



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



11th September 2014

Dear Councillor,

Town Council Meeting – Thursday 18th September, 2014

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 18th September, 2014** commencing at **7.00pm**.

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

Yours sincerely,

B. Hogan
TOWN CLERK

AGENDA

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

2. Minutes (enclosed)

To approve the Minutes of the meeting held on 10th July 2014.

3. Declarations of Disclosable Pecuniary Interest

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

4. Outstanding Actions

None.



Congleton
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where friends are made

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

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



5. Questions from Members of the Public (enclosed)

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

6. Mayor's Announcements (enclosed)

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

7. Planning Committee (enclosed)

To receive the minutes of the meeting held on 19th June, 17th July, and 21st August 2014.

8. Personnel Committee (enclosed)

To receive the minutes of the meeting held on 30th January 2014.

9. Community Environment and Services Committee (enclosed)

To receive the minutes of the meeting held on 5th June 2014.

10. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 29th May 2014.

11. Urgent Items

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

12. Youth Committee (enclosed)

a. To receive the minutes of the Youth Committee meeting held on 15th July 2014.

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

13. Fly a Flag for the Commonwealth (enclosed)

To receive and consider correspondence from NALC urging councils to participate in the Commonwealth Day on the 9th March 2015.

14. Pensions Discretion Policy (enclosed)

To consider adopting the Pensions Discretion Policy approved by the Personnel Committee on 7th August 2014.

15. St Peter's Church (enclosed)

To consider appointing a deputy to the Mayor to attend St Peter's Church Steering Committee who are undertaking a three stage project to protect town heritage.

16. Neighbourhood Plan (enclosed)

To consider the recommendation from the Strategy Working Group to produce a Neighbourhood Plan for Congleton.

17. Signage Policy (enclosed)

To consider introducing a signage policy in Congleton.

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,
10th July 2014 in the Town Hall, Congleton.

PRESENT: Councillors Mrs D S Allen
 L D Barker
 P. Bates
 G Baxendale
 Ms. L Bours
 R I Brightwell
 J S Crowther
 G R Edwards
 Mrs S A Holland
 Mrs A M Martin
 D Murphy (Town Mayor)
 D A Parker
 J. D Parry
 N T Price
 Mrs E Wardlaw
 G S 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 Councillors D T Brown, G P Hayes and Miss R K Williams.

2. **MINUTES**

CTC/13/1415 RESOLVED- That the Minutes of the meeting held on the 29th May 2014 be approved and signed by the Mayor.

3. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

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

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

4. **OUTSTANDING ACTIONS**

None.

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

Question from Member of the Public – Mr G Goodwin

Question to the Town Mayor, Mr D Murphy

At the onset of the debate on my complaint on 17th April 2014 the Mayor asked if any Councillor had spoken to me prior to the complaint being heard and debated at the meeting of 17 April since any such contact could require the Councillor to be excluded from the debate and vote. Three Councillors correctly confirmed that they had been in email contact with me because, as three of my ward Councillors, I had made them aware that I was making an official complaint and advising them of my reasons for making the complaint. Since I had not met with any of the Councillors, there was no reason for any of the Councillors to be excluded from the debate

I would, firstly ask why no Councillor was asked if they had met with the Town Clerk to discuss the complaint prior to the meeting since I have now established that one of my ward Councillors met with the Town Clerk to seek clarification on aspects of the complaint and that the Town Clerk spoke to the Council Leader on the subject whilst in the presence of my ward Councillor and, in fact, the council leader then appeared at the Town Hall and continued to discuss the matter, again in the presence of my ward Councillor.

Secondly I would ask the Council Leader for his comments on the propriety of the discussion he had with the Town Clerk and why he did not advise the Councillors at the meeting that such a discussion had taken place particularly since I had already asked the Mayor if any such meetings had taken place and had received assurances in writing that this had not been the case.

Finally, a meeting took place at the Town Hall on the morning of 14th March 2014, the participants being the Town Clerk and Councillors Hayes, Edwards, Murphy and Brown where, I believe. My complaint was also discussed.. Would the Council Leader confirm or deny that any aspect of my complaint was discussed at that meeting

Response by the Town Mayor

Thank you for your question which I will respond to on behalf of the Town Council.

First of all Councillors are well aware of the rules surrounding declarations of interest and do not need any further prompting on this issue from the Mayor.

Insofar as the issue you raise relating to your ward councillor speaking to the Town Clerk and the Leader of the Council is concerned, this related to advice about process and had nothing to do with the substance of the complaint whatsoever.

The Councillor concerned mentioned that he had been in discussion with you about the complaint you made against the Town Clerk and asked advice on whether he should declare this matter at the Town Council meeting; he was advised that he should and that was the end of the discussion. Advice on process and procedure does not have to be declared as an interest, because it is not.

Response by the Town Mayor continued...

The meeting that you refer to on the 14th March 2014 is a regular private meeting that takes place monthly between the Town Clerk, Mayor, Deputy Mayor, Leader and Deputy Leader of the Council. The meeting was not called to discuss the complaint against the Town Clerk, but, during the meeting which covered a range of subjects, the then Mayor mentioned that a complaint had been received and that it was his intention to refer the matter to the Town Council as set out in the Complaints Procedure.

This information once again merely confirmed the Council would be following the process as set out in the Constitution.

Mr Goodwin your complaint has had a fair and proper hearing at the Town Council meeting of the 17th April 2014 and it was determined to be unfounded. Insofar as the Town Council is concerned the matter must now end.

Mr Goodwin was given the opportunity to ask a supplementary question, but, the issues he raised did not meet the criteria set out in clause 73h of the Constitution.

A motion to have an injunction taken out against Mr Goodwin was considered, but, this was not taken further because of insufficient support.

6. MAYOR'S ANNOUNCEMENTS

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

7. PLANNING COMMITTEE

CTC/14/1415 RESOLVED that the minutes of the meeting held on 3rd April and 22nd May 2014 be received and the recommendations therein be adopted.

8. TOWN HALL COMMITTEE

CTC/15/1415 RESOLVED that the minutes of the meeting held on 13th March 2014 be received and the recommendations therein be adopted.

9. COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE

CTC/16/1415 RESOLVED that the minutes of the meeting held on 30th March 2014 be received and the recommendations therein be adopted.

10. URGENT ITEMS

Cllr Ms L Bours raised the matter of supporting a promising young swimmer, Aysha Epcim who requires financial assistance to attend Plymouth College where she has been offered a 50% bursary.

Cllr Bours requested that the Town Council and other bodies help sponsor and support Aysha.

11. **YOUTH COMMITTEE**

CTC/17/1415 RESOLVED that the minutes of the Junior Council meeting held on 10th June and the Youth Committee Meeting held on 17th June 2014 be received.

12. **INTERNAL AUDIT REPORT**

The final update of the Internal Report for 2013-14 produced by Auditing Solutions was considered, as was the notion of re-appointing Auditing Solutions Ltd as our auditors for 2014-15.

CTC/18/1415 RESOLVED that:-

1. The Internal report of 2013-14 be received and noted that there were no corrective actions identified.
2. Auditing Solutions Ltd to be re-appointed as the Town Council Auditors for 2014-15.

13. **LEISURE FACILITIES**

A letter concerning the potential redevelopment of the Leisure Centre in Congleton submitted by Congleton Partnership was discussed.

CTC/19/1415 RESOLVED to acknowledge receipt of the letter.

14. **CHESHIRE EAST COUNCIL REPRESENTATION**

A letter was considered from G F Waller concerning a proposed reduction in the number of Cheshire East Borough Councillors by restructuring the warding arrangement to single member wards.

CTC/20/1415 RESOLVED that the proposal to reduce the number of Cheshire East Councillors by changing warding arrangements be rejected.

15. **NEIGHBOURHOOD PLAN**

Correspondence from Cllr Michael Jones, Leader of Cheshire East Council, concerning Neighbourhood Plans were considered.

CTC/21/1415 RESOLVED that the correspondence be received and noted.

16. **NEIGHBOURHOOD PLAN**

The notion of the Town Council producing a Neighbourhood Plan was discussed at some length.

CTC/22/1415 RESOLVED that:-

1. That the Town Council start to examine the notion of whether or not to produce a Neighbourhood Plan.
2. A meeting of the Strategy Working Group to be called urgently to discuss the notion of a Neighbourhood Plan in more detail.

D Murphy

TOWN MAYOR

Question from Member of the Public – Mr G Goodwin

Question to the Town Mayor, Cllr D Murphy

In the response to a question provided at the council meeting of 10th July 2014 it was stated that a meeting between one of my Ward Councillors and the Town Clerk was solely to provide advice to my Ward Councillor on the council complaints procedure. The response actually said that "the Councillor concerned mentioned that he had been in discussion with you (Graham Goodwin) about the complaint you made against the Town Clerk and asked advice on whether he should declare this matter at the Town Council meeting; he was advised that he should and that was the end of the discussion."

If, as stated, that was "the end of the discussion":-

- Why, then, did the Town Clerk consider it necessary or proper to immediately ring the council leader?
- why, within minutes, did the council leader arrive at the Town Hall to discuss the complaint with my Ward Councillor in the presence of the Town Clerk?
- and why, some short time later, did the council leader ring my Ward Councillor, an Independent Councillor, at his home to ask him how he intended to vote even though, at that time, the debate over the complaint had yet to take place

Response by the Town Mayor

The response to the first two points that you raise is very simple as far as the Town Clerk is concerned.

He is aware that you manage to misinterpret and misconstrue every action taken by him and the Town Council and as such wanted a witness to any information or advice concerning you Mr Goodwin given to Cllr Crowther.

Insofar as the question that you raise relating to Cllr Edwards is concerned again there is a very simple explanation to this.

