30/07/2013	Angus Media Ltd	006094	250.00	AM100134/4012/prize draw comp
30/07/2013	Bear Grills Cafe	006095	104.50	BG003/4013/drinks mercians
30/07/2013	A D Booth & Sons Ltd	006096	2,976.00	160713/4014/insurance repairs Town Hall roof
30/07/2013	Cheshire Electrical Supplies L	006097	6.76	C1661236/4016/light bulb
30/07/2013	Cheshire East Council	006098	12,042.12	41046033/4017/election costs
30/07/2013	Heads (Congleton) Limited	006099	77.28	80648/4018/in bloom advert
30/07/2013	Thomas Fattorini Ltd	006100	830.31	I176560/4019/Mayoral pendant
30/07/2013	Global Hygiene LLP	006101	1,083.77	1344871/4021/cleaning products
30/07/2013	JAF Graphics	006102	1,470.00	17731/4022/vinyls for T/centre
30/07/2013	Mitten Clarke	006103	210.00	12215/4023/payroll production
30/07/2013	Posh Nosh Parties Ltd	006104	33.50	030713/4027/CTC AMT refreshments
30/07/2013	The Energy Savers Ltd	006105	1,234.80	10095/4028/draught proofing
30/07/2013	RBS Rialtas Business Solutions	006106	524.40	SM13898/4029/Omega support
30/07/2013	Society of Local Council Clerk	006107	150.00	112184/4030/Course B Hogan
30/07/2013	The Stationery Cupboard	006108	111.72	107/4031/Stationery order
30/07/2013	TGolf	006109	57.60	001555/4032/Laminate Posters
30/07/2013	Talke Chemical Company Limited	006110	218.78	62853/4034/Chlorine for Ppool
30/07/2013	Top Nosh	006111	55.80	250713/4035/buffet in bloom
30/07/2013	Access Displays Ltd	006112	19.80	34900/4011/clips for stand
30/07/2013	Gavin Kenning Engineering Ltd	006113	536.92	SI108861/4036/market stall
30/07/2013	Mrs P Pinto	006114	205.93	CIB002/4026/Design work
30/07/2013	Micc Burgess	006115	500.00	160713/4015/artwork p/live
30/07/2013	Mrs B Kennerley	006116	14.95	Eco materials Parklive P/ship
31/07/2013	230 Squadron ATC	006117	50.00	Use of minibus for In bloom
31/07/2013	Sita UK Ltd	DD	207.02	28780526/3968/SitaWaste disposal

Total Payments 194,397.52

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Monday 17th June 2013 in the Town Hall, Congleton

PRESENT Youth Councillor Matthew Proctor (Vice Chairman)
Thomas Minshull

Councillor Sally Holland
Councillor Liz Wardlaw

Linda Minshull

1. APOLOGIES

Apologies were received from Maddy Summerfield, Hannah Booth, Nathan Davies, Matthew Jones, Beth Evans, and Councillors Larry Barker and George Hayes.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 20th May 2013 were signed by the Chairman as a correct record.

3. YOUTH COMMITTEE VOLUNTEERING WEBSITE

There was no update as Nathan was not at the meeting. Linda confirmed that Nathan was scheduled to do a presentation on the Website at the Youth Forum Meeting on Monday 24th June.

4. YOUTH COMMITTEE BANK ACCOUNT

It was reported that the balance remains at £773.92.

5. DRUGS EDUCATION

The next meeting with Fiona Bruce M.P. is scheduled for 21st June at 3.30 p.m.

Linda confirmed that she will e-mail all members to encourage them to attend the meeting. Linda also confirmed that she had contacted the person at Middlewich who is responsible for co-ordinating the Street Pastor Scheme and awaits a reply.

6. **FIVE YEAR ANNIVERSARY**

Linda reported that Jeanne confirms that her preferred date is 5th July.

It was difficult to make any arrangements as so few members attended the meeting. However, it was agreed that contact be made with St. Mary's Club to see if the function room could be booked as this could be a less expensive option.

7. **YOUTH COMMITTEE MEMBERS ITEMS**

Linda advised that the next Junior Council is to be held on Monday 8th July – 9.30 a.m. – 11.30 a.m. and would welcome any help from Youth Committee members.

Linda suggested that the next meeting be in the daytime and to include discussions on future membership and strategy.

8. **ANY OTHER BUSINESS**

None

9. **DATE OF NEXT MEETING**

Tuesday 23rd July 2013 10 a.m.

Matthew Procter (Vice Chairman)

Congleton Town Council

Minutes of the meeting of The Junior Council held on Monday, 8th July 2013 in the Town Hall, Congleton

PRESENT Town Councillors G. Hayes (Town Mayor)
D. Murphy (Deputy Town Mayor)
Mrs S. A. Holland (Past Mayor)

Mrs. L. D. Minshull (Congleton Town Council)
Mrs J. Whitehurst (Past Mayor)

School

Young Councillors	Ruaridh Morgan	Marlfields
	Scott Camp	Marlfields
	Oscar Eckersley	Mossley
	Megan Granville	Blackfirs
	Will Bours	Blackfirs
	Becki Birkin	Blackfirs
	Alfie Galbraith	Blackfirs
	Katie O'Connor	Daven
	Melanie Meigh	Daven
	Jack	Daven
	Shannon Metcalf	Daven
	Claudia Mitchel	Mossley
	Elysia Oliver	Mossley
	James Lancaster	Mossley
	Ben Evans	Quinta
	Jane Earle	Quinta
	Abigail Owen	Quinta
	Olivia Brindley	Marton
	George Burgess	Marton
	Peter Goodfellow	Marton
	Summer Pass	Astbury
	Gemma Bailey	Astbury
	Rebecca Brady	Astbury
	J McGregor	St. Mary's
	Ellie Jackson-Brown	St. Mary's
	Angel Philan Godfrey	St. Mary's
	Jake Smallwood	St. Mary's
	Todd Forrester	Smallwood
	Oliver	Smallwood
	Abi Nicolls	Smallwood
	Hayley Taylor	Smallwood

1. APOLOGIES

Apologies were received from Woodcocks Well School who were unable to attend the meeting.

2. **INTRODUCTION AND WELCOME**

Town Mayor Councillor George Hayes outlined the plans for the morning.

3. **CIVIC INFORMATION AND QUIZ**

Past Mayor Jeanne Whitehurst provided civic information, including details on the history of the Town, the Mace and the Mayoral Chain of Office.

4. **DECISION MAKING WORKSHOP**

Pupils were allocated Committee Group numbers and worked in four Committee Groups.

Finance and Policy Group

A discussion took place regarding the re-generation of the Town Centre and whether to spend up to £1 million on the project. The benefits to the Community were discussed together with negative aspects. It was decided to allocate the funds to re-generate the Town.

Community Environment & Services Group

This group discussed the Paddling Pool, its location and any improvements which could be made to the facility. It was agreed that the location should remain the same but some enhancements to the area be carried out.

Town Hall Group

The Town Hall Group discussed the costs of hiring the Town Hall and whether these should be less for young people. It was decided that it would be unfair to the Community as a whole, for the hire to be free for young people. It was agreed that funds should be available to help with the cost of hire, for any group to bid for.

Planning Group

There was a discussion on whether to allow a planning application for a large housing development of up to 300 new houses. The impact of a large increase in residents to the Town was discussed and it was agreed that there was a need for more employment in the Town. It was also agreed that other facilities including schools, shops and doctors surgeries would need to grow. It was decided to only allow an increase of 50 houses until other services and the road network had been improved.

5. **ELECTION OF JUNIOR TOWN MAYOR**

Twelve young councillors put themselves forward for the position of Mayor and the Council voted. It was

RESOLVED: That Hayley Taylor be elected as Junior Town Mayor for the day.

6. **ELECTION OF YOUNG DEPUTY TOWN MAYOR**

RESOLVED: That Scott Camp be elected as Junior Deputy Town Mayor for the day.

7. **COUNCIL MEETING**

The Junior Mayor, assisted by the Town Mayor, Chaired the meeting to gather the feedback from the four Committees.

8. **CONCLUSION**

The Town Mayor, Councillor George Hayes thanked the young people for their attendance and great ideas. He said that the Council always encouraged the ideas of younger people and provided information on the Youth Committee. Every pupil was given a certificate of attendance signed by the Town Mayor.

Councillor G. Hayes (Town Mayor)

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Monday 23rd July 2013 in the Town Hall, Congleton

PRESENT Youth Councillor Matthew Procter (Vice Chairman)
Thomas Minshull
Joseph Hearson
Nathan Davies
Councillor George Hayes
Jon Foster
Linda Minshull
Erica Adkins - Youth Co-ordinator Poynton Town Council

1. APOLOGIES

Apologies were received from Hannah Booth, Beth Evans, Matthew Jones, and Councillors Larry Barker, Liz Wardlaw and Sally Holland.

Linda welcomed Erica to the meeting and Erica gave information on her role with Poynton Town Council.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 17th June 2013 were signed by the Chairman as a correct record.

3. BRITISH YOUTH COUNCIL – ELECTION TO THE BOARD OF TRUSTEES 2013

Jon Foster gave a presentation on the British Youth Council and his election campaign to be a member of the Board of Trustees.

RESOLVED – That Jon Foster be the chosen candidate of the Congleton Town Council Youth Committee.

It was agreed that Linda would contact the British Youth Council for information on the voting process and attendance at the Annual Council Meeting in London on 31st August 2013.

4. YOUTH COMMITTEE VOLUNTEERING WEBSITE

Nathan gave a progress update on the website. The site should be available by the end of August for the input of information to take place. It is hoped that the launch of the site will be in September. Members will arrange an informal meeting to discuss this item in more detail.

5. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £673.92.

A discussion took place on fundraising. It had been necessary to cancel the Coffee Morning at the Library scheduled for 20th July due to lack of support from members. There is another Coffee Morning booked for 26th October and Linda stated that this event will be discussed at the September meeting and if there is not enough support from members she will cancel the booking then rather than leaving it too near to the date.

6. **DRUGS EDUCATION**

Nathan gave an overview of this project to date for Erica. He then updated the Committee on progress he had made with the schools for the Education Day. The next meeting with Fiona Bruce M.P. is scheduled for 27th September at 3.30 p.m. at Riverside.

It was agreed that we invite the new Youth Ambassador for the Police and Crime Commissioner to the meeting and also to a future meeting of the Youth Committee.

7. **MEMBERSHIP**

A long discussion took place on membership and the recruitment of new members. Linda expressed concerns on members attendance. It is anticipated that several members will be leaving for University and Linda requested that members confirm to her if they are intending to resign from the Committee. It is expected that there may be four or five available places for new members.

It was agreed that a recruitment campaign would take place in both High Schools in September. Linda will work with Committee members on presentations in the schools.

8. **YOUTH COMMITTEE MEMBERS ITEMS**

Raft Race

Linda provided information on the Raft Race which will take place at Astbury Mere on 23rd August. Further information can be obtained from Lesley Dixon at Plus Dane.

Brussels

Matthew and George are obtaining information on visiting the European Parliament as an unofficial trip and will let members know the details when available.

9. ANY OTHER BUSINESS

None

10. DATE OF NEXT MEETING

Monday 9th September 2013 at 7 p.m.

Matthew Procter (Vice Chairman)

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Monday 9th September 2013 in the Town Hall, Congleton

PRESENT Youth Councillor Matthew Procter (Vice Chairman)

Thomas Minshull
Joseph Hearson
Nathan Davies
Matthew Jones

Jamie Bernardi
Anna Spencer
Alice Carter
Arrabella Holland

Councillor George Hayes
Councillor Sally Ann Holland
Jon Foster
Linda Minshull

1. APOLOGIES

Apologies were received from Beth Evans, Kirby Jennings, Cathy Hassall, Tom Heyes and Councillors Larry Barker and Liz Wardlaw.

