

Crewe Town Council

1 Chantry Court
Forge Street
Crewe
Cheshire
CW1 2DL



CREWE
TOWN COUNCIL

T: 01270 756975

www.crewetowncouncil.gov.uk

Date: 22nd March 2022

To: Members of Crewe Town Council

Dear Councillor,

You are summoned to attend the meeting of the Crewe Town Council to be held at **7:00pm on Tuesday 29th March 2022**. The meeting will be held at the **Salvation Army Hall, Prince Albert Street, Crewe, CW1 2DF**.

In the interests of maintaining Covid 19 safety, adherence to guidance and to facilitate appropriate public access, the meeting will be recorded and shared on the Crewe Town Council youtube.com channel

Yours sincerely

Peter Turner
Town Clerk

AGENDA

1. To receive and consider apologies for absence
2. To note declarations of Members' interests
3. To confirm and sign the minutes of the Crewe Town Council Meeting held on 7th December 2021 (**attached pg 5**)
4. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. Any member of the public wishing to participate should email support@crewetowncouncil.gov.uk by 3.00 p.m. on the day of the meeting, providing their name, email address and an indication of the subject of their question or comment. Alternatively, your comments or questions can be submitted in advance and read to the committee at the meeting by the clerk.

Attendance at the meeting in person is permitted, but space is limited and you are asked to consider if you might be able to access the meeting virtually in consideration of available space and associated government Covid-19 safety guidance. Please feel free to contact the office to discuss this in more detail if you would like to.

5. To receive and consider written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy of the Crewe West Ward, within adopted council policy
It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the discussion of Item 5 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.
6. To receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 7th December 2021:-
- a. Committee: Finance and Governance**
Chair: Councillor Jill Rhodes
Meeting held: 1st March 2022 (*draft minutes attached pg7*);
Items for consideration:
- i. That the Social Media Policy is deleted (replaced by the Internet, Email & Social Media Policy)
 - ii. That the Environment Policy; Information & data Protection Policy; Sponsorship; and Internet, Email & Social Media Policy are recommended to council for approval
 - iii. That the reviewed and updated Medium Term Financial Plan 2021-2023 is recommended to council for approval
 - iv. That, subject to confirmation of the Town Improvement Plan High Streets project's external funding, Council creates the post of Project Manager for the term of the project, with recruitment process, job description and person specification to be approved by the Personnel Committee and appointment delegated to the Chair of the Personnel Committee and Town Clerk.
- b. Committee: Operations and Improvement**
Deputy Chair: Councillor Benn Minshall
Meetings held: 14th February 2022 (*Draft minutes attached pg79*)
Items for consideration:
- i. To consider a revised recommendation relating to the charitable structure of a future organisation to deliver a sustainable future for Christ Church Regeneration – an Incorporated Charity
- c. Committee: Marketing and Events**
Chair: Councillor Joe Cosby
Meetings held: 31st January 2022 & 14th March 2022 (*minutes and draft minutes attached pg87*)
Items for consideration:
- i. That a package of events is approved by the committee for recommendation to council to fund to the value £23,850, drawn from an Ear Marked Reserve created from underspends in 2021/22 budget lines, Community Events, (4259), Event Match Funding (4271) and Cultural Hub (4285).
- d. Committee: Planning**
Chair: Councillor John Rhodes
Meetings held: 18th January 2022, 21st February 2022 & 21st March 2022 (*Minutes & draft minutes attached pg105*)
Items for consideration: None
- e. Committee: Community Plan**
Chair: Councillor Benn Minshall
Meetings held: 17th January & 15th March 2022 (*Minutes & draft minutes attached pg129*)
Items for consideration: None

f. Committee: Personnel

Chair: Councillor Jill Rhodes

Meetings held: 7th December 2021 & 8th March 2022 (*minutes & draft minutes attached pg137*)

Items for consideration: None

7. To consider nominations for and approve:
 - i. Mayor of Crewe (elect) for the civic year 2022/23
 - ii. Deputy Mayor of Crewe (elect) for the civic year 2022/23
8. To note any updates from members having attended external meetings
9. To note, consider and approve payments as recommended by the Finance & Governance Committee from 1st November 2021 to 31st January 2022 to the value of £209,454.76 and spend to date as shown in the attached reports (*attached pg141*)
10. To consider the delivery and development of a Business Improvement District, including the up-front funding, as recommended by the Operations & Improvements Committee (*attached pg145*)
11. To consider and approve the updated Ear Marked Reserves structure, as recommended by the Finance and Governance Committee (*attached pg185*)
12. To consider and approve a Business Delivery Plan for 2022/23 as recommended by committee within the approved budget and Ear Marked Reserves for 2022/23 (*attached pg189*)
13. *It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 14 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.*
14. Matter arising at an allotment site
15. To note the proposed date of the next meeting of Crewe Town Council – The Annual Meeting of Council Tuesday 17th May 2022 at 7pm – location and format of the meeting to be confirmed subject to government Covid-19 safety guidance and restrictions at that time

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| | | | |
|----------------|------------------|-----------------------------|------------------------|
| In attendance: | Cllr Emma Angier | Cllr Tess Buckley | Cllr Dawn Clark |
| | Cllr Tom Dunlop | Cllr Martin Edwards | Cllr Hazel Faddes |
| | Cllr Lena Hogben | Cllr Benn Minshall | Cllr Phoenix Morrissey |
| | Cllr Jill Rhodes | Cllr Dennis Straine-Francis | Cllr Nan Walton |

Minutes of the Meeting Held 7th December 2021

CTC21/5/1 To receive and consider apologies for absence
Apologies were received for Cllrs Coiley, Cosby, Messent, John Rhodes, Houston and Wye

RESOLVED: That a dispensation of 6 months for leave from council meetings is approved for Cllr Messent in recognition of the current need for consideration.

CTC21/5/2 To note declarations of Members' interests

CTC21/5/3 To confirm and sign the minutes of the Crewe Town Council Meeting held on 9th November 2021

RESOLVED: That the minutes of the meeting are approved as a true record of that meeting

CTC21/5/4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

Public Speaker 1

Question 1

Why were the public excluded from the switch on of the Christmas lights?

Cllr Dunlop responded:

The planning for such large-scale events starts months in advance and the risks have to be considered. It was a difficult decision due to the pandemic. A switch on event would encourage thousands to gather together and potentially risk ruining all Christmases for lots of households. I fully endorse my fellow members' decision and truly hope that we can bring back a traditional switch on event again next year.

Question 2

Crewe has the worst street in the UK for broadband speed on Wistaston Road. How will Crewe Town Council communicate the need to address this to government?

Cllr Jill Rhodes responded:

That communication to the MP and government would have minimal effect due to the privatised nature of the service.

It was agreed that the clerk would write to the LEP, MP and Secretary of State to raise the issue.

AGENDA ITEM 3

CTC21/5/5 To receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 28th September 2021:-

a. Committee: Finance and Governance

RESOLVED: That the governance documents reviewed as part of the ongoing rolling process for governance resilience are approved

b. Committee: Operations and Improvement

RESOLVED: That Councillor Dennis Straine- Francis is appointed as the Council representative to the Heritage Group

c. Committee: Marketing and Events

Items for consideration: **None**

d. Committee: Planning

Items for consideration: **None**

e. Committee: Community Plan

Items for consideration: **None**

f. Committee: Personnel

Items for consideration: **None**

CTC21/5/6 To note any updates from members having attended external meetings
None

CTC21/5/7 To note, consider and approve payments (1/9/2021 to 31/10/2021) to the value of £74,227.84 and spend to date as shown in the attached reports
RESOLVED: That the spend of £74,227.84 is approved

CTC21/5/8 To consider approval of membership subscription for South Cheshire Chamber of Commerce - £165
RESOLVED: That the membership subscription of £165 is approved

CTC21/5/9 As recommended by the Finance and Governance Committee, that the Interim Internal Audit is approved
RESOLVED: That the Interim Internal Audit is received and approved.

CTC21/5/10 To consider the draft budget for financial year 2022/23 and therefore inform associated precept requirement.
Cllr Jill Rhodes recommended the budget to council. It is a below inflation precept increase (2.97%) which enable services that benefit residents and build civic pride to continue to deliver effectively. Building on work done relating to regenerating the perception of Crewe; delivering events and entertainment; Tree of Light; Christmas Lights and activities; public realm maintenance; investing in projects; community grants; improving parks and play areas; ensuring residents are the priority; enhancing and promoting Crewe's heritage; public safety and CCTV provision seeking inward investment and grants; and promoting Crewe as a place to live, work and invest.

RESOLVED: That the Crewe Town Council budget for the financial year 2022/23 is approved and therefore informs the associated precept requirement.

CTC21/5/11 To note the date of the next meeting of **Crewe Town Council** as **Tuesday 29th March 2022** at **7pm**. Location and meeting format to be confirmed subject to Covid-19 restrictions and considerations at that time.

Meeting closed: 7.24pm

Chair Cllr Tom Dunlop

Clerk P Turner



MINUTES

Finance & Governance Committee 1st March 2022

In attendance: Cllr Emma Angier Cllr Tess Buckley Cllr Jill Rhodes
Cllr John Rhodes Cllr Benn Minshall Cllr Joe Cosby
Cllr Dennis Strain-Francis

1 To receive apologies for absence
Cllr Tom Dunlop
Cllr Jamie Messent

2 To note declarations of Members' interests
None

3 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

4 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on Tuesday 23rd November 2021

RESOLVED: That the minutes are approved as a true record of the meeting

5 To review the year to date financial position for Crewe Town Council
The financial position was reviewed and noted

6 To note and recommend to Council approval of payments 1st November 2021 to 31st January 2022 to the value of £209,454.76

RESOLVED: That the spend of £209,454.76 is recommended to council for approval

AGENDA ITEM 6.a.

- 7 To review the following Governance Documents as part of the Annual Governance Review Process:-
- i. Environment Policy
 - ii. Information & Data Protection Policy
 - iii. Social Media Policy (to be deleted)
 - iv. Internet, Email & Social Media Policy
 - v. Sponsorship Policy

RESOLVED: That it is recommended to council:

- i. That the Social Media Policy is deleted (replaced by the Internet, Email & Social Media Policy)
- ii. That the above remaining 4 policies are recommended to council for approval

- 8 To review and consider updates to the Medium Term Financial Plan 2021-2023

RESOLVED: That the reviewed and updated Medium Term Financial Plan 2021-2023 is recommended to council for approval (with an additional footnote to the effect to highlight consideration of higher than previous inflation on budget setting for 2023/24)

- 9 To note the approved budget for 2022/23 as it relates to this committee.
The budget is noted

- 10 Council Reserves & Ear Marked Reserves Review for 2022/23

RESOLVED: That the revised Ear Marked Reserves structure is recommended to council for approval (noting the amended/updated title for Town Centre Capital Projects EMR)

- 11 To consider an update from the Project Oversight Group

RESOLVED:

- i. That the update is noted
- ii. That the project management delivery model of direct internal appointment is recommended for progression through committees and council
- iii. The Repurposing Our High Streets project GANTT chart is reviewed and approved by the committee
- iv. That members will consider how they might inform consideration of new future projects for the council to investigate and progress via the project oversight group.

- 12 Office accommodation review

RESOLVED:

- i. That the Clerk is directed to enter in to non-committed negotiations on town centre property purchases to gather meaningful detail when available, noting that no commitment will be progressed without full details and approval within the council's governance structure.
- ii. That quotes are requested for detailed plans for reorganisation of the town council offices for consideration by this committee
- iii. That the staff team is consulted on office accommodation

AGENDA ITEM 6.a.

- iv. That the clerk resumes contact with CEC to repeat the request for consideration to occupy the top floor office accommodation at the Municipal Buildings.
- v. That the clerk engages with the agents for 2 Chantry Court to consider if the property is available for purchase, noting that there is no commitment to progress towards purchase.
- vi. That the clerk reports back to this committee with any findings and progress.
- vii. The committee is asked to identify its priorities and preferences for future accommodation.

13 Member Audit – scheduling and consideration of member audits

The item was noted and members asked to consider carrying out a member audit of the council operations.

14 The date of the next meeting of the Finance and Governance Committee is Tuesday 26th April 2022

The location and/or format of the meeting as yet to be confirmed based on the guidance and regulations at the time

Meeting closed at 8.09pm

Chair Cllr Jill Rhodes
Clerk P Turner

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AGENDA ITEM 6.a.ii

CREWE TOWN COUNCIL
ENVIRONMENTAL AND SUSTAINABILITY POLICY

Adopted by Council: 29th September 2020
Planned Review Date: May 2022

Crewe Town Council recognises its operations have impact on the environment in a number of ways and is committed to identifying, monitoring and reducing such impacts. In addition, its duties enable it to protect and at times enhance the local environment both directly and by influencing others. The Council will make best use of its position and powers to do this.

The Council acknowledges its **duty** to consider the conservation of biodiversity when carrying out its functions, under the provisions of the Natural Environment and Rural Communities Act 2006, s40.

The Council will recognize and support Cheshire East Council's Environmental Strategy 2019-24 ~~which is currently in draft form.~~

The Council accepts that "sustainable development" will not be possible unless "Climate Change", the global temperature rise, is tackled and that this is of growing concern to its residents, particularly the young.

This Policy supports and amplifies the aims of the Council's Corporate Strategy "**Taking Crewe where it wants to be**". "A Town to Enjoy" is one of its 5 key priorities which includes the statement "Improving the quality of the Public Realm, recognising climate change issues and protecting the local environment and heritage".

It will also be linked to other Council policies including Equality; Community and Social; Quality; Treasury Management (Investment) and Procurement, which will ensure environmental considerations are central to the ethos of the organisation.

The Council will therefore work with partners to help our Town achieve its sustainability ambitions. To be successful, everyone must play their part and the Council will help them realise there are wider benefits of tackling climate change which can improve lives, not diminish them.

To achieve this, the Council will:-

- Embrace the concept of sustainability and acknowledge the need to reconcile environmental, social and economic demands.
- Comply with all relevant environmental legislation and where possible set standards which are more stringent than the legal minimum.
- Undertake periodic audits to ensure up to date assessments of environmental impacts are maintained and the progress of action plans are monitored. As part of this it will measure the organisation's carbon footprint and take the necessary actions to reduce it.
- Ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work.
- Require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.
- Have regard for both the natural and built environments and will strive to protect and where possible enhance them.
- Although the Council is not a large energy user it will take any opportunity to manage energy with a view to minimising its consumption.
- Ensure its operations minimise pollution of land, water and air.

- Minimise the consumption of natural resources and consume material goods with consideration and in moderation.
- Seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.
- Reduce emissions from travel and machinery.
- Direct its efforts to make the Town sustainable, through like-minded community groups and will investigate the “transition town” approach.

Responsibilities

The Town Council is ultimately responsible for setting its policy and ensuring it is adhered to. Many of the responsibilities for environmental and sustainability functions are delegated to its Planning ~~and Environment~~ Committee. Member Audits may include compliance of environmental policies and procedures in its planned audits.

The Town Clerk and Officers are responsible for implementing this policy and as far as is reasonably practicable, will ensure that:-

- Appropriate environmental operating procedures are developed and reviewed.
- Any work carried out will comply with the requirements of this Policy and relevant operating procedures.
- Noise Pollution is kept to a minimum.
- Environmental accidents are investigated and resolved and preventative measures are enforced to prevent reoccurrences.
- This Policy is reviewed regularly to ensure relevance and currency.

Everyone of us has the ability and responsibility to contribute to this!

Every one of us will benefit!

CREWE TOWN COUNCIL

AGENDA ITEM 6.a.ii

INFORMATION AND DATA PROTECTION POLICY

Date adopted: 3rd March 2020

Review date: February 2022

This version supersedes any previous Information and Data Protection Policies.

Scope

This Policy consists of a suite of inter-linked policies:-

- Information and Data Protection Policy
- Appendix 1 – Information Security Policy
- Appendix 2 – CCTV Policy
- Appendix 3 – Website Policy
- Appendix 4 – Subject Access Policy
- Appendix 5 – Data Breach Notification Policy

Introduction

In order to conduct its business, services and duties, Crewe Town Council (CTC) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners as specified in the Data Protection Act (DPA). In broad terms, this data can be classified as:-

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up. (*unlikely to be personal or sensitive data under DPA, but confidential never the less*)
- Confidential information about other organisations because of commercial sensitivity. (*All Confidential which is also Personal information comes under DPA*)
- Personal data concerning its current, past and potential employees, Councillors, and volunteers. (*DPA applies*)
- Personal data concerning individuals who contact it for information, access its services or facilities or to make a complaint. (*DPA applies see definition of personal data in 7 below*)
- Data passed to a third party (data processor) who undertakes a service or task for CTC, or we have a legal obligation to inform, or we need to share information with (e.g. Pension provider, HMRC). (*DPA applies*)
- Data processed on behalf of another organisation such as a Trust of which the Council is a trustee, or community partner. (*DPA applies if that is personal data*)

Crewe Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to any other organisation which it works with and to members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy, ICT Policy and Data Retention Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, advice from its Data Protection Officer (DPO), comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme (on our Website) which is based on the statutory model publication scheme for local Councils.

Protecting Confidential or Sensitive Information

Crewe Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The Data Protection Act seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information. The policy is based on the premise that Personal Data must be:-

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection
- Against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject means the person whose personal data is being processed.

That may be an employee, prospective employee, member or prospective member of CTC, or someone volunteering to work with it. It may also be someone transacting with it in some way, or an employee, member or volunteer with one of our clients or partner organisations, or persons transacting or contracting with one of our clients or partners when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, company) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:-

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available aligning, combining, blocking, erasing or destroying the information or data regardless of the technology used.

Consent is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be freely given, provided on an opt-in basis rather than opt-out

Privacy Notice is a notice from a data controller to a data subject describing how personal data will be used and what rights the data subject has.

Data Protection Officer (DPO) is an enterprise security leadership role required by DPA. DPOs are responsible for overseeing a Council's data protection strategy and its implementation to ensure compliance with DPA requirements.

Crewe Town Council processes **personal data** in order to:-

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- The individual has consented to the processing
- Processing is necessary in order to pursue the legitimate interests of the data controller.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: towclerk@crewetownCouncil.gov.uk
- Phone: 01270 756975
- Post: The Town Clerk, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe CW1 2DL

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at:

- JDH Business services Limited, Carreg Lwyd, Cefn Bychan Road, Pantymwyn, Flintshire CH7 5EW
- john@jdhbs.co.uk

Crewe Town Council, as data controller and indeed data processor, remains responsible for compliance with the data protection legislation including the DPA. All Councillors and Officer are expected to apply data protection legislation in their work.

The Council will exercise proper control and management of personal data as this will be fundamental to ensuring, and demonstrating, compliance with the DPA.

Diversity Monitoring

Crewe Town Council may monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It may undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

Officer Privacy Notices

The Council will always give guidance on personnel data to employees, Councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Data Security and Overseas Transfers

The Town Council will ensure the security of personal data. We will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary after which it will be deleted.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Crewe Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred for that purpose in accordance with this policy and our Privacy Notice, however in other cases specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

- 1) The right to access personal data we hold on you
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details). You may access these rights by contacting the Town Clerk

- 7) The right to lodge a complaint with the Information Commissioner's Office. AGENDA ITEM 6.a.ii
- You can contact the Information Commissioners Office on 0303 123 1113 or via [email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of Officer, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of Council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary, undertake checks on both Officer and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure.

Data Transparency

AGENDA ITEM 6.a.ii

The Council recognises their responsibility to act in accordance with the Local Government Transparency Code (February 2015). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:-

- Demand led: new technologies and publication of data should support transparency and accountability.
- Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
- Timely: data will be published as soon as possible following production.

The Council will display at least the amount of data prescribed in the Code on its website and will often voluntarily exceed this requirement.

This information can be found on the Crewe Town Council [website](#)

Appendix 1
CREWE TOWN COUNCIL
INFORMATION SECURITY POLICY

AGENDA ITEM 6.a.ii

Principles and Purpose

This Policy sets out the Council's commitment to information security within the Council and provides clear direction on responsibilities and procedures.

Crewe Town Council is a Data Controller, as defined under the Data Protection Act 2018, and has registered as such with the Information Commissioner's Office.

PROTOCOLS

System Security Processes and Procedures

The Council will provide and maintain security processes and procedures for all key information systems.

The procedures will uphold the principles of confidentiality, integrity, availability and suitability and be assessed for their impact upon other systems and services.

The security procedures will provide preventative measures to reduce the risks to the system, the information held within the system and the service it supports.

A Continuity plan will be developed and maintained for each system to ensure the principles are sustained and enable the continuation of services following failure or damage to systems or facilities.

The Town Clerk will be responsible for the implementation and promotion of the procedures.

Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms should be secured at all times with locked doors as a minimum security requirement.

All documents disclosing identifiable information will be transported in sealed containers e.g. envelopes.

Within their level of authority, Officer will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop, computers, notebooks or mobile phones containing personal or confidential information, should not be left unattended or unsecured and paper records should not be left in public view.

The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment.

Logical Security

All computerised information and systems will be regularly backed up to a secure environment.

All computerised information systems will be password controlled and all passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.

Copyright and licences

The Town Clerk is responsible for ensuring all computer software packages and non-electronic media for use within an information environment are used in accordance with the terms and conditions of use as set out in the licence agreement.

Disposal and movement of equipment and media

Any media or IT equipment disposed of by the Council will not contain any data or codes that could allow an individual to be identified from it or other confidential information to be accessed. The disposal of equipment will be made under a controlled and documented environment satisfying the requirements of the Data Protection Act 2018 and DPA.

The disposal of media such as disks and memory sticks must ensure that data cannot be recovered.

Disposal of such media through the "everyday" waste collection is not permitted. The Council will implement processes to ensure appropriate disposal of such media.

An inventory of all Council computer equipment will be maintained. Details of any equipment or media disposed of or relocated (other than portable equipment) must be recorded.

Personal Computers

Computer users have responsibility for the security of the equipment in their care and shall not commit any act to compromise the data or Information Security Policy.

Computer users will be made aware of their responsibilities through this policy.

Officer and Councillors' Responsibilities

The Council will make every reasonable effort to ensure that Officer and Councillors are aware of their responsibilities for the security of information. However, each Councillor or member of Officer is responsible for ensuring that this Security Policy is adhered to and report any breaches of security.

Incident Reporting

Incidents affecting security must be reported to the Town Clerk as quickly as possible.

AGENDA ITEM 6.a.ii

Appendix 2
CREWE TOWN COUNCIL
DATA BREACH NOTIFICATION POLICY

Aim

Crewe Town Council are aware of the obligations placed on it by the General Data Protection Regulation (DPA) in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

Personal Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- a) access by an unauthorised third party;
- b) deliberate or accidental action (or inaction) by a data controller or data processor;
- c) sending personal data to an incorrect recipient;
- d) computing devices containing personal data being lost or stolen;
- e) alteration of personal data without permission;
- f) loss of availability of personal data.

Breach Detection Measures

The Council have implemented a range of measures to assist it in detecting a personal data breach, and will continue to review and refine these.

The Council will ask its IT Support company to make sure all computers and phones are up-to-date, make sure our router is an up-to-date quality model, and the firewall and anti-virus software on each computer is current.

The Council will make regular and documented inspections of physical security of premises, rooms and cabinets and ensure documents with confidential or personal information are not left about.

The Council will require our website host to document what they are doing to detect data breaches (typically hacks) and how they report them to you. The Town Clerk is responsible for this.

Officers are encouraged to regularly check for errors which may result in a data breach and report them to the Town Clerk or DPO.

The Council will regularly check security monitoring systems should flag up personal data breaches.

Officers will be trained to look for to look for:

- Unusual behaviour from anyone using a system
- Unauthorised insiders trying to access servers and files.
- Anomalies in outbound network traffic.
- Traffic sent to or from unknown locations.
- Excessive consumption.
- Changes in configuration.
- Hidden files.
- Unexpected changes.

Investigation in to suspected breach

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. All Officer are instructed to contact the DPO immediately a data breach is identified or suspected. This investigation will be carried out by the Data Protection Officer or other person agreed by the Town Clerk and DPO, who will make a decision over the severity of risk:

- Low Risk: Risk needs to be entered in Breach Register only.
- Medium Risk: Breach is required to be notified to the Information Commissioner.
- High Risk: Breach will need to be notified to the individual(s) and the ICO

Record of Breaches

The Town Clerk or other nominated officer records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under DPA. It records the facts relating to the breach, its effects and the remedial action taken.

When a breach will be notified to the Information Commissioner

In accordance with the DPA, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- i) a description of the nature of the personal data breach including, where possible:
- ii) the categories and approximate number of individuals concerned; and
- iii) the categories and approximate number of personal data records concerned.
- iv) Contact details of the DPO.
- v) a description of the likely consequences of the personal data breach; and
- vi) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

When a breach will be notified to the individual.

In accordance with the DPA, we will undertake to notify the individual whose data is the subject of a breach if there is a high risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- i) a description of the nature of the breach
- ii) the name and contact details of the Data Protection Officer.
- iii) a description of the likely consequences of the personal data breach, and
- iv) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

CLOSED CIRCUIT TELEVISION (CCTV) POLICY AND CODE OF PRACTICE

CCTV POLICY

Introduction

The purpose of this policy is to regulate the management and use of the closed circuit television (CCTV) systems operated by Crewe Town Council, ~~which covers the external aspects of the council office.~~

All cameras are monitored from the Town Council Offices ~~which are streamed wirelessly from separate control units held at each secure location.~~

This CCTV scheme and policy is operated within the Information Commissioner's Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.

The CCTV systems ~~are is~~ owned wholly by the Town Council. However, the Council also makes a financial contribution each year to help Cheshire East Council and the Police deter and react to crime in the area. The principles of this policy ~~also~~ apply only to data obtained from ~~those systems from the council office-based system. Cheshire East Council is responsible for the public realm CCTV operation, data and security.~~

OBJECTIVES OF THE CCTV SCHEME

Along with a range of measures, the CCTV system will be used to:

- monitor and assist visitors to Town Council premises
- aid safety and security to ~~all vulnerable members of the community staff and visitors to the office~~
- reduce the fear of crime
- deter crime and criminality
- aid the detection of crime and the prosecution of offenders
- reduce instances of nuisance and vandalism

STATEMENT OF INTENT

- ~~The CCTV Scheme will be registered with the Information Commissioner under the terms of the Data Protection Act 2018 and will seek to comply with the requirements of the Data Protection Act and the Commissioner's Code of Practice, as well as the Surveillance Camera Codes of Practice 2013 and 2019 published by the Home Office.~~
- Crewe Town Council will treat as data all CCTV recordings and relevant information.
- Cameras will be used to monitor activities within at the Council ~~offices and its recreation grounds~~ in line with the objectives of the scheme.
- Static cameras are set as to not focus on private homes, gardens and other areas of private property.
- ~~Unless an immediate response to events is required, Officer must not direct cameras at an individual, their property or a specific group of individuals, without an authorisation being obtained in writing for directed surveillance to take place, as set out in the Regulation of Investigatory Power Act 2000.~~
- Materials or knowledge secured as a result of CCTV will not be released to the media, or used for any commercial purpose, or for the purpose of entertainment. Recordings will only be released under the written authority from the Police, or in respect of a subject access request.
- The planning and design have endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. It is not possible, however, to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Council's CCTV.

OPERATION OF THE SYSTEM

- The system will be administered by the Town Clerk and other Council Officer, in accordance with the principles and objectives expressed in the code.
- The CCTV system will be in operation 24 hours each day, for every day of the year.
- Systems will be checked on a daily basis to ensure that the system is operating effectively and in particular that the equipment is properly recording and that cameras are functional. The system will be regularly serviced and maintained. Defects will be reported to the servicing company at the earliest convenient opportunity.

CONTROL OF SOFTWARE and ACCESS TO THE SYSTEM

- Access to the CCTV software will be strictly limited to authorised operators with a password.
- Operators must satisfy themselves that all persons viewing CCTV material will have a right to do so.
- The main control facilities will be kept secure.
- Other administrative functions will include controlling and maintaining downloaded digital materials, and maintenance and system access logs.

