



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

14th August 2020

Dear Councillor,

Town Council Meeting – Thursday 20th August 2020

You are summoned to attend a meeting of the Council on **Thursday 20th August 2020** commencing at **7.00pm**. This will be a virtual meeting which needs to be accessed via Zoom.

The Zoom meeting entry details are:

Meeting ID: 856 3594 1683

Password: 750348

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to 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,

D McGifford
Chief Officer

AGENDA

1. Apologies for absence

Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

Congleton
beartown
where friends are made

2. Minutes of Previous Meetings (Enclosed)

To approve and sign the minutes of the Council meeting held on **23rd July 2020**.

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. Questions from Members of the Public

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting including those which have been received in writing 7 days prior to the meeting.

5. Town Mayor’s Announcements (Enclosed)

To receive any announcements by the Town Mayor and to receive a list of the Mayor’s engagements.

6. Outstanding Actions

To review any outstanding actions from previous meetings.

7. Youth Committee

To receive questions from Members of the Youth Committee present at the meeting.

8. Community & Environment Committee (Enclosed)

To receive the minutes of the meeting held on 4th June 2020.

9. Planning Committee (Enclosed)

To receive the minutes of the meetings held on **11th June** and **9th July 2020**.

10. Town Hall, Assets and Services Committee (Enclosed)

To receive the minutes of the meeting held on **18th June 2020**.

11. Leisure Centre (Enclosed)

To consider a response to Cheshire East Councils’ decision to review the refurbishment of the Leisure Centre

12. COVID-19 Budget Allocation (Enclosed)

To approve a proposal to allocate an agreed amount of the Emergency COVID 19 budget to support the Town Centre Recovery.

13. CCTV Provision (Enclosed)

To approve a proposal for additional CCTV provision.

14. Urgent Items

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

15. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on.

16. Resolution to Exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting due to confidential items within the next agenda item.

17. Congleton Link Road Naming (Enclosed)

To discuss options for the naming of Congleton Link Road, noting that the decision lies with Cheshire East Council.

To: All Members of the Council

CC: Press 3, Burgesses 3, Congleton TIC, Congleton Library, MP

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday 23rd July 2020

Conducted via Zoom – Meeting ID 817 8687 2284

PRESENT:

Suzanne Akers Smith
Duncan Amies
Martin Amies
David Brown
Russell Chadwick
Robert Douglas
Paul Duffy
Suzy Firkin
Margaret Gartside
George Hayes
Amanda Martin
Rob Moreton
Denis Murphy (Deputy Mayor)
Jean Parry
James Smith
Kay Wesley

1. Apologies for absence

Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non-attendance.

Apologies were received from Cllrs Sally Ann Holland (Town Mayor), Robert Hemsley, Dawn Allen and Mark Rogan.

2. Minutes of Previous Meetings

CTC/10/2021 RESOLVED to approve the minutes of the Virtual COVID 19 Emergency Powers Committee on 7th May and the minutes of the Virtual Council meeting on the 28th May 2020.

CTC/11/2021 RESOLVED to receive the minutes of the Virtual COVID19 Emergency Powers Committees on 9th of April 2020 and 23rd April 2020.

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.

Councillors Suzanne Akers Smith, David Brown, George Hayes, and Denis Murphy declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

No Questions were received.

5. Mayors Announcements

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

6. Outstanding Actions

None.

7. Youth Committee

No Questions were received from Member of the Youth Committee present at the meeting.

8. Urgent Items

None

9. Cheshire East Councillors' Reports

Cllr Suzanne Akers Smith provided an update with regards to the Leisure Centre advising that there would be a review of the refurbishment based upon:

- Expected increase in costs
- Available budget
- Exploration of grant funding to provide an enhanced facility

The Chief Officer to write to the relevant Cheshire East Council officers and portfolio holder to request that the Town Council are involved with the review.

10. Annual Governance and Accountability Return 2019/20

CTC/12/2021 RESOLVED to approve the Annual Governance Statement for 2019/20.
CTC/13/2021 RESOLVED to approve the Accounting Statements for 2019/20.

11. Financial Statements 2019/20

CTC/14/2021 RESOLVED to approve the Unaudited Financial Statements 2019/20.

12. Meetings Calendar 20/21 Updated

CTC/15/2021 RESOLVED to approve the updated meeting calendar for 2020/21subject to the Finance and Policy meeting being moved from the 27th January 2021 to the 28th January 2021.

13. Public Toilets

This item was withdrawn from the agenda as new guidelines had been provided about the opening of public toilets.

