



# Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



16<sup>th</sup> August, 2012

Dear Councillor,

Town Council Meeting – Thursday 23<sup>rd</sup> August, 2012

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 23<sup>rd</sup> August, 2012 commencing at 7.45pm.**

**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.

**Please note that there will be a meeting of the Planning Committee commencing at 7.00pm on the same evening and a presentation by Alex Simunovic of Simnet on an Information Display unit commencing at 6.15pm**

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  
To approve the Minutes of the meeting held on 21<sup>st</sup> June, 2012. (enclosed)
3. Declarations of Interest

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

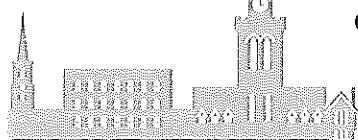


Congleton  
**beartown**  
*where friends are made*

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Email: [info@congletontowncouncil.co.uk](mailto:info@congletontowncouncil.co.uk) [www.congleton-tc.gov.uk](http://www.congleton-tc.gov.uk)



4. Mayor's Announcements

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

5. Outstanding Actions

None.

6. Questions from Members of the Public

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

7. 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.

8. Planning Committee

To receive the minutes of the meetings held on 28th June and 19<sup>th</sup> July 2012. (enclosed)

9. Personnel Committee

To receive the minutes of the meetings held on 21st June 2012. (enclosed)

10. Town Hall Committee

To receive the minutes of the meeting held on the 28<sup>th</sup> June, 2012. (enclosed)

11. Accounts

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

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

12. Urgent Items

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

13. Youth Committee/Junior Council

a) To receive the minutes of the Youth Committee meeting held on 18<sup>th</sup> June and 23rd July 2012, (enclosed)

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

14. Code of Conduct

To receive a copy of the New Code of Conduct produced by Cheshire East (enclosed)

15. Local Support for Council Tax

To receive and consider correspondence from Cheshire East and NALC on the effect of replacing the local tax benefit scheme on local precepts

16. Cheshire East Local Plan

To receive and consider correspondence from Cheshire East on the approach being taken by the Borough to planning and development

17. Remembrance Sunday

To consider a letter from the Lord Lieutenant's office concerning arrangements for Remembrance Sunday

18. Annual Meeting of Chalc

To determine whether or not the Town Council wish to submit a motion to the Annual Meeting of Chalc

19. Town Strategy

To review and to consider approving the Town Strategy

20. Honorary Burgess

To confer upon Mr Earnest Clarke the Title of Honorary Burgess of the Town of Congleton

21. Resolution to exclude the Public and Press (if necessary)

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

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,  
21<sup>st</sup> June 2012 in the Town Hall, Congleton.

**PRESENT:** Councillors      Mrs S A Holland (Mayor)  
                                     Mrs D S Allen  
                                     L D Barker  
                                     P Bates  
                                     G Baxendale  
                                     R I Brightwell  
                                     D T Brown  
                                     J S Crowther  
                                     G R Edwards  
                                     G P Hayes  
                                     M J Hutton  
                                     Mrs A M Martin  
                                     D Murphy  
                                     D A Parker  
                                     Mrs J D Parry  
                                     N T Price  
                                     G Williams  
                                     Miss R K Williams

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 Councillor Mrs E Wardlaw.

2.     **MINUTES**

**CTC/13/1213 RESOLVED:** That the Minutes of the meeting held on the 31<sup>st</sup> May, 2012 be approved and signed by the Mayor.

3.     **DECLARATIONS OF INTEREST**

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

Councillors D Brown and G Baxendale declared a personal interest in any matters related to Cheshire East Borough Council.

4.     **MAYOR'S ANNOUNCEMENTS**

The Town Mayor drew attention to the various engagements that she had attended.

5.     **OUTSTANDING ACTIONS**

None.

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

There were no questions received from members of the public.

7. **CHESHIRE EAST COUNCILLORS' REPORTS**

Councillor Price requested the Cheshire East Councillors for assistance in carrying out repairs to the poor state of the highways and footpaths in Congleton particularly around Holmes Chapel Road and West Road.

Councillor Brown pointed out that such problems can be reported to Cheshire East Borough Council via the website.

Councillor G Williams offered to co-ordinate such complaints by liaising with John Tickle of Cheshire East Borough Council.

Also noted that the planning application for the Grove Inn has gone to appeal and the Town Council will write to confirm its objections to the planning application.

8. **PLANNING COMMITTEE**

**CTC/14/1213 RESOLVED-** That the minutes of the meeting held on 3<sup>rd</sup> May, 24<sup>th</sup> May and 14<sup>th</sup> June, 2012 be received and the recommendations therein be adopted.

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

**CTC/15/1213 RESOLVED-** That the minutes of the meeting held on 7<sup>th</sup> June 2012 be received and the recommendations therein be adopted.

10. **FINANCE AND POLICY COMMITTEE**

**CTC/16/1213 RESOLVED-** That the minutes of the meeting held on 31<sup>st</sup> May, 2012 be received and the recommendations therein be adopted.

11. **TOWN HALL COMMITTEE**

**CTC/17/1213 RESOLVED-** That the minutes of the meeting held on 9<sup>th</sup> May, 2012 be received and the recommendations therein be adopted.

12. **ACCOUNTS**

**CTC/18/1213 RESOLVED-**

(a) That the Council approve the payment of the accounts listed.

(b) That the Council approve payment of any expenditure agreed at the meeting.

13. **URGENT ITEMS**

There were no urgent matters raised.

14. **YOUTH COMMITTEE/JUNIOR COUNCIL**

**CTC/19/1213 RESOLVED-** That the minutes of the meetings held on the 1<sup>st</sup> May and 29<sup>th</sup> May be received.

It was also noted that the Young Persons Report 2012 has been finalised and will be circulated to Councillors in the next few days.

15. **RESIGNATION OF COUNCILLOR**

The resignation of Councillor D Fletcher was confirmed to the Town Council. A discussion then took place on how to advertise the casual vacancy arising from this resignation.

**CTC/20/1213 RESOLVED That:-**

1. The resignation of Councillor D Fletcher be accepted.
2. The casual vacancy to be declared on the 25<sup>th</sup> June, 2012 and advertised in the Chronicle as well as the Town Council noticeboards and the website.

16. **HONORARY BURGESS**

A report from Councillor R Edwards recommending that Mr E Clarke be appointed a Burgess was considered.

**CTC/21/1213 RESOLVED That:-**

1. To invite Mr E Clarke to become an Honorary Burgess of Congleton Town Council.
2. To invite Mr E Clarke to become a lay member of the Community, Environment & Services Committee and Floral Arrangement Sub-Working Group.

17. **CODE OF CONDUCT**

The Town Clerk provided an update on the latest advice received from Cheshire East Borough Council concerning the adoption of the new Code of Conduct.

**CTC/22/1213 RESOLVED-** That with the date of coming into force of Section 27 of the Localism Act 2011, the Council resolved that the Code of Conduct adopted by Cheshire East Borough Council be adopted as this Councils Code of Conduct.

18. **RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS (IF NECESSARY)**

There was no resolution to exclude the Public and Press.

Mrs S A Holland  
TOWN MAYOR

## **TOWN MAYOR'S ENGAGEMENTS**

2012

23 <sup>rd</sup> June	Holy Trinity Church, Mossley - Garden Party at the Moss Inn
24 <sup>th</sup> June	Lions Youth Brass Band Concert
30 <sup>th</sup> June	Garden Party
30 <sup>th</sup> June	Youth Orchestra Concert
4 <sup>th</sup> July	Town Sports – Congleton Town Football Club
6 <sup>th</sup> July	Big Tea Party Launch
7 <sup>th</sup> July	Buglawton School Fete
7 <sup>th</sup> July	Choral Society Concert
11 <sup>th</sup> July	Congleton In Bloom
12 <sup>th</sup> July	Wider Opportunity Concert
14 <sup>th</sup> July	Congleton Carnival
15 <sup>th</sup> July	Cheshire East Civic Service - Knutsford
19 <sup>th</sup> July	Buglawton School Celebration Event
20 <sup>th</sup> July	Team Congleton Olympic Celebrations – Eaton Bank School
22 <sup>nd</sup> July	Town Mayor's Charity High Tea – De Lacey's
25 <sup>th</sup> July	Children's Holiday Club – New Life Church
13 <sup>th</sup> August	Rotary Club of Congleton - Presentation
19 <sup>th</sup> August	Rotary Family Fun Day – Church House Inn
21 <sup>st</sup> August	Slimming World - Presentation

## **DEPUTY TOWN MAYOR**

15 <sup>th</sup> July	New Life Church – Nursery Sports Day
28 <sup>th</sup> July	100 <sup>th</sup> Birthday Celebration – War Memorial Hospital
29 <sup>th</sup> July	Knutsford Civic Service
29 <sup>th</sup> July	Biddulph Civic Service

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON THURSDAY, 28<sup>th</sup> JUNE 2012

**PRESENT** Councillor L. D. Barker (Chairman)  
Mrs. D. Allen  
P. Bates  
G. Baxendale  
R. I. Brightwell  
J. S. Crowther  
G. P. Hayes  
Mrs. S. A. Holland  
Mrs A M Martin  
D. Murphy  
D. A. Parker  
Mrs. J. D. Parry  
Mrs E. Wardlaw

#### 1. **APOLOGIES**

Apologies for absence were submitted from Councillors D. T. Brown, G. R. Edwards, M.J. Hutton, N. T. Price, G.S. Williams and Miss R. K. Williams.

#### 2. **MINUTES**

PLN/7/1213 RESOLVED: That the Minutes of the Meeting of the Committee held on 14<sup>th</sup> June 2012 be approved and signed by the Chairman as a correct record.

#### 3. **DECLARATIONS OF INTEREST**

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

Councillor G. Baxendale declared a personal interest due to being a member of Cheshire East Council.

#### 4. **OUTSTANDING ITEMS**

There were none

#### 5. **PLANNING APPLICATIONS**

PLN/8/1213 RECOMMENDED: That the following comments be made to East Cheshire Borough Council:

##### **Week ended 15<sup>th</sup> June 2012**

12/2026C	8 Arnsdale Avenue, Congleton, CW12 4HY	NO OBJECTION
12/1932T	39 Sandbach Road, Park Lane, Congleton, CW12 4LB	NO OBJECTION
		Subject to usual conditions
12/2048C	21 Belgrave Avenue, Congleton, CW12 1HS	NO OBJECTION
12/1808C	2 Eardley Crescent, Congleton, CW12 1ND	NO OBJECTION

##### **Week ended 22nd June 2012**



12/2084C	Aldi Stores Sandbach Road, Congleton, CW12 4LB	NO OBJECTION
12/2101C	Hollybush Farm Congleton Edge Road, Congleton. CW12 3NA (Subject to planners checking there is no infringement of the Green Belt)	NO OBJECTION
12/2257C	Broomfield, Newcastle Road, Congleton, CW12 4HN	NO OBJECTION
12/1800C	Brackenwood, Canal Road, Congleton, CW12 3AT (Concerned about highways issues and access onto Canal Road)	REFUSED
12/2153C	76 Leek Road, Congleton, CW12 3HU	NO OBJECTION
12/1821C	The Sheiling, Lamberts Lane, Congleton, CW12 3AU (Concerned about highways issues and access onto Lamberts Lane)	REFUSED
12/2251C	McDonald's Restaurant, Clayton By Pass, CW12 1LR	NO OBJECTION
12/1826C	29 Heath Road, Congleton, CW12 4LF	NO OBJECTION

#### 6. PLANNING APPEALS

It was noted that a planning appeal had been lodged by 12/0384C Grove Inn, Manchester Road. In addition a new planning application for this site had also been submitted. Cllr Baxendale stated that he would take this up with the planners and would consult with Highways and North West Ambulance Service

#### 7. LICENSING APPLICATIONS

None to report.

#### 8. HIGHWAYS ISSUES

None to report.

#### 9. ANY OTHER BUSINESS

It was noted that CEBC are operating about 3 weeks behind schedule in placing planning applications for viewing on their website which is affecting members ability to be able to have sufficient time to scrutinise such applications prior to them being discussed at the Town Council Planning Meeting

Linda Minshull to contact planning to request a 2 day extension of the consultation period for new planning application for the Grove Inn, Manchester Road, Congleton

L. D. Barker (Chairman)

## CONGLETON TOWN COUNCIL

### MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON THURSDAY, 19<sup>th</sup> JULY 2012

**PRESENT** Councillor D. A. Parker (Vice Chairman – In The Chair)  
Mrs. D. Allen  
P. Bates  
R. I. Brightwell  
J. S. Crowther  
G. R. Edwards  
G. P. Hayes  
Mrs A M Martin  
D. Murphy  
N. T. Price  
Mrs. J. D. Parry  
Mrs E. Wardlaw

#### 1. **APOLOGIES**

Apologies for absence were submitted from Councillors L. D. Barker, G. Baxendale, D. T. Brown, Mrs. S. A. Holland, G. S. Williams and Miss R. K. Williams.

#### 2. **MINUTES**

PLN/9/1213 RESOLVED: That the Minutes of the Meeting of the Committee held on 28<sup>th</sup> June 2012 be approved and signed by the Chairman as a correct record.

#### 3. **DECLARATIONS OF INTEREST**

Members were reminded to declare both “personal” and “personal and prejudicial” interests as early in the meeting as they become known.

#### 4. **OUTSTANDING ITEMS**

There were none

#### 5. **PLANNING APPLICATIONS**

PLN/10/1213 RECOMMENDED: That the following comments be made to East Cheshire Borough Council:

#### **Week ended 29<sup>th</sup> June 2012**

12/2147C	Grove Inn, Manchester Road, Congleton, CW12 1NP	<b>NO OBJECTION</b>
<b>Subject to Cheshire East Highways Officers ensuring that all highway issues are addressed</b>		
12/2199C	Padsbridge Farm, Padgbury Lane, Congleton, CW12 4HX	<b>NO OBJECTION</b>
12/2270C	Land Off Astbury Lane Ends, Congleton, CW12 3AY	<b>NO OBJECTION</b>

### Week ended 6<sup>th</sup> July 2012

12/1952C	Crossley Hall Farm, Peover Lane, Congleton, CW12 3QH	NO OBJECTION
12/2356C	31 High Street, Congleton, CW12 1BQ	NO OBJECTION
12/2411C	Daisybank Lodge, Daisybank Drive, Congleton. CW12 1LP	NO OBJECTION

### Additional List

12/2448C	Grass Verge East of Brook Street, Congleton, CW12 1QU	<b>NO OBJECTION</b>
<b>It was noted that Cheshire East Borough Council be requested to ensure that installed masts are not left non-operational</b>		
12/1908C	Beech House, 20 Buxton Road, Congleton, CW12 1QU	NO OBJECTION
12/2377C	7 Newcastle Road, Congleton, CW12 4HN	NO OBJECTION
12/1918C	21 Hinckley Court, Congleton, CW12 4WE	NO OBJECTION
12/2391C	2 Ryedale Way, Congleton, CW12 3SX	NO OBJECTION
12/2416C	88 Leek Road, Congleton, CW12 3HX	NO OBJECTION
12/2456C	Land South of Dingenook, Peover Lane, Congleton, CW12	NO OBJECTION
12/2405T	St James Church, Astbury Street, Congleton, CW12 4EF	NO OBJECTION
		subject to usual conditions
12/2434T	7 The Mount, Congleton, CW12 4FD	NO OBJECTION
		subject to usual conditions
12/2371D	Quinta County Primary School, Ullswater Road, Congleton	NO OBJECTION

### 6. PLANNING APPEALS

None to report.

### 7. LICENSING APPLICATIONS

None to report.

### 8. HIGHWAYS ISSUES

None to report.

### 9. ANY OTHER BUSINESS

Concerns were expressed regarding the number of pot holes within Congleton. The Town Clerk reported that Councillor G. Williams has agreed to co-ordinate the Town Council response to Cheshire East on this issue. Town Councillors should contact him with any information.

Concerns were also expressed regarding the delay in planning applications appearing on the Cheshire East website.

D. A. Parker (Vice Chairman)

# Congleton Town Council

Minutes of the Personnel Committee meeting held on  
Thursday, 21<sup>st</sup> June, 2012

PRESENT: Councillors D T Brown (Chairman)

Mrs D S Allen  
L D Barker  
R I Brightwell  
J S Crowther  
G R Edwards  
G P Hayes  
Mrs S A Holland  
M J Hutton  
Mrs S Martin  
D A Parker  
Mrs J D Parry  
N T Price  
G S Williams  
Miss R K Williams

## **1. APOLOGIES**

Apologies for absence were received from Councillor Mrs E Wardlaw and Miss R K Williams (Miss R K Williams joined the meeting when it reconvened at 8pm.)

## **2 MINUTES OF THE PREVIOUS MEETING**

**PERS/01/1213 RESOLVED** –That the Minutes of the meeting held on 29<sup>th</sup> March, 2012 be approved and signed by the Chairman.

## **3 DECLARATIONS OF INTEREST**

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

Mrs S Holland declared a personal interest in item 6.9

## **4 OUTSTANDING ACTIONS**

None.

## **5 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS**

**PERS/02/1213 RESOLVED** –That in accordance with the Public Bodies (Admission to Meetings) Act 1960, public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

**MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS EXCLUDED**

## **6 JOB EVALUATION**

Chris Rolley Associates carried out a job evaluation exercise of a number of staff posts and produced a report and set of recommendations for the members to consider

Each of the recommendations in the report were discussed by the members in detail

### **PERS/03/1213 RESOLVED That:-**

1. To receive the report from Chris Rolley Associates.
2. To approve the recommendations in the report with effect from 1<sup>st</sup> September 2012.
3. Future incremental pay increases would be subject to achievement of performance related objectives approved by the Chairman and Vice Chairman.
4. The Town Clerk to produce a report for the next meeting on the effect of the new pension regulations on staff members not currently in the Pension Scheme

The meeting commenced at 6.30pm and was suspended at 6.58pm to allow members to attend the Town Council meeting and was reconvened at 8pm

David Brown  
Chairman

## **CONGLETON TOWN COUNCIL**

### **MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY, 28<sup>TH</sup> JUNE, 2012**

PRESENT:                      Councillors     D A Parker (Chairman in the Chair)  
   Mrs D Allen  
   G P Hayes  
   Mrs S A Holland  
   Mrs A M Martin  
   Mrs J D Parry  
   Mrs E Wardlaw

#### **1.     APOLOGIES**

Apologies for absence were received from Councillors N T Price and G R Edwards and D Murphy who are not members of the committee.

#### **2.     MINUTES**

**THC/01/1213/RESOLVED-** That the minutes of the Meeting held on 9<sup>th</sup> May, 2012 be approved and signed by the Chairman as a correct record.

#### **3.     DECLARATIONS OF INTEREST**

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

There were no declarations of interest.

#### **4.     OUTSTANDING ACTIONS**

**THC/17/1112** A report on the first Wedding Fayre held in the Town Hall on the 4<sup>th</sup> March, 2012 was considered by the committee. It was noted that the event was very successful and will be held again in October of this year.