MONITORING PROCEDURES

- Images from these cameras ~~are to may~~ be shared with Cheshire Police, where necessary. Access to monitors must be restricted to Officer where those areas being monitored are not in public view.
- ~~If covert surveillance is planned or has taken place, copies of the Authorisation Forms, including any Review, must be completed and retained.~~

DIGITAL IMAGES: PROCEDURES

- Live and recorded materials may be viewed by authorised operators investigating an incident.
- Recorded material may be downloaded from the system in line with the objectives of the scheme.
- Images (stills and footage) may be viewed by the Police for the detection or investigation of crime.
- A record will be maintained of the release of images to the Police or other authorised applicants. A register will be available for this purpose.
- Viewing of images by the Police must be recorded in writing and in the log book. Requests by the Police are allowable under section 29 of the Data Protection Act (DPA) 1998.
- Should images be required as evidence, a digital copy may be released to the Police.
- The Police may require the Council to retain images for possible use as evidence in the future. Such images will be securely stored until they are needed by the Police.
- Applications received from outside bodies to view or release images will be referred to the Town Clerk. In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee may be charged appropriate for subject access requests.
- Retention: Images will be retained for only as long as these are required. The system will automatically delete all recordings held on the main control unit after approximately one month.

BREACHES OF THE CODE (including breaches of security)

- Any breach of the CCTV Code of Practice will be investigated by the Town Clerk, in order for him/her to take any appropriate disciplinary action.

COMPLAINTS

- Any complaints about the CCTV system should be addressed to the Town Clerk.

SUBJECT ACCESS AND FREEDOM OF INFORMATION

- The Data Protection Act (DPA) and DPA provide Data Subjects with a right to data held about themselves, including those obtained by CCTV
- Requests for Data Subject Access should be made in writing to the Town Clerk
- A request for Subject Access will be charged at £10, which is the maximum allowable under the DPA
- A request under the Freedom of Information Act 2000 will be accepted, where such a request is appropriate

CCTV Code of Practice**Introduction and Accountability**

Crewe Town Council has a limited closed circuit television (CCTV) surveillance system for the purposes of the prevention and detection of crime and the safety and welfare of Officer and premises users. The system is owned by Crewe Town Council and images from the system are strictly controlled and monitored by authorised personnel.

In line with the Home Office 12-point Code of Conduct for Surveillance Cameras which can be found [here](#)

The use of the system will:

- always be for the purpose specified which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
- take into account its effect on individuals and their privacy
- have as much transparency as possible, including a published contact point for access to information and complaints
- have clear responsibility and accountability for all surveillance activities including images and information collected, held and used
- have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them
- have no more images and information stored than that which is strictly required
- restrict access to retained images and information with clear rules on who can gain access
- consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
- be subject to appropriate security measures to safeguard against unauthorised access and use
- have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with.
- be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim.
- be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes

Operation

- The Town Clerk is responsible for the operation of the CCTV system and for ensuring compliance with this policy. Operations will be delegated to other members of Officer. Any concerns in respect of the system's use or regarding compliance with this policy should be addressed to the Town Clerk.

Location

- This code of conduct applies to all CCTV systems operated by the Town Council. Currently CCTV is present at the Council Offices. It will also encompass all other CCTV images that, in due course, are added to the system, or obtained from CCTV systems operated by Cheshire East Council which the Town Council have access to.

- The system is operational and images are capable of being monitored for 24 hours a day throughout the whole year.
- Images captured on camera will be recorded on the main CCTV servers which are held in secure locations. Although every effort has been made in the planning and design of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.
- For the purposes of the Data Protection Act 2018, the Data Controller is The Crewe Town Council and the Council is legally responsible for the management and maintenance of the CCTV system. It may however be a Data Processor for images obtained from other images.
- No unauthorised access to the system is allowed at any time. Normal access is strictly limited to authorised Officer only. Cheshire Police may in future monitor cameras under a separate Memorandum of Understanding.
- In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to access the CCTV system.
- Before granting access to the CCTV system, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include their name, department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the start and finish times of their access to the CCTV system.
- It is recognised that the images obtained comprise personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures
- Recorded images will only be reviewed with the authority of the Town Clerk. Copies of digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions, or where otherwise required by law.
- All Officer involved in the operation of the CCTV system will, by training and access to this Policy, be made aware of the sensitivity of handling CCTV images and recordings.
- The Town Clerk will ensure that all Officer are fully briefed and trained in respect of all functions; operational and administrative, arising within the CCTV control operation. Training in the requirements of the Data Protection Act and this policy will also be provided.

Recordings

- The system is supported by digital recording facilities which will function throughout operations in real time. As the images are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images will be cleared automatically after a set time.
- Unless required for evidential purposes or for the investigation of crime, recorded images will be retained for no longer than 30 days from the date of recording. However, the Town Council recognises that, in accordance with the requirements of the Data Protection Act, no images should be retained for longer than is necessary. Accordingly, some recorded images may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images. Digital images will be automatically erased after a set period, which will be no longer than 30 days.
- In the event of the digitally recorded image being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

Digital Recording and Access Procedures

- All disks containing images to remain the property of the Town Council.
- Requests by persons for viewing or copying of disks or obtaining digital recordings will be usually be made by prior authority of the Police.
- Requests from the Police will arise in a number of ways, including:
 - requests for a review of recordings in order to trace incidents that have been reported

- immediate action relating to live incidents, e.g. immediate pursuit
- for major incidents that occur when images may have been recorded continuously
- individual Police Officers seeking to review recorded images
- It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the policy reflect Data Protection Principles of the Data Protection Act 2018.
- All requests for access or disclosure will be recorded. The Town Clerk will make decisions on access to recorded images by persons other than Police Officers. Requests by the Police for access to images will not normally be denied and can be made without the above authority, provided they are accompanied by a written request signed by a Police Officer who must indicate that the images are required for the purposes of a specific crime enquiry.
- If access or disclosure is denied, the reasons will be documented.
- If access to or disclosure of the images is allowed then the following will be documented:
 - the date and time at which access was allowed or the date on which disclosure was made
 - the reason for allowing access or disclosure
 - the extent of the information to which access was allowed or which was disclosed

Photographs and hard copy prints

- Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data Protection as other data collected. They will be treated in the same way as digital images.
- At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.
- This code of practice will be reviewed annually to assess its implementation and effectiveness and it will be promoted and implemented throughout the Academy.

Appendix 4
CREWE TOWN COUNCIL
WEBSITE PRIVACY POLICY

Introduction

This privacy policy governs the privacy of this website and its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website.

Cookies are small files saved to the users computer's hard drive that track, save and store information about the users' interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website but will not store, save or collect personal information.

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

Visitors to our website

When someone visits our website we use a third party service, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow any third party to make, any attempt to find out the identities of those visiting our website.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Contact and Communication

AGENDA ITEM 6.a.ii
Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 2018.

Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk. This website and its owners may use any information submitted to provide you with further information about the services they offer or to assist you in answering any questions or queries you may have submitted. This includes using your details to subscribe you to any email newsletter program the website operates but only if you're express permission was granted when submitting any form to email process.

Your details are not passed on to any third parties.

Email Newsletter

This website does not currently operate an email newsletter program, used to inform subscribers about services supplied by this website.

[Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity [this is by not a comprehensive list]. This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.]

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to unsubscribe at any time through an automated system. This process is detailed at the footer of each email campaign.

External Links

Although this website only looks to include quality, safe and relevant external links users should always adopt a policy of caution before clicking any external web links mentioned throughout this website. The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Adverts and Sponsored Links

This website does not currently contain sponsored links and adverts.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution with regards to their own privacy and personal details. This website, nor its owners, will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy URL's (web addresses).

Users are advised to take caution and good judgment before clicking any shortened URL's published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine url's are published, many social media platforms are prone to spam and hacking and therefore this website and it's owners cannot be held liable for any damages or implications caused by visiting any shortened links.

Appendix 5
CREWE TOWN COUNCIL
SUBJECT ACCESS POLICY

AGENDA ITEM 6.a.ii

Introduction

This policy was adopted by the Town Council in order to comply with the requirements of the General Data Protection Regulations (DPA) and Data Protection Act 2018. Data subjects have the right to access personal data held on them by the Council. Details are set out in the Privacy Notice on the Council's website.

This policy is in place to ensure that internal procedures on handling of Subject Access Requests (SARs) are accurate and complied with and includes:

- Responsibilities (who, what)
- Timing
- Changes to data
- Handling requests for rectification, erasure or restriction of processing.

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered. The Council has implemented standards on responding to SARs.

Upon receipt of a SAR

The data subject will be informed who at the Council to contact, the Data Controller. The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.

The access request will be verified; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not additional information will be requested.

Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.

Receipt of the SAR will be promptly acknowledged and the data subject will be informed of any costs involved in the processing of the SAR.

Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed and progress may be monitored.

Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.

The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

Responding to a SAR

AGENDA ITEM 6.a.ii

The Council will respond to a SAR within one month after receipt of the request:

- If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
- If the Council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.
- If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:
 - the purposes of the processing;
 - the categories of personal data concerned;
 - the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses
 - where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- If the data has not been collected from the data subject: the source of such data;
- The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- Provide a copy of the personal data undergoing processing.

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CREWE TOWN COUNCIL

INTERNET, EMAIL AND SOCIAL MEDIA POLICY

AGENDA ITEM 6.a.ii

Adopted by Council: 15th December 2020
Planned Review Date: March 2022

1. Introduction

Communications via email internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:-

- Potential defamation
- Spreading of viruses, including Trojans which can steal data
- Breach of confidentiality
- Accepting files from sources in online chat rooms which could bypass firewalls or email filters
- Breach of contract
- Breach of copyright
- Breach of data protection legislation
- Breach of privacy and unlawful discrimination

This policy sets out the restrictive use of the Town Council's electronic equipment, namely, computers and telephones.

The Town Council reserves the right to monitor telephone, email and internet usage in accordance with the law, in particular the latest Data Protection Act and the Human Rights Act.

The Council provides telephones, email and internet access solely for the purposes required for the performance and fulfilment of job responsibilities.

Occasional and reasonable personal use of the Council's telephone, internet and email service is permitted, provided that it does not interfere with work performance or security.

2. Monitoring and Privacy Issues

Internet and email usage may be monitored from time to time in order to identify potential breaches of this Policy. This may lead to formal disciplinary action. Employees should note that serious breaches may result in dismissal for gross misconduct.

However, the Town Council is subject to Article 8 of the Human Rights Act, and this means that the Council will respect employees' private and family life.

3. Email etiquette

All employees must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- Only agreed email signatures may be used
- All messages must use appropriate business language
- A waiver clause will be included at the end of each email message
- The circulating of offensive, indecent or obscene material or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- Confidential material should not be disclosed
- Only attachments from a trusted source may be downloaded
- Ensure that the address of the recipient is correct before sending emails
- Ensure that a 'reply to all' is appropriate
- Ensure that essential files are saved before deleting the message in which they were received,

4. Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- Answer all calls by stating the name of the Town Council
- Be polite at all times
- Do not be rude or abrupt to callers
- Do not use offensive language
- Do not swear
- Check the telephone frequently for messages from callers and respond in a timely manner

Employees may make and receive personal calls as long as they are brief and infrequent. This applies to calls on the Council's land line or employees' personal mobile phones.

5. Unacceptable behaviour on the internet

Below are examples of what the Town Council deems to be unacceptable use or behaviour by employees:

- Allowing non-authorized users to access the internet using employees log in or while logged on
- Visiting internet sites that contain obscene, hateful, pornographic or other illegal material
- Passing on such material to colleagues or external people
- Using the computer to perpetrate any form of fraud or software, film or music piracy
- Using the internet to send offensive or harassing material to other users
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- Hacking into unauthorised areas
- Publishing defamatory and/or knowingly false material about the Council, its employees, members, colleagues and/or customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- Undertaking deliberate activities that waste staff effort or networked resources
- Introducing any form of malicious software into the corporate network
- Gambling on-line
- Disclosure of any confidential corporate information without express consent
- Any other area that the Council reasonably believes may cause problems

6. Social Media

1. Policy statement

- 1.1. This section of the policy is intended to help employees and elected members make appropriate decisions about the use of social media such as social networking websites, forums, message boards, blogs or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2. This policy outlines the standards the Council requires employees and elected members to observe when using social media, the circumstances in which your use of social media will be monitored and the action that will be taken in respect of breaches of this policy.

2. The scope of the policy

- 2.1. All employees and elected members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.
- 2.2. Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- 2.3. Breach of this policy by elected members will be dealt with under the Code of Conduct.

3. Responsibility for implementation of the policy

- 3.1 The Council has overall responsibility for the effective operation of this policy.
- 3.2 The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3 All employees and elected members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Clerk or Chair of the Council.
- 3.4 Questions regarding the content or application of this policy should be directed to the Clerk.

4. Using social media sites in the name of the council

- 4.1. The Clerk and administration officer are permitted to post material on a social media website in the name of the Council and on its behalf in accordance with the rules and scope of this policy.
- 4.2. If you are not sure if your comments are appropriate do not post them until you have checked with the Clerk.

5. Using social media

- 5.1. The Council recognises the importance of the internet in shaping public thinking about the Council and the support and services it provides to the community. It also recognises the importance of our employees and elected members joining in and helping shape community conversation and direction through interaction in social media.
- 5.2 Before using social media on any matter which might affect the interests of the Council you must have read and understood this policy, and employees must have gained prior written approval to do so from the Clerk.

6. Rules for use of social media

- 2.1. Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:
 - i. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
 - ii. Any employee/elected member who feel that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk.
 - iii. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk or Mayor.
 - ii. Do not up load, post or forward any content belonging to a third party unless you have that third party's consent.
 - iii. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
 - iv. When making use of any social media platform, you must read and comply with its terms of use.
 - v. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the Council.
 - vi. You are personally responsible for content you publish into social media tools.
 - vii. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
 - viii. Don't discuss colleagues without their prior approval.
 - ix. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion. Remember that although it is acceptable to make political points or canvass votes via your own social media accounts this will not be permissible if you are commenting on behalf of the Council.
 - x. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

7. Monitoring use of social media websites

- 7.1. Employees and elected members should be aware that any use of social media websites (whether or not accessed for Council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure and councillors under the Code of Conduct.
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Council.
- 7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):-
 - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
 - b) a false and defamatory statement about any person or organisation;
 - c) material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council our councillors or our employees;
 - d) confidential information about the council or anyone else
 - e) any other statement which is likely to create any liability (whether criminal or civil, whether for you or the organisation); or
 - f) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Procedure/Code of Conduct.

- 7.4. Where evidence of misuse is found the Council may undertake a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.
- 7.5. If you notice any use of social media by other employees/elected members in breach of this policy please report it to the Clerk/Chair in accordance with the Council's Whistleblowing Policy.

8. Monitoring and review of this policy

- 8.1. The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

CREWE TOWN COUNCIL SPONSORSHIP POLICY

AGENDA ITEM 6.a.ii

Adopted by Council: 26th February 2019

Planned Review Date: February 2022

Introduction

Crewe Town Council has a policy on sponsorship in order to:-

- Uphold the Council's reputation and brand identity
- Further the Council's strategic vision and support its priorities (by facilitating communication messages)
- Secure best value for money and maximise income
- Provide a framework and control measures
- Establish a corporate approach and standards (including best practice)
- Ensure compliance with legislation, advertising industry codes and other Council policies
- Support development of commercial partnerships with the private sector
- Safeguard the image of the Council

Definition

To sponsor something is to support an event, activity, person, or organisation financially or by providing products or services. It should be mutually beneficial.

Sponsorship should not be confused with other types of funding which the Council administers e.g. Crewe Town Council Grant Scheme.

Sponsorship is a business relationship between a provider of funds, resources or services and an individual, event or organisation which offers in return rights and association that may be used for commercial advantage in return for the sponsorship investment.

Sponsorship policy

- Sponsorship is not a way for any company or organisation to be viewed favourably by the Council in any other business arrangements they might be a party to.
- Organisations that will not be considered or approved for sponsorship opportunities include, but are not limited to, those which represent a conflict of interest or are connected directly or indirectly with the following:-
 - Advocacy of, or opposition to, any politically, environmentally or socially controversial subjects or issues
 - Disparagement or promotion of any person or class of persons
 - Promotion or incitement of illegal, violent or socially undesirable acts
 - Promotion or availability of tobacco products, weapons, gambling or illegal drugs
 - Financial organisations and loan advancers with punitive interest rates
 - Promotion or availability of adult or sexually orientated entertainment materials
- Any organisation wishing to sponsor a Council owned product or service must adhere to this policy and the Council's Terms and Conditions for Sponsors.
- A sponsorship briefing form must be completed to define any sponsorship opportunity for a potential sponsor.
- All sponsorship deals will be subject to a signed agreement between the Council and the sponsoring organisation. For smaller projects this might be in the form of the Council's standard Terms and Conditions for Sponsors; for larger or more complex arrangements, a document may be drawn up relating specifically to that project.

- AGENDA ITEM 6.2.ii
- The Council must ensure a return on investment when it is a sponsor. The appropriate lead Officer must consult the Council's Marketing and Events Officer before deciding whether the Council should be a sponsor or whether sponsorship of a Council product/service is the best marketing communications method.
 - Publicity and media coverage will be arranged by the Council for all appropriate sponsorship deals.
 - The use of branding and logos of any sponsoring company must not interfere with the Council's Corporate Identity or Brand Guidelines.
 - The size and positioning of sponsors' logos on any promotional material, goods or signage must be considered by the appropriate lead Officer in conjunction with the Council's Marketing and Events Officer

VERSION CONTROL

Medium Term Financial Plan 2021 – 2024 (v2)

Annual review – March 2022

Viewed by Finance & Governance Committee 01/03/2022

Updated reviewed version (v2) adopted by Crewe Town Council 29/03/2022 [to be confirmed]

Welcome to Crewe Town Council's Medium Term Financial Plan which sets out the Council's financial strategy 2023/24

Having a sound financial strategy in place is of the utmost importance as the Council looks ahead to what is likely to be an increasingly challenging future.

The Council faces significant potential commitments over the next few years relating to capital investment in its fixed assets, expenditure which may see its balances and reserves diminish, or consideration for ensuring a balanced budget to maintain sustainable financial resilience.

It will be considered if the Council should have greater involvement and control of local services and assets and the ongoing revenue demands of these will need careful consideration and understanding of potential impacts on resources.

This Plan aims to highlight and quantify the key financial challenges facing the Council over the coming years, with particular emphasis upon the forecast increases in staffing costs, the significant expected capital investment linked to the delivery of asset and service management and the risk management of the potential impact on Council balances and reserves; and put in place a financial strategy to meet these challenges.

The Plan sets out a Revenue and Capital Budget forecast for the five-year period and estimates the level of Precept and Council tax increase that may be required in order to balance the budget.

Whilst the next five years will undoubtedly present the Council with a number of challenges, we are confident that this Medium-Term Financial Plan provides a sound strategy for the planning of the Council's finances and spending over the remaining term of this Council to the financial year 2023/24, which ensures that services are protected, and which aims to keep future Council tax increases to a minimum.

The Council is fortunate in that its finances are building towards good health at the present time, and the implementation of this Plan will ensure that the Council can build on these strong foundations, continue to meet the needs of our local community, and provide value for money added value services to our local tax payers.

Cllr Benn Minshall
Mayor of Crewe (2019/21)

Purpose of the Medium-Term Financial Plan

1.1 This Medium-Term Financial Plan (MTFP) of Crewe Town Council covers the period from 2021/22 to 2023/24.

1.2 The key purpose of the MTFP is to put in place a clear and robust financial strategy for the period that will help the Council to contend with the challenges it faces, achieve its strategic aims and meet community priorities, within the limited resources available, whilst delivering value for money to the local taxpayers of Crewe.

1.3 Strategic financial planning is of particular importance during times of economic uncertainty

1.4 The MTFP is also important in putting in place a clear link between the Council’s strategic aims and targets and the priorities of the local community, as set out in the Corporate Strategy, and the Council’s financial planning process. This helps ensure that financial resources are allocated to services in a way that supports the delivery and achievement of these aims and priorities.

1.5 The MTFP sets out the national and local financial climate within which the Council will be working over the next five years and highlights the key financial challenges that it faces, as well as the strategic aims that it will be aspiring to deliver, and the community priorities that it will be striving to meet.

1.6 It then puts in place a financial strategy to meet these challenges and ensure the delivery of strategic aims and community priorities within the financial resources likely to be available. The Plan includes indicative Revenue and Capital Budgets as well as projections of the likely level of precept and balances and reserves over the five-year period.

- 1.7** Reviewing the MTFP each year will help the Council to:-
- ensure that a strategic approach is taken in the planning of the Council’s future spending and finances;
 - create stronger links between the Council’s strategic aims and the priorities of local tax payers, and future spending decisions;
 - put in place a clear, understandable and forward-looking financial planning framework;
 - make it clear how the Council plans its spending and who is responsible for making spending decisions;
 - help ensure that the Council regularly reassesses and reviews the cost of its services;
 - help the Council to demonstrate and deliver value for money in the use of public resources; and
 - help ensure that the views of the community are considered in deciding where and how the Council spends public money.

- 1.8** This is the first MTFP developed by the Council and seeks to:
- ❑ review of the Council's priorities based on the annual strategic aims and targets set out in the Corporate Strategy;
 - ❑ review of community priorities, informed by the Community Plan, satisfaction surveys and consultations;
 - ❑ reviewing the resources required to fund future service needs, including providing for pay awards, inflation and other unavoidable budget pressures, budgeting for changes in funding and income, managing expected changes in demand for services, and identifying efficiency savings and possible budget reductions;
 - ❑ considering the costs of all new statutory requirements and any planned investment in existing services or new initiatives that have already been approved by the Council;
 - ❑ projecting the likely available financial resources based on target Council tax increases, projected Council tax base changes, use of balances and reserves, the availability of external funding, and the potential for future capital receipts and borrowing opportunities;
 - ❑ assessing the ability of the Council to fund its on-going service needs, deliver its strategic aims and meet community priorities within the limited resources available; and
 - ❑ maintaining a continuous focus on efficiency and value for money.

Key Stakeholders

- 1.9** The MTFP is published for use by all stakeholders to help review the Council's finances over the medium term, understand the spending pressures it faces and how the Council plans and makes decisions about spending on services, and show how this links to each stakeholder's relationship with the Council, and in particular:-
- ❑ **for Councillors and service managers;** to help communicate the Council's overall financial strategy and to improve understanding of the links between the Council's strategic aims and priorities, as set out in the Corporate Strategy and individual service plans, and the setting of the Revenue and Capital Budget each year;
 - ❑ **for the local community and Council tax payers;** to communicate the Council's overall financial strategy and its links to and impact on the provision of local services and the level of Council tax, demonstrate how the Council seeks to prudently exercise stewardship of public money and look after community assets, and improve the openness and accountability of the Council's financial decision making; and
 - ❑ **for local businesses and community organisations;** to communicate the Council's financial strategy and its links to and impact on the provision of local services and to provide key financial information to support the development of opportunities for partnership working in Crewe.

- 1.10 Service Managers**, under the supervision and guidance of the Town Clerk, are responsible for the preparation of the annual budgets in respect of the services under their responsibility, in accordance with the budget framework, and with regard to the principles set out in the MTFP.
- 1.11** Service Managers are also responsible for managing, monitoring and controlling actual spending and income on the budgets under their responsibility during the year, via effective budget management, and informing the Town Clerk of spend and any potential problems or significant variations from the approved budgets.
- 1.12 The Town Clerk** is responsible for developing and updating the MTFP and budget framework each year and ensuring compliance with these, co-ordinating the development and setting of the annual budgets, providing financial information and advice, implementing an effective system of budget monitoring and control, and regularly reporting financial information to the Council.
- 1.13 Members of the Council** are responsible for reviewing and approving the MTFP and budget on an annual basis, considering and approving the annual budgets, receiving budgetary control information, approving remedial action in respect of any significant budget variations, and considering and approving capital spending decisions and additional budget requests.

Links with Other Strategies and Plans

- 1.14** The Council produces a number of other strategies and plans which have links to this MTFP and which have been considered in the development of this MTFP.
- 1.15** It is also important that the MTFP is clearly linked to the strategic aims and objectives that the Council is trying to achieve. These are set out in the Council's Corporate Strategy.

Consultation with the Local Community

- 1.16** The MTFP has been prepared taking into account the views of the local community and tax payers, as expressed in the Community Plan survey, previous satisfaction surveys and other surveys and consultation events.
- 1.17** The Council will also undertake a budget consultation exercise during the annual budget setting process prior to the start of a new administration (this being budget setting for the financial year 2023/24). The Council's draft budget proposals –are shared for consultation via an online budget questionnaire to establish views –on the budget as well as priorities for investment and disinvestment.

| | | |
|---------|--|---------------------|
| Section | Financial Principles and Financial Planning Framework | AGENDA ITEM 6.a.iii |
| 2 | | |

Introduction

- 2.1** In preparing a Medium-Term Financial Plan, it is first important to establish the key financial principles on which the Plan will be based, and to put in place a financial planning framework which will provide the guidelines for the annual budget setting process.

Financial Principles

- 2.2** This Plan will be based on the overriding principle of **Value for Money**.
- 2.3** Achieving value for -the money that the Council receives from local tax payers via the precept, and subsequently -spends- on- local services, is one of the Council's highest priorities. The Council is committed to the achievement of year on year efficiency and will work hard to keep future precept increases to a minimum.
- 2.4** This will be achieved by regularly reviewing services and monitoring performance to ensure that -services continue to be needed and are well managed and cost effective, regularly testing the market, undertaking internal and external audit, and ensuring that all Members and staff are aware of and committed to achieving value for money.
- 2.5** In order to ensure this, the following set of financial principles will be put in place for the period of this Medium-Term Financial Plan:-
- ❑ **a strong financial strategy** that enables the Council to take a long- term view of its finances, achieving greater stability and enhancing its ability to be proactive and have the capacity to take advantage of any opportunities and contend with any challenges that may arise;
 - ❑ **a level of spending that is affordable and sustainable** in the long term and which supports the effective delivery of services in line with strategic aims and the needs and priorities of the community;
 - ❑ **a prudent but realistic assessment of future revenue spending commitments, capital investment requirements, income levels, Council tax base movement, and external grant funding;**
 - ❑ **a strong culture of financial management** where continuous improvement and a drive for more economic, efficient and effective ways of working and use of resources is undertaken;
 - ❑ **a prudent level of balances and reserves** that protects the Council against unforeseen budget pressures, provides sufficient resources to finance future capital investment commitments and enables the Council to be proactive and take advantage of any opportunities that may arise;
 - ❑ **an effective and responsive finance service**, which provides sound financial information and advice to Members and officers.

- 2.6** The financial planning framework provides the overarching guidelines for the development of the Medium-Term Financial Plan and the setting of the annual budgets.
- 2.7** The financial planning framework is based on the key financial principles set out above and will be updated on an annual basis.
- 2.8** The financial planning framework is set out below:-
- ❑ The Budget will be produced annually;
 - ❑ The Budget will be developed in accordance with this financial planning framework and the key principles and assumptions set out in the Medium-Term Financial Plan;
 - ❑ In allocating resources to services, priority will be given to those areas of spending that contribute to the achievement of the Council's strategic aims and targets, or which clearly meet community needs and priorities;
 - ❑ Budgets will be prepared on the basis of a commitment to the achievement of year on year efficiency;
 - ❑ Budget resources will be redirected from low priority to high priority service areas as and when necessary;
 - ❑ Additional budget to meet new statutory requirements and unavoidable budget growth e.g. inflation and changes in demand, will be clearly identified and fully evidenced;
 - ❑ All other requests for additional revenue budget resources and investment in services will need to be fully justified and evidenced and will be subject to an appraisal process when setting the budget;
 - ❑ An annual review of budgeted expenditure and income targets in respect of all service areas will be undertaken, using the principles of zero-based budgeting, in order to identify efficiency savings;
 - ❑ The financial implications of the recommendations from any completed service reviews will be incorporated into the annual ~~Revenue and Capital~~ Budget;
 - ❑ The Capital Programme Budget will be developed with priority given to those projects identified within and that contribute to the delivery of the Council's approved Asset Management Plan (when adopted);
 - ❑ All other Capital Programme Budget bids will need to be fully justified and evidenced and will be subject to an appraisal process when setting the budget;
 - ❑ Council balances and reserves will be maintained at prudent levels to protect the Council against any unforeseen budget pressures and liabilities, and provide resources to finance future year's capital investment commitments as set out in the Asset Management Plan;
 - ❑ Budget consultation will be undertaken, and feedback will be taken into consideration by the Council in the setting of the Budgets prior to the start of a new term of Council.

Introduction

- 3.1** The development of the Council's Medium-Term Financial Plan must take place within the context of the national economic, political, demographic and legislative situation.
- 3.2** This section of the Plan outlines in more detail the main national issues that are likely to affect the Council over the next five years and which will need to be considered in the Council's financial planning.

National Economic Situation

- 3.3** A key influence on the Council's financial planning is the national economic situation. It is now clear that the country faces huge economic pressures following the protracted impact of the Covid 19 pandemic. The UK economy has now largely recovered from the recession and economic difficulties between 2008 and 2013 and had returned to sustained annual growth over the last five years, excluding the significant dip and recovery of 2020/21.