**Cllr D Murphy
(Deputy Town Mayor)**

TOWN MAYOR'S ENGAGEMENTS

2020

- 15th August V J Day – Congleton Memorial Garden

The Mayor also attends various other events including meetings, photo requests and grant presentation promotions.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON THURSDAY 4th June 2020

Conducted via Zoom – Meeting ID 895 4804 1508

PRESENT:

Committee members:

Kay Wesley (Chair)
Martin Amies
Margaret Gartside
Amanda Martin
Denis Murphy (Deputy Mayor)
Jean Parry

Non-Committee Members:

Suzie Akers Smith
David Brown
Robert Douglas
Robert Hemsley
Robert Moreton

1. Apologies for absence

Apologies for absence were received Councillors Dawn Allen, Paul Duffy, Suzy Firkin and Mark Rogan and from non-committee members Councillors Russell Chadwick and Ex-Officio member Cllr Sally Ann Holland (Town Mayor).

2. Minutes of Last Meeting

To note the minutes of the meeting held on **12th March 2020** as these were approved by the COVID 19 Emergency Powers Committee on 9th April 2020.

3. Declarations of Interest

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

Councillors Denis Murphy (Deputy Mayor) and Robert Moreton declared an interest as Cheshire East Councillors.

Cllr Robert Douglas declared an interest in Congleton Museum - linking to Moody Hall item.

4. Outstanding Actions

Note that these actions are covered in Agenda Item 8 - Updates paper from 12th March 2020 Community & Environment Committee.

CE/01/2021 Resolved to: Move item 15 on Moody Hall to item 7 after the police report due to interested members of the public being present.

5. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

a) Question submitted by Dr Dawn Gibbins MBE about 5G. – see Appendix A

CE/02/2021 Resolved to: Send an interim response to Dr Dawn Gibbins MBE and for Congleton Green group to carry out further investigations into the subject and report back to this committee.

6. Cheshire Police

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

PC Iain Bell and Amy Heath from Cheshire Police provided updates see Appendix B for details

7. Moody Hall

To consider a request for help to ensure that this historical building is protected.

CE/03/2021 Resolved to:

1. Contact the owner and Cheshire East Council Planning department to understand more about the delays to the proposed redevelopment and what the owner's intentions and timescales are.
2. Work with Cheshire East Council, Cheshire Police and the owner to agree a plan to secure the building, improve the visual aspects of the site and to prevent further deterioration. Most important for the Town Council is to see the exterior of the building retained, and this should take priority over the interior

8. Anti-Social Behaviour Working Group

To receive the notes of the Anti-Social Behaviour Working Group held on 28th May 2020 and to receive a summary from the group chair. The summary is available on the ASB Working Group page.

CE/04/2021 Resolved to accept the minutes of the Anti- Social Behaviour Group from the 28th May 2020.

9. Updates Paper from 12th March 2020 C&E Committee

To receive an updates paper highlighting issues raised at the Community and Environment Committee meeting on the 12th March.

CE/05/2021 Resolved to accept reports contained in the update paper.

10. Congleton in Bloom Working Group

To receive an update on Congleton in Bloom 2020 and the notes of the Congleton in Bloom Working Group held on 7th January, 5th February and 11th March 2020. The update is on the In Bloom working group page.

CE/06/2021 Resolved to receive the notes of the In Bloom meetings held on the 7th January, 5th February and 11th of March.

11. Congleton Green Working Group

To receive the notes of the Congleton Green Working Group from the 2nd April and 23rd April 2020 and an update from the Chair. The update can be seen in the Congleton Green Working Group page.

CE/07/2021 Resolved to receive the notes of the Congleton Green Working Group on the 2nd April and 23rd April.

12. Health and Wellbeing Working Group

To receive an update from the group and the notes of the Health and Well-Being Group held on 23rd April 2020 and an update from a group member. The update is on the Health and Wellbeing Working Group page.

CE/08/2021 Resolved to receive the notes of the meeting, proposed: Cllr Wesley, 2nd Cllr Gartside

13. Integrated Transport Working Group

To receive the notes of the Integrated Transport Working Group from the 9th April and 23rd May 2020. Noted this area was discussed at Council on the 28th May 2020

CE/09/2021 Resolved to receive the notes of the Integrated Transport Working Group held on the 9th and 23rd May.

14. White Ribbon Working Group Update

To consider an update and next steps from the White Ribbon Working Group.

CE/10/2021 Resolved to note the White Ribbon Report and the next step for Councillors and staff to attend a White Ribbon training session.

