



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

16th April 2021

Dear Councillor,

Town Council Meeting – 22nd April 2021

You are summoned to attend a meeting of the Council on **Thursday 22nd April 2021** commencing at **7.00pm**. This will be a virtual meeting which needs to be accessed via Zoom.

The Zoom meeting entry details are:

<https://us02web.zoom.us/j/84749935538?pwd=YTdPL1ZpZS90cEU0bjVBOTRzM3pEQT09>

Meeting ID: 847 4993 5538

Passcode: 436193

- **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 in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

D McGifford
Chief Officer

Congleton
beartown
where friends are made

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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.

2. Minutes of Previous Meetings. (Enclosed)

To approve and sign the minutes of the Council meeting held on the 11th Feb, 11th March and 1st April 2021

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. Urgent Items

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

6. Town Mayor’s Announcements (Enclosed)

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

7. Outstanding Actions

To review any outstanding actions from previous meetings and to provide an update on any work in progress.

8. Youth Committee

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

9. Community and Environment Committee (Enclosed)

To receive the minutes of the Community and Environment Committee held on 21st January 2021

10. Planning Committee (Enclosed)

To receive the minutes of the Planning Committees held on 14th January, 18th February and the 18th March 2021

11. Finance and Policy Committee (Enclosed)

To receive the minutes of the Finance and Policy Committee held on 28th January 2021

12. Town Hall Assets and Services Committee (Enclosed)

To receive the minutes of the Town Hall Assets and Services Committee held on 3rd December 2020

13. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on matters relating or impacting on Congleton.

14. Elizabeth Wolstenholme Elmy statue (Enclosed)

To agree to a location for the Elizabeth Wolstenholme Elmy statue

15. 2021/22 Meeting Calendar (to follow 19.4.21)

16. Christmas lights installation contract (Enclosed)

To agree and approve the award of a contract for the installation of Christmas lights

17. Resolution to Exclude the Public and Press from Item 18

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 confidentiality clause within the contract

18. Tour of Britain 2021 (Enclosed)

To receive an update on the progression of the Tour of Britain contract.

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 11th February 2021

Conducted via Zoom – Meeting ID: 870 2262 7335

****Please note – These are draft, minutes and will not be ratified until the next meeting of the Council.**

For the papers discussed at the meeting, please see the Meeting [Agenda of the Council held on 10th December 2020](#)

PRESENT:

Sally Ann Holland (Mayor)
Suzanne Akers Smith (Items 12-14)
Dawn Allen
David Brown
Duncan Amies
Russell Chadwick
Robert Douglas
Paul Duffy
Suzy Firkin
Margaret Gartside
Robert Hemsley
Amanda Martin
Rob Moreton (Items 1- 14)
Denis Murphy (Deputy Mayor)
Jean Parry
Kay Wesley

Also present: 3 Congleton Town Council Officers, 2 Members of the Press, 1 Youth Committee member

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 for absence were received from Councillors Martin Amies, G Hayes J Smith

2. Minutes of Previous Meetings

CTC/33/2021 RESOLVED to approve and sign the minutes of the meeting held on the 10th December 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 Sally Ann Holland (Mayor), David Brown, Suzie Akers Smith, Rob Moreton and Denis Murphy declared a non-pecuniary interest in any matters relating to Cheshire East Council.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

There were no urgent items raised.

6. Town Mayor’s Announcements

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

7. Outstanding Actions

There were no outstanding actions.

8. Youth Committee

There were no questions received from Members of the Youth Committee present at the meeting.

9. Community & Environment Committee

CTC/34/2021 RESOLVED to receive the minutes of the Community & Environment Committee meeting held on 12th November 2020

10. Planning Committee

CTC/35/2021 RESOLVED to receive the minutes of the Planning Committee held on 19th November and 17th December 2020

11. Finance & Policy Committee

CTC/36/2021 RESOLVED to receive the minutes of the Finance & Policy Committee held on 26th November 2020

12. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on matters relating or impacting on Congleton.

13. Vaccination progress

16 Resolution to exclude members of the press and public from items 20, 21, 22 and 23 due to Commercial Sensitivities

CTC/42/2021 RESOLVED to exclude members of the press and public from items 19, 20, 21, 22 and 23 due to Commercial Sensitivities.

17 Town Centre Regeneration

To receive a report about key sites in the Town Centre

CTC/43/2021 RESOLVED to approve the proposed actions as stated within the report.

18 Visitor Information Centre

To receive a proposal from the Chief Officer relating to the Visitor Information Centre.

CTC/44/2021 RESOLVED to approve the proposal within the report.

19 Future Use of the Town Hall

To receive an update from the Chief Officer relating to the future use of the Town Hall and to agree any actions associated with this item.

CTC/45/2021 RESOLVED to receive the update from the Chief Officer.

20 Tour of Britain Cycle Race 2021

To receive a verbal update relating to the possibility of hosting the start of a stage of the Tour of Britain Cycle Race in September 2021.

CTC/46/2021 RESOLVED to receive the verbal update from the Chief Officer.

21 Block Bookings at the Town Hall – Grand Hall and Bridestones Suite

To approve the proposal for the Chief Officer to be given delegated authority to negotiate the block booking rates stated within the report.

CTC/47/2021 RESOLVED to approve the proposal

1. for the Chief Officer to be given delegated authority to negotiate the block booking rates stated within the report.
2. Provide proposed amendments to the Town Hall Booking Policy to encompass guidelines for future block bookings.

**Cllr Sally Ann Holland
(Town Mayor)**

Congleton Town Council

Minutes of the meeting 11th March 2021

Conducted via Zoom – Meeting ID 823 8243 8274

**** Please note These are draft minutes and will not be ratified until the next meeting of the Council**

PRESENT: Councillors

Sally Ann Holland (Mayor)
Suzanne Akers Smith
David Brown
Duncan Amies
Martin Amies
Russell Chadwick
Robert Douglas
Paul Duffy
Suzy Firkin
Margaret Gartside
George Hayes
Robert Hemsley
Amanda Martin
Rob Moreton (Items 1- 14)
Denis Murphy (Deputy Mayor)
Jean Parry
James Smith
Kay Wesley

Also present: 2 Congleton Town Council Officers, 2 Press and 6 members of the public

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.

Non received.

2. 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 S A Holland, S Akers Smith, D Brown G Hayes, R Moreton and D Murphy all declared a non – pecuniary interest in matters relating to Cheshire East Council

3. Questions from Members of the Public

There were no questions from members of the public.

4. Congleton Waste Disposal Site closure (report to follow)

For members to agree on the position of the Council with regards to the proposed closure of the Congleton Waste Disposal Site and the Council's next steps.

1. **CTC/41/2021** That Congleton Town Council approach Cheshire East Councils Overview and Scrutiny Committee for Cheshire East Council work in Collaboration with Congleton Town Council to explore all options for an alternative site in Congleton for a period of 6 months.

Cllrs Douglas, Firkin and Wesley would represent the views of the Town Council,

**Cllr Sally Ann Holland
(Town Mayor)**

Congleton Town Council

Minutes of the meeting 1st April 2021

Conducted via Zoom – Meeting ID : 880 1517 2230

**** Please note These are draft minutes and will not be ratified until the next meeting of the Council**

PRESENT: Councillors

Sally Ann Holland (Mayor)
Suzanne Akers Smith
David Brown
Duncan Amies
Russell Chadwick
Robert Douglas
Suzy Firkin
Margaret Gartside
George Hayes
Robert Hemsley
Denis Murphy (Deputy Mayor)
Jean Parry
Kay Wesley

Also present: 2 Congleton Town Council Officers, 2 Press and 1 member of the public

1. Apologies for absence

Apologies were received from Cllrs M Amies, P Duffy, J Smith, A Martin, R Moreton

2. Minutes of Previous Meetings

There were no minutes for approval

3. Declarations of Disclosable Pecuniary Interest

Non pecuniary interests were received from Cllrs S A Holland, S Akers Smith, D Murphy, G Hayes D Brown on matters relating to Cheshire East Council

4. Questions from Members of the Public

There were no questions from members of the public.

5. **Urgent Items**

There were no urgent items raised.

6. **Civic Protocol** To receive and approve (with amendments if required) Congleton Town Council CIVIC PROTOCOL.

CTC/48/2021 resolved that officers should consider comments made by councilors, re consult with previous Mayors and return with an amended document for the council to consider

7. **Resolution to exclude members of the press and public from items 8 due to Commercial Sensitivities**

CTC/49/2021 resolved to approve the exclusion of the press and public from the meeting.

8. **Visitor Information Centre** (Enclosed)

To approve the contract for the proposed transfer of the Visitor Information Centre from Cheshire East Council to Congleton Town Council.

CTC/50/2021 resolved to approve the contract for the transfer of the Visitor Information Centre from Cheshire East Council to Congleton Town Council.

To: All Members of the Council

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

**S A Holland
Town Mayor**

TOWN MAYOR'S ENGAGEMENTS

2021

8th March Girlguiding – Rangers – Remote Meeting Presentation

23rd March Covid Anniversary – Message from the Mayor

Due to Covid-19 restrictions the Mayor has not attended any formal engagements but has been volunteering in vaccination sessions and lateral flow testing training.

The Mayor 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 21st JANUARY 2021

Conducted via Zoom –Meeting ID: 854 3356 3243

For the papers discussed at the meeting, please see the [Meeting Agenda of the Community & Environment Committee 21st January 2021](#)

PRESENT:

Committee members:

Cllr Kay Wesley (Chair)
Cllr Paul Duffy
Cllr Suzy Firkin
Cllr Margaret Gartside
Cllr Amanda Martin
Cllr Denis Murphy (Deputy Mayor)
Cllr Jean Parry

Non-Committee Members: Cllr David Brown, Cllr Robert Douglas, Cllr Robert Hemsley, Cllr Russell Chadwick, Cllr Robert Moreton, Cllr Suzie Akers Smith, Cllr James Smith

Also present: CTC Officers David McGifford, Jackie MacArthur, Debbie Coxon
2 Members of the Press, 1 Cheshire Police Officer, 3 members of the public.