- 3.4** Unemployment ~~is beginning to rise~~ remains at a relatively flat level, numbers in work have increased, inflation is ~~low~~ rising, wages have risen, and consumer spending power has improved.

- 3.5** However, the economic recovery is by no means secure and remains very much dependent on the success or otherwise, of the on-going Government action to reduce the national debt, reduce the budget deficit, and implement further measures to stimulate growth. The final outcomes of the 'Brexit' agreement are also likely to have a significant impact on the economy and this issue is explained in more detail below.

- 3.6** Economic issues could therefore have a significant impact upon the Council's financial planning over the term of the MTFP and the potential financial impact of the relevant economic issues is considered in more detail in the key financial assumptions set out in Section 7 of the Plan.

- 3.7** The Government has agreed a withdrawal agreement with the EU, but the impacts and outcomes have not yet been clarified.
- 3.8** The Brexit process has created a significant level of uncertainty and it is currently very difficult to predict what the final outcome will be or what impact there might be on the economy and political situation and therefore on the Council's financial planning over the coming years.
- 3.9** However, it is clear that Brexit may create economic volatility and uncertainty up to the end of the decade and beyond, and lead to positive or negative effects on political and economic factors such as growth, inflation, interest rates, employment, availability of goods and services, and future investment in the public sector, including local government.
- 3.10** Future updates of the Medium-Term Financial Plan will factor in any developments in relation to Brexit that have a direct impact upon the Council's financial planning over the next few years.

Government Spending Reviews and Finance Settlements

- 3.11** In the Autumn Budget published in October 2018, the Chancellor of the Exchequer indicated that austerity was finally coming to an end, with sustained economic growth, the budget deficit and public sector borrowing down, increased tax receipts, more people in work, and wages growth exceeding inflation. This led to a pledge of 1.2% annual average growth in departmental spending moving forward. Due to C19 associated exceptional spending, it is viewed unlikely that this pledge will be fulfilled
- 3.12** However the Chancellor also made it clear that the improvement in the economy and public finances and the likelihood of increases to public sector funding allocations is very much linked to the outcome of the Brexit negotiations, and that any tax cuts and spending rises depended on a 'deal dividend' linked to a 'smooth Brexit'.
- 3.13** Government funding reductions for local government have amounted to more than 50% over the four-year period 2016/17 to 2019/20 and this has resulted in the Government Revenue Support Grant for principal authorities being largely phased out, putting significant pressure on non-statutory services and raising the need for local service delivery review and local asset review.
- 3.14** The Government is undertaking a 'Fair Funding Review' of the relative needs and resources of local authorities and the formula for the distribution of resources to local government. This will inform the next Comprehensive Spending Review. The Fair Funding Review was scheduled to be published in late 2019 and implemented with effect from April 2020. The government announced a delay to this in April 2020. As yet no timescale for delivery is known and consultation has not yet taken place (at the point of completion of this document)
- 3.15** The Government is also planning to increase the proportion of locally collected business rates income that principal Councils can retain to 75%. However, there are currently no proposals for town and parish Councils to receive a share of business rates.
- 3.16** The Government has not announced any reform of the Council tax system or revaluation

of Council tax property valuation bands over the period of this Parliament, and it can therefore be assumed that there will be no changes to the Council tax system over the life of this Plan.

- 3.17 Clearly the Government’s Comprehensive Spending Reviews have had a significant impact on principal Councils, such as Cheshire east Council, who have faced substantial cuts to their funding.
- 3.18 There will undoubtedly be implications for the Town Council as a result of the ongoing financial difficulties faced by Cheshire East Council, and these issues are discussed in more detail in the Section 4 of the Plan – Local Issues.
- 3.19 The Town Council has been relatively sheltered from the public sector spending cuts, in that it had been in the fortuitous position of not being reliant on any funding from the Local Council Support Grant or Government in order to finance the services that it provides.
- 3.20 The outcome of the Fair Funding Review and the next Comprehensive Spending Review and Local Government Finance Settlement is of increased relevance and importance to the Council in terms of the future funding structures for local authorities and the potential impact on non-statutory local services and assets.

Referendums to Veto Excessive Council Tax Increases

- 3.21 The Government introduced legislation within the Localism Bill to provide a stronger role for the local community in determining annual Council tax increases, by giving local tax payers the power to require local authorities to hold referendums, thereby providing them with the opportunity to veto ‘excessive’ increases in Council tax.
- 3.22 These powers replaced the Council tax capping powers and came into effect in 2012/13. The excessiveness limit was initially set at 2%.
- 3.23 However, the Government announced in the 2018/19 Local Government Finance Settlement that it was relaxing the Council tax referendum principles for the 2018/19 and 2019/20 years in recognition of the higher than expected level of inflation and the service pressures faced by principal Councils, particularly in relation to social care.
- 3.24 An ~~increased~~ core referendum principle of ~~32~~% was therefore set for principal Councils, while local authorities providing adult social care services are permitted to raise Council tax by an additional ~~2~~1% above the referendum limit, on the understanding that the sum raised would be invested in adult social care through an adult social care precept.
- 3.25 Any increase above these limits would still be subject to a referendum with local tax payers.
- 3.26 Currently this legislation *does not* apply to town and parish Councils and the Government confirmed in the 2018/19 Local Government Finance Settlement that any consideration of the extension of Council tax referendum principles to higher spending parish and town Councils will be deferred for three years i.e. until the end of the 2020/21 year.
- 3.27 This decision is conditional upon *“the sector taking all available steps to mitigate the need for Council tax increases, including the use of reserves where they are not already earmarked for other uses or for ‘invest to save’ projects which will lower ongoing costs”,* and the Government *“seeing clear evidence of restraint in the increases set by the sector as a whole”*.

- 3.28** Clearly this is positive news, as it provides the Council with flexibility in setting its Precept in the ~~2020/21~~2021/22 year, and the opportunity to raise additional Revenue Budget resources without any restraint from the Government, should there be a need or wish to do so.
- 3.29** The Council has already taken advantage of this flexibility in the in previous financial years, implementing increases in the Town Council Tax, in order to ease the pressure on the Revenue Budget and put in place a much higher contribution to local service delivery.
- 3.30** It has been assumed for the purposes of this Plan that the Council will be free to increase the Town Council Tax by as much as is required to balance the Budget up to 2023/24.
- 3.31** There is currently no indication of referendum limits for the period 2021/22 onwards. It has been assumed for the purposes of this Plan that referendum principles *will* be applied to town and parish Councils with effect from 2024/25, and that the Council will need to limit the annual increase in the Town Council Tax to 2% or less from this year.
- 3.32** Clearly, there would be further implications for the Council if the referendum limit was reduced by the Government at any stage after the ~~2021/22~~2022/23 financial year. This eventuality is considered in the Budget Forecast set out in Section 8 of the Plan, and the savings target that would be required to limit the increase to 1% and has been included in the projections for 2023/24 onwards.

External Audit Arrangements

- 3.33** The Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 set out the statutory provisions regarding the Council's external audit arrangements.
- 3.34** Under the Accounts and Audit Regulations 2015, the Council is classified as being a "smaller relevant body", defined as being a public sector body with an annual income or expenditure of less than £6.5 million.
- 3.35** Smaller relevant bodies are required by the regulations to prepare accounts and governance statements via the completion of an 'annual return' and are subject to the 'limited assurance' audit regime.
- 3.36** The external audit fee for a limited assurance audit has been set by Smaller Authorities Audit Appointments Limited for the period up to ~~2021/22~~2022/23, and this level of fee is provided for in the Revenue Budget Forecast in Section 8 of the Plan.

Localism Act 2011

- 3.37** The Localism Act came into force in 2011 and contained a package of reforms to devolve greater powers, responsibilities and freedoms to local Councils, community organisations, neighbourhoods and individuals.
- 3.38** The four main measures of the Localism Act are:-
- new freedoms and flexibilities for local government;
 - new rights and powers for communities and individuals;
 - reforms to make the planning system more effective; and

- reforms to ensure that decisions about housing are taken locally.

- 3.39** The key measure for local Councils is the freedom to act in the interest of local communities through the 'General Power of Competence'.
- 3.40** This power gives local authorities the legal capacity to 'do anything that an individual can do', rather than relying on specific powers. This power applies as long as the action is not specifically prohibited by legislation.
- 3.41** However, it is important to note that the power does *not* raise money.
- 3.42** Town and parish Councils qualify for the General Power of Competence if they meet certain criteria. The Council adopted this power at the Annual General Meeting following the last elections. In theory this power will increase the Council's ability in future years to be creative and innovative in meeting the needs of the local community should the operational capacity and financial resources be available to do so.
- 3.43** The Act has also introduced greater powers for local people and community organisations to hold the Council to account including:-
- a right to challenge to take over services;
 - a right to bid for assets of community value;
 - a right to veto excessive Council tax increases; and
 - increased transparency over public sector data.
- 3.44** The right to challenge to take over services or bid for assets could strengthen the Council's ability to request to take over services from Cheshire East Council should it wish to do so, and should the resources be available.
- 3.45** There has also been an increasing drive towards improving transparency in the public sector, and the Openness of Local Government Regulations and Local Government Transparency Code require the Council to publish specific information, including certain decisions taken by officers of the Council, expenditure over £500, senior officer pay, and details of Council owned land. The Council already publishes all of this information on its website.
- 3.46** In overall terms, many of the principles of the Localism Act promote building on the capacity of town Councils and increasing their role in local government through decentralisation, though it does not bring with it any additional income or tax raising capacity.
- 3.47** Depending on the resources available, this could result in functions, duties and services being devolved to the Council in the future. It is also likely to see the Council having a greater role to play in working with and passing powers and services to local communities, for example, to community and voluntary organisations.

Demographic Issues

- 3.48** The Medium-Term Financial Plan will also need to take into consideration any demographic issues that may affect the Council's financial planning, such as the aging population, levels of unemployment, health issues, benefits dependency, and deprivation.
- 3.49** All of these issues could impact upon demand for particular services, for example leisure,

economic development, public real, community activities and events.

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Introduction

- 4.1** As well as considering national, political, legislative, economic and demographic issues, it is also important that the Council's medium- term financial planning process takes into account any local issues specifically relevant to the Crewe Parish.
- 4.2** The following section of the Plan provides details of local issues currently affecting Crewe, focussing particularly on issues relating to Cheshire East Council, and on the Council's strategic aims and targets. Section 5 of the Plan then looks at community priorities.

Cheshire East Council

- 4.3** The Government's Comprehensive Spending Reviews have resulted in substantial reductions in grant funding for Cheshire East Council.
- 4.4** Cheshire East Council has already implemented budget reductions
- 4.5** This has resulted in many services being reduced and/or externalised within a Council Alternative Service Delivery Vehicle (ASDV).
- 4.6** Services that have already been reduced include highways maintenance schedules, grounds maintenance and community engagement and external services include cemeteries, property maintenance, waste, public realm, highways, green spaces and leisure. Additionally responsibilities for funding services such as floral displays, town centre management and CCTV have been devolved to the parish Council Councils
- The financial situation facing Cheshire East Council could impact upon the Town Council, in a number of ways:-
- 4.7**
- The Council could receive requests for financial support from community and voluntary organisations whose funding has been reduced or cut altogether by the borough Council;
 - Requests may be received from Cheshire East Council for the Town Council to consider taking on services or to undertake joint working;
 - There may also be occasions where the Council may wish to step in to safeguard local services and facilities at risk of being cut or ceased by Cheshire East Council.

- 4.8** The Council is receiving increased requests for financial support from community and voluntary organisations whose funding has been cut by the County Council and these requests are only likely to increase. However, the Town Council is limited as to how much assistance it can provide from its current donations budget.
- 4.9** The Council has worked closely with Cheshire East Council in discussing opportunities for joint working or devolvement of services. These discussions have, up to now, been based on the principle that the initiative should be beneficial to both Councils ~~and will not result in any significant additional financial liability to the Town Council.~~
- 4.10** To date these discussions have led to a joint working initiative on town centre regeneration and the agreement of a license for the Council to take forward as a lead the regenerative and heritage work associated with Christchurch. Both of these initiatives are being undertaken within existing structures and budgets and have attracted external funding, making limited to no impact on the Council's finances.
- 4.11** For the purposes of this Plan it has been assumed that any further joint working will only be undertaken if there is no additional cost to the Town Council and as such no additional budget will be assumed in the Budget Forecast. Not the case with potential transfers of assets and services.
- 4.12** The Council has also worked with Cheshire East Council to access services such as town centre maintenance as well as professional officer support and advice on issues such as procurement, energy management, assets and health and safety.
- 4.13** Finally, the Council has been keen to explore possible funding opportunities with Cheshire East Council. The Councils are working closely on securing government funding for a number of capital regenerative projects
- 4.14** The Council will continue to actively seek further funding but for the purposes of this Plan only funding that has already been confirmed will be included in the Budget Forecast.
- 4.15** Cheshire East Council continues to consult with all key stakeholders on all relevant issues including budget and spending pressures, service reviews, partnership working and devolution of services and assets. The Council has been participating in these consultations and will continue to do so.

- 4.16 Crewe Town Council adopted a corporate strategy in August 2020 and the Strategic Goals of this strategy are:

A TOWN TO LIVE IN

Ensuring the town has a balanced mix of housing to cater for its diverse population, with improved health and wellbeing and where people can feel safe.

A TOWN TO WORK IN

Enhancing economic prosperity with a spread of quality and sustainable employment and a modern, vibrant town Centre. Crewe will become a digital town and have improved services to meet the additional demand as it grows.

A TOWN TO ENJOY

Improving the Quality of the Public Realm, recognising climate change issues and protecting the local environment and heritage. Improved leisure assets and development of arts and culture provision.

A COMMUNITY WITH PRIDE

Developing a sense of civic pride across all age groups, improving the level of public engagement and providing a place where people feel supported.

A COUNCIL TO DELIVER

Developing the capacity and skills within the Council, to equip it to deliver the outward facing priorities

Business Delivery Plan

- 4.17 The delivery of the Council's services and activities is subject to an annual business delivery plan that outlines the known service delivery and activities and identifies the resources required, including the financial commitment.
- 4.18 Each committee with service and budgetary responsibilities recommends the relevant delivery to be included within the Business Delivery Plan.
- 4.19 The Business Delivery Plan is considered annually by Council for approval prior to the commencement of the new financial year
- 4.20 Some aAspects of the annual budget will not be wholly defined at the start of the financial year within the Business Delivery Plan and will be available to address opportunities and developments as they arise through the financial year.

4.21 In addition to the strategic aims and targets, the Council has also embedded important crosscutting themes across all service areas and these have now been incorporated into all corporate and service planning decision reports taken by the Council and its committees. These crosscutting themes are as follows:

AGENDA ITEM 6.a.iii

- Equality
- Sustainability
- Community
- Governance
- Financial Impact
- Resource Impact
- Consultation
- Wards Affected

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| Section | Community Priorities |
| 5 | |

Introduction

5.1 The Community Plan identifies a number of the community priorities raised during consultation

5.2 Community Plan areas of focus are:

- Arts & Culture
- Health & Wellbeing
- Housing
- Town Centre
- Young People

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|----------------|--|
| Section | Key Financial Influences and Challenges |
| 6 | |

6.1 This Medium-Term Financial Plan will need to address the following key financial influences and challenges:-

- the final outcomes of Brexit and its effect on the economy and Government spending plans** e.g. on inflation, interest rates, consumer spending power and local government spending;
- The impact of Covid-19 on the local economy and habits of residents, businesses and visitors**
- The ongoing increases in the National Living Wage, and its subsequent impact on the local government pay scale;**
- the possible extension of Council tax referendum principles to town and parish**

- ❑ **the implications of the ~~on-going~~past spending cuts being made by Cheshire East Council**, which could result in increasing pressure to take over local services and assets which have been reduced or withdrawn by the principal Council;
- ❑ **increased requests for financial assistance from community and voluntary organisations** whose grant funding has been cut;
- ❑ **ensuring the funding of existing service requirements;**
- ❑ **delivering the Council's strategic aims and targets;**
- ❑ **meeting the needs and priorities of the local community, service users and taxpayers;**
- ❑ **funding any new statutory requirements and any planned investment in existing services or new initiatives;**
- ❑ **delivering value for money and ensuring the achievement of year on year efficiency savings;**
- ❑ **minimising any future increases in the Town Council precept requirements;**
- ❑ **working within the resources available and deciding how the Council's spending will be prioritised** in the event of limited resources being available;
- ❑ **providing for the significant future capital investment commitments facing the Council**
- ❑ **maintaining a prudent level of balances and reserves, whilst meeting the cost of this capital investment.**

6.2 Many of these key financial influences and challenges are linked to the national economic situation and the Government's spending plans, as well as the financial pressures faced by Cheshire East Council. All of these issues were discussed in Sections 3 and 4 of the Plan.

6.3 The Council relies heavily upon the Precept and therefore the Town Council Tax to fund the services it provides and is limited in its ability to raise additional funds, other than through the Precept.

6.4 The Council could also face increasing pressure on its spending budgets from staffing cost increases linked to the National Living Wage, possible employers' pension contribution increases, as well as inflation and other unavoidable budget pressures. Additionally, employer National Insurance Contributions will increase by 1.5% from April 2022. This has been calculated within the budget setting process and the impact is minimal due to low levels of staffing in the council and mitigated by saving made.

6.5 Any resulting shortfall in resources will need to be made up in the Revenue Budget via a combination of increases to the precept, Council tax base growth, savings and budget reductions, and increases to fees and charges.

6.6 It is likely that the process of balancing the Council's Revenue Budget will become increasingly difficult over the medium to longer term.

- 6.7** At the same time the Council needs to be aware of the financial difficulties that continue to be faced by local tax payers and the need to keep future increases in the precept as low as possible. This is also important in the context of the possible implementation of the power allowing local communities to require town and parish Councils to hold a referendum to veto an excessive Council tax increase, from 2021/222023/24 onwards.
- 6.8** This MTFP has been prepared on the key principle of aiming to maintain existing levels of service, while keeping the increase in precept as low as possible. Prudent assumptions have been made around the impact of the various challenges faced and the key assumptions made are set out in Section 7 of the Plan.
- 6.9** A Budget Forecast is then set out in Section 8 of the Plan which highlights the likely changes to the budgets between 2021/22 and 2023/24 and the precept increase that may be required in each year to balance the Revenue Budget.
- 6.10** Actual options for delivering any required budget reductions and efficiency savings would need to be drawn up each year and agreed by the Council during the annual budget setting process.

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| Section | Key Financial Assumptions |
| 7 | |

- 7.1** Summarised in this section of the Plan are the specific assumptions that have been made in planning the Council's Revenue and Capital Budget forecast over the five-year period in order to respond to the key influences and challenges summarised in Section 6 of the Plan.

Providing for Inflation

- 7.2** In order to ensure that the Revenue Budget accurately reflects future spending commitments, it is essential that the Council makes prudent provision for all unavoidable increases in costs that will arise from inflationary pressures over the five-year period of this Medium-Term Financial Plan.
- 7.3** Inflation has historically been a significant pressure on some expenditure budgets, particularly in relation to fuel and utilities costs.
- 7.4** Inflation has fallen back over the last few years and did stand at 0.8% in December 2020. The current Government target for inflation is 2% and the long-term aim is to keep inflation within this limit. However, at the time of drafting this report, inflation stands at around 5% (dependent on the index referenced) and is averaged at 2.5% for the 12 months from Jan to Dec 2021. Inflation is currently showing an upward trend. This is a key consideration in relation to future budget planning and potential impact on costs of services and projects. On this basis, budget setting for 2023/24 should make consideration for the impact of higher inflation, the assumption being recommended at 5% or more.
- 7.5** **A key principle of the Council's medium-term financial planning is to make provision only for unavoidable inflationary increases** in budgets i.e. where there is a contractual obligation to pay the increased cost or where the increase literally cannot be avoided.
- 7.6** Budget provision for general expenditure such as equipment, stationery, uniforms,

training and publicity had ~~ds therefore~~ been frozen at existing levels and the budgets will be expected to absorb ~~any~~ price variations year on year to the greatest extent practicable. AGENDA ITEM 6.a.iii

- 7.7 This approach encourages officers to shop around and negotiate better deals with suppliers, and therefore ensures improved use of resources and helps the Council to achieve value for money.

Annual Pay Awards and the National Living Wage

- 7.8 ~~22.5~~23.8% of the Council's gross expenditure relates to officer pay costs and therefore annual officer pay awards and the ongoing increases to the National Living Wage are likely to be one of the most significant cost pressures on the Council's Revenue Budget moving forward, with some additional pressure due to the increase in National Insurance Contributions.
- 7.9 That National Living Wage will be ~~£8.91~~£9.50 per hour as of 1/4/202~~21~~24. Although the Council does not employ any staff at this level, this is a factor for consideration should services and/or assets be transferred from or shared with Cheshire East Council
- 7.10 The Council currently pays its staff in accordance with the National Joint Council for Local Government Services (NJC) pay scales.
- 7.11 The current NJC Local Government Pay Agreement covered the 2020/21 financial year and has implemented a minimum local government pay rate of £9.27 per hour for 2020/21. This has ~~n't~~ put in place some headroom between local government pay and the current National Living Wage rate. There are ongoing national-level negotiations relating to a delayed pay award that will inform this.
- 7.12 The pay agreement implemented proportionately higher increases in pay for lower paid staff and put in place even increments of 2% between pay grades at the lower end of the scale. Staff higher up the salary scale received an annual pay award of 2%. It is not known what award, if any, will form the final agreement.
- 7.13 The overall impact of the Local Government Pay Agreement on the Council's staffing budget in 2020/21 was a 4% year on year increase in staffing costs, and this has been fully provided for in the Council's ~~2021/22~~2022/23 Revenue Budget.
- 7.14 **Whilst there is currently no indication from the NJC of the likely pay awards after ~~2020/21~~2022/23, the Medium-Term Financial Plan Revenue Budget projections for 2022/23 to 2023/24 have been prepared on the assumption of a flat rate pay increase of 3% providing some financial ~~security~~stability, although there is a risk of a higher award.**
- 7.15 However, if a higher than expected pay increase is awarded at any point over the term of this plan, for example following union action, a significant increase in the National Living Wage, or the election of a new Government, then additional budget would need to be found to meet the increased cost.
- 7.16 For every 0.5% pay award above those budgeted for, the Council's salaries and wages budget would need to increase by around ~~£28,000~~£14,392.

7.17 Any additional costs over the life of the Plan would be met in the first instance from identified budget underspend virements, or, over and above this, from efficiency savings elsewhere in the budget. Finally, potentially, drawing on general reserves

Salary Increments

7.18 Some Council staff are appointed on a salary grade that allows progression through the grade linked to performance in the job or successful completion of qualifications.

7.19 Full provision has been made in the Revenue Budget forecast for any salary increments that are due to such staff over the five-year period of the Plan. Increments, if awarded, are awarded annually by the Personnel Committee

Pension Costs

7.20 Pension costs in respect of Council employees are another significant area of expenditure.

7.21 The next valuation of the pension fund is due to take place during 2021-2022 and will set the pension contributions for the period ~~2021/22 to 2022/23~~ 2022/23 to 2023/24.

7.22 The Council’s employer’s pension contribution rate will therefore remain unchanged at **21.8% until the end of 2021/22,2022/23**.

7.23 The Government continues to encourage workers to enrol in a pension scheme and the Council must automatically enrol all eligible new staff and existing staff whose earnings exceed the automatic enrolment threshold of £10,000, and also re-enrol all ‘opted out’ staff every three years.

7.24 This could result in more staff joining the pension scheme over the medium term. It has been assumed in the Revenue Budget projections for 2020/21 to 2023/24 that all new staff will join the pension scheme, while all existing staff who have previously opted out will remain outside of the pension scheme (noting there are currently no staff opted out).

Savings from Staff Turnover and Flexible Retirements

7.25 No provision has been made within the Revenue Budget forecast for savings from staff turnover or flexible retirements e.g. reductions to working hours, pension savings, savings from posts being vacant for a period of time, new staff commencing employment on lower grades, new staff not joining the pension scheme etc.

7.26 It has been assumed in the Budget forecast that any savings that are achieved from staff turnover or further flexible retirements would be available to support the Budget in the year in which they were achieved, rather than permanently removed from the budget.

7.27 These savings would be used in the first instance to fund any recruitment costs or temporary cover arrangements, with any remaining savings added to Council balances at the end of the year.

Changes to the Staffing Structure

7.28 There are not currently any approved decisions to change the Council's staffing structure and the Budget Forecast for 2022/23 to 2023/24 is therefore based on the existing approved staffing structure.

Premises Costs

7.29 The Council faces some potentially unavoidable increases to its premise's costs over the next few years and these have been provided for within the Budget Forecast.

7.30 In respect of utility costs, the budget forecast figures reflect current contract agreements. However, recent above inflation increases are predicted to last for at least 2 years and so future budgeting must consider this.

7.31 Officers will continue to work to minimise the actual increases in each year and may set up longer fixed term contracts if this is more cost effective. However buying energy in advance is currently very difficult due price volatility and it is assumed the utility costs of office accommodation will reflect the publicised increase costs.

7.32 The Council is currently not liable for business rates (Non Domestic Rates – NDR) however this would change if the Council were to adopt responsibility for premises with a rateable value.

7.33 The Council's building maintenance budgets, as a whole, are in the fortunate position of being under-utilised, ~~despite the recent flood, which was repaired under the Council's insurance policy claim.~~

7.34 As a result, current **budget provision for office accommodation is considered to be sufficient and has been frozen at existing levels** for the life of this Plan. It should however be considered that the current accommodation is quite small and does not quite meet the needs of the organisation in terms of meeting space, employee welfare, storage capacity and physical officer work space.

Insurance Costs

~~**7.35** The Council's current agreement for its insurance contract ends in April 2021. A procurement exercise has been commenced for a 3 year contract deal and the Finance and Governance Committee (or Council subject to meeting dates) will be asked to consider the submitted proposals. The council is in a 3 year contract with Zurich Insurance, which commenced in financial year 2021/22 and will end in financial year 2023/24. A procurement exercise will be carried out prior to the end of the contract for a new 3 year contract to run after that point~~

Vehicle Costs

7.36 The Council currently has no vehicles under contract and this line item has been reduced to zero over the term of this plan.

7.37 If a vehicle were to be required and acquired, funding would need to be identified from reserves, budgetary underspend or savings elsewhere in the budget of that year.

Marketing & Events Committee Budgets

7.38 The town centre bookings income has been set at zero for ~~2021/22~~**2022/23** due to the

impact of Covid19 and then forecast at ~~£3,000~~ zero per year for the remainder of the life of this plan

- 7.39** There is significant risk that this income may not be secured due to the changing nature of the town centre, reduced occupancy of commercial units and the ongoing regeneration building/demolition works
- 7.40** ~~If the income falls below estimated values, consideration will be required to clarify where savings can be made within the Marketing & Events Committee budget to ensure balanced year end.~~ The Marketing & Events Committee Budget has been broadly reviewed and refreshed to reflect new opportunities to add value, with some focus on leveraging income from external funding for greater delivery and a refreshed view of existing delivery. Overall committee budget has increased by 2.4%
- 7.41** The delivery of the Remembrance services and activities has been anticipated to remain constant.
- 7.42** The delivery of the Community Events budget has been ~~anticipated to remain constant.~~ reviewed to include for a summer activity programme and cultural events
- 7.43** The delivery of the Event Match Funding budget has been ~~anticipated to remain constant.~~ reduced and the funds reallocated to other budget headings.
- 7.44** The delivery of the Event Sinking Fund budget has been ~~anticipated to remain constant.~~ removed and reallocated to other budget headings including Event Match Finding, to help leverage in funding to support event delivery.
- 7.45** The ~~delivery of the Community Events budget has been anticipated to remain constant.~~ Event Seed Funding/Income Generation budget heading has been created, drawing funds from other budget headings.
- 7.46** The delivery of the Cultural Hub budget has been ~~taper reduced~~ to zero ~~over the term of the plan~~ to reflect the start up nature of this project.
- 7.47** The delivery of the Lumen budget has been anticipated to remain constant, but reduced slightly to reflect savings from direct delivery and commissioning as well as anticipated grant income, whilst freeing up funds to create a Christmas Activities heading.
- 7.48** The delivery of the Infrastructure (Christmas) budget has been but reduced slightly to reflect savings, whilst freeing up funds to create a Christmas Activities heading ~~anticipated to remain constant.~~
- 7.49** The delivery of the Sinking Fund (Christmas) budget has ~~been anticipated to remain constant.~~ increased to reflect anticipated costs of maintenance and replacement due to aging nature of the current stock.
- 7.50** The delivery of the Place Branding budget has been ~~taper reduced over the term of the plan.~~ removed to reflect the start up nature of this project.
- 7.51** The delivery of the Social Media/PR budget has been ~~anticipated to remain constant.~~ reallocated to the revenue salaries budget headings to refelct the creation of the Communication Officer post.