15. COVID-19 Leads Group

To note an update report from the Congleton COVID-19 Leads group on activities carried out.

CE/11/2021 Resolved to note the report.

16. Traffic Free Cycle Routes in and out of Congleton

To consider a recommendation for traffic-free cycle lanes in and around Congleton.

CE/12/2021 Resolved to ask Cheshire East Council to look at the feasibility of improving the cycle network in Congleton to enable people to cycle to the town centre and other listed destinations (parks, schools and attractions) safely avoiding main roads

17. Childcare in Congleton

To consider a report on Childcare in Congleton and its recommendations.

CE/13/2021 Resolved to review Town Council policies on childcare, develop an online information hub, work with employers and write to the Minister of Housing, Communities and Local Government to support the NALC campaign for Local Councils Caring Allowances.

**Cllr Kay Wesley
(Chair)**

APPENDIX A - QUESTION FROM MEMBERS OF THE PUBLIC

The following questions were submitted by Dr Dawn Gibbins MBE about 5G

1. Will 5G radiation be rolled out in Congleton? Yes or No
2. If Yes - What is the date 5G radiation will be switched on in Congleton?
3. How will 5G radiation be transmitted to Congleton?
4. Where are the antennae been erected to make this happen?
5. Is it true that the Council have allowed 5G radiation antenna's to be installed on LED streetlights?
6. If the answer is yes to the above please provide a grid of lights with 5G radiation antennas installed, or to be installed.
7. Have any schools in Congleton had 5G radiation antennas installed? If so in which schools?

The following response given by the Chair of Community and Environment Committee on behalf of the Town Council was:

We understand that there is a national roll-out programme for 5G which has been approved by the UK Government. We have received no notification of a roll out programme for Congleton and the Cheshire area and cannot find Congleton mentioned by EE, Vodafone, O2, BT, Sky Mobile or Three on any of their materials.

Last year the Town Council raised its concerns and objections in a Government consultation into allowing 5G operators permitted development rights (which would mean that there would be no need to consult with the planning authority (Cheshire East) before extending or converting current masts to 5G). We are waiting to hear when this consultation will be discussed by the UK Government.

We do not have the technical details about how 5G may be transmitted or how this may be planned but we will investigate.

The Head of Cheshire East Highways street lighting has confirmed that he is not aware of requests for any 5G attachments to be added to any street furniture in either Cheshire East or Cheshire West area. The Cheshire East areas next work manager was also not aware of any requests, although confirmed that there has been a big project in Congleton to improve superfast broadband fibre cabling and people will have seen BT Openreach vehicles in town. We have not yet heard back from Congleton schools, but all the indications are that nothing has been installed in Congleton.

In reality, the Town Council is unlikely to be consulted on the plans for the 5G roll out. But as a Town Council we will take a more active role and the Chair of the Congleton Green group has agreed for that group to carry out more research and report back to this committee.

APPENDIX B

Item 6 - Report from Congleton Police

Summary of the report given by PC Iain Bell to the Community and Environment Committee 4th June 2020

Congleton Beat Priorities

1. Crime/Anti-Social Behaviour in Meadow Mill Court
2. Anti-Social Behaviour Bromley Woods/Biddulph Valley Way and Dane-in-Shaw Pastures
3. Targeted nominal residing on the East

Anti-Social Behaviour -

188 COVID related Incidents reported for the period 23/03-23/05. Top two locations are private dwellings resulting in one eviction. Third spot is Astbury Mere and has involved daily patrols. Patrols continue for all green spaces/supermarkets/petrol stations and other vulnerable premises. Force stance remains incremental Engage, Explain, Enforce

Three cannabis farms found since the March committee

1. Old Picture House Cross Street - up for development
2. Dane Street (next to MOT Garage) – Modern Day Slavery Investigation
3. Millford House on West Street – Located due to proactive PCSO information

It's standard to practice to make all found cannabis farms safe (electrics/boarding up etc) prior to closure. All are still live investigations, including a subsequent arson at Millford House. All located quickly due to community intelligence. Some increase in cannabis cultivation sites across the country since lockdown.

Arson at Moody Hall in Moody Street.

Proactive work ongoing in partnership with Housing Associations at:

Meadow Mill Court

Tetton Court

Shaw Close

Buxton Old Road

Woodview Row

Recent Police Action

Street a Week – Tall Ash Avenue

Domestic Violence

Slight decrease year on year (lockdown period 61 vs 88)

Force revisiting higher risk victims during lockdown

Planned Operations

Op Automotive

Street a Week w/c 06/07

NOTE: Congleton Beat Team now fully staffed but 2 abstractions due to COVID 19.

CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 11th JUNE 2020 – Via Zoom

PRESENT

Councillor A Martin – Vice Chair – In the Chair
R Douglas
S Firkin
R Hemsley
J Parry
J Smith
K Wesley

Six members of the public attended and
Councillors Gartside and Moreton who are not members of this Committee.

1. **APOLOGIES**

Apologies for absence were submitted from Councillors P Duffy and M Rogan

2. **MINUTES**

PLN/1/2021 RESOLVED: That the Minutes of the Meeting of the Committee held on 5th March 2020 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 Martin declared a “non pecuniary” interest in application 20/1934C

4. **OUTSTANDING ITEMS**

The Chief Officer reported that an update on the Neighbourhood plan would take place at a future meeting.

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

None received

6. **PLANNING APPLICATIONS**

PLN/2/2021 RESOLVED: That the following comments be made to Cheshire East Borough Council:

| Planning Reference | Location | Declaration of Interest | Comments |
|------------------------|---|---|---|
| 1 * 20/2018C | BROOKHOUSE FARM, BROOKHOUSE LANE, CONGLETON, CONGLETON, CHESHIRE, CW12 3QP | | No Objection |
| 2 20/2026C | Canalside Farm, HARVEY ROAD, CONGLETON, CW12 2PS | | OBJECTIONS – due to the following – <ul style="list-style-type: none"> - Not permitted development because the buildings have not been in use for agriculture - Highway and safety issues as the bridleway is too narrow to be converted for vehicle access |
| 3 * 20/2077C | 1, LENTHALL AVENUE, CONGLETON, CW12 3BE | | OBJECTION – due to the following – The removal of the hedge would be detrimental to the streetscene and to nesting birds and wildlife |
| 4 * 20/2050C | 2, HANCOCK ROAD, CONGLETON, CW12 2AN | | No Objection |
| 5 20/2127T | 28, CROSS LANE, CONGLETON, CW12 3JX | | No Objection |
| 6 20/2110C | 55, WEST STREET, CONGLETON, CW12 1JY | | No Objection subject to the following – The developer to arrange with Cheshire East for the residents of the development to be able to purchase parking permits on Town Centre car parks |
| 7 20/1934C | 20, 20a, 22, 22a Mill Street, Cross Street Garage, 2 and 4 Cross Street, Congleton CW12 1HQ | Councillor Martin declared a “non pecuniary” interest | A representative of the applicant gave a presentation on the scheme. A representative from Cross Street Church outlined concerns and objections to the proposals OBJECTIONS – due to the following – <ul style="list-style-type: none"> - Highway and safety issues due to the road being too narrow and the vehicle access in the wrong place - Loss of daylight/sunlight to the street and Cross Street Church - Lack of amenity space |

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|-------------------------|--|--|--------------|
| 8 * 20/2234C | 71, WEST STREET, CONGLETON, CHESHIRE, CW12 1JY | | No Objection |
| 9 * 20/2259C | 50, PARSON STREET, CONGLETON, CW12 4ED | | No Objection |
| 10 * 20/2260C | Snelson Brookhouse Farm, BROOKHOUSE LANE, CONGLETON, CW12 3QP | | No Objection |
| 11 20/2240S | Proposed, CONGLETON LINK ROAD, CONGLETON | | No Comment |
| 12 * 20/2184C | 8, Walgrave Close, Congleton, CW12 4TS | | No Objection |

7. **PLANNING APPEALS**

The following was noted –

19/1061C – 7 Moody Street, Congleton - Appeal following Refusal of the application for demolition of existing building and erection of 5 new two bedroom apartments.

8. **LICENSING APPLICATIONS**

None to Report

9. **SECTION 106 UPDATES**

None to Report

10. **PLANNING ENFORCEMENT ISSUES**

None to Report

Councillor A Martin - Vice Chair – In the Chair

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 9th JULY 2020 – Via Zoom

PRESENT

Councillor P Duffy - Chair
R Douglas
S Firkin
A Martin
R Hemsley
J Parry
J Smith
K Wesley

Councillors Brown, Murphy and Moreton who are not members of this Committee.

1. APOLOGIES

Apologies for absence were submitted from Councillors M Rogan

2. MINUTES

PLN/3/2021 RESOLVED: That the Minutes of the Meeting of the Committee held on 11th June 2020 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.

