



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



12th March 2014

Dear Councillor,

Community, Environment and Services Committee – Thursday 20th March 2014

You are requested to attend a meeting of the Community, Environment & Services Committee, to be held in the Town Hall, High Street, Congleton on **Thursday 20th March 2014 at 7.00pm.**

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

Yours sincerely,

TOWN CLERK

AGENDA

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

To confirm the minutes of the meeting held on the 6th February 2014 as a correct.

3. Declarations of Interest

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

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

Tel: 01260 270350 Fax: 01260 280357

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



4. Outstanding Actions

MECHANICAL SWEEPING

CES/58/1314 RESOLVED that:-

1. The Town Clerk and Council Leader to raise the matter with the Chief Executive of Cheshire East Borough Council.
2. Cllr D Brown to raise the matter formally on behalf of the Town Council with Cheshire East Borough Council.

DISPOSAL OF PUBLIC OPEN SPACE AND LEISURE CENTRE SITES

CES/60/1314 RESOLVED that:-

1. Cllr D Brown to request Cheshire East Borough Council to justify why Hankinson's Field needs to be included in the disposal of Leisure Centre Assets.

5. Cheshire Police

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

6. Anti-Social Behaviour (enclosed)

To review and consider an email sent by a resident to Cllr Baxendale concerning anti-social behaviour.

7. Community Garden (enclosed)

To consider making a formal request to Cheshire East Borough Council to transfer the Community Garden to the Town Council.

8. Public Footpaths in Congleton (enclosed)

To consider a setting up a monitoring process to report on the condition of public footpaths in Congleton.

9. Parking outside Bargain Booze (enclosed)

To consider a complaint from a resident relating to inconsiderate parking outside Bargain Booze on the A527.

10. Food Safety Act – Luncheon Club (enclosed)

To receive and consider a report from the Public Protection and Health Department of CEBC relating to a food safety inspection undertaken at the Luncheon Club based at Fellowship House.

11. Mechanical Sweeping

To consider a verbal update regarding progress on discussions being held with CEBC on the provision of mechanical sweeping in the Town.

12. Propagation Unit Licence (enclosed)

To receive and approve the licence proposed by CEBC to allow the Town Council to utilise the Propagation Unit.

13. Police and Crime Commissioner Youth Ambassador (enclosed)

To consider an email from Martin Eaton, Governance Office, relating to a Congleton Youth Council meeting attended by the Youth Ambassador.

14. Manchester Road Traffic Calming (enclosed)

To consider the current status of work planned to introduce traffic calming measures on Manchester Road.

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

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 6TH FEBRUARY 2014

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

 Mr E Clarke (Lay Member)

1. APOLOGIES.

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

2. MINUTES OF LAST MEETING

CES/53/1314 RESOLVED that the minutes of the meeting held on the 21st November 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.

Cllrs G Baxendale and D Brown declared a non-pecuniary interest in any matters related to Cheshire East Borough Council and Cllr D Brown abstained from voting on any matters related to Cheshire East Borough Council.

4. OUTSTANDING ACTIONS

None.

5. BOAT ON THE RIVER DANE

The correspondence from Deborah Ackerley was noted concerning the amended S215 (Untidy Site) Notice which will be re-issued to the Boat owner on 8th February 2014.

CES/54/1314 RESOLVED that the correspondence be received.

6. PEEL BRIDGE

Information from Cllr Rhoda Bailey confirmed the remedial work that is scheduled to take place at Peel Bridge in early March.

CES/55/1314 RESOLVED that the correspondence be received.

7. CCTV

A report of a meeting which took place with Cheshire East Borough Council concerning CCTV provision in the Town was considered as was the notion of acquiring a mobile CCTV Unit in conjunction with the Police.

CES/56/1314 RESOLVED that:-

1. That the report be received and an early meeting with Cheshire East Borough Council to consider CCTV provision be requested.
2. The notion of acquiring a portable CCTV Van Unit to be pursued in conjunction with Cheshire Police.

8. CHESHIRE EAST HIGHWAYS

The report from Cheshire East Highways concerning the programme of works planned for the early months of 2014 was noted.

9. STREETSCAPE SERVICES

A report outlining the replacement equipment required by Streetscape Services was considered.

CES/57/1314 RESOLVED that:-

1. The cost of equipment purchased to be depreciated over 5 years.(via an EMR)
2. Ancillary equipment required amounting to circa £16,000, to be approved subject to agreement by the Finance and Policy Committee.
3. Consideration on whether to purchase a new or second-hand Ride on Mower to be passed to the Finance and Policy Committee.

10. MECHANICAL SWEEPING

The committee considered the necessity to have the Mini Sweeper as an integral part of the Streetscape Operations in the Town.

CES/58/1314 RESOLVED that:-

1. The Town Clerk and Council Leader to raise the matter with the Chief Executive of Cheshire East Borough Council.
2. Cllr D Brown to raise the matter formally on behalf of the Town Council with Cheshire East Borough Council.

11. SUPPORT FOR NEIGHBOURS CREDIT UNION

Cllr D Murphy pointed out that the Congleton Credit Union had been serving the needs of Congleton residents for many years but wasn't on the Cheshire East recommended list.

CES/59/1314 RESOLVED that Cllr D Drown would raise the matter with the Finance Policy Development Group who produced the Cabinet Report on Credit Unions dated 7th January 2014.

12. DISPOSAL OF PUBLIC OPEN SPACE AND LEISURE CENTRE SITES

The Committee considered at length the notion that Cheshire East was out sourcing Leisure Centres and setting up Leisure Trusts.

As part of this process there was concern raised that any development of the Congleton leisure Centre should not be at the expense of sacrificing Hankinson's Field.

CES/60/1314 RESOLVED that:-

1. Cllr D Brown to request Cheshire East Borough Council to justify why Hankinson's Field needs to be included in the disposal of Leisure Centre Assets.
2. To request Cheshire East Borough Council to appoint a Congleton trustee on the trust Board that is being set up.