Introductions were made and people attending their first meeting were welcomed.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 23rd July 2013 were signed by the Chairman as a correct record.

3. BRITISH YOUTH COUNCIL – ELECTION TO THE BOARD OF TRUSTEES 2013

It was reported that Jon Foster has been elected as a member of the Board of Trustees of the British Youth Council. Members of the Youth Committee wished to formally congratulate Jon on his election success and it was agreed that the Town Mayor would send a letter on behalf of the Youth Committee.

Matthew and Cathy attended the Annual Council Meeting of the British Youth Council and Matthew gave a verbal update on the event. It was agreed to use Jon as our link with the BYC and aim to attend future events and training.

4. **YOUTH COMMITTEE VOLUNTEERING WEBSITE**

Nathan gave a project update and informed the meeting that the website is complete and ready to be launched. He will provide members with training on the use of the site. Members agreed to collect and input data and advertise the site.

5. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £673.92.

6. **DRUGS EDUCATION**

The next meeting with Fiona Bruce M.P. is scheduled for 27th September at 3.30 p.m. at Riverside.

Nathan gave an update on his work in preparation for the Drugs Education Day at the High Schools. It was suggested to incorporate a feedback form from the students on the day.

7. **MEMBERSHIP**

It was agreed to make membership a standing item on each agenda. It was noted that several members are leaving the Committee to go to University. There are other members who had not attended the Committee for several months.

As agreed as the meeting on 5th February 2013 Thomas Minshull and Matthew Jones were offered and accepted two of the formal available places on the Committee. Linda will forward the appropriate forms to them for completion.

Several potential new members attended the meeting and it was agreed that formal places will be offered to people in attendance in order of oldest first as agreed at the February meeting. Linda agreed to contact members who had not attended the Committee for several months to inform them of details in the constitution regarding attendance and that due to demand on places their formal membership would cease. They would be welcome to attend future meetings and functions in an informal capacity.

Recruitment meetings have been arranged at Congleton High School on 25th September and Eaton Bank High School on 27th September. Although the formal places are filled it was agreed to encourage participation in an informal/advisory capacity prior to formal membership as noted in the constitution. This procedure enables Youth Committee membership to continue seamlessly as members leave. It was agreed to review the Constitution to ensure it reflects the current requirements in respect of membership.

8. YOUTH COMMITTEE MEMBERS ITEMS

It was noted that there had been problems with anti-social behavior and drinking at the new St. John's Playing fields in Buglawton.

9. ANY OTHER BUSINESS

Matthew and Nathan were formally thanked for their work on the Youth Committee and it was agreed that the Town Mayor would send a letter of thanks. Other members leaving the Committee would be formally thanked for their work.

10. DATE OF NEXT MEETING

Tuesday 15th October 2013 at 7 p.m.

Matthew Procter (Vice Chairman)

DEVOLVED SERVICES BUSINESS PLAN

1. Negotiating Team

CEBC

Peter Hartwell
Gareth Edwards

CTC

Bob Edwards
Sally Holland
Neville Price
Glen Williams
Brian Hogan
Jackie Potts
Chris Jones

2. Original Methodology

- The original approach was not about service cuts, but how Cheshire East Council (CEBC) could enable Congleton Town Council (CTC) to improve service standards in the longer term, whilst strictly controlling costs.
- The two councils worked well together with mutual trust and common goals, at least until September 2011 when Phil Sherratt, principle negotiator for CEBC, was withdrawn and subsequently made redundant.
- John Nicholson Places Director left CEBC at the end of 2012 and another negative influence to concluding Devolved Services was removed. The new head of negotiations on behalf of CEBC, Peter Hartwell, accompanied by Gareth Edwards, have been very helpful.
- The resource reductions in public realm services have seen standards diminish as resources have been cut, but a strong public service ethos remains.
- CTC have the capacity and capability to deliver the public realm services efficiently and effectively and to bring about a long term and sustainable improvements to service standards.
- The workforce that would transfer is skilled and experienced, and all are positive about the transfer, and about making changes to improve services.
- It has taken longer than anticipated to bring together the information necessary for the two councils to make a decision, but a model has been developed which will be useful for CEBC partnerships with other councils.
- It is feasible to devolve services on 1st October 2013, but an early decision is required by both councils to enable all operational and support mechanisms to be in place and to enable investment to be made.

3. About the Pathfinder

Negotiations between CEBC and town/parish councils on transfer services have been on- going since October 2010. In March 2011, a meeting was held between CEBC & CTC which led to the establishment of this pathfinder project.

Aims

1. To develop a robust method of devolving services from CEBC to CTC, which meets the aims and policies of both councils and can readily adapt to a long term arrangement.
2. To establish a model for devolving services which can be used to inform and guide other town & parish councils.
3. To look at alternative models, which may be more suitable for other local councils.
4. To develop experience within CEBC & CTC which will enable them to become "champions" for local service delivery.
5. To gain experience as to how both "devolved" and "transfer" services can be administered together to maximise delivery efficiency and value for money.
6. To look at ways of involving "non host" local councils in the process of making local services more accountable.

4. History

The Pathfinder commenced on 9th May 2011, and considerable progress was made against the original Project Plan. CTC was working with other potential "host" town/parish councils who wish to become "host authorities" and sharing as much information as possible.

The Project Team has worked well together with the exception of the difficulties highlighted above. CEBC have now provided the majority of information requested, and all of the financial issues have been clarified. CTC have prepared considerable baseline information. We now have a good Street Cleaning Database, having measured streets and added cleaning regimes in accordance with the Code of Practice on Litter and consistent to those being developed by CEBC. This is supported with detailed Zoning maps. We have completed the Grounds Maintenance database and apportioning grass cutting & weed spraying schedules. CTC has undertaken a condition survey on both public toilets and formal play areas and CEBC have provided similar information.

We have documented the formally adopted service standards by CEBC for each service area. Generally these date back to Congleton Borough Council. Although CEBC have now issued a Service Level Agreement on what is expected of the Streetscape and grounds Maintenance team, but, these are based on outcomes. Even so, the reductions which CEBC have had to make to service budgets over the last two years means that in many cases, the standards are not being achieved and we have recorded from our observations and discussions with management and operatives, the actual standard that is being maintained. This formed the basis of the Service Level or Agency Agreement with CEBC.

We have developed a set of aspirational service standards, those which the Town Council may wish to aspire to over a period of a few years. These will hopefully see standards increase year on year as operational efficiencies kick in and additional resources become available. These

standards will as far as possible be output standards, e.g. length of grass or standard of cleanliness, supported by maintenance regimes necessary to achieve them.

Discussions have taken place with the parish councils likely to be in the Congleton host area some time ago, but, these need to be refreshed in the light of reaching a conclusion on the Pathfinder. The parishes involved are:-

Newbold Astbury Parish }
 Moreton –cum- Alcum Parish} combined parish council – Newbold Astbury cum Moreton PC,
 Somerford Parish,
 Somerford Booths Parish}
 Hulme Walfield Parish } combined parish council -Hulme Walfield & Somerford Booths PC,
 Swettenham Parish,
 Twemlow Parish,
 Smallwood Parish,
 Brereton Parish.

The parishes included may yet change dependent on optimum team sizes and preferences of individual parish councils. We are awaiting formal agreement from some councils, but none have so far expressed a wish to be excluded. The total population of the wider area is approximately 31,500, close to one third of the LAP area (former Congleton Borough Council). Each parish council will no doubt want a say in the levels of service and some may wish to specify (and pay for) standards above those required by CEBC or indeed contribute towards transfer services with no CEBC funding, but which a particular parish consider important.

5. Public Realm Services Included

The services below show what is currently included in the Pathfinder.

Highways

The majority of highways functions remain with CEBC and from October, Mechanical Street Sweeping will be contracted to Ringway Jacobs. The other main functions would be supported by the Town Council undertaking certain public realm functions (Street Cleaning and Grounds Maintenance)

Congleton Town:	140.2km of roads & 188.66 km of footway
Rural Pathfinder Parishes:	124.2km of roads & 25.59 km of footway
Pathfinder Total:	264.4km of roads & 214.25 km of footway

CTC duties would include:

- Responding to any specific requests by CEBC Highways, to undertake visual inspections of Highways trees or carry out any minor, low level tree work within the capability of its Team.

- Undertake grass cutting and cutting back verges to footways as requested. Damage to verges observed by CTC will be reported to CEBC Highways.
- Advise CEBC of any situations requiring hedge cutting back by private owners/ occupiers which they believe require enforcement. Appropriate measures shall be taken to ensure that damage to wildlife and habitats is minimised to accord with the Wildlife and Country side Act 1981.
- Street name plates on new developments are paid for by developers. Highways will erect signs. Maintenance, replacement and provision of additional Street Name plates are provided as necessary by Highways, according to priority and budget. CTC will undertake erection or maintenance on request.
- Undertake periodic cleaning of traffic signs.
- As necessary to undertake gritting on footpaths.

Street Cleansing

- The Street Cleansing Service required is principally the service set out in Section 2(2) (C) of the Local Government Act 1988. It does not include land within parks and open spaces nor the emptying of gullies. Broadly it includes the cleansing of streets and public areas adjacent to them, car parks, emptying and cleansing of litterbins and certain Associated Services.

Congleton Town:	243.8km of roads channels
Rural Pathfinder Parishes:	241.4km of roads channels
Pathfinder Total:	285.21km of roads channels
Car Parks in Congleton Town:	14
School zones in Congleton Town:	10
School zones in rural parishes:	3
Litter Bins in Congleton Town:	220. Weekly emptying's: 440
Litter Bins in Rural Parishes:	38. Weekly emptyings: 38
Dog Bins in Congleton Town:	84 Weekly emptyings: 92
Dog Bins in Rural Parishes:	3. Weekly emptying: 3

- CEBC has adopted the DoE Code of Practice on Litter (Edition 2 1999) and are using former CBC regimes litter picking frequencies to meet them. We have determined new zones which correlate with other parts of Cheshire East.
- Each zone (1-7) sets out both litter picking frequencies. Mechanical sweeping (Ringway Jacobs) is generally restricted to channels and road edges (in rural areas); footpaths are not routinely swept outside Zone 1. Additional sweeps and/or litter picks are undertaken, if the standard of an area falls below Grade B and it needs to be raised to Grade A within the appropriate time. Mechanical Sweeping though will be undertaken by Ringway Jacobs
- Litter bins & dog bins are no longer washed and disinfected routinely, but are done as necessary following inspection or complaint.

- Bus Shelters are excluded, and are cleansed & maintained by contractors to CEBC. Within zones litter and graffiti is removed as part of the Street Cleansing. The areas covered by the different regimes are set out in the Street Index.
- Each Zone includes the emptying of litter bins and dog bins, and the removal of fly-posting and graffiti as necessary. Within Zones there are connecting alleyways and footpaths, which are not always listed. These areas must be maintained to the regime standard of the surrounding area. Where streets are subject to leaf and blossom fall on a seasonal basis, the standard for removal will follow that detailed in each zone.

