



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



10th April 2015

Dear Councillor,

Town Council Meeting – Thursday 16th April, 2015

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 16th April, 2015 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

Presentation of Bowl by Di Harding of the WW1 Awareness and Engagement Group

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 19th March 2015.
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
beartown
where friends are made

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

Tel: 01260 270350 Fax: 01260 280357

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



5. Questions from Members of the Public

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 February and 12th March 2015.

8. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 19th February 2015.

9. Town Hall Committee (enclosed)

To receive the minutes of the meeting held on 25th September 2014.

10. Urgent Items

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

11. 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.

12. Youth Committee (enclosed)

a) To receive the minutes of the Youth Committee meetings held on 24th March 2015.

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

13. Disaster Recovery and Business Continuity Plan (enclosed)

To consider and approve the Disaster Recovery and Business Continuity Plan.

14. Meeting Dates for 2015-16 (enclosed)

To consider and approve the meeting date schedule for 2015-16.

15. Neighbourhood Plan (enclosed)

To consider and approve a progress report on the Neighbourhood Plan.

16. Link Road (enclosed)

To consider and comment on the proposed stakeholder statutory consultation requirement on the Link Road

17. Honorary Burgess (enclosed)

To consider a proposal to make a retiring member of the Council an Honorary Burgess.

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,
19th March 2015 in the Town Hall, Congleton.

PRESENT: Councillors Mrs D S Allen
 L. D. Barker
 P Bates (Vice Chairman)
 G Baxendale
 R I Brightwell
 J S Crowther
 G R Edwards
 G P Hayes
 Mrs S A Holland
 Mrs A M Martin
 D A Parker
 J D Parry
 N T Price
 Mrs E Wardlaw
 G S Williams (Chairman)

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 Murphy and R K Williams.

2. MINUTES

CTC/65/1415 RESOLVED- That the Minutes of the meeting held on the 5th March 2015 be approved and signed by the Deputy 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 and D. T. Brown declared a non-pecuniary interest in any matters related to Cheshire East Borough Council.

Cllr J. Parry declared a non-pecuniary interest in item 6.

4. OUTSTANDING ACTIONS

None.

5. **RECESSION OF PREVIOUS RESOLUTION**

The Council considered a petition from 6 Councillors to rescind resolution CTC/62/1415 in accordance with clause 37a of the Town Council Constitution.

Before considering the petition Cllr D T Brown and Paul Griffiths of Cheshire East Council provided a presentation on the reasons why the preferred route was selected.

It was pointed out that in order to secure government funding for the Link Road, there are a number of key criteria need to be met and it was determined that a combination of the red and purple routes best fitted the criteria. The criteria that had to be evaluated included, public endorsement, engineering constraints, landscape and visual impact, air quality and noise and of course the benefit to cost ratio of the scheme.

CTC/66/1415 RESOLVED that the petition to rescind resolution CTC/63/1415 be approved.

6. **LINK ROAD**

Cllr J Parry commented that this meeting would not have been necessary if Councillors had been informed of the decision by Cheshire East Council to modify the route of the Link Road.

CTC/67/1415 RESOLVED that the Town Council support and endorse the Preferred Route for the Link Road proposed by Cheshire East Council, conditional upon there being no negative impact in respect of Noise and Air Pollution had the Purple Option been chosen.

Mrs E Wardlaw
DEPUTY TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS

2015

6 th March	Day of Prayer – St. James Church
6 th March	Town Mayor's Civic Ball
10 th March	Staffordshire Moorlands Tour
12 th March	Trinity Operatic Society
18 th March	CSI BASICS & North West Ambulance Service
19 th March	High Sheriff of Cheshire Event - Tarporley
21 st March	Knutsford Civic Ball
23 rd March	WW1 Awareness and Engagement
27 th March	New Life Church Official Opening of Extension
28 th March	Rotary Concert
29 th March	Cheshire East Lunch
3 rd April	Good Friday Service
15 th April	Girlguiding Event

DEPUTY TOWN MAYOR

13 th March	Samaritans A.G.M.
22 nd March	Mayor of Macclesfield Thanksgiving Service

MAYOR'S CADET

6 th March	Town Mayor's Civic Ball
10 th March	Staffordshire Moorlands Tour
12 th March	Trinity Operatic Society
19 th March	High Sheriff of Cheshire Event - Tarporley
29 th March	Cheshire East Lunch
15 th April	Girlguiding Event

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 19th FEBRUARY 2015

PRESENT Councillor L. D. Barker - Chairman

P. Bates
G. Baxendale
R. I. Brightwell
G. Brittain
G. R. Edwards
G. P. Hayes
Mrs. S. A. Holland
Mrs. A. M. Martin
D. Murphy
D. A. Parker
Mrs. J. D. Parry
N. T. Price

Burgess E. Clarke

1. **APOLOGIES**

Apologies for absence were submitted from Councillors Mrs. E. Wardlaw, G. S. Williams and Miss R. K. Williams.

2. **MINUTES**

PLN/26/1415 RESOLVED: That the Minutes of the Meeting of the Committee held on 22nd January 2015 be approved and signed by the Chairman as a correct record with the addition of the following comments being included in the conditions in respect of application 14/5383C

That a travel plan be recommended to stop site traffic using Walfield Avenue during the site development.

