



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

25th April 2025

Dear Councillor,

You are summoned to attend a meeting of the Council on **Thursday 1st May 2025** to be held at Congleton Town Hall commencing at **7.00 pm**

- **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

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

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 Meeting

To approve and [sign the minutes of the Council meeting held on the 27th February 2025](#)

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 Council Business, but no discussion or decisions may be taken at the meeting.

6. Town Mayor Announcements and Engagements (Enclosed)

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

7. Minutes of the Finance and Policy Committee (Enclosed)

To approve the minutes of the Finance and Policy Committee held on the 13th of February 2025

7.1 To Approve / Receive the publication scheme (Enclosed)

8. Minutes of the Community Committee (Enclosed)

To approve and sign the minutes of the Community Committee meetings held on the 30th January 2025.

9. Minutes of the Town Hall and Assets Committee (Enclosed)

To approve and sign the minutes of the Town Hall and Assets Committee meeting held on the 23rd January 2025.

9.1 Town Hall Decarbonisation update (Enclosed)

To receive the end of year 1 report on the Town Hall Decarbonisation project and agree on the Council position for year 2 based on the information provided.

9.2 Town Hall Decarbonisation – windows (Enclosed)

To receive a report on the costs of improving the energy efficiency of the Town Hall by installing double glazing units.

10. Minutes of the Environment Committee (Enclosed)

To approve and sign the minutes of the Environment Committee meeting held on the 6th February 2025.

11. Minutes of the Planning Committee (Enclosed)

To approve and sign the minutes of the Planning Committee meetings held on the 7th November 2024, 5th December 2024, 16th January 2025, 20th February 2025 and 20th March 2025.

12. Minutes of the Personnel Committee (Enclosed)

To approve the Minutes of the Personnel Committee held on the 12th December 2024

13. Congleton Town Council Corporate Strategic Plan 2025 -2029 Draft (Enclosed)

To approve/amend the proposed Corporate Strategic Plan 2025-2029.

14. Meeting dates 2025-26 (Enclosed)

To approve the council and committee meeting dates for 2025-26

15. Resolution to Exclude the Public and Press from Item 16

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 commercial sensitivities

16. Commercial Partner Contract Amendment (To follow)

To approve proposed amendments to the Commercial Partners' contract.

To All Members of the Council

CC: Town Burgess (5), Congleton Information Centre,
Congleton Library, Press (3)

Congleton Town Council

Minutes of the Council Meeting held at Congleton Town Hall on 27th February 2025

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 27th February 2025](#)

Councillors Present: Kay Wesley (Mayor)
David Brown
Russell Chadwick
Robert Douglas
Suzy Firkin
Emma Hall
Sally Ann Holland
Amanda Martin
Susan Mead
Rob Moreton
Heather Pearce
Heather Seddon
Glen Williams

Congleton Town Council Officers: David McGifford (Chief Officer)

Number of Press: 0

Member of the Public: 0

1. Apologies for absence

Apologies were received from Cllrs Charles Booth, Robert Brittain (Deputy Mayor), Suzie Akers Smith, Mark Edwardson, Arrabella Holland, Shaun Radcliffe, Richard Walton and Liz Wardlaw.

2. Minutes of Previous Meetings

CTC/81/2425 Resolved to sign and approve the minutes of the Council meeting held on 23rd January 2025.

3. Declarations of Disclosable Pecuniary Interest

Were received from Cllrs David Brown, Russell Chadwick, Emma Hall, Sally Ann Holland, Rob Moreton and Heather Seddon.

4. Questions from Members of the Public

There were no questions from members of the public.

5. Urgent Items

Cllr Holland raised an urgent item about the impact that the roadworks were having on businesses in Hightown.

6. Town Mayor Announcements and Engagements

CTC/82/2425 Resolved to receive a list of the Mayor's engagements.

7. Minutes of the Finance and Policy Committee

CTC/83/2425 Resolved to approve the minutes of the Finance and Policy Committee held on the 14th November 2024.

7.1 Business Risk Assessment 2025-26 Report

CTC/84/2425 Resolved to approve Business Risk Assessment 2025-26 Report subject to the inclusion of a Risk Assessment for the Grand Hall Balcony.

7.2 Mayors Allowance Policy update report

CTC/85/2425 Resolved to approve the updated Mayors Allowance Policy and adopt into the Constitution and noted that Mayors are liable for the allowance to be taxed without the provision of evidence of expenditure.

8. Minutes of the Community Committee

CTC/86/2425 Resolved to approve the minutes of the Community Committee held on the 21st November 2024.

9. Minutes of the Town Hall and Assets Committee

CTC/87/2425 Resolved to approve the minutes of the Town Hall and Assets Committee held on the 31st October 2024.

9.1 Review of Town Hall Hire Charges and 2025/26

CTC/88/2425 Resolved to approve that the Town Hall Hire Charges remain the same for 2025-26. **Note:** Outstanding issue with regards to a regular Wednesday Booking

10. Minutes of the Environment Committee

CTC/89/2425 Resolved to approve the minutes of the Environment Committee held on the 28th November 2024

11. Town Hall Decarbonisation Updates

CTC/90/2425 Resolved to receive the report and the verbal update from the Chief Officer. It was agreed that the required special meeting of the Town Council, which would decide on the viability of progressing to the delivery stage, should take place on the 27th March at 7.00 pm, replacing the Finance and Policy Committee which will be convened at a future date.

CTC/91/2425 Resolved to approve the £20k spend on the window project, and approve use of EMR Property Maintenance for the £5,000 CTC contribution and approve the release of the £15k CEC grant also held within the Property Maintenance EMR.

Congleton Town Mayor Kay Wesley

The meeting finished at 7.40 pm

22 Engagements since 19.2.25 - Town Mayor, Cllr Kay Wesley

- 19.2 Biddulph Town Mayor's Charity Event
- 26.2 Your Futures event for young people, specifically with disabilities/Special Needs in Cheshire East.
- 23.2 Induction service, new Pastor of Cross Street Church
- 8.3 Elizabeth's Group- International Women's Day Event
- 9.3 Artisanity Craft Fair
- 11.3 South Cheshire Floral Society
- 11.3 Discover Volunteering evening
- 14.3 Congleton Town Mayor's Charity Ball
- 17.3 Induction of Reverend Heather Ruth Carter of St Mary's Church Asbury
- 19.3 Congleton Town Mayor's team entered Rotary Swimathon
- 21.3 Disability Welcome Scheme Launch
- 21.3 Mayor of Nantwich's Quiz
- 22.3 Rotary Swimathon
- 26.3 Beauty and the Beast – Daneside Theatre
- 28.3 The Mayor of Knutsford Charity Ball
- 2.4 DWP Health & Disabilities Jobs Fair, Congleton Town Hall
- 8.4 Easter Treats Congleton Town Centre
- 12.4 Choral Society Spring Concert
- 22.4 Congleton Wellbeing Hub Workshop
- 25.4 Mayor of Biddulph Charity Ball
- 26.4 Sponsored Walk for myCWA
- 27.4 Mayor of Leek's Charity Event

5 Engagements – Deputy Town Mayor, Cllr Robert Brittain

- 15.3 Royal Air Force Air Cadets - Dining-In Night
- 23.3 Macclesfield Concert Band
- 29.3 Congleton Youth Orchestra Concert
- 14.4 Tesco Barn Road, Easter Event
- 18.4 New Life Church - Good Friday Service

CONGLETON TOWN COUNCIL

Minutes of the Finance and Policy Committee Meeting held on Thursday 13th February 2025

For the papers discussed at the meeting, please see the [Finance & Policy Committee Agenda 13 February 2025](#).

PRESENT Committee members: Cllr R Douglas (Chair)
Cllr S Akers Smith
Cllr D Allen
Cllr H Pearce
Cllr L Wardlaw

Ex-Officio: Cllr K Welsey (Mayor)
Cllr R Brittain (Deputy Mayor)

Also present:

Congleton Town Council Officers S Van Schepdael

2 members of the public supporting their grant application

1. Apologies for absence

Apologies received from Cllrs: Chadwick and Edwardson.

2. Minutes of Previous Meetings

FAP/59/2425 RESOLVED To approve and [sign the minutes of the Finance and Policy Committee held on 14th January 2025](#).

3. Declarations of Interest

Cllr Wardlaw declared an interest in any matters relating to Cheshire East.

Cllr Pearce declared a non-pecuniary interest in item 11.1 as a member of the Committee, and would not comment or vote on the item.

4. Outstanding Actions

FAP/60/2425 RESOLVED to note the report.

Action: RFO advised that Press Releases and social media posts would be taking place to promote the grant scheme for the final meeting of the year on 27th March 2025.

Action: A strategy meeting for projects relating to CIL monies will be taking place prior to the Finance and Policy meeting on 27th March 2025.

5. Questions from Members of the Public

There were none.

6. Presentations to the Committee

There were none.

7. Urgent Items

For closure of a previous urgent item raised by Cllr Douglas on 14th January 2025, Cllr Douglas asked for it to be noted that Cheshire East's request to raise Council Tax by 9.9% was refused.

8. Minutes of Working Groups

There were none.

9. Committee Items Relating to Working Groups

There were none.

10. Grant Approvals and Commitments

FAP/61/2425 RESOLVED to receive a statement showing the current position as at 31st December 2024.

11. New Applications for Financial Assistance

FAP/62/2425 RESOLVED to approve the grants:

11.1- Congleton Amateur Swimming Club GR13/2425: Awarded £789

12. New Grant Activities Monitoring Forms

FAP/63/2425 RESOLVED to receive the grant monitoring forms:

12.1- Congleton and District Horticultural Society-GR04/2425

12.2- Mossley Old School Trust-GR06/2425

13. Management Accounts (Enclosed)

FAP/64/2425 RESOLVED to receive the management accounts to 31st December 2024.

14. Bank Reconciliation

FAP/65/2425 RESOLVED to receive and consider the bank reconciliation as at 31st January 2025.

15. Savings Account Balances

FAP/66/2425 RESOLVED to receive the Savings Account balances as at 31st January 2025.

16. List of Payments

FAP/67/2425 RESOLVED to receive and approve the List of payments from 1st October 2024 to 31st January 2025.

17. CIL Report

FAP/68/2425 RESOLVED To receive the latest Community Infrastructure Report, noting the correct balance of CIL funds is £21,684.23.

18. Business Risk Assessment

FAP/69/2425 RESOLVED with the below addition to approve the updated Business Risk Assessment and recommend this to Council for approval and adoption into the Constitution at the Annual Town Meeting.

Addition: To include information re events risk assessment and safety i.e. Balcony area.

19. Policy Updates

FAP/70/2425 RESOLVED To approve the draft updates to the Mayor's Allowance Policy and recommended the Policy to Council on 27th February for approval and adoption into the Constitution.

20. Approval of Outside Bodies

FAP/71/2425 RESOLVED To approve the list of external support and recommend this to Council for approval at the AGM in May 2025.

**Meeting closed at 8.01pm
Cllr Robert Douglas
(Chair)**

Management Accounts [Item-13-Management-Accounts-and-Budget-Update.pdf \(congleton-tc.gov.uk\)](https://congleton-tc.gov.uk/Item-13-Management-Accounts-and-Budget-Update.pdf)

Month 9
Percentage 75.0%

	OK
	Monitor
	Overrun

Finance and Policy Committee

		BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
101	Corp Management							
	Staff Costs (re-allocated)	229,293	171,970	169,226	2744	98.40%	-1.20%	Expenditure Variance 0-100% Green 101-115% Amber 115% over Red
	Travel	250	188	9	179	4.80%	3.6%	Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
	Training / Conferences	1,500	1,125	954	171	84.80%	-11.40%	
	Rent Payable	17,017	12,763	12,763	0	100.00%	0.00%	
	Miscellaneous Office Costs	2,000	1,500	1,339	161	89.27%	-8.05%	
	Telephone/Fax/Internet	3,000	2,350	2,245	5	98.78%	-0.17%	
	Postage	1,000	750	586	164	78.13%	-16.40%	
	Stationery & Printing	3,300	2,475	1,084	1391	43.80%	-32.8%	
	Subscriptions & Publications	5,100	3,325	5,200	1375	135.80%	102.0%	Most of subscriptions are due at start of the year
	Insurance	14,310	10,733	15,754	-5022	146.79%	110.1%	Paid start of the year, extra month paid due to extending last years cover
	Computer/IT Costs	23,500	17,625	17,682	-57	100.32%	75.2%	
	Photocopy Charges	2,000	1,500	1,269	231	84.60%	-11.55%	
	Recruitment Advertising	500	375	496	-121	132.27%	99.2%	2 adverts placed
	Bank Charges	1,240	930	822	108	88.39%	-66.3%	
	Audit Fees - External	2,100	1,575	0	1575	0.00%	-75.00%	
	Audit Fees - Internal	1,900	1,425	480	965	32.38%	-50.79%	
	Accountancy Support	5,300	3,975	1,447	2528	36.40%	-27.3%	
	Legal & Professional fees		0	4,961	-2355	0.0%	0.00%	See EMR BELOW
	HR & H&S support	4,800	3,600	3,707	-107	102.97%	77.2%	3 of 4 payments made
	TfR from EMR			-4,961				For legal & professional expenditure
	Central Overheads reallocated	-70,984	-53,238	-53,014	-224	99.58%	-74.7%	
	Corporate Management-Expenditure	247,126	185,345	182,029	961	98.21%	-1.94%	
	Precept 2024-2025	-1,182,221	-886,646	-1,182,221	295555	133.33%	100.0%	Paid in full
	Interest Receivable	-29,000	-21,750	-32,914	11164	151.33%	113.5%	
	Miscellaneous Income	0	0	317	317	0.00%		
	Corporate Management-Income	-1,211,221	-908,416	-1,215,492	307036	133.60%	100.3%	25.35%
	Net Income Over Expenditure	-964,095	-723,071	-1,033,423	307997	142.92%	107.2%	32.19%
102	Civic							
	Staff Costs (re-allocated)	20,090	15,068	12,529	2539	83.15%	-12.64%	
	Training / Conferences	1,000	750	0	750	0.00%	-75.00%	
	Stationery & Printing	550	413	0	413	0.00%	-75.00%	
	Marketing/Promotions	1,200	900	208	692	23.11%	-57.67%	
	Council Newsletter	8,700	6,525	5,195	1330	79.62%	-15.29%	
	Council Website	2,000	1,500	15,019	-13519	1001.27%	751.0%	2 instalments made for website project £14548, see below. Revenue website spends are £471
	TfR from EMR	0	0	-14,548	14548			See Website line, cost for website project are funded via the allocated EMR.
	Mayor's Allowance	3,000	2,250	3,000	-750	133.33%	100.0%	Paid in full
	Members Expenses	200	150	0	150	0.00%	-75.00%	
	Civic Expenses	7,500	5,625	6,469	-844	115.00%	86.3%	
	Civic Regalia	250	188	230	-43	122.67%	92.0%	
	Hall & Room Hire	6,500	4,875	4,680	195	96.00%	-72.0%	
	Civic Artefacts and Treasures	3,400	2,550	0	2550	0.00%	-75.00%	
	Central Overheads reallocated	1,564	1,173	1,168	5	99.57%	-74.7%	
	Civic-Expenditure	55,954	41,966	33,950	8016	80.90%	-60.7%	-14.33%
107	Grants							
	Initial Grant Commitment	15,000	11,250	10,861	389	96.54%	-2.59%	Dependant on awards/requests.
	Subsidised Use	4,500	3,375	3,315	60	98.22%	-73.7%	
	TfR from EMR Committed Grants	0	0	-7,976	7976		-75.00%	
	Specified Grants	22,333	16,750	20,830	-4080	124.36%	93.3%	CCP invoice received in full.
	Grants- Expenditure	41,833	31,375	27,939	4345	86.15%	-64.6%	-18.95%
	Capital							
		46,778	35,084	35,889	-806	102.90%	-76.7%	£25,000 to EMR processed, movement to finalise for m7
	F&P Income - Y Income	-1,211,221	-908,416	-1,224,140	315724	134.76%	101.1%	26.07%
	Expenditure	391,691	293,768	284,820	8948	96.93%	72.7%	-2.28%
								Full Committee Summary includes Mayor cost centre income £5,571
								Full Committee Summary includes Mayor cost centre expenditure £116