1. Apologies for absence

Apologies for absence were received from committee members Councillors Sally Ann Holland (Ex-Officio) and Cllr Martin Amies

2. Minutes of Previous Meetings

CE/38/2021 Resolved to approve the [minutes of the Community & Environment Committee held on 12th November 2020](#) 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.

Councillors David Brown, Rob Moreton and Denis Murphy declared a non-pecuniary interest on any matters relating to Cheshire East Council and Cllr Kay Wesley declared a non-pecuniary interest in item 14 as a trustee of Elizabeth’s Group.

4. Outstanding Actions

To review any outstanding actions from previous meetings. See minute note 8.

5. Questions from Members of the Public

There was a question from Lisa Miller that was in 3 parts. The first part was enquiring about a tree group in Congleton – this will be dealt with in a response to the e-mail which contained the question. The other 2 parts related to Enforcement, Tree Preservation Orders and planting to replace agreed tree removal, this will be picked up by the Planning Committee.

6. Urgency Items

There was no Urgent Items mentioned.

7. Cheshire Police

PCSO Amy Heath from Cheshire Police provided updates to the Committee see Appendix A for details. Waiting for this)

8. Updates Paper from 24th September C&E Committee

CE/47/2021 Resolved to accept the report giving updates on Domestic Abuse Clinics, Proposed Closure of Rope Walk Car Park, Moody Hall, Christmas Lights, COVID-19 response, School Meals and Child Care Training.

9. Anti-Social Behaviour Working Group Notes

CE/48/2021 Resolved to receive the [notes of the Anti-Social Behaviour Working Group](#) held on 7th January 2021.

10. Congleton in Bloom Working Group Notes

CE/49/2021 Resolved to **CE/48/2021 Resolved to** receive the [notes of the Congleton in Bloom Working Group](#) held on 7th December 2020. The Chair updated on the progress with the unicycle planned for the Park Lane Roundabout.

11. Congleton Green Working Group Notes

This meeting was held earlier in the day and the notes will be sent out with the 11th March agenda and added to the [Congleton Green Working Group](#) page. The chair gave a brief update.

12. Health and Well Being Working Group Update

CE/50/2021 Resolved to receive the [notes of the Health and Well Being group held on](#) the 10th December 2020.
(CHECK LINKS TO PAPER AND NOT PAGE)

13. White Ribbon Working Group

The minutes of this group's meeting will come to the meeting on the 11th March and can be viewed on the [White Ribbon Working Group](#) page.

14. Elizabeth Wolstenholme Elmy Statue

CE/51/2021 Thanked members of the Elizabeth Group for a professional presentation and
Resolved to approve points 1,3,4,5,6,7,8,9 as set out below

1. Agreement in principle that a statue of Elizabeth (without plinth) should be placed in the centre of Bridge Street at Victoria Street junction, subject to Planning Permission and ground assessment.
3. CTC to Investigate with Cheshire East Council the possibility of Cil/ S106 contributions
4. CTC take responsibility for Planning Permission submission
5. When appropriate CTC co-ordinate the Investigative groundwork
6. CTC to support Elizabeth's Group with promotion
7. CTC to supply and install a commemorative plaque or board
8. CTC to help to organise the Statue Unveiling Event
9. CTC to commit to maintaining the statue

Point 2 – the recommendation made for financial support was withdrawn from the proposal and will be submitted to the Council to consider at a future date.

Note CE meeting on 11/3/21, before the minutes were approved, it was agreed that point one would be discussed at a future Council meeting.

15. Volunteer Co-ordination Point for Congleton

CE/52/2021 Resolved to

1. To note the report
2. To commit to becoming a VCP with the Social Action Partnership.
3. To apply for the grant from CEC to support this work.

16. CTC Response to the Cheshire East Council Local Transport Plan

CE/53/2021 Resolved to approve the wording given as an appendix to the paper as the wording for Congleton Town Council's response to the CEC Local Transport Plan Delivery Plan, but to delay sending the response to Cheshire East until the minute has been ratified at Council on the 11th of February. *Note the appendix is attached to these minutes as Appendix B*

17. CTC Response to the Cheshire East Council Car Parking Survey

CE/54/2021 Resolved to approve the wording for Congleton Town Council's response to the Car Parking Consultation.

To actively encourage members of the Congleton community to respond to this consultation.

Note the appendix with these words is attached as Appendix C

18. CTC Response to the Police Crime Commissioner's Consultation

CE/55/2021 Resolved to

- a) Send a response to the Police Crime Commissioner on behalf of Congleton Town Council
- b) To say that it is not the Town Council's role to comment on the Police Precept level
- c) To reiterate how the important role of the local policing to be able to respond and react to the needs of the local community so not possible to give one priority.

Cllr Kay Wesley

(Chair)
Appendix 1 – Police Update 21/1/21

The following report was given by PCSO Amy Heath as Item 7 of Community and Environment Committee. All figures are for the past six weeks in line with our priority period. They are all similar Year on Year (YOY)

Drugs and Alcohol

No reported hotspots currently however work ongoing to target Organised Crime Groups in Congleton.

Total ASB Incidents: 64 or 1.5 a day

ASB Repeat locations

- Tetton Court working with Plus Dane
- McDonalds - Emerging location working with the premises

Local Priorities

Mow Cop – Covid/vehicles/Anti Social Behaviour.

Op Paw – Dedicated COVID Patrols & Patrol Plan

Op Delivering – Patrol Plan for vulnerable sites

Total Domestic Violence Incidents: 50 **Total Sexual Offences:** 9

Congleton Priorities

Team: Mow Cop (ASB/Covid/Vehicles)

Person: Eastern Nominal for Drug Offences

Place: OP Piloted – Drugs Op, Place and Tactics TBC

Total COVID Related Incidents: 26

Focus shifting to enforcement

COVID Repeat Locations

- Rumba x 2 Licensing visits conducted, Engage, Explain, Booklets given
- Mow Cop Castle

PCC Promise in Lockdown:

- Surgeries still online and once a week per ward
- Street a week conducted remotely by letter – moving online
- Last Street a Week conducted at Westlands

Appendix B - TRANSPORT RESPONSE: (COMMITTEE ITEM 16)

Congleton Town Council Comments on the Transport Delivery Plan Consultation.

Members of Congleton Town Council raised the following points in connection with the Cheshire East Consultation on the Transport Plan Delivery Plan at a Strategy Working Group meeting held on the 8th of January.

The comments made at the Strategy Working Group will be put forward for approval at the Community and Environment Committee on the 21st January and following CE committee submitted to Cheshire East Council ahead of their closing date of the 31st January.

General

In general Congleton Town Council was supportive of the measures being suggested by Cheshire East Council to deliver the Local Transport Plan for Congleton. At the Strategic Working Group the Councillors agreed in principal with ALL 65 proposals being put forward and also wanted to see additional actions added. This paper documents the additional actions.

OBJECTIVES

The five objectives suggested by Cheshire East Council for the delivery of the Local Transport Plan in Congleton are:

1. Strengthening the transport network to accommodate development sites such as Congleton Business Park extension and residential developments in north Congleton included within the Local Plan;
2. Improving access on key routes to wider Cheshire, the Potteries and Greater Manchester;
3. Improving access to Congleton town centre for residents and visitors to support the town centre economy;
4. Supporting access to education and employment sites including Radnor Park Industrial Estate; and
5. Supporting access from rural communities to key services and employment.

Congleton Town Council (CTC) Response:

CTC supports the objectives, but would like to see Objective Three expanded to:

'Improving access to Congleton town centre and key attractions/destinations (e.g. Astbury Mere, Congleton Park, Congleton Station) for residents and visitors, to support the local economy

Reason: We believe many of the journeys made locally are not just to visit the Town Centre, employment sites and schools and that attention should also be given to areas that attract large numbers of users such as the key attractions and destination points.

Objective One: These options aim to improve access to the Local Plan development sites within Congleton and ensure that the transport network has capacity to support this growth:

Congleton Town Council agreed with the 9 actions proposed but would also ask for the following actions to be added:

- a) New Point: Include a long-term plan to extend the Congleton Link Road to the Newcastle Road A34 (this affects the properties within the development sites)
- b) In point 5 CTC would like to see separate cycle and footway paths on Link Road and adjoining roads – plus suggest additional wording to read 'and connect Congleton Link Road to the town centre with cycle paths and footpaths '
- c) Within Objective 1 Congleton Town Council would like to see more emphasis on bus routes including adding bus routes to the new development sites so that no new home or business is more than 500m from a bus stop with a service at least every 15 minutes into Congleton centre

- d) Within Objective 1 Congleton Town Council would like to see an action Adding bus services to connect from business sites to Congleton Railway Station and Holmes Chapel Railway stations at morning and evening peak times and less frequently during the day, to connect with trains to Manchester and Stoke-on-Trent.

Objective Two: These options aim to improve transport connections along key corridors.