3. **DECLARATIONS OF INTEREST**

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

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

4. **OUTSTANDING ITEMS**

There were none.

5. PLANNING APPLICATIONS

PLN/27/1415 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 23rd January 2015

14/5526C	Units 6 & 7 Greenfield Farm Ind Estate, Congleton	NO COMMENT
15/0001C	Land Off Goldfinch & Kestral Close, Congleton, CW12	NO COMMENT
15/0098C	65 Giantswood Lane, Congleton, CW12 2JHQ	NO OBJECTION
15/0108C	30 William Street, Congleton, CW12 2EY	NO OBJECTION
15/0128T	17 Bosley View, Congleton, CW12 3TU	NO OBJECTION
		Subject to usual conditions

Week ended 30th January 2014

15/0028C	Riverside Mill, Mountbatten Way, Congleton, CW12 1DY	NO OBJECTION
15/0260C	Heather Bank Farm, Congleton Edge Road, Congleton	NO OBJECTION
Councillors Bates and Hayes declared a "non pecuniary" interest in application 15/0260C		

15/0145D	Land Off The Moorings, Congleton	NO OBJECTION
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Week ended 6th February 2014

14/5627C	16 Box Lane, Congleton, CW12 4NS	NO OBJECTION
15/0056C	Unit 11, Newman Close, Congleton, CW12 4TR	NO OBJECTION
15/0186C	Mossley Primary School, Boundary Lane, Congleton	NO OBJECTION
Councillor Hayes declared a "non pecuniary" interest in application 15/0186C		

15/0361C	56 Leek Road, Congleton, CW12 3HU	NO OBJECTION
15/0536C	10 Parnell Square, Congleton, CW12 3EQ	NO OBJECTION
15/0252T	The Junction of Tommy's Lane and Buxton Road Congleton	REFUSE
15/0278T	17 Longdown Road, Congleton, CW12 4QH	CHESHIRE EAST
OFFICER TO NOTE THAT THE FARM IS OWNED BY THE RSPB		
15/0518T	The Junction of Tommy's Lane and Buxton Road Congleton	NO OBJECTION subject to usual conditions
15/0324D	Land Rear of the Pump House, Forge Lane, Congleton	NO COMMENT
15/0357D	Blackfirs Primary School, Longdown Road, Congleton	NO OBJECTION

Week ended 13th February 2014

15/0401C	4 Heathfield Close, Congleton, Cheshire, CW12 4ND	NO OBJECTION
15/0415C	15 Ascot Close, Congleton, Cheshire, CW12 1LL	NO OBJECTION
15/0416C	22 Macclesfield Road, Congleton, CW12 1NR	NO OBJECTION
15/0453C	41 Sandbach Road, Congleton, CW12 4LB	NO OBJECTION
15/0466C	Hightown Corn Mills, Congleton, CW12	NO OBJECTION

Additional Item

15/0073C Land Off Sherratt Close, Congleton
following -

REFUSE due to the

Not in keeping with properties in the area

Safety concerns regarding traffic congestion and safe exit from the site onto the road particularly with the close proximity to the local primary school.

6. **PLANNING APPEALS**

None to report.

L. D. Barker (Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 12th MARCH 2015

PRESENT Councillor Mrs. A. M. Martin – Vice Chairman
P. Bates
G. Baxendale
R. I. Brightwell
G. R. Edwards
D. A. Parker
Mrs. J. D. Parry
N. T. Price
Mrs. E. Wardlaw

1. **APOLOGIES**

Apologies for absence were submitted from Councillors L. Barker, G. P. Hayes, Mrs. S. A. Holland, D. Murphy, G. Williams and Miss R. K. Williams.

2. **MINUTES**

PLN/28/1415 RESOLVED: That the Minutes of the Meeting of the Committee held on 19th February 2015 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.

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

4. **OUTSTANDING ITEMS**

There were none.

5. **PLANNING APPLICATIONS**

PLN/29/1415 RECOMMENDED: That the following comments be made to Cheshire East Borough Council:

Week ended 20th February 2015

15/0479C	11 Valley View, Congleton, CW12 4EN	NO OBJECTION
15/0559C	21 Malvern Close, Congleton, CW12 4PD	NO OBJECTION
15/0576C	Land Adj. Brooklands House, Padgbury Lane, Congleton	REFUSE –
Due to overintensification of the site and out of character with the surrounding area		
15/0630C	17 Walnut Rise, Congleton, CW12 4JY	NO OBJECTION
15/0722C	Moss Inn, Canal Road, Congleton, CW12 3AT	NO OBJECTION

Week ended 27th February 2015

15/0077C	Mossley School, Boundary Lane, Congleton, CW12 3JA	NO OBJECTION
15/0505C	Land Off The Moorings, Congleton	REFUSE
Councillors P. Bates and G. Baxendale declared a "non pecuniary" interest 15/0505C as they had received correspondence on this item		
15/0750C	98 Park Lane, Congleton, CW12 3DE	NO OBJECTION
15/0778C	19 Longdown Road, Congleton, CW12 4QH	NO OBJECTION
15/0797C	2 – 4 Moody Street, Congleton, CW12 4AP	NO OBJECTION
15/0656C	9 Buxton Old Road, Congleton, CW12 2EL	NO OBJECTION
15/0689C	Black Lion Court, Congleton, CW12 1WL	NO OBJECTION
15/0728C	Tesco, Barn Road, Congleton	NO OBJECTION

6. **PLANNING APPEALS**

None to report.