Community Plan Budget

- 7.52** The Community Plan Committee Budget ~~may will~~ require significant review over the term of this plan due to the changing priorities of Crewe related to Covid 19 impact, HS2 expectations and regeneration projects.
- 7.53** The delivery of the Civic Costs budget has been anticipated to remain constant, with the exception of the Twinning budget which has been anticipated to be zero for 2022/23 and 2023/24. Effectively a budget reduction of 2.1% for this committee
- 7.54** The delivery of the Grants budget has been anticipated to remain constant.
- 7.55** The delivery of the Community Plan budget has been anticipated to remain constant. This element may require detailed redefinition under the direction and recommendation of the committee.

Planning Committee Budget

- 7.56** The Planning Committee has an Ear Marker Reserve (EMR) of £9,000 as of 2021/22, with a revenue budget of zero for 2021/22 and 2022/23.
- 7.57** It has been assumed that the EMR for this committee will be accessed for expert support advice on complex planning issues associated with HS2, therefore a replacement budget has been included for 2023/24 to provide for ongoing support and EMR of unused aspects to provide for future needs.

Operations & Improvements Committee Budget

- 7.58** The delivery of the Equipment Purchases/repair/hire budget has been anticipated to remain constant.
- 7.59** The CCTV budget has provided for an annual increases of 3%, exceeding inflation to allow for service growth if required, decrease to reflect the agreed 3 year contract and
- 7.60** The Ranger Service budget provides for an increase of service delivery in 2022/23 of ~~an~~ additional rangers plus resources. At this point consideration of a seniority within the service to support day to day co-ordination may be has been considered and implemented for the ongoing development and improvement of the service.
- 7.61** The Ranger Service Budget has also been given an inflationary increase of 24% for 2023/24
- 7.62** The delivery of the Regen Projects and Enforcement budgets have been anticipated to remain constant.
- 7.63** The Floral Schemes budget has shown an annual increase of £2,500 year on year from 2021/22 to 2023/24 to reflect the opportunity to support increased interest in the town centre and improve the public realm in line with ambitions.
- 7.64** The delivery of the Parks and Allotments budget has been anticipated to remain constant.
- 7.65** The delivery of the Christchurch budget has been anticipated to remain constant.
- 7.66** The delivery of the Town Promotion budget has been anticipated to remain constant, with the exception of the Town Centre Business Group and BID Feasibility budget.
- 7.67** The Town Centre Business Group and BID Feasibility budget has been removed for

2022/23 and 2023/24 as an EMR will be developed to facilitate this feasibility work at a point that meets with the timing of the town centre regeneration work implementation.

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Other Line Amendments

- 7.68** Unless otherwise listed above, all other budget lines supporting the administration of the Council have remained unchanged and anticipated active procurement will lead to no inflationary rises in these items. The below are the line items that are anticipated to increase over the term of this plan.
- 7.69** Accountancy Fees reduced significantly in 2020/21 and an allowance of £250 increase in 2022/21 has been anticipated and no further increase in 2023/24
- 7.70** Insurance costs have been estimated to increase £200 year on year. The Council is progressing a competitive procurement exercise currently which will seek to secure a fixed price for 3 year term of this plan and it will be updated during the budget setting process for 2022/23.
- 7.71** Janitorial costs have been estimated to increase £100 year on year
- 7.72** Computer Equipment/Software costs have been estimated to increase £100 year on year
- 7.73** Room Hire costs have been anticipated to reduce for 2022/23 and 2023/24 to reflect the decreased impact of Covid 19 on the need for large meeting spaces for formal Council and committee meetings.

Investment Income

- 7.74** Investment income has been based on the projected level of balances and reserves as set out in the Budget Forecast in Section 7 of the Plan.
- 7.75** It has been assumed that interest rates will remain low at 0.35%

Grant Funding

- 7.76** A figure of £2,000 has been estimated for potential low level grant funds income

Annual Precept Increase

- 7.77** As highlighted earlier in the Plan, the Revenue Budget Forecast has been prepared on the principle of aiming to maintain existing levels of service and maintain a prudent level of balances and reserves, while keeping any future increases in the Town Council Tax as low as possible.
- 7.78** The plan indicates that, through structured planned budgeting over the lifetime of this plan, the Council will be able to keep any precept increases to a minimum and potentially below 1% by 2023/24
- 7.79** Any amendments to the assumptions and estimations for spend will impact on the precept requirement.

Council Tax Base

- 7.80 In 2021/22 there was a decrease in the tax base for Crewe Parish and this affected the impact of the precept increase a little.
- 7.81 2022/23 ~~assumes a return to the 2020/21 Tax base level~~ Tax Base increased beyond 2020/21 and the assumption for 2023/24 has been based on an assumed 1% increase in tax base
- 7.82 Cheshire East Council is currently undertaking a boundary review of the wards and parishes in its area and will be ~~consulting~~ reporting shortly on its findings.
- 7.83 It is expected that the boundary of Crewe Parish will expand to include some residential areas currently attributed to neighbouring parishes. This will likely increase the Tax Base for Crewe.
- 7.84 A modest increase in tax base of ~~0.31~~% has been estimated to reduce the risk of over estimation. Any greater increase in tax base will further reduce the impact on precept rise and/or provide for further consideration of service investment and enhancement.

Council Balances and Reserves

- 7.85 Within the existing statutory and regulatory framework, it is the responsibility of the Responsible Financial Officer (RFO) to advise the Council on the level of its reserves and to ensure that there are clear protocols for their establishment and use.
- 7.86 In accordance with Section 25 of the Local Government Act 2003, an annual assessment of the adequacy of the Council's balances and reserves is made at the time the Council Precept is set.
- 7.87 This assessment is based upon a guidance note on Local Authority Reserves and Balances issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), which is considered to be best practice with regard to balances and reserves (LAAP Bulletin 99).
- 7.88 CIPFA holds the view that a generally applicable minimum level of reserves is not appropriate. The guidance note states that *'in assessing the appropriate level of reserves, a well-managed authority will ensure that the reserves are not only adequate but are also necessary'*, and that Councils *'should establish reserves including the level of those reserves based on the advice of their chief financial officer and make their own judgements taking into account local circumstances'*.
- 7.89 In coming to a view on the adequacy of the Council's balances and reserves, account needs to be taken of the risks facing the Council, in terms of any significant unforeseen spending commitments, for example asset and service transfers, and also the capital investment requirements of the Council over the medium to long term, taking into account the ability of the Council to secure external funding via capital grants and contributions, take out additional borrowing, or generate capital receipts from sale of assets.
- 7.90 The Council should seek to have a minimum of 6 months' operating costs in general reserve to a maximum of 1 year's operating costs.
- 7.91 **EMR should clearly reflect the Councils ambition, intent and ability to spend the funds for the identified purpose.**
- 7.92 The recommended policy for balances and reserves is as follows:-

1. **Maintain minimum Revenue Balances of 50% of the Council Precept** to protect against unforeseen budget pressures
2. **Maintain maximum Revenue Balances of 100% of the Council Precept** to provide for the flexibility to respond to opportunity/urgent need for the benefit of Crewe
3. **Set aside such sufficient sums in Ear Marked Reserves, as is considered prudent,** to support future year's capital investment requirements and other specific commitments;
4. **Undertake an annual review of the level of Balances and Earmarked Reserves** as part of the budget setting process.

7.93 It is a key principle of the Council's financial strategy to limit support from Council balances and reserves to the Revenue Budget over the medium term as such support is not sustainable.

7.94 **It is considered that the current level of balances and reserves provides the Council with an adequate level of resources to protect against any unforeseen spending pressures and future funding opportunities/risks, and to fund capital investment requirements in the medium term.**

7.95 **However, it is inevitable that Council balances and reserves will fall over the life of this Plan as capital commitments are funded.**

7.96 This issue is considered in more detail in the Revenue and Capital Budget Forecast in Section 8 of the Plan.

Efficiency Savings

7.97 The Council is committed to ensuring that year on year efficiency savings are achieved over the period of the Plan.

7.98 The need to identify and achieve efficiency savings is likely to become increasingly important over the coming years given the increases in staffing costs and other budget pressures faced, as well as the need to limit precept increases over the coming years.

7.99 **Any known savings or budget reductions have been built into the Revenue Budget Forecast to 2023/24 in the Plan.**

7.100 As highlighted earlier in the Plan, the Revenue Budget Forecast to 2023/24 sets out the savings and budget reductions that would need to be made to restrict the increase in the precept.

7.101 Options for delivering any required budget reductions and efficiency savings, should they be required, would need to be drawn up each year and agreed during the annual budget setting process.

| | | |
|--------------|-----------------------------------|---------------------|
| Section 8 | Budget Forecast to 2023/24 | AGENDA ITEM 6.a.iii |
|--------------|-----------------------------------|---------------------|

Introduction

8.1 A summary of the Budget Forecast for the plan period to 2023/24 is set out below. Please note that the first year of the Plan reflects the already approved 2021/22 Budget.

| | Yr1 2021/22 | Yr2 2022/23 | Yr3 2023/24 |
|---|------------------|---------------------------------------|---------------------------------------|
| FINANCE AND GOVERNANCE COMMITTEE | | | |
| Total Administrative Costs | 362,382 | 363,656 <u>390,882</u> | 367,464 <u>390,555</u> |
| MARKETING AND EVENTS COMMITTEE | | | |
| Total M&E Committee Costs | 227,500 | 208,500 <u>213,000</u> | 197,500 <u>221,550</u> |
| COMMUNITY PLAN | | | |
| Total Community Plan Costs | 119,000 | 117,000 <u>116,500</u> | 117,000 <u>118,940</u> |
| PLANNING | | | |
| Total Planning Committee | 0 | 0 | 9,000 |
| OPERATIONS & IMPROVEMENTS | | | |
| Total O&I Committee | 443,755 | 493,192 <u>464,626</u> | 502,156 <u>483,211</u> |
| Net Operational Costs | 1,152,637 | 1,182,347 <u>1,205,008</u> | 1,193,120 <u>1,223,226</u> |
| %change in budget spend | | 2.58 <u>4.54</u> | 0.91 <u>1.51</u> |
| Tax base (estimated for yrs 2 and 3) | 13962.90 | 14041.08 <u>14,176.97</u> | 14083.20 <u>14,318.74</u> |
| Band D equivalent | £82.55 | £84.21 <u>85</u> | £84.59 <u>85.43</u> |
| %change in precept | 5.98% | 2.01 <u>2.96</u> % | 0.46 <u>0.51</u> % |

Note: That budget setting for 2023/24 will need to consider if 0.51% is sustainable in light of the current and anticipated inflation rate at that time

- 8.2** The Budget forecast summarised above has been based on the detailed assumptions set out in Section 7 of the Plan, and the following key principles:-
1. Maintaining existing levels of services and staffing structures;
 2. Safeguarding a prudent level of balances and reserves;
 3. Keeping any increase in Council tax as low as possible
 - ~~4. in Council tax as low as possible between the years 2021/22 and 2023/24.~~
- 8.3** The forecast makes provision for likely future increases in costs from pay awards, pension increases, inflation and any other unavoidable spending commitments, forecast increases and decreases in income, as well as accounting for any known savings, and assumed increases in fees and charges and Council tax base growth.
- 8.4** In overall terms, the Revenue Budget forecast shows that the Council may need to increase the Precept by up to £40,483,70,589 or 3.56.1% over the period to 2023/24.
- 8.5** These precept increases will be required in order to offset and to fund the various spending pressures that the Council faces including pay (including increase in National Insurance contributions) and pension contribution increases, inflation on running costs, and other unavoidable increases in costs and falls in income.
- 8.6** The increases to the Council Precept over the medium term will be offset, as far as possible, from savings and reduction of under-utilised budgets.
- 8.7** These increases in costs and funding cuts have been partly offset by assumed Council tax base growth, increases in fees and charges ~~and income growth~~, reductions in one-off or under-utilised budgets and efficiency savings. This will be assisted by the positive financial position in the current financial year.
- ~~**8.8** The Council is also due to repay one of its outstanding loans in the middle of the 2020/21 year, which will generate a saving in loan repayment costs in this year.~~
- 8.98.8** Based on the above assumptions, the Council would need to increase the Precept by around £63,000,20,000 in ~~2020/21~~ 2023/24. This would represent a Council tax increase to individual households in the region of 2.900.51% next year.
- 8.9** In real terms, this would result in a £7.1043p per year increase in the Council Tax at Band D and £4.7328p per year at Council Tax Band A.
- 8.10** This represents a below inflation increase, which would reduce pressure on households, but also provide the opportunity for consideration of an increase that could deliver more local services, whilst not reflecting a full inflationary increase.

- 8.11 It is likely that by 2024/25, the Council will be in a position to understand the impact of any asset and service transfers from Cheshire East Council that may occur and the resource (including financial) requirements they create.
- 8.12 This could lead to a situation by the end of the next decade whereby there will be very limited surplus resources remaining in the Revenue Budget, and where all options for achieving further savings, without making cuts to services, will have been exhausted.
- 8.13 It will therefore be important that the Council continues the process of reviewing its services in the years leading up to the middle of the next decade, with a view to determining where possible budget cuts will be made in the longer term, if required.

Overall Summary of Revenue Budget Forecast

- 8.14 The Council remains in good financial health with a balanced Budget, on-going savings, and strong levels of balances and reserves. **The medium-term outlook for the Council Budget through to the middle of the next decade is relatively positive.**
- 8.15 The decision to increase the precept by 5.98% in 2021/22, and boost the contribution to capital reserves through underspend in 2020/21 has definitely helped contribute towards this improved financial situation.
- 8.16 **However, it is also apparent that the process of balancing the Revenue Budget will get progressively harder as the Council moves into the middle of the ~~next~~ decade and beyond.**
- 8.17 The Council also needs to try and maintain surplus resources in the Budget for as long as possible, in order to provide protection against any unforeseen budget pressures, help offset future year's budget pressures, and ensure that earmarked capital reserves can be replenished each year.
- 8.18 These Revenue Budget pressures will need to be funded by a combination of increases to the Town Council ~~Tax~~precept, increases in fees and charges, Council tax base growth, ~~and~~ efficiency savings and budget reductions, with much depending, in the longer term, on whether the Council is subject to a government limit in future financial years, in terms of how much it can increase the Council tax, and at what level this limit is set.
- 8.19 **Beyond the end of this Medium-Term Financial Plan period i.e. from 2024/25 onwards, it is likely that the Council will be in a very different position in terms of service delivery and activities being delivered**
- 8.20 In addition, if in any year a Government limit on Council tax increases is implemented at less than 2%, or worse, then budget cuts and reductions to services may be required before this.
- 8.21 Clearly the Budget projections included in this MTFP are subject to change depending upon a number of factors including:-
- possible changes to the Cheshire East Council Asset and service review;

- increases in the Council Tax Base from new housing and boundary review;
- the possible extension of Council tax referendum principles to large town Councils;
- significant increases to the National Living Wage and further restructuring of the local government pay scale;
- Government reform to local government finance;
- the final impact of Brexit;
- The ongoing social and financial impact of Covid 19; and
- the failure of the economic recovery.

8.22 These issues will need to be considered, in detail, via future budget setting processes, when the options for delivering any required budget reductions and efficiency savings, if these are required, would need to be drawn up and agreed.

8.23 It would also be advisable for the Council to continue with its programme of service reviews and annual appraisal of the Council's strategic aims and community priorities, with a view to determining which services are to be protected and which services may be subject to budget reductions in the longer term.

Council Balances and Reserves

8.24 It is difficult to accurately estimate exactly how balances and reserves may change over the period of the plan due the uncertainty around the various budget pressures and the level of savings that may or may not be delivered on the Budget.

8.25 **With the expectation of delivering a balanced budget each year, the Council aims to maintain general reserves of 6 to 12 months will be achieved**

8.26 EMRs will be managed to ensure they are retained for set and defined purposes with ability and intent to deliver.

8.27 **This is considered to be a prudent level of reserves and is a much-improved position compared to previous years**

Risk Management - Introduction

8.28 The Council has an approved Financial Risk Assessment in place, which is updated annually. All key decisions made by the Council are also subject to a formal risk assessment where this is considered relevant.

8.29 The Financial Risk Assessment covers all identified risks applicable to the Council and the

services that it provides. The register provides full details of the risks broken down by service area, with an assessment of the impact of the risk and the likelihood of the risk occurring (low, medium or high), the controls put in place to minimise the risk, and any further actions required.

8.30 All relevant financial risks have been identified and assessed during this process and are included within the Financial Risk Assessment.

Links to Medium Term Financial Plan

8.31 The Council is subject to a range of political, economic, demographic, sociological and technological influences. Many of these factors change on a regular basis resulting in new, and sometimes unexpected, financial pressures.

8.32 The Council keeps under constant review the key challenges and risks impacting on its financial position. This identification and assessment of risk is an essential element of the financial planning process and a key factor in informing financial planning decisions.

8.33 As highlighted earlier, the Council's balances and reserves should be able to be maintained at prudent levels over the period of the plan. These balances provide protection against any unforeseen budget pressures that might arise, as well as providing resources to fund capital investment requirements. The level of balances and reserves is reviewed annually as part of the budget setting process.

8.34 The MTFP and annual Budgets are developed on a prudent basis taking into account all known commitments and spending pressures. The key assumptions made in the MTFP Revenue and Capital Budget forecasts were set out in Section 7 of the Plan

Mitigating Financial Risks

8.35 In terms of managing and mitigating financial risks, in the event of an unforeseen event during the year creating a substantial budget pressure, the following list details examples of the action that could be taken to mitigate the risk:-

- use of revenue budget underspend;
- use of Council Balances and Earmarked Reserves;
- investigation of external funding opportunities;
- income generation activity e.g. pricing review, marketing;
- enhanced approval process for making financial commitments;
- recruitment freeze;
- all non-statutory spend frozen; and
- service reviews.

Conclusion

8.36 The MTFP makes a key contribution towards the risk management process by putting in place a financial planning framework to efficiently manage the Council's finances, considering the key influences on its financial position and the main risks facing the Council.

8.37 Financial forecasts are reviewed and updated annually and regularly monitored throughout the year. The key challenges and risks that could have implications for the Council's financial position in the following year and over the medium term are subject

to annual review.

AGENDA ITEM 6.a.iii

8.38 Fortunately, the Council remains in a relatively healthy financial position at the present time and is therefore as well placed as it can be to meet the challenges that the next five years are likely to bring.

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REPORT STATEMENT

Meeting: Finance & Governance Committee 01 03 2022
Report Purpose: To update on Project Oversight Group
Version Control: v1
Author: Clerk

1. Report Summary

An update on discussions by the project oversight group of councillors that recommends draft terms of reference, project GANTT chart and delivery model for the Repurposing Our High Streets project within the Town Investment Plan.

2. Background

Crewe Town Council will be leading a project within the Crewe Town Investment Plan, which was awarded £22.8 million pounds from Central Government for 10 projects in all. The Repurposing Our High Streets Project has been awarded £1.45 million within this funding to find ways of repurposing long-vacant units at access points to the town centre to provide new and sustainable business units that offer the opportunity for a diverse range of new businesses in the town centre. Additionally, the project will seek to repurpose upper floors for accessible town centre living accommodation.

To achieve the delivery of this project, the council has a project oversight group of members that considers and advises on the direction of management of the project and reports in to this committee.

Current group members are Cllrs Straine-Francis, Minshall, Cosby and Messent, supported by the clerk.

3. Position

The council has appointed Geonomics to progress the development of the business case for submission to CEC as the responsible body for the funding, which will then be submitted to central government for approval. The completion of this business case is expected by the end of March.

Additionally the project oversight group is also considering the delivery model for the capital project works in terms of project management. The consideration is to evaluate whether to appoint a lead contractor as the project manager (usually the architect) or to appoint an internal project manager for the lifespan of the project.

Terms of Reference for the group have been drafted and appended to this document for consideration by committee.

The group is also informally looking to consider how other capital projects might be progressed and in particular prioritised. These must be within the remit, powers and capability of Crewe Town Council, but should remain ambitious and progressive towards regeneration. Members are asked to feel free to feed in to these considerations.

A project GANTT chart has been received and accepted as the first version (which will be reviewed repeatedly over the life of the project) by the project oversight group.

4. Equality Impact

All council services and projects are delivered within the council's equality and diversity governance

5. Sustainability Impact

The delivery of the Repurposing Our High Streets (ROHS) project will seek to design in environmental sustainability aspects to the highest standard practicable.

Additionally, it is sought that the residential units created are delivered to a high standard but provide accommodation that is financially and socially accessible, taking in to particular issues faced in Crewe associated with waste management, parking and anti-social behaviour.

The delivery of the project is based on financial and commercial sustainability, providing units at accessible rent levels, but that deliver a sustainable return that can be reinvested in property maintenance and upkeep and the town centre for similar projects or other regenerative projects.

6. Community Impact

The ROHS projects seeks to support regeneration of the town centre and therefore providing a more positive and attractive town centre for the benefit of residents, businesses and visitors.

7. Governance

Local Government Act 1972, ss 101, 111, 112

Localism Act 2011 s8

Crewe Town Council Financial Regulations

Crewe Town Council Financial & Treasury Management Strategy & Reserves Policy

Crewe Town Council Standing Orders for Contracts

8. Financial Impact

£1.45 million is awarded through to the Town Fund to the town council producing nil cost to the council

Project management will require funding. Example employment costs would cover 3 years at an estimated salary of £32,000 (subject to post definition and evaluation within agreed

scales under the NJC) plus employer on costs. This would fulfill and exceed the council's requirements for match funding.

There would be expected income from unit rental, anticipated and estimated at approximately £20,000 per property per annum, depending on valuation and occupancy. This would be on a ongoing basis during and beyond the life of the project.

9. Resource Impact

If a project manager is appointed, there would be the requirement for office space and IT infrastructure (eg a laptop and phone). There would be additional officer oversight and reporting to committee and council.

10. Consultation/Engagement

The project is following the Towns Fund engagement and consultation. Additionally, informal and anecdotal comments received on a repeated basis call for more to be done to provide units at sustainable rent levels as well as bringing vacant units back in to use.

11. Wards Affected

Crewe Central being the focus of the work, all wards will benefit by adding to the benefit and regeneration of the town centre.

12. Conclusions

It should be noted that the project oversight group currently has 3 available councillors to support it, so the opportunity for other councillors to join should be considered as an open ended opportunity until reviewed.

The draft Terms of reference for the project oversight group are recommended to this committee for agreement.

Crewe Town Council has the significant opportunity to add significant value to the variety and diversity of interest in the town centre utilising external funding.

The ROHS project requires project management resource and the project oversight group is in agreement to recommend to this committee that that is delivered from an internally by appointment of a new role funded through available reserves, rather than appointing an external consultant as lead contractor for the project.

The ROHS project GANTT chart (version 1) is accepted by the project oversight group and recommended to the committee for agreement.

Members are asked to inform future consideration of potential projects the council might deliver to support regeneration.

13. Consideration Sought

- i. That the project oversight group Terms of Reference are approved
- ii. That the recommended project management delivery model is considered for

progression through committees and council

- iii. The ROHS project GANTT chart is reviewed and approved by the committee
- iv. That members will consider how they might inform consideration of new future projects for the council to investigate and progress via the project oversight group.

Operations and Improvements
Committee

Crewe Town Council

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CREWE
TOWN
COUNCIL

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Minutes of the Operations and Improvements Committee 14th February 2022

O&I 21 4/1 To receive and consider apologies for absence
Apologies were received from Councillor Cosby, Councillor Morrissey, Councillor Edwards, Councillor Palin and Councillor Straine-Francis, Cllr Messent

O&I 21 4/2 To note declarations of Members' interests
No interests were declared

O&I 21 4/3 To consider the co-option of new members to this committee
i. Cllr Dawn Clark
ii. Cllr Martin Edwards
Resolved: to confirm co-option of Cllrs Dawn Clark and Martin Edwards to the committee.

O&I 21 4/4 To confirm and sign the minutes of the Crewe Town Council Meeting held on 10th November 2021 (**attached**)
Resolved: That the minutes are approved as a true record of the meeting.

O&I 21 4/5 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments. **Any member of the public wishing to participate should email support@crewetowncouncil.gov.uk by 4.00 p.m. on the day of the meeting, providing their name, email address and an indication of the subject of their question or comment.** Alternatively, your comments or questions can be submitted in advance and read to the committee at the meeting by the clerk.

The Regeneration Manager conveyed thanks on behalf of Councillor Dunlop, Mayor of Crewe, for the purchase of the commemorative plaque for Leighton Hospital.

No other questions were received.

O&I 21 4/6 To note the year-to-date financial position for the Operations and Improvements Committee .
The financial position was duly **noted**

O&I 21 4/7 To receive an update and consider matters related to the Delivery Plan for 2021/22.
The Regeneration Manager sought approval for purchase of items listed and

Resolved:

- i) To delegate further expenditure of Animation budget 473/ 4279 £8409 against defined outcomes to Regeneration manager in agreement with Town Clerk and Chair of Committee.
- II) To approve revised expenditure of Public Realm Budget 473/4721 of up to £10,000 in consideration of changes made to original plan for Prince Albert Street and to benefit from any additional expenditure of Welcome Back Funding to Market Street.
- III) To delegate purchases using residual Public Realm budget 473/4271 as achievable to the Regeneration Officer, with approval from the Chair and Clerk, including self – watering baskets planters and repairs to bike shelter.

Further clarification was sought from Councillor Wye regarding the Bike rack and an alternative roof cover was preferred to leave the bikes visible or an alternative rack if this was not possible.
- IV) To approve expenditure of budget within parameters as outlined in including 4186 Regeneration Projects for Shop Window Improvements.
- V) To approve use of residual budget 4184 Ranger Service to make provision for new Rangers joining in April, with larger items of expenditure listed:
 - Weed brushes, £1250
 - Hire or purchase of trailer £2500
 - Bowser £3000
 - Watering Unit, £1000
- VI) To delegate decision regarding additional support for Lansdowne Road Park residents of expenditure up to £1000 to Regeneration Officer, with agreement from Town Clerk and Chair of Committee.

O&I 21 4/8 To consider matters related to Christ Church.

RESOLVED:

- i. That the committee confirms its commitment to find a sustainable long-term use for Christchurch as part of the town centre regeneration
- ii. To note the proposal and indicative timetable to secure additional funding for Christ Church
- iii. That authority is delegated to the committee chair and town clerk for spend on proposition development and engagement (from budget code 465 4277 and the AHF grant) to the maximum value of £10,000
- iv. That the recommended delivery vehicle is in the form of a charitable trust
- v. That the charitable trust (exact designation to be defined) comprises of a single trustees, that being Crewe Town Council

O&I 21 4/9 To consider matters related to the Heritage Strategy.

(a) Members Received the update on Year One heritage activity and planned development of Year Two activity.

(b) **Resolved:** To approve the budget requests made for the remaining 2021/22 financial year.

O&I 21 4/10 To consider the delivery plan for 2022/23

Resolved:

- i. That the service delivery plan and associated spend within the approved 2022/23 budget is recommended to Council
- ii. That all associated spend and procurement is delivered within the council's governance
- iii. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
- iv. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.

O&I 21 4/11 To consider the provision of town entry sub-signage.

The Clerk reported on the removal of commercial sub-plates following a notification from Cheshire East Council that these would make the town entry signs subject to non – domestic rating. This would incur additional costs for the Town Council and planning permission may be required for the signs. Should Council wish to continue with such signs then the opportunity would have to be advertised and all businesses and organisations wishing to use them would have to be offered the opportunity to apply.

Resolved: Not to replace the sub-plates on Town Entry signs on a commercial basis.

O&I 21 4/12 To consider the draft Business Improvement District (BID) feasibility report and the recommendations for any future progress.

Resolved: To recommend to Town Council to consider the report and provide the development funding shortfall.

O&I 21 4/13 To consider the date of the next meeting of the Operations and Improvements Committee. The Chair indicated that further consultation was required on a start time.

The date was **Noted:**

Tuesday 10th May 2022 at 7.00pm

Meeting closed at 7:02pm

Chair Cllr B Messent

Clerk L Lewis

REPORT STATEMENT

Meeting: Full Council 29 March 2022
 Report Purpose: To update members on work to redevelop Crewe Christ Church.
 Version Control: v1
 Author: Heritage Development Officer

1. Report Summary

Following advice from Crewe Town Council's appointed specialist legal advisors relating to this project, Veale Wasbrough Vizards LLP (VWV), has provided updated recommendations to those made at the Operations and Improvements Committee on 14 February 2022.