Zoning system

Zone	Area	Litter picking	Mechanical Sweeping (Ringway Jacobs)	Code of Practice Zones	Response times under Code of Practice: If the standard falls below Grade B, the following response times are allowed to raise the standards to Grade A.
1	Town Centres	Daily	Daily	High Intensity	1/2 a day, this means by 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and 6pm on the previous day
2	High density housing, schools & secondary retail.	Weekly	3 monthly	Medium Intensity	1 day, this means by 6pm the following evening
3	Medium density housing, social housing & industrial estates.	Fortnightly	3 monthly	Medium Intensity	1 day, this means by 6pm the following evening
4	All other housing	No scheduled litter pick	3 monthly	Medium Intensity	1 day, this means by 6pm the following evening
6	Main roads and heavily used rural roads	8 weekly	3 monthly	High Intensity	1/2 a day, this means by 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and 6pm on the previous day

7	Rural roads	Annual	Annual	Low Intensity	14 days
<u>Code of Practice-Grades of Cleanliness:</u> For litter and refuse: Grade A: No litter or refuse. No detritus Grade B: Predominately free of litter and refuse apart from some small items Predominately free of detritus except for Some light scattering				Grade C: Widespread distribution of litter and/or refuse with minor accumulations Widespread distribution of detritus with Minor accumulations Grade D: Heavily affected by litter and/or refuse With significant accumulations Heavily affected by detritus with Significant accumulations	
Guidance Standards for graffiti and Fly posting also apply					

ZONE 1

- This Zone comprises footways, carriageways, pedestrian and other public areas in the Town Centre. It includes car parks and housing within the Zone.

Cleansing: Monday to Saturday

1. Daily presence in the area each day of the week, Monday to 1.30 pm Saturday.
2. The footways and carriageway channels and public areas must be swept before 08.30 am.
3. Any grassed, planted, public area or footways will be cleared of litter by 10.30 am. thereafter cleared of litter continuously throughout the day.
4. Litter Bins shall be emptied at least once daily - before 08.30am and as necessary at additional times to prevent the overflow of litter.

Cleansing: Sundays and Bank Holidays

1. The footway and carriageway channels must be litter picked before 11.00 am.
2. Any grassed, planted or public area will be cleared of litter by 11.00 am.
3. Litter Bins shall be emptied once before 11.00 am.

ZONE 2

- These areas are often generally peripheral to Zone 1 areas, but also include high density housing, schools and secondary retail or commercial areas, and village centres with schools or secondary retail. They consist of footways, other shopping, public areas and car parks.
- These areas are litter picked weekly and mechanically swept every 3 months.
- Litter bins are emptied at least weekly, but more often according to the schedule.

ZONE 3

- These areas include medium density housing, social housing and both industrial and commercial estates and car parks within the Zone.

- They also include village centres without a school or secondary retail area.
- These areas are litter picked fortnightly and mechanically swept every 3 months. Litter bins & day bins are emptied at least weekly, but more often according to the schedules.

ZONE 4

- These areas include other areas of lower density housing, areas including car parks and minor public areas adjacent to them. It excludes isolated rural homes, which come within Zone 7.
- There is no scheduled litter picking, it is done as necessary to maintain or restore standards.
- Litter and dog bins are emptied at least weekly, but more often according to the schedule. Mechanical sweeping is undertaken quarterly.

ZONE 6

- These Zones include all main roads and heavily used roads in Urban Areas, where they are not included in a higher frequency Zone. Also A roads and other heavily used roads in rural areas.
- They are litter picked 8 weekly, and mechanically swept 3 monthly. Litter and dog bins are emptied at least weekly, but more frequently according to the Schedule (particularly lay-bys).

ZONE 7

- These Zones include rural roads outside villages which are litter picked annually and mechanically swept annually. Litter and dog bins are emptied according to the Schedule.
- Due to manpower reductions the former "Task Force" no longer operates. It will be essential to continue or even bolster the Handy Person Service, if service requests and complaints are to be dealt with speedily, without reducing cyclic work.
- An emergency 24 hour cleansing service is required to deal with road accidents and other incidents and must be capable of responding to reported incidents within one hour.
- We would also need to continue to give assistance by providing equipment and transporting and disposal of collected litter to any voluntary or group undertaking area clean-ups.

Grounds Maintenance

Maintenance is carried out on Ornamental and Prestige Areas, Highways Urban and Rural Verges, General Amenity Areas, Public Footpaths, Sporting Areas, Recreation Areas, Rough Cut and Conservation Areas. These include:-

- a. Mowing main area. Perimeter and obstruction clipping; Re-forming edges; Seeding and renovation works; Pesticide application; Leaf clearance.
- b. Flower beds. Stripping of bulbs and plants; Preparation for planting; Planting of bulbs and plants; Weeding; Pesticide application; Pest and disease control; Plant maintenance e.g. dead heading; Leaf clearance; Renovation operations e.g. after vandalism.
- c. Rose and shrub beds. Planting; Weeding; Pesticide application; Rose and shrub maintenance e.g. dead heading; Pruning; Leaf clearance; Renovation operations;
- d. Trees. Planting; Removal; Inspection; Pest and disease control; Pruning of immature trees;

Area of Flower Beds in Congleton: 844 sq.m
 Area of Shrub Beds in Congleton: 6758 sq.m (herbicide controlled) + 1158 sq. m (manual weed)
 Area of Rose Beds in Congleton: 34sq. m (manual weed)
 Area of Rose Beds in Rural Parishes: 80 sq.m (herbicide controlled)
 Area of Park: 10 hectares (24.7 acres), including 3 hectares of Woodland
 Bowling Greens in Congleton: 1 = 2150 sq.m
 Area of Playing Fields: 120,732 sq.m
 Area of Amenity Area/ Public Open Space in Congleton: 179,016 sq. m
 Length of road verges in Congleton: 138,622 linear m
 Length of road verges in Rural Parishes: 170,963 linear m

The adopted Service Standard remains the former Congleton Borough Council Grounds Maintenance Specification 1993 which is an extremely detailed input standard. This has been modified following our observation and discussions with CEBC management & operatives. Set out below is a précis of the main elements.

Bedding-Flower & Bulb Beds

- To plant these beds on two occasions per year with a selection of seasonal plant material. (To reduce cost, some flower beds are being reduced by lower maintenance beds or grass.)
- Maintained within beds visibly free of litter and debris, weeds, pest and diseases & damage.
- All clearance, preparation and planting to be completed by the end of June for summer bedding and by the end of October for Winter/Spring bedding.

Supply of Summer Bedding

- Fully grown Plants are to be purchased and stored in the Propagation unit prior to planting.

Roses & Rose Beds

- The works specified in this section refer to areas of formal roses in the Park.
- Maintenance is to be undertaken to keep beds visibly free of litter and debris, weeds, pests and diseases, damage or any other factors which detract from the quality of the display.
- All works undertaken in the maintenance of roses and rose beds to be in accordance with good horticultural practices.
- Manual Weed Control (Park due to HLF funding), where no herbicides shall be used.
- Weeding at least every 4 weeks from April to November.

- Replace roses as necessary
- Herbicide weed treatment on other beds following spring maintenance.
- Spring maintenance to include pruning, fork over area, apply fertilizer, & mulch.
- Summer Maintenance to include second dressing of fertilizer, dead heading & remove suckers at 4 weekly intervals.

Shrubs & Shrub Beds

- In addition to their ornamental value, their functions may include screening, physical barriers and ground cover.
- All works undertaken in the maintenance of shrubs and shrub beds shall be carried out in accordance with good horticultural practices
- Manual Weed Control areas- every four weeks between April and November.
- Herbicide Control areas- weeding in January to February, periodic herbicide application.
- Pruning, mulching, thin out crowded shoots
- Routine clipping of heathers & lavender etc.
- Trimming of Wall Covering Plants twice each year,
- Replace shrubs as necessary.

Bowling Green maintenance

- To maintain a safe, smooth, pest and weed free playing surface and undertake all operations in accordance with good practices for the maintenance, of fine turf. The Playing Season is from 1st April to the end of the second full week of October. Playing Season maintenance operations must be carried out before 10.00 am.
- Pre-Season Maintenance
- Playing Season Maintenance including Regime E mowing, aeration, watering, 3 fertiliser applications.
- Post Season Maintenance including renovation works, scarifying, mechanical spiker application, over seeding of worn areas & pesticide application.

Grass Cutting

- The season is Mid March to Mid November. Cutting is ceased in very dry or very wet conditions.
- In certain areas (principally Astbury & Holmes Chapel Road) flowering bulbs have been planted, this means that the grass is not cut until a minimum period of six weeks has elapsed after completion of flowering.
- Mowing shall be undertaken in such a manner as to cut the full extent of the areas detailed, up to paving, fencing and any boundaries or obstructions, producing an even height of cut over the whole area leaving no stalks or seed heads. The cutting of edges, margins and areas around all other obstructions shall be undertaken on the same day as

the main area where possible. An alternative to cutting around trees & post etc is the application of a weed killer.

- Collection and disposal of litter whilst carrying out grass cutting operations. With flail mowing this is best done after cutting. With other equipment it is best done before cutting so that litter is not shredded.
- Where grass cuttings are allowed to lay these shall be evenly distributed over the area leaving no unsightly windrows or deposits of accumulated grass.

Regime A -Fine Turf /Lawns (ornamental areas of Park, around flower beds, roundabouts & cenotaph)

Remove all cuttings from the site.

April - September Cut at 7 day intervals

October Cut at 14 day intervals

The required height of cut will be 12mm. The grass will not be allowed to exceed a height of 20mm.

Perimeter clipping 15 Occasions

Regime B - Verges, Open Spaces,
General Amenity Areas and Sports Pitches

Where grass areas include Sports Pitches, suitable cylinder type mowing equipment will be employed on the main pitch and apron areas. This is usually a 7 gang mower behind tractor on larger areas. Other areas are cut with a rotary mower (hand or ride on), flail mower or 3 gang cylinder mowers.

The grass will be cut at two week intervals throughout the season at anticipated frequencies of 13-17 occasions. In reality, this is now 3 ½ week intervals for the triple and hand mowers and 3 week intervals for the 7 gang mower.

The minimum height of cut will be 25mm except on Rugby pitches where during the playing season the minimum height of cut will be 75mm.

In a few areas such as the bank in Congleton Park, & Buglawton, path edges in wooded areas, the grass will be cut at four week intervals. The minimum height of cut will be 50 mm.

In a small number of low profile areas such as the flood plain in St. Johns Road, the grass will be cut at six-eight week intervals with hand mower. The minimum height of cut will be 75 mm.

Regime E - Bowling Greens

Mowing machines shall be of the Cylinder type propelled by a rear roller, and front roller to control the height of cut, and shall be fitted with a box.

The whole area of the green will be drag brushed prior to any grass cutting operation, and on any morning when dew is present.

The whole area shall be cut leaving and producing regular and even striping of the area. The direction of cut shall be varied over three directions, one of which will be a diagonal cut approximately once a fortnight.

During the approach to the Playing Season (Late March to April) cutting shall take place twice weekly. The required height of cut will be: Week 1-10mm, Weeks 2 & 3-8mm, Weeks 4 & 5-5mm.

During the Playing Season (May to September) cutting shall take place each Monday, Wednesday and Friday. The minimum height of cut will be 5mm. and not 8mm.

During the closing of the Playing Season cutting shall take place twice weekly. The required height of cut will be: Weeks 1 & 2-5mm, Weeks 3 & 4- 8mm, Week 5- 10mm.