13. DOG FOULING

An extensive report produced by Cllr G Williams on the actions and successes achieved by the Bromley Farm Development Trust to reduce dog fouling in the area was discussed.

CES/61/1314 RESOLVED that:-

1. Cllr G Williams to be congratulated on his initiative.
2. To encourage the support of the setting up of similar action groups in other parts of the Town.

14. MOUNTVIEW CAREHOME

It was noted that a decision to close Mountview Care Home is not likely to be taken in the foreseen future.

15. MINUTES OF THE FLORAL ARRANGEMENT GROUP

CES/62/1314 RESOLVED that the minutes of the meeting held on 31st October 2013 be received.

16. CHESHIRE POLICE

There were no members of Cheshire Police present at the meeting.

G Williams
Chairman (In the Chair)

Brian Hogan

From: BAXENDALE, Gordon (Councillor) <Gordon.Baxendale@cheshireeast.gov.uk>
Sent: 06 February 2014 15:58
To: Brian Hogan
Subject: FW: Drugs meeting

Brian could we have copies of these two emails for councillors tonight
Regards gordon

Sent with Good (www.good.com)

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

From:
Sent: Thursday, February 06, 2014 03:29 PM GMT Standard Time
To: BAXENDALE, Gordon (Councillor)
Subject: Re: Drugs meeting

Hi Gordon

Thank you, but I think some of the local community are sick of it being 'brought up and discussed' there is never any evidence of anything being done, a meeting open to the town residence should be planned with plenty of notice, I for a fact know of several people which would attend and tell others of their terrible experiences with drugs, dealers and the crime these individuals cause to get drugs, its about time the town council start to realise just how big this problem is and start employing people that actually care and have a grasp on reality. Not a personal attack on you as I know you are doing everything in your power, I just feel that others aren't.

I understand that the police have ongoing investigations that are kept under cover but they can not keep using this as an excuse forever.

A local business recently called the police about a drug dealer dealing drugs out of his back garden, he witnessed 30 people going to the premises over a period of one evening , he waited three hours and the police were never sent, the individual reported has just been released from prison!!!

A local play group manager called the police at Christmas as druggies had broken into the nursery to use the basement to use drugs, there is a daily occurrence of dealing around St. Peter's church, police are even aware of the names of these individuals yet the manager of the nursery tells me she still hasn't seen evidence of anything being done, this has been a known hot spot in congleton for over 25 years!!! When I was a teenager I used to see drug dealers in the church yard , we even tried to help the local vicar keep the place clean of needles as his parishioners used to find them regularly around the grounds of the church, and this was in the early 90's.

I am shocked that the local community are still being given excuse after excuse and statement after statement about how the police are doing everything, well they probably are because their priorities are not the same anymore.

Another matter that isnt helping Congleton Is the rehousing of ex offenders from out of the area as this is bringing to our town a whole new level of drug dealers!!!

The last time I made a complaint I went to the paper and the local police commissioner slated me for not reporting the matters directly , however after making over 30 calls to the police in a 12 month period I had yet to see any police presence or a call back to tell us what had been done about it, so in a last ditch attempt to make the matter public I contacted the chronicle.

I hope this matter is actually dealt with this time rather than be pushed under the carpet.

Kind regards

On 6 Feb 2014, at 14:48, "BAXENDALE, Gordon (Councillor)"
<Gordon.Baxendale@cheshireeast.gov.uk> wrote:

Mandy, I will bring this matter up at this evenings town council meeting and see if we can progress the issue.
Best regards Gordon

Sent with Good (www.good.com)

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

Sent: Thursday, February 06, 2014 01:24 PM GMT Standard Time
To: BAXENDALE, Gordon (Councillor)
Subject: Drugs meeting

Hi Gordon

I don't know if you remember I contacted you three years ago about the drugs issue in congleton, well the recent article in the paper has prompted me to call you again to arrange a meeting, myself and several local residence want to know when the next council meeting will be held to discuss what is being done about this.

I've already been involved in a drugs meeting last year with the youth council and Fiona Bruce but nothing ever came of it.

I desperately want to get some answers to why our local police force find time to give out parking tickets and catch people speeding but still do nothing about a very serious drug problem in our town.

I would appreciate your reply at your earliest convenience.

Brian Hogan

From: TOPPING, David (Councillor) <David.Topping@cheshireeast.gov.uk>
Sent: 11 February 2014 07:58
To: Brian Hogan
Cc: BROWN, David (Councillor); BAXENDALE, Gordon (Councillor); DOMLEO, Roland (Councillor); MASON, Peter (Councillor); THWAITE, Andrew (Councillor)
Subject: Community Garden

Brian

I have now had a response to your request to transfer the Congleton Community Garden to the Town Council.

"We thank you for your email regarding the Community Garden project in Congleton. We feel this would be a great boost to our community if HLF funding was secured and the community garden could then play a future role in regeneration of the town. As you know we have completed a number of transfers of assets to local communities and we could not accommodate this request on the information provided to date.

It is suggested that the next steps are that the Town Council requests Cheshire East Council formally to consider the transfer with the site plans etc. – also confirmation that costs will be covered so we do not have to redirect resources from other priorities in the Council. The asset team remains very pressured currently as we are nearing completion of many projects so we want to manage expectations in terms of timescales but we will endeavour to support as proactively as possible."

Ends.

Best regards

David Topping (Cllr.)

**Cabinet Member for Environment
Cheshire East Council
Tel: 01260 272987**

e-mail: david.topping@cheshireeast.gov.uk

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Brian Hogan

From: JohnJane <jsj.crowther@talktalk.net>
Sent: 10 March 2014 13:58
To: Brian Hogan
Cc: peter@minshull.org; Glen Williams
Subject: Fw: Public Footpaths in Congleton

Hi Brian,

Apologies for this but could you please add this latest report along with my request that I previous sent you to add to the agenda of the next Environment and Services Committee meeting. Do we require any photo's of the footpath's regarding this matter to present to the Committee?.
Thanking you.