2. Background

At its meeting on 14 February 2022, the Operations & Improvements Committee (O&I) considered matters relating to Christ Church, under item 8 of the agenda. The Committee resolved, in relation to the development and establishment of a community trust to take ownership of Crewe Christ Church from the Diocese of Chester:

- (iv) That the recommended delivery vehicle is in the form of a charitable trust
- (v) That the charitable trust (exact designation to be defined) comprises of a single trustee, that being Crewe Town Council

3. Position

Following consultation with VWV, officers are seeking to clarify and amend recommendations taken at O&I on 14 February 2022.

Item 8(iv) That the recommended delivery vehicle is in the form of a charitable trust
 VWV sought clarification of this terminology and has advised amending the resolution to:
That the recommended delivery vehicle is in the form of an incorporated charity

This ensures the trust is a legal form that gives the charity its own legal personality, enabling the trust to own property and gives trustees a greater protection from personal liability.

Item 8(v) That the charitable trust (exact designation to be defined) comprises of a single trustee, that being Crewe Town Council

VWV has advised against defining trustee composition, until the proposition is understood. Delaying this decision will safeguard Crewe Town Council by ensuring the trust can take the most appropriate legal structure to achieve its charitable aims.

As a sustainable proposition is still under development for Crewe Christ Church, it is recommended to establishment of a task and finish group to assist investigation and development. It is recommended the group consists of representatives from the Operations

and Improvements Committee and independent stakeholders working in the community sector. The group could report to the Project Oversight Group, or directly to the Operations and Improvements Committee. As a task and finish group, there would be no commitment to establishing a trust at the end of the investigations. Draft Terms of Reference are included in Appendix A.

4. Equality Impact

Establishing a community trust and using the building for community activity will bring a closed building back into public use for all who wish to access it. Creating a space with mixed activity will broaden appeal of the site.

5. Sustainability Impact

Development of activity at Crewe Christ church should aim to be self-sustaining. The community trust is being developed to ensure it can access the widest range of grant support and generate income for community benefit.

At this point there is not a business model available that demonstrates financial sustainability, but social sustainability can be demonstrated by the regeneration of the centrally located building.

Work associated would be aimed to support environmental sustainability.

6. Community Impact

The project is developed to reopen an important building from Crewe's establishment in the 1840s for use by the community. Engagement with community users will ensure it is developed to meet the needs of the community.

7. Governance

A Heritage Strategy for Crewe
Crewe Town Investment Plan
Crewe Community Plan

8. Financial Impact

The project is grant supported by the AHF and is being developed with the aim of being self-sustaining. The considerations sought will further inform viability of the project.

9. Resource Impact

Officer time, legal advice (approved spend through the AHF-funded development project) and business planning advice

10. Consultation/Engagement

A Heritage Strategy for Crewe.
Engagement with project stakeholders including the Diocese of Chester, the Church Commissioners, St Andrew's Parish, Cheshire East Council, the Cheshire Guild of Bellingers,

the YMCA and local community engagement officers.

11. Wards Affected

All wards, but located in Crewe Central Ward

12. Conclusions

This paper seeks to amend recommendations agreed at the O&I Committee on 14 February 2022, following further specialist advice from VWV. The proposed task and finish group would have a finite objective of investigating and developing a sustainable proposition for Crewe Christ Church. The information developed by the task and finish group would then inform the most appropriate legal structure for the trust. This will ensure confidence in the appropriateness of the legal structure to achieve all necessary functions of the trust. It will also give confidence to the Charity Commission when assessing the application.

13. Consideration Sought

Officers request consideration of the following proposals:

- (i) To amend the recommendation 8(iv) of the Operations and Improvements Committee on 14 February 2022 to:
That the recommended delivery vehicle is in the form of an incorporated charity
- (ii) To defer the recommendation 8(v) of the Operations and Improvements Committee on 14 February 2022.
- (iii) To establish a task and finish group to investigate and develop a sustainable proposition and funding for Crewe Christ Church



CREWE CHRIST CHURCH TASK & FINISH GROUP TERMS OF REFERENCE

Approved by Council: 29 03 2022

Planned Review Date: 31 03 2023

8 Members (4 CTC Members & Officers / 4 Charity Sector Representatives)
Quorum = n/a

Reporting to: Operations and Improvements Committee

To support the Council in the investigation and development of a sustainable proposition and funding for Crewe Christ Church by:

- Establishing gaps in the community offer in the town
- Establishing whether Crewe Christ Church can sustainably contribute to any of the identified needs
- Establishing a sustainable business case for the proposition including care of the historic fabric of the building
- Identifying appropriate funding options for development of the proposition
- Undertaking consultation with the community to test the proposition

Meetings: Monthly

The group has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Crewe Town Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Crewe Town Council
Marketing and Events Committee

1 Chantry Court,
 Forge Street,
 Crewe,
 Cheshire,
 CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



CREWE
 TOWN COUNCIL

MINUTES of the meeting 31st January 2022

In attendance :

| | | |
|-----------------------------|----------------------|---------------------|
| Cllr Joe Cosby | Cllr Tom Dunlop | Cllr Martin Edwards |
| Cllr Hazel Faddes | Cllr Marilyn Houston | Cllr Jill Rhodes |
| Cllr Dennis Straine-Francis | | Cllr Ben Wye |

ME/21/4/ 1. To receive apologies for absence
 Cllr Jamie Messent
 Cllr Phoenix Morrissey

ME/21/4/ 2. To consider the co-option of Cllr Edwards to the committee.

RESOLVED: That Cllr Edwards is co-opted to the committee.

ME/21/4/ 3. To note declarations of Members' interests.
 None.

ME/21/4/ 4. Public Participation

- i. The following question was submitted by email by a member of the public:
"Last autumn the Town Council put out a tender for an artist to create a festive themed shop window trail. Can you tell me why this project was abandoned and were any monies paid out to the artist?"

The following response was given:

In October 2021 as part of the planning for the Christmas programme we advertised an artist opportunity to develop and deliver a Christmas trail activity in Crewe Town for Crewe based artists via our website, social media, and the Crewe Cultural Forum.

Only one artist applied, given the timeline we were unable to re advertise the opportunity and therefore did not move ahead with the activity. No artist was contracted or payment awarded.

- ME/21/4/** 5. To confirm and sign the Minutes of the Marketing and Events Committee meeting held on Monday 1st November 2021.
- RESOLVED:** That the minutes are approved as a true record of the meeting.
- ME/21/4/** 6. To review the year to date financial position for the Marketing and Events Committee. The report was noted.
- ME/21/4/** 7. To consider and inform the Marketing & Events Committee Business Delivery Plan for 2022/23.
- RESOLVED:** Subject to further review at the next meeting of this committee:
- i. That the draft service delivery plan and associated spend within the approved 2022/23 budget is recommended to be approved by Council
 - ii. That all associated spend and procurement is delivered within the council's governance
 - iii. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant
 - iv. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.
- ME/21/4/** 8. To receive evaluation feedback on Lumen and Christmas 2021. The evaluation report was received and noted. Members discussed at length the future delivery of Lumen and a Christmas programme.
- RESOLVED:** That the Lumen event is separated away from Christmas and that an options appraisal for Christmas events and Lumen delivery is provided to this committee for consideration at its next meeting.
- ME/21/4/** 9. To consider and approve the direction for the Queens Platinum Jubilee celebrations.
- RESOLVED:**
- i. That the Jubilee Tapestry funding application is submitted and, if successful, the project is progressed to completion.
 - ii. That the opportunity for a beacon lighting ceremony is explored for delivery in Queens Park (to be updated to the next meeting of this committee).
 - iii. That the delivery of a video to mark the jubilee is approved, in line with the Christmas video tone and light heartedness.
 - iv. That the community "street" parties are researched and potentially mapped to understand what is deliverable.
 - iv. That to allow time for planning and costing of activity listed above and for the relevant arrangements to be implemented via delegated authority to the Chair of the Marketing and Events Committee Cllr Joe Cosby, with updates presented at forthcoming Marketing and Events Committee.

- ME/21/4/** 10. To seek agreement from members regarding a programming contribution for International Women's Day 2022.

RESOLVED:

- i. to purchase a series of literature to the value of £2,210 and donate to all primary schools within Crewe.
- ii. To provide a presentation video to be used in schools as an alternative to an in-person assembly presentation.

- ME/21/4/** 11. To note the date of the next Marketing and Events Committee meeting – **Monday 14th March 2022 at 7pm.**

Meeting Closed at 8.42pm

Chair Cllr Joe Cosby
Clerk R Rhodes

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MINUTES of the meeting 14th March 2022

In attendance : Cllr Joe Cosby Cllr Tom Dunlop Cllr Martin Edwards
Cllr Hazel Faddes Cllr Dennis Straine-Francis

ME/21/5/1 To receive apologies for absence
Cllr Phoenix Morrissey
Cllr Marilyn Houston
Cllr Jill Rhodes
Cllr Ben Wye

ME/21/5/2 To note declarations of Members' interests.

Cllr Dennis Straine-Francis declared an interest in agenda item 10 as a member of the RBL.

ME/21/5/3 Public Participation

The 'Bring Back Crewe Carnival' team attended the meeting to discuss their plans to relaunch Crewe Carnival in 2023. Members expressed support for the principle and welcomed the team's enthusiasm.

They were advised on how to progress the formal establishment of their group and thanked for their attendance.

ME/21/5/4 To confirm and sign the Minutes of the Marketing and Events Committee meeting held on Monday 31st January 2022.

RESOLVED: That the minutes are approved as a true record of the meeting.

ME/21/5/5 To review the year-to-date financial position for the Marketing and Events Committee.
The report was noted.

ME/21/5/6 To consider and inform the Marketing & Events Committee Business Delivery Plan for 2022/23.

RESOLVED:

- i. That the service delivery plan and associated spend within the approved 2022/23 budget is recommended to be approved by Council
- ii. That all associated spend and procurement is delivered within the council's governance
- iii. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant
- iv. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.

ME/21/5/7 To consider and approve the direction of the Queens Platinum Jubilee celebrations.

RESOLVED: That the package of events is approved by the committee for recommendation to council to fund to the value £23,850, drawn from an Ear Marked Reserve created from underspends in 2021/22 budget lines, Community Events, (4259), Event Match Funding (4271) and Cultural Hub (4285).

ME/21/5/8 To seek agreement from members regarding the date of the Crewe Christmas Light switch on 2022.

RESOLVED: The Crewe Christmas Light Switch On 2022 will take place on Saturday 26th November 2022.

ME/21/5/9 To seek agreement from members regarding the date of the Next Lumen Festival of Light event.

RESOLVED: The next Lumen Festival of Light event will take place on Friday 17th February and Saturday 18th February 2023.

ME/21/5/10 Member Item's.

Consideration to support the delivery of Armed Forces Day 2022 – Cllr Dennis Straine-Francis.

RESOLVED: Crewe Town Council to provide officer time to support the Crewe RBL with paperwork for Armed Forces Day activity.

ME/21/5/11 To note the date of the next Marketing and Events Committee meeting – **Monday 20th June 2022 at 7pm.**

Meeting Closed at 8.15 pm

Chair Cllr Joe Cosby

Clerk R Rhodes

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REPORT STATEMENT

Meeting: Marketing and Events Committee, Monday 14th March 2022.

Report Purpose: To provide an update on plans for the Queens Platinum Jubilee.

Version Control: v1

Author: Events and Communications Manager.

Report Summary.

This report will enable members to be updated on and discuss the Queens Platinum Jubilee activity.

Background.

On 6th February this year Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, marking 70 years of service to the people of the United Kingdom, the Realms and the Commonwealth.

To celebrate this unprecedented anniversary, national events and initiatives will take place throughout the year, culminating in a four day UK bank holiday weekend from Thursday 2nd to Sunday 5th June. The bank holiday will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone.

The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service, including:

Thursday 2nd June.

The Queen's Birthday Parade (Trooping the Colour): Over 1,400 parading soldiers, 200 horses and 400 musicians will come together in the traditional Parade to mark The Queen's official birthday, usually held on the second Saturday in June.

Beginning at Buckingham Palace, the Parade will move down The Mall to Horse Guard's Parade, joined by Members of the Royal Family on horseback and in carriages. The Parade will close with the traditional RAF fly-past, watched by The Queen and Members of the Royal Family from the Buckingham Palace balcony.

Platinum Jubilee Beacons: The United Kingdom's long tradition of celebrating Royal Jubilees, Weddings and Coronations with the lighting of beacons will be continued to mark the Platinum Jubilee. Over 1,500 beacons will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

For the first time, beacons will also be lit in each of the capital cities of the Commonwealth countries to celebrate The Queen's Platinum Jubilee.

The Principal beacon will be lit in a special ceremony at Buckingham Palace.

Saturday 4th June.

The Derby at Epsom Downs: Her Majesty The Queen, accompanied by Members of the Royal Family, will attend the Derby at Epsom Downs.

Platinum Party at the Palace: The BBC will stage and broadcast a special live concert from Buckingham Palace that will bring together some of the world's biggest entertainment stars to celebrate the most significant and joyous moments from The Queen's seven decade reign.

Sunday 5th June.

The Big Jubilee Lunch: Every year since the idea began in 2009 The Big Lunch has encouraged communities to celebrate their connections and get to know each other a little bit better, coming together in a spirit of fun and friendship. In 2022 The Big Lunch will bring the Jubilee celebrations into the heart of every community.

People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations. A Big Jubilee Lunch can be big or small - street party or

picnic, tea and cake or a garden barbeque. The Big Lunch provides tips and ideas for hosting an event. Over 1400 people have registered to host Big Jubilee Lunches so far, with events being planned across the length and breadth of the country.

The Platinum Jubilee Pageant: Artistic performers, dancers, musicians, military personnel, key workers and volunteers will unite to tell the story of The Queen's 70 year reign in an awe-inspiring festival of creativity. The London based Pageant will combine pomp and ceremony, street arts, theatre, music, circus, costumes as well as cutting-edge visual technology, drawing on talent from every part of the United Kingdom and across the Commonwealth.

Forming an important part of the Platinum Pageant, the 'River of Hope' section will comprise of two hundred silk flags which will process down The Mall, appearing like a moving river. Primary and secondary school children are invited to create a picture of their hopes and aspirations for the planet over the next 70 years. A selection of these creations will be transferred on to silk flags, which will be carried by secondary school pupils in the Pageant.

The artwork for the flags will be focused on climate change and incorporate the children's messages for the future. Teachers from applying schools will be provided with step-by-step guides to creating a beautiful digital artwork with their students, of which 200 will then be selected for the flags. The selected artwork will also be shown up and down the country on screens as part of the Jubilee celebrations.

Current Position.

This report sets out a number of options for Crewe Town Council to explore a programme of community activity to Celebrate the Queen's Platinum Jubilee (see table below). A presentation during the committee meeting will go through the activity and costs in more details to allow for discussion and agreement.

| Proposed Activity | Date | Proposed Location |
|---|--|------------------------------|
| <p><u>Beacon Lighting Ceremony – Option One.</u></p> <p>Large Community event within Municipal Square. Including:</p> <p>Projection onto Municipal building.</p> <p>Choir performance</p> <p>Poetry reading</p> <p>Piper</p> <p>Beacon Lighting Ceremony</p> <p>Civic speeches</p> <p>Local memories of the Queen visiting Crewe</p> | <p>Thursday 2nd June 2022</p> | <p>Municipal Square</p> |
| <p><u>Beacon Lighting Ceremony - Option Two.</u></p> <p>Heritage Centre– Invite event</p> <p>Small event with guest invite list. (Link in with the Our Queen, Our Crewe id ACE funding successful)</p> <p>Reception (drinks non-alcoholic and canapés)</p> <p>Choir performance</p> <p>Poetry reading</p> <p>Piper</p> | | <p>Crewe Heritage Centre</p> |

AGENDA ITEM 6.c.i.

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| <p>Beacon Lighting Ceremony</p> <p>Civic speeches</p> <p>Up lighting – Red, White and Blue</p> | | |
| <p><u>ACE project – Our Queen, Our Crewe project.</u></p> <p>To work with four community groups across Crewe to explore how the Queen has and continues to influence and impact our lives here in Crewe, our sense of identity, belonging, beliefs and our civic pride.</p> <ul style="list-style-type: none"> • A series of artist led creative community workshops • The creation of four new piece of artwork – The Crewe Platinum Jubilee Banners • A community exhibition and sharing / celebration event • Project Evaluation | <p>April – August 2022</p> | <p>Artist workshops – Across Crewe</p> <p>Exhibition – Heritage Centre</p> |
| <p>Tree Planting – All Crewe Schools.</p> <p>To donate a tree to each Crewe school to mark the Queens Platinum Jubilee.</p> | <p>Across June</p> | <p>All Crewe Schools.</p> |

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| <p>The Queens Wardrobe – Schools competition.</p> <p>To run a schools competition to design an outfit for the Queen for her Platinum Jubilee.</p> <p>Artwork to be used as part of the CTC Platinum Jubilee promotion.</p> <p>Winner to receive £100 gift voucher for a new outfit.</p> | <p>Across May</p> | <p>Crewe Primary Schools</p> |
| <p>To support the Friends of Queens Park to deliver a community event.</p> <p>(Proposal attached)</p> | <p>Friday 3rd June</p> | <p>Queens Park, Crewe</p> |
| <p>Union Jack Bunting</p> <p>Crewe Town – Install June 1st and leave up across Summer.</p> | <p>1st June – 1st September</p> | <p>Crewe Town Centre</p> |
| <p>Queen Platinum Jubilee lamppost and bollard decoration</p> | <p>1st June – 1st September</p> | <p>Crewe Town Centre</p> |
| <p>The Queen visits Crewe video.</p> <p>A behind the scene’s look into the Queens preparations for the Platinum Jubilee – out and about around Crewe Town.</p> | <p>April – Filming End Of May – Live on the socials</p> | <p>Social Media Campaign. Crewe and beyond.</p> |

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| To work with the students from Staffordshire University to produce a film for social media. | | |
| Queens Jubilee Flag Memorial Square | June 2 nd – June 5 th 2022. Queens Jubilee Flag Platinum Jubilee Flag The Flag Shop | Municipal Square – CEC |
| Community Party Packs. To provide up to 70 community party packs to support the community to come together and participate within the Big Lunch on Sunday 5 th June. (Example party packs attached) | Available from May for communities to use across the 2 nd -5 th June 2022. | Across Crewe |
| Crewe Artisan Market To host an artisan market made up of 40 stalls within Crewe Town or the Crewe Heritage Centre. | Saturday 4 th June. 11am – 4pm | Crewe Town Heritage Centre |
| Yarn storming – Community Group | 2 nd – 5 th June 2022. | Across Crewe |
| Royal Throne and Dress Up | Monday 30 th May – Sunday 5 th June 2 x Throne | Crewe Library |

| | | |
|---|---|-----------------|
| | Royal dress up, Crowns and props Link into Library activity – crown making workshops and Jubilee coffee morning. | |
| Choirs and Brass Band performance – deck chairs etc | Saturday 4 th June – 11am – 3pm | Memorial Square |

Stainability Impact.

The Queen Platinum Jubilee is an opportunity to come together and celebrate 70 years of the Queen Reign, activities have been developed to ensure participation and engagement across the whole of the Crewe community.

The activity will increase levels of civic provide and build social capital across Crewe.

Economic sustainability

Is supported through appropriate budgeting and seeking the most cost effective means of delivery through consideration of internal delivery against competitive procurement and measurement of service.

Opportunities to apply for external funding have also been identified in order to maximize value for money for the Crewe Community.

Community Impact

The development of a programme of community focused activity to mark the Queens Platinum Jubilee will have a positive impact upon the Crewe community by bringing people together, providing opportunities to participate within shared experiences and joining in with a national celebration building civic pride and social capital.

Governance

The national celebrations to mark the Queens Platinum Jubilee, Crewe’s Cultural Strategy, Cheshire East’s Cultural Framework, Crewe’s Audience Development Strategy and Crewe Town Brand, Crewe Community Plan.

Financial Impact

Any approved costs to be drawn from ear marked reserves approved that relate to the 2020/21 unspent budget.

Resource Impact

Officer time and budget allocation.

Consultation/Engagement

The programme of activity has been developed in line with national communication from Buckingham Palace and is in line with the programme of national celebrations and also by exploring evaluation feedback from previous Crewe events.

Wards Affected

All wards able to engage with the proposed activity.

Consideration Sought

- To agree the activity Crewe Town Council moves forward with.
- To allow time for planning and costing of activity listed above and for the relevant arrangements to be implemented via delegated decision making with the Chair of the Marketing and Events Committee Cllr Joe Cosby, with updated presented at forthcoming Marketing and Events Committee.
- To Approve the associated spend, or recommend to council if above this committee's authority.

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MINUTES OF THE MEETING HELD 18TH January 2022

In attendance: Cllr John Rhodes Cllr Tom Dunlop Cllr Dennis Straine Francis
Cllr Ben Wye Cllr Lena Hogben Cllr Marilyn Houston
Cllr Gary Palin

PL21/8/1 To receive apologies for absence.
Cllr Emma Angier
Cllr Hazel Faddes

PL21/8/2 To note declarations of Members' interests.
None

PL21/8/3 Public Participation
None

PL21/8/4 To receive the minutes of the Planning Committee Meeting that took place on Tuesday 15th November 2021

RESOLVED: That the minutes are accepted as a true record of the meeting

Application No: 21/6462N
Proposal: Proposed single storey rear extension for kitchen and utility area
Location: 57, CARLISLE STREET, CREWE, CW2 7NX

No objection

Application No: 21/6309N
Proposal: Variation to condition 2 for revised drawings to include rear orangeries to house type 1359 and house type 1002 on existing permission 18/0690N; ERECTION OF 8 No. DWELLINGS, VEHICULAR ACCESS, ASSOCIATED CAR PARKING AND LANDSCAPING
Location: Land To The South Of, MAW GREEN ROAD, CREWE

No Objection

Application No: 21/6317N
Proposal: Application for external alterations to facilitate subdivision into two units for continued use within Class E.
Location: Bella Italia, 12F, GRAND JUNCTION WAY, CREWE, CW1 2RP

RESOLVED: That this committee objects to the proposal for the following reasons:

- i. That subdivision of the units will lead to unsustainable competition with town centre units, impacting negatively on the future of the town centre and local authority regeneration efforts
- ii. The consent for the units previously contained such planning conditions to reduce the negative impact on the town centre. These conditions should be maintained and enforced
- iii. The proposal is contrary to planning policies S1 and S10
- iv. If planning consent is given, then such conditions should be in place to ensure the units cannot be used for retail purposes that would be detrimental to the future viability of the town centre

Application No: 21/6390N
Proposal: Proposed Rear Extension
Location: 59, STONELEY AVENUE, CREWE, CREWE, CHESHIRE, CW1 4NH

No objection

Application No: 21/6203N
Proposal: Proposed 5G telecoms installation
Location: UNIVERSITY WAY, CREWE, CHESHIRE

No objection

Application No: 21/6304N
Proposal: Proposed single storey extension to provide additional WC's
Location: Monks Copenhall Academy, REMER STREET, CREWE, CHESHIRE, CW1 4LY

The committee had no objection and welcomed the investment in school infrastructure.

Application No: 21/6231N
Proposal: New storeroom
Location: 2, OXFORD STREET, CREWE, CHESHIRE, CW1 3HP

RESOLVED: That the committee objects to the application for the following reasons

- i. The proposals provide no positive improvements to the streetscene and local environment. It should be an expectation that development adds value to the community
- ii. Lack of details relating to the finishing materials and concern that the finishing materials will have a negative impact on the streetscene on an already distracting and inconsistent premises/group of buildings.
- iii. Ongoing concerns relating to the associated business waste, which is regularly stored outside on the public highway/pavement, which causes an obstruction to the highway.
- iv. The proposed 1st floor door cannot be used as a fire escape and there is concern that the use of the door may lead to further problems on the pavement directly below

Application No: 21/6299N
Proposal: Single storey extension(s) to side and rear and workshop/shed/hobby room to rear garden area(s)
Location: 3 , Birch Close, Crewe, CW1 5LQ

Although the committee does not object to the proposals, it seeks that enforceable conditions are placed on any associated planning consent that seek to ensure:

- i. That the proposed new shed building cannot be used for overnight accommodation
- ii. That the proposed new shed building cannot be subdivided or used for any other purpose other than the ancillary enjoyment of the primary dwelling
- iii. That the proposed new shed cannot receive/install water and drainage
- iv. That the proposed new shed cannot be used for commercial purposes, sub let or otherwise subdivided from the primary residence.

Application No: 21/6239N
Proposal: Listed Building Consent for External and Internal Works, Alterations and Repairs
Location: Territorial Army Centre, MYRTLE STREET, CREWE, CW2 7HY

No objection

Application No: 21/6238N
Proposal: Externally Replace existing asbestos roof with a new insulated roof of similar appearance. Repair and restore elevational features. Insert a new door opening in west (side) elevation. Internally. Insert a glazed screen and access doors inside the existing main entrance door opening. Insert a steel mezzanine (partial) first floor and access stair. Insert a new kitchen fit-out and disabled WC fit-out.
Location: Territorial Army Centre, MYRTLE STREET, CREWE, CW2 7HY

The committee has no objection and welcomes the investment in the site ,particularly for the purposes of providing support for armed forces servicepeople, but seeks that the develop considers the following provisions:

- i. Consideration for parking. Noting locally that there is considerable on street parking, consideration for parking for the development's associated staff, residents and visitors wherever possible.

Application No: 22/0119N
Proposal: Advertisement consent for the installation of a digital advertising display.
Location: 184, HUNGERFORD ROAD, CREWE, CW1 6EJ

RESOLVED: That this committee objects to the application for the following reasons:

- i. The proposals will create a significant distraction at a very busy road junction
- ii. As a gateway location to the town, this would not add any value to the streetscene and all developments should seek to improve the appearance of the town rather than detract from it.
- iii. The junction has previously been considered too dangerous for organised walking buses for children and as such should not be considered for such a distraction
- iv. There is concern the nature of the display would potentially be a trigger for those living with visually activated conditions (eg vertigo, specific forms of epilepsy)

Application No: 22/0044N
Proposal: Removal of condition 13 (sustainable / energy saving features) on application 09/2329N - Erection of a Replacement Foodstore (A1 retail) with Ancillary Cafe, Associated Parking, Highway Works and Landscaping
Location: Tesco Extra, VERNON WAY, CREWE, CHESHIRE, CW1 2DD

RESOLVED: That the committee objects to the application for the following reasons:

- i. That the provision for producing sustainable electricity/power on the site remains valid
- ii. That the applicants other works away from the application site and town bear no relevance to the need to demonstrate sustainability for all new developments
- iii. The removal of such a condition would represent a dangerous precedent which would not reflect the importance of recognising the need for investment in sustainable development, contrary to the climate emergency formally recognised by Cheshire East Council

Application No: 21/6385N
Proposal: Construction of 119 affordable homes with new access from Broughton Road and ancillary open space.
Location: Land East Of Broughton Road And North Of, BIDVALE WAY, CREWE

The committee recognises that the application is for LPS 11 in the CEC Local Plan, accepting that the site is identified for housing development. Additionally, it was commented that the site layout and proposals, in principle, represented a positive intent to provide affordable housing in an attractive setting. However, the committee identified some issues that were not acceptable. Disappointment was expressed at the lack of consultation prior to submitting the application with the local council by the developer and that the planning authority had not directed the developer to consider pre application consultation or provided a more significant time for consideration of this complex application during consultation.

RESOLVED: That the committee objects to the application for the following reasons:

- i. The application does not provide for any sustainable energy generation. It is noted that many, if not all, of the pitched roofs of the houses would be suitable for PV installations (Solar power generation), making a significant contribution to reduce the development's carbon footprint and to make the cost of living in the houses more sustainable for the future residents.

- ii. The play area is not adequate for the development. It should be considered how the future green spaces will be maintained and managed; by who and that the play area should be considerably larger to accommodate potentially high proportion of young families in the proposed homes.
- iii. The development does not demonstrate net biodiversity gain. The derisory installation of a small number of bird boxes does not meet the requirements of the relevant CEC planning policy. More nesting sites should be included (including for swifts/swallows/house martins), invertebrate habitats and areas for small mammals and amphibians.
- iv. Boundary treatments should be permeable to wildlife, such as hedgehogs.
- v. All existing hedges should be retained.
- vi. The SUDS documentation does not identify proactive actions to ensure sustainable drainage in its conclusions and this does not meet the needs of ensuring reduced risk of flooding due to the development.