**THC/19/1112** It has been suggested that De Lacey's and the Town Council should hold a familiarisation Town Hall awareness day whereby local businesses and organisations are invited in to view the facilities and catering options. To be held in partnership with De Lacey's in early July 2012.

#### **5.     KITCHEN AND BAR EXTENSION**

The Town Clerk provided a verbal report on progress on the Kitchen and Bar extension and pointed out that the project was running smoothly and to schedule.

**THC/02/1213 RESOLVED-** That the report be received.

6. **RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS (IF NECESSARY)**

**THC/03/1213 RESOLVED** – That in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

7. **TOWN HALL TRADING ACCOUNT**

It was noted that booking for the Town Hall had been slow in April and May and would be affected by the works being carried out to the Bar and Kitchen in June.

**THC/04/12313 RESOLVED** – That the report be received.

8. **AOB**

The Town Mayor pointed out that there will be a High Tea at DeLacey's on 22<sup>nd</sup> July at 2.30 p.m. with the Mayor.

Some concern was expressed at the acoustics in the Town Hall and the leaks in the roof.

D A PARKER  
(CHAIRMAN IN THE CHAIR)

# Congleton Town Council

Minutes of the Personnel Committee meeting held on  
Thursday, 21<sup>st</sup> June, 2012

PRESENT: Councillors D T Brown (Chairman)  
Mrs D S Allen  
L D Barker  
R I Brightwell  
J S Crowther  
G R Edwards  
G P Hayes  
Mrs S A Holland  
M J Hutton  
Mrs S Martin  
D A Parker  
Mrs J D Parry  
N T Price  
G S Williams  
Miss R K Williams

## **1. APOLOGIES**

Apologies for absence were received from Councillor Mrs E Wardlaw and Miss R K Williams (Miss R K Williams joined the meeting when it reconvened at 8pm.)

## **2 MINUTES OF THE PREVIOUS MEETING**

**PERS/01/1213 RESOLVED** –That the Minutes of the meeting held on 29<sup>th</sup> March, 2012 be approved and signed by the Chairman.

## **3 DECLARATIONS OF INTEREST**

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

Mrs S Holland declared a personal interest in item 6.9

## **4 OUTSTANDING ACTIONS**

None.

## **5 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS**

**PERS/02/1213 RESOLVED** –That in accordance with the Public Bodies (Admission to Meetings) Act 1960, public and press be excluded from the meeting for the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters.

**MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS EXCLUDED**



## **6 JOB EVALUATION**

Chris Rolley Associates carried out a job evaluation exercise of a number of staff posts and produced a report and set of recommendations for the members to consider

Each of the recommendations in the report were discussed by the members in detail

### **PERS/03/1213 RESOLVED That:-**

1. To receive the report from Chris Rolley Associates.
2. To approve the recommendations in the report with effect from 1<sup>st</sup> September 2012.
3. Future incremental pay increases would be subject to achievement of performance related objectives approved by the Chairman and Vice Chairman.
4. The Town Clerk to produce a report for the next meeting on the effect of the new pension regulations on staff members not currently in the Pension Scheme

The meeting commenced at 6.30pm and was suspended at 6.58pm to allow members to attend the Town Council meeting and was reconvened at 8pm

David Brown  
Chairman

# Congleton Town Council

## RBS Current/ Access Acct

### List of Payments made between 01/06/2012 and 30/06/2012

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/06/2012	British Telecom	005470	£339	MR74673400Q024OE/3188/British
01/06/2012	Belmont Fabrication (Congleton	005471	£5,400	310512/3190/Jubilee arches
01/06/2012	Heads (Congleton) Limited	005472	£108	Grant 71888/3191/Jubilee Party Adver
01/06/2012	D P Sportswear Ltd	005473	£189	027530/3192/Hi Viz vests
01/06/2012	Otis Ltd	005474	£278	RTS10157959/3193/Lift repair
01/06/2012	PAS Sound Engineering Ltd	005475	£114	13052/3194/Repairs sound system
01/06/2012	United Utilities	005476	£89	280512/3195/Paddling Pool wate
01/06/2012	Cheshire East Council	DD	£2,107	Cheshire East Council Rates
06/06/2012	Cheshire Electrical Supplies L	005477	£7	C1644005/3198/Bulbs
06/06/2012	Gaffey Technical Services Ltd	005478	£621	45953/3199/Chemicals for pool
06/06/2012	United Utilities	005479	£32	310512/3201/Allotments water
11/06/2012	Jaf graphics	005481	£611	Grant -Banners & Corex sign
11/06/2012	Maria Boon	005482	£140	Grant - fabric for Jo torch parade
11/06/2012	Chronicle	005483	£130	Grant - Welcome the Torch advert
11/06/2012	Chronicle	005483A	£130	Grant - line the streets grant torch
11/06/2012	Chronicle	005483B	£43	Grant - Cycle time trials advert
12/06/2012	B & P Motors	005490	£67	004/3202/servi of water bowser
12/06/2012	Congleton Community Projects	005491	£30	060612/3203/Ad in Food & Drink
12/06/2012	Staples	005493	£243	W8H19900/3219/Litter pickers
12/06/2012	Talke Chemical Company Limited	005494	£219	61916/3220/Chemicals P Pool
12/06/2012	T & S Electrical Limited	005495	£907	7590/3222/Fire Alarm alteratio
12/06/2012	P&V Newton & Sons Ltd	005496	£4	05669/3204/key for prop unit
12/06/2012	Posh Nosh Parties Ltd	005492	£3,199	441213/3207/catering recharges
12/06/2012	Intalman	005484	£2,640	Grant -Rhapsody in Congleton Carnival
12/06/2012	Silk FM	005485	£2,700	Grant - Silk FM Marketing carnival
12/06/2012	Stockport Fire	005486	£106	Grant - Fire Extinguisher Carnival
12/06/2012	SFL Mobile Radio	005487	£360	radio hire Carnival grant
12/06/2012	Volunteer recharge expense	005488	£32	Community Garden flowers
12/06/2012	Volunteer recharge expense	005489	£13	repairs to Comm Garden bench
12/06/2012	British Telecom	dd	£46	MR74673199Q048P5/3189/British
14/06/2012	Shopmobility Grant	005497	£3,600	Shopmobility payment
14/06/2012	Wirehouse Employer Services	DD	£102	Health & Safe Support monthly
15/06/2012	uk loos	005498	£1,150	Grant toilets carnival
18/06/2012	Volunteer recharge expense	005499	£85	Plants community garden
19/06/2012	Wirehouse Employer Services	DD	£154	HR support monthly
21/06/2012	Petty cash	005500	£147	Petty cash reimbursment
22/06/2012	Angel Springs	005505	£110	1494112/3224/Water
22/06/2012	Chubb Electronic Security Ltd	005506	£814	3425524/3225/annual contract
22/06/2012	Heads (Congleton) Limited	005507	£108	72220/3226/Teddy Bear Pic Adve
22/06/2012	D P Sportswear Ltd	005508	£55	027552/3227/Team T Shirts
22/06/2012	Excel Cleaning	005509	£300	022/3228/oven,cooker clean
22/06/2012	Four Oaks Nurseries Ltd	005510	£59	46961/3229/Summer Pots
22/06/2012	Global Hygiene LLP	005511	£730	1342249/3230/cleaning products
22/06/2012	JAF Graphics	005512	£119	16955/3231/Pop up Banner
22/06/2012	Leave Safe Training	005513	£400	120602/3232/Fire Training
22/06/2012	Lesniak Swann	005514	£216	IN4003/3233/Cookie Law Imple
22/06/2012	P & J Dept Collection Services	005515	£26	543304/3234/A Donnelly debt
22/06/2012	Stu's Porta Loos	005516	£480	Grant 433/3235/ Porta Loos jubilee
22/06/2012	The Stationery Cupboard	005517	£209	0085/3237/The Stationery Cupbo
22/06/2012	Town Hall Studios	005518	£15	0004374/3238/P Bates photo
22/06/2012	C J Gordon Bar Services	005519	£203	Grant 14025311/3239/Security Guard
22/06/2012	Cheshire Marshals	005501	£250	Cheshire Marshals grant
22/06/2012	Congleton Chronicle	005502	£108	Grant - Its a knockout advert
22/06/2012	Chelford Mobile Services	005503	£420	Grant - Toilets its a knockout
22/06/2012	New Life Church	005504	£150	Grant - Catering for torch relay
26/06/2012	Shell UK Ltd	DD	£100	S03731760/3236/Shell UK Ltd
26/06/2012	Prism Bus Developments	DD	£261	IT support June
26/06/2012	autopay	AUTOPAY	£22,177	salaries June 2012
26/06/2012	RBS autopay	DD	£4	payroll addition charges
28/06/2012	Plus Dane	DD	£36	Garage rent allotments
29/06/2012	Sita UK Ltd	Dd	£202	28227869/3218/refuse disposal

**Total Payments** £53,689

## **Congleton Town Council**

Minutes of the meeting of the Youth Committee held on Monday, 23<sup>rd</sup> July 2012 in the Town Hall, Congleton

PRESENT Youth Councillor Maddy Summerfield (Chairman)

Jon Foster  
Mathew Procter  
Nathan Davies  
Catherine Hassall  
Kirby Jennings  
Joseph Hearson  
Ellen Wilkinson  
Jordan Goodwin

Councillors George Hayes  
Sally Holland

Mrs. Linda Minshull  
Mrs. Jeanne Whitehurst

### **1. APOLOGIES**

Apologies were received from Hannah Booth, Gabrielle Booth, Beth Evans, Eleanor Roberts and Councillors Larry Barker and Liz Wardlaw. Members welcomed Jordan to his first meeting.

### **2. MINUTES OF LAST MEETING**

**RESOLVED** – That the Minutes of the Meeting of the Committee held on 18<sup>th</sup> June 2012 were signed by the Chairman as a correct record.

### **3. HEATHWATCH**

Councillor Denis Murphy gave a presentation on Healthwatch. He explained the changes which will take place in 2013 in the provision of health services. The Primary Care Trusts will be replaced by Clinical Commissioning Trusts. Denis will report to Cheshire East that he has updated the Youth Committee on the proposed changes. The Youth Committee thanked Denis for his presentation and asked to be kept informed regarding future representation.

### **4. YOUNG PERSON'S REPORT**

A discussion took place regarding the Young Person's Report. The main issues highlighted from the report are Drugs and Transport. The results of this report will structure the work of the Youth Committee for the next couple of years. The Committee discussed the meeting which has been arranged with Fiona Bruce M.P. on 24<sup>th</sup> July.

5. **MEMBERSHIP**

The committee welcomed Jordan as a new member. It was noted that a large number of members were from Eaton Bank School and in future the aim would be to recruit new members from Congleton High School.

6. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance stands at £640.21 as at 28<sup>th</sup> May 2012.

A discussion took place to clarify future use of the funds and fundraising. Matthew presented a report detailing various options for the distribution of the Youth Committee's charity fund.

RESOLVED : To select Option 1 from the report – to form a sub-committee for fundraising and distribution of charity donations. The sub-committee to make recommendations to the Youth Committee and to consist of Matthew, Nathan, Ellen, Jon, Joe, Beth and Councillor Sally Holland.

7. **YOUTH INFORMATION**

Linda gave an update on a meeting she had with Jo Money regarding a database of information which Congleton Community Project had compiled. It was agreed that Linda would forward the information to Maddy, who will discuss with members how best to use the data.

8. **YOUTH COMMITTEE MEMBERS ITEMS**

**Strategy**

It was reported that the Chairman and Vice Chairman are drafting a strategy to cover medium term projects, this will be presented at our next meeting.

**Question Time**

It was agreed to hold the Question Time event on Thursday 13<sup>th</sup> September at Congleton Town Hall. Discussions took place regarding the organisation and promotion of the event.

9. **ANY OTHER BUSINESS**

None.

10. **DATE OF NEXT MEETING**

The next Youth Committee Meeting – Tuesday 4<sup>th</sup> September - time to be agreed with the Chairman

Maddy Summerfield (Chairman)

## **Congleton Town Council**

Minutes of the meeting of the Youth Committee held on Monday, 18<sup>th</sup> June 2012 in the Town Hall, Congleton

PRESENT Youth Councillor Maddy Summerfield (Chairman)

Jon Foster  
Beth Evans  
Mathew Procter  
Nathan Davies  
Catherine Hassall  
Eleanor Roberts  
Kirby Jennings  
Joseph Hearson

Councillors Larry Barker  
George Hayes  
Sally Holland

Mrs. Linda Minshull

### **1. APOLOGIES**

Apologies were received from Hannah Booth and Gabriele Booth.

### **2. MINUTES OF LAST MEETING**

**RESOLVED** – That the Minutes of the Meeting of the Committee held on 1<sup>st</sup> May 2012 were signed by the Chairman as a correct record.

### **3. YOUNG PERSON'S REPORT**

A discussion took place regarding the Young Person's Report. The main issues highlighted from the report are Drugs and Transport. The results of this report will structure the work of the Youth Committee for the next couple of years. A meeting will be arranged during the summer with Fiona Bruce M.P. and the police to discuss the issue of drug taking in Congleton.

It was agreed to form a sub-group to look at transport in more detail. The sub-group will consist of Maddy, Eleanor, Nathan, Beth, Cathy and Matt.

The Committee discussed the distribution of the report to a range of people and organisations and arranging a Question Time event in the Autumn.

4. **YOUTH FORUM**

Maddy and Jon reported that they had attended the Youth Forum Meeting on 18<sup>th</sup> June with Linda and George to present the Young Person's Report. The presentation was well received and Maddy and Jon will try to attend future meetings and also be involved in partner events.

5. **MEMBERSHIP**

The committee welcomed two new members, Kirby and Joseph. Members reported that there was also interest from other young people to join. It was agreed to look again at membership in September, to see if a recruitment campaign would be required.

6. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance stands at £640.21 as at 28<sup>th</sup> May 2012.

A discussion took place to clarify future use of the funds and fundraising. It was

RESOLVED : To continue to fundraise with the aim of distributing the money to Youth Organisations and Initiatives in Congleton.

It was agreed that a sub-group of Jon, Matt, Beth and Eleanor would need to discuss this item in more detail, discussions to include the possibility of Charitable Status.

7. **YOUTH COMMITTEE MEMBERS ITEMS**

Jeanne Whitehurst Fellowship

It was agreed to continue with the Jeanne Whitehurst Fellowship Award for the forthcoming year. The initiative needs wider publicity and promotion of the scheme will include the Youth Forum.

Past Membership

It was agreed to arrange a celebration evening during the summer and to recognise the contribution of Jon and Emma with a gift. Jon informed the Committee that in May next year the Youth Committee had been formed for five years. It was agreed to organise an event to celebrate this next year and invite all former members.

Votes at 16

The National Campaign regarding Votes at 16 was discussed. It was

RESOLVED – That the Youth Committee do not agree with lowering the voting age to 16.

British Youth Council Annual Meeting

Jon informed the meeting that the British Youth Council Annual Council Meeting is scheduled to be held on 1<sup>st</sup> September in Cardiff. Members agreed that it would be a good idea for some members to attend.

8. ANY OTHER BUSINESS

None.

9. DATE OF NEXT MEETING

The next Youth Committee Meeting – Date to be agreed with the Chairman

Maddy Summerfield (Chairman)



August 2012 no.4

**BULLETIN FOR TOWN AND PARISH COUNCILS**  
**NEW CODE OF CONDUCT AND REGISTER OF INTERESTS**  
**LOCALISM ACT 2011 CHAPTER 7 – STANDARDS**

**New Code of Conduct**

As advised in the June bulletin, the new provisions on standards in the Localism Act 2011 came into force on 1 July 2012, together with government regulations requiring Town and Parish Council Members to register and declare Disclosable Pecuniary Interests.

Each council must have a code dealing with the conduct expected of its members and for dealing with members' interests. There is no longer a national code; each authority can decide what form its local code should take.

At its meeting on 19 July Cheshire East Council (CEC) adopted a new Code of Conduct for CEC Members ("the Code"). A copy of the Code is now being provided to town and parish councils so that they can consider adopting the same Code for their authorities. Section 27(3) of the Localism Act 2011 provides that a parish council may comply with the obligation to adopt a code by adopting the Code adopted by the borough council, where relevant.

The Code has been drawn up by CEC using the best parts of a number of national templates and in consultation with the Cheshire Association of Local Councils (ChALC). It is being recommended for adoption with the aim of achieving consistency for councillors, officers and the public across the borough.

On interests, firstly, the Code includes the statutory rules which now apply to members in respect of **Disclosable Pecuniary Interests**. These are set out in **Part B** of the Code. These interests are defined by law, not locally, and failure to register or disclose them correctly may render a member liable to criminal prosecution, with a fine up to a maximum of £5000 and disqualification for up to 5 years. The Code does not change the new legal position but it is intended to help members to be clear about how to deal with the "statutory" interests.

For councils which adopted para 12/2 of the Local Authorities (Model Code of Conduct) Order 2007, members with a personal and prejudicial interest would have



been permitted to speak at meetings if the public were permitted to do so. Under the new regulations if a member who is present at a meeting of your authority has a disclosable pecuniary interest they cannot participate in any discussion or vote on the matter, which includes speaking as a member of the public.

This regime is new and the Code is intended to be "light touch". The late publication by the Government of the regulations on Disclosable Pecuniary Interests (under which the interests of the member and their spouse/partner must be registered) has given rise to some confusion. CEC will be reviewing the operation of the new Code before May 2013 and meanwhile, members can consult their clerk and/or the Monitoring Officer. The previous Standards for England guidance on definitions may also be helpful.

This Code is now recommended for adoption by town and parish councils as soon as possible to ensure that they and their members comply with the law under the Localism Act. Councils are recommended to agree the following resolution:

*"the Council adopts the Code of Conduct for Members adopted by Cheshire East Borough Council on 19 July 2012 as this council's code of conduct, under section 27(2) and 27(3) of the Localism Act 2011."*

Under the Act, each Council must publicise the adoption of its new Code to bring it to the attention of persons who live in its area. Councils may wish to use their notice boards and websites to do so.

Clerks should notify the Monitoring Officer of adoption of their Code.

## **Registration of Interests**

New Registration of Interests forms are now provided which all members need to complete. These echo the CEC Code and list the types of Disclosable Pecuniary Interests, which must be registered by law.

If your authority adopts its own local code in a different format it is suggested that the form is amended to reflect the obligations on your council's members.

Forms should be completed within 28 days of adoption of the Code. Exceptions for 'sensitive interests' under Paragraph 14 of the Code should be discussed with the Monitoring Officer.

Under the Act, a copy of the register must be kept for public inspection and be published on the CEC website and your own council's website if it has one. Arrangements are being made for the registers of interests to be uploaded to the CEC website. ChALC is assisting with the administration arising from the implementation of the new legislation across the town and parish councils in the borough. ChALC will be collating and scanning the completed registration forms, which will then be forwarded to the Monitoring Officer and entered on the registers on the CEC website. Forms will be returned to town and parish council clerks for retention and, where requested, public inspection.

Members should also notify the clerk of the details of gifts and hospitality they have received.