Mrs. A. M. Martin (Vice Chairman)

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 19th February 2015

PRESENT

Councillors

L. D Barker
P. Bates
G Baxendale
R I Brightwell
G Brittain
D T Brown
G R Edwards (Chairman)
G P Hayes
Mrs. S A Holland
Mrs A M Martin
D Murphy
D A Parker
Mrs J D Parry (Vice Chairman)
N T Price

1. APOLOGIES

Apologies for absence were received from Cllr Mrs E. Wardlaw who is an ex-officio member of this Committee.

2. MINUTES

FAP/54/1415 RESOLVED that the Minutes of the Meeting of the Committee held on 8th January 2015 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 related to Cheshire East Council, he then declared a pecuniary interest in item 6 (i) and left the room whilst this item was discussed.

Cllrs D. A Parker declared a non-pecuniary interest in item 6 (ii).

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2014-15

A summary of grant approvals and commitments was considered by the Committee and it was noted that £7,229 is available for grants in 2014-15.

FAP/55/1415 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/56/1415 RESOLVED that:-

i. GR 22/1415 – Congleton Cricket Club

A grant of £250 be approved.

ii. GR 23/1415 – Trinity Methodist Church

A grant of £1000 be approved.

iii. GR 24/1415 – Congleton Spiritualist Church

A grant of £250 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

It was noted that a Grant Activities Monitoring Form was received from Bromley Farm Community Development Trust.

8. LETTERS OF THANKS

It was noted that a letter of thanks was received from Bromley Farm Community Development Trust.

9. MANAGEMENTS ACCOUNTS FOR APRIL 2014 – DECEMBER 2014

FAP/57/1415 RESOLVED that the Managements Accounts for December 2014 be received.

10. BANK RECONCILIATION

FAP/58/1415 RESOLVED that the bank reconciliation for January 2015 be received.

11. LIST OF PAYMENTS

FAP/59/1415 RESOLVED that the Payments List between 1st Dec 2014 and 31st January 2015 be received.

12. SIMNET

A lengthy discussion took place relating to the legal advice provided by SAS Daniels and Cllr L D Barker in respect of winding up SimNet and pursuing a refund of the payment made via the courts and a receiver. The members though were concerned that further expenditure could be incurred without any return.

FAP/60/1415 RESOLVED that:-

- i. To accept what has happened and close the issue relating to SimNet and the purchase of a Digital Display System.
- ii. To issue a report on the purchase of the Digital Display System including an apology.
- iii. Report to be produced once the findings of the External Auditor are known.

13. RIDE ON MOWER

A report was considered by the members relating to the purchase of a replacement ride on mower.

FAP/61/1415 RESOLVED that an ex-demonstration ride on mower Toro LT3400 be purchased from Cheshire Turf Machinery at a cost of £13,947 + VAT.

14. VEHICLE TRACKING

A report on the notion of installing a vehicle tracking device to all Streetscape vehicles was considered and a number of quotes considered.

FAP/62/1415 RESOLVED that the matter be referred back to the next meeting of the Finance & policy Committee so that a comparison of performance and benefits of the various systems be produced for further consideration.

15. LEASE VEHICLE

A report relating to the lease of a further tipper truck was considered.

FAP/63/1415 RESOLVED that the matter be referred back to the next meeting of the Finance and Policy Committee so that vehicle mileages can be produced and a comparison of excess mileage charges from the potential suppliers considered.

16. PORTABLE CAMERA

The notion of purchasing a portable CCTV camera was considered.

FAP/64/1415 RESOLVED that :-

- i. One trial unit be purchased.
- ii. Siting of the camera to be conducted by the Police so that appropriate surveillance procedures are adhered to.
- iii. Report on the effectiveness of the unit to be produced.

17. COMPLAINTS POLICY

The Committee considered a new Complaints Policy.

FAP/65/1415 RESOLVED that the revised Complaints Policy be approved and be recommended to Full Council for adoption as part of the Constitution.

Mr. G.R. Edwards
Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY, 25TH SEPTEMBER 2014

PRESENT: Councillors D A Parker (Chairman in the Chair)
 L D Barker
 G Baxendale
 G R Edwards
 G P Hayes
 Mrs A M Martin
 Mrs J D Parry
 Mrs E Wardlaw

1. APOLOGIES

Apologies were received from Cllrs Mrs D S Allen, J S Crowther, G P Hayes and N T Price.

Apologies were also received from Councillors D Murphy, an Ex-Officio Committee Member, and G S Williams who is not a member of this particular committee.

2. MINUTES

THC/07/1415/RESOLVED that the minutes of the Meeting held on 12th June 2014 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

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

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

4. OUTSTANDING ACTIONS

There are no outstanding actions

5. TOWN HALL ROOF

The Committee considered a progress report on refurbishing the roof of the Grand Hall. It was also noted that the guttering, which is also 150 years old, is in a very poor state and needs replacing.