Cllr Edwards before meeting with Cllr Crowther and the Town Clerk was concerned to ensure that Cllr Crowther was not in a compromised position before meeting him.

Cllr Edwards then during a brief telephone conversation he had with Cllr Crowther prior to meeting with the Town Clerk, asked him if he had decided how he was going to vote on the matter. Cllr Edwards didn't ask him which way he was going to vote, but, asked him if he had decided how.

This was an important question to ask prior to meeting with Cllr Crowther because if the response was that he had already decided how he was going to vote then Cllr Crowther

would have been guilty of pre determination and as a consequence neither Cllr Edwards nor the Town Clerk would have been able to meet him or provide any advice on process and procedure.

TOWN MAYOR'S ENGAGEMENTS

2014

11 th July	Visit to Smallwood School
11 th July	Congleton High School – 50 th Anniversary Celebrations
12 th July	Congleton Carnival
13 th July	Staffordshire Moorlands Civic Service
13 th July	It's A Knockout
15 th July	Visit to Buglawton School
16 th July	Eaton Bank School – Other Stuff To Do Event and Launch of Youth Committee Website
16 th July	Visit to Havannah School
16 th July	Chief Constables Award Ceremony
18 th July	Opening of Congleton Park Play Area
19 th July	Choral Society – Town Hall
19 th July	Stroke Association – Walk in the Park
22 nd July	Visit to Woodcock Well School
22 nd July	North West In Bloom
22 nd July	Blackfirs School – Sports Presentation
1 st August	Book Launch – St Mary's Parish Centre
2 nd August	Carrie Ann Williams Concert
4 th August	Cheshire East WW1 Event – Tatton Park
6 th August	Britain In Bloom
16 th August	SOL Theatre School
24 th August	Cheshire East Service – Tatton Park
30 th August	Fire Station Open Day
3 rd September	W. I. Autumn Meeting
7 th September	Mayoress Charity Tea Party

DEPUTY TOWN MAYOR

26 th July	Congleton Tennis Club Tournament
4 th August	Congleton War Memorial – WW1 Event
9 th August	European Bossons Collectors Meeting
15 th August	SOL Theatre School

MAYORESS

19 th July	Congleton Players
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COUNCILLOR BOB EDWARDS

18 th July	Opening of Congleton Park Play Area
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MAYOR'S CADET

11 th July	Congleton High School – 50 th Anniversary Celebrations
12 th July	Congleton Carnival
13 th July	Staffordshire Moorlands Civic Service
13 th July	It's A Knockout
16 th July	Chief Constables Award Ceremony
19 th July	Stroke Association – Walk in the Park
26 th July	Congleton Tennis Club Tournament
2 nd August	Carrie Ann Williams Concert
4 th August	Cheshire East WW1 Event – Tatton Park
15 th August	SOL Theatre School
30 th August	Fire Station Open Day

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 19th JUNE 2014

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

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs. D. S. Allen, L. D. Barker, Ms. L. Bours, D. T. Brown, G. R. Edwards, Mrs. S. A. Holland, D. Murphy, D. A Parker, G. S. Williams and Miss R .K. Williams.

2. MINUTES

PLN/3/1415 RESOLVED: That the Minutes of the Meeting of the Committee held on 22nd May 2014 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

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

4. OUTSTANDING ITEMS

There were none.

5. CESHIRE EAST HIGHWAYS OFFICER

Cheshire East Councillor Louise Brown and Gary Mallin, Network Intelligence Manager attended the meeting to discuss the potential traffic problems associated with developments in and around Congleton prior to the construction and delivery of the Link Road. They provided information on a street work permit scheme and improvements to traffic signals.

6. PLANNING APPLICATIONS

PLN/4/1415 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 23rd May 2014

14/2336C	Unit 4 Barn Road, Congleton, CW12 1LJ	NO OBJECTION
14/2379C	Fellowship House, Park Road, Congleton, CW12 1DP	NO OBJECTION
Subject to opening hours being limited to latest 10 p.m.		
14/2302D	87 Newcastle Road, Congleton, CW12 4HL	NO OBJECTION
Councillors Crowther and Price declared "non pecuniary" interests in application 14/2302D		

Week ended 30th May 2014

14/1680C Land Between Manchester Road and Giantswood Lane, Congleton
NO OBJECTION - subject to 106 funds being allocated to the Public Realm Strategy and the Link Road. In addition, a request be made to include some bungalows in the development

Councillors Hayes and Price declared "non pecuniary" interests in application 14/1680C

14/2237C	Radnor Park Ind Estate. Back Lane, Congleton, CW12	NO OBJECTION
14/2463T	4 Bradbury Gardens, Congleton, CW12 3SR	NO OBJECTION
		Subject to usual conditions

Week ended 6th June 2014

14/0181C	27 Bowness Court, Congleton, CW12 4JR	NO OBJECTION
14/2121C	10 Tamar Close, Congleton, CW12 3RU	NO OBJECTION
14/2304C	45 – 47 West Street, Congleton, CW12 1JY	NO OBJECTION
Councillor Bates declared a "non pecuniary" interest in application 14/2304C		
14/2541C	Croft Villa, 1215 Canal Road, Congleton, CW12 3AP	NO OBJECTION

Week ended 13th June 2014

14/2596C	Lamb Inn, 3 Blake Street, Congleton	NO OBJECTION
14/2615C	The Railway Hotel, 4 Biddulph Road, Congleton, CW12 3JS	NO OBJECTION
14/2626C	Congleton High School, Box Lane, Congleton, CW12 4NS	NO OBJECTION
14/2746C	18 Lawton Street, Congleton, CW12 1RP	NO OBJECTION
Councillor Hayes declared "pecuniary and non pecuniary" interests in application 14/2746C left the room and did not vote		
Councillor Bates declared a "non pecuniary" interest in application 14/2746C		
14/2673D	Mount Pleasant, Crouch Lane, Congleton, CW12 3PT	NO OBJECTION
14/2664T	Adj. Haven House, 104 Park Lane, Congleton, CW12 3DE	NO OBJECTION
		Subject to usual conditions

Brereton Rural/Somerford

14/2685C Land South of Holmes Chapel Road, Somerford **REFUSE – due to the following reasons**

Planning application 14/2685C Land South of Holmes Chapel Road, Somerford

The proposed site is outside the settlement zone line of Congleton Town as defined by Policy PS3 and PS6

The area is specifically designated as a Settlement in the Open Countryside where only limited development would be appropriate as defined by Policies PS3 and PG5

The site is entirely outside the infill boundary line of the settlement as defined by Policies PS6 and H6 and does not therefore meet any of the requirements set out in PS8 for permitted development in Open Countryside.

The amount of traffic generated by the development, taken together with that from the recently approved Loach Brook Farm development will considerably exacerbate the existing traffic problems in Congleton to an intolerable level, defined by Policy GR18.

The proposed site is not included in the emerging Cheshire East Local Plan

7. **PLANNING APPEALS**

The following appeal was noted -

14/0134C Land South of Holmes Chapel Road, Somerford

8. **CHESHIRE EAST COUNCIL LOCAL PLAN STRATEGY –
SUBMISSION TO THE SECRETARY OF STATE**

It was noted that information had been received from Cheshire East Council dated 4th June 2014 in respect of the above.

9. **NEW STREET NAME PROPOSAL**

Information from Cheshire East Council dated 30th May 2014 was considered and it was PLN/5/1415 RESOLVED – that there is no objection to the name of Forge Croft Close

Mrs A Martin (Vice Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 17th JULY 2014

PRESENT Councillor Mrs. A. M. Martin (Vice Chairman – In the Chair)
Mrs. D. S. Allen
G. Baxendale
R. I. Brightwell
D. T. Brown
J. S. Crowther
G. R. Edwards
Mrs. S. A. Holland
D. Murphy
D. A. Parker
Mrs. J. D. Parry
N. T. Price

1. **APOLOGIES**

Apologies for absence were submitted from Councillors L. D. Barker, P. Bates, Ms. L. Bours, G. P. Hayes, Mrs. E. Wardlaw, G. S. Williams and Miss R .K. Williams.

2. **MINUTES**

PLN/6/1415 RESOLVED: That the Minutes of the Meeting of the Committee held on 19th June 2014 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

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

4. **OUTSTANDING ITEMS**

There were none.