Congleton Town Council agreed with the 14 actions in this section. In addition Congleton Town Council would like to see:

- a) Point 10 - Extend the Congleton Link Road to the Newcastle Road A34.
- b) Point 18 - Cycle and footway should be separate on the Link Road
- c) Point 18 - Add... and connect Congleton Link Road to the town centre with cycle paths and footpaths
- d) Point 19 on buses could be strengthened. Congleton Town Council believes that the bus services need to be improved based on the needs of Congleton and surrounding parish residents as follows:
 - Encourage bus use, even by car owners through lower fares, better promotional campaigns and making all tickets cross-company.
 - Improve frequency: Buses between-towns should be at least every 30 minutes and the services extended into the evenings and on Sundays
 - Improve customer experience of bus use: Replace broken bus-stops, add digital displays. Have a local 'bus app' giving all timetables across companies and real-time information
- e) **RAIL:** Make services more attractive, integrated and customer-centric. CTC agrees with points 20 -23 but would like to change the wording to make it clear this is to optimise services based on the needs of Congleton town and surrounding parish residents. CTC also believes it is important to work with the local Rail User groups on improving rail services.
- f) CTC would like to see connecting bus services from **every** part of town to the station without changing buses, to fit with key commuter trains from 7-9am and 5-7pm
- g) Campaign for later trains from Manchester and from Stoke-on-Trent to link with theatre etc.
- h) Explore free bus use with rail ticket
- i) Free parking at Congleton station, or explore cheaper/easier parking options so that the parking charges and time taken to purchase a parking ticket does not deter people from using the train.

Objective Three: A number of options have been developed to improve access to the town centre: This is the Objective that CTC wanted to alter to read: 'Improving access to Congleton town centre and key attractions/destinations (e.g. Astbury Mere, Congleton Park, Congleton Station) for residents and visitors, to support the local economy

The Town Council agreed with the 24 actions identified in this part of the consultation and also asked that

- a) Point 37 change to '20 mph in relevant residential areas and school streets'
- b) Point 30 – add 'no right turn from Chapel Street into Albert Place or Canal St'
- c) Point 50 - Congleton Railway Station needs free parking, not more spaces.
 - Car park is half-empty because commuters are parking all down Cross Lane and surrounding areas, ever since the charges were introduced.

- Parking at the station should be free of charge to encourage public transport use for journeys to Manchester, Stoke and further afield. Or at least it should be cheaper and easier for rail users.
- d) Point 51 – consider discounted parking fees for electric vehicles
- e) Additional action – consider Introducing an Integrated Transport Pass For Congleton Residents:
- Annual Transport/Parking Pass for Congleton Residents for e.g. £50
 - Pass includes up to 4-hours per day parking as many times as required for one year. This would solve the problem of needing change for parking.
 - Free unlimited bus use included in the same Pass (may encourage car owners to use the bus sometimes)
 - Reduced Cost Pass for those who do not require parking, e.g. £20 per annum.
 - Encourage bus use in short journeys to and from the town centre and to and from Congleton Station – see bus suggestions
- f) Would like to see Walking and Cycling promoted through a multimedia campaign
- g) Add a pedestrian crossing at the end of Mountbatten Way near Aldi, at the roundabout
- h) Improve canal towpath and create separate walking and cycling lanes where possible and automatic lighting in dark areas for winter walking/cycling
- i) Biddulph Valley Way - create separate walking and cycling lanes.
- j) BUS: Encourage bus use, even by car owners (see point 19 on Objective 2)
- Lower fares and a multimedia promotional campaign to get people using the buses
 - All tickets should be cross-company
 - Improve bus frequency
 - Round-town should be every 15 minutes
 - All services to run in the evenings and on Sundays
 - Extend and improve the round-town bus services (90,91,92...)
 - Review routes so they go into estates so no house is more than 500m away
 - Add a West Heath circular route (which has been lost)
 - Add new round-town services for new housing estates
 - Add a bus service between the shopping centres in Congleton (Town Centre, Barn Road, West Heath)
 - Have multi-bus 'town hopper' tickets for a day/week/month/year – low-cost
 - Improve customer experience of bus use
 - Replace broken bus-stops
 - Add digital displays
 - Have a local 'bus app' giving all timetables across companies and real-time information
- k) Review traffic speed in Leek Road, Manchester Road, Macclesfield and other main routes –
- consider average speed cameras
 - Improve signage and better enforcement
- l) Refuse trucks should avoid major roads and school routes at peak times.

Objective Four These scheme options aim to improve connections by all modes of travel to schools and employment within the Congleton area:

- a) Congleton Town Council agreed in principle with the 7 actions lists in under this objective, however a in line with the other Objectives the Town Council does believe that the bus options for school and employment sites also needs to be strengthened.
- *“ In comparison with figures for England, bus service use in Congleton is 7% lower and rail use is 2% lower than the national average.”* There is little in the current proposals to improve this situation. Our current transport infrastructure encourages people not to use public transport for commuting to schools and work: For example:
 - The bus services in Congleton are week-day-time only, do not support commuting to work and are infrequent and more expensive than using a car.
 - Parking charges at Congleton station have meant that many people living on the north side of Congleton now drive to Manchester or Stockport instead of using the train
 - In addition many train commuters now block the roads around the station by parking there in preference to paying the charges.
- b) School buses need a radical overhaul - they are often a poor experience for many – expensive, requiring a long-term commitment, subject to overcrowding and concern for pupil welfare.
- c) There is virtually no option to travel to work or school on the bus in Congleton. Apart from the dedicated school services there is little bus connectivity for schools. Any pupils involved in after-school activities do not have a public service bus to take them home.
- d) Congleton Town Council would like to see Improved surface and lighting on Tommy’s Lane and evaluate feasibility of pedestrian crossing on Brook St at the end. This would help pupils for Havannah, Buglawton and Eaton Bank.
- e) More efforts put into organising ‘walking buses’ to primary schools across the town – promote and engage the community. Also – cycling buses – especially for high schools
- f) Pedestrian crossing on A34 Newcastle Road near the Mount
- g) Pedestrian Crossing at Mossley Traffic Lights – a key walking route from Henshall Hall and Woburn Drive to Mossley Primary School.
- h) Review air quality outside schools and implement ‘anti-idling’ campaigns
- i) Refuse trucks should avoid school roads at school times
- j) Incentivise or set up ‘car share’ schemes in Congleton area

Our responses to the earlier Objectives also apply here:

1. Make bus services frequent, cheap and available all day and evening
2. Make parking at the station free
3. Connect bus and rail with timed services for commuters
4. Have integrated bus/rail/parking tickets for commuters and leisure travellers alike
5. Encourage bus and rail use with a multichannel promotional campaign.

Objective 5 These options aim to improve connections to employment and services for those living in rural areas. Congleton Town Council agreed with the 11 actions suggested under this objective and would also ask Cheshire East Council to consider

- a) Bus services – consider linking village bus services to the new housing developments on the outskirts of Congleton e.g. Eaton with the Manchester Road area and Somerford with Back Lane, then into Congleton Town Centre.
- b) Point 71 – Promote Flexilink service more.
- c) As many of these proposals were outside of the Congleton Boundary the views of the parishes are very important as they will best understand their communities.

- d) Consider bus links to Brereton Heath and Astbury Mere, and review parking in these sites

APPENDIX C - CTC RESPONSE TO THE CAR PARKING CONSULTATION

Item 17 - Appendix 1 V 2 - with amendment for 2a

DRAFT TEXT FOR RESPONSE FROM CONGLETON TOWN COUNCIL TO CHESHIRE EAST COUNCIL ON THE CAR PARKING CONSULTATION

Members of Congleton Town Council discussed how it wished to respond to the current Cheshire East Council Car Parking Consultation Strategy Working Group held on Friday 8th January 2021. Following this Strategy Working Group, the key points raised will be included in a paper for the Community and Environment Committee for approval by committee before being submitted to Cheshire East Council. The survey closes on the 31st January 2021.

Members of the Council can respond as an individual via the consultation portal

<https://surveys.cheshireeast.gov.uk/s/VZTQ7T/>

Suggested Response from Congleton Town Council:

CTC has considered the Parking Consultation and developed its collective response to each of the questions. Our responses are consistent with the current circumstances in Congleton. If in the future, as set out in the Transport Delivery Plan, there were cheap, convenient and reliable alternatives mode of travelling to the town centre and other destinations rather than private motor car then the car parking policies would have to be reconsidered in line with the offer.

Future Role of Car Parking

1. Cheshire East Council should be providing both short and long stay parking in Congleton Town Centre. Councillors believe the biggest need is for short-stay parking for shoppers. The current balance of short stay closest to the Town Centre (Fairground and Antrobus Street) and longer stay car parks slightly further out of town seems the right approach. Princess Street started as a short-stay car park in 2011 but was amended to cater for both long and short stay car parking as this is the car park used by the Market Traders on a Tuesday and Saturday.

Accessing Town Centres

2. Cheshire East Council should provide parking as it does today, but in line with actions proposed in the Local Transport Plan delivery plan should also actively seek to make it easier and safer for residents and visitors to access our town in other ways.

a) We do not want to see additional cars on our roads replace with **Congleton Town Council has requested significantly enhanced public transport services; if they are provided and maintained by CEC we should aim to ensure there are no additional cars on our roads’.**

- b) It should be possible to catch frequent, low-cost bus services into and out of each of our towns in Cheshire East.
- c) We would like to encourage non-car travel for short journeys (< 2 miles) and local transport services should support this.
- d) The Congleton Link Road gives us an opportunity to re-plan bus services and make them reliable and frequent in Congleton.

Comments/ Views of the Future of Parking in Congleton Town Centre

3. Parking in Cheshire East future ideas

- a) Initial free period on car parks (2 hours) would really help to stimulate and encourage people to use Congleton town centre businesses and help to revitalise the Town Centre. Local people often opt to use Barn Road, West Heath Shopping Centre, Biddulph Sainsburys or Talke Retail – all of which offer free parking, and all of which in normal times are busy centres with high occupancy.
- b) Congleton Town Council would like to see ‘Season Tickets’ introduced so that, for example, a Congleton resident can park all year for up to 4 hours at a time in any Congleton car park for a single annual payment. If possible, we would like to see this parking ticket linked to free bus use, to encourage car users to take the bus occasionally.
- c) Possibility of seeing if rather than a town-wide season ticket, Cheshire East could introduce a borough-wide ticket allow parking across Cheshire East car parks.
- d) Advertising/sponsorship of parking tickets with local shopping discounts
- e) Opportunity to provide passes for e.g., shop workers and others who are driving the local economy. Note many shop workers may work 16 hours a week, across several shifts so the current passes do not help them

Harmonisation of Car Parking Charges

4. How Strongly do you agree that there should be harmonisation of car parking charges across Cheshire East with all town paying for car parking?