During the closed season (November to Late March) the grass shall be cut so as not to exceed a height of 10mm. (Approximately once per six weeks)

Anticipated required frequency of grass cutting operations per season:

a. Grass cutting- 80 Occasions; b. Perimeter clipping-26 Occasions; c. Verti-cutting-3 Occasions

Regime F – Rural Verges,

Rural Verges (Roads with Speed Limit >40mph)

Cutting will be carried out to visibility splays, at junctions and on bends and a 1.2m swathe adjacent to carriageways or footways. The frequency of cutting will be dependent on the rate of growth but will normally be twice per year. Additional cutting of visibility splays at junctions and bends will be carried when conditions determine that sight lines are, or are likely to become, obstructed by vegetation. The vegetation is to be cut to a height of below 100mm. This work is currently undertaken by a private contractor.

Urban Verges (Roads with Speed Limit 40mph or less)

The whole width of the verges shall be cut to maintain the height of the grass between 25mm and 100mm throughout the year. This is likely to require cuts every 2-2.5 weeks, but in reality it is only every 3.5 weeks.

Regime G – Public Rights of Way

Ensure that passage along the pathway is not hindered due to overgrown green vegetation when requested to do so.

Mowing is undertaken to cut the full extent of the areas unless the width of grass exceeds 1.5 metres. In this case an area of only 1.5 metres adjacent to the footpath will be cut, except for the final cut when the full extent of the area will be cut. At all times an even height of cut will be produced.

Cuts are usually carried out on one occasion per year. The required minimum height of cut for all vegetation will be 50mm.

Regime H - Grass Cutting on Banks, Roughcut, Ecological and Conservation Areas e.g. Timbersbrook.

On areas mainly accessible to tractor or pedestrian mowers, cut grass and vegetation to a minimum height of 100 mm on four occasions per year.

On areas such as very steep banks, plantations and marshy areas, cut grass and vegetation up to 1500 mm high using strimmers and hand tools. Particular care will be taken to avoid damage to shrubs or trees. Anticipated one to three cuts per year.

Grass Edge Re-forming – Siding out. On request it may be required to reform grass edges that adjoin footpaths, kerbs, roadways, play equipment, hard standing areas, obstructions, fence lines etc.

Grass Seeding, Re-seeding & Turfing

As necessary, in accordance with BS 4428.

Cultivation & Preparation of Land

Undertaken directly or put out to a contractor

Ditch Work

The main responsibility is for a Highway ditch on Holmes Chapel Rd/Blackfirs which is maintained on request from Highways.

Drainage

This may be undertaken directly or put out to a contractor.

Carpet Bedding

Carpet Bedding is now rarely done because of the high cost. If undertaken on special request, the additional cost over seasonal bedding is charged to a sponsor.

Sports Pitches-Marking and Maintenance

- All markings shall be carried out in accordance with the requirements of the relevant sports governing body or drawings provided. All angles, lengths and radii shall be true and accurate. Lines shall be 75mm wide unless specified.
- Prior to marking out, grass shall be cut to ensure that the height of grass does not exceed 25mm.
- At certain times of the year various users may request the marking of temporary facilities, particularly for sports days.
- Erection & maintenance of goal posts & inspection during season.
- Fertiliser twice during season

- Aeration, verti draining and harrowing.
- Renovation at end of season.

Furniture Maintenance

Routine cleaning, maintenance and inspection of a variety of landscape furniture including Litter bins, Picnic tables, dog bins, notice boards and signs, Benches and seats, Planters, bollards.

Hedge and Formal Trees-cutting and Maintenance

Up to 3 times per year depending on variety.

Leaf Clearance-Autumn

Clear all accumulations of leaves from all areas of grass and soft landscaping ensuring no damage is caused to any grass area or plants.

Litter and Debris Clearance

In accordance with the Litter Code of Conduct and shall further include branches, twigs and fallen fruit.

Snow Clearance and Gritting.

May be required to maintain access or to provide for public safety by undertaking snow clearance and gritting operations of hard areas in the event of snowfall.

Special Events

There may be throughout the course of the year, special events held in parks and open spaces. These vary in scale, length of time and the amount of preparatory work required for such events.

Arboricultural Works

Will only undertake very minor tree work, other work is undertaken by a specialist Arboricultural Team.

Public Toilets

This specification is based on the former Congleton Borough standards, modified following observations, inspections and discussions with operatives.

There are two public toilets at Market Street and Princess Street, although the Princess Street facility will close when work starts on Bridgestones 2

Toilet facilities should be available during designated opening hours.

They should be clearly signed, clean, graffiti-free, well lit, and free of unpleasant odours, stocked with toilet paper and soap with hand drying facilities and mirrors.

All cubicle doors should be in full working order and be fitted with appropriate locks.

Toilet seats, sanitary ware, and plumbing should be clean and in good working order.

To achieve this, only one visit is routinely made per day (7 days a week) by an operative to undertake cleaning & replenishing of disposables. A second visit is made if a complaint about condition is received. Damage, vandalism or items not working are reported to management for repair. Urgent matters are highlighted.

Periodic deep cleaning is not undertaken by the operative.

Play Areas

This specification is based on the former Congleton Borough standards, modified following observations, inspections and discussions with operatives.

Formal Play Areas in Congleton Town: 11 Formal Play Areas in Brereton: 1

- Play facilities should be maintained in a safe condition and fit for purpose.
- Equipment should be kept free from graffiti and the play area should be free from litter, debris, glass and dog fouling.
- Any safety hazard identified should be resolved immediately or the equipment/ area be taken out of public use.
- Rubberised safety surfaces should be maintained in a clean and tidy condition.

This standard is achieved by:-

- Site staff on a once weekly basis; undertake a visual inspection of equipment & safety surfaces.

At the time of the inspection, staff will clean the site of litter, glass, dog fouling etc.

- Vandalism will be reported to management and be attended to by a maintenance officer.
- A maintenance officer will undertake routine maintenance and repairs. Certain work such as fabrication or welding will be undertaken by a specialist contractor.

- A recorded quarterly inspection will be undertaken by a ROSPA trained operative, and any unsatisfactory matters referred to the Maintenance Officer for attention.
- A Statutory independent annual inspection is undertaken by a Consultant or Insurer.

Street Furniture

- Cleaning, maintenance and inspection of benches, other seats, planters, direction signs, bollards, notice boards and memorials belonging to or adopted by Cheshire East Council. All work is undertaken as necessary.
- All street furniture should be clean, tidy and maintained in a condition fit for its purpose.

The Town Council already undertakes this work for community street furniture.

N.B. Litter, dog fouling, graffiti and fly posting is removed as part of Street Cleansing. Planting is maintained as part of Grounds Maintenance.

6. Capability Analysis

An important assessment was whether CTC had the necessary capacity and infrastructure to take on the range of front line services for both the Town and neighbouring parishes and whether the benefits would remain attractive to its members.

Appendix 1 sets out the SWOT analysis which examines the strengths and weaknesses within the CTC organisation and the opportunities and threats which it faces from taking on services which would increase staff level by about 70%. This appendix also includes a summary of the Pest Analysis which uses the four headings of Political, Economic, Social and Technological factors to assess the wider environment in which the Organisation operates. The considerations it raises will feature highly in CTC's decision making.

Appendix 2 summarises the key business risks to CTC, which have been taken from a more in depth exercise. Only by properly identifying and evaluating risk can it be managed and minimised.

It can be concluded from these analyses, the Council has the capability and resources to take on these services, but, to do so it does face some risks and has to bolster up management and support infrastructure to some extent. There are real opportunities for improving the services however, which will require the strong partnership of the two authorities to be maintained.

7. Staffing

Current staffing levels consist of 9 operatives and a supervisor. In 2011 when discussions on Devolved Services first began staffing levels were 17.

Function	2011	2013
Team Leader	1	0
Supervisor	1	1
Mechanical Sweeper Driver	2	0
Streetscape Operative	13	9
Total	17	10

Mechanical Street sweeping functions will be transferred to Ringway Jacobs with effect from 1st October 2013, which includes the 2 Mechanical Sweeper Drivers, but, when discounting this transfer, staffing levels have been reduced by 33.3% over the 2 year period to 10.

The current supervisor is on secondment from another department within CEBC and as such is not subject to a TUPE transfer. Nonetheless, we are hopeful that the supervisor will choose to join the Town Council.

Previously it was considered that a number of additional administration personnel would be needed to support the new services transferred to the Town Council, however, some of the previous administration functions have now been encompassed within the supervisor's role reducing additional support to one junior staffing position.

As previously stated though, staffing levels for the streetscape team have been dramatically reduced, whilst efficiencies will assist in improving standards, in the medium to long term to achieve the aspirational increase in service standards will require additional staff.

8. Transport and Equipment

The equipment currently provided by Cheshire East Borough Council is in a poor and unreliable state. Smaller items such as ride on mowers are very unreliable and often unavailable because they are inoperable waiting for repair, which adds to the units inefficiencies.

Cheshire East has proposed transferring the vehicles to the Town Council which they would then replace with new vehicles when they determine they need replacing.

Experience has shown that this is an area which is easily targeted for freezes in capital expenditure resulting in vehicles being run for even longer and then becoming even more unreliable. Additionally CEBC arrange their own vehicle servicing, which is very expensive and adds to costs.

Thus it has been determined that the Town Council would rather have control of its own transport budget.

The transport budget has sufficient funding to allow us to lease new vehicles and replace the existing fleet, the lease will be based on a lease and maintenance basis so that costs are known

and predictable and the lease company becomes responsible for not only maintaining the vehicles, but ensuring 100% vehicle availability.

The teams have a range of ancillary equipment which includes ride on mowers, pedestrian mowers, blowers, strimmers, hedge cutters, power washers and so on, most of which is fit for the rubbish tip.

Much of this equipment fails and is then sent to CEBC's maintenance shop for repair and can be missing for weeks on end. The provision of poor, unreliable and unavailable equipment is not only a source of frustration to the personnel who undertake the tasks but, is a source of considerable inefficiencies. The intention is to replace the majority of this equipment with new machinery

Smaller items of equipment such as mowers and strimmers etc. will be purchased new from a £k50 transition fund provided by CEBC

9. Livery

The staff would be provided with new clothing with the Town Council logo on the work wear. Vehicles would also be liveried in the Town Council colours including contact numbers

10. Management

Two years ago when Devolved Services was first discussed, the administration and control of the service was unnecessarily complex. Whilst it was clear that this area was ripe for stream lining it was still believed at the time that additional administration support would be required in the Town Hall to support the service.

In the intervening period, probably driven by Cheshire East's need to reduce costs, has resulted in the administration side of the operation being completely restructured and steam lined, such that there was only the necessity to recruit one additional person at the Town Council

Crucial to this decision though is the need to ensure that the current supervisor, who is on secondment to the service, and not covered by TUPE, moves across and becomes a Town Council employee. This individual now undertakes most of the admin functions as well as controlling the operation of the service and is a vital component in ensuring there is a smooth trouble free transfer from CEBC to CTC. To ensure this happens has resulted in some regrading being built into the budget to facilitate this move.

In terms of management, the Streetscape Supervisor would report to the facilities Manager who in turn reports to the Town Clerk.

Internally because of the additional duties and responsibilities being undertaken by the Facilities Manager, it is the intention to recruit internally a supervisor who would assume

responsibility for the management and control of the internal operation of the Town Hall including the Handymen.

The intention would be to recruit a working supervisor to the position, thus any additional cost would be restricted to the additional premia required for the new responsibilities. The working supervisor would report to the Facilities Manager and cover for him when he is absent

11. Service Centre

The team will continue to operate out of Brunswick Wharf which is controlled by Ringway Jacobs. This facility will be provided to CTC on an on-going no cost basis

12. Costs (Appendix 4)

Total costs for the Streetscape and Ground maintenance function transferring to CTC amount to £k355.5, this includes public toilets which are a transfer function without finance, in addition to this there is £k50 of one off transitional costs available.