5. **PLANNING APPLICATIONS**

PLN/7/1415 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 20th June 2014

14/2737C	12 High Street, Congleton, CW12 1BL	NO OBJECTION
Subject to Planning Officers imposing conditions to ensure that there is sufficient soundproofing and the living accommodation is sympathetically modernised.		
14/2738C	12 High Street, Congleton, CW12 1BL	NO OBJECTION
Subject to Planning Officers imposing conditions to ensure that there is sufficient soundproofing and the living accommodation is sympathetically modernised.		
14/2803C	Unit 2, 34 Mill Street, Congleton, CW12 1AD	NO COMMENT
14/2859C	44 Leek Road, Congleton, CW12 3HU	NO OBJECTION

Week ended 27th June 2014

14/2751C	Land accessed from Silk Street, Congleton, CW12 4DH	NO OBJECTION
14/2809C	Tall Ash Cottage, 93 Buxton Road, Congleton, CW12 2DY	NO OBJECTION
Subject to Highways checking the access and layout of the turning circle		
14/2919C	Crossley Hall, Peover Lane, Congleton, CW12 3QH	NO OBJECTION
14/2921C	Crossley Hall, Peover Lane, Congleton, CW12 3QH	NO OBJECTION
14/2985C	22 Southlands Road, Congleton, CW12 3JY	NO OBJECTION
14/2808T	Amenity Lane, Antrobus Street, Congleton	NO OBJECTION
		subject to usual conditions
14/2947T	17 Longdown Road, Congleton, CW12 4QH	NO DECISION -
Cheshire East Officer to note that the land is owned by the RSPB		

Week ended 4th July 2014

14/2905C	Land adj. Hillside Barn, Congleton Edge Road, Congleton	NO OBJECTION
14/2925C	35 Hawthorne Close, Congleton, CW12 4UF	NO OBJECTION
Councillor Crowther declared a "non pecuniary" interest in application 14/2925C		
14/2958C	30 Cross Lane, Congleton, CW12 3JX	NO COMMENT
All Councillors declared a "non pecuniary" interest in application 14/2958C as the applicant is a member of the Town Council		
Councillor Holland declared a "pecuniary" interest in application 14/2958C, left the room and did not vote		
14/2982C	Land Off Goldfinch Close, Congleton	REFUSE - due to
lack of clarity regarding the condition and insufficient information		
14/3020C	15 Greenacres Road, Congleton, CW12 4LS	NO OBJECTION
14/3033C	Wood Farm, Wood Lane, Congleton, CW12 3PX	NO COMMENT

Week ended 11th July 2014

14/2794C	38 Somerset Close, Congleton, CW12 1SE	NO OBJECTION
Councillor Baxendale declared a "non pecuniary" interest in application 14/2794C		
14/3093C	9 Priestly Fields, Congleton, CW12 4AQ	NO OBJECTION
14/3103C	Land Between 1 & 1A Wharfedale Road, Congleton	NO OBJECTION
14/3108C	7 Foster Road, Congleton, CW12 2BN	NO OBJECTION
14/3113C	45 – 47 High Street, Congleton, CW12 1AU	NO OBJECTION
subject to the air conditioning unit not being on the front of the property		
14/3118C	45 – 47 High Street, Congleton, CW12 1AU	NO OBJECTION
14/3123C	John Morley Ltd, Morley Drive, Congleton, CW12 1AU	NO OBJECTION
14/3203C	The Railway Hotel, 4 Biddulph Road, Congleton, CW12 3JS	NO OBJECTION

Additional Item

14/3313C	7 Nursery Lane, Congleton, CW12 3EX	NO OBJECTION
Councillor Parker declared a "non pecuniary" interest in application 14/3313C		

6. PLANNING APPEALS

None to report

7. UPGRADE PUBLIC FOOTPATH

Correspondence from Cheshire East dated 17th June in respect of footpath number 71 and 11 – Astbury Street to Banky Fields was received.

8. **NEW STREET NAME PROPOSAL**

Information from Cheshire East Council dated 26th June 2014 was considered and it was
PLN/8/1415 RESOLVED – that a request be made to Cheshire East to name the new street
Wood View Row.

Mrs. A. M. Martin (Vice Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 21st AUGUST 2014

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

1. **APOLOGIES**

Apologies for absence were submitted from Councillors L. D. Barker, Ms. L. Bours, D.T. Brown, J. S. Crowther, Mrs. E. Wardlaw, G. S. Williams and Miss R .K. Williams.

2. **MINUTES**

PLN/9/1415 RESOLVED: That the Minutes of the Meeting of the Committee held on 17th July 2014 be approved and signed by the Chairman as a correct record.

3. **DECLARATIONS OF INTEREST**

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

4. **OUTSTANDING ITEMS**

There were none.

5. **PLANNING APPLICATIONS**

PLN/10/1415 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 18th July 2014

14/3098C	10 Russell Close, Congleton, CW12 3UD	NO OBJECTION
14/3140C	29 – 31 West Street, Congleton, CW12 1JP	NO OBJECTION
14/3257C	6 Lune Close, Congleton, CW12 3RY	NO OBJECTION

Councillor Holland declared a "non pecuniary" interest in application 14/3257C

14/3291C	29 Trinity Place, Congleton, CW12 3JB	NO OBJECTION
14/3322T	37 Melton Drive, Congleton, CW12 4YF	NO OBJECTION
		Subject to usual conditions
14/3092D	37 Cross Lane, Congleton, CW12 3JX	NO OBJECTION
14/3274D	Recycling Centre, Brunswick Wharf, Brook Street, Congleton	NO OBJECTION
Councillors Bates and Hayes declared "non pecuniary" interests in application 14/3274D		

Week ended 25th July 2014

14/3276C	Edwards Mill, Hatter Street, Congleton, CW12 1QQ	NO OBJECTION
14/3289C	Edwards Mill, Hatter Street, Congleton, CW12 1QQ	NO OBJECTION
14/3451C	71 Rood Hill, Congleton, CW12 1NH	NO OBJECTION
14/3490T	16 Chaffinch Close, Congleton, CW12 3FE	NO OBJECTION

Week ended 1st August 2014

14/3028C	Tall Ash Farm, Buxton Road, Congleton, CW12 2DY	NO OBJECTION
14/3507C	14 The Parklands, Congleton, CW12 3DS	NO OBJECTION
14/3514C	Martone Cars, Banks House, Market Street, Congleton	NO OBJECTION
14/3600C	28A Astbury Lane Ends, Congleton, CW12 3AY	NO OBJECTION
14/3621C	57 Bath Vale, Congleton, CW12 2HF	NO OBJECTION
14/3628C	Croft Villa, 115 Canal Road, Congleton, CW12 3AP	NO OBJECTION
14/3249D	Edwards Mill, Hatter Street, Congleton, CW12 1QQ	NO OBJECTION
14/3510T	Holy Trinity Church, Biddulph Road, Congleton, CW12 3LZ	NO OBJECTION
		Subject to usual conditions
14/3515C	36 Blackfirs Lane, Somerford, Congleton, CW12 4QQ	

Week ended 8th August 2014

14/3635C	Tesco, Clayton By Pass, Congleton, CW12 1LR	NO OBJECTION
14/3654C	Land adj to 9B Fol Hollow, Congleton, CW12 4HT	NO OBJECTION
14/3670C	25 Semper Close, Congleton,	NO OBJECTION
Councillor Hayes declared a "non pecuniary" interest in application 14/3670C		
14/3681C	58 High Street, Congleton, CW12 1BA	NO OBJECTION
Note – this application is retrospective and the shop has already opened		
Councillor Bates declared a "non pecuniary" interest in application 14/3681C		
14/3682C	58 High Street, Congleton, CW12 1BA	NO OBJECTION
Note – this application is retrospective and the shop has already opened		
Councillor Bates declared a "non pecuniary" interest in application 14/3682C		
14/3798C	Boundary Villa Farm, 4 Boundary Lane, Congleton, CW12	REFUSE -
due to being green belt land		

Week ended 15th August 2014

14/3747C	Boalloy Industries, Back Lane, Congleton	REFUSE due to
land which is allocated for industrial/business use and should not be used for housing and concerns that noise from the existing factories would be unacceptable – reference to the recent Cheshire East decision on application at Forge Lane – application 14/0659C.		
Councillors Hayes and Martin declared "non pecuniary" interests in application 14/3747C		
14/3741C	16 Ascot Close, Congleton	NO OBJECTION
14/3880T	Kittywards, 71 Giantswood Lane	NO OBJECTION
		Subject to usual conditions

Additional Item

14/3271C	Aldi, Sandbach Road, Congleton, CW12 4LB	NO OBJECTION
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6. **PLANNING APPEALS**

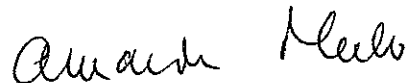
To note or comment as appropriate on planning appeals lodged with Cheshire East Borough Council. The following have been received -

APP/R0660/A/14/2221324 – 13/4219C – Land West of Padgbury Lane – Outline application for up to 120 dwellings

APP/R0660/A/14/2221325 – 13/4216C – Land West of Padgbury Lane – Outline application for up to 150 dwellings

7. **Technical Consultation on Planning**

Information from the Department for Communities and Local Government on new proposals to make practical improvements on planning reforms was received. The Town Clerk advised Councillors to respond on an individual basis and confirmed that he would provide them with further information.



Mrs. A. M. Martin (Vice Chairman)

Congleton Town Council

Minutes of the Personnel Committee meeting held on
Thursday, 30th January 2014

PRESENT: Councillors L D Barker
P Bates
D T Brown (Chairman)
G R Edwards
Mrs S A Holland
Mrs A M Martin
Mrs J D Parry
Mrs E Wardlaw
G S Williams

1. APOLOGIES

Apologies for absence were received from Councillors J S Crowther and D A Parker.

Apologies were also received from Ex-Officio members Cllrs G P Hayes and D Murphy and Cllr NT Price who is not a member of this particular committee.

2 MINUTES OF THE PREVIOUS MEETING

PERS/06/1314 RESOLVED –That the Minutes of the meeting held on 8th August 2013 be approved and signed by the Chairman.

3 DECLARATIONS OF INTEREST

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

Cllrs Mrs S A Holland declared a non-pecuniary interest in item 8.

4 OUTSTANDING ACTIONS

None.

5 COMMUNITIES OFFICER

The notion of renewing the contract of the Communities Officer who works to co-ordinate Partnership matters was considered.

PERS/07/1314 RESOLVED that the Contract of Employment for the Communities Officer be renewed for a further 2 years ending on 31st March 2016.

6 OFFICE JUNIOR

The Committee considered employing an office junior which is a requirement of the business Plan for Streetscape. Consideration was given to ensure the Council derived best value for money via the recruitment process either using a Job Centre plus Scheme or Apprenticeship funded scheme.

PERS/08/1314 RESOLVED that: -

1. An office junior be recruited.
2. Job description to be circulated to members for comments.

7 RESOLUTION TO EXCLUDE THE PUBLIC & PRESS

PERS/09/1213 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

8 STREETSCAPE

The Committee noted that the existing staff and the new members of the team from Streetscape had different holiday entitlement and considered how terms and conditions of employment could be harmonised.