Councillors Brown, Murphy and Moreton declared “non pecuniary” interests as they are members of Cheshire East Council but are not members of this Committee.

4. OUTSTANDING ITEMS

The Chief Officer reported that an update on the Neighbourhood plan would take place at a future meeting.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

None received

6. PLANNING APPLICATIONS

PLN/4/2021 RESOLVED: That the following comments be made to Cheshire East Borough Council:

| Planning Reference | Location | Declaration of Interest | Comments |
|---------------------------|--|--------------------------------|--|
| 1 * 20/2262D | 9, SWAN BANK, CONGLETON, CHESHIRE, CW12 1AN | | No Objection |
| 2 * 20/2260C | Snelson Brookhouse Farm, BROOKHOUSE LANE, CONGLETON, CW12 3QP | | No Objection |
| 3 * 20/2210C | 20, ANTROBUS STREET, CONGLETON, CW12 1HB | | No Objection |
| 4 20/1913T | 65, MALHAMDALE ROAD, CONGLETON, CW12 2DF | | NO COMMENT – no documents on website – Refer to Cheshire East Tree Preservation Officer |
| 5 * 20/2434C | CONGLETON HIGH SCHOOL, BOX LANE, CONGLETON, CW12 4NS | | No Objection |
| 6 * 20/2385C | 129, ENNERDALE DRIVE, CONGLETON, CW12 4FL | | No Objection |
| 7 * 20/2394C | Land Off, GOLDFINCH CLOSE AND KESTREL CLOSE, CONGLETON | | REJECT due to the following – <ul style="list-style-type: none"> – not a non material amendment – the single unit would encroach on the woodland buffer – loss of important trees – nature conservation |
| 8 20/2367T | 38, LAMBERTS LANE, CONGLETON, CHESHIRE, CW12 3AU | | NO OBJECTION – Refer to Cheshire East Tree Preservation Officer to make recommendations |

| | | | |
|-------------------------|---|--|--|
| 9 20/2341T | 10, VALLEY VIEW, CONGLETON, CW12 4EN | | NO OBJECTION – Refer to Cheshire East Tree Preservation Officer to make recommendations |
| 10 20/2470C | Hawthorn Cottage, Harvey Road, Congleton, Cheshire, CW12 2PS | | REJECT – due to the following <ul style="list-style-type: none"> – Highway and safety issues – Tree loss – Traffic generation – Nature conservation – Intrusion into the open countryside and green belt – Not in the Local Plan for development |
| 11 * 20/2629C | CONGLETON LINK ROAD, CONGLETON | | No Objection |
| 12 20/2565T | 12, VALLEY VIEW, CONGLETON, CW12 4EN | | NO OBJECTION – Refer to Cheshire East Tree Preservation Officer to make recommendations |
| 13 20/2665T | 16, RYEDALE WAY, CONGLETON, CW12 3SX | | NO OBJECTION – Refer to Cheshire East Tree Preservation Officer to make recommendations |
| 14 * 20/2698C | MOSS FARM, MOSS LANE, EATON, CHESHIRE EAST, CW12 2NA | For Information Only - Eaton Parish | NO OBJECTION – subject to the developer planting replacement trees |
| 15 * 20/2687C | 17, LAMBERTS LANE, CONGLETON, CHESHIRE, CW12 3AU | | No Objection |
| 16 20/2637T | 4, HEATHFIELD CLOSE, CONGLETON, CW12 4ND | | NO OBJECTION – Refer to Cheshire East Tree Preservation Officer to make recommendations |
| 17 * 20/2653C | 58, OBELISK WAY, CONGLETON, CW12 4FY | | No Objection |

| | | | |
|-------------------------|---|--|---|
| 18 * 20/2683C | 3, KENDAL COURT, CONGLETON, CHESHIRE, CW12 4JN | | No Objection |
| 19 * 20/2754C | 6, CORNWALL CLOSE, CONGLETON, CW12 3JZ | | No Objection |
| 20 * 20/2757C | 18, LONGDOWN ROAD, CONGLETON, CW12 4QJ | | No Objection |
| 21 * 20/2624C | 41, DAISYBANK DRIVE, CONGLETON, CW12 1LX | | No Objection |
| 22 * 20/2705C | 55, BROOKLANDS ROAD, CONGLETON, CW12 4LU | | No Objection |
| 23 20/2716T | 25, PARK LANE, CONGLETON, CHESHIRE, CW12 3DG | | NO OBJECTION – Refer to Cheshire East Tree Preservation Officer to make recommendations |