Application No: 22/0024N
 Proposal: Proposed ground floor extension on rear of house
 Location: 21, FARRIER COURT, CREWE, CW1 4NY

No objection

PL21/8/7. To note responses submitted under delegation since the previous meeting

Application No: 21/6208N
 Proposal: Retrospective application for change of use from C3 to C4, 5 Bed, 5 person HMO with internal alterations
 Location: 147, WESTMINSTER STREET, CREWE, CW2 7LF

The Council objects to this proposal on the following grounds

1. The proposal is contrary to the emerging Article 4 Directive from Cheshire East as the Planning Authority, which recognises the negative impacts of such developments on local neighbourhoods, amenity and sustainability.
2. Inadequate waste storage that will lead to on street waste and further exacerbation of localised anti social issues
3. Inadequate parking, leading to on street parking issues
4. Loss of amenity for existing residents with the density of occupation within the proposal leading to noise and disturbance
5. Provision of low quality living accommodation does not meet the expectations of social sustainability
6. Bedroom sizes indicated are smaller than recommended by regulation for 4 of the 5 rooms
7. Inadequate bike storage.

Application No: 21/6232N
 Proposal: New 3 sided roller shutters to shop front, incorporating a covered roof
 Location: 191, WEST STREET, CREWE, CW1 3HR

The Council objects to the proposal as it builds forward of the development line in to the public realm. In doing so it will adversely affect the visual amenity of the area and provide an incongruous building frontage that cannot be read in context of the surrounding architecture.

Application No: 21/6142N
 Proposal: Advertisement Consent for upgrade of an existing wall-mounted 48 sheet sized paper-and-paste display to a digital one
 Location: 21, EARLE STREET AT THE CORNER OF VERNON WAY, CREWE, CW1 2BH

The Council objects to this proposal as the addition of an LED display on the side elevation of the property is considered to be inappropriate as it would be introduce an incongruous feature into the area to the detriment of visual amenity. It is acknowledged that the commercial properties nearby do display advertisements; however these are not illuminated and are appropriate to the businesses operating from the site, whereas the proposed LED display is not appropriate to be displayed on the side elevation of a building with architectural character.

Policy BE.19 of the adopted local plan requires that advertisements and signs should not have an adverse effect on the character of the streetscene or individual buildings, should not be displayed on gable ends or flank walls and should not use intermittent light sources. The proposal is clearly contrary to these requirements.

Application No: 21/5881N
Proposal: Resubmission of expired planning application- 14/4581N (Demolition of garages/outbuildings and the erection of 4 detached bungalows)
Location: 33, SYCAMORE AVENUE, CREWE, CW1 4DT

The council objects to the application on the following grounds

1. Inadequate access. The drawings show a width of in excess of 4m width on the plans but this does not reflect the reasonable expectations of available width on site
2. Proximity of access to existing bungalow
3. Access should provide for 2 vehicles passing (guidance indicates 4.4m minimum), which is not possible on this site
4. Concerns over waste management and collection. If to be collected from Sycamore Ave, the waste bins will cause an obstruction on the highway and may obstruct residential amenity. Distance to move waste bins to Sycamore Avenue may be considered unreasonable for many, particularly those with mobility issues.
5. The plans do not show a vehicle sweep that demonstrates safe access to the site for waste vehicles or emergency services
6. The proposals represent back land development

Application No: 21/5885N
Proposal: Change of Use from dentists surgery to residential
Location: Highfields Dental Practice, 129, EDLESTON ROAD, CREWE, CW2 7HP

The council objects to the proposal on the following grounds

1. Over development of the site
2. Inadequate accommodation standards due to small scale rooms and over division of the building
3. Fire safety concerns relating to the 2nd floor accommodation and means of safe escape
4. Restricted height aspects shown in the existing layout drawings have not been addressed and will lead to inadequate accommodation standards
5. Creation of a sandwich effect on the neighbouring property (131 Eddleston Road) which is contrary to the Cheshire East emerging Article 4 directive
6. Loss of amenity to existing residents due to noise, overcrowding, on street parking and waste management issues.
7. We reflect and support the issues raised by residents who have submitted their objections

Application No: 21/5976D
Proposal: Discharge of conditions 8, 19, 21, 26, and 30 of app 14/0378N - Outline planning application for B2 (general industry) and B8 (storage and distribution) comprising 1,042,500 sq ft with ancillary offices and maximum storey height of 18m, and associated works including construction of new spine road with access from Crewe Road and A500,

creation of footpaths, drainage including formation of swales, foul pumping station, substation, earthworks to form landscaped bunds and landscaping.

Location: BASFORD WEST DEVELOPMENT SITE, JACK MILLS WAY, SHAVINGTON, CHESHIRE

No objection, but seek that the site demonstrates net biodiversity gain, as per CEC policy; that there is substantial tree planting on site; and that sustainable energy production is included on the site (eg solar) along with electric vehicle charging points

Application No: 21/4522N

Proposal: Listed building consent for removal and replacement of the existing painted timber sliding sash windows on the street elevation

Location: St Marys Presbytery, 13, GATEFIELD STREET, CREWE, CW1 2JP

We have concerns that the proposal is not in keeping with the heritage nature of the building and will have a negative impact on the site and aesthetic value of the heritage building

Application No: 21/5903N

Proposal: Two storey extension to side and single storey extension to rear of dwelling

Location: 3, CAPENHURST AVENUE, CREWE, CW2 8NN

That, although not objecting, we express concern that the proposal shows the extension will be build up to the boundary of the adjoining property

Application No: 21/5816N

Proposal: proposed single storey rear extension to form extra living accommodation

Location: 6, CAPENHURST AVENUE, CREWE, CW2 8NN

That the narrow high window on the side elevation immediately adjacent to the adjoining property boundary of the proposed designs is not required and that it should either be removed from the proposal or conditions such that obscured glass is used.

PL21/8/8 To note and/or consider correspondence, consultations, planning policy the planning authority (Cheshire East Council) and member items AGENDA ITEM 6.d

8.1 Cheshire East Local Plan - Crewe Hub Area Action Plan withdrawal notice

Noted

8.2 Cheshire East Council Draft Speed Management Strategy - Public Consultation

The committee shall issue a statement, to be approved by the chair and Cllr Wye, to the effect that the council is in favour of 20mph zones in residential areas of the town, especially on new estates. This should be established as a point of principle and policy and will provide measurable improvements for the lives of the residents living on those streets and estates.

PL21/8/9 To note the proposed date of the next meeting **Monday 21st February 2022 at 6pm** – location and format of the meeting to be confirmed subject to current Covid-19 guidance and restrictions

Meeting closed at 7:22pm

Chair Cllr John Rhodes

Clerk P Turner



MINUTES Planning Committee 21st February 2022

In attendance: Cllr John Rhodes; Cllr Lena Hogben; Cllr Marilyn Houston; Cllr Tom Dunlop

1. To receive apologies for absence.

Cllr Dennis Straine-Francis; Cllr Emma Angier & Cllr Ben Wye

2. To note declarations of Members' interests.

Cllr Houston declared a non-pecuniary interest in agenda item 10

3. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

4. To receive the minutes of the Planning Committee Meeting that took place on Tuesday 18th January 2022

RESOLVED: That the minutes are approved as a true record of the meeting

5. To consider making a response to the following planning applications:

Application No: 21/6400N
Proposal: Redevelopment of Flag Lane Baths, Crewe into a flagship Community Centre for the town. Refurbishment of exterior of the building. Replacement of all doors, windows and rooflights. Proposed landscaping and general refurbishment of the external grounds. Change of use from a public swimming pool, to a Sui Generis hub. Delicate and complementary extensions on the south elevation The extensions are a different materiality to the brick,
Location: Swimming Pool, FLAG LANE, CREWE, CW2 7QX

The committee welcomed the ambitious and positive proposals for the building and the potential benefit for the community. Additionally, it was sought that:

- i. That the existing art deco windows and features on primary elevations are retained and reflected in external design proposals
- ii. That there is detailed consideration of the Crewe Town Council Heritage Officer's comments (submitted separately)

Application No: 22/0306N
Proposal: Improvements to junction on A530 Middlewich Road to Pym's Lane
Location: Junction on A530 Middlewich Road and Pym's Lane, CREWE

The committee has no objection to the proposals, but seeks that designs consider:

- i. Sustainable and active transport elements to be included within the designs, such as cycle lanes and priority as well as pedestrian prioritisation and ease of access.
- ii. That the proposal provides for a net gain and benefit to biodiversity and wildlife safety, including permeability for wildlife (eg wildlife corridors)
- iii. Public art and public space improvements

Application No: 22/0279N
Proposal: Proposed Ground floor external seating area on the rear and flue extractors and first floor extension
Location: 31, MILL STREET, CREWE

RESOLVED: That the committee objects to the proposal on the following grounds:

- i. Reflecting the concerns of lack of detail as identified by the Environmental Health Officer comments
- ii. That a site visit is required to understand the application prior to consideration, for example to identify if this is a retrospective application.

Application No: 22/0385N
Proposal: Construction of a 4.9m x 0.7m outbuilding at the front to comprise meter house for gas, electric and water meters for the property
Location: 54, SYDNEY ROAD, CREWE, CW1 4HG

No objection

Application No: 21/6342N
Proposal: The reconfiguration of the site access arrangement to include separate access and egress junctions and formalisation of the existing unmarked parking layout.
Location: 4, OAK STREET, CREWE, CW2 7BX

No objection

Application No: 22/0342N
Proposal: Planning permission to install a telecoms shelter as part of VX Fiber FTTP telecoms network installation on the grass verge on Mill street, Crewe, CW2 7DT
Location: VALLEY BROOK BUSINESS CENTRE, GRASS VERGE, MILL STREET, CREWE, CHESHIRE, CW2 7DT

RESOLVED: That the planning committee objects to the application on the following grounds:

- i. The application is inaccurate and misleading in its description of the location as verge, as the location identified is public open green space used for leisure, exercise and amenity
- ii. The proposal does not demonstrably provide for sustainable access for servicing the facility – access by vehicle will lead to damage of the public open green space; parking on Mill Street will lead to serious localised traffic congestion on a major gateway access to the town centre and nearby large-scale business parks.
- iii. Loss of amenity for residents accessing the public open green space
- iv. The proposal would be more appropriately placed elsewhere, away from public open greenspace, mitigating impact on residents and traffic
- v. Material negative impact on the streetscene – more care should be given to the location and visual amenity impact of this proposal

Application No: 22/0336N
Proposal: Single storey extension to rear and loft conversion with dormer to rear
Location: 64, LUNT AVENUE, CREWE, CW2 7NA

No Objection

Application No: 22/0305N
Proposal: Existing lawned area in front of MINI showroom to be hard paved for the display of used cars
Location: Lookers MINI, Gateway, Crewe, CW1 6YY

RESOLVED: That the committee objects to the application on the following grounds:

- i. That the plans should provide evidence of net improvement in drainage, particularly in line with sustainable drainage systems
- ii. That all existing trees on the site should be retained
- iii. That the planting bed should be replaced in equivalent sustainable planting.

Application No: 22/0068N
Proposal: Two storey side and single storey rear extension(s)
Location: 231, MANOR WAY, CREWE, CW2 6PH

No objection

Application No: 22/0331N
Proposal: Planning permission to install a telecoms shelter as part of VX Fiber FTTP telecoms network installation on the grass verge on Lime Tree Ave, Crewe, CW1 4JA
Location: Site Compound Adjacent 243, Lime Tree Avenue, Crewe, CW1 4JA

RESOLVED: That the planning committee objects to the application on the following grounds:

- i. The application is inaccurate and misleading in its description of the location as verge, as the location identified is public open green space used for leisure, exercise and amenity
- ii. The proposal does not demonstrably provide for sustainable access for servicing the facility – access by vehicle will lead to damage of the public open green space; on street parking will lead to localised traffic congestion
- iii. Loss of amenity for residents accessing the public open green space
- iv. The proposal would be more appropriately placed elsewhere, away from public open greenspace, mitigating impact on residents and traffic
- v. Material negative impact on the streetscene – more care should be given to the location and visual amenity impact of this proposal

Application No: 22/0326N
Proposal: Planning permission to install a telecoms shelter as part of VX Fiber FTTP telecoms network installation on the grass verge on Underwood Lane opposite Abington Close, Crewe, CW1 3SB.
Location: Land adjacent to 370, UNDERWOOD LANE, CREWE, CW1 3SB

RESOLVED: That the planning committee objects to the application on the following grounds:

- i. The application is inaccurate and misleading in its description of the location as verge, as the location identified is public open green space used for leisure, exercise and amenity
- ii. The proposal does not demonstrably provide for sustainable access for servicing the facility – access by vehicle will lead to damage of the public open green space; on street parking will lead to localised traffic congestion
- iii. Loss of amenity for residents accessing the public open green space
- iv. The proposal would be more appropriately placed elsewhere, away from public open greenspace, mitigating impact on residents and traffic
- v. Material negative impact on the streetscene – more care should be given to the location and visual amenity impact of this proposal

Application No: 22/0307N
Proposal: Proposed dropped kerb
Location: 122, BROUGHTON ROAD, CREWE, CW1 4NS

No objection

Application No: 22/0109N
Proposal: outline application for two dwellings
Location: Land adjacent to 131, STONELEY ROAD, CREWE, CHESHIRE, CW1 4NQ

The committee does not object, but seeks that:

- i. the vision splay details are reviewed as the diagram does not indicate how that splay will be maintained as it crosses private land of the adjoining and existing residence. Potentially, the controlled area for a vision splay south west of the site is far less than indicated
- ii. That the development reflects net biodiversity gain as per planning policy

Application No: 22/0243N
Proposal: Demolition of the existing conservatory, replacement single storey rear extension
Location: 53, CREWE ROAD, CREWE, CW1 6DT

No objection

Application No: 22/0196N
Proposal: Proposed 2 storey extension to the rear.
Location: 83, WARMINGHAM ROAD, CREWE, CW1 4PS

No objection

Application No: 21/6438N
Proposal: Advert Consent for Retrospective Application to install 1x42 LCD screen & 4x 1250x700mm flag Pole Signs overall height 2450mm
Location: Tesco Extra, VERNON WAY, CREWE, CHESHIRE, CW1 2DD

No objection

Application No: 22/0472N
Proposal: Two storey extension to side, single storey extension to rear and single storey garage extension to side
Location: WINDY NOOK, MAW GREEN ROAD, CREWE, CW1 4HH

No objection

Application No: 22/0343N
Proposal: Use of the premises for the sitting and administration of computer-based driving theory test exams on behalf of the DVSA
Location: UNIT 8, Victoria Centre, 5 Victoria Street, CREWE, CW1 2PU

No objection

6. To consider making responses to any urgent planning application consultations that have arisen since this agenda was published.

Received since issuing the agenda:

Application No: 22/0476N
Proposal: The proposed development is for external alterations, partial demolition and formation of a new fire escape stair enclosure
Location: UNIT 1, Phoenix Leisure Park, DUNWOODY WAY, CREWE, CW1 3AJ

No objection

Application No: 22/0127N

AGENDA ITEM 6.d

Proposal: Two storey side extension and single storey rear extension.

Location: 11, HUNGERFORD AVENUE, CREWE, CW1 6EP

No objection

Application No: 22/0450N

Proposal: To convert a section of my land to commercial use to allow my son to operate a vehicle repair garage by appointment only.

Location: Woodland View, 2, WALDRONS LANE, CREWE, CW1 4PT

The committee has no objection, but, due to its location on a small and rural lane, seeks that any associated planning consent includes such enforceable conditions to ensure that:

- i. There is no sub division of the site
- ii. The commercial access is controlled by appointment only
- iii. The commercial operation is not to expand beyond the current proposals.

Amended Plans:

Application No: 21/3725N

Proposal: Demolition of double garage and erection of new double garage

Location: 2, SINGLETON AVENUE, CREWE, CW1 3TY

RESOLVED: The committee confirmed its previously submitted objection to the proposal on the following grounds:

- i. That the proposals demonstrate an over-bearing nature
- ii. That the proposals demonstrate over development of the site
- iii. That the proposal risks extension of living accommodation without proper scrutiny

Application No: 21/5720N

Proposal: Extension over garage

Location: 25, MEREBANK ROAD, CREWE, CHESHIRE, CW2 8AS

No Objection

Notice of appeal:

Application No: 20/3766N

Location: 180, NANTWICH ROAD, CREWE, CHESHIRE, CW2 6BS

Proposal: 3 No Apartments

Noted

7. To note responses submitted under delegation since the previous meeting

None

8. To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items
 - 8.1 Cheshire East Commuted Sums (s106) Policy notice
Noted
 - 8.2 CEC Air Quality Reports
Noted
 - 8.3 Crewe Hub Area Action Plan Withdrawal Notice
Noted
 - 8.4 Notice that the Cheshire East Brownfield Land Register has been published
Noted
 - 8.5 HS2 Phase 2b: High Speed Rail (Crewe to Manchester) Bill 2022
It was agreed that the Clerk will contact the Cheshire East Council Lead Officer for HS2 and offer support for their approach, subject to details.
 - 8.6 20 is Plenty wheelie bin stickers – Cllr Wye
Deferred to allow Cllr Wye to lead on this item
9. *It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 10 on the grounds that matter contains sensitive information and by reason of the confidential nature of the business being transacted.*

RESOLVED: That the meeting will enter closed session for the purposes of Agenda Item 10
10. 20/0829N – consideration of the conclusion of this planning application
Resolution not currently available
11. To note the proposed date of the next meeting Monday 21st March 2022 at 6pm – location and format of the meeting to be confirmed subject to current Covid-19 guidance and restrictions

Meeting Closed at 8:06pm

Chair Cllr John Rhodes
Clerk P Turner

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MINUTES of the Planning Committee 21/03/2022

In attendance: Cllr John Rhodes Cllr Tom Dunlop Cllr Dennis Straine-Francis
Cllr Lena Hogben Cllr Marilyn Houston Cllr Hazel Faddes
Cllr Emma Angier

1. To receive apologies for absence.
None
2. To note declarations of Members' interests.
None
3. Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
None
4. To receive the minutes of the Planning Committee Meeting that took place on Tuesday 21stFebruary 2022

RESOLVED: That the minutes are approved as a true record of the meeting

5. To consider making a response to the following planning applications:

AGENDA ITEM 6.d

Application No: 22/0769N

Proposal: Listed Building Consent for minor restoration and alterations

Location: Territorial Army Centre, MYRTLE STREET, CREWE, CW2 7HY

The Heritage Officer Comments were noted to be included with the response.

No objection

Application No: 22/0768N

Proposal: Minor restoration and alterations

Location: Territorial Army Centre, MYRTLE STREET, CREWE, CW2 7HY

The Heritage Officer Comments were noted to be included with the response.

No objection

Application No: 22/0635N

Proposal: Construct basement and erect one additional storey to No. 22a Market Street, alter elevations and change use of property to medical / health facility - use class E(e). (re-submission of 21/4270N).

Location: 22A, MARKET STREET, CREWE, CW1 2EG

RESOLVED: That the committee objects to the application on the following grounds:

- i. The application should clearly represent and be linked with application 22/0637N
- ii. The application should be considered by the planning authority in conjunction with application 22/0637N
- iii. Negative impact on surrounding heritage setting, including Christ Church and 24 Market Street
- iv. The effect of the proposal will be the unacceptably visually disruptive and uneven roof line along the development of commercial units, which will be read as distracting at a gateway location to the town centre.
- v. Inadequate detail and provision for waste management. Waste bins cannot be kept to the rear or in the public realm as they will obstruct the highway
- vi. Inadequate provision for cycle storage
- vii. The proposal constitutes over development of the site
- viii. Lack of parking provision, particularly disabled parking, is against local planning policy
- ix. The development proposal does not provide for any biodiversity, sustainability or renewable energy net gain, in opposition to the Climate Crisis recognized by Cheshire East Council
- x. That the committee reflects and supports the concerns raised by the Salvation Army neighbouring the proposed site
- xi. That the Heritage Officer Comments should be submitted in response to this application

Application No: 22/0637N

Proposal: Construct basement and erect one additional storey together with first floor rear extension and change use of property to medical/health facility - use class E(e) (re-submission of 21/4317N)

Location: 20, MARKET STREET, CREWE, CW1 2EG

RESOLVED: That the committee objects to the application on the following grounds:

- i. The application should clearly represent and be linked with application 22/0637N
- ii. The application should be considered by the planning authority in conjunction with application 22/0637N
- iii. Negative impact on surrounding heritage setting, including Christ Church and 24 Market Street
- iv. The effect of the proposal will be the unacceptably visually disruptive and uneven roof line along the development of commercial units, which will be read as distracting at a gateway location to the town centre.
- v. Inadequate detail and provision for waste management. Waste bins cannot be kept to the rear or

- in the public realm as they will obstruct the highway
- vi. Inadequate provision for cycle storage
 - vii. The proposal constitutes over development of the site
 - viii. Lack of parking provision, particularly disabled parking, is against local planning policy
 - ix. The development proposal does not provide for any biodiversity, sustainability or renewable energy net gain, in opposition to the Climate Crisis recognized by Cheshire East Council
 - x. That the committee reflects and supports the concerns raised by the Salvation Army neighbouring the proposed site
 - xi. That the Heritage Officer Comments should be submitted in response to this application

Application No: 22/0862N

Proposal: Prior approval for change of use of the building from office (use class E) to mix use to include 9no. apartments (use class C3) and commercial unit at ground floor (use class E)

Location: 23-25, MARKET STREET, CREWE, CW1 2EW

Members agreed that the proposal does not represent the aim and ambition for quality homes in Crewe.

RESOLVED: That the committee objects to the application on the following grounds:

- i. The proposals represent over development of the site and fewer, but larger units would be more suitable to the scale of the building
- ii. Lack of internal natural light
- iii. The proposals represent in effect the development of an HMO. The proliferation of such developments contributes disproportionately to Anti-Social Behaviour and is contrary to the emerging Cheshire East Council Article 4 Directive that recognizes the issues faced in Crewe.
- iv. The proposed accommodation is of a low quality and does not provide for sustainable communities. Room sizes are below minimum standard for this type of development
- v. Unsustainable waste management plans. The waste bins cannot be left outside for collection as they will obstruct the highway. It is likely and expected that these proposals will lead to waste bins being left outside for protracted periods of time, leading to on street waste and fly tipping as well as providing opportunity for vermin and pests
- vi. Lack of details associated with the cycle storage
- vii. Loss of amenity for existing residences due to the property having no outdoor space
- viii. No parking for the development will lead to localized issues and compound parking problems
- ix. The proposals do not provide for sanitary or welfare facilities within the ground floor commercial unit
- x. That there are concerns regarding fire safety and safe evacuation of the building.
- xi. The proposals do not provide any outdoor space for potential residents, which demonstrates low amenity value and the likely potential of a poor quality development

Application No: 22/0957N

Proposal: Prior approval of single storey rear extension with pitched roof extending 3.59m beyond the rear wall, maximum height of 3m and eaves height of 2.4m

Location: 122, BROUGHTON ROAD, CREWE, CW1 4NS

RESOLVED: The committee objects to the application at this point as there is no information available on the Cheshire East website. The planning authority should restart consultation process when the information is available and accessible and provide a timescale for consideration, including consideration at the next available meeting of the Crewe town Council Planning Committee.

Application No: 21/1219N
Proposal: Non-material amendment to application 18/4050N - Reserved matters application for appearance, landscaping, layout and scale following Outline approval 13/2055N – Outline application for up to 240 residential dwellings, open space and new access off Sydney Road
Location: LAND AT AND TO THE NORTH OF, 138, SYDNEY ROAD, CREWE

No comments

Application No: 22/0857N
Proposal: Two storey rear extension
Location: 67, FRANKLYN AVENUE, CREWE, CW2 7NE

The committee recognised and supported the concerns of the adjoining property as the proposals risk loss of amenity for the neighbouring property at number 69 due to over bearing nature and loss of light. The committee requests that the planning authority considers the concerns submitted by the neighbouring property at number 69.

Application No: 21/5448N
Proposal: Change of Use from a large House in Multiple Occupation (HMO) (Sui Generis) to a Children’s Care Home (C2 Use Class) for up to 4 children.
Location: 261, NANTWICH ROAD, CREWE, CW2 6NX

Whilst members again welcomed the provision of quality accommodation for vulnerable young people in Crewe and acknowledges the revised plans, the committee repeated its concern that the location of the proposed development is inappropriate due to the risks in that area to the potential residents of the proposed development

Application No: 22/0594N
Proposal: Variation of condition 2 on application 21/4625N and (NMA reference 22/0230N) - Demolition of existing buildings followed by the construction of a new Fire Station (including a training tower and training building) together with associated external works which include hard standings and car parking
Location: Crewe Fire Station, CREWE ROAD, CREWE, CHESHIRE, CW1 6DS

The committee welcomed investment in the fire station

Application No: 22/0596N
Proposal: Variation of condition 2 on application 21/4618N - Erection of temporary fire station accommodation for the duration of the construction of the new fire station
Location: Crewe Fire Station, CREWE ROAD, CREWE, CHESHIRE, CW1 6DS

The committee welcomed investment in the fire station

Application No: 22/0802N
Proposal: Single storey Side and Rear extension to the house with an Ancillary Guest Annex/Garden Room.
Location: 133, TIMBRELL AVENUE, CREWE, CW1 3LY

RESOLVED: That the committee objects to the proposal on the following grounds:

- i. Loss of amenity for adjoining properties due to noise and disturbance
- ii. That the proposals risk commercial use of the garden room element as income generating guest accommodation (eg Airbnb), which would be unacceptable in this residential garden setting
- iii. That the proposals risk the garden room element being used as low quality rental accommodation in the future

- iv. That the garden room element should not be used for any overnight accommodation of disturbance to neighbouring properties.
- v. Any proposals associated with the garden room element must be conditioned on sole recreational use of the residents of the primary dwelling, no overnight accommodation and no subdivision of the property

Application No: 21/2601N

Proposal: Demolition of existing building and erection of a residential block of flats and ground floor office Class E(c) or Class E(g)(i)

Location: 2-4, GATEFIELD STREET, CREWE, CW1 2JP

Whilst the committee welcomes sustainable urban development near the town centre, on reconsideration of the proposals in light of greater heritage understanding concerns were raised relating to the heritage impact of the proposals.

RESOLVED: That the committee objects to the application on the following grounds:

- i. That the existing main building should be retained and reflected in the design proposals
- ii. That the roofline should be in keeping and sympathetic to the surrounding area
- iii. That the Heritage Officer Comments are submitted in response to the proposals.

Application No: 22/0782N

Proposal: Two Storey Side Extension Small Front Extension & Porch

Location: 21, BETJEMAN WAY, CREWE, CW1 5FS

RESOLVED: That the committee does not object to the principle of the development, but objects to the proposals on the following grounds:

- i. The development should not allow for separate front entrance to the extension to reduce risk of subdivision of the primary development and remain in keeping with surrounding residential setting
- ii. That the development cannot be subdivided or separately let and is for the sole use of the residents of the primary dwelling.
- iii. That it should be conditioned that the proposed office extension cannot be separately let or disposed
- iv. That it should be conditioned that the amenity of the surrounding residential properties is not adversely impacted by increased car traffic, associated parking or commercial activity

Application No: 22/0757N

Proposal: Single storey wrap around extension following previous approval 19/5625N

Location: 10, ROCKWOOD AVENUE, CREWE, CW2 8LU

No objection

Application No: 22/0541N

Proposal: The application is for retrospective planning approval for conversion of dwelling to HMO in what has recently been designated Article 4 Area. No elevational changes required

Location: 100, BEDFORD STREET, CREWE, CW2 6JD

RESOLVED: That the committee objects to the application on the following grounds:

- i. The proposal is contrary to the emerging Cheshire East Council Article 4 Directive, which seeks to cease the proliferation of HMOs in Crewe and recognizes the detrimental effect of such developments on the town and community
- ii. That the development of an HMO has a negative impact on the amenity of other residences in terms of noise, on street waste and parking.
- iii. That the proposals represent poor living accommodation, below minimum standards.

Application No: 22/0640N
Proposal: Upgrades to facade of P35 Mulliner Building including application of new rainscreen cladding and section of living wall
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL
 No objection

Application No: 22/0897N
Proposal: Manned eco car cash facility and electric vehicle charging, construction of four jet wash bays and four valeting bays, two self serve electric vehicle charging bays. A single, modular, amenity building containing a customer lounge, store and employee welfare area. Change of use as determined.
Location: Land At, NORTH STREET, CREWE

- RESOLVED:** That the committee objects to the application on the following grounds
- i. There is no separate or independent treatment of contaminated water (with oil or petroleum) which will be in concentration on the site due to the proposed use.
 - ii. That access and egress at the site will have a dangerous and detrimental effect on local traffic, with risk of road traffic incidents in a high traffic volume area
 - iii. The siting is poorly placed in consideration of nearby crossing and bus stop
 - iv. That residents' concerns are taken in to account and considered fully.