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Month 9
Percentage 75.0%

Community and Environment Committee

		BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
ANNUAL BUDGET								
215	Floral Displays Income	-4,000	-3,000	3,834	834	127.80%	95.8%	20.85%
215	Floral Displays Expenditure	14,172	10,629	16,417	-5788	-124.43%	115.8%	40.84%
	Total Floral	10,172	7,629	12,583	-4954	164.94%	123.7%	48.70%
241	Allotments Income	-190	-143	0	-143	0.00%	0.0%	-75.00%
241	Allotments Expenditure	1,200	900	140	760	15.56%	11.7%	-63.33%
	Total Allotment	1,010	758	140	618	18.46%	13.8%	-61.14%
300	Public Realm	3,000	2,250	474	1776	21.07%	15.8%	-59.20%
	Conington Partnership	0	0	-20,155	20155	0.00%	0.0%	-75.00%
301	Conington Partnership Income	24,586	18,440	28,740	10201	155.86%	116.9%	41.90%
301	Conington Partnership Expenditure	0	0	-34,666	34666	0.00%	0.0%	-75.00%
	Total Partnership	24,586	18,440	-36,081	44,521	-141.44%	-106.1%	-181.08%
302	Community Development: Grant Recd	0	0	-18,000	18000	0.00%	0.0%	-75.00%
302	Community Development Staff Costs	124,336	93,252	85,196	8056	91.36%	68.5%	-6.48%
	UKSPF: See Grant Recd	0	0	10,730	10730	0.00%	0.0%	-75.00%
	Community Development Marketing/Promotions	3,750	2,813	1,138	1675	40.40%	30.3%	-44.65%
	Green Initiatives	5,000	3,750	2,918	832	77.81%	58.4%	-16.64%
	Comms/Ext Expenditure	1,000	750	902	-152	-128.27%	90.2%	15.20%
	Tfr to EMR	0	0	0	0	0.00%	0.0%	-75.00%
	Tfr from EMR	0	0	0	0	0.00%	0.0%	-75.00%
	Community Development Overheads	9,678	7,219	7,236	33	99.55%	74.2%	-9.34%
	Total Community Development	143,764	107,823	90,110	17,713	83.57%	62.7%	-12.32%
303	Crime Reduction/CTV Expenditure	11,426	8,570	10,426	-1857	121.66%	91.2%	16.25%
	Total Crime	11,426	8,570	10,426	-1857	121.66%	91.2%	16.25%
305	Christmas Fayre/Lights Income	-3,000	-2,150	-7,729	5479	143.51%	257.6%	182.63%
305	Christmas Fayre/Lights Expenditure	16,000	12,000	21,278	-9278	-177.32%	133.0%	57.99%
	Total Christmas	13,000	9,750	13,549	-3799	138.36%	104.2%	29.22%
310	Neighbourhood Plan	0	0	9,493	-9493	0.00%	0.0%	-75.00%
310	Neighbourhood Plan Tfr from EMR	0	0	-9,493	9493	0.00%	0.0%	-75.00%
	Total Neighbourhood Plan	0	0	0	0	0.00%	0.0%	-75.00%
321	Tourism Income	0	0	-6,495	6495	0.00%	0.0%	-75.00%
321	Tourism Expenditure	13,600	10,200	15,368	-5168	-150.67%	113.0%	38.00%
	Total Tourism	13,600	10,200	8,873	1327	86.39%	65.2%	-8.70%
351	Luncheon Club	11,000	8,250	8,530	-280	-103.39%	77.5%	2.55%
	C.E AS Income	-7,150	-5,393	-56,213	50821	1042.43%	781.8%	706.82%
	Expenditure	236,746	179,492	174,817	-4326	102.54%	73.2%	-1.78%

Town Hall, Assets and Services Committee

		BUDGET TO M9	ACTUAL SPEND TO M9	£ VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED	NOTES
ANNUAL BUDGET								
201	Paddling Pool	54,394	40,796	30,883	9913	75.70%	56.8%	-18.22%
221	Town Hall							
	Town Hall - Expenditure	230,529	172,897	226,379	-53482	-130.93%	98.2%	23.20%
	Town Hall - Income	-119,750	-89,813	-152,153	62339	169.41%	127.1%	52.06%
	Net Expenditure over Income	110,779	83,084	74,228	8856	89.34%	67.6%	-7.99%
225	Conington Information Centre							
	IC - Expenditure	164,101	123,076	130,394	-7318	-105.95%	79.5%	4.46%
	IC - Income	-88,710	-65,533	-74,840	8308	112.49%	84.4%	9.36%
	Net Expenditure over income	75,391	56,543	55,554	989	98.25%	73.7%	-1.31%
263	Public Toilets	7,150	5,363	2,883	2480	53.76%	40.3%	-34.68%
270	Canotaph	319	239	191	48	79.83%	59.9%	-15.13%
280	Streetscape							
	Streetscape Expenditure	787,095	590,321	623,555	-33234	-105.62%	79.2%	4.22%
	Streetscape - Income CEC	-419,236	-314,442	-314,442	0	100.00%	75.0%	0.00%
	Streetscape - External work income	-15,000	-12,250	-14,587	3327	122.66%	97.2%	22.25%
	Streetscape - Other	-12,000	-9,000	-36	-8964	0.00%	0.0%	-75.00%
	Streetscape - Misc. Income	-900	-675	-695	20	102.96%	77.2%	2.22%
	S/S Income	-447,156	-315,847	-329,160	5667	98.33%	73.7%	-1.25%
	Net Expenditure over Income	339,939	254,954	293,795	-38841	-115.23%	86.4%	-11.43%
THAS	Income	-455,616	-491,712	-556,751	65,039	113.23%	84.9%	9.92%
	Expenditure	1,243,588	932,691	1,014,285	-81,994	-108.79%	81.6%	6.56%
	Total Income	-1,874,027	-1,485,520	-1,837,104	36,923	130.71%	98.0%	23.03%
	Total Expenditure	1,874,027	1,386,961	1,478,822	-400,105	-105.51%	78.6%	3.65%
	Net Income /Expenditure			-363,186	-163,182			-75.00%
	Personnel							
	Staff Costs	1,141,489	856,117	837,364	-18733	-97.81%	73.4%	-1.64%
	Personnel with Pay Award for reference							
	Permanent Staff Costs - Included budget pay award *1 and temp	1,141,489	856,117	842,400	-13717	-98.40%	73.8%	-1.20%
	Temp/Agency			5,036				
	*1 Budgeted pay award completed in December Payroll							

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		01/04/2024 CF Balance	In	Out	Balance 31/12/24
310	General Reserve	287,256			287,256
	Ear Marked Reserves				
318	Capital Equipment Fund	-	5,000	4,543	457
320	Capital Contingency Fund	104,421	20,000	17,736	106,685
321	EMR Elections	20,000			20,000
322	EMR Business Recovery Fund	3,204		725	2,479
324	EMR Crime Prevention/Traffic calming	4,357			4,357
326	EMR Conington Partnership	10,000			10,000
327	EMR Covid/Crisis	3,333			3,333
330	EMR Ancient Treasures	3,000			3,000
331	EMR Website	30,151		14,548	15,604
333	EMR Training	6,000			6,000
334	EMR Town Centre (UKSPF)	1,688	260		1,948
337	EMR Toilets	24,012			24,012
339	EMR Public Realm	8,153			8,153
340	EMR Legal Fees	46,406		24,627	21,779
342	EMR Tourism	2,555		400	2,155
343	EMR Marketing	5,000			5,000
344	EMR Conington Neighbourhood Plan	2,519	15,000	7,118	10,401
346	EMR Rotary Biorfne	5,000			5,000
348	EMR Civic	1,000			1,000
349	EMR CL	21,684			21,684
354	EMR Carbon Offsetting	3,000			3,000
355	EMR Property Maintenance	162,468	15,000		177,468
	EMR TOTALS	467,951	55,260	69,097	454,114

Condonation Town Council
Management Accounts 2024-25
TOWN HALL
Dec-24

OK
Monitor
Overspent

Month 9
Percentage 75.0%

TOWN HALL

4000	Staff Costs (re-allocated)
4008	Training
4009	Protective Clothing/H & Safety
4010	Cleaners
4011	Rates
4012	Water
4014	Electricity
4015	Gas
4016	Cleaning materials
4017	Refuse Disposal
4020	Miscellaneous Office Costs
4025	Insurance
4033	Marketing Promotions
4040	Maintenance Contracts
4041	Property Maintenance
4065	Architect/Surveyor Fees
4068	Licences (ind PRS)
6000	Central Overheads Reallocated
4951	Tfr to EMR

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
74,918	56,189	59,658	-3,470	106.2%	79.6%	4.63%
1,000	750	196	554	26.1%	19.6%	-55.40%
660	413	42	371	10.2%	7.6%	-67.36%
8,000	6,000	5,314	686	89.6%	66.4%	-4.58%
26,622	19,892	22,455	-2,564	112.9%	84.7%	9.67%
4,000	3,000	5,400	-2,400	180.0%	135.0%	60.00%
26,950	20,213	14,088	6,125	69.7%	52.3%	-22.73%
26,620	19,440	8,760	10,680	45.1%	33.8%	-41.20%
2,260	1,688	1,644	44	97.4%	73.1%	-1.93%
2,360	1,763	1,521	242	86.3%	64.7%	-10.28%
1,600	1,200	935	265	77.9%	58.4%	-16.56%
12,647	9,485	13,785	-4,300	145.3%	109.0%	34.00%
3,600	2,625	733	1,892	27.9%	20.9%	-54.06%
9,000	6,750	6,442	308	96.4%	71.6%	-3.42%
21,300	15,975	8,227	7,748	51.8%	38.6%	-36.38%
0	0	45,090	-45,090			
4,200	3,150	5,846	-2,696	185.0%	139.2%	64.19%
6,822	4,367	4,354	13	99.7%	74.8%	-0.21%
0	0	15,000	-15,000			
230,629	172,897	219,430	-46,533	126.9%	96.2%	20.21%

3020	Catering costs
3021	Security Supplies

0	0	4,579	-4,579			
0	0	2,310	-2,310			
0	0	6,889	-6,889			

Total Town Hall Expenditure

230,629	172,897	226,379	-53,482	130.9%	96.2%	23.20%
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1009	Rent Rec'd - Museum Notional
1010	Rent Received - 3rd Party Partnership
1011	Rent Received - Internal CTC
1013	Letting Income - Grand Hall
1014	Letting Income - Bridesstones
1015	Letting Income - Spencer Suite
1018	Letting Income - Campbell Suite
1016	Letting Income - Brasserie, Kitchen and Bar
1021	Letting Income - Internal
1022	Letting Income - F&F
1023	Commission- CP
1024	Letting Income- Security
1035	Service Charges - Brasserie
1037	Service Charges - Other
1051	Catering Sales (recharges)
1177	Grant Income- CEC Greener
1199	Miscellaneous Income
1179	Grants Receivable- Salix Project
	Total Town Hall Income
	Net Expenditure over Income

-4600	-3375	-3375	0	100.0%	75.0%	0.00%
-1639	-1150	-1150	0	100.0%	75.0%	0.02%
-26817	-19688	-19688	0	100.0%	75.0%	0.00%
-30000	-22500	-22025	-475	87.5%	73.4%	-1.58%
-18000	-9900	-4032	-5868	40.7%	20.5%	-44.45%
-5000	-3750	-3811	61	101.6%	76.2%	1.22%
0	0	0	0		0.0%	-75.00%
-12000	-6000	-10000	1000	111.1%	83.3%	8.33%
0	-6750	-6776	26	100.4%	75.3%	0.29%
-1000	-750	-2104	1354	280.6%	210.4%	135.40%
-6000	-6000	-6287	287	104.8%	78.6%	3.59%
0	0	-2930	2930		0.0%	-75.00%
-4000	-3000	-2950	-50	75.0%	66.3%	-18.75%
-5000	-3750	-2154	-1596	57.4%	43.1%	-31.92%
0	0	-5071	5071		0.0%	-75.00%
0	0	-15000	15000		0.0%	-75.00%
0	0	-208	208			
0	0	-45090	45090			
-119700	-89613	-152151	62131	189.4%	127.1%	52.06%
110,779	83,084	74,229	8,849	89.3%	67.0%	-7.99%

NOTES

Expenditure Variance 0-100% Green 101-115% Amber 115% over Red

Paid over 10 months not 12
Insufficient budget, has been noted fro 25-26 budgeting
May go overspent, will be monitored
May go overspent, will be monitored

Paid at start of the year, 3 month prepayment journal to complete

Salix Grant project, see below.

Paid at start of the year. Wedding License require prepayment journal out.

CEC Grant (1177-income) transferred to Property Maintenance EMR

Recharged to customers
Recharged to customers

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red

Expected to be under budget, noted for 25-26 budgets.

No budget

Last quarter invoiced in Month 9

Recharged to customers

Next invoice due out January 2025

Next invoice due out January 2025

Recharged to customers

Grant income to be moved out of TH to Property Maintenance EMR

Grant income for Surveyor fees

Condonation Town Council
Management Accounts 2024-25
STREETSCAPE
Dec-24

OK
Monitor
Overspent

Month 9
Percentage 75.0%

STREETSCAPE

4000	Staff Costs
4004	Temp/Casual Staff
4008	Training
4009	Protective Clothing/H & Safety
4013	Office rent
4016	Cleaning Materials
4021	Telephone
4025	Insurance
4041	Property maintenance
4043	Horticultural etc Supplies
4047	Vehicle maintenance/Service etc
4048	Vehicle fuel and oil
4049	Vehicle rental charges
4050	Street Cleansing
4162	General expenditure
4168	Other Expenditure
4951	Tfr from EMR
6000	Central Overheads Reallocated

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
577,073	432,805	435,837	-3,032	100.7%	75.5%	0.53%
0	0	5,036	-5,036			
3,200	2,400	1,337	1,063	66.7%	41.8%	-33.22%
5,900	4,425	4,577	-152	103.4%	77.6%	2.58%
2,000	1,500	1,500	0	100.0%	75.0%	0.00%
8,000	6,000	2,632	3,368	43.9%	32.9%	-42.10%
1,175	881	452	429	61.3%	38.5%	-36.53%
9,150	6,863	9,846	-2,984	143.6%	107.6%	32.61%
1,500	1,125	1,037	88	92.2%	69.1%	-5.87%
14,000	10,500	17,377	-6,877	165.5%	124.1%	49.12%
12,800	9,600	4,992	4,608	52.0%	39.0%	-36.00%
16,285	12,214	11,041	1,173	90.4%	67.8%	-7.20%
77,880	58,410	62,704	-4,294	107.4%	80.5%	5.51%
8,000	6,000	6,468	-468	107.8%	80.9%	5.85%
5,300	3,975	3,774	201	94.9%	71.2%	-3.79%
0	0	24,637	-24,637		0.0%	-75.00%
0	0	11,387				
44,832	33,624	33,537	87	99.7%	74.8%	-0.19%
787,095	590,321	616,387	-26,463	104.2%	78.2%	3.19%

3030	Purchases for recharging
1165	CEC - Income
1167	External work income
1184	Other income
1199	Miscellaneous
1040	Recharges
	Streetscape Income
	Net Expenditure over Income

0	0	8,158	-8,158		0.0%	0.00%
-419,256	-314,442	-314,442	0	100.0%	75.0%	175.00%
-15,000	-11,250	-14,587	3,337	129.7%	97.2%	204.66%
-12,000	-9,000	0	-9,000	0.0%	0.0%	75.00%
-900	-675	-695	20	100.0%	77.2%	177.96%
0	0	-36	36		0.0%	75.00%
-447,169	-335,387	-328,790	-6,607	98.3%	73.7%	173.33%
339,699	254,954	293,795	-40,229	115.2%	85.4%	-40.23%

Expenditure Variance 0-100% Green 101-116% Amber 116% over Red

No budget

Paid at start of the year.

Overspent, Noted by Council CTC/63/2425

Will be overspent due to new vans. 3 replaced CTC/63/2425
Per requirements, will be monitored.

Roundabout works, grant due in
Polytunnel repairs CTC/36/2425, transfer from Capital EMR reserve

No budget

Income Variance 100% Green, 75% to 99% Amber, 0%-75% Red
Three of four payments received

Contract did not go ahead

Conleiton Town Council
Management Accounts 2024-25
CONGLETON INFORMATION CENTRE
Dec-24

Month 9
Percentage 75.0%

TOWN HALL

CONGLETON INFORMATION CENTRE

3000 Stock at 1st April
3041 3rd Party ticket resales
3042 Books, Maps, Guides resale
3043 Souvenirs for resale
3044 Stamps for resale
3046 Local Produce for resale
3047 Theatre gift cards for resale
3048 Food & Drink for resale
3049 CTC Merchandise
3999 Stock at 31st March 2022

Direct Expenditure

4000 Staff costs
4011 Rates
4013 Rent Payable
4162 General Expenditure
6000 Central Overheads Reallocated

Indirect Expenditure

1041 Third Party Ticket Sales
1042 Books, Maps, Guides sales
1043 Souvenir sales
1044 Stamp Sales
1045 Photocopy sales
1046 Local Produce for resale
1047 Theatre gift cards
1048 Food and Drink sales
1049 CTC Merchandise sales

Income

Total Income

Net Expenditure over Income

Third Party
OK
Monitor
Overspent

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
0	-	-	-	0.0%		
73,150	54,863	63,145	- 8,283	115.1%	86.3%	11.32%
2,850	2,138	536	1,602	25.1%	18.8%	-56.19%
2,375	1,781	1,559	222	67.0%	65.6%	-9.36%
600	375	223	152	60.6%	44.6%	-30.40%
3,800	2,850	2,859	- 9	100.3%	75.2%	0.24%
150	113	57	56	60.7%	38.0%	-37.00%
1,197	898	619	279	69.0%	51.7%	-23.29%
0	-	-	-	0.0%	0.0%	-75.00%
0	-	-	-	0.0%	0.0%	-75.00%
84,022	63,017	66,998	- 5,982	109.5%	82.12%	7.12%
60,704	45,528	45,700	- 172	100.4%	75.3%	0.28%
5,069	3,801	4,808	- 1,007	128.6%	94.9%	19.87%
7,600	5,625	5,625	-	100.0%	75.0%	0.00%
2,000	1,500	1,735	- 235	115.7%	86.8%	11.75%
4,807	3,605	3,528	77	97.9%	73.4%	-1.61%
80,079	60,059	61,398	- 1,337	102.2%	76.7%	1.67%
-77,000	- 57,750	- 67,438	9,688	118.6%	87.6%	12.58%
-3,000	- 2,250	- 952	- 1,298	42.3%	31.7%	-43.27%
-2,600	- 1,875	- 1,291	- 584	68.9%	51.6%	-23.36%
-400	- 375	- 262	- 113	69.9%	52.4%	-22.60%
-300	- 225	- 317	92	140.9%	105.7%	30.67%
-4,000	- 3,000	- 3,436	436	114.0%	85.9%	10.90%
-150	- 113	- 218	106	193.8%	145.3%	70.33%
-1,260	- 945	- 863	- 82	91.3%	68.5%	-6.51%
0	-	-	65	0.0%	0.0%	-75.00%
-86,710	- 66,633	- 74,640	8,308	112.6%	84.4%	9.36%
-86,710	- 66,633	- 74,640	8,308	112.6%	84.4%	9.36%
75,391	66,643	65,654	989	98.3%	73.7%	-1.31%