Labour cost total £k211.5, with transport cost amounting to £k79.5 and £k23 for supplies and services.

Cheshire East will provide a budget of £k314.3, which means in a full year (2014-15) CTC will fund £k26 of costs. This year however, there will be no additional cost in taking on the services as there is sufficient funding in the budget in the short term. If the Council were not to take on the services the cost of taking on the toilets alone, which we are committed to do, would be circa £k15, meaning that the net cost of taking on devolved services is about £k11 in a full year.

The budget then contains costs for a junior admin person and some regarding costs for the working supervisor.

Initially a contribution to overheads was a significant factor in being able to agree sufficient funding to make the devolution of services viable. This is because the administrative tasks identified when the project first started were considered to require additional staffing; other costs such as public liability insurance were also reported to be significant. Since though the admin tasks have been streamlined and the cost of public liability insurance is considerably less than first thought. Nonetheless, a contribution of £k35 was built into this year's budget for overhead contribution which has not been achieved.

Public Toilets

The Town Council will inherit two public toilets located in Princess Street and Market Street. The intention will be to refurbish the Market Street toilet facility and then close the Princess Street facility which will be replaced when the new supermarket is constructed.

The operational costs associated with the toilets, excluding labour are shown below:-

Princes Street		account details		
Water Account	4079522111		£2,332.35	last 12 months
Electricity	1410566530000		£893.01	last 12 months
Rates	cannot find a charge		£2,100.00	estimate
water management	PHS		£70.09	
Sanitary Disposal	PHS		£33.28	
Minor repairs			£1,791.59	estimate
Cleaning Supplies			£700.00	estimate
Legionella Audits			£200.00	estimate
			£8,120.32	
Market Street				
	Recharge from Clowes			
Water Account	Development		£2,049.67	last 12 months
Electricity	cannot find a charge		£900.00	estimate
Rates			£2,217.60	actual 2013/14
water management	PHS		£577.07	
Sanitary Disposal	PHS		£16.64	
Minor repairs			£1,097.53	estimate
Cleaning Supplies			£500.00	estimate
Legionella Audits			£200.00	estimate
			£7,558.51	

The cost of the Market Street toilet is built into the budget, but, as the facilities in Princess Street are slated to close soon, the operational cost of these toilets has been taken from a reserve and doesn't show up in the budget.

Cheshire East though will provide a £k50 one off payment to cover transitional costs such as refurbishing the Market Street toilet and replacing the ancillary equipment used by the Streetscape and Ground Maintenance teams.

13. Recommendations

1. A formal Service Level or Agency Agreement is made between CEBC & CTC, for CTC to operate specified devolved services from 1st October 2013 for a period of 7 years with an option to renew for a further 3 years.
2. The Services are as set out in this Review.
3. There is provision for public toilets to transfer to CTC at the same time as Devolved Services on the 1st October 2013.
4. The "host" area will be Congleton Town and the parishes set out in this Review.

5. The service standards will be those defined in the Service Level Agreement provided by CEBC.
6. CTC will attempt to gradually achieve the aspirational standards over the period of the initial contract.
7. CEBC will pay CTC the sums identified in the agreed Budget as appertaining to the "Host" area.
8. Inflation costs will be added annually as set out in the SLA.
9. If CEBC decide to reduce the resources made available for devolved services during the year, they must give 6 month's notice prior to the anniversary of the Agreement and indicate the work which will no longer be funded. CEBC would then compensate CTC for any redundancy costs associated with the reduction in work.
10. CEBC will provide specified space at Brunswick Wharf depot
11. CEBC will provide waste disposal facilities for all waste likely to be collected by CTC under the Agreement and advise CTC of the location of disposal/ transfer facilities and the registration or exemption under which they operate. CEBC will provide the necessary waste transfer notes to cover all waste.
12. CTC will register as a waste carrier with the Environment Agency.
13. CTC will agree to take on all operatives with TUPE rights.
14. CEBC will take responsibility for historical pension liabilities, and reimburse any protected payments.
15. CEBC will provide vehicles and large plant which is leased or purchased out of capital to CTC without charge on a loan basis until CTC leases its own vehicles. Vehicles and large plant will be to an agreed specification and will be maintained by CEBC.
16. CTC will provide all other plant and equipment. The ownership of existing small plant and equipment will be passed to CTC without charge.
17. CEBC will provide CTC with access to GIS and COGS mapping systems.
18. CTC will be responsible for its own health and safety and personnel support.
19. CTC will be responsible for its own insurance cover for vehicles, plant, equipment, fixtures and fittings, employer's liability, public liability & professional indemnity.
20. CTC will be responsible for the operation of vehicles and plant.
21. CEBC will make £k50 available to CTC from their Transitional Fund for replacing or upgrading capital assets.
22. CTC will provide reasonable reports to CEBC concerning performance.

14. Service Level Agreement. (SLA)

The SLA has two essential purposes which include setting out a series of outcomes by which Streetscape and Grounds Maintenance will operate. Secondly, to summarise the terms of the arrangement between CEBC and CTC.

1. Streetscape and Grounds Maintenance

The requirement for Street Cleaning is set out in Section 2(2) (C) OF THE Local Government Act 1988, which sets out the responsibilities and standard required

CEBC in their SLA have followed this principle of seeking outcomes rather than enforcing a strict regime of frequencies. Compliance with the Code (SLA) is the down to monitoring cleanliness according to the grade and standard of the area being assessed and taking appropriate remedial action.

Grounds Maintenance needs follow a similar pattern to Streetscape in that needs are expressed as broad outcomes rather than set regimes. This includes grass cutting, weeding, pruning, planting and general maintenance work.

Play areas and Congleton Park are also the responsibility of Grounds Maintenance. Part of the duties includes responsibility for ensuring that play areas are kept in a safe condition and fit for purpose. This includes undertaking weekly safety inspections of the play equipment and play area.

It is worth pointing out that medium to long term the intention of the Town Council is to move to frequencies and measures when managing the Streetscape and Ground Maintenance functions in order to achieve the longer term aspirations of presenting the Town in a Manner which delights its residents

2. Terms of Arrangement

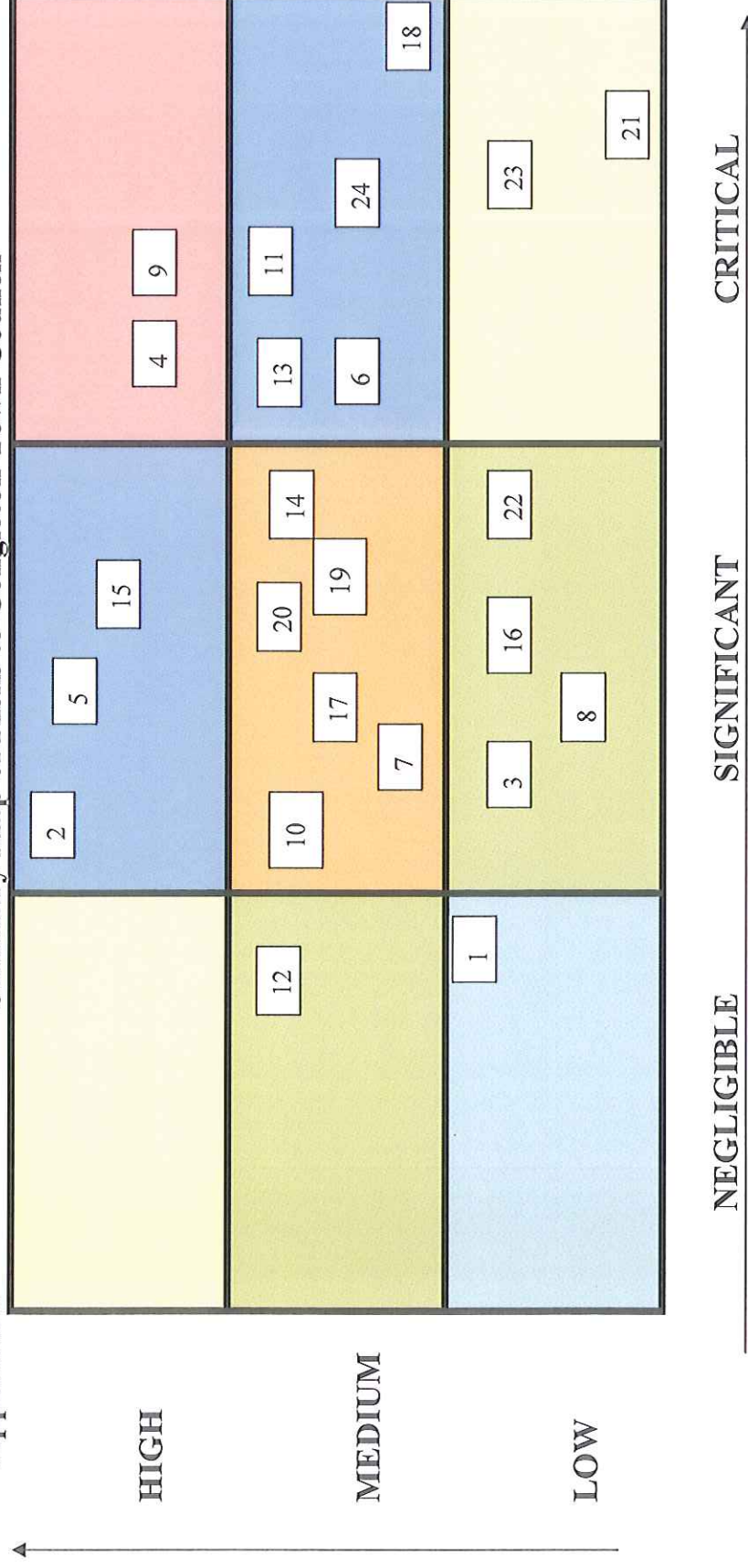
CEBC have yet to produce the wording which will set out how the two parties will operate. However, much of what has been outlined in section 7 ought to find its way into this part of the document which covers the financial arrangements and other terms.

Appendix 1	SWOT Analysis
<p>Strengths</p> <ul style="list-style-type: none"> Members with range of skills & support from key community & public partners Considerable skill & experience within staff Robust Vision & Strategy Achievable but challenging objectives Adequate financial reserves & medium term financial plans Council capable to make necessary financial commitment-both revenue & capital Developed strong business like ethics Developed strong community links & empowered voluntary sector Continuously developing capacity to expand Structure to take on devolved services Will take on skilled & experienced workforce, mainly supportive of devolution via TUPE Developed good knowledge of public realm services Plan of how to improve services Ongoing support of CEBC Improving IT capability Public support clean streets and well maintained green space Already getting to grips with sustainability and carbon reduction 	<p>Weaknesses</p> <ul style="list-style-type: none"> Council has yet to define strategy/ priorities Limited financial capacity, public realm will be 40% of budget/ staff Limited but developing IT capacity Need transitional funding to upgrade equipment & plant Potential loss of skills & support during year Aging workforce, will need succession plan Considerable number of initiatives, could outstrip capacity Current economic climate adversely affecting businesses & residents Possible delay in Town Centre redevelopment
<p>Opportunities</p> <ul style="list-style-type: none"> Increased control of local services will make them more responsive To harness services more closely to community. E.g. In Bloom Modernise public realm services-increase efficiency Devolution of powers from Cheshire East Council Build capacity of organisation Close relationship with Cheshire East Highways contractor Will help long term regeneration of Town 	<p>Threats</p> <ul style="list-style-type: none"> Need to tackle decline in standards and staff morale Services will need investment-plant & equipment obsolescent Services expanding faster than capacity Loss of professional expertise & capacity Possible decline in Quality system Possibility of reduced Cheshire East funding Need for inflation proofing

<p>Developing operational capability that can transfer to other operations</p> <p>Begin to redress decline in resources/ service standards</p> <p>Strengthen partnership with CEBC</p> <p>Opportunity to build relations with neighbouring parishes-become a hub</p>	<p>High expectation of public & councillors</p> <p>Current economic climate adversely affecting resources</p> <p>Increased health & safety risks</p>
<p>Political</p> <p>Government funding cuts to local government & services</p> <p>Uncertainty of approach of coalition government to town & parish councils</p> <p>Cheshire East commitment to local administration of services</p> <p>Cheshire East has reduced service standards</p>	<p>Economic</p> <p>Weak national economy & effects of global economy hitting spending capacity locally</p> <p>Public averse to tax increases</p> <p>Reduction in public spending in some critical services</p>
<p>Social</p> <p>Pockets of deprivation in a prosperous community</p> <p>Recession & public sector cuts biting residents & businesses</p> <p>High expectations for Town</p> <p>Active communities</p>	<p>Technological</p> <p>Fast developing e-technology</p> <p>Advances in equipment for public realm services</p>

Appendix 2

Summary Map of Risks to Congleton Town Council



IMPACT

There are also a number of low risk matters which have been assessed but require no action.