- a) Congleton Town Council does not agree with harmonisation of parking charges as each Cheshire East town has very different characteristics, offer and needs. Where demand outstrips supply of spaces for parking, it may be possible to charge more, but this needs to be considered on a town-by-town basis.
- b) It would seem fairer if parking were charged in all towns across Cheshire East Borough and not just the 8 that currently have charges. When car parking charges were introduced in Congleton in 2011 as part of ‘harmonisation’ across the former three boroughs the understanding was the parking charges would be introduced in the other towns ‘as soon as possible’. There is a cost to car parks and it seems unfair that the 8 charging towns are subsidising the costs for the non-paying towns.

5. Should all Car Parks in Cheshire East with Car Parking Charges be charging the same?

- a) The offers of the various towns are quite different. Users may be willing to pay more where there is a strong offer. Where a town needs support to attract more users, increasing charges is likely to have the opposite effect and discourage

customers. Congleton believes at the current time and post COVID-19 we need help and incentives to drive our local economy.

- b) Congleton will be the town likely to be most affected if Cheshire East were to harmonisation of charges across all paying car parks. If the harmonisation aimed to maintain the same overall income, it could see prices on Congleton car parks almost doubling. If Cheshire East offers other towns the same price structure as Congleton, we would not object.

6. Chance for other comments on Harmonisation of Car Parking

It is noted that Cheshire East Council has received or allocated major funding for regeneration in both Macclesfield and Crewe and that the vast majority of regeneration resource is focused on these two towns. Congleton town centre like many of the other towns has no focused resource for regeneration, aligned to the fact that key development sites in the town, some owned by Cheshire East Council, have no plans for development. Congleton, and other key service towns should not be viewed in the same way as Crewe and Macclesfield when it comes to car parking charges.

7. How much should be charged for one-hour parking.

Congleton Town Council believes that Cheshire East should be giving one hour – and ideally two hours – free of charge to encourage people into our Town Centres.

8. How much should be charged for 6 hours to 10 hours parking?

- a) Congleton Town Council was disappointed to see that scale starts at £3.50 - £4.00 when the current charge in Congleton is £1.60.
- b) Congleton Town Council believes that if there were two hours free parking then the longer-stay parking of 6 – 10 hours could increase by a maximum of 25% e.g. £2 for 6-10 hours.

9. How much do you agree that CEC should charge for car parking in the car parks that it owns? Would car parking charges encourage you to change your mode of transport

- a) Congleton Town Council accept that there is a real cost to managing car parks and understand that CEC needs to cover this cost, however pricing needs to be strategic. Ease of parking and parking charges affect where people choose to shop and their dwell time in the town centre. Many town centre shops rely on people browsing. The future of towns is a social place where people can meet. When people are paying to park, they will be more focussed on what they must get done and the opportunity to browse and socialise is reduced.
- b) Currently there is very little option to choose a different form of transport when coming into Congleton town so parking charges are unlikely to affect mode of transport.

10. Views on General Principles of Parking

- a) Congleton Town Council would like to see two hours free parking to encourage use of the town centre businesses.
- b) We do not believe it is possible to encourage a modal shift to bus use by charging more for car parks. First there is a need to introduce regular and reliable bus services
- c) We need to be aware of the needs and demographics of our population as well as the physical features of the town. Car Park charges is not the only factor in deciding whether to drive into town. However, car parking charges may help to determine where a person chooses to drive to. Once a person is in a car, in many cases it is as easy to drive 20 minutes as it is 10 minutes – you are probably most likely to travel to a destination where there is a good chance that you can achieve what you are setting out to do.
- d) Consider parking in proportion to spend. If you are popping into town for a paper, you will not pay 80p to purchase a 70p paper - you will go to somewhere where you can park for free. This is an opportunity lost to other shops that the person picking up their weekly paper may have also spent money with.

11. Are there areas where on-street parking enforcement could be better.

- a) Yes

12. – 14 asked for sites to be listed

- a) Cross Lane / around Congleton Station area. Commuters should park at the station not on the road. Station parking should be easier and more affordable
- b) Swan Bank – parking on double yellow lines
- c) Lawton Street – overstay, especially near the traffic lights at Park Lane
- d) Sandy Lane – Astbury Mere
- e) West Street - near to Top Nosh – overstaying the 30-minute limit.

15. This question was about experience when visiting other towns and not appropriate for the Town Council to answer as a body.

16. Views on Parking in residential areas and how the parking pressures could be managed.

a) More use of Parking Enforcement Officers in residential areas.

This would be welcomed particularly in areas around the train station and roads adjacent to town centres, especially if visitors could park for two hours free of charge in CEC Car Parks.

b) Pay and Display at Business Parks

Not sure this would be possible in Congleton, Business Parks are not owned by CEC and are largely out of town and self-managing. Encouragement of car sharing schemes could be worth exploring as mentioned in the Transport Plan Delivery actions

c) Pay and Display on residential streets

This would need to be considered on a case-by-case basis and is likely to have a big impact on town centre residents without private parking spaces. Not appropriate in Congleton

d) Park and Stride near Schools

This sounds like an excellent scheme that could help with safety, congestion and pollution around schools if adequate space can be found. Consultation would need to be carried out with parents. Questionable if parents would be prepared to pay to park when walking their child for the last part of the journey.

e) Resident Parking Permit

Can be a good solution where there is problem near an attraction – however needs full consultation with the residents involved and consideration needs to be made for carers who may need to park close to the housing.

17. Comments on suggested options for CEC Car Parks

- a) Congleton Town Council welcomes opportunities to encourage greener use of transport and would welcome cheaper parking for low emission cars.
- b) Congleton Town Council disagree with Sunday and night-time parking charges.
However, if the choice were between two free hours of parking or free Sunday parking the preference would be for two free hours parking.
- c) Congleton Town Council believes charging for evening parking could affect our evening economy in a negative way and result in more people parking on the roads. Currently we understand the main usage of the car parks in the evenings is from people living in the town centre who have no parking space near their house

18. Which suggestions would we most like to see introduced in Cheshire East Car Parks

- a) Season ticket for residents to purchase a year's parking with a Congleton Travel Ticket (which could also include bus use)
- b) Congleton Car Park tickets being transferrable across all Congleton Car Parks Consider use across other Cheshire East Towns
- c) More electric charging points, cycle parking and cash-free payment.
- d) More secure parking / lockers for cycles
- e) Premium spaces for large vehicles
- f) Congleton Town Council does not agree that cash free parking is acceptable as the only alternative to pay for parking. We believe this discriminates against the elderly and anyone who struggles with accessing technology.

CONGLETON TOWN COUNCIL

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 14th JANUARY 2021 – Via Zoom**

PRESENT

Councillor P Duffy – Chair
D Amies
R Douglas
S Firkin
A Martin
J Parry
J Smith
K Wesley

Councillor Chadwick – attended – not member of this Committee

Councillors Brown and Moreton, who are not members of this Committee, attended and did not vote on any items. Councillor Murphy, ex-officio, attended and did not vote on any items.

Several members of the public also attended the meeting.

1. **APOLOGIES**

Apologies for absence were submitted from Councillors Hemsley and Rogan.

2. **MINUTES**

PLN/18/2021 RESOLVED: That the Minutes of the Meeting of the Committee held on 17th December 2020 be approved and signed by the Chairman as a correct record with the addition of an action for the Chief Officer to follow up a query on an existing car park at Heather Bank Farm, Congleton Edge Road, Congleton in relation to application 20/3240C.

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 and Moreton declared “non pecuniary” interests as they are members of Cheshire East Council but are not a member of this Committee.

Councillor Murphy declared a “non pecuniary” interest as he is a member of Cheshire East Council and an ex-officio member of this Committee.

4. **OUTSTANDING ITEMS**

None to report.

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

None received

6. **URGENT ITEMS**

None received.

7. **PLANNING APPLICATIONS**

PLN/19/2021 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Application Number	Location	Declaration of Interest	Comments
20/5590D	Land To The East Of Black Firs Lane And To The South Of, BACK LANE, SOMERFORD		No Objection
20/5526C	Daven Primary School, NEW STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 3AH		No Objection
20/5658C	Household Waste Recycle Centre, BARN ROAD, CONGLETON, CW12 1LJ	NP - All Councillors due to previous discussions	REJECT DUE TO – <ul style="list-style-type: none"> - Contrary to Planning Policy - Insufficient information on the new recycling site - Until such time there is a firm commitment from Cheshire East to provide an alternative site as approved and budgeted for by the full Cheshire East Council on 20th February 2021. - Replacement trees provided for any loss of trees - Nature conservation. This site is adjacent to Warburtons Wood and contains a strip of woodland that appears on the national inventory of priority

			<p>woodland habitats as per Conservation Officers Report</p> <ul style="list-style-type: none"> - Ground contamination from the existing recycling centre
20/5483T	45, HOWEY HILL, CONGLETON, CW12 4AF		No Objection
20/5712D	VALE MILL, PRIESTY FIELDS, CONGLETON, CHESHIRE, CW12 4AD		No Objection – Commend the Travel Plan but would suggest the survey include visitors and work with the bus companies
20/5636T	14, FENTON CLOSE, CONGLETON, CW12 3TH		REJECT DUE TO – felling of trees not required due to trees being healthy
20/5665C	The Coach and Horses, Under Rainow Road, Congleton, CW12 3PL		<p>REJECT DUE TO –</p> <ul style="list-style-type: none"> - Existing facility should be preserved and would support the community in making a Community Asset claim - Failed to provide a Heritage Statement and detailed Heritage Impact Assessment prepared by a suitably qualified independent heritage consultant. <p>Furthermore, we agree with Cheshire East Conservation and Design Team's comments that this application should be refused for reasons which include some of the proposed internal alterations were unacceptable, proposed rear two-storey extension is overwhelming and dominates the rear elevation so that it is harmful to the surviving Georgian character reinstate a traditional pitched roof to the stone outbuilding being used to create a double garage.</p>
20/5755C	83, FERN CRESCENT, CONGLETON, CW12 3HQ	NP – D Murphy	No Objection
20/5751D	Davenshaw Mill, BUXTON ROAD, CONGLETON, CW12 2DN		No Objection