THC/08/1415/RESOLVED that:

1. The report be received.
2. Replacing the guttering on the Grand Hall roof be approved at a cost of £3920 + VAT.

6. TOWN HALL TRADING ACCOUNT

THC/09/1415/RESOLVED that the Town Hall Trading Account for August 2014 be received.

D A PARKER
(CHAIRMAN IN THE CHAIR)

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Tuesday 24th March 2015 in the Town Hall, Congleton

PRESENT Youth Councillor Joseph Hearson (Chairman)
Jamie Bernardi
Matthew Jones
Tom Heyes
Sophie Hammond
Bella Statham
Jade Allen

Councillor Sally Holland
Councillor Larry Barker
Councillor Glen Williams
Councillor Dawn Allen
Linda Minshull

1. APOLOGIES

Apologies were received from Arabella Holland, Thomas Minshull and Councillor George Hayes.

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on 23rd February 2015 were signed by the Chairman as a correct record.

3. MEMBERSHIP

Membership of the Committee was discussed and it was

RESOLVED – To Co-Opt Jade Allen onto the Youth Committee.

4. BASKETBALL HOOPS

A discussion took place regarding the provision of basketball hoops as highlighted from in the Youth Report 2014. A donation of £150 from the Mayoral fund of Councillor Sally Holland will be used for this purpose and Congleton Partnership have agreed to fund up to a further £1000 if required to support this project. It was agreed that a working group of Bella, Matt and Sophie would work together to identify some suitable sites and research the equipment. They will report back to the next Youth Committee meeting.

5. YOUTH COMMITTEE BANK ACCOUNT

It was reported that the balance is £638.92 which includes the sum of £150 from Councillor Holland for the Basketball Hoops.

6. YOUTH COMMITTEE MEMBERS ITEMS

Jeanne Whitehurst Fellowship

Linda reported that she had received two nominations for the Jeanne Whitehurst Fellowship and Glen informed the Committee that he would be submitting some nominations.

Crewe Town Council

Joe updated the Committee on a meeting he had attended with Linda and George which was the first meeting of the Crewe Town Council Youth Council.

Youth In Action

Linda reported that she had been speaking with a representative of the Youth In Action who would like to attend a meeting to provide information on their work. It was agreed that Linda would invite them to our next meeting.

Website

Joe informed members that he had a meeting the next day with Brian, Larry and Linda to discuss the website.

Astbury Mere Trust

Bella updated on a meeting she had attended as our representative at the Astbury Mere Trust meetings.

Talent Competition

Dawn informed the members of a talent competition for young people. It was suggested that she forward any information to Linda .

Civic Dates

Linda informed the meeting of the following civic dates –

Mayor Making – 21st May 2015 – 7 p.m.

Civic Service and Parade – Sunday 7th June 2015 – Parade to assemble at the rear of the Town Hall at 2.30 p.m. for a service at St. Peter's Church at 3 p.m.

Social Event

Tom suggested arranging an unofficial social event and he will contact members directly.

7. DATE OF NEXT MEETING

Monday 13th April 2015 at 6 p.m.

Joseph Hearson (Chairman)

Congleton Town Council



Congleton
Town Council

Disaster Recovery and Business Continuity Plan

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Introduction

Document Purpose

This Plan sets out the arrangements to be adopted in the event of one of several contingencies that may affect service delivery or otherwise have a negative impact on the business of Congleton Town Council.

The Plan aims to address only those major contingencies that could result in services, supplies, facilities or personnel being unavailable.

Since it is not possible to be specific about every single contingency, the Plan merely serves to establish enabling arrangements to allow an initial response to be effective in containing the effect of the contingency, and to allow the most immediate recovery measures to be taken.

Each plan identifies the principal suppliers that may be approached in dealing with the contingency, together with the persons responsible for initiating the action. Points of contact and other enabling arrangements are also identified.

This Plan provides guidance on methods to achieve service continuity in the most commonly encountered scenarios. The Plan remains flexible and may be broadened to cover other more specific scenarios as necessary.

Business Risks and Controls

Loss of Electrical Supplies

The immediate loss of power could result in the potential loss of some data on computers in operation at the time. However the benefits from the back up and support which is provided by Prism Solutions, who at a minimum of 4 hours will reinstate data files previously saved and/or backed up.

For major power outages the provider is responsible for restoring power either by completing repair or by supplying temporary supplies until systems are restored, this is estimated to incur no more than a day's loss of service. The Council can absorb this loss and if necessary make up lost time etc. by implementing overtime and if necessary additional weekend working.

Longer power outages by the supplier would be from the result of a major cataclysmic natural event that impacts upon the surrounding infrastructure, this being the case it would have significant impact upon the Council and the surrounding areas.

Current provider

West Mercia Energy, Radbrook Centre, Shrewsbury, SY3 9BJ – Tel:- 01743 231101
(Town Clerk/ Facilities Manager)

Standby generator

As the Town Hall building is not equipped with its own standby generator, in the event of a major problem with the building supplies main switchgear or cabling that will take longer than one day to repair the Council will investigate the supply of a temporary power generator.

Brandon Tool Hire, Unit 2, Mottram Way, Hurdsfield Industrial Estate, Macclesfield, Cheshire, SK10 2DH. Tel:- 01625 664600. (Town Clerk/ Facilities Manager)

Loss of Gas Supplies

The loss of gas supplies would not cause significant disruption to the business as the building only uses gas for its heating system (Kitchen facilities are a combination of gas and electric). Use of a new supplier or alternative providers would be considered, as would the use of alternative temporary heating systems either electric, oil based or LPG.