PERS/10/1314 RESOLVED that:

1. Holiday entitlement to be harmonised to 30 days annual leave.
2. Qualification for the additional week's holiday for new and recent starters to be based on 1 additional day of leave for each year of service (maximum 5 days).

9 JOB EVALUTAION – DEVOLVED SERVICES

A report produced by Chris Rolley Associates who undertook a job evaluation exercise on posts within the Town Hall, including that of Facilities Manager and Town Clerk, and its effect on the roles as a consequence of the transfer of Streetscape was considered.

PERS/11/1314 RESOLVED that:

1. The post of Facilities Manager to become LC2 above substantive, starting at Grade 35 with a range of 35-38.
2. The post of Town Clerk to become LC5 substantive, starting at Grade 57 (1 Grade for CiLCA) with a range of 57-60.

10 AOB

Some concern was expressed at the possible increased liabilities that might be incurred in the pension scheme as a consequence of having transferred in new employees from Cheshire East Streetscape.

It was recommended that the Town Clerk contact the Cheshire Pension Fund to request an actuarial valuation.

David Brown
Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 5TH JUNE 2014

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

1. APOLOGIES.

Apologies for absence were received from Cllrs Mrs D S Allen, Ms L Bours, G P Hayes, and Miss R K Williams.

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

2. MINUTES OF LAST MEETING

CES/01/1415 RESOLVED that the minutes of the meeting held on the 20th March 2014 to be confirmed as a correct record and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

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

4. OUTSTANDING ACTIONS

None

5. CHESHIRE POLICE

Sgt Thomas provided an update on policing in Congleton and pointed out the following:

- Congleton is to get an extra PCSO making 5 in total.
- Having some crime cars based in Congleton has led to some arrests for drug related offences
- Crime overall is on a downward trend.
- There is a significant demand and drain placed on police resources in Congleton as the station has to look after the whole of the ex-Congleton Borough area.
- Mobile CCTV has helped in dealing with drug related issues.
- Could do with some signs in the Park reminding people that the area is covered by CCTV.
- The Street Pastors programme will start at the end of the month concentrating on young people congregating in the Town.

6. ANTI SOCIAL BEHAVIOUR

A letter sent by a resident to Cllr G Baxendale concerning anti-social behaviour was considered, it was noted that this had been passed to the Police who have dealt with it.

CES/02/1415 RESOLVED that the minutes of the Anti-Social Behaviour Group meeting held on 12th May 2014 be received.

7. FLORAL ARRANGEMENT WORKING GROUP MINUTES

CES/03/1415 RESOLVED that the minutes of the Floral Arrangement Working Group meeting held on 14th March 2014 were received.

8. DISPOSAL OF COUNCIL OWNED VEHICLE

The members considered a report and recommendation to dispose of the Peugeot van.

CES/04/1415 RESOLVED that the Peugeot van DE05 CFF be disposed of by offering it for sale internally at a value of circa £1,500.

9. PARKING ALONG BUXTON ROAD

The Committee considered a proposed prohibition of waiting along a defined area of Buxton Old Road put forward by Cheshire East Traffic and Road Safety Team.

CES/05/1415 RESOLVED that the recommendation to install prohibition of waiting on Buxton Old Road has the full support of the Committee.

10. PROPAGATION UNIT LICENCE

A proposed licence for Congleton Growzone Association was discussed.

CES/06/1415 RESOLVED that the proposed licence be approved.

11. CCTV

It was noted that Cheshire East Borough Council have withdrawn the contract for the provision and payment for CCTV in Congleton and replaced it with a much simpler letter of understanding.

CES/07/1415 RESOLVED that the letter of understanding for the provision and contribution towards the cost of CCTV in the Town be approved.

12. PARKING OUTSIDE BARGAIN BOOZE

Concern has been expressed at problems related to parking outside Bargain Booze on the A527. Cllr D Topping agreed to take this matter up with the Cheshire East Minor Works Committee.

CES/08/1415 RESOLVED that the action taken by Cllr Topping be fully supported.

13. CHESHIRE EAST HIGHWAYS

A report from John Tickle, Cheshire East Highways, pointing out the proposed improvement to road gully and drainage performance in the Borough was noted.

14. THE WEST AND SHIRES PERMIT SCHEME

Correspondence from Cheshire East Borough council outlining the new permit scheme for utility companies to operate to was duly noted.

15. POLICE AND CRIME COMMISSIONER

A response from the Police and Crime Commissioner to issues raised at a meeting with Town and Parish Councils in April was considered.

CES/09/1415 RESOLVED that :-

1. The report be received.
2. Notion of recruiting Special Constables to be promoted in the next addition of Bear Necessities.
3. Police and Crime commissioner to be reminded of the urgent need to provide Police with IPADs.

16. REMOVING LITTER FROM ASTBURY MERE

It was noted that the Town Council Streetscape Service will in future be emptying litter bins at Astbury Mere.

CES/10/1415 RESOLVED that the arrangement be approved.

17. MINOR WORKS

A comprehensive list of minor works to be carried out in Congleton by Cheshire east Borough Congleton was considered.

CES/11/1415 RESOLVED that the report be received.

18. GREATER MANCHESTER WAYFARER TICKET

A request from a resident suggesting that the boundary limitations of the Greater Manchester Wayfarer day ticket be extended to Congleton was discussed.

CES/12/1415 RESOLVED that the Town Clerk pursue the notion of extending the Wayfarer Ticket to Congleton with Cheshire East Borough Council

19. RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

CES/13/1415 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 grounds that it could involve the likely disclosure of private and confidential information or staff matters.

20. REPORT ON STREETSCAPE

The Committee considered an update report on Streetscape activities in the first 5 months of operation.

CES/14/1415 RESOLVED that:-

1. The report be received.
2. Hire temporary staff when there is a peak demand, if required.
3. Consider coming to an arrangement with other organisations in the Town who undertake similar tasks to Streetscape.

G Williams
Chairman (In the Chair)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 29th May 2014

PRESENT

Councillors

P Bates
G Baxendale
G R Edwards (Chairman)
Mrs. S A Holland
Mrs. A M Martin
D Murphy (Town Mayor)
D A Parker
Mrs J D Parry (Vice Chairman)
N T Price

1. APOLOGIES

Apologies for absence were received from Cllrs R I Brightwell and D T Brown.

Apologies were also received from Cllrs Ms. L Bours, J S Crowther, G P Hayes, Mrs. E Wardlaw and G S Williams who are not members of this particular Committee.

2. MINUTES

FAP/01/1415 RESOLVED that the Minutes of the Meeting of the Committee held on 27th March 2014 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

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

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

Cllr P Bates declared a non-pecuniary interest in item 6 (iii) and 6 (vi) and left the room when 6 (vi) was discussed.

Cllr G Edwards declared a non-pecuniary interest in item 6 (vi) and abstained from voting on this issue.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2014-2015

A summary of grant approvals and commitments was considered by the Committee and it was noted that £17,894 is available for grants in 2014-15.

FAP/02/1415 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/03/1415 RESOLVED that:-

1. GR 1/1415 – Port Vale Community Trust

A grant of £250 be approved.

2. GR 2/1415 – Macclesfield & Congleton District Scouts

A grant of £250 be approved to be used to fund the trip.

3. GR 3/1415 – Congleton Harriers

A grant of £250 be approved with the proviso that the Town Council can nominate a charity.

4. GR 4/1415 – Congleton Jazz and Blues Festival

A grant of £500 be approved.

5. GR 5/1415 – Cheshire & Shropshire Immediate Care Group (CSI Basics)

A grant of £1000 be approved.

6. GR 6/1415 – Congleton Carnival and Fun Day

Approved that the Town Council underwrite any shortfall in funding up to a maximum value of £7,500.

7. NEW GRANT ACTIVITIES MONITORING FORMS

There are new Grant Activities Monitoring forms.

8. LETTER OF THANKS

A letter of thanks was received from the SOL Theatre Summer School for the grant provided.

9. MANAGEMENT ACCOUNTS FOR APRIL 2013 – MAR 2014

FAP/04/1415 RESOLVED that the Management Accounts for March 2014 be received.

10. SAFEGUARDING PUBLIC MONEY

The Committee considered the paper on Safeguarding Public Money in respect of issuing a Town Council credit card.

FAP/05/1415 RESOLVED that:-

1. The Town Council to be issued with a credit card for use by the Town Clerk and RFO (Responsible Financial Officer) only.
2. Changes to Financial Regulations to accommodate this are approved as stated below:
 - 5.5 *When ordering goods on the internet, a Council credit card can be used by the Town Clerk or RFO (Responsible Financial Officer) only. Such purchases are limited to £200 in any one transaction. Purchases in excess of £200 can only be made in the presence of a Councillor signatory who will countersign the purchase order printed off.*
 - 5.6 *The Council credit card will have a limit of £1,000 in a calendar month, with balances being cleared at the end of each month. Credit card statement to be countersigned by two Councillor Signatories.*
3. Bank reconciliation document to be presented to the Committee in the future for approval.

11. ASSET REGISTER

The committee considered the updated Asset Register for 2013-14.

FAP/06/1415 RESOLVED that:-

1. The Asset Register be approved.
2. Staff to be congratulated for producing a very comprehensive document.

12. ANNUAL RETURN, ANNUAL GOVERNANCE STATEMENT AND ANNUAL ACCOUNTS 2013-14

The Annual Return, Annual Governance Statement and Annual Accounts for 2013-14 were considered by the Committee.

FAP/06/1415 RESOLVED that:-

1. The Annual Governance Statement for 2013-14 be approved.
2. The Annual Accounts for the year ended 31st March 2014 be approved.