20/5752D	The Lion & Swan, Swan Bank, Congleton CW12 1AH		No Objection
20/5829C	Fern Cottage, 6 Congleton Edge Road, Congleton, CW12 3JJ		No Objection – Subject to a condition ensuring the ancillary annexe cannot be sold separately to the main building
20/5846C	29 Giantswood Lane, Congleton, CW12 2HG		No Objection
20/5857D	Lion And Swan Hotel, WEST STREET, CONGLETON, CW12 1JR		REJECT DUE TO – Attempting to clear conditions prematurely
20/5858D	Lion And Swan Hotel, WEST STREET, CONGLETON, CW12 1JR		REJECT DUE TO – Attempting to clear conditions prematurely
20/5860D	Lion And Swan Hotel, WEST STREET, CONGLETON, CW12 1JR		REJECT DUE TO – Attempting to clear conditions prematurely
20/5865C	Overedge, BROOKHOUSE LANE, CONGLETON, CW12 3QP	NP – R Moreton	A member of the public spoke in objection to this application REJECT DUE TO – <ul style="list-style-type: none"> - Overbearing, overlooking and loss of privacy - Intrusion into the green belt, harmful to the openness of the greenbelt - Inadequate drainage, hazardous materials and ground contamination - Noise and disturbance from use - Vehicular access, access to site very narrow - Environmental and health grounds in respect of manure storage - Intrusion into privacy of neighbours, no screening
20/5863C	13, HOWEY HILL, CONGLETON, CW12 4AF		No Objection
21/0026C	27, THISTLE WAY, CONGLETON CW12		No Objection

20/5819C	Land Off, Barn Road, Congleton		REJECT DUE TO – Clutterage of signage and the illuminated sign of 32.8 ft being too high
20/5799C	Former Site of Vale Mill, Priestly Fields, Congleton , CW12 4AQ		Wholehearted support to the additional facilities being provided
21/0104T	10 Randles View, Congleton, Cheshire, CW12 3JN		No Objection
21/0117T	1, BRADBURY GARDENS, CONGLETON, CW12 3SR		No Objection

8. **PLANNING APPEALS**

None to Report

9. **LICENSING APPLICATIONS**

Barleyhops, 29 High Street, Congleton, CW12 1BG – Application noted

10. **SECTION 106 UPDATES**

None to Report

11. **PLANNING ENFORCEMENT ISSUES**

Councillor Martin raised an issue with the street lights by the Tall Ash Site. Councillor Moreton stated that he has raised this with Cheshire East and is awaiting a response. Councillors Brown and Murphy asked to be updated and offered Councillor Moreton any help if required.

12. **NEIGHBOURHOOD PLAN**

No update since the last meeting.

Councillor P Duffy (Chair)

CONGLETON TOWN COUNCIL

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 18th FEBRUARY 2021 – Via Zoom**

PRESENT

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

Councillors M Amies – attended – not member of this Committee.
Councillors Akers-Smith, Brown and Moreton, who are not members of this Committee, attended and did not vote on any items.
Councillor Murphy, ex-officio, attended and did not vote on any items.

Several members of the public also attended the meeting.

1. APOLOGIES

Apologies for absence were submitted from Councillors Holland and Rogan.

2. MINUTES

PLN/20/2021 RESOLVED: That the Minutes of the Meeting of the Committee held on 14th January 2021 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 and Moreton declared “non pecuniary” interests as they are members of Cheshire East Council but are not a member of this Committee.

Councillor Murphy declared a “non pecuniary” interest as he is a member of Cheshire East Council and an ex-officio member of this Committee.

4. **OUTSTANDING ITEMS**

The Chief Officer reported that he had written to Cheshire East regarding a query on an existing car park at Heather Bank Farm, Congleton Edge Road, Congleton in relation to application 20/3240C. No response had yet been received.

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

None received

6. **URGENT ITEMS**

None received.

7. **PLANNING APPLICATIONS**

PLN/21/2021 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Application Number	Location	Declaration of Interest	Comments
19/5596C	Land Off Viking Way, Congleton, CW12 1TT	NP – P Duffy D. Amies R Douglas R Hemsley	A member of Hulme Walfield Parish Council spoke in respect of this application. REJECT DUE TO – <ul style="list-style-type: none"> - Highway and safety issues - Traffic generation onto Giantswood Lane - Additional traffic will cause the loss of cycling and walking facilities - Impact on nature conservation - Concerns over the local water table and its impact upon Westlow Mere
20/5859C	Mount Pleasant Farm, Giantswood Lane, Congleton, CW12 2JJ	NP – P Duffy D. Amies R Douglas R Hemsley	A member of Hulme Walfield Parish Council spoke in respect of this application. REJECT DUE TO – <ul style="list-style-type: none"> - Highway and safety issues - Traffic generation onto Giantswood Lane - Additional traffic will cause the loss of cycling and walking facilities - Impact on nature conservation - Concerns over the local water table and its impact upon Westlow Mere - All sites in LPS27 should be

			integrated and not accessed via Giantswood Lane until traffic calming measures are in place to prevent the Lane being used to access Congleton
20/5867C	Sandy Lane Farm, Giantswood Lane, Hulme Walfield, CW12 2JJ	NP – P Duffy D. Amies R Douglas R Hemsley	<p>A member of Hulme Walfield Parish Council spoke in respect of this application.</p> <p>REJECT DUE TO –</p> <ul style="list-style-type: none"> - Highway and safety issues - Traffic generation onto Giantswood Lane - Additional traffic will cause the loss of cycling and walking facilities - Impact on nature conservation - local water table and its impact upon Westlow Mere - All sites in LPS27 should be integrated and not accessed via Giantswood Lane until traffic calming measures are in place to prevent the Lane being used to access Congleton - Concerns regarding the general water supply - Access issues to the site - Insufficient parking - Impact on the environment
21/0059C	Congleton Leisure Centre, Worrall Street, Congleton, CW12 1DT		No Objection
21/0275C	Congleton Leisure Centre, Worrall Street, Congleton, CW12 1DT		No Objection
21/0081D	80 Holmes Chapel Road, Congleton, CW12 4NX		No Objection
21/0167C	30 Astbury Lane Ends, Congleton, CW12 3AY		No Objection
21/0164C	34 Goldfinch Close, Congleton, CW12 3FB		No Objection
21/0183C	21, JOHNSON CLOSE, CONGLETON, CW12 3TQ		REJECT DUE TO – Loss of light to 27 Biddulph Road
21/0139C	8, EASTCOTT CLOSE, CONGLETON, CHESHIRE, CW12 4QL		No Objection

21/0226C	MOSSLEY HOUSE LODGE, BIDDULPH ROAD, CONGLETON, CONGLETON, CHESHIRE, CW12 3LQ		No objection subject to – <ul style="list-style-type: none"> - Any loss of trees are replaced - Checks made regarding the side gate and access onto a private road
21/0210C	Land At, BACK LANE, CONGLETON		No objection subject to – Concerns regarding the amount of affordable homes being insufficient and request that these are “pepperpotted” throughout the development
21/0136C	Land West of Padgbury Lane, Padgbury Lane, Congleton, CW12 4LR		No Comment
21/0252C	62, BELGRAVE AVENUE, CONGLETON, CHESHIRE, CW12 1HT		REJECT DUE TO – <ul style="list-style-type: none"> - Too large and overbearing
21/0271D	17 Gosling Way, Congleton, CW12 4WD		No Objection
21/0273C	ONS GELUCK, 15A, FOL HOLLOW, ASTBURY, CW12 4HT		No Objection
21/0473C	78, Holmes Chapel Road, CONGLETON, Cheshire, CW12 4NG		No Objection
21/0478C	Land to the East of Blackfirs Lane and to the South of Back Lane, Somerford		No Objection
21/0472C	69, ANTROBUS STREET, CONGLETON, CW12 1HE		No Objection
21/0359C	88 Waggs Road, Congleton, CW12 4BU		No Objection
21/0465C	21, SOUTH BANK GROVE, CONGLETON, CW12 3DU		No Objection
21/0420C	71 Rood Hill, Congleton, CW12 1NH		No Objection
21/0442C	24, PADGBURY LANE, CONGLETON, CW12 4LP		No Objection

21/0377C	46, LAWTON STREET, CONGLETON, CW12 1RS		No Objection
21/0378C	46, LAWTON STREET, CONGLETON, CW12 1RS		No Objection
21/0480C	43 Thames Close, CONGLETON, CW12 3RL		No Objection
21/0476T	14, PARK LANE, CONGLETON, CHESHIRE, CW12 3DG		Refer to the Tree Preservation Officer
21/0535T	54, SWAN STREET, CONGLETON, CW12 4BW		REJECT DUE TO – - Excessive reduction in height
21/0589C	Peel Croft, NEWCASTLE ROAD, ASTBURY, CW12 4HS		No Objection – request replacement hedge be planted
21/0320C	NORTEK CAR PARK, TOMMYS LANE, CONGLETON		No Objection – subject to concerns regarding safety on Buxton Road being noted and would request a crossing
21/0579C	Land Adjacent to 22, WOOLSTON AVENUE, CONGLETON, CW12 3DY	NP – All Councillors	A member of the public spoke on behalf of residents in objection to this application. REJECT DUE TO – - Overdevelopment of the site - No amenity space - Insufficient parking - Loss of privacy - Out of keeping with the surrounding area NOTE – Councillors requested that the statement which was read out by the member of the public be forwarded to Cheshire East Council
21/0614D	Wood Farm, WOOD LANE, CONGLETON, CW12 3PX		No Objection
21/0568C	Proposed, CONGLETON LINK ROAD, CONGLETON		No Objection
21/0571D	ELIZABETH MILL, WORRALL STREET, CONGLETON, CHESHIRE, CW12 1DT		No Objection
21/0737C	36, LEEK ROAD, CONGLETON, CW12 3HU		No Objection
21/0749C	4, ISIS CLOSE, CONGLETON, CW12 3RT		No Objection
21/0672D	Lion And Swan Hotel, WEST STREET,		No Objection