NOTES

Expenditure Variance 0-100% Green 101-116% Amber 116% over Red

Yellow are 3rd party expenditure, traffic lights CTC

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

Third Party Income see corresponding expense line

50% of invoice paid, switching to Direct Debit for remainder

As per requirement, includes card payment bank charges

Yellow are 3rd party income, traffic lights our own income

Income Variance 100% Green, 76% to 99% Amber, 0%-75% Red

Third Party expenditure

Third Party expenditure

Third Party expenditure

Third Party expenditure

No budget, old stock

Conleiton Town Council
Management Accounts 2024-25
PADDLING POOL
Dec-24

Month 9
Percentage 75.0%

STREETSCAPE

4000 Staff Costs
4008 Training
4009 Protective Clothing/H & Safety
4012 Water
4014 Electricity
4039 Pool Chemicals
4041 Property Maintenance*
4042 Grounds Maintenance
4162 General expenditure
4970 TfIs from Cap Contingency
6000 Central Overheads Reallocated

Pool Expenditure

OK
Monitor
Overspent

ANNUAL BUDGET	BUDGET TO M9	ACTUAL SPEND TO M9	E VARIANCE OF M9 BUDGETS	% SPENT AGAINST M9 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M9 EXPECTED
32,265	24,199	15,491	8,708	64.00%	48.0%	-26.99%
3,000	2,250	0	2,250	0.00%	0.0%	-75.00%
320	240	184	56	76.67%	57.5%	-17.50%
5,102	3,827	830	2,997	21.69%	16.3%	-58.73%
2,000	1,500	3002	-1,502	200.13%	150.1%	75.10%
3,900	2,925	3456	-531	118.16%	88.6%	13.62%
4,300	3,225	4565	-1,340	141.65%	106.2%	31.16%
0	0	13424	-13,424	0.00%	0.0%	0.00%
1,000	750	1480	-730	197.33%	148.0%	73.00%
0	0	-13424	13,424	0.00%	0.0%	0.00%
2,507	1,880	1975	5	99.72%	74.8%	-0.21%
64,394	40,796	30,689	9,919	75.10%	66.6%	-16.22%

NOTES

Expenditure Variance 0-100% Green 101-116% Amber 116% over Red

Insufficient budget

Spends are over pool season not 12 months

Pump replacement required.

Approved by Council CTC/42/2324

Omnify booking system subscription not budgeted, now cancelled.

Resurfacing pathway completed

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council														
MEETING DATE AND TIME	1 st May 2025 7.00 pm	LOCATION	Congleton Town Hall												
REPORT FROM	Serena Van Schepdael: R.F.O														
AGENDA ITEM REPORT TITLE	7.1 Publication Scheme review														
Background	<p>In accordance with the Information Commissioners Office under Freedom of Information rules and requirements Town and Parish Councils must have a Publication Scheme and we must publish information proactively. To help us do this the ICI has created a model Publication Scheme which can be accessed via this weblink: https://ico.org.uk/media2/migrated/1153/model-publication-scheme.pdf</p> <p>Our current Publication Scheme was last updated in 2018, since then we have introduced new policies within our Constitution and some information on the current document is out of date.</p>														
Update -	<p>See Appendix 1 for the draft updates.</p> <p>Updates: In all sections, removed Hardcopy option where the document is available on the website, and removed website where the document is not available on the website.</p> <table><tr><td>Section</td><td>Info</td></tr><tr><td>Introduction</td><td>Added introduction: Including note on charges.</td></tr><tr><td>Removed column of charges</td><td>All information is available via the website. If a printed copy of any policy is requested the Charges information is now at the bottom of the document, removed different charges for different documents.</td></tr><tr><td>Section 1</td><td>Removed old policies. About the Town Council, some of these documents are not easily available on the website as they are part of other policies/pages, so this information has been added to the publication scheme as an appendix.</td></tr><tr><td>Section 2</td><td>Updated document</td></tr><tr><td>Section 3</td><td>Removed outdated documents</td></tr></table>			Section	Info	Introduction	Added introduction: Including note on charges.	Removed column of charges	All information is available via the website. If a printed copy of any policy is requested the Charges information is now at the bottom of the document, removed different charges for different documents.	Section 1	Removed old policies. About the Town Council, some of these documents are not easily available on the website as they are part of other policies/pages, so this information has been added to the publication scheme as an appendix.	Section 2	Updated document	Section 3	Removed outdated documents
Section	Info														
Introduction	Added introduction: Including note on charges.														
Removed column of charges	All information is available via the website. If a printed copy of any policy is requested the Charges information is now at the bottom of the document, removed different charges for different documents.														
Section 1	Removed old policies. About the Town Council, some of these documents are not easily available on the website as they are part of other policies/pages, so this information has been added to the publication scheme as an appendix.														
Section 2	Updated document														
Section 3	Removed outdated documents														

	Section 4	No updates
	Section 5	Updated Policy titles where required and added all new policies introduced since the last review of the document.
	Section 6	Added missing documents
	Section 7	Removed documents no longer in use.
	Extra	Once the new website in place the webpage to find the documents will be updated. Added version control
	<p>The updated draft was approved by Finance and Policy on 27th March 2025. Going forward the Publication Scheme will be updated as an operational task by the RFO according to changes in policies and documents, it has been presented to the Council for awareness that the document is in place and that is fulfilling requirements for Freedom of Information and Transparency.</p>	
Decision Request	<p>1. To approve draft updates to the Publication Scheme Document and adopt it into the constitution.</p>	

CONGLETON TOWN COUNCIL: Publication Scheme- Information Guide

INTRODUCTION

The Information Commissioner's Office has a model publication scheme to help local councils make relevant information available to the public. The Town Council adopted this scheme in October 2016 and we are always working to improve the quality and accessibility of the information available to the public under the scheme.

The scheme is available as a list below.

Material which is published and accessed on a website will be provided free of charge.

Policies and documents are available on our website for downloading. If printed copies are requested charges may be made for actual disbursements incurred for information not available online such as below, our charges are noted at the bottom of this document:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

If you have any questions about the publication scheme please contact the Chief Officer by email on info@congleton-tc.gov.uk.

Information on the Publication Scheme requirements can be found at Publication schemes: <https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/>

This Publication Scheme has been created using the Model Scheme from The Information Commissioner guidance.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED/WEBSITE PAGE/MENU	
Class 1 – Who we are and what we do		
Where to find us-Location and map	Hard Copy Web Site: Your Council	
Committee Structure-current only	Web Site: Your Council	
About the Town Council-extract from Constitution Background to the Town Council How the Council operates How decisions are made Citizens' Rights Role and functions of councillors, Mayor & Deputy Mayor Honorary Burgesses	Within the Publication Scheme document, Appendix 1	
Council and Committee Membership	Web Site: Committee Meetings	
Contact details for councillors	Newsletters Web Site: Meet the Councillors	
Officer Management Structure	Web Site: Meet the Team	
Contact details for Chief Officer and Managers	Newsletter Web Site: Your Council	
Ward details	Website: Meet the Councillors	
Summary and Explanation	Website: Constitution	
Class 2 – What we spend and how we spend it		
Financial Regulations-current only	Website: Constitution	
Standing Orders for Contracts-current only	Website: Constitution	
Approved Budget (including balances & Precept)-current and previous 3 years	Website	
Approved Budget & Precept-one page summary	Web Site: Constitution and Finance	
Investment Policy and Investment Strategy Policy-current only	Website: Constitution	
Procurement Policy-current only	Website: Constitution	
Grants & Funding Policy and Grants Criteria-current only	Website: Constitution	
Mayor's Allowance Scheme-current only	Website: Constitution	

Medium Term Financial Strategy and Medium Term Financial Strategy-current only	Website: Constitution	
Annual return form and report by auditor-latest or previous 3 years	Hard Copy Website: Finance	
Annual Accounts-most recent and previous 3 years	Hard Copy Website: Finance	
Financial Management Report-most recent only	Website: Committees and Meetings; Finance Agendas	
Borrowing Approval Letters-within last 3 years	Website: Finance	
Grants received	Website: Finance	
Grants given –List for current financial year and 3 previous years	Website: Finance	
Grants given-last full year	Website: Finance	
List of current contracts awarded and value of contract	Website: Finance	
Members' allowances and expenses (No allowances are paid to Councillors other than Mayor & Deputy Mayor)	Website: Finance	
Reserves Policy	Website: Constitution	
Class 3 – What our priorities are and how we are doing		
Annual Report-Current and Previous 3 years	Hard Copy	
External Audit Report-latest or previous 3 years	Hard Copy, Website: Finance	
Internal Report-Final or Interim (latest or previous 3 years)	Hard Copy, Website: Finance	
Business Plan 2020-2023	Website: Constitution	
Class 4 – How we make decisions		
Information & Data Protection Policy	Website: Constitution	

Minutes of Annual Town Meeting-latest and previous year	Website: Committees and Meetings	
Reports to Annual Town Meeting-latest and previous 3 years	Website: Committees and Meetings	
Timetable of meetings (Council, any committee/working group meetings, and parish meetings) current & last year	Hard Copy Website: Committees and Meetings	
Agendas of meetings- current & previous 3 years	Website: Committees and Meetings	
Minutes of meetings –current & previous 3 years)	Website: Committees and Meetings	
Reports presented to council meetings-current & previous 3 years – Nb. this will exclude information that is properly regarded as private to the meeting.	Website: Agenda in Committees and Meetings	
Responses to consultation papers	Hard Copies	
Responses to planning applications	Website: Committees and Meetings: Planning minutes	
Bye-laws-where applicable	Hard Copies	

Class 5 – Our Policies and Procedures	All in Constitution	
Standing Orders	Website	
Quality Policy	Website	
Customer Care Policy	Website	
Terms of Reference of Committees & Delegation Scheme	Website	
Communications & Social Policy	Website	
Members Code of Conduct	Website	
Officers Code of Conduct	Website	
Protocol on Member/Officer Relations	Website	
ICT Policy	Website	
Environmental Policy	Website	
Policies and procedures for the provision of services and about the employment of staff.	Website	
Community & Marketing Policy	Website	
Child & Vulnerable Adult Policy	Website	
Equality policy	Website	

Commented [SV1]: Place alphabetically / match website order

Health and Safety Policy	Website	
Current employment vacancies	Website	
Job Descriptions & Person Specifications of current posts	Web Site for vacancies	
Publication Scheme & Information Guide	Website	
Complaints Code & Procedure	Website	
	Website	
Document Retention Policy	Website	
Schedule of charges for Town Hall	Website	
Pension Discretion Policy	Website	
Banners, A-Boards & Signage Policy	Website	
CCTV Policy	Website	
Complaints Policy	Website	
Customer Care and Complaints Policy (Vexatious Policy)	Website	
Data Privacy Notice	Website	
Document Retention Policy	Website	
Drug and Alcohol Testing Policy and Procedures	Website	
Flag Flying Policy	Website	
Prohibiting Weapons in the Workplace	Website	
Town Hall Equipment Policy	Website	
Town Hall Letting Policy	Website	
Training and Development Policy	Website	
Volunteer Policy	Website	
Civic Protocol	Website	
Employee Handbook	Website	
	Website	
	Website	
Class 6 – List and Registers		
Members Declaration of Acceptance of Office	Hard Copy	

Candidates at last election	Hard Copy	
Fixed Assets Register-current and previous 3 years	Website: Constitution	
Register of members' interests	Website: Meet the Councillors	
Register of gifts and hospitality	Website: Constitution	
Business Risk Assessment	Website: Constitution	
Disaster Recovery & Business Continuity Plan	Website: Constitution	
Class 7 – The services we offer		
Town Ancient Records	Available for inspection by appointment	
Allotments	Website: News	
Paddling Pool	Website: News	
Town Hall	Website: Town Hall	
Additional Information		
Glossary of Terms & Acronyms	Website: Constitution	
Bear Necessities Newsletter-current and for previous year	Hard Copy Web Site	
Town Guide-current	Hard Copy Web Site	
Press releases-previous year only	Hard Copy Web Site	
Information relating to the last Periodic Electoral Review of the Council's area	Hard Copy	
Information relating to the latest Boundary Review of the Council's area	Hard Copy	
Congleton Partnership's Constitution	Hard Copy	
Congleton Shopping Guide	Hard Copy Web Site	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	
Disbursement Cost	Photocopy @ 10.p per sheet (black & white)	
	Photocopying @ 20 p per sheet (colour)	
	Postage: Actual cost	

Please note, document charges are based on photocopy costs, however these may be varied where documents have to be compiled specially. In some cases, where a small number of documents only are requested, we may decide not to charge if the administrative cost of raising the charge is disproportionate.

APPENDIX 1

HOW THE COUNCIL OPERATES

- Congleton Town Council has 22 Councillors serving five wards. Councillors are not paid and are elected every four years to serve the people living and working in their area. Congleton Wards are: West Ward (West Heath), North Ward (Lower Heath), Central Ward (Astbury Mere), North east Ward (Buglawton), South East Ward (Mossey & Timbersbrook). The terms of office of Councillors is four years.
- Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties which includes the declaration of interests in matters considered by council. The Council adopted its revised Members Code of Conduct in January 2020. Cheshire East Council is responsible for promoting and ensuring the standards of conduct by unitary and town Councillors. Their Monitoring Officer deals with complaints about the behaviour of Councillors under the Code.

- All Councillors meet together as the full council approximately every two months. The Annual Town Council is held in May, with ordinary meetings every second month. The budget for the forthcoming financial year is decided at the latest in January. It is at full council that members decide the Council's overall policies, set the budget each year and deal directly with the more major issues. Each year at the annual meeting Councillors elect a Town Mayor; who also holds the statutory position of Chair, and a Deputy Mayor.
- The Council appoints committees which deal with the more detailed or routine items of business. Certain decisions may be delegated by full council to these committees, all other items are dealt with as recommendations to be ratified at a meeting of full council. Council also establishes working parties or sub-committees, which do not usually have decision making powers but look at the detail of future policy or services in a depth and make recommendations to the parent Committee.

The Council has a number of committees:-

- Finance and Policy Committee; Personnel Committee; Planning Committee; Town Hall and Assets Committee; Environment Committee and Community Committee. Our Committees can be found here: [Committee Meetings - Congleton Town Council](#)
- There are also a number of Working Groups within the Council. Working group are sub-committees of one of the main Committees, and are created to discuss projects and approvals of those Committees, working groups have no authorisation to make final decisions and they do not have spending powers. Our working groups can be found here: [Working Groups - Congleton Town Council](#)

HOW DECISIONS ARE MADE

- All formal meetings of council and its committees are subject to statutory notice being given, and the Council publishes an annual programme each year. Meetings are always publicised on the web site. All formal meetings are open to the public and press. Reports to those meetings and relevant background papers are available for the public to see.
- Occasionally, council or committees may need by law to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public. Minutes from all formal meetings, including the confidential parts are public documents.

THE COUNCIL'S STAFF

- The council has people working for it (called 'officers'). The Organisational Chart for Congleton Town Council is available on the website. Officers implement decisions and manage the day-to-day delivery of its services. The Chief Officer has specific duties as the "Proper Officer" to ensure that the council acts within the law.
- The Council have a Responsible Finance Officer which is a statutory role to ensure that financial best practice is followed.

- Our Staff Structure can be found here: [Meet the Team - Congleton Town Council](#)

CITIZENS' RIGHTS

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes..

Citizens have the right to:

- Vote at local elections if they are registered;
- Contact their local Councillor about any matters of concern to them;
- View a copy of the Constitution;
- Attend meetings of the Council and its committees except where, for example, personal or confidential matters are being discussed;
- Speak in the appropriate part of Council and committee meetings;
- Film, photograph or make an audio recording of the meeting for the benefit of those not attending, providing it is not disruptive.
- Present a petition to the Council;
- Complain about any aspect of the Council's services. (If a complaint in the usual way does not bring satisfaction, the Council has a formal Complaints procedure);
- Complain to the Cheshire East Council's Monitoring Officer if they have evidence which shows that a Councillor has not followed the Council's Code of Conduct;
- Inspect the Council's accounts and make their views known to the external Auditor who checks the Council's financial management and expenditure.
- View and in most cases obtain copies of documents set out in the Council's publication scheme.

The Council welcomes participation by its citizens in its work and welcomes interested people at its meetings.

ROLES AND FUNCTIONS OF ALL COUNCILLORS

All Councillors, whatever their formal position on the council, share common roles and responsibilities.

(a)Key Roles

All Councillors will:

- collectively be the ultimate decision makers;
- represent their communities and bring their views into the council's decision-making process;
- contribute to the good governance of the area and can encourage community participation decision making;
- balance different interests identified within the ward and represent the ward as a whole;
- participate in the governance and management of the council;

- maintain the highest standards of conduct and ethics.

(b) Rights and Duties

- Councillors will have such rights of access to such documents, information, land, and buildings of the council as are necessary for the proper discharge of their functions and in accordance with the law.
- Councillors will not disclose information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.
- Unless specifically authorised to do so by the Council or a committee, a Member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council.