Kind regards,

John

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

From: Peter Minshull
To: jsj.crowther@talktalk.net
Sent: Monday, March 10, 2014 11:09 AM
Subject: Public Footpaths in Congleton

Hi John,

At last week's AMT meeting I mentioned the poor condition and poor maintenance of the PROW footpaths, in particular I mentioned the Howey Lane footpath which passes behind my house. While all the footpaths and bridleways are currently in a very poor condition due to the very wet winter we have just had, there are certain footpaths that quickly become a quagmire even after relatively small amounts of rain. In addition to the Howey Lane footpath the Priestly Fields footpath is bad beyond the first section, where like the Howey Lane footpath it is shaded by hedges and trees. It is bad up to and including the bridge over the Howty. Another bad section is the isolated section of Lamberts Lane footpath beyond Wolstanholme Close, which is regularly closed due to flooding.

When the Howey Lane footpath dries out in the summer it is quite usual to see people walking with their shopping or mothers pushing prams heading to/from Lamberts Lane and on to the Mossley area. This is clearly a much used safer alternative to walking up Canal Street/Road but the poor condition of this and other footpaths/bridleways especially during winter stops this completely – such a waste of a valuable resource which for a bit of care and attention could be in full use throughout the year. Just to remind you that all these and the footpaths beyond Padgbury Lane were all improved under the Congleton Southern Fringes Project in 2004, which was an Astbury Mere Trust project with funding from many sources including the then Congleton Borough Council and Cheshire County Council.

I hope this is helpful. If you would like any more information on the footpaths/bridleways south of Congleton or what I think needs/can to be done to bring them up to standard please let me know. Also if you want more information on the Southern Fringes project, I have some general information but if you need more detail then Matt has all the documentation.

Kind regards
Peter

Maintenance of Public Rights of Way

Carol Ramsden offers some practical advice

What is 'Maintenance'?

The Highways Act 1980 gives highway authorities (mainly county or unitary councils) a duty to maintain the highway. Unfortunately there is no comprehensive definition of what is meant by 'maintenance', beyond a duty 'to ensure...that safe passage along a highway is not endangered by ice or snow', and a definition that maintenance includes 'repair'. In some ways it is easier to say what it is not: it is not improving the standard of a route (for example by surfacing works which would alter its character) and it is not dealing with the removal of obstructions which are preventing public use of a route. Thus, in practical terms, maintenance can be considered largely to be work:

- > to keep a route clear of natural surface growth (ie grass and weeds)
- > to repair and replace signs and waymarks
- > to help surface water drain away

Who can do it?

While highway authorities have a duty to maintain the highway, S43 of the Act says that a parish council may undertake the maintenance of any footpath, bridleway or restricted byway within the parish which is a highway maintainable at public expense. If a council does so, it does not remove the duty of the highway authority to also undertake maintenance.

How Can it Happen?

There is no prescribed means by which a parish council can start to exercise its power to maintain its own routes. In different parts of the country there are different arrangements in place, some of which involve the highway authority arranging contract maintenance by district or town or parish councils, local landowners and/or volunteers from local walking groups. There is no obligation on a highway authority to fund work carried out by parish councils, but they may do so (S43(2) of the Act).

In previous years Parish Paths Partnership schemes, known as P3, have operated in many counties, with a designated highway authority officer encouraging local maintenance and awareness of the network, community involvement and projects to promote chosen routes. Many P3 schemes have been closed or are diminished as a result of public sector cuts, but details of the objectives of P3 and information of how it still operates in Essex can be found on Essex County Council's website at: <http://www.essexhighways.org/transport-and-roads/getting-around/walking/public-rights-of-way/getting-involved.aspx>

My own parish in Suffolk continues to undertake annual cutting of routes, but by means of a purchase order from the highway authority and on a 'pence per metre' basis rather than as part of a partnership agreement. There is no longer a dedicated officer to oversee training or to manage and support any volunteer workers carrying out such projects as bridge replacement - although a 'one off' project could still find support from the County Council. The major benefit of the scheme for the parish, even in its diminished form, is the control it gives the parish council over when and where cutting is carried out, with work

being ordered according to local weather conditions, land management considerations and the amount of use on a route.

What Else Needs to be Considered?

As a consequence of public sector budget cuts, it may well be unrealistic to obtain any funding for footpath work from the local highway authority, or to act under the auspices of a scheme or contract. For a parish council acting independently there are various aspects which merit early consideration, including:

- > Where are the Routes? The routes in use on the ground may not be the legal lines recorded on the Definitive Map and Statement. As the power to maintain only relates to the definitive alignment, check the routes and seek advice from the highway authority if it is not clear where the public highway runs.
- > Are the Routes Publicly Maintainable? Many will be, but again it is worth checking that no one else is responsible for a route.
- > What is the Work? Check that the proposed work is indeed 'maintenance'. Reinstatement of routes across fields affected by crops, cutting of side and overhanging growth from hedges and trees and dealing with a locked gate will be straying into other work, best left for the highway authority.
- > What is the Impact? It may well be prudent to discuss what the council is considering with the landowner concerned. Also consider the impact on wildlife and be especially aware of restrictions if any work is likely to affect birds within the nesting season or be within an area with any special environmental protection.
- > What about the Risks? Councils should check that their insurance provision is adequate for the work to be undertaken, including public liability insurance. Appropriate risk assessments should also be carried out, including where individuals are working alone or in the open countryside.

Finally...

While the majority of annual footpath maintenance work is undertaken without problem, keeping routes in good order for locals, walking groups and holiday visitors, parish councils may also wish to be aware of the procedures in S56 of the Act. The procedures enable notice to be served on a highway authority that a route is 'out of repair'. Ultimately it can lead to a Magistrates Court ordering a highway authority to carry out works to put a route in proper repair.