	CONGLETON, CONGLETON, CHESHIRE, CW12 1JR		
21/0676D	Lion And Swan Hotel, WEST STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1JR		No Objection
21/0680D	Lion And Swan Hotel, WEST STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1JR		No Objection
21/0707C	Weathercock Lane Farm, WEATHERCOCK LANE, CONGLETON, CW12 3P		No Objection

8. **PLANNING APPEALS**

The following appeal was noted –

Appeal made in respect of Refusal - 20/2026C – Canalside Farm, Harvey Road, Congleton

9. **LICENSING APPLICATIONS**

The following licenses were noted -

- Tiffin Hub, 1st Floor Tiffin Hub, Manchester Road, Congleton, CW12 1NP
- Bear Grills, Market Street, Congleton, CW12 1BP
- Lion & Swan Hotel, West Street, Congleton, CW12 1JR

10. **TREE PROTECTION ORDERS**

The Chief Officer reported on correspondence he had with a member of the public and confirmed that he would forward this to Councillors.

It was suggested that the Town Council put a section on the website regarding Tree Protection Orders with information linking to Cheshire East Council.

The Chief Office and Chairman agreed to discuss the monitoring of Tree Protection Orders.

11. **SECTION 106 UPDATES**

None to report.

12. **PLANNING ENFORCEMENT ISSUES**

The Chief Officer reported an update regarding Astbury Place bridge and would update Councillors when he had more information.

13. **NEIGHBOURHOOD PLAN**

No progress to report.

Councillor P Duffy (Chair)

CONGLETON TOWN COUNCIL

**MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 18th MARCH 2021 – Via Zoom**

PRESENT

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

Councillors Brown and Moreton, who are not members of this Committee, attended and did not vote on any items.

Councillor Murphy, ex-officio, attended and did not vote on any items.

Andrew Thompson and several members of the public also attended the meeting.

1. APOLOGIES

No Apologies submitted.

2. MINUTES

PLN/22/2021 RESOLVED: That the Minutes of the Meeting of the Committee held on 18th February 2021 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 and Moreton declared “non pecuniary” interests as they are members of Cheshire East Council but are not a member of this Committee.

Councillor Murphy declared a “non pecuniary” interest as he is a member of Cheshire East Council and an ex-officio member of this Committee.

4. **OUTSTANDING ITEMS**

Date	Planning Application	Action	Progress
14.1.21	x	Ward Councillors to write to Morris Homes re bridge to the park – Cllr SAS	Two responses to our request for information from Cheshire East Council which are as follows which have been forwarded by CEC ward member Cllr S Akers Smith 11.3.2021 from the CEC section 106 officer Following the recent meeting with Morris Homes and its Legal Representative, I've discussed the matter with our Legal and Property Teams and understand that the relevant Licences and Agreement for Lease are currently being drawn up between the Parties so that the Site Investigations can take place on site. Morris Homes have been asked to agree to a date for the Site Investigations to commence. Response to a follow up e-mail sent on the 18.3.21 This is with my colleagues in Legal and Property to deal with the agreement and licencing documents etc – I know they are busy agreeing details with Morris' Legal representative. I have forwarded your request for an update just now.
14.1.21	20/3240C	Chief Officer to send letter to Planning Enforcement re car parking provision on site	Letter sent 8.2.21 No update received Chief Officer will follow up
18.2.21		The Chief Office and Chair to discuss the monitoring of Tree Protection Orders.	Discussions ongoing and to include other planning procedures

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

None received

6. **URGENT ITEMS**

None received.

7. **PLANNING APPLICATIONS – Section 1**

For members of the public who are wishing to comment about specific applications.
None received for section 1.

8. **PLANNING APPEALS**

None received.

9. **LICENSING APPLICATIONS**

Lion & Swan, West Street, Congleton - No Objection

10. **SECTION 106 UPDATES**

The Chief Officer reported that he had contacted Cheshire East for a list of 106 agreements. A reply had not been received. When he had a response from Cheshire East it would be forwarded to Councillors. Councillor Brown agreed to follow up with Cheshire East, the request to include the names of Councillors Moreton and Murphy.

11. **PLANNING ENFORCEMENT**

None to report.

12. **NEIGHBOURHOOD PLAN**

Andrew Thompson updated on a revised timeline. Councillors thanked him for his work.

13. **PROPOSED CHANGES TO THE NPPF – FEBRUARY 2021**

A discussion took place with Andrew Thompson on the report and a response to the consultation questions was produced.

PLN/23/2021 RESOLVED: To accept the report with the response to the consultation. It was agreed to forward the response to all Councillors.

14. **PLANNING APPLICATIONS - SECTION 2**

PLN/24/2021 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Application Number	Location	Declaration of Interest	Comments
21/0803T	Vale Allotments site, off VALE WALK, CONGLETON, CW12 4AG		Delegate to Tree Officer to inspect the Yew Tree to check whether it should be felled
21/0572C	Rear Garden of 12 BOOTH STREET, CONGLETON, CW12 4DG		No Objection Subject to a revised scheme to ensure improved parking provision
21/0741C	6, Higginson Close, Congleton, CW12 3SU	NP – K Wesley	No Objection
21/0687D	Crossley Hall Farm, PEOVER LANE, CONGLETON, CW12 3QH		No Objection
21/0690D	Crossley Hall Farm, PEOVER LANE, CONGLETON, CW12 3QH		No Objection
21/0938D	Lion And Swan Hotel, WEST STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1JR		No Objection
21/0944D	Lion And Swan Hotel, WEST STREET,		No Objection

	CONGLETON, CONGLETON, CHESHIRE, CW12 1JR		
21/0950D	Lion And Swan Hotel, WEST STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1JR		No Objection
21/0956C	52, LEEK ROAD, CONGLETON, CW12 3HU		No Objection
21/0964C	Land Off Manchester Road Phase 2, MANCHESTER ROAD, CONGLETON		No Objection
21/0923C	Tall Ash Farm, 112, BUXTON ROAD, CONGLETON, CHESHIRE, CW12 2DY		No Objection
21/0980T	12, BARNETT GROVE, CONGLETON, CW12 4WF		No Objection
21/0790C	CONGLETON GOLF CLUB, BIDDULPH ROAD, CONGLETON, CW12 3LZ		No Objection
21/1096C	11, CUMBERLAND ROAD, CONGLETON, CW12 4PH		No Objection
21/1093C	7, MILL STREET, CONGLETON, CONGLETON, CHESHIRE, CW12 1AB		No Objection
21/1111C	37, TRINITY PLACE, CONGLETON, CW12 3JB	Pec Int – A Martin – Left the meeting and did not vote	No Objection
21/1139C	Bradshaw Cottage, COLEHILL BANK, CONGLETON, CW12 3AD		No Objection subject to either siting the extension to ensure the tree is preserved, or replaced by a substantial native tree
21/0935C	4, LOCKE RISE, CONGLETON, CW12 3SN		No Objection
21/1064C	23, Cross Lane, CONGLETON, Congleton, CW12 3JU		No Objection
21/1207C	27 Southlands Road, Congleton, CW12 3JY		No Objection
21/0870C	7, BIRCH ROAD, CONGLETON, CW12 4NJ		No Objection
21/1257C	23, CHAFFINCH CLOSE, CONGLETON, CHESHIRE, CW12 3FE		No Objection
21/1156C	Craig Cottage, Reades Lane, Congleton, CW12 3LL		REFUSE – DUE TO Over development of the site and would suggest 2 dwellings would be more appropriate than 3 due to the amount of trees on the site
21/1137C	2, HANCOCK ROAD, CONGLETON, CW12 2AN		No Objection
21/1388C	37, BOUNDARY LANE, CONGLETON, CW12 3JA		No Objection

21/1167C	THROSTLES NEST HOUSE, BUXTON ROAD, CONGLETON, CW12 2DT	NP – A Martin J Parry	No Objection
21/1168C	THROSTLES NEST HOUSE, BUXTON ROAD, CONGLETON, CW12 2DT	NP – A Martin J Parry	No Objection

Councillor P Duffy (Chair)

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 28th January 2021

Conducted via Zoom

For the papers discussed at the meeting, please see the Meeting Agenda of the Finance and Policy Committee held on 28th January 2021

PRESENT Committee members:

Duncan Amies
David Brown
Russell Chadwick
Robert Douglas (Chair)
Paul Duffy
George Hayes
Rob Moreton
Jean Parry
James Smith

Ex-Officio Members Sally Ann Holland (Town Mayor)
Denis Murphy (Deputy Town Mayor)

Non-committee members Cllr Suzie Akers Smith, Cllr Dawn Allen, Cllr Suzie Firkin, Cllr Kay Wesley

Also present: CTC Officers David McGifford (Chief Officer) and Jackie Potts (RFO)
1 member of the press, 4 members of the public.

1. Apologies

Members of each committee 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 Councillor Mark Rogan.

2. Minutes of Previous Meetings

FAP/33/2021 RESOLVED to approve the minutes of the meeting held on 26th November 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.

Cllrs David Brown, George Hayes, Sally Ann Holland, Rob Moreton and Denis Murphy declared a non-pecuniary interest on any matters relating to Cheshire East Council.