KEY

1	Ability to raise standards operationally	18	Reliability of vehicles & plant
2	Resources to raise service standards	19	Insurance Costs
3	Succession planning for staff & operatives	20	Highways - maintenance of street furniture
4	Attaining Health & Safety standards	21	Handling of waste
5	Environmental sustainability & carbon reduction	22	Winter gritting & snow clearance
6	Induction & training of staff	23	Public Conveniences – Cost & Service provision
7	IT to support devolved services	24	Play areas-cost & service provision
8	Agreement by CEBC to pay overhead costs		
9	Transition funding for assets		
10	Adequate support services		
11	Quality control of services		
12	Ability to handle expectations		
13	Adequate inflation & growth funding		
14	Fleet Management		
15	Personnel support & conditions standardisation		
16	Purchase of plants		
17	Operational Management		

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1. General

The service devolving from Cheshire East Council to Congleton Town Council will include all Street Cleansing and Grounds Maintenance activities currently undertaken by Streetscape operational staff in the area covered by the Pathfinder, and includes the Parishes of *****.

1.1. General Health and Safety

Cheshire East Council recognises that providing good health & safety management is fundamental in the delivery of all its services.

It is the aim of Cheshire East Council to create an environment where everyone can work safely and healthily.

Congleton Town Council will need to do all that is reasonably practicable to ensure the health, safety and welfare at work of its employees.

Congleton Town Council will achieve this by:-

- Complying with current health & safety legislation, guidance and best practice.
- Identifying the risks in the activities and taking the necessary steps to manage those risks.
- Ensuring through training and assessment that everyone has the necessary competence to do their job safely.
- Communicating and engaging with employees to ensure that everyone understands how to keep themselves and others safe and healthy.
- Ensuring that competent persons are available to provide health & safety assistance and technical advice.
- Committing to a process of continuous improvement in their health & safety performance by monitoring results and forward planning.
- Consulting with employees on all work related health & safety issues.

Cheshire East Council will expect Congleton Town Council's staff to go about their work with the proper concern for the safety of all employees, residents and visitors. This includes all works with contractors, partners, volunteers, community groups and any other individual or group who operates in the public realm.

1.2. Safety on the Highway

Today's roads are full of fast, heavy traffic and the majority of the work undertaken by the team is either on the Highway, or on areas that have unrestricted public access. Drivers have to keep a constant look-out for changing road conditions. Road users should not be put at risk,

and should be informed well in advance about the size and nature of any obstruction. This applies to vulnerable users including pedestrians, cyclists, motorcyclists and horse riders as well as drivers.

To ensure safety when operating on the highway and other publicly accessed areas; operations will need to be carried out complying with the Code of Practice under the New Roads and Street Works Act 1991, Safety at Street Works and Road Works.

1.3. Customer Service

Congleton Town Council will need to deal with customers in line with Cheshire East's Customer Charter. Further information can be found at www.cheshireeast.gov.uk

This will include dealing with all customer enquiries, Member queries and MP letters. Periodically there will be a requirement to provide data in relation and accordance to the Freedom of Information act.

1.4. Carbon Reduction

Cheshire East Council is committed to playing its part in reducing carbon emissions, and this was indicated early by commitment to reducing its climate change impact, by signing up to the Nottingham Declaration in 2008/9. Further information can be found in the Carbon Management Plan on www.cheshireeast.gov.uk

Congleton Town Council will need to demonstrate the same commitment to reducing its carbon emissions through the operations that have transferred and in line with the Cheshire East Council's Carbon reduction plan.

1.5. Data Protection

1.6. Change of Use of any features, facilities, assets or sites

Following the transfer of operations to Congleton Town Council all land must continue to be used in the same way, for the same purpose i.e. football pitches must stay football pitches and there number should stay the same.

2.0 Street Cleansing

The Street Cleansing Service required by the Council is principally the service set out in Section 2(2) (C) of the Local Government Act 1988.

Broadly it includes the cleansing of all public areas including highways; streets open spaces and amenity land. It includes the removal of litter, detritus, fly tips, graffiti, fly posters and hazardous waste. The responsibilities and standards expected are detailed below:

WHAT ARE YOUR RESPONSIBILITIES UNDER THE CLEANSING DUTY?

Quite simply, to make sure that land, to which the public have access (with or without payment) is kept free from litter and refuse, and certain highways under their control are kept clean, as far as is practicably possible. Guidance on these Duties is contained in a Government document called the **Code of Practice on Litter and Refuse** which accompanies Part IV (section 89) of the EPA 1990. The full Code can be viewed at: <http://www.defra.gov.uk/environment/localenv/litter/code/index.htm>

HOW DO YOU KNOW IF A PLACE IS CLEAN ENOUGH?

Compliance with the Code is expected through:

- (i) monitoring the cleanliness of areas according to a series of grades, and cleansing to ensure land is kept to an acceptable standard.
- (ii) cleansing a littered area to achieve the recommended standard within the response times set out for a range of land uses that are zoned according to how intensively pedestrianised and trafficked they are. Should the standards fall to unacceptable levels the response times are provided as a last resort.

It is a part of the duty to remove refuse. Refuse comprises any waste or rubbish and includes household and commercial waste, including fly-tipped waste. Dog fouling is defined as refuse when present on certain types of public land such as public footpaths, picnic areas, parks and recreation grounds, and is therefore required to be cleaned up by the duty body responsible for that land.

1.7. Standards – Code of Practice

The frequency of cleansing in all regimes should meet standards set by the Department of Environment (DoE) code of practice detailed under the Environmental Protection Act 1990 (Section 89).

Further details can be found on www.defra.gov.uk and in the current Code of Practice on Litter and Refuse, and the Fly Tipping Protocol found on www.environment-agency.gov.uk

1.7.1. Code of Practice-Grades of Cleanliness for Litter:

- Grade A: No litter or refuse

- Grade B: Predominately free of litter and refuse apart from some small items
- Grade C: Widespread distribution of litter with minor accumulations
- Grade D: Heavily affected by litter and/or refuse with significant accumulations

Litter can be as small as a sweet wrapper, or as large as a bag of rubbish, or it can mean lots of items scattered about. The legislation also specifically clarifies that discarded gum products, cigarette ends, and matches are types of litter.

1.7.2. Code of Practice-Grades of Cleanliness for Detritus:

- Grade A: No detritus
- Grade B: Predominately free of detritus except for some light scattering
- Grade C: Widespread distribution of detritus with minor accumulations
- Grade D: Heavily affected by detritus with significant accumulations

Detritus forms from leaf and blossom fall, rotted organic matter, grit, gravel, soil and stones, as well as broken down particles of synthetic materials such as glass.

These standards may be applied to any site for litter, and, in the case of detritus, to metalled roads and (recommended) all hard surfaces, using the following principles.

Although the nature and characteristics of land may vary the principles on which the litter and detritus are graded remain the same.

It is recognised that a Grade A cannot be maintained at all times, and the presence of a few small items of litter, not yet accumulating, are regarded by the public as acceptable for short periods of time. It is expected that managers of land should, through monitoring and the appropriate use of resources, keep their land clear of litter so that it does not fall below a Grade B and is cleansed to a Grade A on a regular basis.

It may not be practicable to remove all litter items from some softer or non-metalled surfaces, such as grass or sand, and in these cases a Grade B would be acceptable.

Where vegetated and metalled surfaces abut without clear kerb edging, for example a grass verge leading onto a rural road, managers should make a judgement as to the definitive edge of the metalled surface. The extent of detritus is then comprised of the amount of encroachment onto the metalled surfaces from this definitive edge. It should be regarded as good practice to cut back any vegetation that encroaches upon a metalled surface, and detritus can be managed with an effective sweeping regime. Although a Grade A may not be achievable in every circumstance, it is expected that an acceptable grade (Grade B) be achieved on the exposed metalled surface of a road. Mud and skim from flooding are separate issues.

Managers should be able to predict times or situations that lead to greater fluctuations in likely disposal patterns and prepare for them appropriately. Managers should also consider shaping their monitoring to enable them to respond quickly to potentially dangerous items such as glass or drug needles, or to sensitive areas such as playgrounds.

1.8. Advisory Grades for Graffiti under Code of Practice

- Grade A: The local environment is completely free of graffiti.
- Grade B: Some graffiti is present, but it is minor in extent, and many people passing through the local environment would not notice it.
- Grade C: Graffiti is present to the extent that it would be clearly visible to people passing through the local environment and visible at a distance from at least one end of the 50m transect.
- Grade D: Graffiti is extensive over a large part of a 50m transect and is likely to be clearly visible and obtrusive to people passing through the local environment, and visible from any point on the transect.

1.9. Advisory Grades for Fly-posting under Code of Practice

- Grade A: The local environment is completely free from fly-posting.
- Grade B: Some fly-posting is present, but it is minor in nature and it is likely that many people would not notice its presence.
- Grade C: Fly-posting is present in the local environment to the extent that it is likely to be clearly visible to people using the area, and visible at a distance from at least one end of a 50m transect.
- Grade D: Fly-posting is extensive throughout much of the local environment and is clearly visible and obtrusive to people passing through the street scene and visible from any point on a 50m transect.

1.10. Response times under Code of Practice:

High intensity of use	Medium intensity of use	Low intensity of use	Special circumstances
½ a day This means by 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and 6pm on the previous day	1 day This means by 6pm the following evening	14 days	28 days or as soon as reasonably practicable

Note: The Zoning information is detailed in the Department of Environment code of practice detailed under the Environmental Protection Act 1990 (Section 89).

There will be circumstances where, in the interests of responsibility and/or health and safety, managers are required to respond far quicker than the maximum response time. For example, should drugs needles be found on a school playground, or any items of litter are found on an airport runway, it is expected that these objects be removed as a matter of priority, well before the maximum response time. It is recommended that for drug related litter, duty bodies respond within 3 hours of a report.

When there is an accumulation of material that is potentially hazardous to health (for example waste food), duty bodies should remove this at the earliest practicable opportunity.

Response times will be subject to overriding requirements, especially in relation to health and safety and traffic management, where the regulations or procedures laid down in the relevant legislation must be adhered to in the first instance.