Carol Ramsden

Carol Ramsden combines being part-time Clerk to Little Bealings Parish Council in east Suffolk, with her work as Rights of Way Executive at Birketts LLP. Birketts is one of very few law firms to specialise in public rights of way, commons and town and village greens law, and has a national profile for its work. Carol is also a Fellow of the Institute of Public Rights of Way and Access Management, (IPROW), where most members are local authority staff responsible for recording and managing the network of footpaths, bridleways and byways across the country.

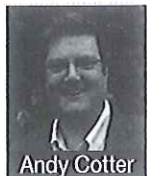
Footpaths and Rights of Way

SPECIAL FEATURE

An insurance perspective



Vicky Jacomb



Andy Cotter

Vicky Jacomb and Andy Cotter of Came and Company Local Council Insurance continue the regular series of advice from our principal sponsor

We have seen that the first issue arising from incidents occurring on a footpath is – does the Council have a legal right to the Footpath or Right of Way? If so, is there a programme of maintenance in place to ensure the Footpath or Right of Way is safe for use?

The Council should ensure that the Public Liability section of their policy will provide cover for the Councils responsibility in this regard. If the Council employs personnel or utilises volunteers to carry out any maintenance on these areas, then they should also inform their insurance provider clarifying that this activity is covered under the Employers' Liability and Personal Accident sections.

If a Council is responsible, a risk assessment should be completed (in writing and kept on Council's records) and should be reviewed on an annual basis or if and when a change occurs. If there has been a change to the Footpath or Right of Way then the risk assessment may need to be amended.

Claims reported during the past few years outline the benefit of implementing periodic inspections for Footpaths and Right of Ways, and we recommend that these inspections are noted in writing. We would suggest that an inspection is completed quarterly (i.e. at the change of each season) or if there has been a period of severe weather. The inspection should not only take into

consideration the path itself, but also the surrounding area, specifically if the Council are responsible for bordering trees.

If the Council is responsible for trees, we would recommend that an arboriculturalist survey is carried out. This type of survey will provide a work programme for the trees, noting the trees health and status.

Finally, if the Footpath or Right of Way runs alongside water (river, stream, canal or pond) and if the Council provides life saving devices, then a more regular inspection programme should be implemented. This enables the Council to ascertain whether equipment provided has been vandalised or stolen. We always recommend that the Council refers to their insurance provider, regarding the provision of life saving equipment.

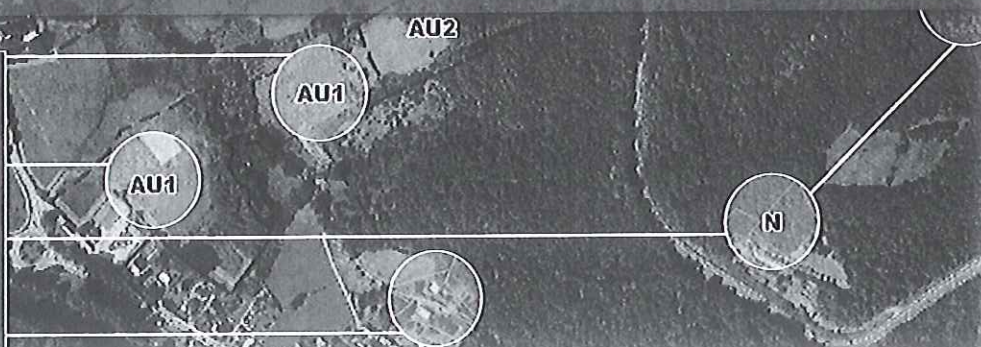
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local.councils@cameandcompany.co.uk

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Brian Hogan

From: [REDACTED]
Sent: 19 February 2014 13:51
To: Brian Hogan
Subject: Inconsiderate Parking

Dear Sir\Madam,

May I please bring to your attention a parking problem outside the Bargain Booze establishment on the A527 adjacent to house number 44. I am noticing the frequency of this problem on my return journeys from Manchester at around 6:30 - 7:00 pm and the problem has been going on for months.

I am certain you will agree that the A527 is a busy major road in and out of Congleton. Yet to the individuals who routinely park directly outside Bargain Booze this fact seems oblivious. The road is already narrow at this point due to residential parking on opposite sides of the road leaving a narrow gap in front of the shop. When cars (sometimes several) choose to park immediately outside Bargain Booze, the road is immediately reduced to a single car width.

On more than one occasion I've had a near miss at this point due to aggressive drivers coming the other way. Since there is no "priorities" at this point so it's just a matter of getting through the gap when you can; so frustrated drivers are simply barging forward into the gap: the constriction is thus creating a potential accident hot spot.

Please give this matter your careful consideration.

Rgds,
[REDACTED]

The Chairman
Congleton Town Council
Town Hall
High Street
Congleton
Cheshire

Public Protection and Health

Public Protection & Health
Municipal Buildings
Earle Street
Crewe
Cheshire East
CW1 2BJ

Tel: 0300 123 5015
Email: jayne.lewis@cheshireeast.gov.uk

DATE: 5 February 2014 OUR REF:028547
Please Contact: Jayne Lewis

YOUR REF:
Direct Dial: 01270 686717

Dear Sir or Madam

**Food Safety Act 1990 and associated legislation
Trading as Luncheon Club Fellowship House Park Road Congleton Cheshire**

I refer to a Food Safety inspection carried out by Jayne Lewis on the 22 January 2014. The attached schedule details any matters found during the inspection that require attention, the matters are divided into legal contraventions which must be addressed and recommendations that are not mandatory, but which may help to improve your practices, help to prevent a contravention occurring or may be relevant in ensuring due diligence.

I also enclose a confirmation report describing the extent and nature of the inspection and proposed follow up action.

Cheshire East Borough Council operates a Food Hygiene Rating Scheme, whereby the food hygiene rating score applied to a food business is reported publicly. This scheme is the Food Standard Agency's (FSA) 6 point scheme, where 0 is 'Urgent Improvement Necessary' and 5 is 'Very Good'. The scores can be found via the FSA Food Hygiene Rating Scheme website www.food.gov.uk/ratings Scores are automatically generated from the risk rating applied to a food business at the time of each inspection.