Mr. G.R. Edwards
Chairman

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Tuesday 15th July 2014 in the Town Hall, Congleton

PRESENT Youth Councillor Joseph Hearson (Chairman)
Jamie Bernardi
Matthew Jones
Arabella Holland

Past Member Nathan Davies
Prospective Member Bella Statham
Councillor Sally Ann Holland
Linda Minshull

1. APOLOGIES

Apologies were received from Catherine Hassell, Thomas Minshull, and Councillors Larry Barker, George Hayes and Liz Wardlaw.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 17th June 2014 were signed by the Chairman as a correct record.

3. QUESTIONNAIRE

The Committee reviewed the results of the questionnaire. It was agreed to share out the sections between members to analyse more details and write a summary to be forwarded to Joe. It was agreed that Joe would then collate the information and produce the report.

4. YOUTH COMMITTEE VOLUNTEERING WEBSITE

Nathan gave an update on the site and a discussion took place about the launch on 16th July at Eaton Bank. Nathan provided information on promotional materials he had purchased. It was –

RESOLVED – As previously agreed the amount for the business cards would be reimbursed from the Town Council. The promotional banner had been purchased at a cost of £50 and it was agreed that this would be paid from the Youth Committee Bank Account.

Linda asked Nathan to provide the receipts and she would make the arrangements for payment.

It was agreed that Nathan would store the banner initially and Joe agreed to take responsibility and store the banner when Nathan passed it over to him.

The Youth Committee wished to formally thank Nathan for all his work on the website.

5. **YOUTH COMMITTEE BANK ACCOUNT**

It was reported that the balance is £673.92.

As agreed £50 will be paid from the account when a receipt is provided from Nathan.

6. **YOUTH COMMITTEE MEMBERS ITEMS**

National Citizen Service

Matthew provided information on his involvement with the National Citizen Service.

Hustings and Democracy Events

Linda gave an update on information received from Jon Foster about a programme that is being designed at Eaton Bank regarding democracy education. The Youth Committee had previously discussed holding a hustings event prior to the general election but this may not be required if a similar event could be delivered by the schools in Congleton

7. **ANY OTHER BUSINESS**

None.

8. **DATE OF NEXT MEETING**

Linda offered various dates to hold an August meeting but due to holiday arrangements non were suitable to all members. It was agreed that members forward their work on the report to Joe who will then meet with Linda to finalise the report. Linda will arrange a date in early September for the next formal meeting.

Joseph Hearson (Chairman)

Dear Colleagues,

RE: 'Fly a Flag for the Commonwealth - 9th March 2015'.

On Monday 10th March last year - Commonwealth Day, over 500 Commonwealth Flags were raised together at 10am that morning, by local authorities and a small number of others, throughout the United Kingdom, Channel Islands and the Isle of Man, with Her Majesty The Queen, as Head of the Commonwealth, 'breaking' the final flag outside the Great West Door of Westminster Abbey, London, before attending the annual Commonwealth Observance there.

This was the largest, single, raising of the Commonwealth flag in the history of the Commonwealth which bodes well for the future, especially as this event is to become an annual occasion growing in size and stature over the next few years, involving the countries and communities of all the other 52 Commonwealth countries on Commonwealth Day each year, (which always falls on the second Monday in March).

I have pleasure therefore, in attaching the Guide To Taking Part in the event on Monday 9th March - Commonwealth Day 2015, and would like to encourage your participation in this unique, annual occasion, that will bring the communities and countries of the Commonwealth together in common celebration of this great family of nations, it's diverse cultures and communities.

Please go to page 5 of the attached Guide to enable you to see how you can take part, and where to obtain your 90" x 54" Commonwealth Flag and CD containing the official Commonwealth Anthem, that can be played before the raising of your flag at 10am on Monday 9th March next year.

Your flag could either be raised by your Mayor, Chairman of the Council, or you may wish to invite a young person from a local school to raise in on your behalf, especially as the youth of the Commonwealth are the future of the Commonwealth.

It is important that those taking part, should complete the online Registration Form found at www.flyaflagforthecommonwealth.com by no later than the 31st January 2015 please, to ensure your involvement is registered to enable the public and media alike, to attend your flag raising ceremony on the morning of the 9th March 2015.

Yours sincerely,

Cllr Ken Browse
Chairman
National Association of Local Councils.

Brian Hogan

From: Bruno Peek <brunopeek@mac.com>
Sent: 19 August 2014 07:58
To: townclerk@colefordtowncouncil.gov.uk; colin@coleshilltowncouncil.gov.uk; colnetowncouncil@btinternet.com; Brian Hogan; cotgravetc@btconnect.com; roger.hendey@btconnect.com; cramlingtontc@gmail.com; cewilliams1@btinternet.com; townclerk@crediton.gov.uk; steve.mcquade@crewetowncouncil.gov.uk; charlotterogers@cricklade-tc.gov.uk; philippa@crowboroughtowncouncil.gov.uk; town.clerk@cullomptontowncouncil.gov.uk; townclerk@darleydale.gov.uk; clerk@dartmouthtowncouncil.org; travel2pud@hotmail.com; PC_Daentry@daventrydc.gov.uk; townclerk@dawlish.gov.uk; denholmetc@gmail.com; townclerk@devizes-tc.gov.uk
Subject: Fwd: FIRST UPDATE - Town Councils & 'Fly a Flag for the Commonwealth - 9th March - Commonwealth Day 2015'
Attachments: Letterfromchair.doc; Charter_WESTMINSTER_v2FINAL.pdf

Good morning to you all,

RE: FIRST UPDATE: - Town Councils & 'Fly a Flag for the Commonwealth - 9th March - Commonwealth Day 2015'.

Further to my previous email to you a few weeks ago concerning the above event, I would like to confirm the following with the view to hoping that your Town Council will wish to take part in this unique, historic, annual occasion on Monday 9th March - Commonwealth Day 2015.

(1) I understand from some Town Councils contacted, that they never received the original letter from Councillor Ken Browse, Chairman, National Association of Local Councils (NALC), encouraging all TC's in England to take part in this event, so have taken the liberty of attaching it to enable you to show it to your Committee Members when discussing your possible involvement.

(2) I thought it would also be useful to attach a copy of the Charter of the Commonwealth signed by Her Majesty The Queen as Head of the Commonwealth for onward distribution to your Committee Members if you feel it appropriate too.

(3) I am delighted to confirm that ALL the 22 Town Councils in the County of Norfolk have agreed to participate in this event, the first County in England to achieve a 100% acceptance, which bodes well for the future.

(4) A Junior School in Gorleston-on-Sea, Great Yarmouth, has decided to participate by erecting a full size flag pole in their playground to enable them to take part in this and other flag raising opportunities over the next few years. They are also linking their event with another school in a Commonwealth Country to encourage their pupils to communicate with the school as well as learn about their different cultures etc.

If you require any further information regarding this event before taking it to committee, please do not hesitate to contact me.

However, if you are unable to take part, would you be kind enough to undertake the following as soon as possible please.

(a) Please confirm if you are UNABLE to take part. This will save me bombarding you with further emails over the next few months.

(b) If you are UNABLE to participate, please be kind enough to pass the information regarding this event to another organisation or a further third party in your town as soon as possible to provide them with the opportunity to participate to ensure your town is at least represented in this event next year.

(c) If you DO wish to take part, please go to www.flyaflagforthecommonwealth.com and complete the online Registration Form asap, and download page 5 of the 2015 Guide To Taking Part to see where you will need to purchase your 90" x 54" Commonwealth Flag from, along with seeing what else needs to be undertaken to participate.

My warmest regards.

Bruno
Bruno Peek LVO OBE OPR



CHARTER *of the* COMMONWEALTH

A handwritten signature in black ink, which appears to be 'Elizabeth II', is centered below the title. The signature is written in a cursive, flowing style with a long horizontal line underneath.

Signed by Her Majesty Queen Elizabeth II, Head of the Commonwealth,
Commonwealth Day 2013



WE THE PEOPLE OF THE COMMONWEALTH:

Recognising that in an era of changing economic circumstances and uncertainty, new trade and economic patterns, unprecedented threats to peace and security, and a surge in popular demands for democracy, human rights and broadened economic opportunities, the potential of and need for the Commonwealth – as a compelling force for good and as an effective network for co-operation and for promoting development – has never been greater,

Recalling that the Commonwealth is a voluntary association of independent and equal sovereign states, each responsible for its own policies, consulting and co-operating in the common interests of our peoples and in the promotion of international understanding and world peace, and influencing international society to the benefit of all through the pursuit of common principles and values,

Affirming that the special strength of the Commonwealth lies in the combination of our diversity and our shared inheritance in language, culture and the rule of law; and bound together by shared history and tradition; by respect for all states and peoples; by shared values and principles and by concern for the vulnerable,

Affirming that the Commonwealth way is to seek consensus through consultation and the sharing of experience, especially through practical co-operation, and further affirming that the Commonwealth is uniquely placed to serve as a model and as a catalyst for new forms of friendship and co-operation in the spirit of the Charter of the United Nations,

Affirming the role of the Commonwealth as a recognised intergovernmental champion of small states, advocating for their special needs; providing policy advice on political, economic and social development issues; and delivering technical assistance,

Welcoming the valuable contribution of the network of the many intergovernmental, parliamentary, professional and civil society bodies which support the Commonwealth and which subscribe and adhere to its values and principles,

Affirming the validity of and our commitment to the values and principles of the Commonwealth as defined and strengthened over the years including: the Singapore Declaration of Commonwealth Principles, the Harare Commonwealth Declaration, the Langkawi Declaration on the Environment, the Millbrook Action Programme, the Latimer House Principles, the Aberdeen Agenda, the Trinidad and Tobago Affirmation of Commonwealth Values and Principles, the Munyonyo Statement on Respect and Understanding, the Lake Victoria Commonwealth Climate Change Action Plan, the Perth Declaration on Food Security Principles, and the Commonwealth Declaration on Investing in Young People,

Affirming our core Commonwealth principles of consensus and common action, mutual respect, inclusiveness, transparency, accountability, legitimacy, and responsiveness,

Reaffirming the core values and principles of the Commonwealth as declared by this Charter:

I.