7. **PLANNING APPEALS**

None to Report

8. **LICENSING APPLICATIONS**

The following application was noted –

- Rumba, 6 – 8 Swan Bank, Congleton, CW12 1AH – No Objection

9. **SECTION 106 UPDATES**

None to Report

10. **PLANNING ENFORCEMENT ISSUES**

None to Report

Councillor P Duffy - Chair

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 18th June 2020

Conducted via Zoom – Meeting ID: 848 2848 3028

In attendance

Committee members

Suzy Firkin (Chair)
George Hayes (Vice Chair)
Suzie Akers Smith
Duncan Amies
David Brown
Robert Douglas
Robert Hemsley
Rob Moreton
Denis Murphy (Deputy Mayor)

Ex-Officio Members: Sally Ann Holland (Town Mayor)

Non Committee member: Kay Wesley

Minutes

1. Apologies for absence

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).

There were no apologies for absence.

2. Minutes

To note the minutes of the meeting held on 14th November 2019 as these were approved by the COVID-19 Emergency Powers Committee on the 23rd April 2020.

3. Declarations of Interest

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

Declarations of interest were received from Councillors Suzanne Akers Smith, David Brown, George Hayes, Sally Ann Holland (Town Mayor), Denis Murphy and Rob Moreton, all non-pecuniary on matters relating to Cheshire East Council.

4. Outstanding actions

Note Agenda Items 8 and 9 for general updates on the Town Hall, Assets and Streetscape activity.

Grand Hall stage back drop and sound damping options – still to be reviewed.

5. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

There were no questions from members of the public.- 6 in attendance

6. Town Hall Trading Account

To accept the Town Hall Trading account to 31st May 2020 and to note the content of the summary report.

THAS/01/2021 Resolved to accept the Town Hall Trading Account to 31st May 2020 and the content of the summary report.

7. Streetscape Trading Account

To accept the Streetscape Trading account to 31st May 2020 and to note the content of the summary report.

THAS/02/2021 Resolved to accept the Streetscape Trading Account to 31st May 2020 and to note the content of the report.

8. General Update on Town Hall and Assets Activity

THAS/03/2021 Resolved to receive the update on the Town Hall and Assets Activity.

9. General Update on Streetscape Activity

THAS/04/2021 Resolved to receive the update on Streetscape Activity.

10. Terms of Reference – Streetscape Development Working Group

To agree the Terms of Reference for the Streetscape Development Working Group.

THAS/05/2021 Resolved to approve the Terms of Reference for the Streetscape Development Working Group.

11. Terms of Reference – Town Hall Development Working Group

To agree the Terms of Reference for the Town Hall Development Working Group.

THAS/06/2021 Resolved to approve the Terms of Reference for the Town Hall Development Working Group.

12. Terms of Reference – Town Centre & Business Revival Working Group

To agree the Terms of Reference for the Town Centre & Business Revival Working.

THAS/07/2021 Resolved to approve the Terms of Reference for the Town Centre & Business Revival Working.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

| | | | |
|---|--|-----------------|------|
| COMMITTEE: | Council Meeting | | |
| MEETING DATE AND TIME | 20 th August 2020 7.00pm | LOCATION | Zoom |
| REPORT FROM | Chief Officer | | |
| AGENDA ITEM REPORT TITLE | 11 Leisure Centre | | |
| Background | Cheshire East Council released a statement stating they would be undertaking a review of the refurbishment of Congleton Leisure Centre, which would possibly be at an alternative location and reliant upon grant funding. This statement and subsequent newspaper articles has led to a request from Cllrs R Chadwick and R Douglas to ensure there is total clarity of the Town Councils decision making process when they met to debate both the original Planning Application and a request to delay the refurbishment of the Leisure Centre to enable a review to be undertaken | | |
| Decisions made by Committees / Council | <p>Planning Committee 24th January 2019 item 11 18/6319C Congleton Leisure Centre, Worrall Street, Congleton, CW12 1DT Resolution - No Objection</p> <p>Emergency Council Meeting 3rd October 2019 item 4. Congleton Leisure Centre To consider a proposal requesting that Cheshire East Council delay the commencement of the Leisure Centre development to enable a review to take place. It was proposed that there should be a recorded named vote on this item CTC/37/1920 RESOLVED to agree to a recorded named vote. CTC/38/1920 RESOLVED (11 in favour 6 against, 2 abstentions) to support the proposal of – not to request any delay on the redevelopment of the leisure centre, but to request that they specifically re check the following: 1. Adequacy of the provision of badminton and squash courts. 2. The parking and access issues for the bowling club. 3. The viewing area for the pool and have the ability to incorporate timing boards. It was suggested that CEC officers discuss the above with relevant stakeholders to ensure that their requirements are understood.</p> <p>From this position we were advised that Cheshire East Council would look to commence works in January 2020 and told that we would not be able to hold the annual Mayors Triathlon In April 2020 as works will have commenced.</p> | | |
| Proposal | To agree the Town Councils response to the proposed review of the proposed review/ relocation of the leisure centre | | |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