Cllr David Brown declared a non-pecuniary interest in item 7 (iii) Grant application from Dane Valley Scout Group.

4. Outstanding Actions

There were no outstanding actions.

5. Questions from Members of the Public

None received.

6. Grant Approvals and Commitments 2020/21

FAP/34/2021 RESOLVED that the statement to 31st December 2020 be received.

7. New Applications for Financial Assistance

FAP/35/2021 RESOLVED to award the following grants:

- **Grant ref GR13/2021 – Smile Group Congleton - £1,530**
- **Grant ref GR14/2021 – Timbersbrook Residents - £306**
- **Grant ref GR15/2021 – Dane Valley Scout Group - £250**

8. New Grant Activities Monitoring Forms

FAP/36/2021 RESOLVED to receive the Grant Activities Monitoring form from 1st Gawsworth Girls Brigade.

9. Letters of Thanks

FAP/37/2021 RESOLVED to receive a letter of thanks from Congleton Park Bowling Club.

10. Management Accounts

FAP/38/2021 RESOLVED to receive the Management Accounts to 31st December 2020.

11. Bank Reconciliation

FAP/39/2021 RESOLVED to receive the bank reconciliation as at 31st December 2020.

12. Savings Account Balances

FAP/40/2021 RESOLVED to receive the Savings Account balances as at 31st December 2020.

13. List of Payments

FAP/41/2021 RESOLVED to receive and approve the Payments lists between 1st November and 31st December 2020.

14. Town Council Petty Cash account

FAP/42/2021 RESOLVED to approve the verification of the Town Council's petty cash account as at 30/11/20 by Cllr Denis Murphy as recommended in the First Interim Internal Audit report by Auditing Solutions.

15. Appointment of Internal Auditor

FAP/43/2021 RESOLVED to approve the re-appointment of Auditing Solutions as the internal auditor for 2021/22.

16. Annual review of the Investment Policy and Strategy

FAP/44/2021 RESOLVED to receive and approve the Investment Policy and Strategy for 2021/22. It was agreed that although investment rates were currently very low if the bank rate went to negative interest rates the policy would be looked at again at the next meeting of the Finance and Policy committee. It was agreed to look into whether Town and Parish councils could invest in NS&I products.

**Cllr Robert Douglas
Chair**

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 3rd December 2020

Conducted via Zoom – Meeting ID: 962 4894 8344

For the papers discussed at the meeting, [please see the Meeting Agenda of the Town hall, Assets and Services Committee held on 3rd December 2020](#)

In attendance:

Committee members:

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

Ex Officio: Sally Ann Holland (Mayor)

Non-Committee members: Amanda Martin, Kay Wesley, James Smith, Margaret Gartside, Paul Duffy

Also present: Press - Tom Avery, James Connolly,
CTC - David McGifford, Mark Worthington, Ruth Burgess

Minutes

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.

Apologies for absence were received from Non-Committee member Councillor Russell Chadwick.

2. Minutes of Previous Meetings

THAS/36/2021 Resolved to approve and sign the minutes of the Town Hall, Assets & Services Committee held on 15th October 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 Councilors Suzanne Akers Smith, David Brown, George Hayes, Sally Ann Holland (Town Mayor), and Denis Murphy, all non-pecuniary on matters relating to Cheshire East Council.

4. Outstanding actions

None.

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. Urgent Items

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

There were no urgent items raised.

7. Town Hall Trading Account

THAS/37/2021 Resolved to receive the Town Hall Trading account to 31st October 2020 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/38/2021 Resolved to receive the Streetscape Trading account to 31st October 2020 and to note the content of the summary report.

9. Minutes of the Town Hall Development Working Group

THAS/39/2021 Resolved to receive the minutes of the Town Hall Development Working Group held on 12th November 2020.

10. Minutes of the Streetscape Development Working Group

THAS/40/2021 Resolved to receive the minutes of the Streetscape Development Working Group held on 17th September 2020.

11. Minutes of the Business Support Working Group

THAS/41/2021 Resolved to receive a verbal update of the Business Support Working Group meeting held on 26th November 2020.

12. Garden of Reflection Relocation Proposal

THAS/42/2021 Resolved to accept the proposal of re-siting the Garden of Reflection at the Community Garden.

Action –To agree design, layout and new signage

13. Town Hall Energy Survey

THAS/43/2021 Resolved to receive the report, when time allows seek to find an additional company to provide their thoughts for energy savings

14. Town Hall Acoustic Absorption Survey

THAS/44/2021 Resolved to receive the report and hold the information on file until time allows for further investigation into reviewing acoustic / equipment options.

15. Update on the Congleton Cenotaph

THAS/45/2021 Resolved to receive a verbal update report on the Congleton Cenotaph.

16. Resolution to exclude members of the press and public from item 17 due to Commercial Sensitivities


THAS/46/2021 Resolved to exclude members of the public and press from item 17 due to commercial sensitivities.

17. Update on the Future use of the Town Hall

THAS/47/2021 Resolved to receive the report on the future use of the Town Hall.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

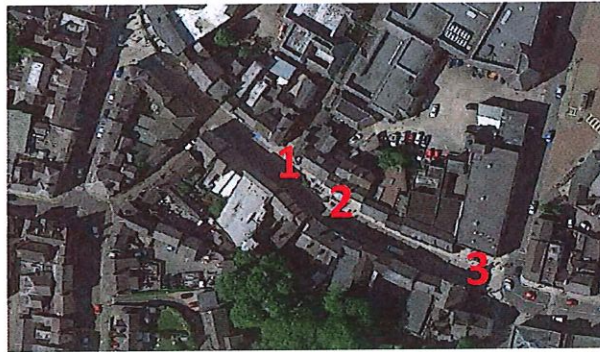
COMMITTEE:	Council		
MEETING DATE AND TIME	22nd April 2021 7pm	LOCATION	Zoom
REPORT FROM	J MacArthur (Deputy Chief Officer), S Munro (Chair, Elizabeth's Group), H Reeves (Sculptor), S Gurbuz (Teacher at Eaton Bank Academy)		
AGENDA ITEM REPORT TITLE	14. Elizabeth Wolstenholme Elmy Statue Location		
CURRENT STATUS	Elizabeth's Group is on target to deliver the statue of Elizabeth Wolstenholme Elmy in March 2022.		
BACKGROUND INFORMATION	<p>The statue of Elizabeth Wolstenholme Elmy, is a gift from the Elizabeth's Group Charity to Congleton Town Council.</p> <p>See C&E Report from 21st January 2021 in which that Committee voted to support the statue project in several practical ways.</p> <p>Since January, the sculptor Hazel Reeves has started work on the design of the statue.</p> <p>Elizabeth's Group has reached out to young people and schools in Congleton asking them to produce artworks and writings to help inspire Hazel as she continues the work.</p> <p>The Congleton Link Road has been named Wolstenholme Elmy Way. In the week following this announcement more than 450 Congleton residents expressed their approval for the road name on Facebook. That discussion has had over 850 'Loves' or 'Likes' for Elizabeth, the road naming and the statue project.</p> 		
ABOUT THIS PROPOSAL	<p>This proposal is to ask for the Council's opinion on where the statue of Elizabeth Wolstenholme Elmy might be placed in Congleton Town Centre. In preparing this paper the group considered a number of options including: Congleton Park, Congleton Community Gardens, Moody Street Garden, Margaret's Place, the area by Royal Bank of Scotland (Christmas Tree and Easter Cross), the area at the Mill Street end of the pedestrian area near Peacocks and also two suggestions that came forward at the Annual Town Meeting – one inside the museum and the other in the Foyer of the Town Hall.</p> <p>These locations are not favoured by the group for a variety of reasons. Either they are not practical, there is already too much street clutter, they are more susceptible to crime or not a good place for groups to gather. When consulting the Police, the first question they raised was around CCTV to avoid theft or criminal damage. From his experience of statues in other town and city centre locations our local Police Sergeant commented that the centre of the pedestrianised area is a 'great spot' for our statue. Mark Cotton, Cheshire East Police's Designing Out Crime Officer is happy to be involved in the detail of the</p>		

	<p>statue placement and suggested we consider adequate lighting, CCTV coverage and delivery drivers.</p> <p>The Group has 3 favoured options, all of which are feasible from a groundwork point of view. Elizabeth's Group would like the statue in the town centre's pedestrian area because:</p> <ul style="list-style-type: none"> • Elizabeth will be a piece of art in bronze that people can interact with and will be designed to be 'among the people'. It will not be on a plinth. • We anticipate school parties wanting to gather around and discuss the statue, so there needs to be safe, pedestrianised space around it. • The Elizabeth Elmy Heritage trail passes both ends of Bridge Street. • The statue will bring both Trail users and general visitors right to the centre of town so that they see the shops and cafes and are tempted to spend more time and money here. <p>There is overwhelming public support for the statue to be placed in the Town Centre. When asked in social media about the <i>location</i> of the statue, no residents have objected to the town centre but there have been many comments such as:</p> <p><i>"The statue would attract visitors interested in history and art who would be very likely to visit local businesses if it is placed in the precinct."</i></p> <p><i>"I have no problem with it being placed in a prominent area in the pedestrianised area."</i></p> <p><i>"Absolutely right that it is on show for all to see."</i></p> <p><i>"The statue should be in a prominent position, where interested people can stop and appreciate it."</i></p> <p><i>"This statue of Elizabeth should absolutely be in a prominent place in Congleton. Public art does so much for a town, as this sculpture will do for Congleton for many years to come."</i></p> <p>The Emmeline Pankhurst statue stands in a pedestrianised area in Manchester and has become a place where people meet and interact with 'Our Emmeline' at important moments:</p> <div data-bbox="429 1319 802 1680" data-label="Image"> </div> <div data-bbox="866 1314 1340 1673" data-label="Image"> </div>
Environmental Considerations	As it is bronze, the statue will stand for 1000 years and not decompose, so lifetime impact will be tiny. The most sustainable processes available will be used.
Equality considerations	Elizabeth Wolstenholme Elmy was an equality campaigner and her statue will prompt conversations and education about equal rights.
Financial Considerations	None. Funding for the statue is by the Elizabeth's Group Charity. Support work e.g. movement of planter can be achieved with existing resources.