The failure of the gas supply infrastructure pipe lines would cause minor disruption in the short term until the pipework is repaired by the supplier or until alternative heating systems have been temporarily provided.

The site would be unable to serve hot food until the gas returns.

Current provider

Gas – West Mercia Energy, Radbrook Centre, Shrewsbury, SY3 9BJ – Tel:- 01743 231101.
(Town Clerk/Facilities Manager)

Alternative suppliers

Change to an alternative provider will only be possible if the supply pipe is not damaged
Changing suppliers will be an issue in the event of the supplier going out of business, if so it should be possible to switch supplier without significant disruption to supply

Alternative heating options

In the event of a long term loss of gas supplies for heating etc. the following options are available

Use of electrical space heater

Use of LPG or propane space heaters

Brandon Tool Hire, Unit 2, Mottram Way, Hurdsfield Industrial Estate, Macclesfield, Cheshire, SK10 2DH. Tel:- 01625 664600. (Town Clerk/ Facilities Manager)

Loss of Water Supplies

The loss of water supplies will impact upon the business in terms of loss of welfare facilities for personnel.

Current Provider

Water - United Utilities. Water and wastewater enquiries emergencies (24-hour) Tel: - 0345 672 3723 (Town Clerk/ Facilities Manager)

Alternative drinking water supplies

In the event of a loss in suitable water for personnel to drink it is normal for the supplier to provide alternative supplies in street bowser or bottled water supplies, this will be suitable for personnel welfare facilities. The Town Hall also retains a bottle fed water cooler.

Angel Springs, Angel House, Shaw Park Business Village, Wolverhampton, WV10 9LE.
Tel: 01902 422755 (Town Clerk/ Facilities Manager)

Alternative Welfare facilities

Toilets- if the toilets are out of action then in the short term public and other toilet facilities within the town centre can be accessed.

If there is leaking sewage in the area, this will be cleaned by a designated supplier and will not be opened till the area is certified as safe. .

Drain Services –

United Utilities. Water and wastewater enquiries emergencies (24-hour) Tel: - 0345 672 3723 (Town Clerk/ Facilities Manager)

Loss of Telecommunications

The loss of one or more of the available communications systems will have a detrimental effect upon the business; it is not considered to be critical as there are existing alternatives in the form of email and mobile phones which are separate from the land lines.

Current provider telecoms landlines

In the event of all landlines being down outgoing calls will be completed by use of Council mobile phones

The land line provider will be contacted by mobile phone to request that all incoming calls are directed to a designated Council mobile phone

British Telecom - Tel:-0800 032 0024 (Town Clerk/ Support Manager)

Fax line

The loss of the fax line is not considered to be significant as the increased use of email and computer based communications have reduced the use of fax facilities in the business community in general.

Current company mobile phone carriers

Orange

EE

T Mobile Tel:- 0845 412 5000. (Town Clerk/ Support Manager/Facilities Manager)

Use of Alternative Mobile Phone Providers

If the existing carrier's network is down for any reason the immediate short term fix will be to procure pay as you go SIM cards from an alternative mobile carrier that is compatible with the current mobile phones.

If the mobile phones are locked and will not accept alternative carriers consideration will be given to the procurement of low cost mobiles with basic functionality in addition to the pay as you go SIM cards

Loss of IT Systems

The Council uses IT systems for communications between our clients and suppliers and for the storage of records.

On site data Storage

Data files are retained on the Council Server and at Prism Solutions Ltd
These files are copied automatically on a remote hard drive held offsite

Off site data back up

All files are backed up to a remote server off site at the close of play each day

Prism Solutions, St James's House, 5 John Bradshaw Court, Alexandria Way
Congleton, Cheshire, CW12 1LB. Tel: - 0845 121 7770 Email: info@prism.uk.com

Internet providers

BT 0800 032 0024 via Prism

Prism Solutions, St James's House, 5 John Bradshaw Court, Alexandria Way
Congleton, Cheshire, CW12 1LB. Tel: - 0845 121 7770 Email: info@prism.uk.com

Plant & Equipment Failures

Plant and equipment such as the lift, boiler and key office equipment (franking machine, photocopier, clocking in system) is serviced and maintained under planned preventive maintenance programmes.

Current provider

Lifts – Otis. Tel: 0800 181363 (Town Clerk/ Facilities Manager)

Heating/Boiler – Hayman Heating Engineers. Tel: 01942 218892 (Town Clerk/ Facilities Manager)

Electrical support – T&S. Tel: 01260 270852 (Town Clerk/ Facilities Manager)

Plumbing – Tel: 07796 921590 (Town Clerk/ Facilities Manager)

The Clock –Smiths of Derby. Tel: 01332 345569(Town Clerk/ Facilities Manager)

Copiers - Technical Help Line Canada Copier, new machine model. Tel:- 01244 520626 (Town Clerk/ Facilities Manager)

Personnel

The Council maintains a training matrix which details the minimum competencies required for each role within the organisation.

The Council has a policy of continual development of their personnel to provide the highest level of staff competence.