DEMOCRACY

We recognise the inalienable right of individuals to participate in democratic processes, in particular through free and fair elections in shaping the society in which they live. Governments, political parties and civil society are responsible for upholding and promoting democratic culture and practices and are accountable to the public in this regard. Parliaments and representative local governments and other forms of local governance are essential elements in the exercise of democratic governance.

We support the role of the Commonwealth Ministerial Action Group to address promptly and effectively all instances of serious or persistent violations of Commonwealth values without any fear or favour.

II.

HUMAN RIGHTS

We are committed to the Universal Declaration of Human Rights and other relevant human rights covenants and international instruments. We are committed to equality and respect for the protection and promotion of civil, political, economic, social and cultural rights, including the right to development, for all without discrimination on any grounds as the foundations of peaceful, just and stable societies. We note that these rights are universal, indivisible, interdependent and interrelated and cannot be implemented selectively.

We are implacably opposed to all forms of discrimination, whether rooted in gender, race, colour, creed, political belief or other grounds.

III.

INTERNATIONAL PEACE AND SECURITY

We firmly believe that international peace and security, sustainable economic growth and development and the rule of law are essential to the progress and prosperity of all. We are committed to an effective multilateral system based on inclusiveness, equity, justice and international law as the best foundation for achieving consensus and progress on major global challenges including piracy and terrorism.

We support international efforts for peace and disarmament at the United Nations and other multilateral institutions. We will contribute to the promotion of international consensus on major global political, economic

and social issues. We will be guided by our commitment to the security, development and prosperity of every member state.

We reiterate our absolute condemnation of all acts of terrorism in whatever form or wherever they occur or by whomsoever perpetrated, with the consequent tragic loss of human life and severe damage to political, economic and social stability. We reaffirm our commitment to work together as a diverse community of nations, individually, and collectively under the auspices and authority of the United Nations, to take concerted and resolute action to eradicate terrorism.

IV.

TOLERANCE, RESPECT AND UNDERSTANDING

We emphasise the need to promote tolerance, respect, understanding, moderation and religious freedom which are essential to the development of free and democratic societies, and recall that respect for the dignity of all human beings is critical to promoting peace and prosperity.

We accept that diversity and understanding the richness of our multiple identities are fundamental to the Commonwealth's principles and approach.

V.

FREEDOM OF EXPRESSION

We are committed to peaceful, open dialogue and the free flow of information, including through a free and responsible media, and to enhancing democratic traditions and strengthening democratic processes.

VI.

SEPARATION OF POWERS

We recognise the importance of maintaining the integrity of the roles of the Legislature, Executive and Judiciary. These are the guarantors in their respective spheres of the rule of law, the promotion and protection of fundamental human rights and adherence to good governance.

VII.

RULE OF LAW

We believe in the rule of law as an essential protection for the people of the Commonwealth and as an assurance of limited and accountable government. In particular we support an independent, impartial, honest and competent judiciary and recognise that an independent, effective and competent legal system is integral to upholding the rule of law, engendering public confidence and dispensing justice.

VIII.

GOOD GOVERNANCE

We reiterate our commitment to promote good governance through the rule of law, to ensure transparency and accountability and to root out, both at national and international levels, systemic and systematic corruption.

IX.

SUSTAINABLE DEVELOPMENT

We recognise that sustainable development can help to eradicate poverty by pursuing inclusive growth whilst preserving and conserving natural ecosystems and promoting social equity.

We stress the importance of sustainable economic and social transformation to eliminate poverty and meet the basic needs of the vast majority of the people of the world and reiterate that economic and social progress enhances the sustainability of democracy.

We are committed to removing wide disparities and unequal living standards as guided by internationally agreed development goals. We are also committed to building economic resilience and promoting social equity, and we reiterate the value in technical assistance, capacity building and practical cooperation in promoting development.

We are committed to an effective, equitable, rules-based multilateral trading system, the freest possible flow of multilateral trade on terms fair and equitable to all, while taking into account the special requirements of small states and developing countries.

We also recognise the importance of information and communication technologies as powerful instruments of development; delivering savings, efficiencies and growth in our economies, as well as promoting education, learning and the sharing of culture. We are committed to strengthening its use while enhancing its security, for the purpose of advancing our societies.

X.

PROTECTING THE ENVIRONMENT

We recognise the importance of the protection and conservation of our natural ecosystems and affirm that sustainable management of the natural environment is the key to sustained human development. We recognise the importance of multilateral cooperation, sustained commitment and collective action, in particular by addressing the adaptation and mitigation challenges of climate change and facilitating the development, diffusion and deployment of affordable environmentally friendly technologies and renewable energy, and the prevention of illicit dumping of toxic and hazardous waste as well as the prevention and mitigation of erosion and desertification.

XI.

ACCESS TO HEALTH, EDUCATION, FOOD AND SHELTER

We recognise the necessity of access to affordable health care, education, clean drinking water, sanitation and housing for all citizens and emphasise the importance of promoting health and well-being in combating communicable and non-communicable diseases.

We recognise the right of everyone to have access to safe, sufficient and nutritious food, consistent with the progressive realisation of the right to adequate food in the context of national food security.

XII.

GENDER EQUALITY

We recognise that gender equality and women's empowerment are essential components of human development and basic human rights. The advancement of women's rights and the education of girls are critical preconditions for effective and sustainable development.

XIII.

IMPORTANCE OF YOUNG PEOPLE IN THE COMMONWEALTH

We recognise the positive and active role and contributions of young people in promoting development, peace, democracy and in protecting and promoting other Commonwealth values, such as tolerance and understanding, including respect for other cultures. The future success of the Commonwealth rests with the continued commitment and contributions of young people in promoting and sustaining the Commonwealth and its values and principles, and we commit to investing in and promoting their development, particularly through the creation of opportunities for youth employment and entrepreneurship.

XIV.

RECOGNITION OF THE NEEDS OF SMALL STATES

We are committed to assisting small and developing states in the Commonwealth, including the particular needs of small island developing states, in tackling their particular economic, energy, climate change and security challenges, and in building their resilience for the future.

XV.

RECOGNITION OF THE NEEDS OF VULNERABLE STATES

We are committed to collaborating to find ways to provide immediate help to the poorest and most vulnerable including least developed countries, and to develop responses to protect the people most at risk.

XVI.

THE ROLE OF CIVIL SOCIETY

We recognise the important role that civil society plays in our communities and countries as partners in promoting and supporting Commonwealth values and principles, including the freedom of association and peaceful assembly, and in achieving development goals.

We are committed to ensuring that the Commonwealth is an effective association, responsive to members' needs, and capable of addressing the significant global challenges of the future.

We aspire to a Commonwealth that is a strong and respected voice in the world, speaking out on major issues; that strengthens and enlarges its networks; that has a global relevance and profile; and that is devoted to improving the lives of all peoples of the Commonwealth.

A handwritten signature in black ink, appearing to read 'Kamallesh Sharma', with a long, sweeping horizontal stroke extending to the right.

Signed by His Excellency Kamallesh Sharma, Commonwealth Secretary-General,
14 December 2012, on which day Commonwealth Heads of Government
adopted the Charter of the Commonwealth

CONGLETON TOWN COUNCIL
PENSIONS DISCRETIONS POLICY

1. Introduction

- 1.1 There is a legal requirement for the Council to publish a policy statement on its approach to specified pensions discretions. The policy also sets out the Council's approach to other discretions.

2. Policy

- 2.1 The policy addresses the discretions available to the Council under the Local Government Pension Scheme (LGPS) Regulations.

3. Aims/Principles

- 3.1 To operate pensions discretions in a way that is fair and equitable to employees and that manages the liabilities of the pension fund in the overall interests of its members and of the Council.

4. Scope/Application

- 4.1 The Policy applies to all Council employees who are eligible for membership of the Local Government Pension Scheme.
- 4.2 The exercise of discretions outside the general approach detailed in Appendix 1 will be subject to a decision of the Council or of a Committee or Panel with appropriate delegated powers.

5. Definitions

- 5.1 Active member: an employee who is currently a member of the Council's Pension Scheme
- 5.2 Deferred member: an employee or former employee who has benefits in the Council's pension scheme from an earlier period of service

Appendix 1(Policy on Pensions Discretions)

APPROACH TO THE USE OF PENSIONS DISCRETIONS

1. Regulation 31 - Power under Regulation 31 of the LGPS Regulations 2013 to award additional pension

Explanation - An employer may resolve to increase the total yearly pension account of an active member. The maximum that can be awarded is an additional pension of £6,500 (a year). The award is funded by a payment made by the employer to the pension fund.

Policy - This power will not be used, other than in exceptional circumstances

2. Regulation 30(6) - Flexible retirement

Explanation - This discretion allows members to "wind down" towards full retirement by receiving immediate payment of their accrued pension whilst continuing in employment. A member who is age 55 or over (age 50 if they make an election before 31 March 2010) may, with their employer's consent, reduce their hours and/or grade and receive all or part of their pension without retiring. If payment occurs before age 65 the benefits are actuarially reduced but the employer may waive part or the whole of the reduction with the cost of this being paid to the pension fund.