A checklist for clerks is attached. If you have any questions about implementation of a new Code for your Council or need advice, please contact one of the officers below.

Finally the Government's own guidance notes on the new process are enclosed for your information and assistance.

**CAROLINE ELWOOD,  
MONITORING OFFICER, CEC**

**JACKIE WEAVER,  
CHIEF OFFICER, ChALC**

## GENERAL NOTICE OF REGISTRABLE INTERESTS: TOWN OR PARISH COUNCILLORS

### The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 Register of Members' Interests

I, *print name*

a member/co-opted member (*delete as appropriate*) of

Council hereby give notice to the Clerk of the Council and the Monitoring Officer for Cheshire East Council of those disclosable pecuniary interests which I am required to declare under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and my Town/Parish (*delete as appropriate*) Council's Code of Conduct.

I understand that in so doing I must also declare not only my own interests but also any interest I am aware of that belongs to my spouse or partner, as defined in my Council's Code of Conduct.

Where I have no such interests under any heading I have endorsed the form "none".

#### **Additional Information**

The notes to this form give general guidance, but are not necessarily comprehensive. Please consult the Monitoring Officer if additional information is required.

Under the Localism Act 2011 and the above Regulations you must register your pecuniary interests. If you fail to do so, and then participate (speak or vote or both) at a Town or Parish Council or committee meeting, you may be committing a criminal offence.

The information that you give on this form is required to be kept in a Register that must be available for inspection by the public. It must also be available for inspection on your Town/Parish Council's website (if applicable) and on Cheshire East Council's website so it is important that you keep it up to date. Gifts or hospitality received for a value of £100.00 or more should be included on a separate form.

You must, within 28 days of becoming aware of any change of circumstances notify the Clerk to the Council and/or Cheshire East Council's Monitoring Officer asking that the information be included in your Register of Members' Interests.

The Act provides that if information relating to your interests is "sensitive", that is to say if you and the Monitoring Officer agree that disclosure of its details could lead you, or someone connected with you, to be vulnerable to violence or intimidation, it need not be included in the Register, even if it is a disclosable pecuniary interest. Please consult the Monitoring Officer if additional information is required on this issue.

## 1 DISCLOSABLE PECUNIARY INTERESTS

### 1 (a) Your Employment, Office, Trade, Profession or Vocation

Please give details of (i) every employment, job, trade, business or vocation you have, for which you receive any benefit or gain (i.e. profit, salary or benefit in kind) including a short description of the activity e.g. 'Accountant' or 'Farmer' and (ii) the name of any employer or body, firm or company which you own or in whose securities you have any beneficial interest. This must include any remuneration as a Director.

Name of Employer	Description of Business	Description of Employment

### 1 (b) Your Spouse or Partner's Employment, Office, Trade, Profession or Vocation

Please give details of (i) every employment, job, trade, business or vocation your spouse or partner has, for which they receive any benefit or gain (i.e. profit, salary or benefit in kind) including a short description of the activity e.g. 'Accountant' or 'Farmer' and (ii) the name of any employer or body, firm or company which they own or in whose securities they have any beneficial interest. This must include any remuneration as a Director.

Name of Employer	Description of Business	Description of Employment

## 2 SPONSORSHIP

Please give details of any person or body (other than the Town or Parish Council) who has made any payment to you in respect of your election or any expenses you have incurred in carrying out your duties as a Town or Parish Councillor. Please also include any payment or financial benefit received from a Trade Union.

### 3 SECURITIES

#### 3 (a) Securities: Your Interests in Companies

Please give details of any body which has a place of business or owns land in the Council's area and in which you have a beneficial interest (a shareholding) of more than £25,000 (nominal value) or more than 1/100<sup>th</sup> of the total share issue of that body (whichever is the lower) or if there is more than one class of share, the total nominal value of shares in any class of that body of more than 1/100<sup>th</sup> of the total shares of that class.

*Note: It is not necessary to declare the nature or size of the holding, simply the name of the company or other body.*

#### 3 (b) Securities: Interests in Companies owned by your Spouse or Partner

Please give details of body which has a place of business or owns land in the Council's area and in which you are aware that your spouse or civil partner has a beneficial interest (a shareholding) of more than £25,000 (nominal value) or more than 1/100<sup>th</sup> of the total share issue of that body (whichever is the lower) or if there is more than one class of share, the total nominal value of shares in any class of that body of more than 1/100<sup>th</sup> of the total shares of that class.

*Note: It is not necessary to declare the nature or size of the holding, simply the name of the company or other body.*

## 4 CONTRACTS

### **4(a) Contracts: for Goods, Works or Services with the Council**

**Please give details of any current, existing contracts for goods, works or services between the Town or Parish Council and you or any body, firm or company by which you are employed or which you own or in which you have a beneficial interest, referred to at 3 above.**

### **4(b) Contracts: for Goods, Works or Services between the Council and your Spouse or Partner**

**Please give details of any current, existing contracts for goods, works or services between the Town or Parish Council and your spouse or partner, or with any body, firm or company by which they are employed or which they own or in whose securities they have a beneficial interest, referred to at 3 above.**

## 5 LANDHOLDINGS AND LICENCES IN THE AREA

### 5(a) Landholdings and Licenses in the Area

Please give the address or other description (sufficient to identify the location) of any land or property in the Council's area in which you have a beneficial interest, indicating whether you are the owner, lessee or tenant. You should include land in which you may have a licence, alone or with others, to occupy for a period of one month or longer. You must include the land and house you live in and for example any allotments you rent or use.

### 5(b) Landholdings and Licenses in the Area belonging to your Spouse or Partner

Please give the address or other description (sufficient to identify the location) of any land or property in the Council's area in which you are aware that your spouse or partner has a beneficial interest, indicating whether they are the owner, lessee or tenant. You should include any land in which they may have a licence, alone or with others, to occupy for a period of one month or longer, such as for example any allotments they rent or use.

## **6 CORPORATE TENANCIES IN THE AREA**

### **6(a) Corporate Tenancies: Land leased from the Town or Parish Council**

Please give the address or other description (sufficient to identify the location) of any land leased or licensed from the Council by you or any body, firm or company by which you are employed or which you own or in which you have a beneficial interest (specified at 3 above).

### **6(b) Corporate Tenancies: Land leased from the Town or Parish Council by your Spouse or Partner**

Please give the address or other description (sufficient to identify the location) of any land that you are aware of that is leased or licensed from the Council by your spouse or partner or any body, firm or company by which they are employed or which they own or in whose securities they have a beneficial interest (specified at 3 above).



## DECLARATION

I recognise that if I fail to comply with the Code of Conduct for Members of  
\_\_\_\_\_ Council or I:

- (i) omit any information that should be included in this Notice;
- (ii) give false or misleading information; or
- (iii) do not tell the Clerk of the Council or Cheshire East Council's Monitoring Officer of any changes to this Notice or new interests I acquire,

that this may be a criminal offence and/or the matter may be referred to Cheshire East Council's Audit and Governance Sub-Committee for investigation.

Signed : .....

## FOR OFFICE USE ONLY

Received: .....  
Update 1.....  
Update 2.....  
Update 3.....

## Cheshire East Council

### CODE OF CONDUCT FOR MEMBERS –2012

Cheshire East Council has adopted this Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the authority and its members and co-opted members.

The Code has been adopted under section 27 of the Localism Act 2011 and is based on the following core principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It sets out general obligations about the standards of conduct expected of members and co-opted members of the authority, together with provisions about registering and declaring interests.

#### **A     General obligations**

Whenever you are acting as a member or co-opted member of this authority you must act in accordance with the following obligations:

##### *Selflessness*

- 1     You must act solely in the public interest and must never use or attempt to use your position improperly to confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, friends or close associates.

##### *Integrity*

- 2     You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

You should exercise independent judgement. Although you may take account of the views of others (including a political group), you should reach your own conclusions on the issues before you and act in accordance with those conclusions.

##### *Objectivity*

- 3     When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You should remain objective, listen to the interests of all parties appropriately and impartially and take all relevant information, including advice from the authority's officers, into consideration.

##### *Accountability*

- 4     You are accountable to the public for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your office, including by local residents.

### *Openness*

- 5 (a) You must be open and transparent where possible about your decisions and actions and the decisions and actions of your authority. You should be prepared to give reasons for those decisions and actions. You must not prevent anyone getting information that they are entitled to by law.

(b) Where the law or the wider public interest requires it, you must not disclose confidential information or information to which public access is restricted. ( see footnote)

### *Honesty*

- 6 (a) You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests as set out in Section B below.

(b) You must only use or authorise the use of the authority's resources in accordance with the authority's requirements. You must, when using or authorising the use by others of such resources, ensure that they are used for proper purposes only. Resources must not be used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986

### *Respect for others*

- 7 (a) You must treat others with courtesy. You should engage with colleagues and staff in a manner that underpins mutual respect and courtesy , essential to good local government.

(b) You must not do anything which may cause your authority to breach any equality laws.

(c) You must not compromise or attempt to compromise the impartiality of anyone who works for, or on behalf of, the authority.

(d) You must not bully any person, including other councillors, officers of the authority or members of the public. ( see footnote)

### *Leadership*

- 8 You must promote and support high standards of conduct when serving as member or co-opted member of the authority, by leadership and example, championing the interests of the community.

You should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in you.

### *Gifts and Hospitality*

- 9 You must within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as

a member from any person or body other than the authority. The Monitoring Officer will place your notification on a public register of gifts and hospitality.

## **Notes**

“ Confidential Information” should not be disclosed except in limited circumstances, for example :

- You have the consent of the person authorised to give it
- You are required by law to do so
- The disclosure is made on a confidential basis to a third party in order to obtain professional advice
- You have satisfied yourself that the disclosure is in the public interest

“Bullying” may be characterised as offensive, intimidating, malicious, insulting or humiliating behaviour and includes “cyber bullying”. It may happen once or be part of a pattern of behaviour. It can be contrasted with the legitimate challenges a member may make in challenging policy or scrutinising performance. You may challenge others as to why they hold their views but must take care to raise issues in the appropriate forum. Ideas and policies may be robustly criticised but individuals should not be subject to unreasonable or excessive personal attack.

## **B Registering and declaring pecuniary and non-pecuniary interests**

You must, within 28 days of taking office as a member or co-opted member, notify your authority’s monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse’s or civil partner’s, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority’s monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority’s register, then you must disclose the interest to any meeting of the authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a ‘sensitive interest’\*.

Following any disclosure of an interest not on the authority’s register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

\*A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

## Extract from the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

- The following categories are Disclosable Pecuniary Interests
- "M" denotes the relevant Elected Member

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(1).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.

Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

**NB Under the Councils Standing Orders any Member of Cheshire East Council who declares a Disclosable Pecuniary Interest in an item of Business should withdraw from the room at the appropriate juncture.**



## Department for Communities and Local Government

Chief Executives  
Principal Local Authorities in England  
Greater London Authority  
Fire and Rescue Authorities in England  
The London Fire and Emergency Planning Authority  
The Broads Authority  
National Park Authorities in England  
Council of the Isles of Scilly

2 August 2012

Dear Colleague,

### **OPENNESS AND TRANSPARENCY ON PERSONAL INTERESTS A GUIDE FOR COUNCILLORS**

I enclose a copy of a letter which Bob Neill has today sent to local authority leaders about a guide for councillors on openness and transparency on personal interests which the Department has now published.

As Bob Neill's letter explains, this guide gives straightforward information about how councillors should be open and transparent about their personal interests, and about how monitoring officers should approach their roles under the new standards arrangements.

I should be grateful if you would please draw the guide and this correspondence to the attention of your monitoring officer. Copies of the guide are available on the Department's web-site.

Any queries about this letter and enclosures should be addressed to the Conduct and Council Constitutions Team on 0303 44 44166 or 0303 44 42584.

Yours sincerely,

**Paul Rowsell**



Department for  
Communities and  
Local Government

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*Parliamentary Under Secretary of State*

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02 AUG 2012

To all Local Authority Leaders

Dear Colleague,

I wrote to you on 28 June about the new standards arrangements for council members. I am now writing to let you know that we have today published a guide for councillors on openness and transparency on personal interests.

This is a practical guide which will help all to properly understand the new arrangements and shows clearly how these arrangements strike a common sense balance between accountability of elected representatives and personal privacy. I would hope that you and all members of your council will want to carefully look through the guide – I am sure that you will find it helpful as you go about your day-to-day business as elected members serving your local communities.

The guide gives straightforward information about how councillors should be open and transparent about their personal interests. It makes clear to monitoring officers that any heavy bureaucratic, 'gold plated' approach has no place in the new localist standards arrangements.

The guide equally makes clear that every councillor should be giving their monitoring officer all the information they need to get and keep their register of members' interests up to date. The legal requirements mean that sitting councillors, just like newly elected councillors, should be registering their disclosable pecuniary interests.

Moreover, a member's disclosable pecuniary interests, as the guide explains, include certain interests of their spouse or civil partner. But as the guide also explains, there is no requirement that in the register a member's interest should be differentiated from those of his or her spouse or civil partner or that the names of the spouse or civil partner should be disclosed.

Copies of the guide are available on my Department's web-site. We are confident that this will help all those who have chosen to serve their communities as councillors to ensure that there is openness and transparency about their affairs whilst their legitimate privacy is properly respected.

BOB NEILL MP





Department for  
Communities and  
Local Government

# Openness and transparency on personal interests

**A guide for councillors**

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August 2012

ISBN: 978-1-4098-3604-9

# The Guide

This guide on personal interests gives basic practical information about how to be open and transparent about your personal interests. It is designed to help councillors, including parish councillors, now that new standards arrangements have been introduced by the Localism Act 2011<sup>1</sup>.

## Why are there new rules?

Parliament has abolished the Standards Board regime and all the rules under it. It has done this because that centrally-imposed, bureaucratic regime had become a vehicle for petty, malicious and politically-motivated complaints against councillors. Rather than creating a culture of trust and openness between councillors and those they represent, it was damaging, without justification, the public's confidence in local democratic governance.

The new standards arrangements that Parliament has put in place mean that it is largely for councils themselves to decide their own local rules. It is essential that there is confidence that councillors everywhere are putting the public interest first and are not benefiting their own financial affairs from being a councillor. Accordingly, within the new standards arrangements there are national rules about councillors' interests.<sup>2</sup>

Such rules, in one form or another, have existed for decades. The new rules are similar to the rules that were in place prior to the Standards Board regime. Those rules, originating in the Local Government Act 1972 and the Local Government and Housing Act 1989, involved local authority members registering their pecuniary interests in a publicly available register, and disclosing their interests and withdrawing from meetings in certain circumstances. Failure to comply with those rules was in certain circumstances a criminal offence, as is failure to comply in certain circumstances with the new rules.

## Does this affect me?

Yes, if you are an elected, co-opted, or appointed member of:

- a district, unitary, metropolitan, county or London borough council
- a parish or town council
- a fire and rescue authority
- a transport or other joint authority
- a combined authority or an economic prosperity board
- the London Fire and Emergency Planning Authority

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<sup>1</sup> The Guide should not be taken as providing any definitive interpretation of the statutory requirements; those wishing to address such issues should seek their own legal advice.

<sup>2</sup> The national rules are in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).

- the Broads Authority
- a National Park authority
- the Greater London Authority
- the Common Council of the City of London
- the Council of the Isles of Scilly

## How will there be openness and transparency about my personal interests?

The national rules require your council or authority to adopt a code of conduct for its members and to have a register of members' interests.

The national rules require your council's code of conduct to comply with the Seven Principles of Public Life, and to set out how, in conformity with the rules, you will have to disclose and register your pecuniary and your other interests. Within these rules it is for your council to decide what its code of conduct says. An illustrative text for such a code is available on the Department's web site.<sup>3</sup>

Your council's or authority's monitoring officer (or in the case of a parish council the monitoring officer of the district or borough council) must establish and maintain your council's register of members' interests. Within the requirements of the national rules it is for your council or authority to determine what is to be entered in its register of members' interests.

## What personal interests should be entered in my council's or authority's register of members' interests?

Disclosable pecuniary interests, and any other of your personal interests which your council or authority, in particular through its code of conduct, has determined should be registered.

Any other of your personal interests which you have asked the monitoring officer, who is responsible for your council's or authority's register of members' interests, to enter in the register.

## What must I do about registering my personal interests?

Under your council's code of conduct you must act in conformity with the Seven Principles of Public Life. One of these is the principle of honesty - that **'holders of public office have a duty to declare any private interests**

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<sup>3</sup> <http://www.communities.gov.uk/publications/localgovernment/localcodeconduct>

**relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest'<sup>4</sup>.**

Your registration of personal interests should be guided by this duty and you should give the monitoring officer who is responsible for your council's or authority's register of members' interests any information he or she requests in order to keep that register up to date and any other information which you consider should be entered in the register.

All sitting councillors need to register their declarable interests. Any suggestion that you should tell the monitoring officer about your pecuniary interests only in the immediate aftermath of your being elected is wholly incompatible with this duty, with which you must comply.

If you have a disclosable pecuniary interest which is not recorded in the register and which relates to any business that is or will be considered at a meeting where you are present, you must disclose<sup>5</sup> this to the meeting and tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must tell the monitoring officer within 28 days of disclosing the interest. For this purpose a meeting includes any meeting of your council or authority, of its executive or any committee of the executive, and of any committee, sub-committee, joint committee or joint sub-committee of your authority.

If you have a disclosable pecuniary interest which is not shown in the register and relates to any business on which you are acting alone, you must, within 28 days of becoming aware of this, tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must also stop dealing with the matter as soon as you become aware of having a disclosable pecuniary interest relating to the business.

When you are first elected, co-opted, or appointed a member to your council or authority, you must, within 28 days of becoming a member, tell the monitoring officer who is responsible for your council's or authority's register of members' interests about your disclosable pecuniary interests. If you are re-elected, re-co-opted, or reappointed a member, you need to tell the monitoring officer about only those disclosable pecuniary interests that are not already recorded in the register.

## What are pecuniary interests?

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are

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<sup>4</sup> [http://www.public-standards.gov.uk/Library/Seven\\_principles.doc](http://www.public-standards.gov.uk/Library/Seven_principles.doc)

<sup>5</sup> If the interest is a sensitive interest you should disclose merely the fact that you have such a disclosable pecuniary interest, rather than the interest. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

associated) and wider financial interests they might have (for example trust funds, investments, and assets including land and property).

## Do I have any disclosable pecuniary interests?

You have a disclosable pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules (see annex). Interests of your spouse or civil partner, following the approach of the rules under the 1972 and 1989 Acts, are included to ensure that the public can have confidence that councillors are putting the public interest first and not benefiting the financial affairs of themselves or their spouse or civil partner from which the councillor would stand to gain. For this purpose your spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

## Does my spouse's or civil partner's name need to appear on the register of interests?

No. For the purposes of the register, an interest of your spouse or civil partner, which is listed in the national rules, is **your** disclosable pecuniary interest. Whilst the detailed format of the register of members' interests is for your council to decide, there is no requirement to differentiate your disclosable pecuniary interests between those which relate to you personally and those that relate to your spouse or civil partner.