Hygiene Rating

Your business has been awarded a rating of 5

A Food Hygiene Rating certificate and sticker for the premises is enclosed. I would encourage you to display the certificate in a prominent position within the premises and place the window sticker on the front door or front window.

Please destroy any sticker and/or certificate showing your previous rating as only one rating – the most recent – should be displayed. To display a misleading rating may constitute an offence under the Consumer Protection from Unfair Trading Regulations 2008.

Right of Appeal

Within the new scheme all food businesses have the right to appeal their rating if they believe the score does not reflect the standards found at the time of the inspection. Initially you should discuss your concerns informally, with me as the inspecting officer. If the matter is not resolved, following your discussions, you may formally appeal against the Officers findings. You can request an appeal form from Mr Terry Coppenhall, Commercial Team Leader on 01270 686710.

This formal appeal must be made within 14 days (this includes weekends and public holidays) of you being notified of your score. If you do not appeal within 14 days the score will be published on the website.

Right to Request a Re-score

You have the right to request a re-score visit and a review of your rating. The re-scoring visit will only be undertaken when you can provide evidence that you have rectified all of the contraventions listed on your inspection report. Initially you should discuss your request for a re-score informally with me as the inspecting officer. The re-score process will be outlined to you at the time of your request. A Re-score request form will be provided to you if requested.

Right to Reply

The owner or manager of the business also has a 'right to reply'. This is different from an appeal. The owner or manager can request a "right to reply" form and send it to their local authority to tell the food safety officer how the business has improved hygiene, or to say if there were unusual circumstances at the time of the inspection. A Right to reply form will be provided to you if requested.

Further details of the scheme including information on requesting a revisit, your right to reply or making an appeal are available at www.food.gov.uk/ratings. **All forms as detailed above can be downloaded via this link.**

You should be aware that in accordance with the Environmental Information Regulations and the Data Protection Act, information regarding the contents of this letter and details contained within the Officer's report, may be available to the public upon request.

A copy of our Enforcement Policy is available on request and available on our website.

If, having read this letter, and bearing in mind any discussion which took place between yourself (or your representative) and the inspecting officer, you believe that the action required is not justified, you should make representations to Mr Terry Coppenhall, Commercial Team Leader, within 2 weeks of this letter.

If you require any further information, please do not hesitate to contact Jayne Lewis. If you have any comments regarding the inspection or advice issued, please contact Mr T Coppenhall, Commercial Team Leader on 01270 686710.

Yours faithfully



Jayne Lewis
Environmental Health Officer

Report of a Food Hygiene Inspection
Carried out under the Food Safety and Hygiene (England) Regulations
2013

Location: Fellowship House
Park Road
Congleton
Cheshire

Person Seen/Interviewed: Ms Yvonne Phillips

Type of Premises: Luncheon Club

Date of Inspection: 22 January 2014

Areas Inspected: Kitchen, Stores, Yard, Wc's

Records Examined: Safer Food, Better Business manual

Samples Taken: None

Summary of Action Proposed: Letter

All works must be completed within 8 weeks of the date of this letter unless otherwise stated.

Schedule Of Works
E.C. Regulation 852/2004
Congleton Town Council Fellowship House Park Road Congleton Cheshire

Premises Ref: L19CCNPARK

Inspection Ref: 028547

Date: 22 January 2014

Officer: Jayne Lewis

Premises: Luncheon Club, Fellowship House, Park Road, Congleton, CW12 1DP

The food hygiene rating score applied to the premises following this visit is made up of three elements as follows;

- Confidence in management/control procedures
- Compliance with food hygiene and safety procedures
- Compliance with structural requirements

These headings are set out below and included under each on are the contraventions/requirements which contributed to the score you received in each area.

Confidence in Management/Control Procedures

Contraventions

None

Recommendations

None

Compliance with Structural Requirements

Contraventions

None

Recommendations

1. It is recommended the central extraction fan in the kitchen ceiling is kept on during food preparation (albeit on a low setting due to the noise generated) to add to the ventilation from the x-pelair.

Compliance with Food Hygiene and Safety Procedures

Contraventions

Recommendations

2. It is recommended hats be worn by food handlers at all times to reduce the risk of hair in food complaints and contamination risk if hair is touched.

3. Ensure the sanitiser contact time is closely adhered to by the kitchen volunteers to ensure effective use on surfaces etc.

FOOD HYGIENE RATING

0

1

2

3

4

5

VERY GOOD

Luncheon Club

Fellowship House
Park Road
Congleton
CW12 1DP

Date of hygiene rating

22.1.14

Contact details

Public Protection and Health
Cheshire East Council
Westfields
Middlewich Road
Sandbach
Cheshire CW11 1HZ
Tel- 0300 123 5015

Authorising signature

T. Coppin

For more information about the Food Hygiene Rating Scheme visit food.gov.uk/ratings

The food hygiene rating shown above reflects the standards found on the date of inspection or visit by the local authority. Ratings are given on a scale from 0 (urgent improvement necessary) up to 5 (very good). The rating is not a guide to food quality.



This certificate remains the property of the local authority which reserves the right to remove it at any time.



Food
Standards
Agency
food.gov.uk/ratings



Name of business

Lunches Club, Fellowship House, Park Road, Congleton, Cheshire, CW12 1DS

Date of hygiene rating

22/1/14

Local authority name

CHESHIRE EAST

Authorising signature

J. S. Lewis

This sticker remains the
property of the local authority

FSA/1578/0412 - Rating 5
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I also enclose a confirmation report describing the extent and nature of the inspection and proposed follow up action.