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| COMMITTEE: | Council Meeting | | |
| MEETING DATE AND TIME | 20 th August 2020 7.00pm | LOCATION | Zoom |
| REPORT FROM | Chief Officer / Cllr R Chadwick (Chair) - Business Support Working Group | | |
| AGENDA ITEM REPORT TITLE | 12 COVID-19 Budget Allocation | | |
| Terms of reference of the working Group | <p>“The Covid 19 pandemic constitutes an unprecedented challenge with very severe socio-economic consequences. Congleton Town Council has convened this business working group to coordinate a comprehensive strategy to help support our local business community. The strategy will combine short, medium and long-term initiatives, taking into account the views of our community whilst keeping in focus the historic nature of our town. The group will work collaboratively with East Cheshire Chamber of Commerce, along with Cheshire East Council to help mitigate the impact of Covid 19 on our business community”.</p> | | |
| Current situation | <p>Following the easing of lockdown and the gradual reopening of the high street it has been well documented about the impact this has had on the retail and service sector and the major concerns raised for the future of the high streets across the UK.</p> <p>As a Council we agreed a funding allocation aimed at mitigating the impact of COVID19, the initial focus was ensuring residents needs in terms of food, medical supplies and social support were met – this challenge was positively supported by the Council through the hard work and commitment of council staff, councillors and an extensive volunteer network and a relatively limited use of the budget.</p> <p>Recognition was also given to the fact that the next steps would be supporting both business in general and our high street. Initially major government initiatives supported the whole business sector and their employees and we ensured that we promoted this support through our various networks and social media. Part of this work included a town council business survey and the provision of free business advice provided by project partners for those who expressed a need</p> <p>Now the high street has reopened we have turned our focus on providing whatever support we can, the most effective way to support the businesses is to work as a collective and develop initiatives that will look to bring people confidently back into the town centre. To achieve this aim we have supported the development of a new traders group (Beartown Business Collective) and to help develop and agree what initiatives will help attract both residents and visitors back to the Town Centre</p> | | |

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| | <p>As an initial step, on the 11th August we presented a promotional video to the traders which was warmly received, this was done free of charge by a local business and will be circulated via social media to ensure residents and visitors are aware that Congleton is open for business.</p> <p>The group has started to generate their own ideas aimed at bringing the shoppers back into Congleton most of which will require funding support.</p> <p>Other initiatives that are currently being developed include –</p> <ul style="list-style-type: none"> • Bearmania 2 • Improved town centre LED lighting • Short and medium term Marketing Strategies (Council led) • Decorative Flags • Shop front improvements / vinyls • Further ideas are being brought forward for initial consideration by the traders group <p>It is clear that no single initiative is going to reverse the current decline and all initiatives and ideas brought forward are worthy of consideration</p> |
| Proposal | <p>The retail sector has been severely impacted by COVID19 and we are requesting that an allocation of the COVID19 budget is ring fenced to support initiatives that will help to draw resident and visitors back to the town centre</p> <p>If this is approved officers of the council will be able to work under delegated authority within the Councils Financial Regulations as they currently do with any other agreed budgets. The maximum that can be approved is £5,000 and that will be afforded to the Chief Officer. As previously done through COVID19 initiatives officers will not always seek permission but may choose to discuss their thoughts with members of the relevant working groups, in this instance it is the Business Support Working Group.</p> <p>If it is clear that there are concerns or issues it would be brought back to either the parent committee ie the Town Hall Assets and Services or Finance and Policy or straight to Council dependent upon the urgency and sums involved.</p> <p>For clarity the working group is not a decision making group the decisions will sit with the Chief Officer</p> <p>The proposed budget allocation for the Town Centre Recovery is £20,000 which will be ring fenced within the general COVID19 emergency budget. It is recognised that there will need to be a planned approach in the use of this budget and where possible used to attract additional funding. This budget will be managed by council officers to ensure procurement is aligned to our Financial Regulations.</p> |