## Does my signature need to be published online? Won't this put me at risk of identity theft?

There is no legal requirement for the personal signatures of councillors to be published online.

## Who can see the register of members' interests?

Except for parish councils, a council's or authority's register of members' interests must be available for inspection in the local area, and must be published on the council's or authority's website.

For parish councils, the monitoring officer who is responsible for the council's register of members' interests must arrange for the parish council's register of members' interests to be available for inspection in the district or borough, and must be published on the district or borough council's website.

Where the parish council has its own website, its register of members' interests must also be published on that website.

This is in line with the Government's policies of transparency and accountability, ensuring that the public have ready access to publicly available information.

## Is there any scope for withholding information on the published register?

Copies of the register of members' interests which are available for inspection or published must not include details of a member's sensitive interest, other than stating that the member has an interest the details of which are withheld. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

## When is information about my interests removed from my council's register of members' interests?

If you cease to have an interest, that interest can be removed from the register. If you cease to be a member of the authority, all of your interests can be removed from the register.

## What does having a disclosable pecuniary interest stop me doing?

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

In certain circumstances you can request a dispensation from these prohibitions.

## Where these prohibitions apply, do I also have to leave the room?

Where your council's or authority's standing orders require this, you must leave the room. Even where there are no such standing orders, you must leave the room if you consider your continued presence is incompatible with your council's code of conduct or the Seven Principles of Public Life.

## When and how can I apply for a dispensation?

The rules allow your council or authority in certain circumstances to grant a dispensation to permit a member to take part in the business of the authority even if the member has a disclosable pecuniary interest relating to that business. These circumstances are where the council or authority considers that:

- without the dispensation so great a proportion of the council or authority would be prohibited from participating in that business as to impede the council's or authority's transaction of that business,
- without the dispensation the representation of different political groups dealing with that business would be so upset as to alter the likely outcome of any vote,
- the granting of the dispensation is in the interests of people living in the council's or authority's area,
- without the dispensation each member of the council's executive would be prohibited from participating in the business, or
- it is otherwise appropriate to grant a dispensation.

If you would like your council or authority to grant you a dispensation, you must make a written request to the officer responsible for handling such requests in the case of your council or authority.

## What happens if I don't follow the rules on disclosable pecuniary interests?

It is a criminal offence if, without a reasonable excuse, you fail to tell the monitoring officer about your disclosable pecuniary interests, either for inclusion on the register if you are a newly elected, co-opted or appointed member, or to update the register if you are re-elected or re-appointed, or when you become aware of a disclosable pecuniary interest which is not recorded in the register but which relates to any matter;

- that will be or is being considered at a meeting where you are present, or
- on which you are acting alone.

It is also a criminal offence to knowingly or recklessly provide false or misleading information, or to participate in the business of your authority where that business involves a disclosable pecuniary interest. It is also a



criminal offence to continue working on a matter which can be discharged by a single member and in which you have a disclosable pecuniary interest.

If you are found guilty of such a criminal offence, you can be fined up to £5,000 and disqualified from holding office as a councillor for up to five years.

## Where can I look at the national rules on pecuniary interests?

The national rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011, which is available on the internet here:

<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7/enacted>

and in the secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 which can be found here:

<http://www.legislation.gov.uk/uksi/2012/1464/contents/made>

# Annex

## Description of disclosable pecuniary interests

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. The relevant period is the 12 months ending on the day when you tell the monitoring officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.
- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) -
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

**Brian Hogan**

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**Subject:** FW: Local Support for Council Tax ~ Impact on Town & Parish Councils

**Importance:** High

**Local Support for Council Tax ~ Impact on Town & Parish Councils**

July 2012

From 1<sup>st</sup> April 2013 the Council Tax Benefit scheme will be replaced, and as you are probably aware, this will impact on organisations that receive income through the Council Tax. I felt it was therefore important to keep you informed of these important changes and how this may impact on your organisation.

The current Council Tax Benefit Scheme is a national scheme that is fully subsidised by grant from the Department for Work & Pensions, and any variation in the value of claims does not affect the budgets of local precepting bodies. But from 1<sup>st</sup> April 2013 responsibility for funding will switch to the Department for Communities and Local Government and will be provided as a fixed grant based on caseload forecasts. This means any variation in claims during the year will impact on the amount of Council Tax available to support local services.

In addition to this change the government has set an overall target to reduce payments by 10%. Nationally this equates to c.£500m, in Cheshire East the savings requirement is c.£2m. Crucially for precepting bodies the new scheme will be treated as a discount on Council Tax (similar to a single person discount) and this will have the effect of reducing the tax base.

Cheshire East Council, as the Billing Authority, is responsible for designing the replacement scheme and will continue to be responsible for the ongoing administration of the billing and collection of Council Tax. The major precepting organisations (Cheshire East Borough Council and Cheshire Fire & Police Authorities) will receive a fixed grant to compensate for 90% of the costs of the scheme. However, DCLG will not provide specific grant for local precepting organisations (such as Town & Parish Councils) and *“expects billing authorities and local precepting authorities to work together to manage the potential impact on the local Band D council tax level”*. Localising Support for Council Tax, Funding arrangements consultation (DCLG May 2012)

Staff and members at the Council are currently modelling options for the new scheme, which will in turn inform the potential impact on the tax base. The results of this work will then allow me to engage with you on the treatment of the fixed grant and how the overall scheme may impact on the individual finances of each Local Preceptor.

I expect to be able to engage with you in the early autumn once the scheme design is more substantially complete.

I trust this explains the changes that are taking place, but if you have any further questions regarding the changes please contact Alex Thompson (Finance 01270 685876 [alex.thompson@live.co.uk](mailto:alex.thompson@live.co.uk)).

Kind regards,

Councillor Rachel Bailey  
Portfolio Holder for Communities & Regulatory Services  
[Rachel.bailey@cheshireeast.gov.uk](mailto:Rachel.bailey@cheshireeast.gov.uk)  
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## Media Release - 06 July 2012

### NALC warns of dire consequences of council tax reforms

The National Association of Local Councils (NALC) today issued a warning about the impact on communities of the Government's proposals for the localisation of support for council tax contained in the Local Government Finance Bill.

Measures contained in the Bill will reduce the tax base constructed on local (parish and town) council precept charges from April 2013. People in areas served by local councils will be hardest hit by these proposals as local councils will need to increase the precept – a form of council tax – levied on residents or cut services.

Representatives of local councils from across the country met earlier this week to consider the Government proposals, agreeing an emergency motion setting out their serious concerns the impact of these reforms on our most local level of democracy and community action.

The Bill is currently making its way through the House of Lords, however the Government is currently consulting on the detail of its proposals to allow principal (unitary, district, borough and county) authorities to create their own local schemes of council tax support to pensioners and the most vulnerable people in their areas. The proposed council tax benefit relief scheme will not have to include a subsidy for local councils, meaning they will lose out financially.

In a community, those on pensions and benefits receive council tax benefit. A consequence these new measures is that there will be less income per household going to the local council. However principal authorities will receive a subsidy from the Government to make up for the shortfall. Currently these subsidies are not required to be paid to local councils.

While on the one hand the Government is keen to keep council tax increases to a minimum and has introduced the referenda mechanism to allow residents to veto excessive rises, on the other hand it is paying little heed to the unintended consequences of reforms such as the localisation of support for council tax proposals. This could result in local councils being forced to hold a referendum on an increase to their precept which is through no fault of their own.

Other concerns NALC has about the council tax reforms include the uneven effect on local councils with an unusual spread of Bands in its properties; the risk of having to suddenly increase cash reserves; and the potential triggering of expensive referenda.

NALC is also pressing for the Bill to be amended to provide for a proportion of the business rate for local councils; to provide a discount to local councils on business rates on its properties; and provide a power for the Secretary of State to provide grants to local councils.

Councillor Michael Chater OBE, chairman of NALC said: "These proposals will seriously undermine the ability of local councils to make a difference to local people and provide local services tailored to the needs of their community.

"While the National Association acknowledges the Government's commitment to delivering economic growth, decentralising control over finance and reducing the deficit, we urge a rethink of these proposals to ensure they do not undermine local councils.

"The message coming from Government is local councils have an important and growing role under their localism agenda, however these latest reforms do not compliment this.

"Local councils may not be able to support economic development, one of the driving forces behind the scheme. There are also risks that in small communities, whilst changes in benefits may be identifiable to individuals, local councils have no right to make any decision on the level of discounts set by a Billing Authority. In addition the economic risks of single sector employer issues are exaggerated in small areas, while the effect of high Band A properties in a pit village without the balancing effects of higher value properties elsewhere could produce some very odd results.

"The increased fragility of the precept is likely to lead to an increase in general reserves and more dead money in the system. There are some obvious difficulties with the present timetable for council tax setting which need to be addressed, as well as the linkage to the council tax referendums."

CB/JG/10 July 2012/Localising Support For Council Tax Funding Arrangements

10 July, 2012

The Consultation Manager  
Localising Council Tax Benefit Team  
Department of Communities and Local Government  
Zone 5/J3, Eland House  
Bressenden Place  
London, SW1E 5DU

Dear Sir / Madam,

**Response To The Localising Support For Council Tax Funding Arrangements Consultation**

I am writing in response to the recent Localising Support For Council Tax Funding Arrangements consultation.

As you know, the National Association of Local Councils (NALC) is the nationally recognised membership and support organisation representing the interests of around 9,000 parish councils and many parish meetings in England.

The parish councils and parish meetings we support and represent serve electorates ranging from small rural communities to major cities, and raise a precept from the local community. Together, they can be identified as among the nation's most influential grouping of grassroots opinion-formers. Over 15 million people live in communities served by our parish councils, around 35% of the population, whilst over 200 new parish councils have been created in the last 10 years.

Parish councils and parish meetings work towards improving community well-being and providing better services at a local level. Their work falls into three main categories:

- representing the local community;
- delivering services to meet local needs; and
- striving to improve quality of life in the community.

Through a range of powers, parish councils provide and maintain a variety of important and visible local services including allotments, bridleways, burial grounds, bus shelters, car parks, commons, community transport schemes, crime reduction measures, footpaths, leisure facilities, local youth projects, open spaces, public lavatories, planning, street cleaning, street lighting, tourism activities, traffic calming measures, village greens and litter bins. These existing powers were strengthened by the extension of the well-being power to eligible parish councils in 2008.

NALC provides support and advice directly to our member councils through a network of county associations. Working with and for our member councils, we are actively involved in working with, and influencing, Government and other bodies at a national level to advance and protect the interests of local councils and the communities they serve.

The National Association of Local Councils (NALC) issued a media release on 10 July, 2012 warning that some of the Government's proposals on the Localisation of Support For Council Tax contained in the current Local Government Finance Bill, are very concerning. These

concerns would seem to include the effect on local (parish and town) councils of an associated reduction in their tax base based on their precept charges from April 2013.

The National Association's National Council met on Tuesday 3 July and passed an emergency motion stating the concerns for local councils who will be required to fund any loss from Council Tax benefit relief for service delivery for their community. We appreciate the need for the Government to consult on its proposals to allow principal local authorities to create their own local schemes of council tax support to pensioners and the most vulnerable in their areas. However, overall, this proposed council tax benefit relief scheme will not include a subsidy for local councils, so they will lose out financially.

Below are the National Association's overall thoughts on the five main consultation chapters and its answer to the one consultation question contained in Chapter Three; responses received from the wider local councils' sector are included in the Annex to this submission;

### **Introduction**

In a community, quite rightly those on pensions and benefits receive council tax benefit. A consequence of this is that there will be less income per household coming into the local council. However principal (unitary, district, borough and county) authorities will receive a subsidy for the Government to make up for the shortfall. However at present these subsidies are not coming to local councils for this and so there is an inherent unfairness attached to this.

On the one hand we understand that the Government wishes to create referenda to allow residents to veto excessive rises in Council Tax, but on the other hand it is paying little heed to the unintended consequences of some of its other reforms – including its Localisation of Support for Council Tax proposals, which could force local councils to increase their precepts and be stung by this other referendum legislation.

### **Proposed Funding Distribution**

The effect at the Billing Authority will be to reduce the Council Tax Base (cash raised by £1 tax charge at Band D), to increase the Grant (by 90% of present Benefit funding by the Department of Work and Pensions) and thus to raise the Council Tax Rate (by at least the 10% shortfall in grant). The change in Tax Base, if applied to Parishes without Grant, **will increase the Council Tax Rate for the Parish.**

The increased fragility of the precept is likely to lead to an increase in general reserves and more dead money in the system. There are some difficulties with the present timetable for Council Tax Setting which need to be addressed in respect of the linkage to the Veto and Referendum Scheme if applied to parishes.

### **Addressing Budget Pressures**

**Question** *Do you agree that floors and ceilings should be created to ensure that no local authority faces a greater than specified revenue budget pressure?*

We understand that to implement local council tax support schemes in April 2013, principal local authorities will need to be preparing their proposed schemes and embarking on consultation with major precepting authorities and their taxpayers. We do also see that the Government needs to seek views on how it intends to distribute funding to support local schemes and on possible adjustments to allocations to avoid potential budgetary pressures

in a few authorities. The Government must balance the pressures on principal local authorities so that local councils do not need to excessively increase their precepts, thereby getting stung by referenda.

Local councils may not have the power to support economic development which is one of the driving forces behind the Scheme; there are risks that in small communities changes in benefits may be identifiable to individuals, local councils have no right to make any decision on the level of discounts set by a Billing Authority, the economic risks of single sector employers (e.g. foot-and-mouth disease) issues are exaggerated in small areas, and the effect of high Band A properties in a pit village without the balancing effects of higher value properties elsewhere in the District could produce some very odd results.

### **Alternative Approach To Distribution**

The National Association also has other concerns about the Localisation of Support for Council Tax measures contained in the Local Government Finance Bill, which is currently proceeding through Committee stage in the House of Lords. Three of these concerns are;

- the uneven effect on councils with an unusual spread of Bands in its properties;
- the risk of having to suddenly increase cash reserves; and
- the potential triggering of Referenda.

However, the National Association supports the Government's commitment to delivering economic growth, de-centralising control over finance, and reducing the deficit.

### **Mechanism For Providing Funding**

We supported the Communities and Local Government proposals for localisation of council tax support in England last year, and followed the Government response setting out the details of the policy of localisation, published alongside the Local Government Finance Bill in December 2011. We supported initial proposals for localising council tax support last year, before the funding arrangements were mooted. We do see, overall, that the Local Government Finance Bill supports the Government's commitment to delivering economic growth, decentralising control over finance, and reducing the deficit. It is right in principle that the Bill includes provisions for local council tax support schemes in England, delivering the Spending Review 2010 commitment that support for council tax would be localised from 2013-14 and expenditure reduced by 10% from the same date.

However, there are problems (as enunciated above), with the Government's current Localisation of Support for Council Tax proposals and the National Association cannot agree to them in principle at present. It is fanciful for the Government to expect, nationally, all billing and local pre-cepting authorities to work together to manage the potential impact on the local pre-cepting authority Band D council tax level. Local councils in all instances will attempt to do this, as they do on all other issues – providing billing authorities wish to engage – sadly not always the case.

Whilst we agree that it will therefore be particularly important that billing and local pre-cepting authorities work together to avoid significant increases in local pre-cepting authority Band D levels as a result of the introduction of local schemes. However, it is again unfair and naïve to believe that local council precepts will in many instances not by default be forced to rise if billing authorities do not pass on at least a share of their grant to local councils, probably forcing local councils to again be stung politically and financially by the ridiculous net of the Referenda on Excessive Council Tax increases.



I hope that the Department finds this submission helpful. Should you require any further information on this matter then please do not hesitate to contact me on 020 7290 0741 or via email at [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'CBorg' with a stylized flourish at the end.

**CHRIS BORG**  
**POLICY AND DEVELOPMENT MANAGER**

**Media Release**

**For immediate release: 6 July 2012**

## **NALC warns of dire consequences of council tax reforms**

The National Association of Local Councils (NALC) today issued a warning about the impact on communities of the Government's proposals for the localisation of support for council tax contained in the Local Government Finance Bill.

Measures contained in the Bill will reduce the tax base constructed on local (parish and town) council precept charges from April 2013. People in areas served by local councils will be hardest hit by these proposals as local councils will need to increase the precept – a form of council tax – levied on residents or cut services.

Representatives of local councils from across the country met earlier this week to consider the Government proposals, agreeing an emergency motion setting out their serious concerns of the impact of these reforms on our most local level of democracy and community action.

The Bill is currently making its way through the House of Lords, however the Government is currently consulting on the detail of its proposals to allow principal (unitary, district, borough and county) authorities to create their own local schemes of council tax support to pensioners and the most vulnerable people in their areas. The proposed council tax benefit relief scheme will not have to include a subsidy for local councils, meaning they will lose out financially.

In a community, those on pensions and benefits receive council tax benefit. A consequence these new measures is that there will be less income per household going to the local council. However principal authorities will receive a subsidy from the Government to make up for the shortfall. Currently these subsidies are not required to be paid to local councils.

While on the one hand the Government is keen to keep council tax increases to a minimum and has introduced the referenda mechanism to allow residents to veto excessive rises, on the other hand it is paying little heed to the unintended consequences of reforms such as the localisation of support for council tax proposals. This could result in local councils being forced to hold a referendum on an increase to their precept which is through no fault of their own.

Other concerns NALC has about the council tax reforms include the uneven effect on local councils with an unusual spread of Bands in its properties; the risk of having to suddenly increase cash reserves; and the potential triggering of expensive referenda.

NALC is also pressing for the Bill to be amended to provide for a proportion of the business rate for local councils; to provide a discount to local councils on business rates on its properties; and provide a power for the Secretary of State to provide grants to local councils.

Councillor Michael Chater OBE, chairman of NALC said: "These proposals will seriously undermine the ability of local councils to make a difference to local people and provide local services tailored to the needs of their community.

"While the National Association acknowledges the Government's commitment to delivering economic growth, decentralising control over finance and reducing the deficit, we urge a rethink of these proposals to ensure they do not undermine local councils.

"The message coming from Government is local councils have an important and growing role under their localism agenda, however these latest reforms do not compliment this.

"Local councils may not be able to support economic development, one of the driving forces behind the scheme. There are also risks that in small communities, whilst changes in benefits may be identifiable to individuals, local councils have no right to make any decision on the level of discounts set by a Billing Authority. In addition the economic risks of single sector employer issues are exaggerated in small areas, while the effect of high Band A properties in a pit village without the balancing effects of higher value properties elsewhere could produce some very odd results.

"The increased fragility of the precept is likely to lead to an increase in general reserves and more dead money in the system. There are some obvious difficulties with the present timetable for council tax setting which need to be addressed, as well as the linkage to the council tax referendums."