1.11.Fly Tipping Protocol

The illegal disposal of controlled waste is commonly known as fly-tipping. There is no specific definition of fly-tipping other than in the offences set out in section 33 of the Environmental Protection Act 1990, including the deposit or disposal of controlled waste without a waste management licence, or its disposal in a manner likely to cause pollution of the environment or harm to human health.

Environment Agency - Flycapture has developed a working definition of fly-tipping that sets out a wide definition ranging from a single bin-bag up to thousands of tonnes of construction and demolition waste. As well as large incidents of fly-tipping Flycapture also records any items illegally dumped outside the standard waste collection times set by the local authority. Local authorities deal primarily with small, localised incidents of fly-tipping while the Environment Agency focuses its efforts on dealing with larger, more serious incidents. The Environment Agency and the Local Government Association have agreed a voluntary fly-tipping protocol to clarify this division of responsibilities.

Local authorities and the Environment Agency have an agreement, known as the Fly-tipping Protocol that sets out which types of incident each will respond to. It should be noted that the Fly-tipping Protocol is a framework agreement, which allows local authorities and the Environment Agency flexibility to make arrangements that meet local circumstances.

1.11.1. What the Protocol says:

Where fly-tipping on private land has an adverse effect on the environment, local authorities are encouraged to take steps to ensure that the waste is removed, appropriate enforcement action taken and costs recharged wherever possible. Many local authorities already do this. Local authorities are also encouraged to advise the landowner or their representative of suitable measures to deter further fly-tipping and may get involved in the investigation of repeated incidents of fly-tipping to prevent further occurrences – possibly through partnership working with landowners, occupiers of land and the Agency.

In summary, local authorities will normally investigate and take appropriate enforcement action against:

- fly-tipping of quantities of waste up to and including a single tipper load of waste deposited at one time (i.e. up to approximately 20m³ in a single deposit) accumulations of waste from several small-scale fly-tipping incidents
- householders abandoning or dumping waste
- waste management operations that do not have the appropriate planning consent
- waste producers not complying with their Duty of Care
- waste producers who illegally dump or abandon their wastes
- unregistered waste carriers and brokers (for example through organised vehicle stop checks)

Local authorities will normally, remove, investigate and take appropriate enforcement action with regard to:

- illegal dumping and fly-tipping of waste on public land including a road or other public highway
- illegally dumped or abandoned hazardous wastes other than those which the Agency deals with
- fly-tipped waste (including animal carcasses or remains) on private land or in watercourses that is giving rise to an adverse effect on the amenity or that is impeding the flow of water such as to give rise to an actual or imminent threat of a significant flood risk from an Ordinary Watercourse (see next section for Agency responsibilities)

1.12. Bin Provision

Section 5(1) of the Litter Act 1983 enables litter authorities to provide and maintain refuse or litter receptacles in any street or public place. Careful consideration should be given to the design and location of the bins to ensure they are available at the points where the public need to dispose of litter.

If bins are to be situated on Cheshire East land or property permission must first be obtained from the Council.

1.13.Expected Operational Practices

Operational Safety: All operations carried out by the team must be done in accordance with Health and Safety legislation.

Highway Safety: The majority of the street cleansing activities take place on or adjacent to the highway and therefore provision needs to be made for highway safety in line with current legislation, as found in the Code of Practice under the New Roads and Street Works Act 1991, Safety at Street Works and Road Works.

Litter: All litter (including dog foul and leaf fall) collected in the performance of the Service shall be removed from the location within prescribed response times. Whilst awaiting disposal such litter shall be neatly stacked in sealed plastic sacks and contained off the highway. Litter picking is to be carried out at a frequency which will keep the highways, parks and public spaces predominately free of litter and refuse apart from some small items.

Cleansing of Public Toilets: All public toilets will be cleansed to a frequency that ensures they are fit for purpose and clean. The minimum frequency is daily.

Chewing Gum: Chewing Gum will be removed on a frequency that prevents areas looking unsightly.

Graffiti: Graffiti is to be removed from public property within 10 days of being notified, or within 48 hours of notification in the case of offensive graffiti.

Fly Posting: All fly posting reported in public areas should be removed within 10 working days of the reported incident.

Fly Tipping: Once reported, all fly tipping on public land should be investigated within 24 hours, evidence will be gathered and then removal of the fly tipped material should be arranged; amounts of debris being removed needs to be recorded for future flycapture data reporting.

Bins: All litter and dog bins should be emptied on a frequency that prevents them becoming full, a nuisance or giving reasonable grounds for complaint.

Bin Provision: Both post mounted and freestanding bins are to be provided to meet the needs of the local community, whilst causing minimal impact to the surrounding environment.

Bin Maintenance: The bins should be fit for purpose and maintained to prevent harm; cleansing of the bins should be done on a frequency to prevent them becoming a nuisance or giving reasonable grounds for complaint.

Waste Disposal: all material collected through operational activities should be disposed of in a manner that complies with the current legislation - Waste (England and Wales) Regulations 2011, further details can be found at www.defra.gov.uk. Accepted cleansing waste will need to be brought to Brunswick Wharf and disposed of in accordance national, local and site regulations.

Specialist Waste Collection and Disposal: Some items of litter refuse or fly tipped waste can be classified as hazardous. In the event that this type of waste needs to be collected, The Town Council will need to give special consideration to its removal, handling, transporting, storing and disposal. This can include a large range of items including asbestos, hypodermic needles, chemicals, filled drums etc. A full and comprehensive list can be obtained from the Environment Agency.

Animal Carcasses: Removal of animal carcasses reported as being on the highway or on public land will need to be arranged. In the case of a domestic animal, every effort should be made to reunite the owner with their pet. Other animals, i.e. livestock, will require the use and additional cost of a specialist contractor for collection and disposal.

1.14.Enforcement

Grounds Maintenance

Grounds Maintenance is carried out across all open spaces including variety of natural landscapes; bio diverse habitats, green spaces and urban areas. In the pathfinder area the authority has a large number of formal and informal Green spaces under its stewardship and it is expected all these will be maintained to a publically acceptable standard. Included are the typologies outline below although it should be noted this is not a complete list.

- Parks and Gardens, although not Country Parks
- Natural and semi natural green spaces including woodlands, scrub and grasslands.
- Outdoor sports pitches including football, rugby and bowling greens
- Amenity green space, often around housing, including informal recreation spaces.
- Play Areas, Skateboard parks and informal areas including teen shelters.
- Community gardens and allotments
- Civic Spaces including civic and market squares, and other hard surfaced areas designed for pedestrians.
- Features on the Highway Network including shrub beds and roundabouts

This work is extremely varied and includes a broad range of horticultural activities including grass cutting, planting, sports turf maintenance and arboriculture works.

The responsibilities and standards expected are detailed below:

1.15.Grass Cutting

Grass cutting regimes are to be maintained to be in keeping with the character of the area. Grass in urban areas will be maintained with consideration for appearance, whereas in rural areas consideration will be given to conservation and wildlife; safety is an overriding factor i.e. sight lines and obstructions.

- Grass cutting operations are to be carried out with machinery appropriate for the task and all machines will comply with current legislation and undergo regular checks and servicing.
- Grass will be cut throughout the growing season, the anticipated start of the grass cutting season will be March and this will then continue until mid-November. There may be a need to extend the season at either end for reasons such as mild weather.
- The height of the grass will be appropriate for the site and even across the whole area immediately following cutting operations.
- Areas of grass with planted or naturalising bulbs need to be left for at least 6 weeks from the flowering period. Once mowing has taken place all arisings may need to be removed from site.
- The grass will need to be cut in a manner that does not cause damage to either the grass surface or any obstacles within the grass area.

- The perimeter and obstructions within a grass area will need the grass directly adjacent to be maintained at the same height. This could be achieved through the use of hand shears, edging iron, strimming or by the safe application of herbicide in-line with the Environmental Protection Act.
- Every effort will be made to prevent grass cuttings being left on other areas adjacent to the mowing operations.
- Grass cuttings may be left on site (where appropriate), evenly distributed across the whole area with no accumulations such as windrows.
- Fine turf areas are to have all grass clippings removed from site and disposed of appropriately.
- Any pest, disease or weeds will be identified and appropriately dealt with on all grass areas.
- Worn and damaged areas of grass will need to be repaired using appropriate methods to bring the areas back to an acceptable standard; including the edging back of grass encroachment and the reforming of grass edges.
- Leaves and other debris will need to be removed from grass areas to prevent the areas of grass becoming damaged.
- Grass areas are to be kept free from litter.

1.16.Ornamental Areas

Ornamental areas are invariably located in high profile areas including town centres, roundabouts, formal parks and around corporate buildings. There are two principal seasons summer and winter; winter bedding designs traditionally include the incorporation of spring flowering bulbs.

1.16.1. General Maintenance of Ornamental Areas

- Visually striking designs possibly linked to a theme or following community engagement.
- Prepare bedding area at the appropriate time for the season by cultivating to the appropriate depth, depending on species, and incorporating well-rotted organic material and/or slow release fertilizers (as required).
- Plants to be delivered at the appropriate time for the season; in suitable containers free from pest and weed. The plants need to be well established (not pot-bound) to allow for rapid establishment.
- Density of planting will depend on species of plant to provide full coverage of the area soon after planting.
- Continuity of unchecked growth in flowering or vegetative production according to species for the maximum periods.
- Areas to be visited throughout growing season for maintenance operations including; weeding, leaf and litter removal, dead heading, edging off, identification of pest and disease which may be followed by control measures.

- Plants may need to be kept in reserve to allow for repairs following incidents such as vandalism or road traffic accidents.
- At the end of the growing season all plants will need to be removed and appropriately disposed of and the bed prepared for the next seasons planting.

1.17. Shrub and Rose beds

Shrub and rose beds are located in all areas including; parks, open spaces, town centres, car parks and around corporate buildings. The planting can be formal or informal and used as a focal point, barrier, ground cover or screen.

1.17.1. General Maintenance of shrub and rose beds

- Pruning shall only be undertaken by skilled staff who understand the principles behind the reasons for pruning and using the appropriate work equipment in a safe manner.
- Pruning may be undertaken to promote new growth, encourage flowering, remove obstruction or nuisance, open up sightlines, for conservation value and to ensure continued maintenance of the area.
- All arisings from pruning operations need to be disposed of appropriately.
- Weeds need to be controlled and this is generally done by hand pulling, pesticide application or mulching of the area. It would be expected that will be carried out throughout the year.
- Shrub beds need to be kept free of debris such as leaves and litter.
- Pest and disease need identifying and suitable control measures need to be employed.
- Dead shrubs need to be removed and where gaps appear these need to be replaced with appropriate species.
- Roses will be maintained in line with best horticultural practice and this may require the removal of dead flowers and any suckers that develop.

1.18. Hedges

Hedges are predominantly located on open space and adjacent to the highway and they can form a perimeter barrier, a boundary line or provide screening.

1.18.1. General maintenance

- All hedge maintenance should be carried out at a time of year to avoid disturbance to nesting birds or other wildlife. If the work is essential and needs to be carried out during this period a survey needs to be undertaken to ensure there are no active nests present.