Cheshire East Borough Council operates a Food Hygiene Rating Scheme, whereby the food hygiene rating score applied to a food business is reported publicly. This scheme is the Food Standard Agency's (FSA) 6 point scheme, where 0 is 'Urgent Improvement Necessary' and 5 is 'Very Good'. The scores can be found via the FSA Food Hygiene Rating Scheme website www.food.gov.uk/ratings. Scores are automatically generated from the risk rating applied to a food business at the time of each inspection.

Hygiene Rating

Your business has been awarded a rating of 5

A Food Hygiene Rating certificate and sticker for the premises is enclosed. I would encourage you to display the certificate in a prominent position within the premises and place the window sticker on the front door or front window.

Please destroy any sticker and/or certificate showing your previous rating as only one rating – the most recent – should be displayed. To display a misleading rating may constitute an offence under the Consumer Protection from Unfair Trading Regulations 2008.

DATED

2014

CHESHIRE EAST BOROUGH COUNCIL (1)

TO

CONGLETON TOWN COUNCIL

(2)

LICENCE

Congleton Propagation Unit Congleton Park

- 1.10 Unless expressly stated to the contrary, any reference to a specific statute or to statutes generally includes any statutory extension or modification, amendment or re –enactment of it or them and any regulations or orders made under it or them

2. LICENCE

- 2.1 The Licensor is the owner of the Property
- 2.2 The Licensor now grants to the Licensee a Licence on the terms hereinafter contained to occupy the Property for the Permitted Use during the Permitted Hours for the Licence Period during the Permitted Hours

3. LICENSEE'S OBLIGATIONS

The Licensee hereby agrees entirely at its own expense with the Licensor as follows:-

3.1 Licensor's Rights

- 3.1.1 The Licensee must vacate the Property and allow the Licensor exclusive occupation of the Property if the Licensor gives the Licensee four weeks notice that the Licensor requires exclusive use and occupation of the Property.
- 3.1.2 The Licensee must not impede in any way the Licensor or its officers servants or agents in the exercise of the Licensor's rights of possession and control of the Property
- 3.1.3 The Licensee must permit the Licensor or its officers servants or agents to enter and view the exercise of the rights granted under the terms of this Licence to the Licensee and the arrangements for security of the Property

3.2 Licence Fee

The Licensee must pay to the Licensor the Licence Fee if demanded

3.3 VAT

- 3.3.1 The Licensee must upon production of a valid VAT invoice pay all VAT that may from time to time be charged on any sums payable by the Licensee under this Licence (excluding the Licence Fee), and

- 3.3.2** All VAT incurred in relation to any costs that the Licensee is obliged to pay or in respect of which it is required to indemnify the Licensor under the terms of this Licence, save where such VAT is recoverable or available for set off by the Licensor as input tax

3.4 State & Condition of the Property

- 3.4.1** The Licensee must keep the Property clean and tidy and free from rubbish during and arising from the exercise or purported exercise of the rights granted under the terms of this Licence

- 3.4.2** Immediately upon becoming aware of the occurrence of any damage to the Property or any erections or structures or other property of any kind on it, or injury to any person on the Property, directly or indirectly attributable to the exercise or purported exercise of the rights granted in accordance with this Licence, the Licensee must make good the same entirely at its own expense and to the satisfaction of the Licensor, or pay to the Licensor or the persons injured full compensation in money for such damage

- 3.4.3** Upon the expiration or sooner determination of the Licence Period entirely at the cost of the Licensee the Licensee will:-

- 3.4.3.1** Remove all buildings apparatus equipment and materials from the Property together with any other equipment relating to the exercise or purported exercise of the rights granted under the terms of this Licence

- 3.4.3.2** Make good any damage caused to the Property (which shall include all land, walls and planting areas) by the Licensee or its employees, agents or contractors to the reasonable satisfaction of the Licensor but so that this shall not oblige the Licensee to put the Property or any parts thereof into any better state and condition than they were in prior to the use of the Property by the Licensee.

3.5 Heating System and Irrigation System

The Licensee must not use a heating system and must not use an irrigation system on the Property

3.6 Nuisance/Annoyance

The Licensee must not cause or suffer or permit to be caused or suffered on the Property or any part thereof for the purposes granted in accordance with the terms of this Licence to be used in any manner so as to cause material damage to the Property or to Congleton Park any part thereof, or a nuisance, disturbance, injury or damage to the

Licensors or the owners/occupiers of any adjoining land or members of the public at any time

3.7 Statutory Obligations and Rules and Regulations

3.7.1 The Licensee must entirely at their own cost comply in all respects with the requirements of all Statutes rules and regulations applicable to the Property together with the requirements of any other competent authority relating to the Property and its use and in the exercise of the rights granted under the terms of this Licence and to use their reasonable endeavors to ensure that all persons authorised by them in exercise of the same comply with the same and entirely at the Licensees own expense to do all that is necessary to obtain maintain and renew all licences consents registrations and authority required in order to exercise the rights granted under the terms of this Licence and if the Licensor so demands produce evidence of the same

3.7.2 Nothing contained or implied in this Licence shall prejudice fetter or affect the rights powers duties and obligations of the Licensor in the exercise of its functions and its rights powers duties and obligations under all public and private statutes byelaws and regulations may be as fully and effectually exercised as if the Licensor were not a party to this Licence and for the avoidance of any doubt and without prejudice to the generality of the foregoing it is agreed between the parties hereto that this Licence is not to be interpreted as the granting of any consent or approval under any legislation whatsoever

3.8 Compensation

Upon receipt of notice from the Licensor the Licensee must make full compensation to the Licensor in respect of all costs incurred by the Licensor as a result of any loss of income or any nuisance and/or annoyance cause or suffered or permitted to be cause or suffered to the Property or any part thereof by the Licensee or any persons exercising the rights granted under the terms of this Licence or in the purported exercise of such rights

3.9 Assignment

The Licensee must not assign or sub-licence the whole or any part of the rights granted under the terms of this Licence and any rights granted under the terms of this Licence may only be exercised by the Licensee and its employees and contractors

3.10 Permissions & Notices

The Licensee must obtain all planning or other permissions, licences consents registrations and authority from appropriate authorities and serve or display all notices etc that may be required to exercise the rights under the terms of this Licence on at or from the Property and if the Licensor shall reasonably demand produce evidence of such permissions, licences, consents, registrations and authority

3.11 Indemnities

The Licensee must keep the Licensor fully indemnified against all costs damages charges expense proceedings claims demands losses and liabilities arising directly out of any act, omission or negligence of the Licensee or any persons at the Property with its authority, or in the exercise or purported exercise of the rights granted under the terms of this Licence, or any default, breach, non-observance, or non-performance by the Licensee of the obligations, terms, conditions or other provisions of this Licence

3.12 Licensors Insurance

The Licensee must not do or omit anything that could cause any insurance policy on or in relation to the Property to become wholly or partly void or voidable, or do or omit anything by which additional insurance premiums may become payable.