Staff members

The Council has at present a fairly settled staff who are very competent and experienced personnel.

New starters undergo induction training and ongoing professional development

Personnel required to use new or unfamiliar machinery and /or equipment are all briefed and/or trained by a combination of other experienced personnel and use of the manufacturer's instruction and guidance.

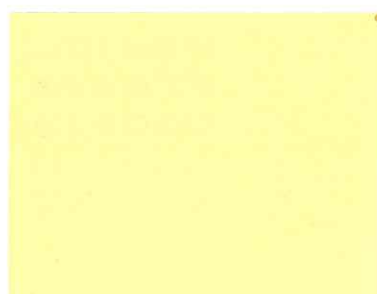
Records are retained of formal training, qualifications and in house briefings and training sessions.

Senior staff are all professionally qualified in their respective fields.

Head of paid service is the Town Clerk

Emergency Staff Contact Numbers

Brian Hogan (Town Clerk)
Chris Jones (Facilities manager)
Jackie Potts (Support Manager)
Ruth Boffey (Streetscape supervisor)
Mark Worthington (Town Hall Supervisor)



Flooding

Minor flooding from burst pipes etc. will not cause any significant issue to the operations and the water supplies can be isolated and defect repaired with 1-2 days.

Major flooding events could cause significant damage to all equipment and major disruption to the business. To this end the Council is insured for significant business loss due to flooding.

Longer term the Council will work with the insurance company to identify alternative temporary premises and equipment to continue operations until the main premises is returned to full use. Currently alternative office space is available within the Council's ownership of the Museum.

Nearest watercourse

The nearest significant water course is the River Dane.

This area is covered by the Environment Agencies general early notification of possible flooding, known as Flood Alert, call the Environment Agency's Flood line. Tel: 0845 988 1188

Drainage system

The site surface water drainage system is connected to the surface water mains on the main roads of the surrounding area

The foul water drains are not connected to the surface water systems and as such should not be affected by any flooding event to start with unless the whole system is overwhelmed and the system is caused to back up into the building. If the building is flooded a temporary pumping system should be hired from:-

Brandon Tool Hire, Unit 2, Mottram Way, Hurdsfield Industrial Estate, Macclesfield, Cheshire, SK10 2DH. Tel:- 01625 664600. (Town Clerk/ Facilities Manager)

Adverse Weather Conditions

The area is considered to be a temperate zone and as such is not normally subject to extreme weather conditions such as hurricanes and tornados; however these types of events do occur on occasion but not in the same scale as other parts of the world.

High winds and driving rain or heavy snowfall events have been recorded in the area but the frequency is low and the duration of such events is short lived.

When these events do occur they do not normally last more than one or two days in a specific area and as such the closure of the business for one or two days will not have a significant impact upon the business.

Storm Damage to facility

High winds may cause areas of the roof to be damaged and allow wind and/or rain into the premises. For the duration of the high winds no corrective action will normally be taken other than to protect machinery, equipment and documentation from the effect of water by either moving the items or installing protective sheeting.

Unsafe structures

Any areas deemed to be unsafe to use because of unsafe walls or ceilings etc. will have exclusion zones and/or barriers put in place.

For minor repairs local tradesman will be selected and requested to provide cost estimate for repairs and timescales,

For medium and longer term repairs any equipment that can be relocated to safe areas of the building will be moved.

For more major repairs the insurers will be contacted for available options with particular emphasis on the ability to reinstate services ASAP. This may include use of temporary premises and equipment to subcontracting critical work to other local authorities.

Fire Damage

The risk of fire is always present in the workplace, however the risk is considered to be low to medium because of the controls, systems and precautions below;

Fire Precautions & Prevention

- Fire risk assessment in place and reviewed regularly
- Serviced and maintained automatic fire alarm system
- Documented emergency procedures in place
- Staff trained and briefed in emergency procedures and equipment
- Fire fighting equipment in place which is serviced and maintained
- Fixed electrical system is tested and maintained by competent engineer at least once every five years
- Portable electrical equipment subjected to regular inspections and testing
- All machinery and equipment is part of planned preventive maintenance system

Fire & Business loss Insurance

Zurich Municipal

Policy No: - YLL -272006 - 7183

PO Box 726, Chichester, PO19 9RS. Tel:- 01243 832134. (Town Clerk/Support Manager)

Earthquake

The area is one of the least active areas of the British Isles, however the events that do occur are small in scale with minimal if any damage to people, building and supporting infrastructures.

These events are normally within the 2-4 range on the Richter scale, earthquake events greater than this are possible but unlikely based upon historical records.

Structural Damage to Main Facility

Minor damage will be repaired and corrected as identified in the Adverse Weather section of this plan

Major structural damage will be repaired and corrected as identified in the Adverse Weather section of this plan in conjunction with our insurers.

Structural Surrounding Infrastructure

If there is damage to the surrounding roads and services the earthquake will have been of a scale which is greater than the previous historical events, in this case the emergency services, central government and other local authorities will be planning a recovery plan and its implementation.

An event on this type of scale is out of the control of the Council and as such planning for this type of contingency is more difficult. Where practical and if safe to do so, normal operations will be carried out as much as possible based upon the guidance and advice provided by government departments and personnel.