Application No: 21/4382N
Proposal: Demolition of existing buildings and erection of a residential development (Use Class C3) alongside a care home (Use Class C2) with associated access, parking, landscaping and infrastructure
Location: HUNTERS LODGE HOTEL, 296, SYDNEY ROAD, CREWE, CW1 5LU

The committee confirmed its previous objection to the principle of development and proposals, including concerns relating to accessibility for active travel due to dangers crossing a busy main road, the concerns raised by residents in response to the consultation and the loss of green space and open countryside.

6. To consider making responses to any urgent planning application consultations that have arisen since this agenda was published.

Application No: 22/0924N
Proposal: External alterations and installation of plant
Location: Unit 13, Grand Junction Way, Crewe, CW1 2RP
 No objection

Application No: 22/0970N
Proposal: Application to upgrade existing advertisement billboard to a digital LED advertisement
Location: Hungerford Road, Railway Bridge, CW1 6DA

- RESOLVED:** That the committee objects to the application on the following grounds:
- i. Existing digital bill board advertising at the opposite corner will lead to unacceptable distraction to traffic at this busy junction and gateway to the town centre (planning ref 20/4318N).
 - ii. That the proposal will be detrimental to the amenity of the facing and nearby residential properties due to light pollution.

Application No: 22/0891N

AGENDA ITEM 6.d

Proposal: Single storey rear extension and associated internal works providing accessible kitchen and reception room allowing for ground floor bedroom and accessible wet room. Demolition of brick shed and associated landscaping.

Location: 199, WHEELMAN ROAD, CREWE, CW1 3QN

RESOLVED: The committee objects to the application at this point as there is no information available on the Cheshire East website. The planning authority should restart consultation process when the information is available and accessible and provide a timescale for consideration, including consideration at the next available meeting of the Crewe town Council Planning Committee.

7. To note responses submitted under delegation since the previous meeting

None

8. To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

8.1 Proposed expansion of Springfield Special School (Crewe site) (consultation end 30/3/22)

Noted

8.2

Application No: 21/4434N

Proposal: Reserved matters application proposing details of layout, appearance, scale and landscaping for the residential element (C3 use) of the outline development 15/1537N - Outline planning application (with all matters reserved) for a mixed-use development comprising residential use (Use Class C3) (up to 325 residential dwellings); employment use (Use Class B1), local centre comprising health centre and community facility (Use Class D1), food/non food retail (Use Class A1), public house/restaurant (Use Class A4/A3) and associated works including construction of a new access road with access from the Crewe Green Link Road South, creation of footpaths and provision of public open space and landscaping.

Location: Land to the West of , DAVID WHITBY WAY, WESTON

Noted

8.3 Consider requesting that the planning authority ensures early engagement and pre- application discussions for strategic, challenging and larger scale planning proposals as they relate to Crewe with Crewe Town Council's Planning Committee

RESOLVED: That the committee formally requests that the planning authority ensures early engagement with Crewe Town Council, including pre-application consultation, for strategic, challenging and larger scale planning proposals as they relate to Crewe

8.4 Street Naming Consultation – road off Maw Green Road (planning References 18/0690N & 18/5442N)

Noted

8.5 20 is Plenty wheelie bin stickers – Cllr Wye

Deferred until Cllr Wye is able to attend and lead the item

9. *It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 10 on the grounds that matter contains sensitive information and by reason of the confidential nature of the business being transacted.*
10. 20/0829N – Decision outcome
The update was noted
11. To note the proposed date of the next meeting Monday 25th April at 6pm – location and format of the meeting to be confirmed subject to government Covid-19 safety guidance and restrictions at that time

Meeting closed at 8.17pm

Chair Cllr John Rhodes

Clerk P Turner



CREWE
TOWN COUNCIL

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270 756975

www.crewetowncouncil.gov.uk

Minutes of the Meeting held on Monday 17th January 2022

Present: Councillors: Benn Minshall, Tom Dunlop, Dennis Straine-Francis, Nan Walton, Lena Hogben, Hazel Faddes, Dawn Clark, Martin Edwards

- CP22/1/01** Apologies for absence
Cllr Ben Wye
Cllr Alan Coiley
Cllr Jill Rhodes
Cllr Tess Buckley
- CP22/1/02** To consider co-option of new Members on to this committee
RESOLVED: The co-option of Cllr Dawn Clark & Cllr Martin Edwards was agreed
- CP22/1/03** To note declarations of Members' interests
None
- CP22/1/04** Public Participation
No public participation
A funding request was made by Cllr Tom Dunlop to support an event for the benefit of the Polish Community to be held in the Market Hall on 26th February.
Cllr Dunlop agreed to provide more information
The Committee agreed to publicise the event
- CP22/1/05** To confirm and sign the Minutes of the Community Plan Committee meeting held on 11th October 2021
RESOLVED: The minutes of the meeting were approved as a true record
- CP22/01/06** Grant Updates – to receive and note updates from past recipients of grants:
Grant updates noted
- CP22/01/07** To review the year to date financial position for the Community Plan Committee
The year to date financial position was noted

CP22/01/08 To consider matters related to grant applications received from: **AGENDA ITEM 6.e.**

| Organisation | Purpose |
|-------------------------------|---|
| Central Cheshire Buddy Scheme | Specialist 'Swim Buddy' Support for young people with disabilities aged between 18-25 years |
| RESOLVED | The grant of £1260 was approved |

| | |
|-------------------|---|
| Hope Café drop in | To Support Asylum Seekers & Refugees in Crewe |
| RESOLVED | The grant of £2500 was approved |

| | |
|-----------------|---|
| Ruby's Fund | Butterfly Group – Community Play Project |
| RESOLVED | Application deferred pending further information |

| | |
|-----------------|---|
| Crewe Lyceum | Moving Stories – Unique blend of creative storytelling, with a strong foundation in improving development skills and building resilience, communication & connection. |
| RESOLVED | The application was rejected |

CP22/01/09 Member Item updates:
9.1 Verdun Oaks Information Board Update
9.2 St Peter's Church Update
9.3 Crewe Cemetery (Orbitas) Memorial Garden Update
Member Item updates noted

Member items for this meeting

9.4 Speed Management Strategy – Cllr Faddes
Cllr Faddes provided an update on Cheshire East Council's Speed Management Strategy.

9.5 Asset Map – Cllr Minshall

RESOLVED: To explore the resource requirements to explore the creation of an Asset Map

CP22/01/10 10.1 To consider £500 sponsorship application from Motherwell #seeitbeit campaign
RESOLVED: The application was approved

10.2 To consider funding and installation of 5 x Defibrillators in Crewe

RESOLVED: That the purchase and installation of up to 5 Automatic External Defibrillators (AED), associated casing and installation costs is approved up to the value of £1750 per unit to be taken from the Health & Wellbeing line, code, 470/4767, to be installed in the public realm on the external of suitable buildings, subject to appropriate permissions and agreements being place

CP22/01/11 Allotment's update – Clerk
The update on the Allotment's was noted

CP22/01/12 To provide an update relating to the Business Delivery Plan for the Community Plan Committee
12.1 – Business Delivery Plan
The update on the business delivery plan was noted

CP22/01/13 To note the date of the next Community Plan Committee meeting as Tuesday 15th March 2022. Location and/or the format of the meeting as yet to be confirmed, based on the guidance and regulations at that time.

Meeting closed at 8.42pm

AGENDA ITEM 6.e.

Chair Cllr B Minshall
Clerk J Dow

BLANK



CREWE
TOWN COUNCIL

Crewe Town Council

1 Chantry Court
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Crewe Cheshire
CW12DL

T: 01270 756975

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Minutes of the Meeting held on Tuesday 15th March 2022

Present: Councillors Benn Minshall, Alan Coiley, Lena Hogben, Tom Dunlop, Nan Walton, Dawn Clark, Dennis Straine-Francis, Jill Rhodes

CP22/2/01 Apologies for absence: No apologies for absence were received.

CP22/2/02 To note declarations of Members' interests:
Cllr Hogben declared a non-pecuniary interest in Agenda Item 7.3 – Member of Grove Singers.
Cllr Dunlop declared a non-pecuniary interest in Agenda Item 8.1 – Member of Twinning Association.

CP22/2/03 Public Participation: There were no comments or questions from the public.

CP22/2/04 To confirm and sign the minutes of the Community Plan Committee Meeting held on 17th January 2022.

RESOLVED: The minutes of the meeting were approved as a true record

CP22/2/05 Funding updates – to receive and note updates from past recipients:
Funding updates were noted.

CP22/2/06 To review the year to date financial position for the Community Plan Committee
The year to date financial position was noted.

CP22/2/07 To consider matters related to grant applications received from:

| | Organisation | Purpose | Amount |
|-----|--|---|---------------|
| 7.1 | Ruby's Fund (re-submission) | Butterfly Group – Community Play Project More info sought and supplied | £1300.00 |
| | RESOLVED: To award funds of £1300 from the Social Isolation Budget (4769 470) | | |
| 7.3 | Grove Singers | Mixed voice community choir – 'Another 25 years' | £1500.00 |
| | RESOLVED: To award funds of £1500 | | |

| | | | |
|------|--|--|----------|
| 7.4 | Crewe Flyers RESOLVED: | 'Rising Stars' swimming club – Aged 8-20 To award funds of £2500 | £2500.00 |
| 7.5 | YMCA RESOLVED: | New Holiday Villages To award funds of £2315.92 from the Social Isolation Budget (4769 470) | £2315.92 |
| 7.6 | Crewe Town Allotment Federation RESOLVED: | Allotment Community Project – Site(s) improvements To award funds of £2490 | £2490.00 |
| 7.7 | Crewe & District Military Vehicle Club RESOLVED: | Armed Forces Day event at Queens Park To award funds of £1420 on the condition that proof of being a constituted group could be supplied. | £1420.00 |
| 7.8 | Chuffchuff.co.uk RESOLVED: | Premises – Improve Facilities It was resolved to decline this application on the grounds that the applicant is not a constituted group and there is no distinct and separate bank account for the applicant group. | £1630.00 |
| 7.9 | Ruskin Road Allotments RESOLVED: | Communal Flexible Events Space To award funds of £2500 | £2500.00 |
| 7.10 | Crewe Male Voice Choir RESOLVED: | A concert to raise funds for disabled girls To award funds of £288 subject to the Community & Funding Officer checking that the funds would cover the whole event. | £288.00 |
| 7.11 | Healthbox RESOLVED: | Summer refresh 2022 – Sherbourne Estate Community Project To award funds of £2500 | £2500.00 |
| 7.12 | British Red Cross RESOLVED: | Crewe Mobility Aids delivery service To allocate funds of £2500 from the Social Isolation Budget (4769 470) (Note: Community & Funding Officer was asked to check progress of pending additional funding applications). | £2500.00 |
| 7.13 | Friends of Crewe South 1 Alleyways RESOLVED: | Regeneration Project To award funds of £2450 | £2450.00 |
| 7.14 | South Cheshire Clasp RESOLVED: | 'Here to Listen' Specialist support for lone parents To award funds of £2199 from the Social Isolation Budget (4769 470) | £2199.00 |
| 7.15 | Creative Crewe RESOLVED: | Events Delivery To award funds of £1000 | £1000.00 |

CP22/02/08 Member items:**8.1** Twinning - Cllr Dunlop

Twining update noted.

RESOLVED: To maintain links and to arrange a meeting with the Twinning Association to establish the support required.

8.2 Networking Event – Cllr Clark

Networking event update noted.

RESOLVED: To initiate further discussion around a potential event, planning, Officer time and costs involved.

8.3 Grants Advisory Group – Cllr Minshall

Grants Advisory Group update noted.

RESOLVED:

- i. To establish a Grants Advisory Group to discuss applications in advance of the Community Plan Meeting.
- ii. Councillors Clark, Coiley and Straine-Francis volunteered to be part of it.
- iii. Community & Funding Officer to ascertain interest from other members of the Community Plan Committee and Council.

CP22/02/09 Mayoral update – ‘What has The Mayor been up to’

Mayoral update was noted

CP22/02/10 To provide an update relating to the White Ribbon Campaign

White Ribbon Campaign update noted.

RESOLVED: To share through the Council’s Social Media channels and link in with other local associated groups.

CP22/02/11 To provide an update relating to the Business Delivery Plan 2022/23 for the Community Plan Committee.**11.1** – Business Delivery Plan**RESOLVED:**

- i. That the Community Plan Committee Business Delivery Plan and associated spend within the approved 2022/23 budget is recommended for approval by Council
- ii. That all associated spend and procurement is delivered within the council’s governance
- iii. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
- iv. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.

CP22/02/12 To note the proposed date of the next meeting Monday 6th June 2022 at 6pm – location and format of the meeting to be confirmed subject to government Covid-19 safety guidance and restrictions at that time.

Meeting Closed at 7:36pm

Chair Cllr Benn Minshall

Clerk J Dow

BLANK

Crewe Town Council

Personnel Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



CREWE
TOWN COUNCIL

In attendance: Cllr Marilyn Houston Cllr Dennis Straine-Francis
Cllr Jill Rhodes Cllr Nan Walton

MINUTES of the meeting of the Personnel Committee held 7/12/2021

- Plc/21/2/1** To receive apologies for absence.
Apologies received from Councillor Messent
- Plc/21/2/2** To note declarations of Members' interests.
None
- Plc/21/2/3** To confirm and sign the minutes of the meeting held on 7th September 2021
RESOLVED: That the minutes are approved as a true record of the meeting
- Plc/21/2/4** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
None
- Plc/21/2/5** To consider the resource requirements related to progressing Disability Confident status
RESOLVED: That a report giving an understanding of the resource requirements is delivered to committee to enable a full understanding of requirements and timescales.
- Plc/21/2/6** **It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 6 - 9 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**

RESOLVED: That the meeting enters closed session
- Plc/21/2/7** To review interim arrangements to implement the adopted staffing structure
RESOLVED:
- i. That the Community & Funding Officer interim period is completed and moved to a permanent appointment.
 - ii. That the current temporary Support Officer is confirmed as permanent

AGENDA ITEM 6.f.

- (subject to probationary period)
- iii. The associated recruitment cost (£1,000) is approved from the Strategic Allowance budget line
 - iv. That the Finance Officer role remains vacant until a point in the future as judged by the Clerk (advised to the committee in advance of action)
 - v. That it is noted the 2022/23 budget for employment costs (salaries plus on costs) fulfils the full requirement for all employees (temporary/fixed term contracts and permanent contracts)

Plc/21/2/8 The date of the next meeting of the committee is 7th March 2022 (noting that an interim meeting may be required should there be any changes in terms or structure prior to that date)

Meeting closed at 6.13pm

Chair Cllr Jill Rhodes
Clerk P Turner

**Crewe Town Council
Personnel Committee**

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



CREWE
TOWN COUNCIL

MINUTES of the Personnel Committee 8th March 2022

In attendance: Cllr Tess Buckley Cllr Marilyn Houston
Cllr Jill Rhodes Cllr Nan Walton

PIC/21/3/1 To receive apologies for absence.
Cllr Dennis Straine Francis
Cllr Jamie Messent

PIC/21/3/2 To note declarations of Members' interests.

None

PIC/21/3/3 To confirm and sign the minutes of the meeting held on 7th September 2021
RESOLVED: That the minutes are approved as a true record of the meeting

PIC/21/3/4 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

PIC/21/3/5 To receive an update related to progressing Disability Confident Employer status
The update was noted.
Members agreed that progression through the accreditation levels was positive and important within the available capacity of the council

PIC/21/3/6 **It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 7 - 9 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**

RESOLVED: That the meeting enters closed session for the purpose of considering and discussing personal and sensitive information

PIC/21/3/7 To receive and review staff appraisal results

The appraisals were received and noted

PIC/21/3/8 To consider incremental reviews

RESOLVED: That increments were awarded according to policy and the consideration of the committee (details recorded and signed by the chair of the committee).

PIC/21/3/9 To consider the date of the next meeting.

The date of the next meeting of the committee is 6th September 2022 (noting that an interim meeting may be required should there be any changes in terms or structure prior to that date)

Meeting closed at 7.38pm

Chair Cllr Jill Rhodes

Clerk P Turner

AGENDA ITEM 9

31/01/2022

Crewe Town Council Current Year

Expenditure 1st November 2021 to 31st January 2022

Invoices

| <u>Invoice Date</u> | <u>Invoice No</u> | <u>A/c Code</u> | <u>A/c Name</u> | <u>Net Value</u> | <u>VAT</u> | <u>Invoice Total</u> |
|---------------------|-------------------|--------------------|----------------------|------------------|------------|----------------------|
| 01/11/2021 | | 3914 VAST01 | VASTUM | £63.00 | £12.60 | £75.60 |
| 01/11/2021 | OCT EXPS | TOMD001 | Expenses | £86.40 | £0.00 | £86.40 |
| 02/11/2021 | | 433 GREGGAS | GREG GAS SERVICES | £70.00 | £0.00 | £70.00 |
| 03/11/2021 | | 7223 ABSOL | ABS COMMERC | £194.87 | £38.97 | £233.84 |
| 03/11/2021 | | 2003573161 HMLR | LAND REG | £54.00 | £0.00 | £54.00 |
| 04/11/2021 | | 891238 UKPOS | UKPOS | £522.30 | £104.46 | £626.76 |
| 05/11/2021 | | 37717 EARD01 | EARDLEYS | £188.00 | £37.60 | £225.60 |
| 08/11/2021 | | 1036942 BRIG01 | BRIGHTER BILLS | £291.22 | £58.24 | £349.46 |
| 08/11/2021 | MEN SHEDS | AGEU01 | AGE UK | £50.00 | £0.00 | £50.00 |
| 09/11/2021 | | 776 BLIT02 | BLITZ FIREWORKS | £3,895.00 | £779.00 | £4,674.00 |
| 09/11/2021 | | 7230 ABSOL | ABS COMMERC | £299.80 | £59.96 | £359.76 |
| 09/11/2021 | | 99203 PETH01 | PET HIRE | £217.50 | £43.50 | £261.00 |
| 09/11/2021 | | 541831075 SSE01 | SOUTHERN ELECTRIC | £152.77 | £7.63 | £160.40 |
| 09/11/2021 | NA258242 | AMBE03 | AMBERON | £620.00 | £124.00 | £744.00 |
| 10/11/2021 | | 50367 DG | DG OFFICE | £255.30 | £51.06 | £306.36 |
| 10/11/2021 | | 99235 PETH01 | PET HIRE | £7.00 | £1.40 | £8.40 |
| 11/11/2021 | 1121RR | FACE IT | FACE IT | £540.00 | £0.00 | £540.00 |
| 11/11/2021 | | 71889 CWLW01 | CWLW | £56.10 | £11.22 | £67.32 |
| 11/11/2021 | DQSHUK-00709 | DRAG | Story Telling | £750.00 | £0.00 | £750.00 |
| 15/11/2021 | | 438 STAF01 | STAFFS | £625.00 | £0.00 | £625.00 |
| 15/11/2021 | | 50382 DG | DG OFFICE | £80.97 | £10.59 | £91.56 |
| 15/11/2021 | | 72747 ALPH01 | ALPHA | £344.08 | £68.82 | £412.90 |
| 15/11/2021 | | 345684 SHAR01 | SHARPLES | £41.20 | £8.24 | £49.44 |
| 15/11/2021 | | 11700046351 ANSA01 | ANSA | £25,461.60 | £5,092.32 | £30,553.92 |
| 15/11/2021 | P-131013949 | ZOOM01 | ZOOM | £11.99 | £2.40 | £14.39 |
| 16/11/2021 | | 7 COOP01 | CO OP BANK | £8.40 | £0.00 | £8.40 |
| 16/11/2021 | | 7236 ABSOL | ABS COMMERC | £299.80 | £59.96 | £359.76 |
| 17/11/2021 | | 29733 SCCC01 | SCCCI | £165.00 | £33.00 | £198.00 |
| 17/11/2021 | | 35832 DESI01 | DESIGN OFFICE | £69.00 | £2.00 | £71.00 |
| 17/11/2021 | | 35835 DESI01 | DESIGN OFFICE | £305.00 | £2.00 | £307.00 |
| 17/11/2021 | | 72782 ALPH01 | ALPHA | £126.00 | £25.20 | £151.20 |
| 17/11/2021 | INV06992686 | WATE02 | WATERPLUS | £161.36 | £6.34 | £167.70 |
| 18/11/2021 | | 1 ASZEL | Christmas Video | £600.00 | £0.00 | £600.00 |
| 18/11/2021 | | 2 ASZEL | Christmas Video | £91.75 | £0.00 | £91.75 |
| 18/11/2021 | | 3 ASZEL | Christmas Video | £147.62 | £0.00 | £147.62 |
| 19/11/2021 | | 7022 SPA | SPA POWER MACHINERY | £252.10 | £50.42 | £302.52 |
| 22/11/2021 | | 37778 EARD01 | EARDLEYS | £188.00 | £37.60 | £225.60 |
| 23/11/2021 | | 1215 PHPROD | PH PRODUCTIONS | £1,200.00 | £240.00 | £1,440.00 |
| 23/11/2021 | | 7245 ABSOL | ABS COMMERC | £209.86 | £41.97 | £251.83 |
| 23/11/2021 | | 14786 PLANTS | PLANTS LUXURY TRAVEL | £610.00 | £0.00 | £610.00 |
| 24/11/2021 | | 50433 DG | DG OFFICE | £96.54 | £19.31 | £115.85 |
| 24/11/2021 | | 161065 TUDO01 | TUDOR | £34.98 | £7.00 | £41.98 |
| 24/11/2021 | | 11700046663 CHES01 | CEC | £72.00 | £14.40 | £86.40 |
| 26/11/2021 | | 35859 DESI01 | DESIGN OFFICE | £140.00 | £28.00 | £168.00 |
| 28/11/2021 | | 2751 NGL01 | NGL TECH | £298.14 | £59.63 | £357.77 |
| 29/11/2021 | | 3 MINERVA | MINERVA ARTS | £1,060.00 | £0.00 | £1,060.00 |
| 29/11/2021 | | 4129 JDHB01 | JOHN HENRY | £1,309.00 | £261.80 | £1,570.80 |
| 29/11/2021 | | 72968 ALPH01 | ALPHA | £3,704.40 | £740.88 | £4,445.28 |
| 30/11/2021 | | 3049 MMCL01 | MM CLEANING | £162.00 | £32.40 | £194.40 |
| 30/11/2021 | | 16864 FOOL01 | FOOLS PARADISE | £135.00 | £27.00 | £162.00 |
| 30/11/2021 | | 301122 ABSOL | ABS COMMERC | £299.80 | £59.96 | £359.76 |
| 30/11/2021 | | 11700050755 CHES01 | CEC | £373.00 | £0.00 | £373.00 |
| 30/11/2021 | CREWE21 | POETRY | POETRY TAKEAWAY | £1,850.00 | £370.00 | £2,220.00 |
| 30/11/2021 | EXP2021 | TURNP | Expenses 2021 | £417.04 | £0.00 | £417.04 |

AGENDA ITEM 9

| | | | | | | |
|------------|----------------|---------------|----------------------|------------|-----------|------------|
| 01/12/2021 | 1052A | BUDE | BUDE SOLUTIONS | £600.00 | £120.00 | £720.00 |
| 01/12/2021 | 1053A | BUDE | BUDE SOLUTIONS | £450.00 | £90.00 | £540.00 |
| 01/12/2021 | | 50461 DG | DG OFFICE | £43.95 | £8.79 | £52.74 |
| 01/12/2021 | 50553A | FIFI01 | FIFIELD | £503.88 | £0.00 | £503.88 |
| 01/12/2021 | SLA202122 | STPC001 | ST PETERS | £5,009.88 | £0.00 | £5,009.88 |
| 05/12/2021 | | 4069355 | RIGHTFUEL | £1.50 | £0.30 | £1.80 |
| 06/12/2021 | | 50477 DG | DG OFFICE | £67.17 | £13.43 | £80.60 |
| 06/12/2021 | | 1037686 | BRIG01 | £329.03 | £65.81 | £394.84 |
| 06/12/2021 | 541831075/001 | SSE01 | SOUTHERN ELECTRIC | £139.10 | £6.95 | £146.05 |
| 07/12/2021 | 0050/30083696 | MKM01 | MKM BUILDINGSUPPLIES | £41.60 | £8.32 | £49.92 |
| 07/12/2021 | | 352 SHEEKY | Tree of Light | £250.00 | £0.00 | £250.00 |
| 07/12/2021 | | 7262 ABSOL | ABS COMMERC | £299.80 | £59.96 | £359.76 |
| 07/12/2021 | | 73118 ALPH01 | ALPHA | £2,675.40 | £535.08 | £3,210.48 |
| 08/12/2021 | | 1227 PHPROD | PH PRODUCTIONS | £700.00 | £140.00 | £840.00 |
| 08/12/2021 | | 50490 DG | DG OFFICE | £31.00 | £6.20 | £37.20 |
| 08/12/2021 | | 2003737546 | HMLR | £6.00 | £0.00 | £6.00 |
| 09/12/2021 | 0050/30083842 | MKM01 | MKM BUILDINGSUPPLIES | £9.58 | £1.92 | £11.50 |
| 09/12/2021 | | 1919 POWERHIV | POWERHIVE ELECTRICAL | £257.50 | £0.00 | £257.50 |
| 09/12/2021 | | 163718 TUDO01 | TUDOR | £13.40 | £2.68 | £16.08 |
| 09/12/2021 | | 11122021 | GIANT | £650.00 | £130.00 | £780.00 |
| 13/12/2021 | | 447 STAF01 | STAFFS | £870.00 | £0.00 | £870.00 |
| 13/12/2021 | | 30498 IC2 | IC2 CCTV | £6,280.00 | £1,256.00 | £7,536.00 |
| 13/12/2021 | | 346625 SHAR01 | SHARPLES | £7.97 | £1.59 | £9.56 |
| 13/12/2021 | | 346635 SHAR01 | SHARPLES | £250.00 | £50.00 | £300.00 |
| 13/12/2021 | PLANNING | CHAL01 | CHALC | £120.00 | £0.00 | £120.00 |
| 14/12/2021 | | 7267 ABSOL | ABS COMMERC | £348.52 | £69.70 | £418.22 |
| 14/12/2021 | | 73289 ALPH01 | ALPHA | £2,675.40 | £535.08 | £3,210.48 |
| 14/12/2021 | | 346689 SHAR01 | SHARPLES | £159.65 | £31.93 | £191.58 |
| 14/12/2021 | P-137252268 | ZOOM01 | ZOOM | £11.99 | £2.40 | £14.39 |
| 15/12/2021 | | 387096 AMBE03 | AMBERON | £400.00 | £80.00 | £480.00 |
| 16/12/2021 | | 30164506 | BLACKPOO | £11,000.00 | £2,200.00 | £13,200.00 |
| 16/12/2021 | | 30164507 | BLACKPOO | £11,000.00 | £2,200.00 | £13,200.00 |
| 17/12/2021 | | 2003716875 | HMLR | £6.00 | £0.00 | £6.00 |
| 17/12/2021 | | 1644 JGCREATE | JG CREATIVE | £458.10 | £91.62 | £549.72 |
| 17/12/2021 | | 37873 EARD01 | EARDLEYS | £150.00 | £30.00 | £180.00 |
| 17/12/2021 | | 50533 DG | DG OFFICE | £258.00 | £51.60 | £309.60 |
| 17/12/2021 | | 50535 DG | DG OFFICE | £7.50 | £1.50 | £9.00 |
| 17/12/2021 | | 11700035190 | ANSA01 | £328.77 | £65.75 | £394.52 |
| 18/12/2021 | | 11221 MICW01 | MICWIRE UK | £500.00 | £0.00 | £500.00 |
| 18/12/2021 | | 16827 FOOL01 | FOOLS PARADISE | £12,005.00 | £2,401.00 | £14,406.00 |
| 18/12/2021 | CHGDEC | COOP01 | CO OP BANK | £7.00 | £0.00 | £7.00 |
| 20/12/2021 | | 2841 NGL01 | NGL TECH | £25.00 | £5.00 | £30.00 |
| 20/12/2021 | | 7270 ABSOL | ABS COMMERC | £389.74 | £77.95 | £467.69 |
| 22/12/2021 | | 99808 PETH01 | PET HIRE | £8.40 | £1.68 | £10.08 |
| 22/12/2021 | | 11700055539 | ANSA01 | £27,588.45 | £5,517.69 | £33,106.14 |
| 22/12/2021 | CTC031221 | WYKES | TREE OF LIGHT | £250.00 | £0.00 | £250.00 |
| 28/12/2021 | | 2847 NGL01 | NGL TECH | £357.77 | £0.00 | £357.77 |
| 29/12/2021 | | 7273 ABSOL | ABS COMMERC | £157.40 | £31.48 | £188.88 |
| 31/12/2021 | | 3076 MMCL01 | MM CLEANING | £180.00 | £36.00 | £216.00 |
| 31/12/2021 | 5378/X104/2061 | BLACKETT | BLACKETT ORD | £1,480.00 | £296.00 | £1,776.00 |
| 31/12/2021 | 35904A | DESIO1 | DESIGN OFFICE | £170.00 | £2.00 | £172.00 |
| 31/12/2021 | NOVDEC | TOMD001 | EXPENSES | £209.20 | £0.00 | £209.20 |
| 02/01/2022 | | 4124001 | RIGHTFUEL | £1.50 | £0.30 | £1.80 |
| 04/01/2022 | | 7275 ABSOL | ABS COMMERC | £1,000.00 | £200.00 | £1,200.00 |
| 04/01/2022 | | 5023031 | SALVARMY | £150.00 | £0.00 | £150.00 |
| 04/01/2022 | | 11700055658 | ANSA01 | £110.76 | £22.15 | £132.91 |
| 07/01/2022 | | 15482 MICR01 | MICROSHADE | £210.90 | £42.18 | £253.08 |
| 07/01/2022 | | 103058 | BRIG01 | £444.01 | £88.80 | £532.81 |
| 07/01/2022 | | 5.41831E+12 | SSE01 | £231.75 | £11.59 | £243.34 |
| 12/01/2022 | | 50608 DG | DG OFFICE | £44.62 | £8.92 | £53.54 |
| 12/01/2022 | TRAIN FARE | TRAIN | TRAINLINE | £39.00 | £0.00 | £39.00 |
| 13/01/2022 | EBK247370 | MUSEUM | MUSEUM ASSOC | £40.00 | £0.00 | £40.00 |