ROLE AND FUNCTION OF THE MAYOR

- The Mayor has a statutory role and that is to chair meetings of full Council. In doing so, will promote political neutrality.
- The Mayor will have a key role in promoting the town and will act as the Town Council's representative at official events.
- The Mayor will be elected from amongst the Councils members by full Council at its Annual Meeting and holds office for a year.

DEPUTY MAYOR

- The Council appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Mayor when the Mayor is not present, or unable to fulfil that function.

VERSION CONTROL	
Previous Version Approval date	10 th May 2018
Current Version FAP Review Date	27 th March 2025
Current Version Approval Date	
Current Version Approval Reference	

**MINUTES OF THE MEETING OF THE COMMUNITY COMMITTEE HELD ON
30.01.25**

CONGLETON TOWN COUNCIL

For the papers discussed at the meeting, please see the [Agenda and Papers of the Community Committee on 30 January 2025](#)

PRESENT: Committee members:

- Cllr Richard Walton (Chair)
- Cllr Glen Williams (Vice Chair)
- Cllr Dave Brown
- Cllr Suzy Firkin
- Cllr Emma Hall
- Cllr Sally Ann Holland
- Cllr Susan Mead
- Cllr Shaun Radcliffe

Ex Officio: Cllr Kay Wesley (Mayor),

Non-Committee Members: Cllr Robert Douglas

Officers: David McGifford, Chief Officer

Members of Press 0

Members of Public 2

1. Apologies for Absence

Apologies were received from Cllrs Cllr Mark Edwardson

2. Minutes of Previous Meetings

CO/32/2425 resolved to approve and sign the [Community Committee minutes](#) held on 11 November 2024 as a correct record.

3. Declaration of Interest

Declarations were received by Cllrs Emma Hall and Sally Ann Holland on matters relating to Cheshire East Council, Glen Williams on item 14 and Richard Walton 13.2 Pride Flag proposal

4. Questions from Members of the Public

There was a question and a statement read out by a member of the public, see Appx 1

5. Urgent Items

Cllr Mead raised an urgent item relating to the fatalities at Congleton railway station

6. Cheshire Police

Sergeant James Bell provided explanations for councillors against the statistics provided within the meeting. Discussions took place with regard to -

- A more proactive approach to reduce the use of drugs including the use of drug sniffer dogs
- An overall increase in police presence
- Shoplifting
- Impact in the loss of funding for My CWA
- PCSO's not being replaced when they leave (not currently impacting on Congleton)

7. White Ribbon Working Group

CO/33/2425 resolved to receive the notes of the White Ribbon Working Group meeting held on 15th January 2025 and note the report about White Ribbon Day 2024.

7.1 Drink Spiking Test Kits

CO/34/2425 resolved to note the report and that comments were made about the very quick impact spiking can have on an individual.

Also commented that publican awareness training of spiking should become mandatory and a requirement when being granted their Licence.

Actions

- Further investigation is required into making spiking training mandatory.

8. Committee updates

CO/35/2425 resolved to note the community updates which also included a verbal update on the legalities required for Pedlars to sell merchandise at events.

9. Community Safety Working Group

CO/36/2425 resolved to receive the notes of the Community Safety Working Group meetings held on 5th December 2024 and note the report from the Chair.

10. Communications Update

CO/37/2425 resolved to receive the report from the Town Council's Communications and Marketing Officer, Debbie Coxon, highlighting the Town Council's Communications activities for the last 90 days (25 Oct-22 Jan).

11. Congleton Community Projects

A verbal update was provided by the Chief Officer outlining that the Food and Drink Festival will be managed by the Town Council, Congleton Community Projects will support the transition of this event for 2025. The Service Level Agreement will be drafted to reflect this change as well as the support still required from Congleton Community Projects.

12. VE Day 80th Anniversary Event

CO/38/2425 resolved to receive an update on the plans for VE Day 80th Anniversary Event.

Actions

- To see if there are any veterans interested in attending the event – enquire via the Royal British Legion.
- The need to acknowledge VJ Day on August 15th and to generate a schedule of memorial dates over the next few years.
- Clarity is required as to where memorial flags are hung i.e. Cenotaph or Town Hall.

13. Town Centre

13.1 Town Centre Safety CO/39/2425 resolved to progress the measures outlined within the report

Actions

1. To generate an indicative cost and attend the Community Safety Working Group to discuss.
2. Investigate the use of CCTV to identify cars that are ignoring the highway restrictions for Bridge Street

20.55 hrs Request to extend the meeting the meeting beyond 21.00hrs for items 13.2 and 14

CO/40/2425 resolved to approve the extension of the meeting beyond 21.00 hrs

13.2 Town Centre Flag Proposal CO/41/2425 resolved to approve the progression of this project and present updates at future committee meetings.

14. Congleton Partnership Updates

CO/42/2425 resolved to receive a report from Congleton Partnership on activities for 2025.

Cllr Richard Walton
Chair of Community Committee
Meeting finished 21.15
Appendix 1

Question From Val Scaresbrook – Community Meeting 30.1. 2025

Appendix 1

Question

Could this committee consider promoting the role of the town council to schoolchildren? As civics is not taught per se in schools, the result is that many residents are unaware of how local government works. This leads to a lot of frustration and perception of lack of voice, resulting in lack of engagement. Instead there is misinformed and toxic exchanges on social media. Could the council work with schools, perhaps with 8 year olds and upwards, to engage and inform them? Perhaps school visits to the town hall, mini council-style meetings, informing how decisions are made, who makes them and who implements them, how the council is governed and what dictates this.

Response

Currently we are offering Town Hall Tours which are designed to get more people especially young people into our Town Hall and educated about the work of the Town Council. We have been trying them out with Cubs/Scouts and Brownies/Guides as well as an American wedding party. The format of that we are currently following is

- The Group is greeted by the Town Mayor and Town Crier.
- The story of Congleton Town and the Charter, plus 'Beartown' explanation and a couple of prominent Congleton historic figures (Elizabeth Wolstenholme Elmy and John Bradshaw), in the Bridestones Suite, with a team quiz.
- Description of the Town Council today, who is on it and what it is for, again in quiz format.
- Close-up look at the Town Treasures including the Congleton Royal Mace, the Town Charter and the Regalia, with video.
- Short Tour of the Town Hall, learn about the secret tunnels, the display cabinet and the Great Hall balcony
- Downstairs to the Great Hall for refreshments, photos 'in the Mayor's robes' and have a go at ringing the Town Crier's bell!

The intention was always to invite both Primary and High Schools which at times has proven difficult so part of our considerations is to actually present the workings and the history of the Town Council at both of the high schools so they do have the greater awareness for when they leave school as you alluded to within your question

Statement from Congleton Sustainable Travel / Congleton Climate Action Group

Congleton Sustainable Travel, Congleton Climate Action Group, is pleased to give an update regarding barriers to people with disabilities on the Biddulph Valley Way. We've been told by Cheshire East Council's Green Infrastructure Team that those on the level section will be removed by spring 2025. Unfortunately the problematic Bromley Rd access point cannot be improved until funding is obtained for a new design and its implementation.

We'd like to thank councillors and officers for their support in this.

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 23rd January 2025

For the papers discussed at the meeting, please see the [Agenda & Papers – 23rd January 2025](#)

In attendance:

Committee members: Cllrs

Suzie Akers Smith - Chair
Liz Wardlaw – Deputy Chair
Suzy Firkin
Sally Ann Holland
Amanda Martin
Susan Mead
Heather Pearce
Glen Williams

Non-Committee members: Cllrs

David Brown
Robert Douglas

Ex-Officio Members: Cllr Kay Wesley – Mayor, Cllr Robert Brittain – Deputy Mayor

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Mark Worthington - Town Hall Manager

Minutes

1. Apologies for absence

Apologies for absence were received from:
Cllrs Mark Edwardson and Arabella Holland.

2. Minutes of Previous Meetings

THAS/23/2425 Resolved to approve and sign the minutes of the meeting of the Town Hall, Assets and Services Committee held on 31st October 2024.

3. Declarations of Interest

Declarations of interest were received from Cllrs Dave Brown, Sally Ann Holland and Liz Wardlaw for Cheshire East Council.

4. Outstanding Actions

No outstanding actions.

5. Questions from Members of the Public

No questions from members of the public were received.

6. Urgent Items

No urgent items.

7. Management Accounts Town Hall

THAS/24/2425 Resolved to accept the Management Accounts Town Hall to 30th November and to note the content of the summary report.

8. Paddling Pool Accounts

THAS/25/2425 Resolved to accept the Paddling Pool accounts to 30th November 2024 and to note the content of the summary report.

Action – Future Paddling Pool Account reports to reflect the figures over the season of the pool rather than the complete year.

9. Management Accounts for Congleton Information Centre

THAS/26/2425 Resolved to accept the Information Centre accounts to 30th November 2024 and to note the content of the summary report.

10. Town Hall Decarbonisation Updates

THAS/27/2425 Resolved to receive the report relating to Town hall Decarbonisation Updates.

Action – Presentation by Pearson Surveyors with full decarbonisation figures when the Tender contract is presented to the Council.

11. Review of Town Hall Hire Charges and 2025/26

THAS/28/2425 Resolved to agree the existing Town Hall Hire Charges remain in place for 2025/26 and recommend these to Council for approval and adoption into the Constitution.

Action – Continue and further promote Town Hall Tour bookings.

Action – Research option for Board Game Evenings at the Town Hall. Contact Cllr Heather Seddon on this matter.

Action – Future discussion on Youth Council and opportunities for younger residents to use the Town Hall.

12. Cheshire East Grit Bins

THAS/29/2425 Resolved to contact Cheshire East Council and request they supply CTC with an agreed amount of grit to be distributed to grit bins by Streetscape staff.

13. Resolution to Exclude the Public and Press from Item 14

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 private staffing matters.

THAS/30/2425 Resolved to exclude members of the press and public from the meeting due to private staffing matters.

14. Commercial Partner Bar & Catering

THAS/31/2425 Resolved to continue working with the current commercial partner, Mark's Events, to deliver catering and bar services at Congleton Town Hall with the following conditions:

- 1-year extension with 12-month rolling contract
- Meet standards according to the Food Standards Agency including Customer Allergen Symbols & Ingredients Awareness labelling
- Safer Food Better Business Training
- CEC Environmental Rating to be displayed and Health Inspection
- Regular meetings with the nominated CTC Officer to check on feedback
- Options to use Bluey's area for potential CTC bookings

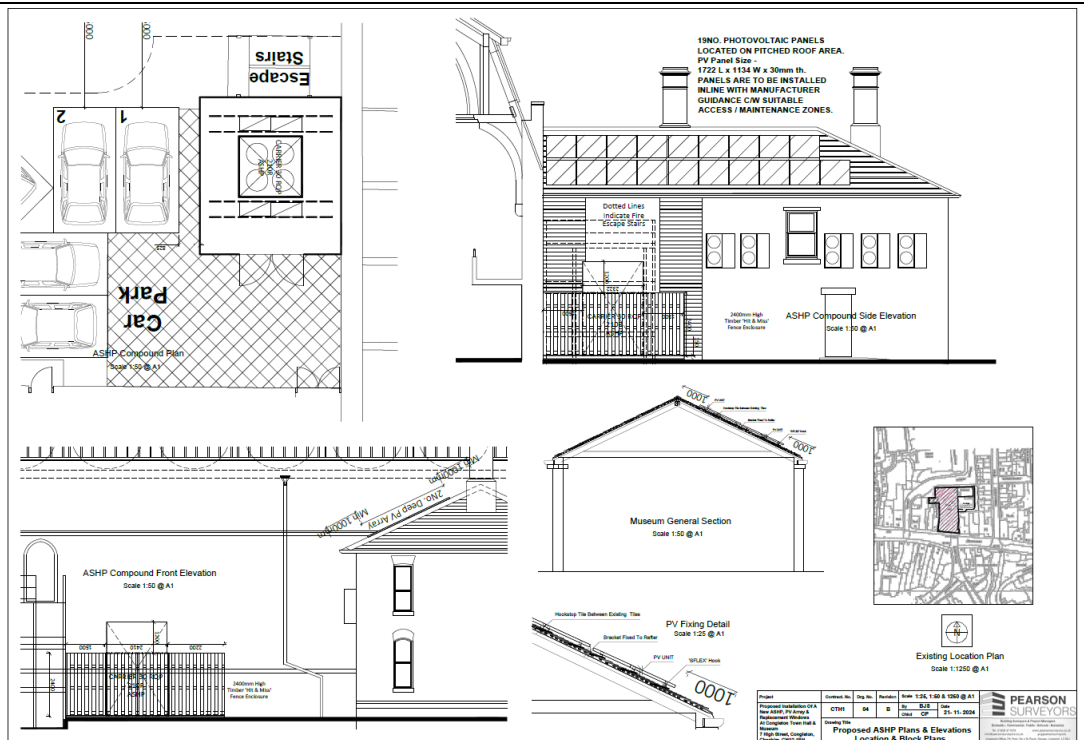
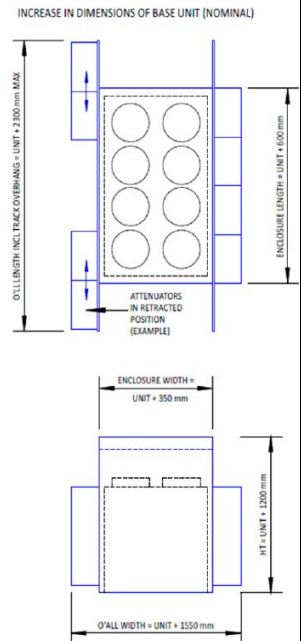
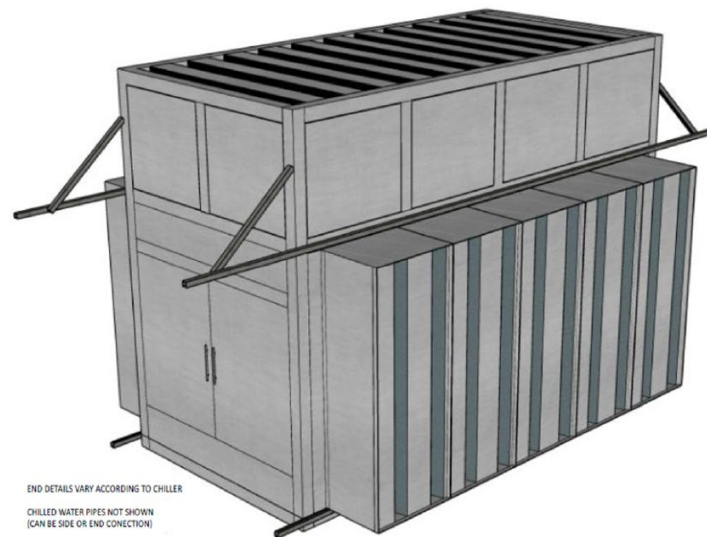
**Cllr Suzie Akers Smith
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council																
MEETING DATE AND TIME	1 st May 2025 7 pm	LOCATION	Congleton Town Hall														
REPORT FROM	Chief Officer																
AGENDA ITEM REPORT TITLE	9.1 Town Hall Decarbonisation Project																
Background Summary	<p>On the 19th of March 2024 we received a grant offer from Salix which was approved by Council on the 5th of April 2024. The key financial information within the grant offer was as follows –</p> <table><tr><td>Total Project Value</td><td>£437,374</td></tr><tr><td>SALIX grant</td><td>£357,683</td></tr><tr><td>CTC match funding required</td><td>£79,691</td></tr></table> <p>The year 1 grant award from Salix was £57,683 which was to appoint a Company to project manage through to detailed designs and tender.</p> <p>Year 2 Grant – delivery of projects £300,000 CTC match funding £79,691</p> <p>In year 1 the Council went out to tender for the design/tender stage phase and had 5 responses. Following interviews the Council agreed that Pearsons would be appointed to undertake this work.</p> <table><tr><td>Pearsons quoted</td><td>£49,750</td></tr><tr><td>leaving a balance of</td><td>£7,933 for surveys etc.</td></tr></table> <p>Additional Grant The Cheshire East scheme for Improved, Greener, Community Facilities Fund offered a grant of £15,000 which can also be used for environmental projects, this needed to be spent by March 31st 2025. (75% of projects up to £20k). Cheshire East, are supportive of the need to go beyond 31st March due to delays with planning applications and Listed Building Consent. This was earmarked as a contribution towards the installation of new glazing to the front of the Town Hall (see report 9.2)</p> <table><tr><td>This additional grant would take the overall grant for year 2 to</td><td>£315,000</td></tr><tr><td>The contribution from CTC would increase by £5,000 to</td><td>£84,691</td></tr></table> <p style="text-align: right;">Total £399,691</p>			Total Project Value	£437,374	SALIX grant	£357,683	CTC match funding required	£79,691	Pearsons quoted	£49,750	leaving a balance of	£7,933 for surveys etc.	This additional grant would take the overall grant for year 2 to	£315,000	The contribution from CTC would increase by £5,000 to	£84,691
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The contribution from CTC would increase by £5,000 to	£84,691																
Planning consent	<p>1. Planning Applications and Listed Building Consent were submitted to Cheshire East on 8th & 9th of January 2025 with a target date of the 5th & 6th of March. The target date was changed to 28th March 2025 for further surveys regarding the acoustic enclosure required for the ASHP. An overnight acoustic survey was carried out on 15.01.25 to ensure noise emissions from the ASHP remain within acceptable limits and do not</p>																

	<p>reserves either for replacement gas boilers (approx. 2 years left on our current ones) or the next decarbonisation project that has the requisite amount of match funding</p> <p>8. Income via solar scheme on the museum will generate an income of circa £1500 to £1800 per annum</p>
Financial Impact of additional items	<p>1. Electricity Supply During the early stages of the project a review was undertaken of the current electricity supply within the town hall, taking into consideration the electricity supply required to support an air source heat pump. The outcome of this showed that the expected usage would be very close to the existing electricity supply thus creating a risk at peak times.</p> <p>Another consideration was that our commercial kitchen is predominantly gas which meant that we could not replace gas-supplied catering equipment with electric ones. The only solution would be to increase the electricity supply into the building through the District Network Operator (DNO)</p> <p>The quote that was given for this work is £84,500</p> <p>2. Location and requirements for the air source heat pump.</p> <p>Various options were considered for the location of the air source heat pump which ideally would be as close to the current network that feeds the central heating within the town hall.</p> <p>The only option that was viable was the car park next to the town hall and behind the museum as this was closest to the heating network.</p> <p>One of the main issues with the location was its proximity to the rear of properties on Lawton Street and a residential flat behind a shop on High Street.</p> <p>As previously stated within the planning information there was a requirement for acoustic tests to be undertaken which would advise on the type of enclosure required for the air source heat pump. When we received the guidance I think it is fair to say we were surprised with the scale of the enclosure (see images below) and the fact that the piping from the air source heat pump would run outside of the grand hall</p> <p>The cost of the acoustic enclosure is £27,000</p> <p>Both of these account for £111,500</p>



ASHP and acoustic enclosure measures 6.1m long x 5.3m wide x 3.6m high


Water pipes will be located on the exterior of the Grand Hall wall from ASHP and run above the fire exit door, before dropping into the existing boiler room.