- 2.1 **Policy** - May be agreed where an employee reduces their hours by at least one fifth, and/or their pay grade by at least two grades. Approval must be granted in conjunction with the change in contract and will take account of the Council's overall best interests and value for money.
- 2.2 Where pension is released under this discretion, it will be on an actuarially reduced basis where the current Pension Scheme Regulations allow for this.

3. Regulation 30(8) - Actuarial reduction on benefits paid on Flexible Retirement

Explanation - This discretion allows members to "wind down" towards full retirement by waiving immediate payment of their accrued pension in whole or in part actuarial reduction on benefits paid on Flexible Retirement

- 2.1 **Policy** - May be agreed where an employee reduces their hours by at least one fifth, and/or their pay grade by at least two grades. Approval must be granted in conjunction with the change in contract and will take account of the Council's overall best interests and value for money.

- 2.2 Where pension is released under this discretion, it will be on an actuarially reduced basis where the current Pension Scheme Regulations allow for this.

4. Regulation 30A (3) - Choice of early payment of pension

Explanation - Members, who have left employment before 31/03/14, may choose to receive early payment of their retirement benefits from age 55, subject to the consent of their employer. Members aged 60 and over do not need their employer's consent.

The Council's Discretion

Applications for early release of benefits should be made in writing to the Town Clerk.

Upon receipt of the application to request early payment of pension, the Council will make their decision on the following grounds:

- Previous performance and conduct including any disciplinary action
- Circumstances on hardship grounds
- Circumstances on compassionate grounds
- The burden of additional costs
- A detrimental effect on the ability to meet service demand
- An inability to recruit additional staff
- A detrimental impact on quality
- A detrimental impact on performance

The Council may hold a meeting with the employee/previous employee in order to ascertain certain information relevant to making the decision. The Council will write to the employee to confirm whether they consent to the early release or not. The Council does not resolve to waive any reduction or enhance benefits awarded under this regulation.

- 4.1 **Policy for Active Members** - Early release of pension to an active employee will only be approved where the Council is satisfied that such release represents value for money, or is on compassionate grounds. The Council will release benefits on compassionate grounds in full for active members.
- 4.2 **Policy for Deferred Members** - Early release of pension to a former employee will only be approved where the Council is satisfied that such release is on compassionate grounds.

5. Regulation 30(5) - Choice of early payment of pension

Explanation - Members, who have left employment after 31/03/14, may choose to receive early payment of their retirement benefits from age 55, subject to the consent of their employer. Benefits will be reduced by an amount in accordance with guidance issued by the Secretary of State. Members aged 60 and over do not need their employer's consent.

The Council's Discretion

Applications for early release of benefits should be made in writing to the Town Clerk.

Upon receipt of the application to request early payment of pension, the Council will make their decision on the following grounds:

- Previous performance and conduct including any disciplinary action
- Circumstances on hardship grounds
- Circumstances on compassionate grounds
- The burden of additional costs
- A detrimental effect on the ability to meet service demand
- An inability to recruit additional staff
- A detrimental impact on quality
- A detrimental impact on performance

The Council may hold a meeting with the employee/previous employee in order to ascertain certain information relevant to making the decision. The Council will write to the employee to confirm whether they consent to the early release or not. The Council does not resolve to waive any reduction or enhance benefits awarded under this regulation.

5.1 **Policy for Active Members** - Early release of pension to an active employee will only be approved where the Council is satisfied that such release represents value for money, or is on compassionate grounds. The Council will release benefits on compassionate grounds in full for active members.

5.2 **Policy for Deferred Members** - Early release of pension to a former employee will only be approved where the Council is satisfied that such release is on compassionate grounds.

6. Regulation 30(8) – To waive reduction in pension on compassionate grounds

Explanation - Employers may determine to waive some or all of the reduction that would otherwise apply when a member retires before Normal Pension Age

- 6.1 **Policy** - May be agreed where an employee presents compassionate grounds or other reasons acceptable to the Town Council after 1st April 2014. Prior to this date applications will only be considered on Compassionate grounds.

7. Regulation 3 - Contributions payable by active members

Explanation - Employers will determine the contribution rate to be paid by employees at commencement of membership based on their whole-time equivalent pensionable pay and in accordance with the table (bands increased by RPI each April) in this regulation.

Where there has been a permanent material change to a member's pensionable pay in the course of a financial year, the employer may re-determine the contribution rate to be applied.

- 7.1 **Policy** - Employees will be allocated to a contribution band once a year from 1st April and this will only change if their contract changes permanently (i.e. a promotion or downgrading). Any other changes to pay will be taken into account when the band is reviewed on the following 1st April.

8. Regulation 16 - Re-employment and rejoining deferred members

Explanation - Where a deferred member becomes an active member again before becoming entitled to the immediate payment of retirement benefits in respect of his former membership, he may elect to have his former membership aggregated with his current active membership.

An election must be made in writing to the member's appropriate administering authority before the expiry of the period of 12 months, beginning with the date that he again became an active member (or any such longer period as his employer may allow).

- 8.1 **Policy** - An employee may elect to aggregate current and previous periods of membership within 12 months of current membership commencing. Extensions to the 12 month period will not normally be allowed, although sympathetic consideration will be given where the current employment is initially temporary.

9. Regulation 22 - Applications to make absence contributions

Explanation - Where members have been absent without pay due to maternity leave, industrial dispute or an authorised leave of absence they have 30 days from returning to work or termination of employment to opt to pay the relevant contributions to enable the membership to count. Employers have the discretion to extend the 30 day period from the end of the absence for a person to apply in writing to make contributions.

- 9.1 **Policy** - An employee may elect within 30 days of notification of an unpaid absence to make up the lost contributions. Extensions to the 30 day period will not normally be allowed, other than in exceptional circumstances. .

10.0 **Regulation 83 - Inward transfer of pension rights**

Explanation - A person who becomes an active member who has relevant pension rights may request their fund authority to accept a transfer value for some, or all, of his former rights. An election must be made in writing before the expiry of the period of 12 months, beginning with the date that he became an active member (or any such longer period as his employer may allow).

- 10.1 **Policy** - An employee may elect to transfer rights from a previous pension scheme within 12 months of joining the LGPS. Extensions to the 12 month period will not normally be allowed, although sympathetic consideration will be given where the employment is initially temporary.

11. **Regulation 11 - Final pay: fees**

Explanation - Where a variable time employee's final pensionable pay consists of fees, the final pay is calculated by averaging the sum of all fees earned in a consecutive three year period ending with the termination date. Employers have the discretion to allow the fee earner to average all fees in a three year period ending on 31st March in the last ten year period.

- 11.1 **Policy** - The power to allow a fee earner (e.g. returning officer) to average all fees in a three year period within the last ten year period will not be used (the three years prior to the termination date will be used).

12. **Regulation 20 - Early leavers – ill health**

Explanation - The Council can award one of three tiers of ill health benefits to employees at any age. Before doing so the case must be referred to an Independent Registered Medical Practitioner (IRMP) who will provide an opinion and medical certificate as to whether or not the employee is permanently incapable of undertaking the duties of their employment and whether they have a reduced likelihood of obtaining any gainful employment before age 65.

- 12.1 **Policy** - The power of the employer to award one of the three tiers of Ill health pension benefits.

13. Regulation 31 - Early payments of deferred pension – ill health

- 13.1 Requests from former employees with deferred benefits who seek early release of their pension on the grounds of ill health will be considered in accordance with the guidance issued by the Department of Communities and Local Government.

St Peter's Church

To consider a deputy to the Town Mayor to attend St Peter's Steering Committee meetings who are undertaking a 3 stage project to protect the Town Heritage

CESHIRE EAST COUNCIL PUBLIC NOTICE

Notice of publication of proposed Neighbourhood Plan Area for the Congleton Neighbourhood Plan. Town and Country Planning (General) Neighbourhood Planning Regulations 2012 and Localism Act 2011

Name of proposed Neighbourhood Area:

Congleton Neighbourhood Area

The subject matter:

A Neighbourhood Plan is a means to help shape local development in communities.

Congleton Town Council, as a relevant body, has submitted proposals to prepare a Neighbourhood Plan for the Parish of Congleton.

The application meets the requirements of the planning regulations (Neighbourhood Planning (General) 2012 Regulations) and contains:

- A map which identifies the area to which the area application relates. This is the Parish area for Congleton;
- A statement explaining why this area is considered appropriate to be designated as a neighbourhood area; and
- A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act.