3.13 Liability Insurance

The Licensee must effect and throughout the Licence Period keep in force a policy of insurance with a reputable insurance company, incorporating the standard conditions and exemptions of the insurance company, to cover all claims arising from the exercise of the rights granted under the terms of this Licence and shall procure the production by its contractors of the necessary public liability and employers liability insurance policies and any such insurance policies shall be in a sum of not less than Ten Million Pounds (£10,000,000.00) in respect of public liability and Ten Million Pounds (£10,000,000.00) for employers liability in respect of any one claim for bodily injury or disease or damage to property, and must be made available to the Licensor or its agents on completion of this Licence including a copy of the policy or a summary of its terms and a copy of the current premium receipt.

3.14 The Licensees risk

The Licensee or its agents or contractors shall enter the Property at its or their own risk and take all reasonable precautions to avoid loss or damage or injury to any property or person thereon

3.15 Invoice Details

The Licensee will on the commencement of this Licence provide the Licensors with written notification of the details (including the contact name and address) of where any invoice in respect of the Licence Fee is to be forwarded by and on behalf of the Licensors

3.16 Costs

On completion of this Licence the Licensee must pay to the Licensors the legal costs of the Licensors in the sum of £350 and the surveyors' costs of the Licensors in the sum of £350.

4. LICENSOR'S OBLIGATIONS

The Licensors hereby agrees with the Licensee as follows:-

To invoice the Licensee in respect of the payment of the Licence Fee

5. TERMINATION

Any rights granted under the terms of this Licence shall end (without prejudice to the Licensors' rights in respect of any breach of the Licensee's obligations contained mentioned or referred to in this Licence) either:-

- 5.1** Immediately in the event of non-payment of the Licence Fee or in the event of any material breach of any of the Licensee's obligations herein which is not rectified by the Licensee within 7 days of the service of written notice thereof by the Licensors on the Licensee

And in any event

- 5.2** At the end of the Licence Period

- 5.3** On six months prior written notice by either party to the other to terminate this Licence

6. MISCELLANEOUS

6.1 Exclusion of warranty as to use

Nothing in this Licence is to imply or warrant that the Property may lawfully be used or is physically suitable for the exercise of the rights granted under the terms of this Licence

6.2 Exclusion of Third Party Rights

Nothing in this Licence is intended to confer any benefit on any person who is not a party to it.

6.3 Exclusion of Licensor's liability

6.3.1 The Licensor shall not be liable for the death of, or injury to, or for damage to any property of, or any losses, or other liability, incurred by the Licensee, or any person exercising the rights granted under the terms of this Licence, or in the purported exercise of such rights

6.3.2 The Licensor will not accept any responsibility for any third party claim that may arise from the use of the Property.

6.4 Notices

All notices served by either party to the provisions of this Licence shall be in writing, and shall be sufficiently served if delivered by hand, or sent by recorded delivery to the address of the Licensor or Licensee as appropriate specified in this Licence

6.5 Relationship of Licensors and Licensee

For the avoidance of doubt it is agreed and declared that nothing herein contained is intended to create the relationship of Landlord and Tenant between the Licensor and the Licensee

6.6 Termination without compensation

It is agreed and declared if the Licensor shall terminate the Licence under the terms of clause 5 the Licensee will not be entitled nor will the Licensor pay to the Licensee any compensation whatsoever as a result thereof

In witness whereof the parties have executed this Licence the day and year first before written

SIGNED for and on behalf of)
CHESHIRE EAST BOROUGH COUNCIL)