Knowledge gained



As with every project we have gained a lot of knowledge and experience in dealing with environmental funding and the practicalities of delivering this type of project in our Grade 2 listed building. We genuinely feel that this could be of great value to future projects at the town hall. We have:

	<ol style="list-style-type: none"> 1. Engaged with and tested the planning permission/listed building permissions process and now have a much clearer view of what will be possible with regard to solar panels and external changes to the building. 2. Have a much more accurate picture of the full cost of the necessary components of Decarbonising the Town Hall 3. Have a fuller understanding of the influence of external factors such as power supply limitations and acoustics issues. 4. More detailed understanding of the energy usage of the building and the impact of standard and green tariffs for the future. 5. Well placed to segment the project and deliver economically feasible elements 6. Well placed to reapply for SALIX funding in the next round which will have more favourable £/tonne carbon threshold eligibility criteria.
Financial Summary	<ol style="list-style-type: none"> 1. The deficit in the budget of £127,737 takes the total cost of procurement for the Town Council to £212,428 2. Operational costs will increase albeit marginally 3. There will be a need to allocate funding to Ear Marked Reserves through the budget-setting process on an annual basis 4. As a result of the significant increase in the council contribution we have not started to discuss any payment terms with either of the 2 companies. From what we understand we could be in a position of paying suppliers first and then receive payment from Salix which has both an element of risk as well as potential cash flow issues.
Environmental	<p>The objective of the project was to significantly reduce the carbon footprint of the Town Hall and be an exemplary project for Congleton. There still needs to be a focus on finding opportunities, be it additional grants, or what we procure in maintaining the Town Hall to reduce its carbon footprint.</p> <p>A reasonable concern surrounds the scale of the air source heat pump enclosure, should we choose to progress residents who back onto the town hall car park should be made aware of this beforehand</p>
Equality	<p>None of the proposed decarbonisation projects would have created additional equality issues in terms of accessing and using the town hall</p>
Options Subject to Listed Building Consent	<p>Note that the project funding from Salix will need to be accessed and spent by 31.3.2026 with all projects completed</p> <ol style="list-style-type: none"> 1. Seek additional information on costs and Terms and Conditions from Company B 2. Go ahead with the project and source an additional circa £133k from reserves 3. Seek loans via the Public Works Loans Board 4. Search for additional grants (as yet none have been identified) – these will need to be approved and in place by the end of July 2025 leaving 8 months for delivery of the whole scheme 2025 5. Do not go ahead this year but use the experience to reappraise the project and reapply for SALIX funding in the future 6. Carry out some elements of the project that we can fund ourselves (or via alternative grants (see report 9.2) and are economically attractive. 7. A combination of 4 and 5

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council Meeting		
MEETING DATE AND TIME	1st May 2025 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	9.2 Town Hall Decarbonisation - Windows		
Background	<p>Congleton Town Council successfully secured grant funding from the Cheshire East Improved, Greener, Community Facilities Fund Grant in June 2024. The grant is to improve community facilities by making the building more energy efficient and saving carbon at Congleton Town Hall. The grant covers 75% of project costs up to a maximum of £15,000. If we are to access the maximum grant we would need to contribute £5,000 which would come through our Ear Marked Reserve for Property Maintenance.</p>		
Update	<p>The completion date for projects was initially 31.03.2025, however, due to the delay in Listed Building Consent, which is required for the replacement of the windows, Cheshire East agreed to extend the completion date with the agreement of regular updates throughout the process. Listed Building Consent had not been received at the time of writing (23.04.25). The information below highlights the scope of work and cost for each floor of the Town Hall. Costs for each individual floor fall within the budget of the grant.</p> 		

	Ground Floor (Red) – Info Centre and Bar	£14,588.00 +VAT
	Supply and fit double-glazed units to 4 x window frames. All units are to be laminated on the outside glass and toughened on the inner. All are fitted with new hardwood-painted beads. Work to include 4 x fixed secondary glazed softwood frames with 6.8mm laminated glass to the arch above the window. The quote does not include any electrical work to existing Expel Air fans set into the arches.	
	First Floor (Blue) – Spencer Suite, Main Office and Stairs	£15,468.00 + VAT
	Supply and fit double-glazed units to the existing 8 x window frames. All double-glazing units are made to current building regulations and all are toughened or laminated where necessary. Also, fixed softwood painted secondary glazing frames all doubled glazed to the Gothic arches over the windows. All new units are to be held in the new hardwood glazing beads and painted as near as possible to the existing paintwork. The quote includes all scaffolding and permit fees for scaffolding.	
	Second Floor (Yellow) – 2 x Offices and Landing	£16,148.00 + VAT
	Supply and fit double-glazed units to the 6 x dormer windows and also 2 x secondary Gothic softwood arched frames with double glazing to the tower staircase windows (landing).	
	To ONLY supply and fit 2 x Gothic softwood arched frames with double glazing - £4,600.00 + VAT.	
		<p>Ground Floor (Red)</p> <p>8 x existing sections of glass only to be removed and replaced with double glazing.</p> <p><u>Ground Floor Secondary Glazing (Internal)</u></p> <p>The internal arched area above the windows to have softwood secondary glazing installed internally.</p>

	<div data-bbox="363 159 644 533">  </div> <p><u>First Floor (Blue)</u></p> <p>16 x existing sections of glass only to be removed and replaced with double glazing.</p> <p><u>First Floor Secondary Glazing (Internal)</u></p> <p>Internal arched stained glass above the windows to have softwood secondary glazing installed internally.</p> <div data-bbox="363 613 644 987">  </div> <p><u>Second Floor (Yellow)</u></p> <p>12 x existing sections of glass only to be removed and replaced with double glazing.</p> <p><u>Second Floor Secondary Glazing (Internal)</u></p> <p>2 x secondary Gothic softwood arched frames with double glazing to the tower staircase windows (landing)</p>
Financial	<p>To access up to £15,000 of grant funding we would need to contribute £5,000 from our Ear Marked Reserve for Property Maintenance. From a procurement perspective, the five companies who quoted for the overall Salix contract all used the quotes provided by the Congleton Company to undertake the works on glazing.</p>
Environmental	<p>By inserting both double and secondary glazing it will retain more heat in the associated rooms reducing both our carbon footprint and heating costs. We will also be using a Congleton-based company to undertake the requisite work.</p>
Equality	<p>The replacement of windows should not have an equality impact.</p>
Decision Request	<p>1. That subject to the main Salix contract not progressing Council approves the use of up to £5000 of the EMR for property maintenance.</p> <p>2. Subject to approval of 1</p> <p>As the Council has a maximum of £20,000 available for this project it needs to decide between either</p> <ul style="list-style-type: none"> • Ground Floor plus archwood frames with double glazing - £19,188 • First Floor plus archwood frames with double glazing - £20,068 • Second Floor plus archwood frames with double glazing -£20,748 <p>All figures shown are plus VAT which is recoverable</p>

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Environment Committee held on Thursday 6th February 2025

For the papers discussed at the meeting, please see the [Agenda & Papers – 6th February 2025](#)

In attendance:

Committee members: Cllrs

Suzy Firkin (Chair)
Heather Pearce (Vice Chair)
Suzie Akers Smith
Charles Booth
Dave Brown
Sally Ann Holland
Amanda Martin
Susan Mead
Heather Seddon
Glen Williams

Ex Officio: Cllrs Kay Wesley (Mayor) & Robert Brittain (Deputy Mayor)

Non-committee Members: Cllrs Robert Douglas

Congleton Town Council Officers: Ruth Burgess – Streetscape Development Manager

Members of the public: None

Minutes

1. Apologies for absence

Apologies for the absence were received from: David McGifford – Chief Officer

2. Minutes of Previous Meetings

ENV/25/2425 Resolved to approve and sign the minutes of the Environment Committee held on 28 November 2024 as a correct record.

3. Declarations of Interest

Declarations of interest were received from Cheshire East Borough Ward Councillors: Cllr Heather Seddon, Cllr Sally Ann Holland, and Cllr David Brown.

4. Outstanding Actions

ENV/26/2425 Resolved to receive the list of outstanding actions.

5. Questions from Members of the Public

None received.

6. Urgent Items

None received.

7. Congleton In Bloom Working Group

ENV/27/2425 Resolved to receive the notes from the Congleton in Bloom Working Group held on 6 December 2024.

Here is the link: [Moorlands Mid Morning - Congleton in Bloom \(Ruth Burgess\) January 2025 by Tony Mullins: Listen on Audiomack](#)

8. Green Working Group

ENV/28/2425 Resolved to receive the notes of the Green Working Group held on 5 December 2024.

9. Streetscape Trading Account

ENV/29/2425 Resolved to receive the Streetscape Trading account report.

10. Streetscape Update

ENV/30/2425 Resolved to receive the report relating to the Streetscape Services.

11. Carbon Footprint Summary

ENV/31/2425 Resolved to receive updates and comments regarding the Town Council Carbon Footprint.

12. Community Skip Day

ENV/32/2425 Resolved To receive a report on the potential of having community skip days within Congleton.

13. Green Fayre Update

ENV/33/2425 Resolved to receive updates and comments regarding the Congleton Green Fayre being held on 27 September 2025.

14. Paperless Council Next Steps

ENV/34/2425 Resolved to receive updates and comments regarding the next steps for a Paperless Council.

15. Community Poly Tunnel

ENV/35/2425 Resolved to receive a report on the potential use change for the Community Poly Tunnel.

16. Cheshire East Report

ENV/36/2425 Resolved to receive a verbal update on items of interest from the Cheshire East Environment and Communities Committee from the Ward Councillor on the following matters:

- CEC Review of CCTV
- Wider Borough Carbon Action Plan

See the Agenda, Report and Minutes from the CEC Council Meeting:

<https://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=962&MIId=10319&Ver=4>

Cllr Suzy Firkin
(Chair)

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 7th November 2024

In attendance:

<u>Committee Members: Councillors</u>	Amanda Martin (Chair) Robert Brittain (Vice Chair) Charles Booth David Brown Robert Douglas Suzy Firkin Rob Moreton Heather Pearce
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Ex Officio	Kay Wesley (Mayor)
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Congleton Town Council	David McGifford (Chief Officer), Cathy Dean (Officer)
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Members of the press	0
Members of the public	0

1. Apologies for Absence

Apologies received from Cllrs Suzie Akers Smith, Liz Wardlaw.

2. Minutes of Previous Meetings

PLN/20/2425 Resolved to approve and sign the minutes of the meeting planning meeting on 10th October 2024.

3. Declarations of Disclosable Pecuniary Interest

Cllr Rob Moreton & Cllr David Brown declared a non-pecuniary interest in matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Questions from Members of the Public

None received.

6. Urgent Items

None received.

7. Planning Enforcement

- 7.1 Astbury Place - No further updates
- Congleton Park Section 106 –

Councillor Robert Douglas has received a database from Cheshire East concerning Section 106 payments. The records will be reviewed in collaboration with the Chief Officer, and findings will be reported to the committee to determine the next steps.

8. Planning Applications Section 1

No applications were brought forward.

9. Neighbourhood Plan (Verbal update)

The Neighbourhood Plan is currently in week four of its eight-week consultation period. Weekly updates, including activity reports and statistics on website visitors and completed surveys, are being provided to councillors.

Action: Councillors are requested to engage with their local communities, distributing leaflets and surveys to encourage participation.

10. Licensing Applications

None.

11. Planning Applications Section 2

PLN/21/2425 Resolved that no stars are to be removed and that remaining applications with stars are noted as no objection.

Planning List W/C 30th Sept, 7th, 14th, 21st & 28th October.

	Application Reference	Location	Proposal	
1.	24/3445C	23-25 West Street, Congleton, CW12 1JN	Certificate of lawful existing development - Confirmation of commencement of planning approval 21/2555C - this has been achieved through the demolition of the outbuilding annexe that is included within the description of the approval and within the red line	No Objection
2.	24/3568C	89 Harvey Road, Congleton, Cheshire East, CW12 2DH	(none)	No Objection
3*.	24/3575C	19 Howey Hill, Congleton, Cheshire East, CW12 4AF	Variation of Condition 2 (approved plans) on approval 24/2116C for loft conversion including rear dormer and Velux windows	No Objection
4*.	24/3663C	53 Holmes Chapel Road Congleton Cheshire, CW12 4NU	Proposed side extension	No Objection
5.	24/3667C	2 Chapel Street Congleton Cheshire, CW12 4AB	Change of use of the upper floor to 2 no. residential flats.	No Objection
6.	24/3678C	44 Antrobus Street, Congleton, Cheshire East, CW12 1HB	The proposed additional window on the front elevation	No Objection
7.	24/3699C	2 Chapel Street, Congleton, Cheshire East, CW12 4AB	Prior Approval for proposed change of use of the upper floor to 2no. residential flats.	No Objection
8*.	24/3704D	Radnor Park Industrial Estate	Discharge of condition 12 on approval 16/1824M:	No Objection

	Application Reference	Location	Proposal	
		Back Lane, Congleton, Cheshire East,	Demolition of the existing building and an outline planning application with all matters reserved except for means of access for a mixed use development comprising residential dwellings (use class C3) and employment development (use classes B1, B2 and B8) incorporating an element of leisure uses (use classes A3 and A4), together with associated woodland buffer, ecological mitigation and enhancements, open spaces and infrastructure.	
9.	24/4344/PRI OR-6	Big Fenton Farm Peover Lane, Congleton, Cheshire East, CW12 3QH	Prior Approval of Mixed Use agricultural building	No Comment – 3 key documents are unable to be downloaded from the planning portal.

Additional Planning List w/c 28th Oct

10.	24/3522T	6 Randles View, Congleton, Cheshire East, CW12 3JN	G10 London plane tree to perform crown reduction by 3.5m and 2.5m crown lift and removal of deadwood.	No Objection
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Meeting ended 19:35 pm

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 5th December 2024

In attendance:

<u>Committee Members: Councillors</u>	Amanda Martin (Chair) Robert Brittain (Vice Chair) Charles Booth David Brown Robert Douglas Suzy Firkin Rob Moreton Liz Wardlaw
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Ex Officio	0
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Congleton Town Council	David McGifford (Chief Officer), Cathy Dean (Officer)
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Members of the press	0
Members of the public	1

1. Apologies for Absence

Apologies received from Cllr Susie Akers Smith.

2. Minutes of Previous Meetings

PLN/22/2425 Resolved to approve and sign the minutes of the planning meeting held on 7th November 2024.

3. Declarations of Disclosable Pecuniary Interest

Cllrs David Brown, Rob Moreton & Liz Wardlaw declared a non-pecuniary interest in matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Questions from Members of the Public

None.

6. Urgent Items

No urgent items.

7. Planning Enforcement

- 7.1 Astbury Place - No further updates.
- Congleton Park Section 106 –

Cllr Robert Douglas provided an update on the research on S106 monies due to Congleton. [View Cllr Douglas's Report on this link](#), the committee thanked Cllr Douglas for his hard work.

8. Planning Applications Section 1

Planning application number 23 ([24/3661C](#)) was brought forward for discussion, planning comments are noted in item 11 No. 23.

9. Neighbourhood Plan (Verbal update)

Neighbourhood Plan Consultation closes on 9th December, the final push for responses will take place over the weekend. 390 responses have been received to date.

10. Licensing Applications

Rustica, 1 Antrobus Street, Congleton, CW12 1HG

APPLICATION FOR A PREMISES LICENCE LICENSING ACT 2003

NOTICE is hereby given that we, Rustica Limited have applied on 1st November 2024 to Cheshire East Council in respect of the premises known as Rustica, 1 Antrobus Street, Congleton, CW12 1HG for a premises licence to provide the following licensable activity:

- Supply of Alcohol – Monday – Sunday – 10:00 – 23:00

PLN/23/2425 Resolved to have no objection to the proposed sale of alcohol at Rustica.