**ENDS**

### **Notes for Editors**

1. The National Association of Local Councils (NALC) is the nationally recognised membership body representing the interests of 9,000 local councils and their 80,000 local councillors in England.
2. Local (community, neighbourhood, parish, town and village) councils are statutory bodies and are the first tier of local government in England. They serve electorates ranging from small rural communities to towns and small cities; all are independently elected and raise a precept – a form of council tax – from the local community. Together, they can be identified as among the nation's most influential grouping of grassroots opinion-formers.
3. Over 15 million people live in communities served by local councils, around 35% of the population.
4. Local councils work towards improving community well being and providing better services at a local level. Their activities fall into three main categories: representing the local community; delivering services to meet local needs; striving to improve quality of life and community well being.
5. Through an extensive range of discretionary powers local councils provide and maintain a variety of important and visible local services including allotments, bridleways, burial grounds, bus shelters, car parks, commons and open spaces, community transport schemes, community safety and crime reduction measures, events and festivals, footpaths, leisure and sports facilities, litter bins, public toilets, planning, street cleaning and lighting, tourism activities, traffic calming measures, village greens and youth projects. These existing powers were recently strengthened by the extension of the well being power and also general power of competence to eligible local councils.
6. Over 200 new local councils have been established in the last 13 years.
7. The National Association's National Council met on 3 July and passed an emergency motion stating the concerns for local councils from the council tax reforms.
8. The National Association's response to the Government's consultation will be available from 10 July 2012 on its website at [www.nalc.gov.uk](http://www.nalc.gov.uk) in the members area.

**For further information or to arrange interviews, please contact Alan Jones, Head of Communications via [alan.jones@nalc.gov.uk](mailto:alan.jones@nalc.gov.uk)**

## FUNDING ARRANGEMENTS FOR LOCALISING SUPPORT FOR COUNCIL TAX

Communities and Local Government consulted on proposals for localisation of council tax support in England last year, and the Government response setting out the details of the policy of localisation, was published alongside the Local Government Finance Bill in December 2011. The Department consulted last year on proposals for localising council tax support, including running a series of engagement events. The Local Government Finance Bill supports the Government's commitment to delivering economic growth, decentralising control over finance, and reducing the deficit. It includes provisions for local council tax support schemes in England, delivering the Spending Review 2010 commitment that support for council tax would be localised from 2013-14 and expenditure reduced by 10% from the same date.

To implement local council tax support schemes in April 2013, principal local authorities will need to be preparing their proposed schemes and embarking on consultation with major precepting authorities and their taxpayers. The Government is currently seeking views on how it intends to distribute funding to support local schemes and seeks views on possible adjustments to allocations to avoid potential budgetary pressures in a few authorities. The main consultation document is published alongside statements of intent for the key sets of regulations which will provide the legal framework for local schemes. This consultation is available at [www.communities.gov.uk/corporate/publications/consultations](http://www.communities.gov.uk/corporate/publications/consultations).

The National Association recently met with officials drafting this consultation document. All concerned accepted that the Department's proposals would have knock-on effects for local council precept setting, particularly with regard to any application of the Referendums for Excessive Council Tax.

The effect at the Billing Authority will be to reduce the Council Tax Base (cash raised by £1 tax charge at Band D), to increase the Grant (by 90% of present Benefit funding by the Department of Work and Pensions) and thus to raise the Council Tax Rate (by at least the 10% shortfall in grant). The change in Tax Base, if applied to Parishes without Grant, **will increase the Council Tax Rate for the Parish**. Government proposals are set out in paragraph 2.15 of the Consultation on Funding arrangements: *"The Government expects billing and local precepting authorities to work together to manage the potential impact on the local precepting authority Band D council tax level."* At 2.18 the relevant Chapter closes with *"It will therefore be particularly important that billing and local precepting authorities work together to avoid significant increases in local precepting authority Band D levels as a result of the introduction of local schemes."*

The National Association's current thinking on the funding arrangements can summarised as follows (at this stage) – local councils may not have the power to support economic development which is one of the driving forces behind the Scheme; there are risks that in small communities changes in Benefits may be identifiable to individuals; local councils have no right to make any decision on the level of discounts set by a Billing Authority; the economic risks of single / sector employers (e.g. foot-and-mouth disease) issues are exaggerated in small areas; the effect of high Band A properties in a pit village without the balancing effects of higher value properties elsewhere in the District could produce some very odd results; increased fragility of the precept is likely to lead to an increase in general reserves and more dead money in the system; there are some difficulties with the present timetable for Council Tax Setting which need to be addressed in respect of the linkage to the Veto and Referendum Scheme if applied to parishes. This

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24 May, 2012

consultation ends in mid-July and the National Association will be formally responding in due course. Since many local councils will have strong views about localizing support for Council Tax funding arrangements, the Association wants to give them the chance to inform its own formal response.

*County Associations and member local councils are strongly encouraged to submit their own responses to the consultation. In order to help shape our own submission we would welcome your responses by Noon on Thursday 5 July, 2012 to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk). The National Association always accepts and includes responses from individual clerks and councillors (there is no expectation that responses must simply come from councils as bodies corporate). We also understand the difficulty in responding during the month of August, but we have to operate within both consultation timings and the deadlines of Central Government Departments.*

This briefing was Issued by Chris Borg, Policy and Development Manager

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**Annex – Responses From The Local Councils’ Sector To The National Association To The Localising Support For Council Tax Funding Arrangements Consultation**

Respondent	Comments
<b>Abberton Lagenhoe</b>	We are concerned that the proposed changes may lead to the imposition of higher Council Tax for residents living in Rural Areas which may not be matched in the Council Tax paid by residents living in Urban Areas within the same borough.
<b>Bamford and Thornhill</b>	Bamford with Thornhill Parish Council's response to this consultation is that councillors would prefer the government to keep control over local business rate and retain a national rate.
<b>Bodmin</b>	<p>The changes to council tax funding as proposed, without access to additional funding that billing and major precepting authorities enjoy from Revenue Support Grant or share of Business Rate, could have a significant effect on the Bodmin tax base and consequently the range and quality of services provided by the Town Council.</p> <p>The impact appears to be worse for those larger local (town and parish) councils which are more proactive in their communities and delivering local services in line with the Government's localism agenda.</p>
<b>Brockworth</b>	<p>I am very concerned that the proposed arrangements for localising support for council tax will have a severe impact on parish councils. Brockworth has two wards of deprivation and will likely have a considerably impact on the tax base and therefore the precept. Brockworth PC works hard to keep the precept at the same rate as previous years whilst taking on additional services from other authorities (grass cutting, youth provision, library).</p> <p>It seems that the unintended consequence of the Council Tax Support Scheme means that our precept per Band D will increase, and then subject to potential capping by the Secretary of State, it will therefore be impossible to continue the existing services especially at a time when local councils are being asked to take on additional services from borough and county councils. Surely this is against the Government's intention of the Localism Act?</p>
<b>Burnham and Highbridge</b>	Burnham on Sea and Highbridge Town Council is extremely concerned about proposals for principal local authorities (ie council tax billing authorities) to implement local schemes for the payment of council tax benefit and the potential impact of such schemes, especially the potential impact for significant increases in local precepting authority Band D levels as a result.
<b>Curry Mallet</b>	<p>As an elected member of Curry Mallet Parish Council (a small parish in South Somerset), but writing to you in a personal capacity, I urge NALC to make all possible representations to Government for it to modify its present thinking on future provision of local council support, such that the envisaged reduction in Council Tax Base can be lessened or, at best, excised from its proposals.</p> <p>I am given to understand that these proposals, if enacted, could cause parish and town councils (on behalf of their council tax-paying electorates) to eschew provision of much-needed low-cost housing, insofar that the incremental council tax burden might have to be borne by a smaller proportion of their households if council tax support was no longer forthcoming for certain categories of householder. The alternative financial</p>

	<p>recourse open to principal authorities, of yet further reductions in service provision to offset the lower council tax receipts, is equally unappealing.</p> <p>Under the proposals as envisaged, in small communities where economic hardship could increase, the impact of increased council tax on the remaining householders could become socially divisive.</p> <p>I hope that these few observations are helpful for your representations.</p>
<b>(County) Durham Association of Local Councils</b>	<p>Committee members were of the opinion that this scheme has not been clearly thought through with no consideration being given to the possible effects this will have on parish councils and their council tax payers.</p>
<b>Edenbridge</b>	<p>It is impossible to assess the impact of this change on the Edenbridge Tax Base without knowledge of the numbers of Edenbridge households who are in receipt of Council Tax Benefit. SDC are awaiting delivery of software which will allow them to abstract this information from their databases. They will not be able to do this before the July 5th consultation deadline.</p> <p>Anecdotal comments suggest that Edenbridge and Swanley parishes could be particularly hard hit.</p> <p>In all of the conversations I have been party to the issues being resolved have been between SDC, KCC, Fire &amp; Rescue and Police. Parishes have been put on the back burner.</p> <p>At this stage I suggest ETC press NALC to lobby to obtain statutory force to the paragraphs 2.15 and 2.18 of the Government Consultation on Funding Arrangements. This would achieve a proportionate relief for parishes compared to upper precepting authorities.</p>
<b>Essex Association of Local Councils</b>	<p>The Essex Association has no response to offer to the specific question regarding "floor and ceiling rates" contained within the consultation. However it shares NALC's concerns that parish councils may not be able to support the economic development upon which the scheme depends, that parish councils have no right to make decisions on the level of discounts set by the billing authority, that economic risks are increased in rural areas, that there are difficulties with the timetabling, and that increased fragility of the precept is likely to lead to an increase in general reserves and more dead money in the system. We would therefore encourage NALC to respond as such to this Consultation.</p>
<b>Great Aycliffe</b>	<p>In response to the consultation paper, the Council wishes to express its concern about the potential impact upon the level of council tax charged by the Town Council, should the tax base for the Great Aycliffe Parish be reduced following the development and implementation of a council tax support scheme by our council tax billing authority, Durham County Council, if an appropriate proportion of grant funding is not passed on.</p>
<b>Honiton</b>	<p>Honiton Town Council has now considered your briefing paper dated 24<sup>th</sup> May on the above. The Town Council acknowledged that this is a complex financial issue and it would be happy to comment on any local arrangements proposed by East Devon District Council at a future date.</p>
<b>Newport Pagnell</b>	<p>Having considered the above matter at our Full Council Meeting last night, the Newport Pagnell Town Council's view is that that there should be no</p>

	<p>alteration to the tax base for parishes in order to provide for a local council tax support scheme, unless it is explicitly stated in law that an appropriate portion of any financial benefit accruing from the revised formula for rates affecting primary councils is also passed onto Parish Councils. It is necessary to make a clear distinction between parish and primary councils in all future legislation, because blurring of the boundaries between these different tiers of government creates unnecessary tension and is fraught with pitfalls.</p>
<p><b>Oxfordshire Association of Local Councils</b></p>	<p><b>Oxfordshire Association of Local Councils regrets the lack of consultation with this sector of local government and the lack of recognition of the potential impact it will have upon them as local precepting bodies.</b></p> <p><b>Oxfordshire ALC calls for District Councils to be required to ensure there is a neutral effect on town and parish councils; that District Councils absorb the decrease in central government funding, not passing it on.</b></p> <p><b>Town and Parish Councils and Parish Meetings while being central to the Government's Localism agenda have limited ability to alter income through New Homes Bonus and retention of the Business Rate, particularly in the current economic recession. This change if passed on by the District Council could have the effect of increasing council tax 'excessively' and thus forcing a referendum."</b></p>
<p><b>Radstock</b></p>	<p>The Council are very concerned that the proposals will reduce the funds available to local councils. In particular disadvantaged areas will suffer the most. Our parish has 14% unemployment and will likely be more affected by these changes than other areas with lower rates of unemployment and therefore residents claiming benefit. Our area is also made up largely of Band A and B properties. We do not have a tax base which can shoulder these increases. The billing authority made a reorganisation order; the outcome of which has seen our precept rise by 51%. The Council have so far been unsuccessful in securing any financial support from the billing authority following the financial fallout from the reorganisation partly due to their own budget constraints.</p>
<p><b>Ringwood</b></p>	<p>The Town Council has given very careful consideration to the Consultation Paper entitled Localising Support for Council Tax - Funding Arrangements Consultation. It is noted that in effect the Consultation Paper is only requesting a response to one very tightly worded question. Having considered the issues contained within the whole Consultation Paper and in the light of the effect that the changed proposals will have on small local precepting authorities, the Town Council has agreed to submit representations and has resolved:-</p> <p>1. That the Department of Communities and Local Government be urged to remove the linkage between the proposal and the Tax Base used for determining Local Council precepts as such linkage simply introduces a new power, obtained by stealth, and not explicitly approved by Parliament that effectively allows the Secretary of State to exercise control over services provided by Local Councils as a result of implementing</p>



	<p>proposals to control expenditure on council tax benefits.</p> <p>2. That, in the event that the Department of Communities and Local Government is not prepared to accept the Council's proposal, it be advised that any legislation introduced to implement the government's proposals should make provision to ensure that non grant aided authorities (i.e. Town and Parish Councils) receive a proportionate portion of the government funding in order to mitigate the impact of the new arrangements on local precepting authorities and in line with the provisions of Paragraph 2.16 of the Consultation document.</p> <p>3. That the strongest possible representations be made to New Forest District Council to ensure that irrespective of any provision within legislation, the District Council gives a commitment that would ensure that the requests at Recommendations (2) above is achieved with the New Forest.</p> <p>4. The New Forest District Council be requested to invite one member and an Officer of Town and Parish Councils to attend and contribute to the debate at any meetings of the District Council at which the changes to Localising Support for Council Tax and in particular its effect on local Councils is discussed.</p>
<b>Saltburn</b>	<p>In response to the consultation document we received from yourselves, the Clerks in our area asked for a meeting with our principal authority to discuss this. They did not deem us major precepting authorities so had not consulted with us and gave the advice that we may not be given the full amount of our precept next year - 90% was mentioned. However, we were of the opinion that whilst (as we understand) the amount we ask per electorate may increase, the amount we actually ask for from the Borough will be given to us as normal. The officer from the Borough Council did not seem to have comprehensive information relevant to how this would effect Town and Parish Councils which is worrying. In light of the fact that in 2 months time we will all be looking at our budgets for the next financial year the timescale is unreasonable when we do not have all the facts. I have read the summary of proposals and the full consultation document but it is heavy reading. Any clarification in plain english would be welcome.</p>
<b>Sedgefield</b>	<ul style="list-style-type: none"> <li>• The timescales for the consultation do not allow for proper consideration of an issue with unknown and possibly far reaching consequences to the Town Council and its Council Tax payers. In particular it may not be possible to have realist figures etc. in time for setting precepts.</li> <li>• There is no legal requirement for the principal authority, (in this case Durham County Council ) to give back a proportion of the grant funding to town and parish councils to offset the changes. This should be a requirement within the final legislation</li> </ul>

	<ul style="list-style-type: none"> <li>Sedgefield Town Council will support CDALC in working with Durham County Council towards mutually acceptable arrangements within the council reduction scheme.</li> <li>A copy of the response to be forwarded to NALC.</li> </ul>
<b>Stony Stratford</b>	The Town Council is concerned by the proposals to provide support grants to principal authorities and larger precepting authorities, with no such provision for town and parish councils. Principle authorities should be required to build provisions for town and parish councils into their local council tax support schemes.
<b>Swanscombe and Greenhithe</b>	The principle of localising Council Tax is not disputed but within the framework there should be an arrangement to ensure a fair distribution of tax collected to the various levels of local governance. Several changes in past years have created anomalies and unfairness at the different levels of councils. This review gives the chance to correct the current system and create a fairer arrangement. This response gives my views in relation to the Swanscombe and Greenhithe Town Council of which I have been a member for the last 29 years.
<b>Ware</b>	<ul style="list-style-type: none"> <li>the problems associated with the change without additional funding that other authorities enjoy from Government including the Rate Support Grant and proposed share of business rates could have a significant impact on the Ware Town Council tax base and services provided;</li> <li>due to the large differences in value of houses between parish council areas in East Herts this financial impact could be significant as Ware Town Council has 73% of properties in band Band D or below;</li> <li>Ware Town Council is concerned that the sector was not included in the consultation that took place with principal authorities in 2011</li> </ul> <p>1. In addition this has been raised with our District Council (East Herts Council) with a view to seeking additional funding through the District Council passing down an element of funding identified by the Government through the local financial scheme noted within the Government consultation report.</p>
<b>Woodley</b>	Woodley Town Council is seeking to meeting with the relevant Executive Member and Officers at the Borough Council before the draft scheme is put out to the parishes for consultation.
<b>Woodhouse</b>	Given that many parish precepts are small by comparison, and the fact that we are increasingly shouldering some of the burdens formerly borne by our DC/CC, the prospect of a cap on our demand is frightening. Ours rises by around 2 per cent each year so we can keep up with all our property maintenance - we have rather a lot for a small parish, having been gifted things in the 1800s by local wealthies.

<b>Wythall</b>	<p>What certainty is there that the share of grant will be used for the benefit of Parish Councils – will it be a statutory duty or merely an exhortation</p> <p>Is there any scope for special arrangements for Parish Councils in the legislation – such as a false tax base for local.</p> <p>Is there a potential conflict between the potential increase in Council tax rate charged and the implementation of the 'Excessive Increases Referendum Scheme for Parish Councils'?</p>
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## Notes of Meeting held at DCLG 2pm Thursday 28<sup>th</sup> June 2012.

Present:

Martin Lewis (Manager Local Government Finance Bill); Alex Powell, Victoria ?? (DCLG)

John Findlay (CEO), Peter Lacey (Audit & Accounts Adviser) NALC.

1. Martin Lewis thanked NALC for the general letter received, and invited NALC to outline the issues that NALC were hoping could be included within the Bill.
2. Continuing pressure from all sizes of council for the return of a share of the business rate (now NNDR). Reasons were advanced and discussed. Martin felt that there was no mileage in such a claim, but an amendment to test views would be appropriate. This was likely to have to be withdrawn with good grace.
3. It was noted that an exemption from NNDR for Neighbourhood Council occupied hereditaments could be an acceptable alternative to a share of NNDR. An amendment to provide this would usefully test Government's views on supporting parishes and localising the NNDR (meeting simply one of the aims of the Bill).
4. It was drawn to the attention of DCLG staff that the introduction of Best Value in 1999 included some 41 Parishes, but due to an oversight, the Grant payable to principal authorities was not payable to the parishes until legislation was specially introduced in a later Bill. A genuine oversight that ought not to be repeated. NALC suggested that the Bill offered a suitable opportunity for such powers to be taken – this was not seen as an ever-open door but as a sensible measure to avoid any unintended consequence of legislation. The point was taken and understood by the bill Team however it was recognised that there may be certain political imperatives that would act against such open legislation even with best intentions.
5. It was noted that the Funding Proposals Consultation was due to end on 12<sup>th</sup> July. Peter Lacey outlined the major concern that was coming through from meetings on the proposals. Current proposals were for a Grant to be paid to each Billing Authority in respect of the parish share of the Council Tax demand. Without a duty on the Billing Authority to pay over the share of grant it was generally agreed that no share will be forthcoming. The effect on Parish shares of the Council Tax demand would be an increase in tax payable for no increase in Precept.
6. Peter Lacey took the opportunity to place on record that the Billing Regulations should be amended in two respects. The threshold for providing budget details with the Tax Demand was currently £140,000, this should rise to at least £200,000. Secondly, the timing for issue of precepts should be changed from the current 1<sup>st</sup> March to reflect the current practice of setting final Council Tax Resolutions in February. This gave a window of only a 2 or 3 weeks for all budgets to fall into place. The DCLG team undertook to take the points back to the appropriate staff.