- Hedges are to be maintained with equipment appropriate for the task, i.e. tractors mounted hedge cutters, hand held petrol driven hedge trimmers, chainsaws, hand shears, hand saws.
- Hedge maintenance may require compliance with the Work at Height Regulations.
- Hedges should not be trimmed if they are growing within 3 metres of overhead power cables.
- All debris resulting from the hedge cutting operations must be collected and removed from roads and pathways; debris left on site must not cause nuisance or block ditches/watercourses.
- After trimming hedges will be left free from cut debris and in a formal shape; 'A' shaped or topped 'A'. The top will be flat and the sides will be slightly wider at the base than the top.
- All hedges need to be kept free from weeds and litter.
- Where the time period since the last cut has exceeded 2 years, it may be necessary to reshape and reduce the hedge by cutting rather than trimming. The final height of the hedge needs to be decided taking into account all factors i.e. neighbours, wildlife, character of the site.
- Hedges will need to be kept free from pest and disease and remedial action taken to prevent further infection once identified.

1.19.Trees

Trees form a vital part of the landscape and can determine the character of an area. Generally trees develop in balance with their environment both above and below ground. However conflicts with people and property can result from the natural processes of growth and die-back, or from the effects of damage caused by severe weather, pest or disease.

It is expected that all ground work for trees is completed and that the team in Congleton supports any felling activity as required and operationally supports the removal of any felled or fallen trees.

1.19.1. General maintenance

- All arboricultural work should be carried out to British Standard 3998 Tree Work
- Tree work currently delivered by the operational team will continue and includes all activities that can be carried out from the ground i.e. removal of epicormic growth, crown lifting, formative pruning of young trees.
- All tree planting will need to be carried out to promote quick establishment following guidance set out in British Standard 4428 Code of practice for general landscape operations.
- Trees identified as suffering from pest or disease will need to be treated or reported to Cheshire East Council.

Sports Pitches – Marking and Maintenance

1.19.2. Grass Mowing

- Grass will be maintained at a height suitable for the sports activity taking place on the area.
- All machinery and materials used to carry out maintenance on sports pitches will be suitable and appropriate for the task.

1.19.3. Initial Marking

- Each year pitches shall be set out and marked ready for use by the start of the season.
- All markings shall be carried out in accordance with the requirements of the relevant sport's governing body or drawings provided. All angles, lengths and radii shall be true and accurate. Lines shall be 75mm wide unless specified otherwise and any superfluous markings shall be eradicated upon completion of any marking operation.
- All markings shall be carried out using materials appropriate for the task and the use of creosote lime or any residual herbicide shall not be permitted.
- Prior to marking out, grass shall be cut to ensure that the height of grass does not exceed 25mm and the areas marked shall be clear of grass cuttings.

1.19.4. Periodic Maintenance

- Pitches will need to be rolled, harrowed and spiked throughout the playing season to improve playability and general condition.
- Pitches need to be kept free of stones, glass, litter and dog foul; as well as divots and holes in the playing area.
- Extensively worn and damaged areas i.e. goal mouths will need to be repaired in the closed season.

1.19.5. Goalposts

- Goalposts shall be provided by the Congleton Town Council and maintained in a safe and serviceable manner.
- Goalposts need to be maintained safe, level, upright and securely bolted in place and in good order for matches.
- Goalposts will require painting.

1.19.6. Club Liaison

2. Congleton Town Council will be responsible for managing and liaising with linked Footballing Teams, Clubs and Leagues.

2.1. Maintenance of Bowling Greens

Bowling Green's form an integral part of Parks and Open Spaces and are enjoyed by local communities as a leisure pastime and also at a competitive level.

2.1.1. General

To maintain a safe, smooth, pest and weed free playing surface and undertake all operations in accordance with good practices for the maintenance of fine turf. The Playing Season to be from the first of April to the end of the second full week of October. Playing Season maintenance operations must be carried out so as not to cause disruption to scheduled matches.

2.1.2. Grass Mowing

- Grass will be maintained at a suitable height throughout the year.
- All machinery and materials used to carry out maintenance on bowling greens will be suitable and appropriate for the task.

2.1.3. Playing Season Maintenance

- The whole area of the green to be periodically aerated to a depth of 50mm, as required.
- On three occasions throughout the season, approximately once every eight weeks, a granular or powdered fertilizer (liquid if before a match) will be applied at the manufacturers recommended rate. The material shall be applied evenly across the entire surface of the green when the sward is dry. The material will be thoroughly watered in after application within 24 hours unless sufficient rainfall occurs.
- Throughout the season sufficient water will be applied to the green at appropriate times and at rates which accord with good practices for fine turf maintenance. Watering shall take place so as not to impede with matches.

2.1.4. Post Season Maintenance

At the completion of the season, as determined for each site, renovation works will be required on greens. All renovation work will be done following best practise and to improve the condition and general playability of the greens. The post season maintenance needs to be carried out to ensure the green is ready to be played on at the start of the season.

2.1.5. Club Liaison

Congleton Town Council will be responsible for managing and liaising with linked Bowling clubs.

4 Play Areas

Play areas are essential recreational and social provision for the development of play in childhood and they offer more than just play; a play area is a place to meet, socialise and keep active. The responsibilities and standards expected are detailed below:

General Maintenance

Play facilities should be maintained in a safe condition and fit for purpose.

- Play areas will be maintained to keep them free from litter, debris, glass and dog fouling and all equipment should be kept free from graffiti.
- Play areas will be visually inspected on a weekly basis with all defects and hazards being reported to Cheshire East Council
- The public will be prevented from using any equipment, or play areas considered to be defective that cannot be rectified immediately.
- Rubberised safety surfaces will be maintained to a frequency that allows them to be in a clean and tidy condition, free from moss, litter, debris, glass and dog fouling.
- Grass will be maintained to prevent clippings being carried onto the rubberised surfaces or equipment.

Vandalism will be recorded and then reported to Cheshire East Council for a maintenance officer to attend

Enhanced Highway Areas

Throughout the area there are highway features such as roundabouts and shrub beds on Highway verges maintained to an enhanced level. The features include areas of planting (bedding, shrubs, herbaceous) and turf maintained to a higher specification than the current highways contract. Congleton Town Council will continue to maintain these areas to the current standard or better.

Congleton Park

Congleton Park has recently been restored and has an on-going management and maintenance plan. It is expected that the level of maintenance in the park will be to the described standard or higher. All original conditions of the Heritage Lottery Fund Grant will be met by Congleton Town Council. (Novate responsibilities??)

3.0 Expected Operational Practices

Operational Safety: All operations carried out by the team must be done in accordance with Health and Safety legislation.

Highway Safety: Some grounds maintenance activities take place on or adjacent to the highway and therefore provision needs to be made for highway safety in line with current legislation, as found in the Code of Practice under the New Roads and Street Works Act 1991, Safety at Street Works and Road Works.

Drainage: All drainage works required on open space to ensure the safe and on-going use of any area will be completed.

Weed Control:

Maintenance of Associated Landscape Furniture

Existing landscape furniture needs to be maintained in a safe, clean and usable condition and when necessary replaced as appropriate. Such items include but not exclusively; Seats, Benches, Litter and Dog bins, Notice Boards, Sign posts, Bollards and Picnic Tables.

Gritting of Parks and Open Spaces: When required the paths on Parks and Open Spaces will need to be treated to ensure surfaces are safe to use.

Town Centre Bollards: Congleton Town Council will open and close the bollards in town centre to control traffic flow through the area. This will be done in line with the orders made by Cheshire East Highways and following consultation with the local business community.

Car Parks: All existing grounds maintenance and street cleansing activities carried out by the operational team will continue on Cheshire East car park areas to the current standard or better. This includes regular sweeping and winter gritting where required.

Corporate Buildings: All existing grounds maintenance and street cleansing activities carried out by the operational team will continue on Cheshire East corporate building areas to the current standard or better.

Waste Disposal: all material collected through operational activities should be disposed of in a manner that complies with the current legislation - Waste (England and Wales) Regulations 2011, further details can be found at www.defra.gov.uk. Accepted waste will need to be brought to Brunswick Wharf and disposed of in accordance national, local and site regulations.

Specialist Waste Collection and Disposal: Some items of litter or fly tipped waste can be classified as hazardous. In the event that this type of waste needs to be collected, The Town Council will need to give special consideration to its removal, handling, transporting, storing and

disposal. This can include a large range of items including asbestos, hypodermic needles, chemicals, filled drums etc. A full and comprehensive list can be obtained from the Environment Agency.

Wild Animals/Domesticated Animals: All actions required to control, deter or in any way manage wild animals and or domesticated animals will be completed.

5 Operational Support

2.2. Bereavement Support

The operational team will need to support Cheshire East Council's Bereavement Team within the Pathfinder area as required. This will be to carry out grave digging, burial of cremated remains and general grounds maintenance within cemeteries and closed churchyards.

2.3. Working With Voluntary Groups and Event Co-ordinators

Cheshire East Council currently works alongside numerous voluntary groups across the Borough. Operational support for events, enhance and or additional maintenance, including reorganising scheduled maintenance will need to be resourced by the devolved operational team.

5 Emergency Situations

Cheshire East Council retains the right to have first call upon all identified staff and associated resources in the event of an emergency situation. (Definition of Emergency?)

6 S106 Agreements

a. Future adoptions and Maintenance

b. Commuted Sums in Lieu

c. Involvement and Commentary in the Process

8 Depot Usage

7 Performance Measures

Cheshire East Council reserves the right to measure the service performance, as described in this document. If the set standards are not achieved it/////

Congleton Town Council

Budget Summary

Year Ended 31st March 2014

	2013/14 Budget	2013/14 revised Budget	Budget Incr/Decr
REVENUE EXPENDITURE			
<u>Finance and Policy</u>			
Corporate Management	141349	151565	10216
Democratic Rep'n & Mgmt	51312	51312	0
Grants (incl S137)	77033	77033	0
	269694	279910	10216
<u>Amenities and Services</u>			
Congleton Pool	22771	22771	0
Congleton Park	0	0	0
Propagation Unit Partnership	1000	1000	0
Floral Displays	17500	17500	0
Allotments	370	370	0
Handyman	74311	75160	849
Street Furniture	0	0	0
Public Toilets	0	8000	8000
Shopmobility	0	0	0
Play Areas	0	0	0
	115952	124801	8849
<u>Community and Environment</u>			
Congleton Partnership	33963	33963	0
Community Development	32272	42488	10216
Community & Home Safety	47200	47200	0
Christmas Fayre/Lights	5000	5000	0
Tourism	3000	3000	0
Youth & Young People	2000	2000	0
Fellowship House	4557	4557	0
	127992	138208	0
<u>Town Hall</u>			
Congleton Town Hall	157560	150869	-6691
Congleton Town Hall Bar	0	0	0
	157560	150869	-6691
Devolved Services	468664	355477	-113187
Public Realm	0	0	0
	468664	355477	-113187
TOTAL REVENUE EXPENDITURE	1139862	1049265	-90597
INCOME			
<u>Finance and Policy</u>			
Corporate Management	4000	4000	0
Democratic Rep'n & Mgmt	0	0	0
Grants (incl S137)	0	0	0
	4000	4000	0
<u>Amenities and Services</u>			
Congleton Pool	150	150	0
Floral Displays	0	0	0
Allotments	190	190	0
Handyman	0	0	0
	340	340	0
<u>Community and Environment</u>			
Congleton Partnership	8000	8000	0
Community Development	0	0	0
Christmas Fayre/Lights	1000	1000	0
Tourism	0	0	0
Youth & Young People	0	0	0
Fellowship House	0	0	0
	9000	9000	0
<u>Town Hall</u>			
Congleton Town Hall	91383	91383	0
Congleton Town Hall Bar	7200	7200	0
	98583	98583	0
Devolved Services	430891	314307	-116584
Public Realm	0	0	0
	430891	314307	-116584
TOTAL REVENUE INCOME	542814	426230	-116584
NET REVENUE EXPENDITURE	597048	623035	25987