Cllrs Robert Moreton & Dave Brown abstained from voting.

11. Planning Applications Section 2

PLN/24/2425 Resolved that no stars are to be removed and that remaining applications with stars are noted as no objection.

Planning List W/C 28th Oct, 4th, 11th, 18th, 25th Nov.

	Application Reference	Location	Proposal	
1.	24/3591	Jobcentre Plus, Wagg Street, Congleton, CW12 4BD	Upgrade of heating system to the Congleton Job centre, including installation of air source heat pumps to the rear of the building (Conservation Area).	No Objection
2*.	24/4096	2 Bankhouse Drive, Congleton, CW12 2BH	Change of use of cattery to residential (Use Class C3)	No Objection
3.	24/4194		Large Willow tree at the very front of the property line which has grown very large and now leans over Park Lane road, the retaining wall is now cracked and bulging at the front due to the weight so we're asking for permission/giving notice on our intent to cut back the tree to make it safe, potentially remove it depending on the advice/guidance from the council	Decision already made by CEC Council.
4*.	24/4222	1 Sefton Avenue, Congleton, CW12 3DB	Removal of existing detached garage and replacement with new detached garage	No Objection
5.	24/4234	Pulse Fitness Limited, Radnor Park Greenfield Road, Congleton, CW12 4TW	Variation of Condition 3 on approved application 23/4297C - Change of use to section of existing warehouse into a gymnasium. (Class B8 to E) (Change condition No.3 to allow an opening time from	No Objection

	Application Reference	Location	Proposal	
			06:00 am Monday till Friday rather than 07:00 am.)	
6*	24/4281	80 Edinburgh Road, Congleton,	Demolition of existing rear outhouse & erection of single-storey rear extension.	No Objection
7.	24/4284	18 Barnett Grove, Congleton, CW12 4WF	To carry out a 25% Crown Thin and to raise the canopy to 5 meters from the ground on the English Plane T2 tree	No Objection
8.	24/4317	14 Barnett Grove, Congleton, CW12 4WF	Plane tree T3 25% Crown thinning. Raise the canopy to 5 Metres removing sublateral. Return the lump on the right hand side to a maximum of 2 metres. Return the branch on the left hand side by 2 metres to balance the shape of the crown. The tree has not been pruned for 7 years and is approaching the conservatory and has a significant encroachment on neighbours gardens.	No Objection
9*.	24/4344	Big Fenton Farm Peover Lane, Congleton, CW12 3QH	Prior Approval of Mixed Use agricultural building	No Objection
10.	24/4358	Congleton War Memorial & Community Gardens	Ash Tag 2487 Branches South over Bench and FP selective end weight reductions by up to 2m. And remove deadwood over Bench. Remove all risings	No Objection
11.	24/4381	11 Moody Street, Congleton, CW12 4AN	Listed building consent for works to the boundary wall involving partial demolition and replacement.	No Objection

	Application Reference	Location	Proposal	
12*	24/4389	Congleton Rugby Union Club, 78 Park Street, Congleton, CW12 1EG	Proposed single-storey rear extension.	No Objection
13*	24/4457	34 Birch Road, Congleton, CW12 4NR	Proposed flat roof dormer to side elevation.	No Objection
14	24/4465	65 Back Lane, Congleton, CW12 4PY	Proposed front porch	No Objection
15*	24/4478	Land Off The Moorings, Congleton,	Discharge of condition 24 on approval 13/3517C: Outline application for erection of up to 230 dwellings, access, open space and associated landscaping and infrastructure	No Objection
16*	24/4484	19 Back Lane, Congleton, CW12 4PP	Proposed two-storey side extension and remodel of existing property.	No Objection
17.	24/4580	The Fairings Biddulph Road, Congleton, CW12 3LZ	TPO Ref 56-034. Lime tree - Biddulph Road Map Ref number A3 Needs to be felled (Diseased badly)	No objection – recommend 3 replacement trees to be planted in line with CTC Tree Guidance
18.	24/4603	Land To The Rear Of Elms Road, Congleton	Permission in Principle for erection of up to a maximum of 4 dwellings (resubmission of Permission in Principle Application Ref 24/2536C)	Objection Loss of trees Overdevelopment of the site.
			Additional Planning List	
19.	24/4449	4 Loachbrook Avenue, Congleton, Cheshire East, CW12 4NA	Lawful Development Certificate for the proposed single-storey rear extension	No Objection

	Application Reference	Location	Proposal	
20*	24/4488	J D Wetherspoon, Counting House, 18 Swan Bank, Congleton, Cheshire East, CW12 1AH	Listed building consent for WiFi Upgrade	No Objection
21.	24/4490	7 Delamere Road, Congleton, Cheshire East, CW12 4PA	Proposed single storey rear extension.	No Objection
22*	24/4532	March Cottage Astbury Lane Ends, Congleton, Cheshire East, CW12 3AY	Discharge of Condition 8 on 24/1779C - Proposed pair of semi-detached houses (2no. dwellings)	No Objection
23.	24/3661C	Vacant Land At Penrith Court, Congleton, Cheshire	Erection of new single 3-bedroom dwellinghouse on a vacant plot. (23/1046C – Similar application which was refused in May ‘23.)	Objection The proposed development would be contrary to policies SD2, SE1, SE6 and SC3 (Health & wellbeing) of the Cheshire East Local plan strategy. Loss of open space which delivers a good quality accessible network of green infrastructure. Overbearing effect by way of loss of light and outlook to no. 6 Penrith Court & 9 Windermere Dr.

Meeting ended: 7.57 pm

Cllr Amanda Martin.

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 16.01.25

In attendance:

<u>Committee Members: Councillors</u>	Amanda Martin (Chair) Robert Brittain (Vice Chair) Charles Booth David Brown Suzy Firkin Heather Pearce
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Ex Officio	Kay Wesley (Mayor)
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Congleton Town Council	David McGifford (Chief Officer), Cathy Dean (Officer)
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Members of the press	0
Members of the public	0

1. Apologies for Absence

Apologies received from Cllrs R Douglas, R Moreton and Liz Wardlaw.

2. Minutes of Previous Meetings

PLN/25/2425 Resolved to approve and sign the minutes of the meeting planning meeting on 5th December 2024.

3. Declarations of Disclosable Pecuniary Interest

Cllr D Brown declared a non-pecuniary interest in matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions.

5. Questions from Members of the Public

None.

6. Urgent Items

No urgent items.

7. Planning Enforcement

- 7.1 Astbury Place - No further updates.
- Congleton Park Section 106 – Cllr Douglas did receive a generic reply from Cheshire East Council but it did not propose any resolution. Cllr Douglas will continue to pursue CE for a solution.
- [24/3276D](#) - a discharge of conditions application for the coffee shop on the Household Waste Recycling Centre site. The coffee shop has opened without CEC being satisfied that harmful gases are not being discharged from the underlying soil, in particular, methane and cyanide vapours’.

Action – The committee is to write to the planning enforcement officer to ensure the site is made safe and the Environmental Health Officer about the failure of Peveril Securities to comply with the contaminated soil planning conditions on the former Household Waste site.

8. Planning Applications Section 1

None.

9. Neighbourhood Plan (Verbal update)

The consultation for the Congleton Neighbourhood Plan closed on 9th December, receiving an impressive 530 responses that generated hundreds of thoughtful and detailed comments. Urban Imprint, our planning consultants, were highly impressed by both the volume and quality of the feedback provided.

A productive meeting with the Cheshire East planning team has also been held, during which constructive feedback was shared. Importantly, there are no conflicts with the Local Development Plan, which is a positive milestone for the project.

Next Steps in the Process

The next phase involves a detailed analysis of all feedback and a review of any amendments to the plan. This work will take place during February and March, led by Urban Imprint. Key upcoming milestones include:

- May/June 2025: Preparation of documents for Regulation 15 submission
- July/August 2025: Regulation 15 consultation
- August/September 2025: Submission to Inspector
- Autumn 2025: Examination

- Late 2025: Referendum

We would like to thank everyone who contributed to this consultation. Your input is invaluable in shaping the future of Congleton

10. Licensing Applications

No licensing applications.

11. Planning Applications Section 2

PLN/26/2425 resolved that no stars are to be removed and that remaining applications with stars are noted as having no objection.

Planning List w/c 9th, 16th, 23rd, 30th Dec & 6th Jan

		Location Details	Proposal	Comments
1.	24/4127	40 Cross Lane, Congleton, Cheshire East, CW12 3JX	Demolition of the coach house and construction of new dwelling.	Objection – Design, visual appearance and materials. The design should be in keeping with the adjacent local listed building & consideration in design should be complementary.
2*.	24/4195	3, Mere View Newcastle Road, Astbury, Congleton, Cheshire East, CW12 4XW	Retrospective application for on raised bank at the end of garden, a wooden terrace surrounded by plants and shrubs to protect the neighbour's privacy. Terrace will be accessed by wooden steps from existing lawn, both steps and terrace are protected by railings to ensure safety. Terrace only to be used on an ad hoc basis. terrace will provide access to maintain the hawthorn bush which provides privacy to the house at the back of our property. Neighbours at	No Objection

		Location Details	Proposal	Comments
			number 2 & 4 were consulted prior to the work starting and have no issues with privacy and will be providing a written statement to that effect.	
3*.	24/4405	22 Newcastle Road, Congleton, Cheshire East, CW12 4HJ	Discharge of conditions 4, 6, 7 and 13 on application 23/4809C - Construction of 6No. self-contained 1-bedroom apartments (Use Class C2) with associated parking and landscaping	No Objection
4*.	24/4572	92 Leek Road, Congleton, Cheshire East, CW12 3HX	Single-story side extension	No Objection
5.	24/4589	Orchard Gardens Apple Close, Congleton, Cheshire East, CW12 4RZ	We have two trees on the edge of our property alongside Homes Chapel Road. See T1 and T2 on the plan attached. Trees are Lime and Sycamore. Some telephone cables pass directly through our trees and we are concerned that a branch or branches may damage the cables if they break off or move in strong wind. See the attached photographs which show the lines passing through the trees. Our plan is to do very light thinning or trimming of several branches of the trees to remove potentially damaged or diseased wood and to clear a path through the branches for the telephone lines. The reduction will not reduce the height or the spread of the	No Objection

		Location Details	Proposal	Comments
			tree canopies. Most of the work will be done at the height of the telephone lines which we estimate to be 6 to 7 meters. We envisage this will represent less than 2% of the crown of the tree and will have little or no visible effect. The thinning will be done by professional tree surgeons at a suitable time of the year.	
6*.	24/4600	Moody Terrace Dental Practice Limited, 17 Moody Street, Congleton, Cheshire East, CW12 4AN	Discharge of condition 6 on approved application 23/2592C - Proposed new single-storey rear extension to provide improved dental facilities and ancillary spaces. Proposed Internal alterations to improve circulation/access.	No Objection
7*.	24/4604	Festival Works Spragg Street, Congleton, Cheshire East,	Proposal for a single-storey side extension	No Objection
8*.	24/4627	138 Boundary Lane, Congleton, Cheshire East, CW12 3JF	Single-storey side extension and increasing the size of a window on the front elevation.	No Objection
9*.	24/4633	15 Burslam Street, Congleton, Cheshire East, CW12 3AF	Retrospective application for landscaping works to rear garden	No Objection
10.	24/4684	Land Adjacent To 18 Moody Street, Congleton, CW12 4AP	Demolition of existing domestic garage and construction of replacement domestic garage	No Objection

		Location Details	Proposal	Comments
11.	24/4685	Boots, 14 - 16 Bridge Street, Congleton, Cheshire East, CW12 1AY	Installation of HVAC equipment alongside minor external alterations to allow the unit to be occupied as a Lounge cafe@/bar and restaurant (Use Class E (b)).	No Objection
12.	24/4766	Field At Brookhouse Lane, Congleton,	Retrospective planning application for replacement stable building and demolition of dilapidated stables with associated infrastructure and ancillary facilities.	No Objection – subject to not impeding any rights of way.
13*.	24/4776	103 Ennerdale Drive, Congleton, Cheshire East, CW12 4FL	Proposed single-storey extension to front elevation	No Objection
14.	24/4817	81 Dobson Way, Congleton, Cheshire East, CW12 1GQ	Proposed detached house and car barn on an infill plot adjacent no. 81 Dobson Way, Cinnamon Brow, Congleton, CW12 1GP	Objection – 1. Layout and density of building 2. Loss of light to 10 Wheatfield Place 3. Adequacy of parking 4. Loss of public amenity space 5. Unsafe access and egress compromised. Action – Write to the Cheshire East Asset team and planning enforcement regarding the gifting of land to the public realm to complete the footpath between the two estates so there is a safe walking route to school.
15*.	24/4870	Big Fenton Farm Peover Lane,	Agricultural determination for a proposed mixed-use agricultural building.	No Objection

		Location Details	Proposal	Comments
		Congleton, Cheshire East, CW12 3QH	Decision made	
16*.	24/4923	13a High Street, Congleton, CW12 1BN	Advertisement consent for stainless-steel powder-coated letters and logos to be mounted onto external elevations of ground floor.	No Objection
17*.	24/4931	Mangold Bank Cottage Middle Lane, Congleton, Cheshire East, CW12 3PU	Certificate of Lawful Development for an Existing use of a two-storey flat roofed extension comprising of a ground floor hall, stairs, kitchen, dining room and first-floor landing, bathroom and bedroom. A single-storey flat roofed garage and toilet. Lean-to additions comprising of a single-storey sunroom, utility room and conservatory.	No Objection
18*.	24/5046	Aldi, Unit 15, West Heath Shopping Centre Holmes Chapel Road, Congleton, Cheshire East, CW12 4NB	Prior Approval Application for the installation of solar PVs at the existing ALDI Foodstore, West Heath Retail Park, Holmes Chapel Road, Congleton	No Objection
19*.	24/4848	15 Moody Street, Congleton, Cheshire East, CW12 4AN	Discharge of conditions 4 and 5 on approval 24/2256C.	No Objection
20*.	24/4862	13a High Street, Congleton, CW12 1BN	Discharge of condition 5 (windows, secondary glazing and doors) on approval 24/3222C -Change of use from small HMO (Implemented consented scheme application reference 22/1216C) to create ground floor E use class and first floor	No Objection

		Location Details	Proposal	Comments
			apartment with associated external alterations.	
21*.	24/4863	18 Brooklands Road, Congleton, Cheshire East, CW12 4LT	FIRST FLOOR RIGHT HAND SIDE EXTENSION	No Objection
22*.	24/4886	74 Manchester Road Congleton Cheshire, CW12 2HT	Advertisement consent for internally face illuminated Co-op logo, internally illuminated solar powered totem, externally & internally applied window graphics, defib & bike repair station signs & community notice board.	No Objection
23*.	24/4900	40 Cross Lane, Congleton, Cheshire East, CW12 3JX	Discharge of conditions 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 27, 28, 29, 30, 31 and 32 on application 23/4795C - Variation of Conditions 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15 & 27 on 20/4784C - Amendments to existing house and construction of new garage, conversion and extension of outbuilding to form dwelling along with construction of new garage, and construction of 3 new build detached properties within the grounds with associated detached garages	No Objection

Meeting ended: 7.57 pm

Cllr Amanda Martin.

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 20.02.25

For the papers discussed at the meeting [please visit Agenda & Papers 20th February 2025](#)

In attendance:

<u>Committee Members: Councillors</u>	Amanda Martin (Chair)
	David Brown
	Robert Douglas
	Suzy Firkin
	Rob Moreton

Ex Officio	Kay Wesley (Mayor)
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Congleton Town Council	David McGifford (Chief Officer)
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Members of the press 0

Members of the public 0

1. Apologies for Absence

Apologies received from Councillors Robert Brittain (Vice Chair) Suzie Akers Smith, Heather Pearce and Liz Wardlaw

2. Minutes of Previous Meetings

PLN/27/2425 Resolved to approve and sign the minutes of the meeting planning meeting on 16th January 2025.

3. Declarations of Disclosable Pecuniary Interest

Declared a non-pecuniary interest in matters relating to Cheshire East Council.

4. Outstanding Actions

None, the Chief Officer advised that the actions agreed upon at the meeting on the 16th of January had progressed.

5. Questions from Members of the Public

There were no questions from members of the public

6. Urgent Items

Cllr Robert Douglas advised Councillors about impending changes to concerns on Planning regulations - see Appendix 1

7. Planning Enforcement

- **7.1 Astbury Place**

The Chief Officer advised that a Freedom of Information request was being drawn together to establish the progress being made on the delivery of the Section 106 agreement concerning the link to the park.

- **7.2 Section 106**

Cllr Robert Douglas provided a verbal update on the research he has undertaken to date. A meeting is to be arranged with the Chief Officer to agree on how this will be taken forward

8. Planning Applications Section 1

There were no applications brought forward to section 1

9. Neighbourhood Plan

The Chief Officer advised that the council had received the consolidated feedback from the Regulation 14 Consultation from Urban Imprint. On the 13th of February, there was a meeting with Urban Imprint and members of the Neighbourhood Plan working group to evaluate the feedback. The working group will be forwarding its thoughts back to Urban Imprint by Friday 28th February 2025.

10. Licensing Applications

Shell Oil Products Limited – Clayton Bypass Congleton

PLN/28/2425 Resolved to raise no objection to the proposed variation to the premises licence.

11. Planning Applications Section 2

PLN/29/2425 resolved that no stars are to be removed and that remaining applications with stars are noted as having no objection.

Planning List 13th, 20th, 27th Jan & 3rd, 10th Feb.