The submitted proposals can be viewed on:

www.cheshireeast.gov.uk/planning/spatial_planning/neighbourhood_planning.aspx

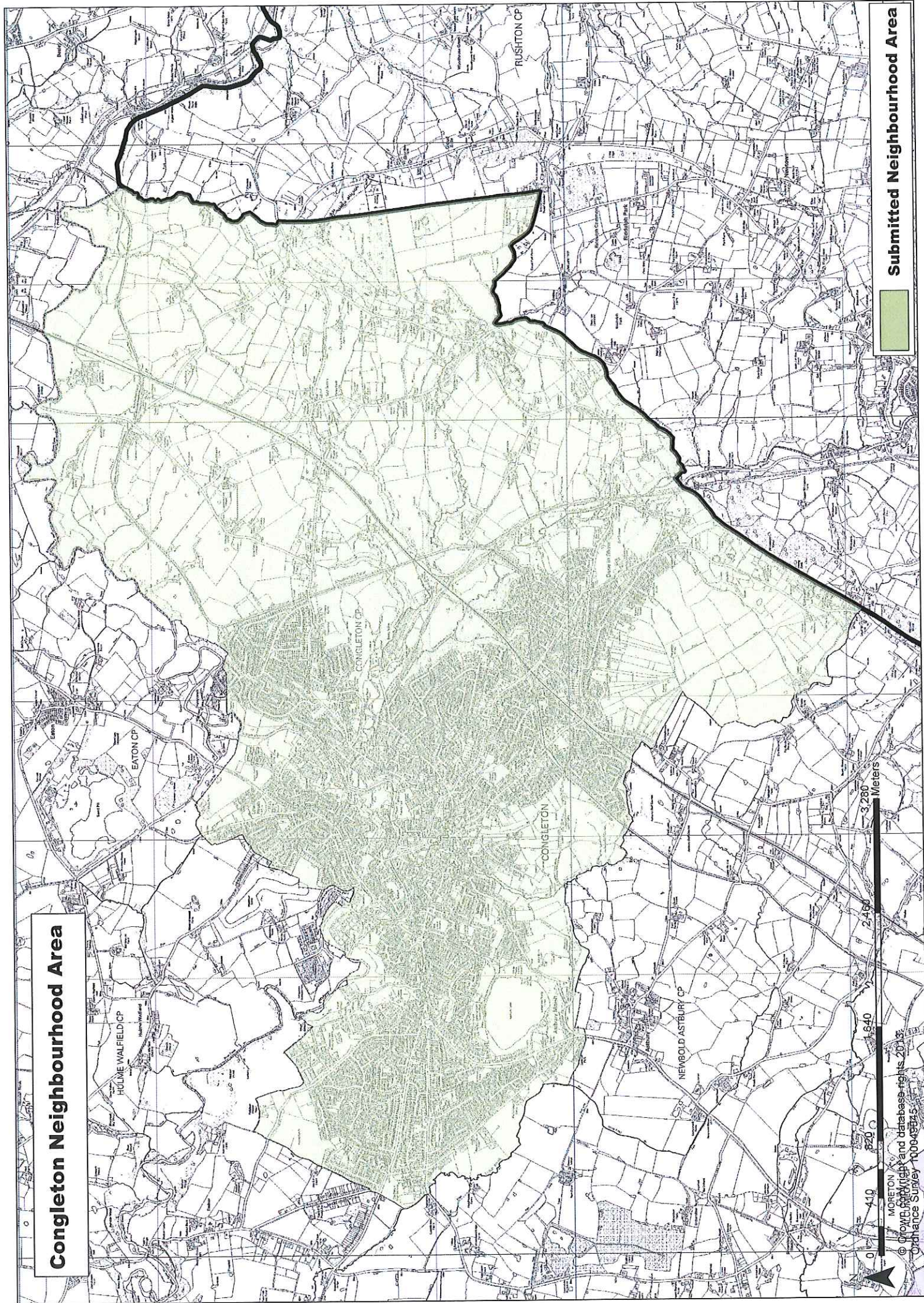
How to respond

Cheshire East Council is holding a six week consultation to seek representations on the proposed Neighbourhood Area for Congleton parish. The consultation will run from 26th August 2014 until 9th October 2014.

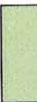
Comments can be submitted to neighbourhoods@cheshireeast.gov.uk, via <http://cheshireeast-consult.limehouse.co.uk/portal/planning/np/>, or in writing to: Spatial Planning, Westfields, Middlewich Road, Sandbach, CW11 1HZ.

Please be aware that all comments received will be made publicly available and included on our website (personal information will not be publicised).

Congleton Neighbourhood Area

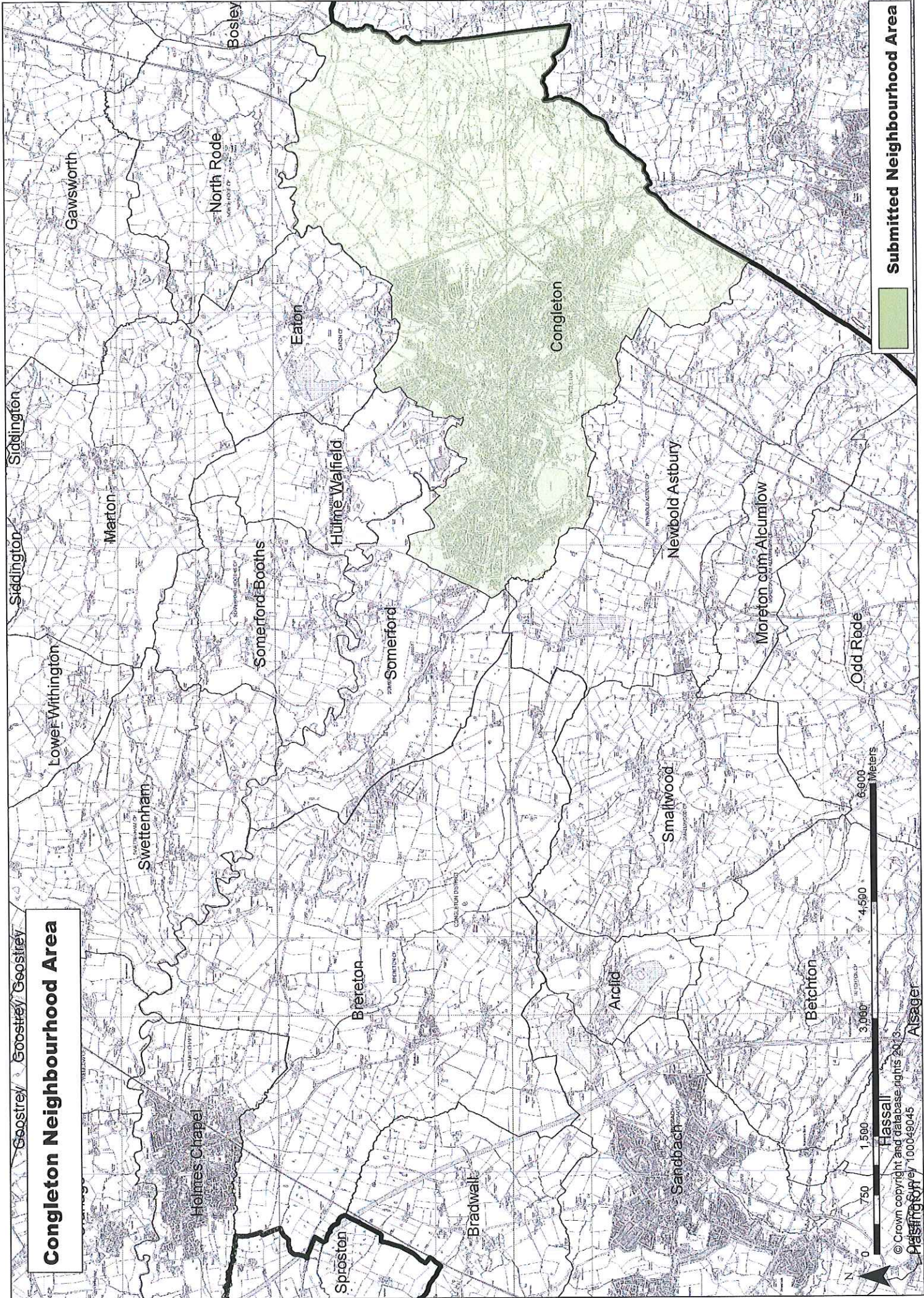


Submitted Neighbourhood Area



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Ordnance Survey 100049345

Congleton Neighbourhood Area



Submitted Neighbourhood Area



Hassall
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Ordnance Survey 100049045
Alsager

Congleton Town Council

**Banners, A-Boards
and
Signage Policy**

CONTENTS

1. Aim of Policy
2. Clear Way Forward Policy
3. Banners and Event Signage

1. AIM OF POLICY

The Town Council through the adoption of this Policy aims to clarify its viewpoint on the use of Banners, A-Boards and other signage in Congleton. It further aims to reduce problems caused by signage when inappropriately placed, and reduce the detrimental effects such signage can have on the aesthetic of Congleton and in terms of the health and safety of the public realm.

The Town Council will adhere to this policy in all its operations.

2. CLEAR WAY FORWARD POLICY

The Town Council fully supports Cheshire East Council's adopted "Clear Way Forward" Policy. In particular it endorses the following requirements for A-Boards:

- A maximum of one A-Board is allowed per business, and must be located immediately outside the front of the business premises.
- A-Boards are only allowed on pavements where sufficient width of footway (min 1.8m) can be left clear and unobstructed for pedestrian usage of the area.
- A-boards must be of sufficient weight or design as to prevent it being blown over in wind.
- A-Boards must enhance the high standard of the town shopping area and be of high quality construction, well-coordinated and in colours which are sympathetic to the surrounding area.
- A-Boards must not be unsightly or unsafe through poor maintenance. A-Boards which are flimsy or tatty are unacceptable.
- A-Boards should be removed from streets at the close of business
- A-Boards should not be on display on days where events are being held in the town.

Where a business is found to be in breach of the Cheshire East Council policy on A-Boards, the Town Council will work with Cheshire East Council to enforce compliance.

The Town Council wishes to encourage businesses to embrace the usage of traditional overhead hanging signs as an alternative to A-Boards, which would enhance the street scene and reduce the risk of obstruction.

3. BANNERS AND EVENT SIGNAGE

- The Town Council recognises that banners and signs are an effective way of advertising events to the community, but believes it is of paramount importance that their use is not abused.
- The Town Council supports the use of banners and signs to advertise public/community events only.
- The Town Council does not support the use of banners or signs to promote private events, birthdays, businesses or promotions.
- The Town Council will work with Cheshire East Council to ensure that offending banners are removed from public owned property. This may include employees of the Town Council removing offending articles following permission from Cheshire East Council officers.
- The Town Council will seek to influence the placing of banners and signage on private land to adhere with this policy.
- Banners and signage for Events should not be erected more than 2 weeks prior to the event, and should be removed within 24 hours of the event taking place.