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

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| COMMITTEE: | Council Meeting | | |
| MEETING DATE AND TIME | 20 th August 2020 7.00pm | LOCATION | Zoom |
| REPORT FROM | Jackie MacArthur - Deputy Chief Officer Marketing and Events Manager | | |
| AGENDA ITEM REPORT TITLE | 13 CCTV Provision | | |
| Background | <p>The Town Council has received numerous requests for CCTV use in Congleton. The Anti-Social Behaviour Working Group has been aware of the issue and investigated the benefits of a permanent or re-deployable camera.</p> <p>Requests for CCTV coverage outside of the areas currently covered by the town's monitored CCTV includes the Community Gardens, West Street, Mill Green, Silk Mills, Waggs Street, Little Street, Victoria Street and the Market Area. In recent weeks a particular case has been made for CCTV in the Community Gardens. Although the permanent CCTV camera on Lawton Street captures the paved area at the front of the garden, it does not adequately cover the gardens. Other businesses have CCTV which does cover the gardens, but it cannot be proactively checked to advise Police of occurrences as they are happening.</p> <p>In the past six months the technology within the re-deployable cameras has improved and the CEC CCTV manager is now satisfied that the tilt, pan and zoom aspects of the re-deployable cameras is of a standard that they are happy with in the operating room. Cheshire East Council is about to enter into an open procurement contract with a supplier for mobile, high resolution, colour, pan, tilt and zoom CCTV that sends images back to the main control room via an encrypted radio signal and is recorded locally. A number of Town Councils across CEC have expressed interest in purchasing one or more cameras for exclusive use in their towns.</p> <p>Cheshire East Council has agreed that if a Town Council invests in a new camera, CEC will take responsibility for the physical installation, maintenance and monitoring of up to two re-deployable cameras for the towns. Therefore, the Town Council need only consider the capital costs. Supply and fitting will be within 6 weeks of the contract being finalised and the order being submitted. Physically relocating a camera is likely to take 3 weeks due to the need to consult before erecting a public CCTV camera. A copy of the process is in Appendix one.</p> | | |
| Next Steps | <p>Propose that the Town Council purchases one of the new re-deployable CCTV cameras though the contract with Cheshire East Council CCTV and prioritises use at the Community Garden in Lawton Street, whilst this is an area of concern. This will be reviewed with CCTV and the Police every 8 weeks with the option to move the camera to a more problematic area when necessary.</p> | | |

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| | <p>In terms of the contract, there is no discount for purchasing more than one camera at a time. If the first re-deployable camera is a success, a second could be purchased before the end of the financial year. There is currently £7,000 in an Ear Marked Reserve for Crime Prevention.</p> <p>Note that in order to install a camera the following criteria needs to be met:</p> <ul style="list-style-type: none"> • Deployment is requested or supported by the Police or other investigative agencies. • Deployments are not to be 'scarecrow' operations where the presence of a camera is the only measure taken – there must be a planned operation involving the camera, or a planned response to incidents that occur there. • Where cameras are to be overt, resident consultation must take place for those in the vicinity of the camera deployment. This is to include ensuring that local businesses and residents receive a CCTV leaflet and letter. • It will save other costs being incurred from the public purse, e.g. in policing. • For a special event. • It will assist in the detection and arrest of perpetrators of a spate of particular crime(s). • To respond to crime hotspots or transient problems. • For emergency planning incidents (or exercises). • To support special police operations. • To assist in reducing anti-social behaviour issues. • Any other issues will also be considered. |
| Financial | <p>A mobile camera is a one-off capital cost. Although the price per camera is still being negotiated, we are advised that it will be in the region of £4,000 (£5,000 would be the worst-case scenario). There are no ongoing costs unless operating more than two re-deployable cameras, when the £1800 monitoring and moving costs would be added.</p> |
| Green | <p>The camera would be erected onto a lamp post and will use electricity from the Cheshire East Council Highways light columns and Wi-Fi, annual energy usage is being investigated. The cost of the electricity will be picked up by Cheshire East Council, but as our asset, assuming the energy use will be added to our environmental footprint.</p> |
| Equality | <p>Benefit to the wider community.</p> |
| Proposal | <p>That Congleton Town Council approves payment of up to £5000 from the Ear Marked Capital Reserves for Crime Prevention to purchase a re-deployable CCTV camera via Cheshire East Council CCTV department. This will be monitored, maintained and moved by Cheshire East Council in consultation with Congleton Town Council. If the camera proves successful to purchase an additional camera later in the financial year.</p> |

Appendix one – Process for the movement of a Re-deployable CCTV Camera