AUTHORISED SIGNATORY

SIGNED by
for and on behalf of

CONGLETON TOWN COUNCIL

AUTHORISED SIGNATORY

DATED

2014

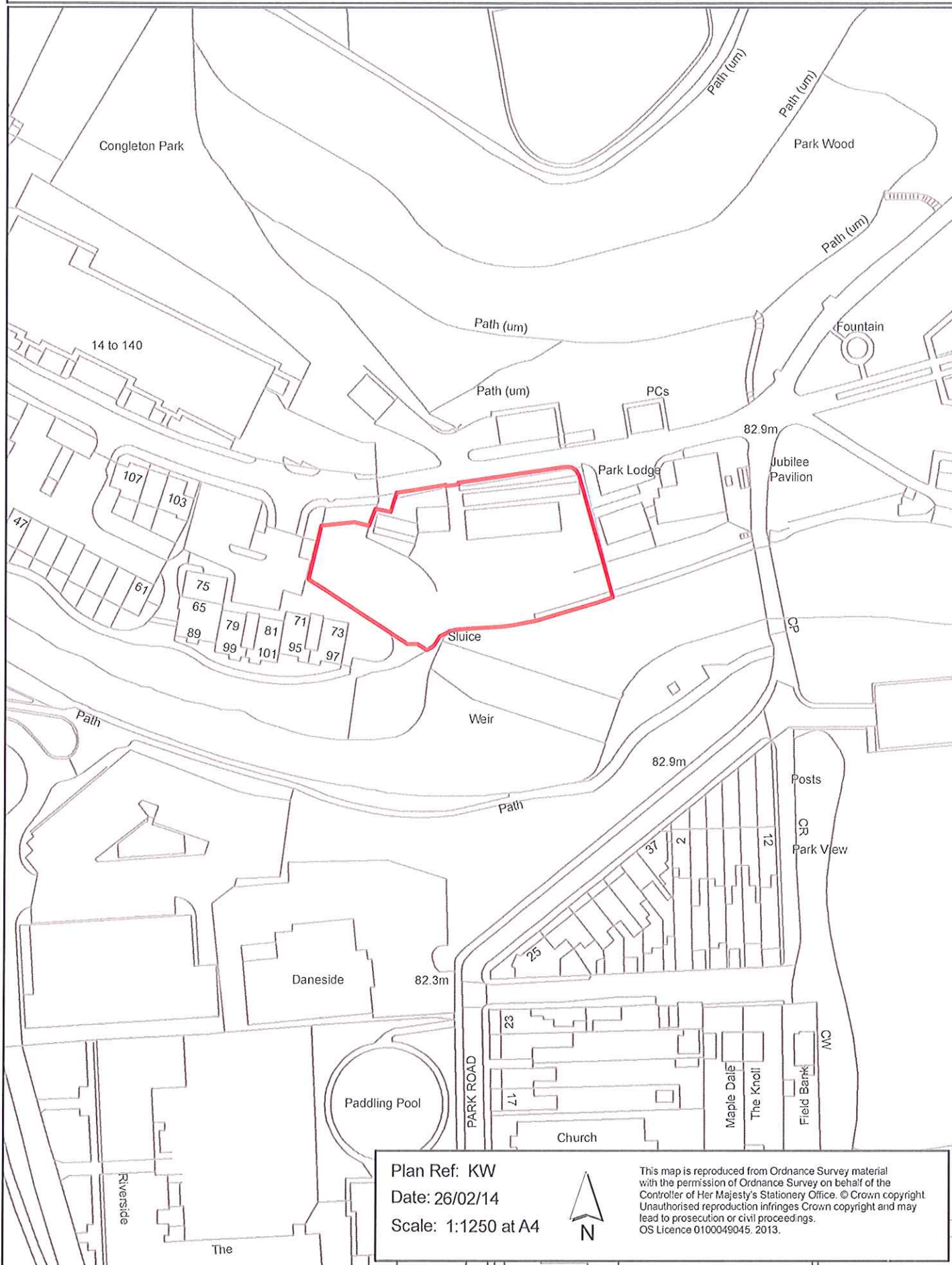
CHESHIRE EAST BOROUGH COUNCIL (1)

TO

CONGLETON TOWN COUNCIL (2)

LICENCE
Congleton Propagation Unit Congleton Park

LICENCE AREA-CONGLETON PROPAGATION UNIT



Plan Ref: KW
Date: 26/02/14
Scale: 1:1250 at A4



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Brian Hogan

From: Martin Eaton <martin.eaton@cheshire.pnn.police.uk>
Sent: 11 March 2014 14:57
To: Brian Hogan
Cc: Dominic Rogers
Subject: POLICE & CRIME COMMISSIONER MEETING WITH PARISH COUNCILS, 9/12/13
~[NOT PROTECTIVELY MARKED]~

Dear Mr Hogan

At the meeting hosted by John Dwyer, the Police & Crime Commissioner with Parish Councils in Cheshire East held on 9 December 2013, Ms Allen, the representative from Congleton Town Council invited the Youth Ambassador to meet the Town's Youth Council.

The Commissioner agreed to arrange for the Youth Ambassador to attend and report back.

Youth Ambassador's response:-

I attended the Congleton Youth Council's committee meeting on 10 February 2014. At the meeting I explained about my role and the work I was undertaking with young people. The committee explained the work that they were currently undertaking notably around drugs work and a survey of young people's main concerns within the local area. The committee agreed to share the results of the survey with me. An issue was raised around the misuse of ID within the town and so I agreed to contact the local Police to discuss the issue and any potential areas of education that can be put in place around the subject. The Committee and I agreed to remain in regular contact to maintain feedback of current work and issues of concern for the young people in Congleton.

I should be pleased if you could forward this response to Ms Allen and the Town Council.

Regards

Martin

Martin Eaton
Governance Officer
Tel: 01606 364005

Office of the Police & Crime Commissioner
Clemonds Hey
Oakmere Road
Winsford
Cheshire
CW7 2UA

To find out more about John Dwyer and the role of the Police & Crime Commissioner for Cheshire:-

Website: www.cheshire-pcc.gov.uk

Twitter: [Follow CheshirePCC](#)

Facebook: [Like Cheshire PCC](#)

Register for updates: [Cheshire PCC Alert](#)



OFFICE OF
Police & Crime
Commissioner
for Cheshire

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The Constabulary monitors all Internet and email activity
and requires it is used for official communications only. Thank
you for your co-operation.

Brian Hogan

From: JohnJane <jsj.crowther@talktalk.net>
Sent: 05 March 2014 10:53
To: Brian Hogan
Cc: Glen Williams
Subject: Fw: Traffic Calming Measures, Manchester Rd, Congleton. CES/41/1314

Hi Brian,

I spoke to David Chan at CEC Highways this morning regarding the traffic calming measures, which was planned to take place this month.

He did not realise we were already in March, I was informed that they had written to the suppliers for costing and still waiting for a response. So it's more than likely that this work will not start this Month as previously stated.

Can I request that this item be placed on the next Environment and Services Committee meeting if the work is not carried out.

Kind regards,

John

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

From: JohnJane
To: david.chan@cheshireeast.gov.uk
Sent: Wednesday, March 05, 2014 10:30 AM
Subject: Traffic Calming Measures, Manchester Rd, Congleton. CES/41/1314

Hi David,

Please find my email jsj.crowther@talktalk.net as requested. I look forward to being updated with regards to the above as it progresses.

Kind regards,

John Saville Crowther (Cllr)
Congleton Town Council.