To the Chairman of all Town & Parish Councils

Westfields  
Middlewich Road  
SANDBACH  
Cheshire  
CW11 1HZ

Tel: 01270 686014  
Fax: 01270 529890

Date: 13 July 2012      OUR REF: AF/DB      YOUR REF:

Dear Councillor

### **CHESHIRE EAST LOCAL PLAN & RELATED DEVELOPMENTS**

I am writing to set out our approach to planning and development in Cheshire East following the publication of the National Planning Framework and fresh development proposals across various parts of the Borough. This follows a number of queries from local Councils plus a number of letters on this subject in the local Press.

Our main priority is the preparation of a new Local Plan for Cheshire East. This will replace the existing Plans from the former boroughs – and will look ahead to the year 2030 and beyond. The Council has already undertaken considerable work to progress the Local Plan:

- Consolidation and expansion of the Local Plan Evidence Base from 2009 onwards
- Publication of the 'Issues & Options' paper in Autumn of 2010
- Launch of the 'Place Shaping' public consultation in Summer 2011
- Completion of 4 Town Strategies under the pioneering government 'Neighbourhood Planning Initiative' in Spring 2012
- 7 further Town Strategies underway – Summer 2012

Preparing a Local Plan is a major undertaking for the Council – it is a statutory process and we need to follow national guidance and regulation as we proceed. There are several key steps involved in finalising a local plan – and each takes considerable time and expense to complete.

**Evidence Gathering.** The Council needs to have a good understanding of the Borough as it stands now, before we can plan for the future. Consequently it's essential that we have a strong evidence base in place to underpin our plan making. Local Government re-organisation proved regrettably disruptive to the process of plan making in the former Boroughs – with each unfortunately embarking on different approaches and programmes. This necessitated considerable re-evaluation of progress made – plus further work in this field to take account of a larger borough and new responsibilities – but without such evidence the Council risks making ill informed decisions about our towns and villages.

**Town Strategies.** The Council is keen to work with Town & Parish Councils and has embarked on a major programme of preparing town strategies. We consider that local people should have a genuine say in the shaping of their own communities. Consequently we will publish individual and distinctive strategies for each of the eleven largest towns in the Borough. We will start public consultation on the next phase later in the summer – covering the towns of Crewe, Handforth, Knutsford, Macclesfield, Nantwich & Poynton.

**Borough Development Strategy.** To compliment the 'grass roots' approach of town strategies we will also consult the public on a draft 'high level' Development strategy for the Borough. This will set options for the overall number of homes and jobs that will be needed over the next 20 years – and will suggest totals for each of the main towns in the Borough, employing evidence gathered from the various town strategies . In the same way the Borough strategy will also identify some of the main infrastructure challenges that we will face over the next two decades.

**The Core Strategy & Site Allocations.** These initial stages will then be brought together to produce the final elements of the Local Plan – the overarching Core Strategy and the more detailed Site Allocations document. Collectively these two publications will comprise the new Cheshire East Local Plan. The Core Strategy will be prepared first – and will run approximately a year ahead of the site allocations phase. We aim to publish the draft Core Strategy in the spring of 2013 with adoption following in early in 2014. Both stages of the Local plan will be subject to formal public consultation – and will also need to pass the test of independent examination by the Planning Inspectorate.

The Council is committed to producing the Local Plan in a timely way, recognising the value to local communities, businesses and investors of having an up to date development plan. However we must also be thorough and rigorous in our approach, mindful that any plan we produce must withstand the scrutiny of external examination.

**Interim Policies.** Until the Local Plan is finalised we need to carefully manage development in the Borough. The Government requires us to provide a rolling five year supply of deliverable housing sites. Through the combined consequences of the recession and past policies of restraint, we cannot currently meet that obligation across Cheshire East. The Council recognises the value of a good supply of housing in providing accommodation for future generations and aiding economic recovery. However, it is also vital that developments are brought forward in a planned and managed way. Consequently we have published an Interim Planning Policy that sets out how housing supply can be improved, in accordance with the democratic wishes of local people. A revision of this policy has recently undergone public consultation and will be go to a future meeting of the Council. We see this as a positive a proactive measure to manage developments ahead of the publication of the Local Plan.

**Planning Applications.** The Council faces a number of speculative planning applications, mainly for housing, on sites that are not identified in our development plans. We will consider each of these on their planning merits. However in principle we believe that growth and development works best when it is planned and coordinated – and when local people have had a proper say in its scale and location. We will not encourage applications on sites that do not conform to our policies – and where proposals are clearly contrary to prevailing plans and guidance we will vigorously oppose them.

Our aim is to provide Cheshire East with a strong and clear planning framework for the future. By giving priority to the Local Plan whilst managing development in the meantime we are confident we can provide the best possible outcomes for all our communities

Yours sincerely

*D T Brown*

**Cllr David Brown**  
**Deputy Leader of the Council & Strategic Communities Portfolio Holder**

Mr E Clarke  
93 St John's Road  
Congleton  
Cheshire  
CW12 2AX

Dear Ernie,

I am delighted to be able to inform you that the Town Council have agreed to invite you to become an Honorary Burgess. If you wish to take up this honour please let me know and I will invite you to the next Town Council meeting so that we can confer upon you the certificate of becoming a Burgess

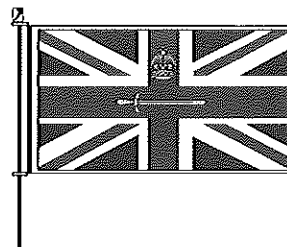
The Town Council would also like to invite you to become a Lay Member of the Community, Environment and Services Committee and the Floral Arrangement Working Group.

Yours sincerely

Brian Hogan



*Cheshire Lieutenancy*



Town Clerk  
Congleton Town Council  
Town Hall  
CONGLETON  
CW12 1BN



*Clerk to the Lieutenancy*  
**Steve Robinson - Chief Executive**  
**Cheshire West and Chester Council**

*All contact/correspondence for the Clerk via:*

*Lieutenancy Officer*  
**Robin Roberts MVO**  
**3 Cotgreaves Close**  
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**[www.cheshirelieutenancy.org.uk](http://www.cheshirelieutenancy.org.uk)**

LL/RR

22 June 2012

*Dear Sir*

REMEMBRANCE SUNDAY: 11 NOVEMBER 2012

In November 2011, the Lord-Lieutenant made arrangements to be represented by his Deputy Lieutenants at a number of Remembrance Sunday Services around Cheshire, and for those Deputy Lieutenants, where appropriate, to read a Lesson and/or to lay a wreath on his behalf. Mrs Margaret Williamson MBE DL attended the Service at Congleton.

The Lord-Lieutenant has asked me to enquire whether the Town Council would in principle be willing to involve the Cheshire Lieutenancy again at your local Remembrance Sunday Service this November. We could thereafter discuss what the nature of that involvement might be.

If possible, it would be helpful to have your reply by mid-July so that we can make an assessment of how many Deputy Lieutenants might be required so to act around the County.

*Yours faithfully*

*Robin Roberts*



# ANNUAL MEETING 2012

## MEMBER COUNCIL MOTION

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### GUIDANCE NOTES:

The Annual Meeting Motion provides Member Councils with an opportunity to garner the support of the Association Membership in moving forward an issue that is of concern or interest.

The Motion should set out an action that is required by the Association – for example, 'This meeting calls upon the Cheshire Association of Local Councils to lobby/write/review ...'; it should not simply state a position – for example 'This meeting deplores/notes/agrees/disagrees with the statement ...'. The topic of the motion, however, is open to the Council to decide.

Any Member Council wishing to put a motion to the Annual Meeting needs to ensure that there will be someone present and able to put the motion to the meeting and a further person to second the motion. Standing Orders afford the presenter 5 minutes to put the motion to the meeting and subsequent speakers 3 minutes each to respond. Although not essential, the additional background information can be particularly helpful in ensuring that delegates understand the purpose or reason behind the motions.

If Member Councils require any assistance with the drafting or presentation of their motions, they may contact Jackie Weaver at the County Office who will assist.

The closing date for submission of motions is 7th September 2012

..... PARISH/TOWN COUNCIL

### MOTION PROPOSED:

*This meeting calls upon the Cheshire Association of Local Councils to .....*

.....

.....

.....

.....

.....

.....

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.....

### BACKGROUND INFORMATION (*overleaf*)

[illegible]

**Cheshire Association of Local Councils**  
**Blue Bache Barn • Burleydam • Whitchurch • Shropshire • SY13 4AW**  
 Tel/Fax: 01948 871314 • [www.catpc.org.uk](http://www.catpc.org.uk) • e-mail: [jackieweaver@chalco.org.uk](mailto:jackieweaver@chalco.org.uk)

## Congleton Town Strategy Amendments

The amendments in the tables shown below to the draft **Congleton Town Strategy** document, result from:

- The final meeting of the Advisory Stakeholder Panel held on 27 June 2012.
- Subsequent e-mail correspondence received from the Advisory Stakeholder Panel up to the 13<sup>th</sup> July 2012.

### Introduction and Next Steps Sections

- This has been amended to be consistent with the Town Strategies now being produced for other areas of the Borough.
- The following text has been added to paragraph 2.4: **“and the identified proposals are the most appropriate”**

### Vision

Page	Amendment
5	Additional text added: <b>‘a northern bypass of the town will have been established with a link road provided into Radnor Park as its first phase’</b>
5	Last paragraph has been amended as follows: ‘Growth in the town will be accommodated in a manner which <b>enhances</b> its role as a historic market town, supports <b>the</b> regeneration <b>of its vacant or brownfield sites</b> and which safeguards its distinctive character, heritage and natural assets. Congleton will be a safe, healthy, inclusive and attractive town set within a living and working countryside’.

### Objectives

Page	Theme	Amendment
5	Economic prosperity:	Additional Bullet Point added: <b>‘To support agriculture, local food production and other agricultural and similar diversification, where feasible’</b>
5	Economic prosperity:	Additional Bullet Point added: <b>‘To encourage the effective use of land by reusing land that has been previously developed (brownfield land), provided that it is not of high environmental value and where it is economical to do so’.</b>
5	Economic Prosperity:	Additional Bullet Point added: <b>‘To promote a link road into Radnor Park, subject to a feasibility, as a first phase of a northern bypass for the town’</b>
6	Environment and Green Living	<b>‘Transition Town’</b> has now been capitalised.

6	Linking Places	Amended bullet point: 'To encourage the use of sustainable transport choices through <b>new and</b> improved bus routes and integration of bus and rail travel, <b>new and</b> improved walking and cycling routes, as well as <b>an</b> improved road <b>network including, subject to feasibility, the promotion of a northern bypass of the town</b> '
6	Linking Places	Deleted bullet point: 'To promote the northern bypass, <b>subject to a feasibility study</b> , for the town'. As this repeats the bullet point above.
6	Community Infrastructure and Services	Amended bullet point: 'To provide infrastructure, services <b>including heath</b> and <b>other</b> facilities needed to sustain the existing community, <b>to support the health, wellbeing and</b> future development of the town. <b>A list of infrastructure priorities is set out in Chapter 8</b> '.

## Strategy

Page	Theme	Amendment
7	Housing	Amended bullet point: 'Deliver in the order of 3,500 new homes by 2030 <b>as part of balanced and integrated portfolio of development that includes new jobs, a prosperous town centre and improved infrastructure including subject to feasibility a northern bypass of the town</b> '.
7	Town Centre	Additional bullet Point added: ' <b>Support key neighbourhood service centres outside of the town centre and provide new neighbourhood service centres as appropriate to ensure the sustainability of development</b> '.
7	Communities	Amended bullet point: ' <b>Promote</b> excellent educational facilities to meet the needs of the current and future population'.
7	Communities	Secure new and improved, well-connected sports, recreation, play and open space facilities, including new facilities for Congleton Rugby Club <b>and other sports and leisure clubs around the town.</b>
8	Access and Transport	Additional Bullet Point added: ' <b>Investigate the feasibility of a northern bypass for the town</b> '.
8	Environment	Amended bullet point: 'Encourage the development of renewable energy projects of an appropriate scale, when they are compatible <b>with surrounding areas and</b> other uses'.

## Development Options

Page	Amendment
9	Additional text added: 'Congleton will deliver in the order of 3,500 new homes by 2030 <b>as part of balanced and integrated</b>

	portfolio of development that includes new jobs, a prosperous town centre, improved infrastructure and, <b>subject to feasibility, a northern bypass for the town</b> '.
10	Additional text added: <b>'Consultation on the draft town strategy has also now been undertaken'</b> .
10	Additional text added: <b>'Having reviewed consultation responses received, the majority of the stakeholder panel identified that priority should be given to those sites that contributed to the delivery of the northern bypass are, closest to existing employment sites and provide access to the greater part of Cheshire East and the M6 without the need to cross the town. This includes sites to the north (sites A, B, C, D) and to the west (H and G) of the town'</b> .

## Town Centre

Page	Theme	Amendment
13	Paragraph 7.4	Additional text added: <b>'and consultation responses received'</b>
13	Retail Heart	Amended text as follows: <b>'Scarborough Developments has secured a planning consent (subject to s106 agreement) of an erection of an extension to the Bridestones Centre comprising a food store speciality A1 retail units, replacement market, A3 units, car parking and servicing facilities and creation of a town square. (known as 'Bridestones 2'). The Bridestones 2 scheme is a key element of improving the retail offer in the town'</b>
13	Cultural Quarter	<b>'Opportunities should be taken to enhance cultural, leisure, retail, evening economy and community uses and improve the setting of significant buildings in the town centre'</b> .
14	Leisure Hub	Town Centre Area D – an additional bullet is needed as follows: <b>"Within this character area are key employment sites and for the wellbeing of the town centre economy the viability of these sites must be maintained and enhanced."</b>
14	Roodhill and Ropewalks	<b>'Opportunities should be taken to enhance links to the River Dane in this character area. As a key gateway to the town centre, consideration should be given to provide a link between Barn Road and this area of the town to the town centre'</b> .
14	West Street	Town Centre Area F – an additional bullet is needed as follows: <b>"It is important to maintain and enhance the existing retail and service uses in this area."</b>

## **Infrastructure Priorities**

- 'Astbury Mere Visitor Centre Extension' has been added as a high priority

### **Glossary:**

- The definition of Climate Change has been changed to: "Increasing global temperatures due to increased concentrations of greenhouse gases is a reality and requires addressing by measures to reduce fossil fuel use, deforestation and the destruction of habitats that store these gases"
- The definition of Sustainable Development has been updated to reflect the published NPPF. "Development that conforms to the National Planning Policy Framework":
  - Living within the planet's environmental limits;
  - Ensuring a strong, healthy and just society;
  - Achieving a sustainable economy;
  - Promoting good governance;
  - Using science responsibly.
- Transition Town definition has changed to the following: "A community led process that helps that community to meet all those aspects of life needed in order to sustain itself and thrive while;
  - Significantly increasing its resilience, to mitigate the effects of Peak Oil
  - Drastically reducing its carbon emissions, to mitigate the effects of Climate Change"



<b>1 Introduction .....</b>	<b>2</b>
<b>2 Next Steps .....</b>	<b>3</b>
<b>3 Background Material .....</b>	<b>4</b>
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## 1 Introduction

1.1 This Town Strategy for Congleton has been produced by representatives of the local community working closely with Cheshire East Council.

1.2 The Town Strategy will feed into the Cheshire East Local Plan, which will set the planning policies in Cheshire East to 2030.

### National Planning Policy Framework

1.3 The new National Planning Policy Framework (NPPF) encourages Local Authorities to have an up-to-date Local Plan in place as soon as possible. It says the purpose of planning is to help achieve sustainable development. 'Sustainable means ensuring that better lives for ourselves don't mean worse lives for future generations.' 'Development means growth...we must house a rising population...our lives and the places in which we live them can be made better, but they will certainly be worse if things stagnate.'

1.4 The National Planning Policy Framework also says that Local Authorities should use their evidence base to make sure that their Local Plan meets the full objectively assessed needs for market and affordable housing in the housing market area. It identifies the need for planning to encourage and not act as an impediment to sustainable growth. Local Authorities should plan proactively to meet the development needs of business and support an economy for the 21st century.

### Local Plan

1.5 The Local Plan will be the new Development Plan for Cheshire East. It will contain planning strategy, policies and site allocations. It will be accompanied by an Infrastructure Plan that will set out the transport, social (for example schools) and other infrastructure required to support development.

1.6 The Local Plan will look at the social, economic and environmental needs of each town. It will help to deliver economic growth by identifying and unlocking development opportunities, and help us to co-ordinate the delivery of new and improved roads, public transport and utilities. It will help to improve our environment by setting improved design standards for new development; protecting nature conservation areas; promoting parks and open spaces; safeguarding heritage assets, such as Listed Buildings; encouraging the generation of renewable energy; and safeguarding the countryside by focusing development to the towns and larger villages.

1.7 The Local Plan will consider how much housing is needed, including the mix of types and sizes of new homes. It will look at possible sites and consider associated needs for new and improved schools and community facilities. It will also consider the needs for other types of land-use, such as employment, retail and leisure uses.

1.8 The National Planning Policy Framework is clear that at the heart of the planning system, there is a 'presumption in favour of sustainable development'. The Local Plan will enable the Council to guide this sustainable development to the most appropriate locations in Cheshire East, and to make sure that all new development contributes to future infrastructure needs. However, there will be tough choices to be made about where development should go.

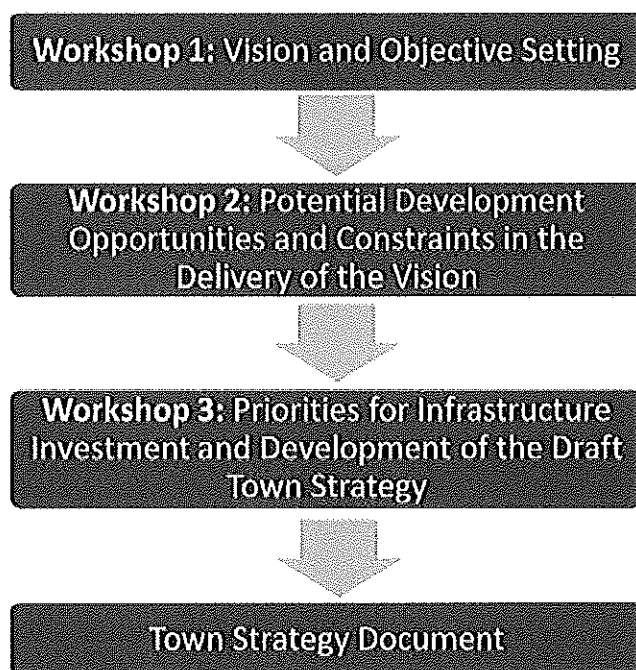
### Town Strategy for Congleton

1.9 During 2011, Cheshire East Council sought the views of residents, workers, visitors and shoppers on what they most liked about their town or village and what they wanted to see improved. This was called the Place Shaping Consultation. The factors most valued in Congleton was that it enjoyed a strong sense of community and benefited from access to the countryside. Job prospects, shopping facilities and traffic levels were identified as being in most need of improvement in the town.