MEETING DATES 2015-16

May 2015

- 28 Annual Town Meeting

June 2015

- 4 Planning (7.00pm)
- 4 Finance & Policy (7.30pm)
- 11 Council (7.00pm)
- 18 Planning (7.00pm), Town Hall (7.30pm)
- 25 Community, Environment & Services

July 2015

- 9 Council (7.00pm)
- 16 Planning (7.00pm)

August 2015

- 20 Planning (7.00pm)
- 20 Council (7.45pm) if required
- 27 Community, Environment & Services (7.00pm)

September 2015

- 3 Planning (7.00pm)
- 10 Finance & Policy (7.00pm)
- 17 Council (7.00pm)
- 24 Planning (7.00pm)
- 24 Town Hall (7.30pm)

October 2015

- 1 Community, Environment & Services (7.00pm)
- 15 Planning (7.00pm)
- 22 Finance & Policy (7.00pm)
- 29 Council (7.00pm)

November 2015

- 5 Planning (7.00pm)
- 5 Town Hall (7.30pm)
- 12 Community, Environment & Services (7.00pm)
- 19 Planning (7.00pm)
- 26 Finance & Policy (7.00pm)

December 2015

- 3 Council (7.00pm)

January 2016

- 7 Planning (7.00pm)
- 14 Finance & Policy (7.00pm)
- 21 Council (7.00pm)
- 29 Planning (7.00pm)

February 2016

- 4 Community, Environment & Services (7.00pm)
- 11 Planning (7.00pm)
- 18 Finance & Policy (7.00pm)

March 2016

- 3 Council (7.00pm)
- 10 Planning (7.00pm)
- 10 Town Hall (7.30pm)
- 17 Community, Environment & Services (7.00pm)
- 24 Finance & Policy (7.00pm)

April 2016

- 7 Planning (7.00pm)
- 14 Council (7.00pm)
- 28 Annual Town Meeting (This is not a meeting of the Council, but one convened for the Town's electorate) (7.00pm)

May 2016

- 5 Informal Meeting (7.00pm)
- 12 Annual Council Meeting (7.00pm)

Meetings of Personnel Committee and Strategy Working Group will be convened as Business dictates. Additional meetings for the Congleton Town Hall Committee will be convened as and when required.

All meetings start at 7.00pm unless stated otherwise and will be held at the Town Hall.

Papers will be either emailed or sent out to Councillors at least three clear working days before committee – not including date of committee or weekends.



Congleton Town Council

Information for Members

Updated April 2015

Town Council meeting

16th April 2015

Report on Neighbourhood Planning

1. Vision and Objectives

The steering Group has produced an overall vision and set of objectives for the NP which is:-

Vision

My Congleton will thrive as a vibrant and distinctive town that offers a comprehensive range of homes, shops, jobs, services and facilities supported by the required infrastructure to cater for the needs of all our residents to 2030 and beyond. The special and unique character of Congleton, including its heritage assets and the surrounding countryside, will be protected, enhanced and celebrated to make the town an attractive place in which to live, work and visit.

Objectives

- Provide an excellent quality of life in the community including education opportunities, healthcare and general well-being.
- Ensure that new development is environmentally sustainably located, is connected to and integrates well with the town.
- Supports housing growth that meets the needs of the community and the wider population of Cheshire East.
- Ensure that the area is easy and safe to move around for all modes of transport, particularly walking and cycling, and that the infrastructure continues to serve the town as it grows.
- Protect and maintain the countryside surrounding the town and the network of green spaces within it and enhances the natural environment.
- Ensure the continued provision of a comprehensive range of shops, services and community facilities within the town centre to meet the changing needs of the local population.
- Support a broad and sustainable local economy that increases job opportunities for residents of the town.
- Protect and enhance the town's heritage assets and distinctive local character.
- Promote sustainability and reduce carbon dependent activities.
- Ensure that congestion in the town is no worse than it was in 2010

2. Themed Groups

The themed groups are all making good progress with most now in the position where they have produced a vision for their group and objectives. The next step is to evidence all of the objectives identified and to turn them into policies

The teams and chairman are:-

- Housing – Jenny Unsworth
- Economic Development – David Watson
- Health, Education and Wellbeing – George Hayes
- Transport, Infrastructure and Utilities – Peter Minshull
- Sustainability and Environment – Peter Aston
- Town Centre, Public Realm and Heritage – Steve Foster
- Communication - To be advised

3. Feedback from Groups

The groups are all making good progress and most have produced a vision and objectives for their particular work stream

There are though some outstanding issue that some groups are still wrestling with, which are:-

In terms of housing there are still some concerns about what the actual housing numbers are which is still being resolved. Whilst the Economic Development group has the outstanding problem of all the new employment land being located outside the Town boundary in Somerford and or Hulme Walfield.

In an attempt to address these issue Cheshire East Council have formed a parish liaison group who meet monthly at Westfields with the objective of trying to come to a common view on such issues. Progress so far is somewhat pedantic.

Marketing and publicity is to be provided by a local company TMC.

4. Evidence

In terms of evidence we have to bear in mind that it is of crucial importance that any assumptions and calculations to be used as the basis for the Neighbourhood Plan are critically tested and gone over with a fine tooth comb before the plan is drafted and submitted for examination. Otherwise we could easily find that there is a need for a very public and spectacular climb-down and readjustment of figures.