		Location Details	Proposal	
1.	24/4574	Land At Broadhurst Lane, Congleton.	Residential development of 30 dwellings including highway improvements at the Broadhurst Lane Junction with the Clayton Bypass, estate roads, car parking, boundary treatments, landscaping, open space and other associated works and ancillary development.	OBJECTION 1. Highways – The width of Broadhurst Lane is narrow and without passing points. 2. Would challenge vehicle movement figures for 30 houses. 3. Vehicle movements from Dane Mill not taken into consideration – estimated at 300. 4. Closure of Cycle Lane on Clayton By-Pass. 5. Flooding concern with water runoff. 6. Loss of Biodiversity. 7. Overdevelopment of the site and lack of footpath provision.
2.	24/4661	Millstone House, 34 Howey Lane, Congleton,	Approval to convert the first floor of the existing garage into an annexe to provide the family with somewhere to stay when visiting.	NO OBJECTION
3*.	24/4993	Wood Farm House Wood Lane, Congleton,	Discharge of condition 13 on approval 20/3431C. DECISION ISSUED - Approved	NO OBJECTION
4*.	24/5002	Brough Hillside Farm Congleton Edge Road, Congleton,	Demolition of existing conservatory, proposed extensions and remodelling of existing house and garage.	NO OBJECTION
5*.	24/5045	Land Off Goldfinch Close, Congleton,	Discharge of Conditions 12 to 14 on approval 18/6250C: Erection of 14 dwellings (30% affordable) and open space with associated infrastructure and landscaping.	NO OBJECTION
6*.	24/5147	March Cottage Astbury Lane Ends, Congleton,	Discharge of condition 9 on application 24/1779C - Proposed pair of semi-detached houses (2no. dwellings)	NO OBJECTION
7*.	24/5149	C S O Logistics, Radnor Park	Change of use from storage and distribution to storage,	NO OBJECTION

		Industrial Estate Radnor Park, Congleton,	distribution and retail/showroom	
8.	24/5184	1 Copthorne Close, Congleton,	T1 Crown reduce to height of previous reduction and prune to give 3m clearance to house and roof. T2 Crown reduce to within 2m of final height of T1.	NO OBJECTION
9.	24/5191	The Piano Pub, 12 Mill Street, Congleton, <i>Note – 24/5237 below is the full planning app.</i>	The proposed advertisement consists of new signage for the pub, positioned on the front and side elevations of the building.	NO OBJECTION
10 *.	24/5202	4 Mardale Close, Congleton, Cheshire East, CW12 2DQ	Proposed extension and alterations to existing dwelling.	NO OBJECTION
11.	24/5237	The Piano Pub, 12 Mill Street, Congleton,	The proposed development involves the change of use from a former bar and music venue (most recently operating as The Piano Bar) to a pub and restaurant.	NO OBJECTION Note that there were concerns with regard to access and egress to the car park.
12 *.	25/0045	Former Dane Bridge Mill Site, Mill Street, Congleton,	Discharge of condition 8 on approval 21/4841C	NO OBJECTION
13.	25/0056	Town Hall High Street, Congleton,	Proposed 19 No. photovoltaic panels (placed on the adjacent Museum roof) and 1No. ASHP is situated at ground level within a timber compound in the car parking area.	NO COMMENT
14.	25/0057	Town Hall High Street, Congleton,	Listed building consent for proposed 19 No. photovoltaic panels (placed on the adjacent Museum roof) and	NO COMMENT

			1No. ASHP situated at ground level within a timber compound in the car parking area.	
15.	25/0067	Town Hall High Street, Congleton, Cheshire East, CW12 1BN	Listed building consent for the retention of 4No. single glazed ground floor timber doors and frames and then replacement of glass with double glazed units.	NO COMMENT
16 *.	25/0092	52 Hawthorne Close, Congleton, Cheshire East, CW12 4UF	Proposed first-floor rear extension.	NO OBJECTION
17 *.	25/0098	87 Leek Road, Congleton, Cheshire East, CW12 3HX	Removal of condition 8 on approval 24/2657C: Proposed erection of a pair of semi-detached dwellings on land adjacent to 87 Leek Road, Congleton.	NO OBJECTION
18 *.	25/0139	6 Wharfedale Road, Congleton, Cheshire East, CW12 2BP	Proposed extension and alterations to the existing dwelling.	NO OBJECTION
19 *.	25/0175	59 Boundary Lane, Congleton, Cheshire East, CW12 3JF	Single-storey side and rear extension.	NO OBJECTION
20.	25/0190	9 Higginson Close, Congleton, Cheshire	Group G5 - Ash tree - Removal of deadwood and removal of lower-level limb	NO OBJECTION
21.	25/0292	12 Howey Hill, Congleton,	Mature Oak tree at the front of 12 Howey Hill, Congleton. Work proposed is to reduce lateral branches near to the front of the house by 2-3 metres and to clear all wire/power lines.	NO OBJECTION

22.	25/0294	8 Park Bank, Congleton, Cheshire East, CW12 3DH	Fell Poplar tree.	OBJECTION Due to insufficient information (tree surgeon's report not provided) If the tree is felled we request that this be replaced by the planting of 3 trees of a native species.
23 *.	25/0305	Boots, 14 - 16 Bridge Street, Congleton,	Advertisement Consent for installation of fascia signs, projecting sign and menu board	NO OBJECTION
24	25/0503	14 High Street Congleton Cheshire, CW12 1BD	Prior approval for proposed change of use from office and service use to a 3-bedroom, two-storey dwelling and first-floor, 2-bedroom apartment.	OBJECTION On the basis that the proposed front elevations are not shown in the information provided. Could a copy of that information be sent to the council to allow us to make comments?

Appendix 1 New Planning Proposals

URGENT ITEM PLANNING COMMITTEE - 20TH FEBRUARY 2025

When Mr Johnson was Prime Minister and Mr Jenrick was Secretary of State for Housing, the Government put forward planning proposals that would have

- Allowed most homeowners living in houses built after 1948 to add an additional storey under Permitted Development.
- Watered down regulations for developers, including reducing requirements with respect to the proportion of affordable homes required to be built.
- Significantly reduce the powers and authority of local communities and local councillors to have a say on planning issues.

We employed an expert in Andrew Thompson, to provide us with a detailed report outlining the details of those proposed changes, so that we were, based on sound knowledge, able to present our objections to the proposals.

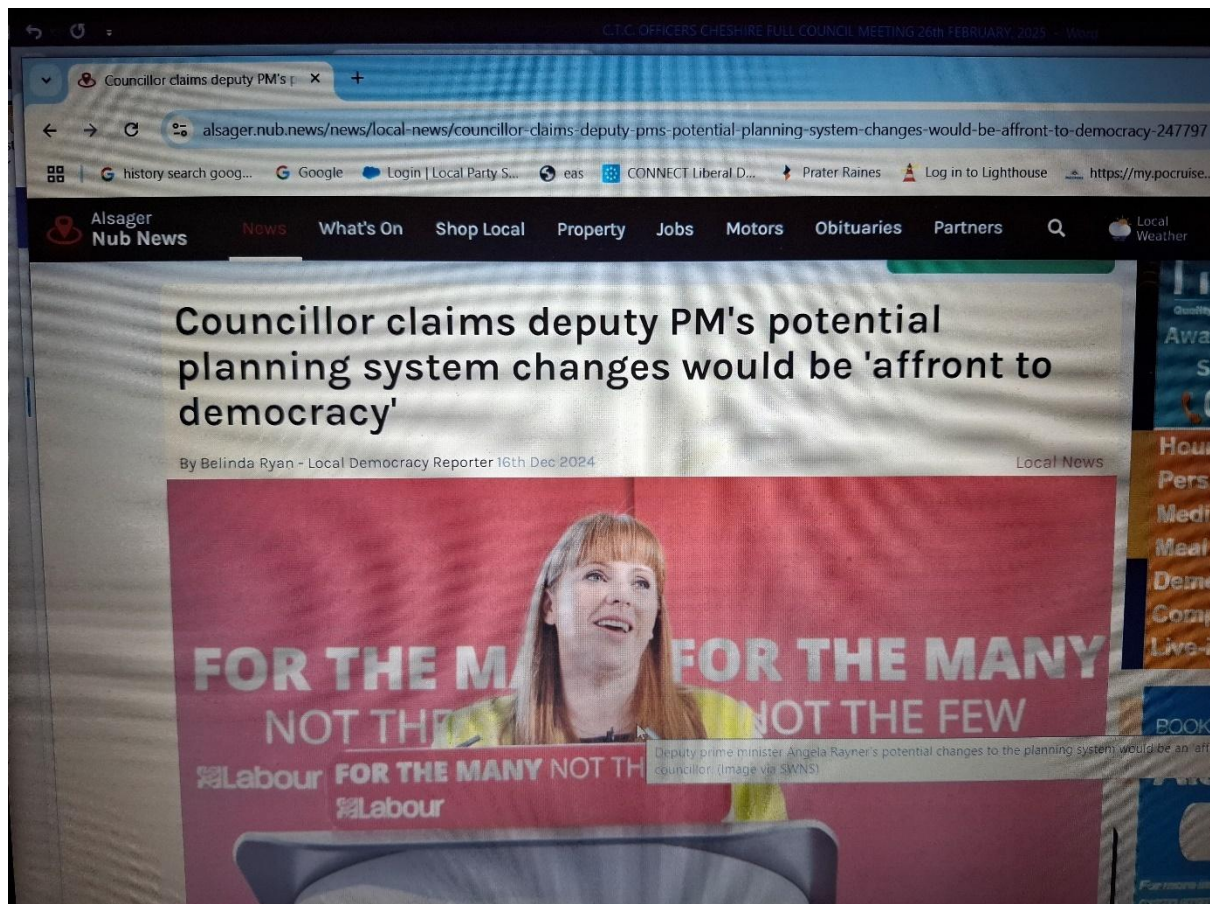
Fortunately, there were so many objectors that those unacceptable proposals were binned. But now, here we are again faced with a Government putting forward planning proposals which according to the Vice Chair of Cheshire East's Strategic Planning Committee will "significantly diminish the powers of planning committees and boards in the development management process" and "will withdraw powers given to councillors some 77 years ago and would represent nothing short of an affront to democracy."

My understanding is that these planning proposals have not yet been finalised.

I request that when they are, we employ Andrew Thompson or a similar expert to generate a detailed report outlining the implications of these proposals so that as and where

necessary, we can lodge objections to protect the interests of our local communities who elected us to represent them.

Councillor Robert Douglas 20th February, 2025



Knutsford councillor Stewart Gardiner (Pictured) is calling on council leader and deputy leader to use their influence and contact to fight the proposals. (Photo: Cheshire East Council)

"I am sure that those of us who sit on planning boards will all recall occasions where we have made a significant difference to the outcome of an application and do not see ourselves as frustrating the process."

He added: "If Ms Rayner cannot be persuaded to change her mind, these changes will withdraw powers given to councillors some 77 years ago, and would represent nothing short of an affront to democracy and the rights of local members to make some of the decisions they were elected to take."

Speaking to the Local Democracy Reporting Service this week, Cllr Gardiner, who has a background in planning, said there had been many occasions where applications had come before Cheshire East's planning committees which were unacceptable in their original form but had later been approved after input from committee members at meetings.

He said if councillors were to have no input on the applications relating to design and other matters 'are we just supposed to accept boxes?'

The government has vowed to reform planning rules following its pledge to build 1.5 million new homes by 2029.

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Deputy prime minister Angela Rayner's potential changes to the planning system would be an 'affront to democracy', a Cheshire East councillor said.

The proposed changes, if they were to go ahead, would allow council planning officers to rubber stamp development proposals without seeking permission from council committees, provided the schemes complied with local plans and national regulations.

Knutsford councillor Stewart Gardiner (Con), who is vice chair of the strategic planning board, said deputy prime minister Angela Rayner planned to 'significantly diminish the powers of planning committees and boards in the development management process'.

And he called on council leader Nick Mannion (Lab) and deputy leader Michael Gorman (Ind) to use their influence and contacts at the LGA and with local MPs, to fight the proposals.

"Should these changes be adopted, the requirements for planning applications to be determined by councillors will only occur in very exceptional circumstances," Cllr Gardiner told the meeting of the full council.

CONGLETON TOWN COUNCIL

Minutes of the Planning Committee Meeting held on 20.03.25

For the papers discussed at the meeting please [visit Agenda & Papers 20th March 2025](#)

In attendance:

Committee Members: Councillors Amanda Martin (Chair)
Suzy Firkin
Rob Moreton

Ex Officio Kay Wesley (Mayor)
Robert Brittain (Deputy Mayor)

Congleton Town Council David McGifford (Chief Officer)

Members of the press 0

Members of the public 0

1. Apologies for Absence

Apologies received from Councillors Suzie Akers Smith, David Brown, Robert Douglas and Liz Wardlaw.

2. Minutes of Previous Meetings

PLN/30/2425 Resolved to approve and sign the minutes of the meeting planning meeting on 20th February 2025.

3. Declarations of Disclosable Pecuniary Interest

Robert Moreton declared a non-pecuniary interest in matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions = please note comments in **item 7 Enforcement**

5. Questions from Members of the Public

There were no questions from members of the public

6. Urgent Items

None

7. Planning Enforcement

- **7.1 Astbury Place**

The Chief Officer advised that a Freedom of Information request had been sent to Cheshire East Council on the delivery of the Section 106 agreement concerning the link to the park.

- **7.2 Section 106**

Cllr Robert Douglas provided a verbal update on the research he has undertaken to date. A meeting is to be arranged with the Chief Officer to agree on how this will be taken forward. Response due on the 24.3.25

- **7.3 Re 24/3276D**

Still awaiting confirmation that the conditions for the coffee shop on the Household Waste Recycling Centre site have been discharged.

8. Planning Applications Section 1

There were no applications brought forward to section 1

9. Neighbourhood Plan

The Chief Officer advised that the Neighbourhood Plan was being updated by Urban Imprint following the recent consultation and review of the responses received.

10. Licensing Applications

There were no licensing applications.

11. Planning Applications Section 2

PLN/31/2425 resolved that no stars are to be removed and that remaining applications with stars are noted as having no objection.

Planning List W/C 10th, 17th, 24th Feb and 3rd, 10th March

	App Ref	Location	Proposal	Comments
1.	25/0356	Greystones Boundary Lane, Congleton, Cheshire East, CW12 3JA	Lawful Development Certificate for proposed construction of a single storey side and rear extension, construction of a single-storey outbuilding to contain a swimming pool and gym and construction of three dormer windows to facilitate a loft conversion.	No Objection
2*.	25/0562	25 Ayrshire Way, Congleton, Cheshire East, CW12 3TN	Proposed single storey rear extension.	No Objection
3*.	25/0603	12 Malhamdale Road, Congleton, CW12 2DA	Proposed extension to existing porch with new tiled roof over (retrospective)	No Objection
4.	25/0657	10, Orchard Gardens Apple Close, Congleton, Cheshire East, CW12 4RZ	Works to TPO Trees	No Objection on the condition that the felled tree be replaced by 3 new trees in an appropriate area
5.	25/0686	Copeland And Craddock Limited Greenfield Road, Congleton, Cheshire East, CW12 4PX	Certificate of proposed lawful development for the Erection of extensions to industrial premises along with external alterations to change external materials	No Objection

6.	25/0721	Buglawton Primary School Buxton Old Road, Congleton, Cheshire East, CW12 2EL	Demolition/replacement of existing pre-school outbuilding, with new link structure to main school building.	No Objection
7*.	25/0659	Land Off Macclesfield Road, Congleton,	Discharge of condition 18 (contaminated land) on approved application 146/4558C - Proposal for the construction of 201 dwellings off Macclesfield Road Congleton	No Objection
8.	25/0515	46 Moss Road, Congleton, Cheshire East, CW12 3BN	Extension of Existing Building, 2M extension to the front of the property, removal of existing roof structure, Installation of Internal Timber frame and foundations to support 2nd Story and new Pitched roof with Dormer Windows.	No Objection

Meeting finished at 7.30 pm

Chair
Amanda Martin

Minutes of the Personnel Committee Meeting
12th December 2024 5.45 pm

Councillors in Attendance: David Brown (Chair)
Russell Chadwick
Robert Douglas
Suzy Firkin
Sally Ann Holland (Vice Chair)
Amanda Martin
Rob Moreton
Heather Seddon
Glen Williams

Ex Officio: Kay Wesley (Mayor)

Officers: David McGifford (Chief Officer)

Members of the press: 0

Members of public: 0

1. Apologies for absence.

Apologies were received from Councillor Suzie Akers Smith.

2. Minutes

Pers/04/2425 Resolved to approve the [minutes of the Personnel Committee meeting held the 19th September 2024](#)

3. Declarations of interest

Cllrs D Brown, R Chadwick, Sally Anne Holland, Rob Moreton and Heather Seddon declared an interest in matters relating to Cheshire East Council.

Cllr Sally Anne Holland declared an interest in item 9 staff Appraisals and Incremental increases and left the council chamber

4. Outstanding Actions

There were no outstanding actions from previous meetings.

5. Questions from Members of the Public

There were no questions from members of the Public

6. Urgent Items

There were no urgent items.

7. Resolution to Exclude the Public and Press from Item 8

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting due to private staffing matters.

Pers/05/2425 Resolved to exclude members of the press and public from the meeting due to private staffing matters.

8. To receive a general update on staff

The Chief Officer outlined the current staff structure and advised that there was a need to increase the administration resource based upon the departure of 2 part-time administration officers within the last 12 months (L Minshull Retired and Andrea Morris Wild resigned).