**1.10** Following on from the Place Shaping Consultation, the Council has been working closely with the local community to develop this Strategy to guide the future planning of Congleton. Three workshops have been held with a Panel of representative stakeholders including the Town Council, Congleton Partnership, business groups, adjoining Parish Councils, Cheshire East Councillors and other environmental and community groups.

**1.11** The workshops discussed how the Town Strategy should meet the future needs of the town to make it an even better place over the next 20 years. Figure 1 shows what was discussed at each workshop.



**Figure 1 Content of Workshops**

**1.12** This Town Strategy, as agreed by the majority of the Stakeholder Panel and by Congleton Town Council, sets out a Vision for Congleton, looking at what the town should be like by 2030. Following on from the Vision are a number of Objectives needed to realise the Vision, and a set of specific aims which add detail to the Objectives. The Town Strategy also identifies a number of possible areas that may be suitable for future development.

**1.13** This document was published for consultation in March 2012 to seek the views of the local community, businesses and other stakeholders. Comments received during the consultation have now been considered by the stakeholder panel and amendments made to the document when considered appropriate by the majority of the Stakeholder Panel and Congleton Town Council.

## **2 Next Steps**

**2.1** Now that all of the consultation responses have been considered, the Town Strategy has been amended as appropriate and will be used to inform the Cheshire East Local Plan. It is important to note that the Town Strategy itself will not introduce new planning policies, nor will it allocate any sites for development. Its purpose is to make sure that the views of the local community have been properly taken into account when drafting the Local Plan. Any new planning policies or site allocations will be proposed through the Local Plan, taking into account all other background evidence (such as



housing needs assessment, employment land review, retail study, transport assessments, flood risk assessments, sustainability appraisals and others), national legislation, national guidance, and site-specific appraisals.

**2.2** The Local Plan will be made up of a number of key documents including the Core Strategy, Site Allocations Plan and Infrastructure Plan. Figure 2 illustrates the relationship of the Town Strategy document to the Local Plan. This highlights how the Town Strategy will provide a steer to the content and direction of the Local Plan.

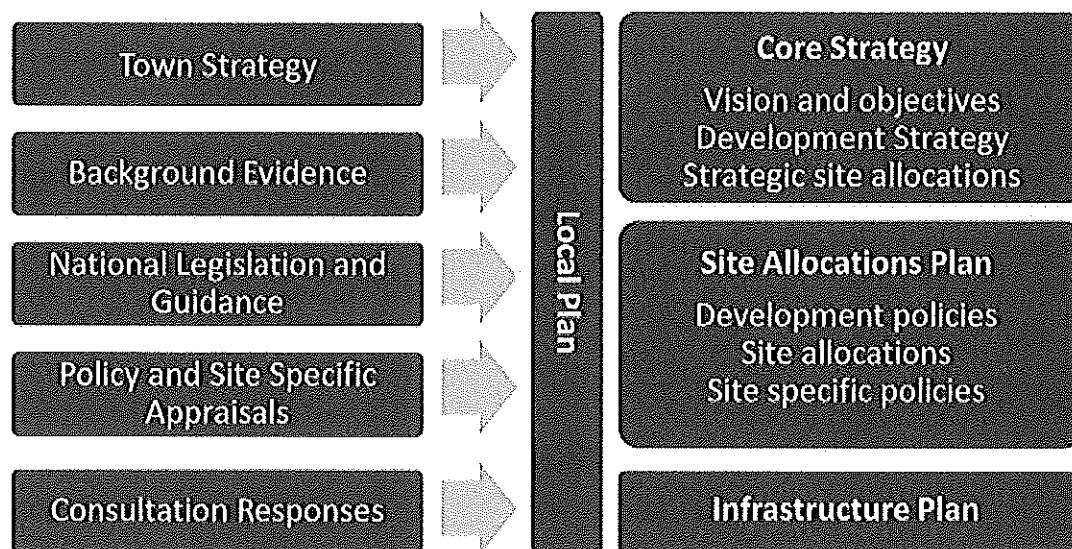


Figure 2 Relationship of the Town Strategy to the Local Plan

**2.3** There will be further consultations on the Local Plan including consultation on an overall development strategy for Cheshire East in autumn 2012 and consultation on the draft Core Strategy early in 2013.

**2.4** The Core Strategy and Site Allocations Plan will both be subject to separate 'examinations in public' with a Government-appointed inspector. At the examination, the Council will need to demonstrate that all reasonable alternatives to the final proposals have been properly considered **and the identified proposals are the most appropriate**. This draft Town Strategy and consultation responses received will form an important part of the Council's evidence in demonstrating that all reasonable alternatives have been considered prior to drafting the Local Plan.

**2.5** The Council aims to adopt the Core Strategy in late 2013 / early 2014 with the Site Allocations Plan following later in 2014.

### 3 Background Material

**3.1** A number of documents produced by the Town Council have informed the development of the town strategy. These documents include:

- Congleton Town Centre Plan (2008)
- Congleton Town Centre Public Realm Strategy (2011)
- Congleton Employment Land Study (2011)



## 4 Vision and Objectives

### Vision

Congleton is the "little town with a big heart". The vision for the town is:

*"By 2030, Congleton will be an even better place in which to live or work and enjoy your leisure time. The town will be renowned for its sustainability, innovation and community wellbeing delivered in a proactive, focused and flexible way."*

*High quality employment led growth will provide space for local businesses to grow, attract new employers to the town and support small businesses so they flourish.*

*Investment in new homes will support the development of new and improved community services and facilities, creating a more self sufficient town that meets the needs of local people. Housing will be high quality and include a mix of house types, tenures and affordability to reflect community needs.*

*A vibrant town centre will be supported by an improved evening economy, public realm and retail offer consisting of independent and national retailers. Open spaces, waterways, sports, cultural and leisure facilities will be protected and enhanced throughout the town.*

*A northern bypass of the town will have been established with a link road provided into Radnor Park as its first phase.*

*Growth in the town will be accommodated in a manner which enhances its role as a historic market town, supports the regeneration of its vacant or brownfield sites and which safeguards its distinctive character, heritage and natural assets. Congleton will be a safe, healthy, inclusive and attractive town set within a living and working countryside".*

### Objectives For Realising The Vision

#### Objective 1: Economic Prosperity

- To develop a sustainable, diverse, dynamic and prosperous economy which attracts investment, supports self containment and generates a range of employment opportunities.
- To support agriculture and local food production and other agricultural and similar diversification, where feasible.
- To encourage the effective use of land by reusing land that has been previously developed (brownfield land), provided that it is not of high environmental value and where it is economical to do so.
- To promote the economic potential of the town and support economic growth at Radnor Park, Congleton Business Park and Eaton Bank.
- To provide an adequate supply of high quality and suitably located employment land and buildings to attract new businesses and enable existing businesses to grow.
- To promote a link road into Radnor Park, subject to feasibility, as a first phase of a northern bypass for the town



### **Objective 2: Town Centre**

- To create a vibrant town centre both during the day and evening by enhancing the provision of retail, leisure and cultural facilities and improving the public realm.
- To consolidate and refocus the town centre area.
- To promote a vibrant market in the town.

### **Objective 3: Environment and Green Living**

- To consolidate Congleton as a "Transition Town" working to promote sustainable living and building resilience to climate change.
- To encourage green industries and sustainable transport choices by promoting the highest standards of design, energy efficiency, renewable energy and sustainable construction methods in new development.
- To safeguard and enhance the heritage and natural assets in and around the town.
- To deliver new and improved well connected indoor and outdoor sports, recreation and open space.

### **Objective 4: Linking Places**

- To encourage the use of sustainable transport choices through new and improved bus routes and integration of bus and rail travel, new and improved walking and cycling routes, as well as an improved road network including, subject to feasibility, the promotion of a northern bypass of the town.
- To ensure that the town centre and all new development are accessible by all sections of society.
- To deliver improvements to Congleton Railway Station.

### **Objective 5: Community Infrastructure and Services**

- To provide infrastructure, services including health and other facilities needed to sustain the existing community, to support the health, wellbeing and future development of the town. A list of infrastructure priorities is set out in Chapter 8.



## 5 Strategy for Congleton

- The Council and its partners will aim to:

### Theme 1: Economy

- Safeguard and improve existing viable employment areas in the town.
- Deliver sufficient employment land to fulfil the economic potential of the town (to be determined by the Cheshire East Employment Land Review).
- Support existing industries based in the town, particularly manufacturing.
- Develop a range of suitable, sustainable and flexible employment areas and buildings including a high quality and sustainable business park to attract small and medium sized businesses to the town and allow for the expansion of existing businesses in the town.
- Support flexible working and investment in new communication technologies, to allow home working and to support businesses reliant on e-technology within the town.
- Improve skills and workforce development with the Beartown Apprenticeship Scheme.
- Support social enterprise, start-up businesses and the development of small businesses, including specialist employers.
- Support the development of visitor and tourism-related facilities.

### Theme 2: Housing

- Deliver in the order of 3,500 new homes by 2030 as part of balanced and integrated portfolio of development that includes new jobs, a prosperous town centre and improved infrastructure including, subject to feasibility, a northern bypass of the town.
- Develop good quality, well designed housing in sustainable locations to meet the current and future needs of the town. This includes providing affordable, intermediate, open market and specialist housing suitable for the elderly and those with particular needs.
- Develop flexibility in the delivery of housing (phasing, amount, density) to support viability.
- Secure quality in design informed by local character.

### Theme 3: Town Centre

- Promote the role of Congleton town centre for shopping, business, leisure and community facilities.
- Support key neighbourhood service centres outside of the town centre and provide new neighbourhood service centres, as appropriate, to ensure the sustainability of development.
- Enhance the public realm, gateways and signage in the town.
- Build on the town's reputation as a "market" town through enhancing the existing market provision.
- Enhance the leisure offer and night time economy.
- Consolidate the town centre area and create specialist areas.
- Promote appropriate alternative uses of vacant town centre units and derelict buildings.
- Increase opportunities to live in and close to the town centre.
- Improve public transport links to the town centre.
- Secure appropriate access arrangements, including disabled access.

### Theme 4: Communities

- Promote excellent educational facilities to meet the needs of the current and future population.
- Build stronger links between schools, businesses and the community to secure training and employment opportunities for young people.
- Secure new and improved, well-connected sports, recreation, play and open space facilities, including new facilities for Congleton Rugby Club and other sports and leisure clubs around the town.



- Improve and enhance community facilities including the development of a lifestyle centre incorporating a swimming pool, sports centre and other community facilities.
- Secure improved health facilities in the town to meet the needs of the current and future population.

#### **Theme 5: Access and Transport**

- Provide car parking to support the role of Congleton as a destination for shopping, employment and leisure.
- Safeguard and improve railway station facilities, rail access and enhance connections from the railway station to the town centre.
- Develop high quality and attractive foot / cycle links and provide cycle parking at key locations in the town centre and surrounding areas.
- Improve accessibility to and within the town for non car users and for those with mobility problems.
- Improve the integration of public transport links in the town.
- Investigate the feasibility of a northern bypass for the town.

#### **Theme 6: Environment**

- Safeguard and enhance buildings, sites and areas of heritage and cultural importance.
- Safeguard and enhance sites of biodiversity and geodiversity importance.
- Safeguard and increase the quality, connectivity, accessibility and supply of green spaces, allotments, sports facilities and playground areas within the town.
- Encourage the development of renewable energy projects of an appropriate scale, when they are compatible with surrounding areas and other uses.

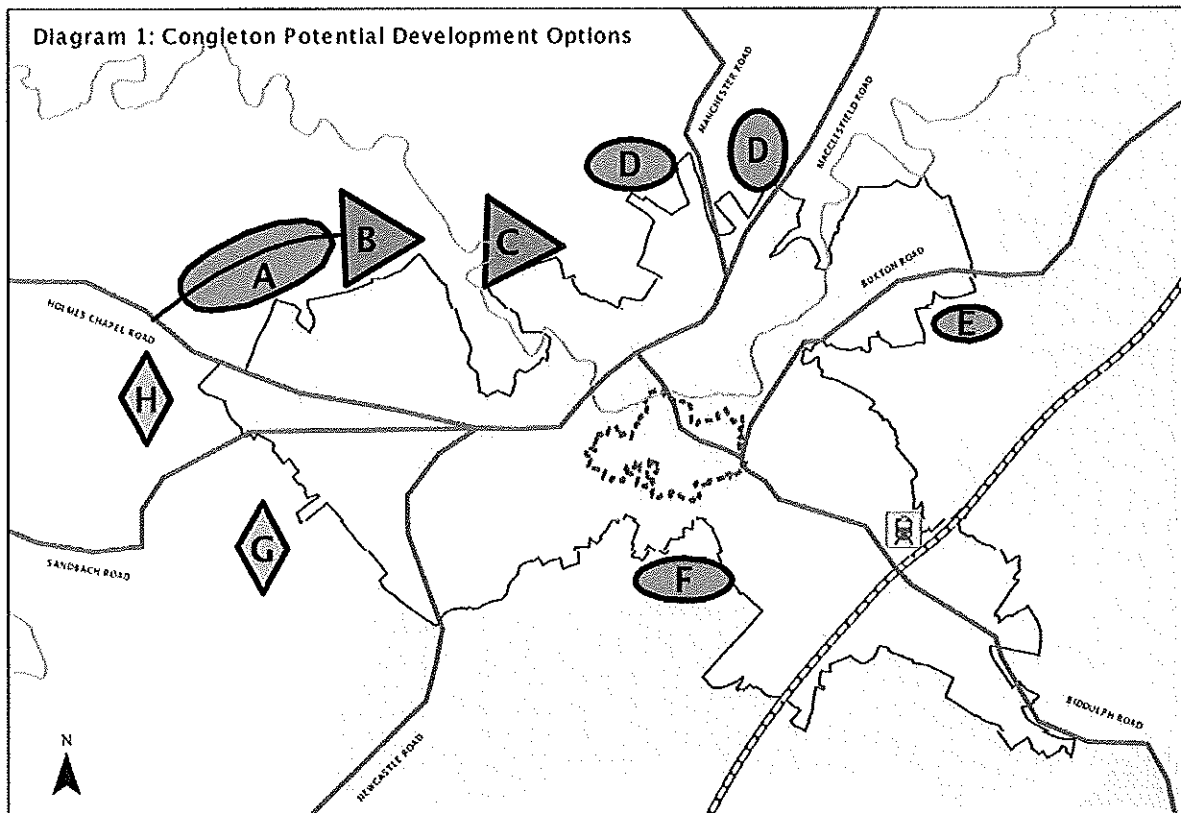
#### **Theme 7: Deliverability and Viability**

- Develop flexibility to respond to market conditions and deliver economic wellbeing in the town.
- Examine the feasibility and viability of schemes in the delivery of the overall Vision for the town.

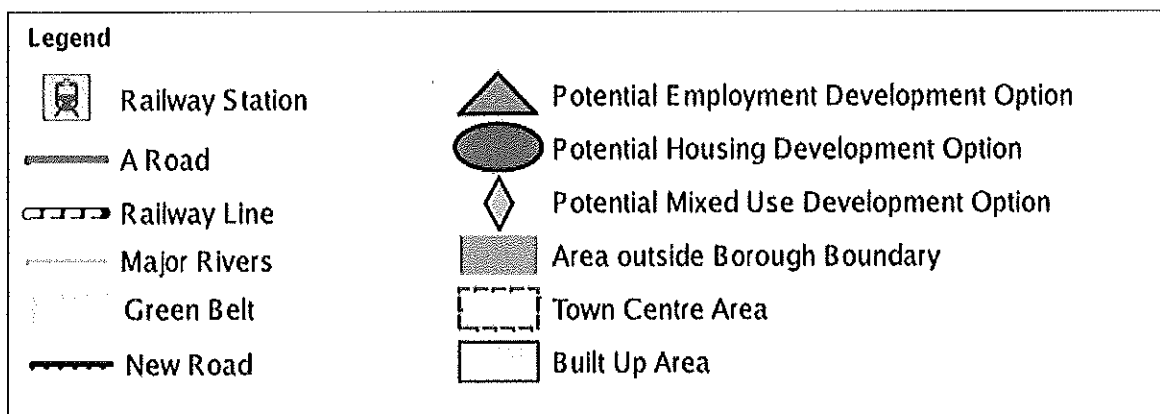


## 6 Development Options

6.1 Diagram 1 identifies a number of potential areas adjacent to Congleton that may offer opportunities for growth in the future.



This Diagram is for Indicative Purposes Only



6.2 Congleton will deliver in the order of 3,500 new homes by 2030 as part of balanced and integrated portfolio of development that includes new jobs, a prosperous town centre, improved infrastructure and, subject to feasibility, a northern bypass of the town.





**6.3** As at January 2012, there are commitments (that is sites with planning permission) for 553 dwellings in the town (122 awaiting Section 106 Legal Agreement, 92 with full planning permission, 11 with outline planning permission and 328 under construction). Other brownfield sites within the town could have a capacity for about an additional 780 dwellings over the Local Plan period.

**6.4** Within the existing built up area of the town, preference will be given to the use of vacant buildings and brownfield sites for housing. This is expected to deliver around 1300 dwellings in the town over the Local Plan period, including sites that currently have planning permission.

**6.5** The amount of employment land that will be required in the town will be subject to the completion of the Cheshire East Employment Land Review.

**6.6** During the workshops, the panel considered constraints to growth around the town. This looked at designations such as Green Belt, flood risk and nature conservation. During this discussion, the decision was made by the Panel to accommodate the future development needs of the town on sites outside of the Green Belt.

**6.7** Further evidence and assessment work will be carried out on the development options including transport assessments, an assessment of agricultural land quality and nature conservation value, sustainability appraisal and viability studies to determine the suitability and deliverability of the site options. Consultation on the draft town strategy has also now been undertaken.

**6.8** Diagram 1 (above) highlights a number of development options that are on greenfield sites on the edge of the town which are being considered. The following table provides a brief description of the areas and an indication of their potential for development. Please note that no decisions have been taken about the allocation of any of these sites or their development potential.

**6.9** Having reviewed consultation responses received, the majority of the stakeholder panel identified that priority should be given to those sites that contributed to the delivery of the northern bypass, are closest to existing employment sites and provide access to the greater part of Cheshire East and the M6 without the need to cross the town. This includes sites to the north (sites A, B, C, D) and to the west (H and G) of the town.