It would seem both unwise and undesirable to get into any kind of mess in relation to the Neighbourhood Plan if it can be avoided through sensible checking, and internal technical discussions with appropriate officers of Cheshire East Council and others.

5. Timetable

There has been some slippage in the timetable particularly in the area of communication as the Steering group wrestled with sorting out a supplier for the marketing needs.

Mapping is also a key issue as we have few skills in this area and may need to buy in this resource to produce suitable maps for the various groups.

Overall the timetable has probably slipped by about 6 weeks with the target date for completion still being September.

Expenditure and grants

Community Development Foundation Grant - £5,914

Congleton Town Council Grant - £8,500

CCFG Expenditure

Activity	£
Planning Consultant	3240
Room Hire	720
Leaflets and questionnaire	900
Total	4860

The grant from CCFG operated from January to the end of March 2015 and all monies have to be spent by this date. As only £4860 was spent, the unspent balance of £1054 will be returned to CCFG.

A further grant has been requested for the next period totalling £7756.

CCFG Expected Expenditure

Activity	£
Planning Consultant	2592
Room Hire	824
Leaflets, flyers, questionnaire, pop up banners etc.	1960
Website	1960
Total	7756

Expenditure related to CTC

Any activity not forming part of the original proposal to CCFG cannot be retrospectively claimed even if there are unspent funds available, thus some small items of expenditure that were related to the CTC grant, which included producing some design work for the marketing and publicity campaign amounting to £700, will come out of the CTC grant of £8500.

Recommendation

1. To receive the progress report on the Neighbourhood Plan
2. To approve the expenditure to date



Cheshire East Council
Westfields, Middlewich Road
Sandbach, Cheshire
CW11 1HZ
congletonlinkroad@cheshireeast.gov.uk
Our Ref: B1832001/CORR/016

7th April 2015

Dear Sir/Madam,

Congleton Link Road

Stakeholder Pre-Planning Application Consultation: 10th April 2015 to 8th May 2015

I am writing to you with reference to the proposed Congleton Link Road scheme. The link road proposal is part of Cheshire East Council's development strategy for Congleton and is seen as vital to the future success of the town.

We have recently completed a Public Consultation which was held between the 2nd March 2015 and the 31st March 2015. We are now looking to consult statutory bodies and local interest groups prior to submitting a planning application later this year.

As one of the identified scheme stakeholders, I would welcome your views and opinions on the proposed Congleton Link Road. I have enclosed a Public Consultation leaflet which describes the current problems experienced within Congleton, gives a background to the scheme and identifies some of the benefits associated with provision of the link road. Additional information on the scheme, including more detailed plans, environmental impacts and mitigation, traffic impacts and construction proposals can be found on our website at www.cheshireeast.gov.uk/congletonlinkroad. Further material can also be made available on request, such as associated reports or more specific plans, by contacting the scheme email address at congletonlinkroad@cheshireeast.gov.uk.

A consultation questionnaire is included within the attached leaflet. Please send your comments to congletonlinkroad@cheshireeast.gov.uk. Alternatively, written responses can be sent to the following address: Congleton Link Road, Cheshire East Council, Strategic Highways and Transportation, Floor 6, Delamere House, Delamere Street, Crewe, CW11 2LL.

To be considered as part of the consultation process, could you please ensure that all responses are returned to us by **8th May 2015**.

The results and comments received throughout the consultation period will form the basis of a Consultation Report and will help to inform the final Preferred Route to be submitted as part of our planning application later this year. The Consultation Report will be made available online at www.cheshireeast.gov.uk/congletonlinkroad.

For further information on the scheme, or if you would like to arrange a meeting during this consultation period, please email us at congletonlinkroad@cheshireeast.gov.uk or call 0300 123 5035.

Yours faithfully,



Paul Griffiths
Principal Transportation Officer
Strategic Highways and Transportation
Cheshire East Council

Congleton Town Council Meeting

16th April 2015

Honorary Burgess

I have received a proposal from the leader of the Council, Cllr G R Edwards, for the Council to consider inviting a distinguished member of the Council to become an Honorary Burgess upon his retirement from the Council on the 6th May 2015.

For members information, the Council may award a title of "Honorary Burgess" in recognition of service to the Town Council. There is no legal significance to this title nor does it confer any rights or privileges. However, Burgesses are invited to all Full Council meetings and sent copies of agendas and non-confidential reports.

To mark the conferring of this title, the Council presents the recipient with a document which takes the form of a resolution of the Council. The number of Honorary Burgesses is restricted to 25 living persons.

Recipients must be residents of Congleton Town, who by their actions, have served the Town for the benefit of the community. Employees and sitting members of the Council cannot be recipients.

If members resolve to invite any person to become an Honorary Burgess, then I will formally write to inform them of their nomination. If they accept, the scroll could be presented at the next Town Council meeting.

Decision Required

1. Does the Council wish to invite Mr Douglas Parker to become Honorary Burgess upon his retirement from the Town Council?
2. Does the Council wish to invite Mr Douglas Parker to sit on the Town Hall and Assets Committee as a lay member, which confers no voting rights?

Brian Hogan
Town Clerk
30.03.15