PROPOSAL

Elizabeth's Group would like to know if the Council has a preference as to the placement of the statue from the following options:

1. Centre of Bridge Street on the edge of the square where it meets Victoria Street (the Group's preferred option), where the phone box used to be.
2. On Bridge Street at the end of the row of large planters outside Crema – the statue in this position will need a planter to be moved.
3. On the High Street, outside B&M near to one of the bollards



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	22 nd April 2021	LOCATION	Via Zoom
REPORT FROM	Martha Hayes- Town Centre & Events Officer		
AGENDA ITEM	16		
REPORT TITLE	Christmas Lights Installation Contract		
Background	<p>Each year Congleton Town Centre is illuminated with a Christmas display from the Christmas Lights Switch-On event at the end of November until the first week in January the following year. The displays stretch from Lawton Street to West Street (as far as Antrobus Street). These include lamppost banners, cross street banners, icicle drop lights, also the supply and dressing of the main town centre Christmas tree.</p> <p>In 2018 a three-year contract for the work was awarded. This has now expired and have given the Town Council an opportunity to go back out to the market to check for best value with the aim of letting another three-year contract for installing, maintaining, storing and removing the lights.</p>		
Process & Information	<p>On receipt of the expiration date of the current contract and in line with our financial regulations, information packs were sent out to companies who have previously expressed an interest into quoting for the works. We also checked with neighbouring towns to find out who carries out the task for them and invited them to submit a bid.</p> <p>Appendix 1 provides the detail and specification to enable the companies to quote. These were sent out to five local companies, of which three companies took the offer to quote for the works, to be contracted for the next three years.</p> <p>Appendix 2 provides the responses and final quotes from the three companies in line with the requirements sent out in the specification.</p>		
Decision Request	<p>To agree Company C as the contractor for Congleton town centres Christmas lights installation 2021-2023 (January 24) at a cost of £7,850, as outlined in Appendix 2. On the basis of cost and meeting the specified brief.</p> <p>This can be met from the Christmas Lights budget- 4172/305.</p>		



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

25th February 2021

CONGLETON CHRISTMAS LIGHTS 2021-23 - Opportunity to Quote for Work

You are invited to quote for the installation, removal, checking, problem solving and storing of Congleton Town's Christmas Lights for the Christmases 2021 - 2023 inclusive.

Usually the Christmas Lights Switch-On event is a Saturday at the end of November. Due to the current pandemic, there is no secured date for this year's Christmas Lights Switch-On event, but, we plan to have the lights switched on in the Town Centre from Saturday 20th November 2021.

It is important that all lights are checked, installed and timers set in plenty of time for the Switch-On. Ideally the Christmas Team would not like to see the lights installed ahead of Remembrance Sunday Service, early November, but any time after the 11th November would be suitable.

For the next three years the works will involve:

- Checking all lighting equipment outlined in Appendix One and the repair and replacement of individual lights where necessary to ensure that all lighting displays are in full working order prior to installation.
- Testing of all fixtures and the repair and retest as necessary prior to Switch-On date.
- Testing all street connections.
- Provide risk assessment and method statement to show how you will comply with relevant Health and Safety legislation for the installation and removal of the lights.
- Collection of all lighting equipment listed in Appendix One from local depot and installation of the Christmas lights displays, connection of power supplies and testing to ensure that all lights are working.
- Storage of the lights when not used for Christmas display purposes.
- Setting 40 timers for the Lights Switch-On time at 5.30pm event day, which you will be made aware of.
- Staff available on the evening of the Christmas Lights Switch-On for technical advice and to help with the Switch-On.
- Re-setting 40 timers so that the lights are on from 3pm–11pm from event date to early January.
- Arranging entry from the shops to access timers where timers are not outside the premise.
- Re-setting any timers that shops switch off during the festive period.
- Regularly checking the lights and resolving any issues that occur with the lights once in situ (usually within 24 hours). Also responding to issues related to the Christmas Lights raised by the Town Council.
- Note this work will require use of a Cherry Picker and is not possible from ladders.
- Removing the Christmas Lights and taking to storage as soon as possible after the 4th January and certainly within a week.

It is essential that you:

- Have the necessary Public Liability, Personal Liability and Professional Indemnity Insurance and Professional Qualifications to carry out the works.
- Abide by the latest Health and Safety legislation and regulations.
- Can respond quickly to any issues connected to the lights.
- Are resourceful and can problem solve when issues arise connected to the lights.
- Give details of experience of working with festive lighting such as lighting column motifs, cross street banners and festoon lighting.

We would like to secure a partner to work with us for the next three years installing, checking, maintaining, removing and storing the Christmas lights and checking the necessary fixtures in place to hold the lights. This includes Christmases 2021/22, 2022/23 and 2023/24.

We would expect to see a contingency for simple repairs on cross street banners, festoons and lighting column displays. Major failure of lights or equipment, significant changes in health or safety legislations or a decision by Congleton Town Council to change the number or type of Christmas lighting within this time frame will lead to both parties having the right to renegotiate all or part of the agreement.

Please can you let me know if you are interested in applying for this work and then follow up with annual costings for the checking, maintenance, installation, removal, storage and being available to troubleshoot whilst the lights are in situ and evidence of the company's ability to carry out the work. Please can you also confirm if your company would be able to manage the supply and installation of the main 24-27 ft Christmas Tree and give an estimate for this work.

Please send the information to Martha Hayes, Town Centre & Events Officer, Congleton Town Council, Congleton Town Hall, High St, Congleton, Cheshire, CW12 1BN by the **12th March**.

The preferred supplier will be determined based on ability to meet the brief as well as the most economically advantageous bid. It will not necessarily be the least expensive. The Town Council will not be responsible for any costs to your company in researching this quote.

If you have any questions or queries concerning this, please do not hesitate to contact myself or Jackie MacArthur at Congleton Town Council on 01260 270350 ext. 3.

Yours sincerely



Martha Hayes
Town Centre & Events Officer
Congleton Town Council



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

Tel: 01260 270350

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



Congleton Christmas Lights Specification

Lights that will need collecting, checking, installing, removing, and storing...

Across Street Catenary's Hanging Systems Installation LED

a) Cygnet Club	Snow Fall	Swan Bank
b) Halo Hairdressers	Snow Fall	Swan Bank
c) Carl Christopher Jeweller	Merry Christmas Congleton	Moody Street
d) Browns Furniture	Snow Fall	Lawton St

Icicle Lighting Pedestrian Area- Catenary attached to lights anchor points in place

Three electrical supply points for installing approximately 300m of lighting:

e) House and Home	Duke St
f) Serenity Designs	Bridge St
g) W H Smiths	High St

Bridestones Centre

Icicle lights with pennant stars (to match with Pedestrian Area theme). The square covered by glass roof, fits inside the rectangle, attaches to electrical supply for this area. No catenary needed.

Town Centre Trees

Situated in the middle of the Pedestrian Area are four planters, each with a tree. X3 sets of LED lights were purchased for each tree (12 in total) to be loosely wrapped.

Lamppost Lights

The brackets and timers are in place. (Numbered on the drawing)

1. Mill St	15. Market St
2. Mill St	16. High St
3. Waggs St	17. High St
4. West St	18. High St
5. West St	19. High St
6. West St	20. High St
7. West St	21. Lawton St
8. West St	22. Lawton St
9. Victoria St	23. Lawton St
10. Victoria St	24. Lawton St
11. Victoria St	25. Lawton St
12. Market St	26. Lawton St
13. Market St	27. Lawton St
14. Market St	28. Lawton St

Town Hall

In 2020 the façade of the Town Hall was lit with a Christmas themed projection. The lighting of the Town Hall for 2021 and onwards is yet to be discussed. Potential for projection, from an outside company or static lighting to be installed. Contractor will be updated with any decisions made.

Main Christmas Tree

The large Christmas Tree can be treated as a separate contract.

It involves supplying, installing, decorating and removing a 24-27 foot tree. CTC owns multicoloured LED lights, with a large star for the top. Electricity supply at the base of the tree. Lights usually on constant from Switch-On, until removal. The preference would be for the light installer to also supply the large tree.

Christmas Lights Installation Contract

Checklist	Company A	Company B	Company C
Check & replace lighting	Yes		Yes
Test Fixtures	Yes	Yes	Yes
Test Street Connections	Yes		Yes
Risk Assessment	Yes		Yes
Method Statement	Yes		Yes
Collection of lights	Yes	Yes	Yes
Storage of lights	£1,300	£750	£600
Setting 40+ timers for event day	Yes	Yes	Yes
Staff on event day	Yes	£300	£150
Re-setting 40+ timers	Yes	Yes	Yes
Liasing with shops for electric	Yes		Yes
Call out charge			£50 per hour ** as required
Regular checking & resolving issues	Yes		£50 per hour ** as required
Cherry Picker	Yes	Yes	Yes
Anchor Point Testing	Can do		£15 per point ** as required
Removing Lights in January	Yes	Yes	Yes
Public Liability	Yes		Yes
Personal Liability	~		Yes
Professional Indemnity	Not needed +£1,500 if nec.		Yes
Necessary Qualifications	Yes		Yes
Supply & Installation of Main Tree	£2,380	£2,250	£1,600
Lights Quote	£10,400	£7,700	£5,500
Final Quote	(a.) £11,700 (b.) £14,080 - with tree (c.) £15,580 - with tree & Pro Ind	£9,950- with tree	(a.) £6250 (b.) £7,850 - with tree

All plus VAT, all per year