Area	Potential Development Uses	Comments
A	Housing	<ul style="list-style-type: none"> <li>Surrounding uses include residential and open countryside.</li> <li>This area could deliver around 1000 dwellings.</li> <li>This area could be brought forward to assist the delivery of an access road into an extension to the Radnor Park employment site (area B)</li> </ul>
B	Employment	<ul style="list-style-type: none"> <li>Represents an extension to Radnor Park to provide space for manufacturing businesses and allow businesses to expand.</li> <li>Surrounding uses include commercial, residential, sports pitches and open countryside.</li> <li>Assessment of vehicular access is being undertaken including a new road link through site A to address concerns over the current access to the site.</li> </ul>
C	Employment	<ul style="list-style-type: none"> <li>Represents an extension to Congleton Business Park.</li> </ul>

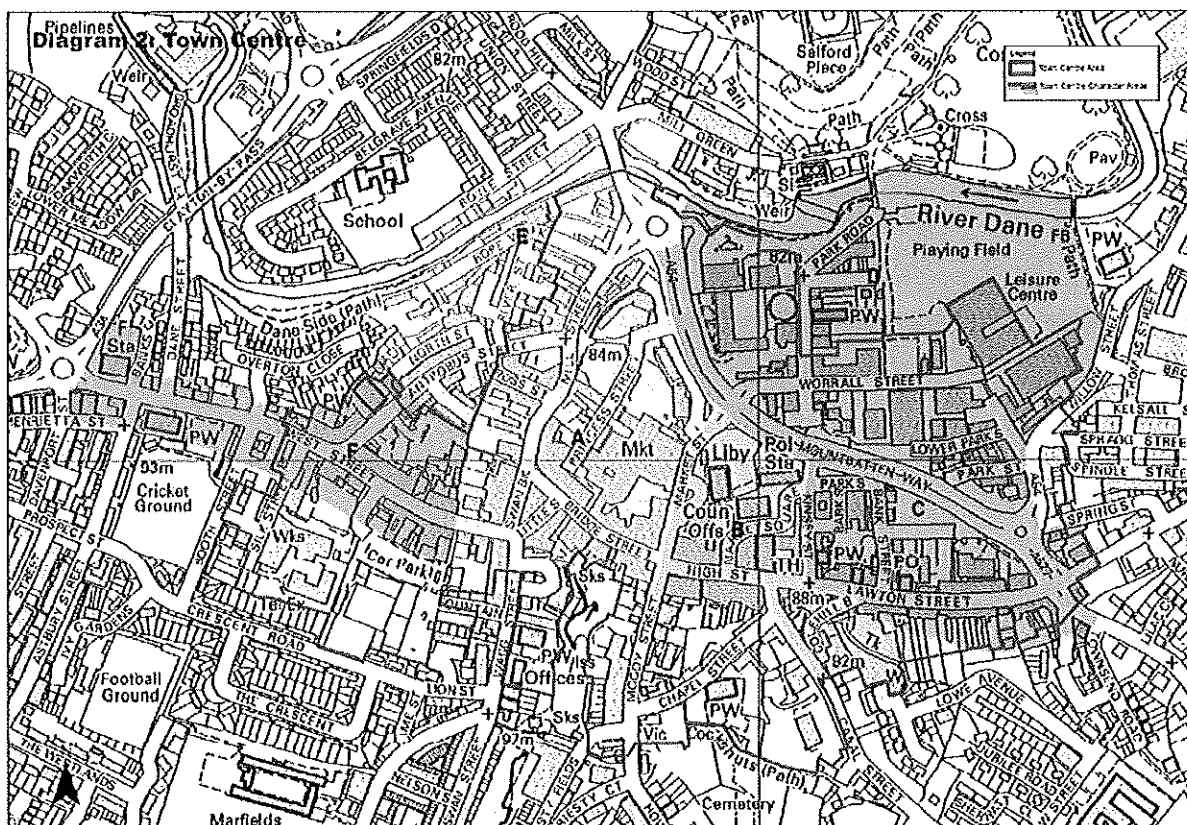


Area	Potential Development Uses	Comments
		<ul style="list-style-type: none"> <li>The aim of this extension would be to provide space for business, allow existing businesses to expand and to attract inward investment to the town.</li> <li>Surrounding uses are commercial and open countryside.</li> <li>Assessment of vehicular access would need to be undertaken as it may require improvements to the surrounding road network.</li> </ul>
D	Housing	<ul style="list-style-type: none"> <li>Surrounding uses are residential and open countryside.</li> <li>This site could deliver around 1000 dwellings over two areas.</li> </ul>
E	Housing	<ul style="list-style-type: none"> <li>Surrounding uses are residential and open countryside.</li> <li>The site could deliver around 200 dwellings.</li> </ul>
F	Housing	<ul style="list-style-type: none"> <li>Surrounding uses are residential and open countryside.</li> <li>The site could deliver around 300 dwellings.</li> </ul>
G and H represent areas of growth and have potential to be brought forward for a mixture of uses.		
G	Mixed Use	<ul style="list-style-type: none"> <li>A mixture of high quality business and commercial uses would attract inward investment into the town.</li> <li>This direction of growth would deliver a mixed use proposal including around 500 dwellings, outdoor sports pitches and facilities, employment land and community facilities set within a strong landscape framework.</li> <li>A masterplanning exercise would determine the precise boundaries and areas required for employment and residential.</li> <li>Surrounding uses include residential and open countryside.</li> </ul>
H	Mixed Use	<ul style="list-style-type: none"> <li>A mixture of high quality business and commercial uses would attract inward investment into the town.</li> <li>This direction of growth would deliver a mixed use proposal including around 500 dwellings, outdoor sports pitches and facilities, employment land and community facilities set within a strong landscape framework.</li> <li>A masterplanning exercise would determine the precise boundaries and areas required for employment and residential.</li> <li>Surrounding uses include Congleton High School, residential and open countryside.</li> </ul>

Table 1 Consideration of Development Options



## 7 Town Centre



For more detail, please refer to the Congleton Town Centre Plan (2008)

### Legend

 Town Centre Area       Town Centre Character Areas

**7.1** A key objective of the town strategy is a vibrant town centre maintained throughout the day and evening achieved by the enhancement of retail, leisure and cultural facilities and improvement to the public realm.

**7.2** Diagram 2 reflects a number of key project areas identified in the Congleton Town Centre Plan (2008). Key messages from the Congleton Town Centre Plan included the need for:

- Improvements to the evening economy.
- Improvements to the appearance and connectivity of the town centre.
- Importance of the riverside for both the attractiveness and character of the town centre.
- Mountbatten Way as a key route through the town should be enhanced through the Public Realm Strategy.
- Importance of the 'market' to the town centre.
- Importance of the historic character of the town centre.
- The appearance of shop units that reflect the character of the town.



**7.3** The Congleton Public Realm Strategy (2011) identifies 12 key projects in the town to improve the appearance and functionality of the town centre. All reasonable steps should be taken to implement the projects detailed in this strategy to deliver overall improvements to the public realm of the town centre.

**7.4** Key messages contained in the Congleton Town Centre Plan (2008) and the importance of the delivery of the Public Realm Strategy were reinforced by the stakeholder panel workshops and consultation responses received.

**7.5** The stakeholder panel workshops discussed general improvements in the town centre that should be reflected in the town strategy. Table 2 (below) reflects the general principles that were discussed, these largely reflect the character areas included in the Congleton Town Centre Plan (2008):

Area	Reference in Town Centre Plan	Comments
A	Retail Heart	<ul style="list-style-type: none"> <li>This is the retail centre and contains the main shopping streets, Bridge Street and Duke Street.</li> <li>It is the primary area for an improved retail offer.</li> <li>Opportunities should be taken to re-establish the town as a shopping destination in this area while maintaining the historic townscape.</li> <li>Scarborough Developments has secured a planning consent (subject to s106 agreement) of an erection of an extension to the Bridestones Centre comprising a food store speciality A1 retail units, replacement market, A3 units, car parking and servicing facilities and creation of a town square. (known as 'Bridestones 2'). The Bridestones 2 scheme is a key element of improving the retail offer in the town</li> <li>Opportunities should be taken to improve the retail offer in this area. This should consist of a strong independent retail presence and national retailers.</li> <li>It is important to promote the evening economy in this area.</li> <li>It is important to promote appropriate alternative uses of vacant town centre units and derelict buildings.</li> </ul>
B	Cultural Quarter	<ul style="list-style-type: none"> <li>This character area contains the Town Hall, Museum and Library and is designated as an important cultural area of the town.</li> <li>Opportunities should be taken to enhance cultural, leisure, retail, evening economy and community uses and improve the setting of significant buildings in the town centre.</li> </ul>
C	Lawton Street	<ul style="list-style-type: none"> <li>This character area sits either side of Mountbatten Way.</li> <li>Lawton Street is important to the historic character of the town.</li> <li>Opportunities should be taken to enhance the historic townscape, reconnect this area to the town centre and enhance the evening economy and commercial uses.</li> </ul>



Area	Reference in Town Centre Plan	Comments
D	Leisure Hub	<ul style="list-style-type: none"> <li>This character area is characterised by the existing Leisure Centre and associated leisure uses such as Hankinson's Field.</li> <li>The River Dane and Theatre are key assets in this area.</li> <li>Opportunities should be taken to deliver the renaissance of the leisure centre and the protection and enhancement of assets such as the Theatre.</li> <li>It is important that this area provides links to character area A.</li> <li>Within this character area are key employment sites and for the wellbeing of the town centre economy the viability of these sites must be maintained and enhanced.</li> </ul>
E	Roodhill and Ropewalks	<ul style="list-style-type: none"> <li>This area is influenced by the River Dane and the presence of industrial, mill type development provides an important character to this area.</li> <li>Rood Hill is an important gateway to the town centre.</li> <li>Opportunities should be taken to enhance links to the River Dane in this character area. As a key gateway to the town centre, consideration should be given to provide a link between Barn Road and this area of the town to the town centre</li> </ul>
F	West Street	<ul style="list-style-type: none"> <li>This character area focuses on the length of West Street from the roundabout with the Clayton By-pass through, to and including the historic environment of Swan Bank and Wagg Street.</li> <li>Opportunities should be taken to enhance the historic environment, improve the evening economy, provide an important gateway into the town centre and to link this area to the retail heart of the town centre.</li> <li>It is important to maintain and enhance the existing retail and service uses in this area.</li> </ul>

Table 2 Town Centre Character Areas

## 8 Infrastructure Priorities

**8.1** The Community Infrastructure Levy is a levy that Local Authorities can choose to charge new developments in their area that they can spend on providing infrastructure to support the development of their area.

**8.2** It is important to consider the infrastructure required to support the development proposals and the relative priorities for phasing (in what order infrastructure is delivered over the plan period). The Town Strategy should establish priorities to guide future investment in the town through the Community Infrastructure Levy.



8.3 The Local Authority will publish a schedule of infrastructure required to deliver development in the town and their funding to ascertain the levels of Community Infrastructure Levy. The following is a list of potential infrastructure requirements identified by the stakeholder panel, as priorities needed to deliver the vision and strategy as proposed

8.4 The list of priorities set out below will also be shaped by further evidence and assessments including transport, employment, viability and others to ensure the delivery of the Local Plan:

High Priority (in no particular order)
- Affordable Housing and / or Special Needs Housing
- Public Transport Provision
- Road Link to Radnor Park Employment Park from Holmes Chapel Road
- Sports Facilities
- Play Areas
- School Provision
- Astbury Mere Visitor Centre Extension
Medium Priority (in no particular order)
- Renewable Energy Projects
- Allotments
- Road Improvements to Congleton Business Park
- Town Centre Public Realm
- Cycle Ways
- Lifestyle Centre
- Improvements to Railway Station

Table 3 Infrastructure Priorities

8.5 A number of additional requirements were considered. These included improvements to disabled access for which there is an ongoing programme of work.

8.6 The resources received from the Community Infrastructure Levy are finite and will not be able to cover all the aspects the Council and community may wish. The Council in the preparation of the Local Plan will investigate the expected costs in infrastructure provision across the Borough, prepare a list of charges attached to development and set out how this should be spent.

8.7 It is important to consider priorities or phasing of infrastructure so that it is clear in what order investment in infrastructure should be prioritised and delivered in the Local Plan.

8.8 The consultation on the town strategy has sought views on the infrastructure proposals and priorities for the town. Consultation responses have been considered by the stakeholder panel and changes have been made to the above list when considered appropriate by the majority of the stakeholder panel.





## 9 Further Information

### Consultation Information

- Consultation on the draft town strategy was held between the 2<sup>nd</sup> March 2012 and the 2<sup>nd</sup> April 2012. A total of 153 responses were received to the consultation stage.

### Contact Information

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## 10 Glossary

10.1 This Glossary provides definitions of the uncommon words, terms and abbreviations used in this Report.

<b>Affordable Housing</b>	Housing, whether for rent, shared ownership or outright purchase, provided at a cost considered affordable in relation to incomes that are average or below average, or in relation to the price of general market housing.
<b>Agricultural Land Quality (Classification)</b>	Classification of land by DEFRA (Department of the Environment, Food and Rural Affairs) according to quality. The Agricultural Land Classification (ALC) provides a method for assessing the quality of farmland to enable informed choices to be made about its future use within the planning system.
<b>Brownfield</b>	Previously developed land that is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed surface infrastructure.
<b>Climate Change</b>	Increasing global temperatures due to increased concentrations of greenhouse gases is a reality and requires addressing by measures to reduce fossil fuel use, deforestation and the destruction of habitats that store these gases
<b>Community Infrastructure</b>	Community Infrastructure is the basic facilities, services and installations needed for the functioning of a community or society. Community Infrastructure includes community buildings and halls, leisure facilities, education services, healthcare facilities and renewable energy installations.
<b>Community Infrastructure Levy (CIL)</b>	A charge local authorities in England and Wales will be able, but not required, to charge on most types of new development in their area.
<b>Core Strategy</b>	A Development Plan Document setting out the spatial vision and strategic objectives of the planning framework for an area, having regard to the Community Strategy.
<b>Development</b>	'The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land (section 55 of the Town and Country Planning Act 1990).



<b>Development Plan Document</b>	A document prepared by Local Planning Authorities outlining the key development goals of the Local Plan.
<b>Employment Land</b>	Land identified for business, general industrial, and storage and distribution development as defined by Classes B1, B2 and B8 of the Town and Country Planning (Use Classes) Order. It does not include land for retail development nor 'owner-specific' land.
<b>Employment Land Review</b>	A review of the employment land portfolio within the Borough to form part of the evidence base for the Local Plan.
<b>Green Belt</b>	<p>A designation for land around certain cities and large built-up areas, which aims to keep this land permanently open or largely undeveloped. The purposes of the Green Belt are to:</p> <ul style="list-style-type: none"><li>• Check the unrestricted sprawl of large built up areas;</li><li>• Prevent neighbouring towns from merging;</li><li>• Safeguard the countryside from encroachment;</li><li>• Preserve the setting and special character of historic towns; and</li><li>• Assist urban regeneration by encouraging the recycling of derelict and other urban land.</li></ul> <p>Green Belts are defined in a Local Planning Authority's Development Plan/Local Plan.</p>
<b>Greenfield</b>	Land (or a defined site) usually farmland, that has not previously been developed.
<b>Green Infrastructure</b>	Green spaces in and around the town.
<b>Heritage Asset</b>	A building, monument, site, place, area or landscape positively identified as having a degree of significance meriting consideration in planning decisions
<b>Infrastructure</b>	Basic services necessary for development to take place, for example, roads, electricity, sewerage, water, education and health facilities.
<b>Infrastructure Plan</b>	National planning policy formally requires local authorities to demonstrate sufficient infrastructure exists, or will be provided, to support their strategies for new development as set out in their Local Plan documents.
<b>Intermediate Housing</b>	Housing which is available at prices and rents above those of social rent, but below market levels
<b>Local Plan</b>	<p>Through the Localism Act 2011, the Government refers to the statutory development plan as "the <b>Local Plan</b>". To reflect this, it is proposed that in future the Cheshire East Local Development Framework will be renamed the "Cheshire East Local Plan".</p> <p>The Cheshire East Local Plan will be comprised of:</p>





- Development Plan Documents (which form part of the statutory development plan); and
- Supplementary Planning Documents.

The LDF will also comprise of:

- The Statement of Community Involvement;
- The Local Development Scheme;
- The Annual Monitoring Report; and
- Any Local Development Orders or Simplified Planning Zones that may have been added.

Also: An old-style development plan prepared by district and other Local Planning Authorities. These plans will continue to operate for a time after the commencement of the new development plan system, by virtue of specific transitional provisions.

<b>Local Planning Authority</b>	The Local Authority or Council that is empowered by law to exercise planning functions. Often the local Borough or District Council. National parks and the Broads Authority are also considered to be Local Planning Authorities.
<b>Natural Assets</b>	Natural assets are assets of the natural environment. These consist of biological assets (produced or wild), land and water areas with their ecosystems, subsoil assets and air. They include sites which have identified as having importance for nature conservation at a local, national and international scale.
<b>Open Countryside</b>	The rural area outside the towns and villages, but excluding the Green Belt areas.
<b>Open Space</b>	All space of public value, including public landscaped areas, playing fields, parks and play areas, and also including not just land, but also areas of water such as rivers, canals, lakes and reservoirs, which can offer opportunities for sport and recreation or can also act as a visual amenity and a haven for wildlife.
<b>Place Shaping Consultation</b>	This is a stage in preparing new plans for places in Cheshire East. It looks at the challenges facing each town or village, and ideas about how each place can be improved. It will then look at the options for the plan for each place. From this, a strategy for each town or village will be produced and the proposals will be incorporated into the draft Cheshire East Local Plan Core Strategy and Site Allocations documents.
<b>Previously Developed Land</b>	Land that is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed-surface infrastructure. The definition covers the curtilage of the development. Planning Policy Statement 3 (Housing) provides a detailed definition.
<b>Public Realm</b>	Those parts of a village, town or city (whether publicly or privately owned) available, for everyone to use. This includes streets, squares and parks.



<b>Renewable Energy</b>	Energy flows that occur naturally and repeatedly in the environment, for example from the wind, water flow, tides or the sun.
<b>Section 106 Agreement (s106)</b>	A legal agreement relating to monies paid by developers to the Council in order to offset the costs of the external effects of development, for example to fund new school places, provide new green spaces or improve the road layout.
<b>Site Allocations Document</b>	The Site Allocations document is part of the Local Plan and will contain land allocations and detailed policies and proposals to deliver and guide the future use of this land.
<b>Sustainability Appraisal (SA)</b>	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.
<b>Sustainable Development</b>	Development that conforms to the National Planning Policy Framework: <ul style="list-style-type: none"><li>• Living with the planet's environmental limits;</li><li>• Ensuring a strong, healthy and just society;</li><li>• Achieving a sustainable economy;</li><li>• Promoting good governance;</li><li>• Using science responsibly.</li></ul>
<b>Transition Town</b>	A community led process that helps that community to meet all those aspects of life needed in order to sustain itself and thrive while: <ul style="list-style-type: none"><li>• Significantly increasing its resilience, to mitigate the effects of Peak Oil</li><li>• Drastically reducing its carbon emissions, to mitigate the effects of Climate Change.</li></ul>
<b>Viability assessments / financial viability</b>	A report including a financial appraisal to establish the profit or loss arising from a proposed development. It will usually provide an analysis of both the figures inputted and output results together with other matters of relevance. An assessment will normally provide a judgement as to the profitability (or loss) of a development.