Pers/06/2425 Resolved to approve the proposed amendment to the interim structure as presented by the Chief Officer.

9. Staff appraisals

To receive the outcome of staff appraisals and to decide on the award of any incremental pay increases.

Pers/07/2425 Resolved to approve the Chief officer's recommendations for incremental increases. The following jobs are to be reviewed and where relevant job descriptions are updated. Any updated job descriptions are to be approved by the committee prior to being sent for external evaluation.

These include the following posts Streetscape Operatives , Finance Officer, Caretaking, Congleton Information Centre, CIC Senior Information Advisor, Town Centre and Events Officer, Communities and Admin Officer, Marketing and Communications Officer and Responsible Financial Officer.

Pers/08/2425 Resolved to agree a single increment increase for the Chief Officer.

The meeting finished at 6.45 pm

Chair David Brown

CONGLETON TOWN COUNCIL

COMMITTEE:	Council		
MEETING DATE AND TIME	1st May 2025 7 pm	Location	Congleton Town Hall
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	13 Congleton Town Council Corporate Strategic Plan - Draft		
Background	<p>During the later stages of 2024, work commenced on the development of a new Corporate Strategic Plan for Congleton, its purpose is to guide councillors and officers in the work that they do to support the residents and the Town of Congleton whilst underpinning the budget-setting process.</p> <p>The Council should not work outside of the objectives within the plan whilst realising that the delivery of the objectives is reliant on many factors such as, but not exclusively, finance, lobbying, working in partnership with residents and community groups, businesses, agencies, grant funders and the Local Authority. It is worth noting that during the lifetime of this plan, unexpected issues and opportunities not covered within the plan may arise which could either be a detriment or benefit to residents and the town, in these instances Council would need to meet to approve any proposed actions before commencement.</p>		
Development of the plan	<p>Chairs of the committees were invited to review the current Business Plan with senior officers as well as plans from other similar size councils.</p> <p>We reviewed and noted the achievements of the council, many of which were through partnership working and also the current key issues.</p> <p>This then led to refining our Strategic Objectives taking into account what we believe are the current issues.</p> <p>One of the main objectives was to design it in such a way that it was clear and concise for residents:</p> <p>Appendix 1 shows the proposed content of the plan</p> <p>Appendix 2 shows a proposed outline of the plan which is very much based on the Chippenham Town Council.</p> <p>Appendix 3 Links to see details of Chippenham Town Council Plan</p>		
Next steps	Subject to any minor amendments and approval it is intended to have the plan available for the Annual Town meeting on the 15 th May 2025 to advise attendees of its existence and purpose.		
Financial	This will be relatively low cost as it is predominantly design fees with minimal printing – Civic Marketing Budget.		
Environmental	As per Financial considerations, printing will be kept to a minimum.		
Equality	A review of Equality has not been undertaken at the time of writing but will be provided at the meeting.		
Decision Request	To approve the content and format of the Congleton Town Council Corporate Strategy Document 2025-29.		

Corporate Strategy 2025 -2029 (DRAFT)

Foreword

The overarching aspiration of the Town Council is 'to improve the quality of life for present and future generations in Congleton'. To do this we must listen to and engage with our residents, work to improve equality and inclusion, and put sustainability at the heart of everything we do.

The Council has developed eight strategic priorities and a number of actions within each to help us achieve our vision for the town. Our councillors and officers are ready to take on the challenge and are looking forward to delivering the actions within the Corporate Strategic Plan. We are determined to ensure that we provide high quality services and experiences for everyone living in, working in and visiting Congleton.

Achievements 2024 -25

- Secured external grant funding to investigate projects that could progress the Decarbonisation of Congleton Town Hall
- Organised a 1920s-themed event in the park on Bank Holiday Monday, 27 May, to commemorate the centenary of the beloved Congleton War Memorial Hospital
- Congleton Town Council, in partnership with Ruby's, hosted Summer SEND (Special Educational Needs and Disabilities) sessions at Congleton Paddling Pool every Wednesday morning throughout the summer holidays.
- Congleton Town Council and Congleton Partnership hosted a bigger and greener Green Fayre on Saturday 28 September.
- Appointment of a new Town Crier.
- Town Council are partnering with Congleton Police to combat retail crime in the town centre.
- Congleton in Bloom won a record 21 awards in this year's In Bloom competition – including winning the Best Large Town in the North West. Congleton will represent the North West in the 2025 RHS Britain in Bloom UK Finals in the Best Overall Large Town category.
- Developed Town Hall tours for youth groups - a tour and a look at Congleton's history and Town Treasures hosted by the Town Mayor.
- National Recognition for Congleton's White Ribbon Campaign. Congleton Town Council's [White Ribbon Campaign Video](#) was featured in the national round-up of the 2024 Campaign by White Ribbon UK.
- The consultation for the Neighbourhood Plan closed on 9 December 2024, receiving an impressive 530 responses that generated hundreds of thoughtful and detailed comments. Target date for the adoption of the Plan late 2025
- The Town Mayor of Congleton and Congleton Pride hosted a 'Pride in Leadership' event in Congleton Town Hall recently, which brought civic leaders and local town Pride groups to share experiences and ideas for how to make Cheshire towns more inclusive for LGBTQIA+ people.
- Congleton Town Council, in partnership with People and Places Insight, undertook a comprehensive review of Congleton Town Centre as part of a benchmarking study funded by the UK Shared Prosperity Fund under the Government's Levelling-up initiative. This research aims to assess town centre performance and identify opportunities for future development and investment.
- Congleton Town Mayor's Civic Awards Launched to Celebrate Local Volunteers.
- Congleton Town Mayor's High Street Awards launched.
- Congleton Town Council is proud to take over the management of the flagship food and drink festival, previously organised by Congleton Community Projects. Taking place on 9 June 2025.

- With its Equal Access Advisory Group the Town Council launched its Disability Welcome Scheme for local shops and businesses, to encourage businesses to become more accessible, and help disabled people to shop and visit local pubs and cafés.
- Trees for Congleton Exceed an ambitious 30,000 Tree Goal. Planting 30,000 trees—one for every resident—since launching in 2019.
- Congleton Town Council, in collaboration with Congleton Police and with funding from the Cheshire Police & Crime Commissioner’s Safety, Working Together, Action and Prevention (SWAP) fund, launched new Drug Testing Kits in Congleton to support spiking victims

Key Issues When developing a plan there is a need to agree what are the key issues are for Congleton and establish what our role is in addressing those issues, they could be within our powers, addressed by working in partnership or accept that all we can do is influence through effectively lobbying.

Some of the Key Issues

- Impact of insufficient public services (doctors/dentists /schools/childcare/social care/mental healthcare)
- Insufficient sports and recreation facilities
- Traffic congestion/air quality/car parking challenges
- Walking/cycling/buses/trains/electric vehicles/mobility scooters infrastructure
- Challenges for families including lack of affordable childcare provision
- Lack of community engagement with many young people
- Accessibility issues and social exclusion affecting people with disabilities and older people
- Inequalities including poverty, low incomes (including the impact of the gender pay gap) and health outcomes
- Shortage of social and affordable housing
- Drug and alcohol abuse, gambling and irresponsible lending
- Crime including antisocial behaviour, domestic abuse, sexual violence and shoplifting
- Declining retail market and fewer town-centre shops
- Preservation and celebration of town’s history, historic buildings and cultural heritage
- Biodiversity and preservation of green spaces
- Sustainability and Climate Emergency
- Lack of engagement with some parts of our community

Updated Strategic Objectives and actions

SO1	Promote Congleton as an attractive and vibrant market town in which to live, work and play, celebrating its rich history, heritage and culture.
	<ul style="list-style-type: none"> • Development of a Tourism and Marketing Strategy by 2026 • Launch new Town Council Website during 2025 • Support the development of, and promote the town’s heritage such as trails, the Town Hall and Town Treasures • Develop, support and promote a regular events programme • Provide and develop the CIC as an information hub for Congleton • Develop an accessible communications strategy utilising all forms of media.
SO2	Play an active role in the development of the town through collaboration with the local authority, partners, businesses and our community.
	<ul style="list-style-type: none"> • Complete the Congleton Neighbourhood Plan by the end of 2025 • Engage with landowners and CEC planning to promote the regeneration of key sites within the town e.g. Bridestones /market area, Bossons Mill, Bradshaw House, former council offices site in Market Square – including the provision of an additional hotel if possible • Support the development of the museum

	<ul style="list-style-type: none"> • Where possible, enhance the built heritage in the town including awareness and protection of listed buildings and local listed buildings and the application for relevant grants. • Make representations on regeneration projects and new developments to ensure it reflects the heritage and traditional architecture of the Town • Lobby for Business development and start up grants link to other business • Through the Planning process, lobby CEC for S106 and CIL Contributions to support planned infrastructure improvements • Ensure adequate provision of outdoor sports facilities and associated infrastructure.
SO3	Promote equality, diversity and inclusion and ensure that Congleton, its events, facilities and services are accessible to the entire community
	<ul style="list-style-type: none"> • Develop a Disability Guide and a Disability Welcome Scheme for Congleton • Implement the Equal Access Action Plan. • Promote the benefits of a diverse and inclusive workforce • Promote existing services and support the development of additional support for families including affordable childcare provision • Work with partners to address the challenges of social isolation and the needs of elderly people • Engage with and support young people to help them fulfil their potential in our town, working with schools, youth groups and partners • Work to improve public awareness and inclusion for disabled people, LGBTQIA+ people and any other groups that may experience discrimination.
SO4	Help to create a future that is carbon neutral, environmentally sustainable, and is resilient to climate change.
	<ul style="list-style-type: none"> • Reduce the carbon footprint for the Town Council's assets and Streetscape service • Review existing facilities for recycling and develop new where necessary • Develop and deliver a campaign (s) promoting the need and facilities for rec • Create awareness of training opportunities • Support the development and delivery of the Congleton Sustainability Group's initiatives • To work with partners on recycling initiatives • To improve the air quality in Congleton • Development of a Sustainable Transport Masterplan for Congleton and surrounding Parishes • Promote existing infrastructure for sustainable modes of transport • Review current bus and train provision and develop proposals with CEC for integration • Review provision for car drivers including electric charging points and Car Parking strategy • Reinforcing the need for high quality transport plans from developers of new housing
SO5	Maintain and create opportunities to enhance our green spaces and promote biodiversity.
	<ul style="list-style-type: none"> • Work collaboratively with external partners and community groups to drive forward; environmental and biodiversity projects. • Maximise opportunities for the retention and enhancement of Green Open Spaces • Progress our Biodiversity Plan and the 30 designated biodiversity sites. • Continue the Congleton in Bloom initiative and associated community engagement, with increasing focus on sustainability • Continue to adapt our working practices for enhanced biodiversity, such as more sustainable planting, reduced harmful pesticide use, and rewilding.

SO6	Support the wellbeing of our residents and work to reduce health inequalities
	<ul style="list-style-type: none"> • Work to reduce social, economic and health inequalities • Promote initiatives to improve the health and wellbeing of people in Congleton • To strive for first rate mental health services for our town and surrounding areas • Support and lobby for continued development of the services provided at the Congleton War Memorial Hospital • Work with providers to lobby for physical and mental health provision in Congleton.
SO7	Ensure Congleton remains a safe place to live, work and visit.
	<ul style="list-style-type: none"> • Work with and support the Local Policing Unit to ensure we have adequate police coverage • Monitor crime levels in the town and work in partnership with the local police, the local authority, other organisations and the public to reduce crime and bring perpetrators to justice • Implement and promote the Community Safety Charter. • Maintain White Ribbon Accreditation and continue to challenge domestic abuse and sexual violence in Congleton. • Continue reviewing the CCTV provision and other forms of security and monitoring • Press for transport infrastructure that equally supports all groups including motorists, walkers, cyclists and users of mobility aids • Promote agencies supporting those living with crime-related trauma, addiction and abuse
SO8	Maintain effective and efficient governance and management of resources and assets
	<ul style="list-style-type: none"> • To achieve and maintain the National Association of Local Councils (NALC) 'Council Gold Standard of Operation' by 2027 • Through a capital investment plan maintain and develop the current Town Council's built assets inclusive of the Town Hall, Cenotaph, Paddling Pool and Allotments • Explore opportunities to acquire additional assets and services that will benefit the community • Ensure that health and safety is at the forefront of Town Council's services • To develop and enhance the Streetscape grounds maintenance and street cleansing service • Work to reduce the operational deficit of the Town Hall • Become a Disability Confident Employer by 2027

Corporate Strategic Plan

2025-20XX



Congleton
Town Council



Foreward

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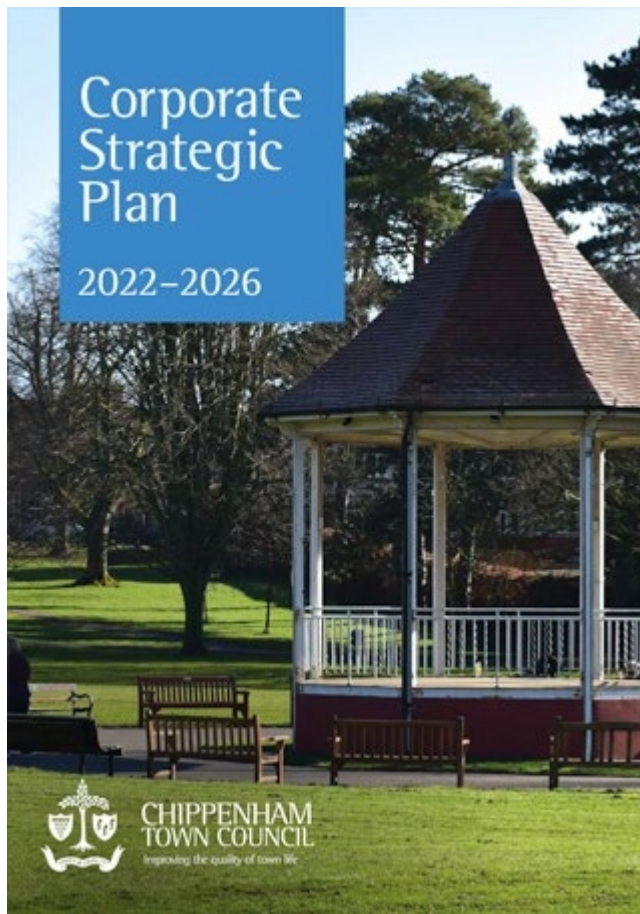
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Appendix 3 – Chippenham Town Council



To view the detail click on the link below

https://www.chippenham.gov.uk/wp-content/uploads/2022/05/CTC_0893_Corp_Strategic_Plan_A5_12pp_Apr_22.pdf

MEETING DATES 2025-26 3rd draft

May 2025

- 1. Council Meeting (7.00pm)
- 6 Informal meeting (Tues 7.00pm)
- 8 Date reserved VE DAY
- 15 Annual Town Meeting (7.00pm)
- 22 Mayor Making 7.00pm)
- 29 Planning (7.00pm)

June 2025

- 5 Finance & Policy (7.00pm)
- 12 Town Hall Assets and Services (7.00pm)
- 19 *Reserved* (7.00pm)
- 26 Council (7.00pm)

July 2025

- 3 Environment (7.00pm)
- 10 Planning (7.00pm)
- 17 Community (7.00pm)
- 24 *Date Reserved* (7.00pm)
- 31 *Date Reserved* (7.00pm)

August 2025

- 7 Planning (7.00pm)
- 14 *Date Reserved* (7.00pm)
- 21 *Date Reserved* (7.00pm)
- 28 *Date Reserved* (7.00pm)

September 2025

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

October 2025

- 2 Environment (7.00pm)
- 9 Date Reserved 7.00pm)
- 16 Planning (7.00pm)
- 23 Council (7.00pm)
- 30 *Date Reserved* (7.00pm)

November 2025

- 6 Town Hall, Assets & Services (7.00pm)
- 13 Planning (7.00pm)
- 20 Finance & Policy (7.00pm)
- 27 Community (7.00pm)

December 2025

- 4 Environment (7.00pm)
- 11 Planning (7.00pm)
- 18 Council Meeting (7.00pm)
- 25 Holiday

January 2026

- 8 *Date Reserved* (7.00pm)
- 15 Planning (7.00pm)
- 22 Town Hall, Assets & Services (7.00pm)
- 29 Community (7.00pm)

February 2026

- 5 Environment (7.00pm)
- 12 Finance & Policy (7.00pm)
- 19 Planning (7.00pm)
- 26 Council Meeting (7.00pm)

March 2026

- 5 *Date Reserved* (7.00pm)
- 12 *Date Reserved* (7.00pm)
- 19 Planning (7.00pm)
- 26 Finance & Policy (7.00pm)

April 2026

- 2 Environment (7.00pm)
- 9 Town Hall, Assets & Services (7.00pm)
- 16 Community (7.00pm)
- 23 Planning (7.00pm)
- 30 *Date reserved* (7.00pm)

May 2026

- 7 Council Meeting (7.00pm)
- 12 Informal Meeting (*Tues* - 7.00pm)
- 13 *Date Reserved* (*Wed* - 7.00pm)
- 14 Annual Town Meeting (7.00pm)
- 21 Mayor Making (7.00pm)

****Meetings of the Personnel Committee and Strategy Working Group will be convened as business dictates. All meetings start at 7.00pm unless stated otherwise and will be held at the Town Hall.**

Papers will be emailed to Councillors and published on the Town Council's website at least three clear working days before each committee meeting – not including the date of the committee or weekends.



Congleton Town Council

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Information for Members 2025-26

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Mobile: 07974 600898