AGENDA ITEM 9

| | | | | | | |
|----------------|---------------|-----------|-------------------|-------------|------------|-------------|
| 14/01/2022 | 2B733400EL70 | ZOOM01 | ZOOM | £11.99 | £2.40 | £14.39 |
| 14/01/2022 | 347668 | SHAR01 | SHARPLES | £32.92 | £6.58 | £39.50 |
| 17/01/2022 | 3639 | COFE | CHURCH OF ENGLAND | £150.00 | £0.00 | £150.00 |
| 18/01/2022 | 9 | COOP01 | CO OP BANK | £8.40 | £0.00 | £8.40 |
| 18/01/2022 | 30165123 | BLACKPOO | BLACKPOOL COUN | £9,839.88 | £1,721.98 | £11,561.86 |
| 18/01/2022 | 30165124 | BLACKPOO | BLACKPOOL COUN | £3,750.00 | £750.00 | £4,500.00 |
| 19/01/2022 | 168148 | TUDO01 | TUDOR | £76.03 | £8.01 | £84.04 |
| 20/01/2022 | 11700056119 | ANSA01 | ANSA | £175.00 | £35.00 | £210.00 |
| 20/01/2022 | GRANT | HOPECAFE | HOPE CAFE | £2,500.00 | £0.00 | £2,500.00 |
| 21/01/2022 | 50658 | DG | DG OFFICE | £42.55 | £8.51 | £51.06 |
| 21/01/2022 | 50663 | DG | DG OFFICE | £102.02 | £14.80 | £116.82 |
| 21/01/2022 | 2003807641 | HMLR | LAND REG | £6.00 | £0.00 | £6.00 |
| 23/01/2022 | GRANT | CCBS | CHESHIRE BUDDY | £1,260.00 | £0.00 | £1,260.00 |
| 25/01/2022 | 11700059978 | CHES01 | CEC | £31,200.00 | £0.00 | £31,200.00 |
| 26/01/2022 | 1000079531 | IMPERATIV | IMPERATIVE | £7,915.00 | £1,583.00 | £9,498.00 |
| 26/01/2022 | SEEITBEIT | MOTH01 | MOTHERWELL | £500.00 | £0.00 | £500.00 |
| 28/01/2022 | 2933 | NGL01 | NGL TECH | £298.14 | £59.63 | £357.77 |
| 31/01/2022 | 3100 | MMCL01 | MM CLEANING | £210.00 | £42.00 | £252.00 |
| 31/01/2022 | 761873279/001 | SSE01 | SOUTHERN ELECTRIC | £90.52 | £4.52 | £95.04 |
| 31/01/2022 | JAN | HMLR | LAND REG | £18.00 | £0.00 | £18.00 |
| 31/01/2022 | MEM238339-1 | SLCC | SLCC | £36.00 | £0.00 | £36.00 |
| 03/02/2022 | 817 | BLIT02 | BLITZ FIREWORKS | £295.00 | £59.00 | £354.00 |
| 03/02/2022 | 11700060363 | CHES01 | CEC | £9,562.24 | £0.00 | £9,562.24 |
| 05/02/2022 | YEARLY | CANVA | CANVA | £99.99 | £0.00 | £99.99 |
| TOTAL INVOICES | | | | £209,454.76 | £29,525.66 | £238,980.42 |

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CREWE
TOWN COUNCIL

REPORT STATEMENT

Meeting: Crewe Town Council 29/3/2022
 Report Purpose: To seek approval for the onward development and delivery of the Business Improvement District process for Crewe Town Centre, as recommended by the Operations & Improvements Committee (14/2/2022)
 Version Control: v1
 Author: Clerk

1. Report Summary

Following initial engagement and feasibility work, a report has been delivered by Groundwork that investigated a number of different scenarios associated with the potential development of a Business Improvement District (BID) for Crewe town centre.

On receiving the findings the Operations & Improvements committee resolved to recommend to Council to progress the work to develop and create a Business Improvement District for Crewe Town Centre.

The feasibility report commissioned concludes that a potential BID for the town centre, including Mill Street and Aspects of Nantwich Road could deliver up to £1.5 million of direct investment over 5 years

2. Background

Crewe Town Council's adopted Corporate Strategy identifies, in "Goal Two – A Town To Work In":

- Progress the ambition to have a Business Improvement District in Crewe.

Additionally, the feasibility study associated to establish if a BID for Crewe is sustainable was approved for progress by Crewe Town Council at its meeting on 30th March 2021 within the Business Delivery Plan for 2021/22.

Accordingly, a procurement process, in collaboration and consultation with the Chamber of Commerce, was initiated that identified Groundwork as the successful submission. Having been appointed, Groundwork progressed engagement with town centre businesses and stakeholders to identify key issues for traders as well as gathering the necessary local data associated with potential income generation for the proposed BID and the areas that might be considered.

3. Position

Attached at Appendix 1 is the feasibility report produced by Groundwork that identifies the potential investment that would be generated for each potential BID area and model.

The report identifies areas associated the traditional town centre; the traditional town centre plus Grand Junction retail Park; and the traditional town centre, plus Grand Junction Retail Park plus

Mill Street and Nantwich Road (aspects of) as a corridor and key town centre commercial gateway.

For feasibility to be demonstrated, there is a need for a critical mass of businesses and commercial premises in a BID area which would be able to deliver annual investment into the BID of around £175,000 or over per year.

Each proposed BID area could theoretically deliver this level of investment subject to various parameters, however, the more income that can be delivered then the more sustainable and the more positive impact a BID can be expected to have.

A BID would be independently governed and directed by those businesses within the BID area, which would be represented through a board, which is often established as a stand alone company of community interest vehicle.

The provision of investment is derived directly from the businesses within the BID area that meet the criteria. For example, smaller businesses with a Non Domestic Rates (NDR) rating, or business rates, below £12,000 would not be charged for being sited within a BID area. Larger businesses would have a small additional levy on their NDR that would fund the BID, which can be capped at £1,000.

This income would be specifically targeted at projects and services the businesses within the BID identify as a priority, overseen by a BID board and the BID members.

4. Equality Impact

All services would be developed and delivered with consideration for all stakeholders

5. Sustainability Impact

The economic sustainability of the town centre will be supported through this investment generation focused on the BID area approved (subject to due process and ballot). Additionally, the sustainability of a BID organisation requires a BID Levy income estimated at around £175,000 or greater.

The social sustainability of investment in town centres, although hard to measure, is anecdotally a priority from residents based on communications received by councils as well as observed in the media.

Any associated capital spend should consider environmental sustainability and the priorities of a BID should also be in mind of environmental sustainability

6. Community Impact

Crewe Town Centre reflects many issues of town centres and high streets around the country, where shopping and leisure habits have changed and traditional retail operators have migrated away from town centre units. This has a negative impact on the town's community, with a lessened shared focus or hub for the town.

The council is committed to positive investment in the town centre and influencing sustainable

development. A BID would, if delivered, demonstrate sustainable inward investment and local oversight by the businesses involved.

7. Governance

Localism Act 2011

The Business Improvement Districts (England) Regulations 2004

Crewe Town Council Corporate Strategy

8. Financial Impact

The initial feasibility study has been delivered at a budgeted cost to Crewe Town Council of £6,000

The development of a BID to ballot and implementation would be expected to cost £30,000 to £50,000

This cost of development could be included in the business delivery plan – to be recovered over the initial 3 years from a successful BID, which would leave a nil cost to the funder(s), eg the council.

It is hoped and expected that the South Cheshire Chamber of Commerce will make available some residual funding which they have been holding on behalf of a previous town centre group.

9. Resource Impact

The feasibility of the BID has required officer oversight from the Regeneration Manager and the Clerk.

Onward development would require the same oversight for a period of around 6 to 9 months. Additionally, if successful, once a BID is established, it should be expected that regular officer engagement is established and potentially member representation on the BID board if appropriate.

10. Consultation/Engagement

Consultation and engagement has been carried out based on the stakeholders identified within the potential BID areas

The development of a BID to ballot and potentially establishment requires detailed and concentrated engagement with town centre businesses and stakeholders to ensure the BID proposal meets expectations

If successful, the BID delivery organisation (eg board, company or community interest organisation) would be representative of the businesses and stakeholders for the BID area.

11. Wards Affected

Crewe Central

(Potentially all other wards, as the town centre serves the town as a community)

12. Conclusions

- i. That a number of BID areas and financing models demonstrate a level of financial sustainability, based on this feasibility study, engagement and table-top exercise.
- ii. That the larger 2 options within the annexed attached feasibility report offer the

greatest level of financial sustainability and also greatest expectation for meaningful delivery and positive impact

- iii. That inclusion of (aspects of) Nantwich Road and the Mill Street commercial corridor in to a proposed BID area would provide greater financial investment
- iv. That inclusion of (aspects of) Nantwich Road and the Mill Street commercial corridor in to a proposed BID area may however lead to some operational delivery confusions and dilution of impact of a town centre BID
- v. That investment in the development of a proposed BID to the point of ballot should be considered, understanding that the associated financial cost can be reclaimed over 3 years from a successful BID (but understanding the risk that this cannot be clawed back should the BID ballot return a negative result)

13. Consideration Sought

- i. Does Crewe Town Council recognize and accept the conclusions of the feasibility report relating to a potential BID for Crewe town centre?
- ii. Will Crewe Town Council progress the BID development process?
- iii. Will Crewe Town Council provide the development funding shortfall and to what level (to be drawn from general reserves), noting that this can be reclaimed over 3 years from a successful BID, but not should the BID ballot reject the proposal?



BUSINESS SERVICES

BY GROUNDWORK

Feasibility Study – A Business Improvement District for
Crewe Town Centre

CONSULTATION DATE: November / December 2021

REPORTING DATE: January 2022

Prepared for :
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Document version tracking:

| Issue | Date | Status |
|-------|-------------------------------|-----------------------|
| 1 | 14 th January 2022 | 1 st Draft |
| 2 | 2 nd February 2022 | 2 nd Draft |

Disclaimer and Confidentiality

The contents of this report are based upon a time limited consultation with the client. The contents of this report and findings from the work on site will remain confidential, and will not be shared with third parties without the permission of the company / client.

Groundwork carries professional indemnity insurance, public liability insurance and employees’ liability insurance. Details of these are available upon request.

Groundwork makes every effort to ensure the information provided through this service is appropriate and accurate. However, only the courts can authoritatively interpret the law and only acts and regulations have force of law. The final decision regarding any advice/information provided by Groundwork is the commercial responsibility of the client.

Groundwork cannot accept responsibility for errors and/or omissions within this document or loss occasioned to persons acting or refraining from action as a result of the material in this document.

Groundwork cannot take any responsibility on how the information provided is interpreted or for any action taken regarding the information provided to the client.

1.0 Executive Summary

1.1 Findings

- This study has been produced to assess the feasibility of a business improvement district (BID) in Crewe town centre. The project has involved engagement with a sample of 318 businesses and stakeholders to gauge opinion on a range of issues and challenges for Crewe town centre.
- The feedback within this report is from 93 businesses where Groundwork were able to actively engage with the business and obtain contact details, and secure agreement to provide some feedback through this project. Of these companies, 84 provided general feedback on the key challenges and opportunities for Crewe town centre, with 47 providing further detailed feedback through a comprehensive on-line consultation survey.
- The results of these consultations have shown a number of areas for improvement in the management of Crewe town centre and the surrounding areas. Many of the areas for improvement are added value requirements, above and beyond the statutory responsibilities of Cheshire East Council.
- The study has produced three models for the geographical coverage for a BID in Crewe town centre. For each model four finance options have been included allowing stakeholders to understand the financial implications from different percentage levies and the use of caps for the two largest rateable value premises (Tesco and Asda).
- Each geographical option provided features pros and cons, with the smallest model incorporating 178 businesses enabling engagement with a smaller group of businesses, through to the largest model incorporating 293 and requiring engagement with up to a further 115 occupiers of premises.
- The issues reported by businesses were largely similar in nature regardless of the location of business premises, providing evidence of common need for improvements being expressed by most respondents in the three proposed BID models.
- The analysis of rateable value has shown that a BID could generate an investment of between £0.56million and £1.49million over five years from up to 333 hereditaments with a rateable value above £12,000 depending on the geographical option and percentage value of the levy charged.

1.2 Recommendations

- The option for a BID incorporating the town centre, Grand Junction Retail Park and the wider surrounds leading to Nantwich Road and the train station is considered to be a viable consideration given the feedback from local businesses about their existing challenges. Page 28 of this report expands on the case for this model.
- Further smaller geographical models have also been provided by this study, which may also be considered viable (with the exception of the smallest financial model is not recommended). These models whilst viable would miss a potential opportunity to bring together a wider collective of businesses behind a new vision for their trading environments bringing together what are currently disparate and disconnected trading environments.
- It is recommended that the higher value levy of 1.5% is considered (as opposed to a 1% levy), due to the significant additional revenues this will generate for investment into projects and services required to tackle the issues reported. The additional cost for individual businesses between a 1% and 1.5% is considered to be marginal for the majority of companies.
- Recommendations have been provided to support the next steps in development of a BID for Crewe town centre. These include recommendations on expected development costs, resource requirements and a timeline with a target of a BID being operational by April 2023.

1.2 The Inclusion of wider stakeholders

- During the development of the study with Crewe Town Council, wider conversations were held around incorporating some larger employers such as Bombardier and Bentley. This could be in the form of a wider community improvement district (CID) model. CIDs are where wider businesses and community organisations outside the core BID area are included in the BID. With the existence of a Town Council that charges a precept to residents to raise revenues, it is proposed that only select businesses above a specific rateable value be included in such a model for a wider area CID / BID.
- CIDs are not formally legislated for in England, and thinking to date has focused on the concept providing a mechanism to support wider neighbourhood communities beyond a traditional town centre focus. The BID regulations would need to be utilised for such a project and the terms of the BID developed to allow stakeholders and businesses to become involved outside of the three modelled areas.
- It is recommended that should a BID be developed, some of the larger employers outside the modelled areas are consulted on their interest in supporting such a project.

2.0 Introduction and Project Background

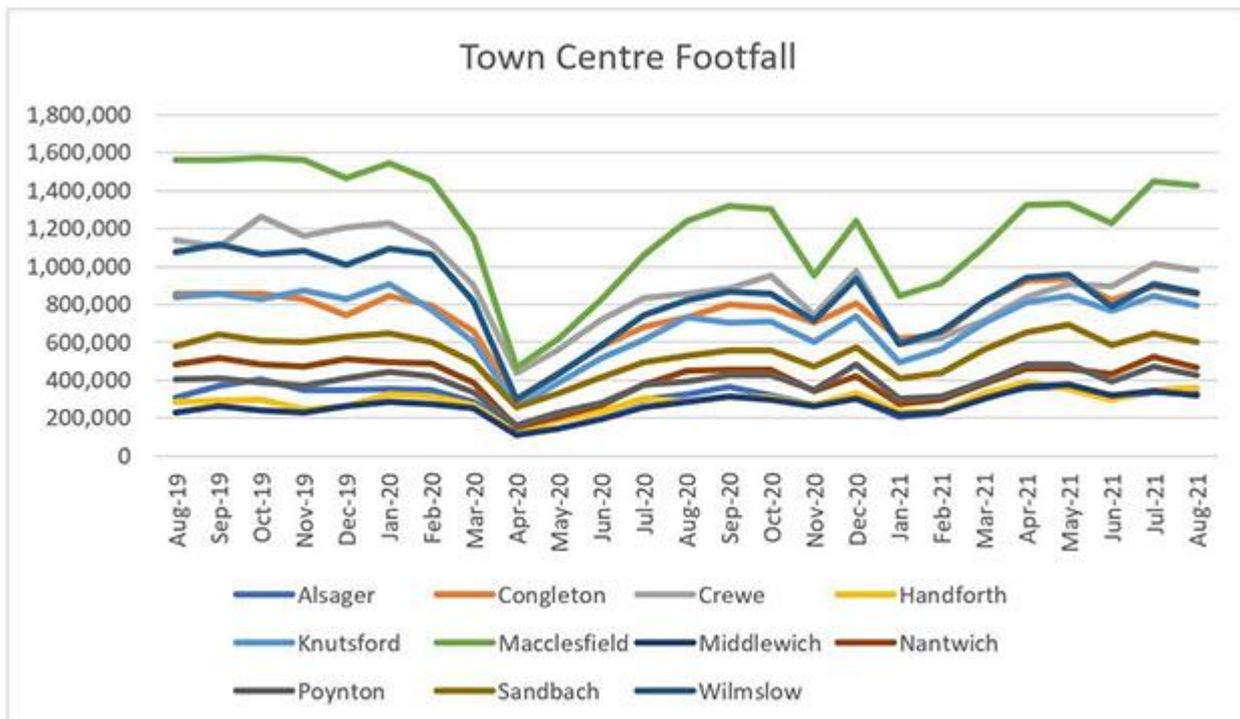
This project was commissioned to review the feasibility of a Business Improvement District (BID) for Crewe town centre. The core town centre in Crewe has been in significant decline in recent years facing many of the challenges seen in town centre across the UK linked to changing consumer behaviours, online competition, withdrawal and demise of anchor / flagship stores from high streets and out of town retail.

For Crewe town centre, the core district has been severely impacted in particular by the development of Grand Junction Retail Parks, which borders the town centre and has created a highly successful retail destination, attracting larger retail brands which in the past would have been based within the town centre (where appropriate sized units can be located).

To support efforts to regenerate Crewe, public and private sector stakeholders have been successful in securing additional investment for the core town centre and wider areas around Crewe. Since 2016 this has delivered a new Market Hall, the opening of the University Technical College in the town centre, and a new lifestyle centre also located in the town centre.

The Crewe Town Board have also secured investments for a pipeline of projects including £43million redevelopment of the Royal Arcade (first phase due to open in 2023), £750,000 accelerated award from the Towns Fund for the Lyceum Square, £14million Future High Street Fund bid and a £22.9 million Towns Fund Award.

Crewe is a significant town centre within Cheshire East Council, and footfall has been impacted in a similar pattern to other towns within Cheshire East with regards to the recent covid-19 pandemic and associated lockdowns.



Above: Cheshire East Council Footfall across 11 key town centres

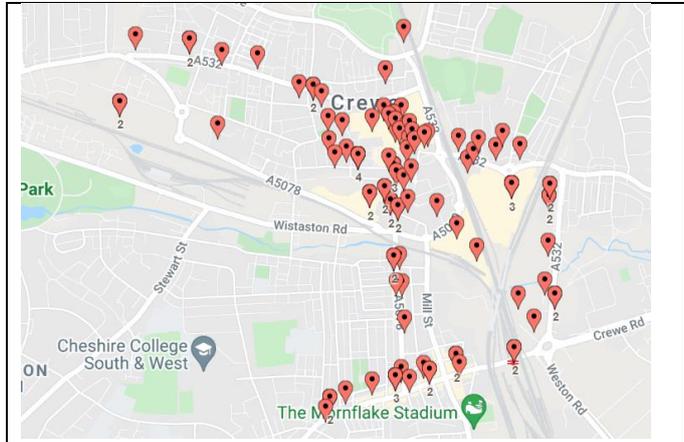
AGENDA ITEM 10

Target Area and Premises

Due to the relationship between the core town centre and its neighbouring retail parks and districts (including Nantwich Road) this project has engaged with companies within the core town centre, neighbouring retail parks and premises nearby, on or associated with Nantwich Road.

The purpose of this is to establish the challenges and opportunities that businesses believe exist in and around the town centre, in order to review the business case for a core town centre BID and a BID with a wider geographical remit.

The project area includes a broad range of businesses types, based in 875 hereditaments / premises.



Above: Map of postcode districts targeted through the study

62% of these premises have a rateable value of £12,000 or below and were not targeted for engagement for the purposes of this project due to the very small amounts of revenue that such premises would generate for a BID.

This left a dataset of 333 hereditaments / premises, including retail / hospitality venues, office space and leisure facilities. Of these premises, 56 could not be reached by mail using the data provided by Cheshire East Council.

About BIDs

A BID is a business led formal process that enables the occupiers of business premises (hereditaments) to generate additional investment from a small levy charged through the business rates system.

Typically BID levies are between 1.25% and 2% of the rateable value of a premises, and on average equate to an equivalent daily cost for a business of £2- £3 paid through an annual charge.

For a BID to be established a proposal document is produced which outlines what, when and how a BID will work in a specific town centre. The proposal is required to meet minimum statutory requirements set out in the BID regulations 2004. Once a proposal has been produced all eligible premises will receive a postal ballot with a statutory 28 day period in which to cast the vote to approve or reject the proposal.

There are two requirements at ballot that must be met for the BID be established:

1. A majority of ballots cast must be in favour of the BID
2. A majority in the rateable value of ballots cast must be in favour of the BID

Around the wider region, BIDs have been increasing in number since their introduction in 2004. Within the Cheshire / Staffordshire region operational BIDs include Newcastle Under Lyme BID, Northwich Town Centre BID, Chester City Centre BID and Warrington Town Centre BID. These projects have proven successful, receiving positive ballots at their 1st and some in subsequent (after 5 years) renewal ballots where these have been reached.

These neighbouring BIDs have brought together private sector led consortiums of business and stakeholder organisations (including Councils, LEPs and Town Councils) to deliver five year programmes of improvements. Improvement programmes have generally focused on:

- Marketing and promotion through a blend of online and hard copy activities to attract consumers and new inward investment
- Investment in additional events and activities to animate town centers
- Greening and cleaning projects to tackle grot spots, lift the appearance of street scene beyond the minimum requirements of the local authority
- Safety and security projects to create an enhanced consumer experience and pro-active approach to tackling risks
- Business support, networking and town centre management capacity.

2.1 Project Aim and Methodology

This feasibility study on a Business Improvement District for Crewe town centre has been commissioned by Crewe Town Council, and produced by Groundwork, with the aim of producing:

1. Key findings and trends from interviews with businesses and stakeholders
2. Geographical option for development of a BID
3. Recommendations on timescales and the process for developing a BID for Crewe town centre
4. Production of a rateable value database for Crewe town centre, including the analysis of RV data to develop a geographical option for a BID to provide an options appraisal
5. Producing a BID development timeline for Crewe town centre
6. A developed understanding on the role a BID could play in the future development of Crewe town centre and advice on whether a BID is feasible.

Methodology

- The project was delivered through a blend of online, face to face engagement and distribution of hard copy consultation forms to business premises.
- A consultation questionnaire was released for companies to respond to in November 2021, with a 4 week window for businesses to respond. The questionnaire was posted to each premises, and followed up by business engagement staff with additional copies of the consultation.
- The analysis of rateable data has been conducted using data supplied by Cheshire East Council.
- Consultation has also been facilitated with Cheshire East Council officers around the feasibility of a BID being operated within Cheshire East Council with no policy or technical issues presented that would be a barrier to a BID progressing.

3.0 Crewe town centre BID Feasibility Key Findings

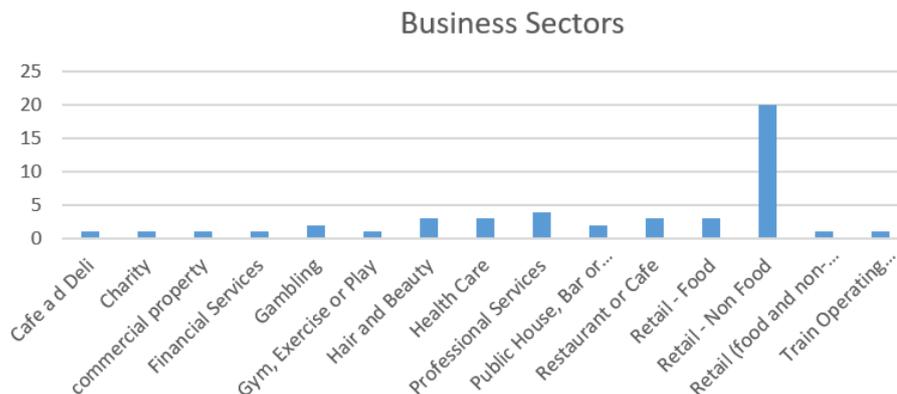
3.1 Stakeholder and Business Interview Results

- A total of 333 premises were written to and invited to partake in the consultation on the proposal for a BID in Crewe Town Centre.
- Of these premises, 15 are either occupied by Cheshire East Council, designated car parks or are premises where one business occupies a 2nd neighbouring premise. This left a total of 318 businesses to target following release of the initial letter.
- 56 of the letters sent to companies using the data provided by Cheshire East Council were returned by Royal as not been able to be delivered.
- 93 business were able to be actively engaged with the project or our business engagement staff, providing contact details and registering an interest. From these 84 provided a form of general feedback on the key challenges and opportunities, and 47 provided detailed feedback through a comprehensive on-line consultation.
- Within the core town centre, a few business within areas which have been subject to severe decline over recent years displayed an aggressive response to the request to partake, and refused to complete the consultation.

Sectors represented by responses to the consultation:

| | |
|-----------------------------|----------------------------------|
| • Retail - Non Food | • Professional Services |
| • Retail - Food | • Financial Services |
| • Public House, Bar or Club | • Charity |
| • Restaurant or Cafe | • Entertainment / Leisure |
| • Health Care | • Commercial Property |
| • Hair and Beauty | • Train Operating Company |
| • Gambling | |

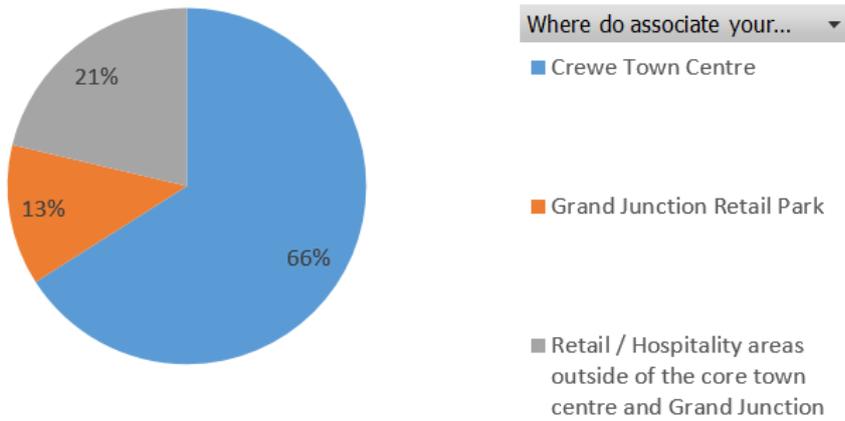
Below: Business Sectors responding to the detailed consultation:



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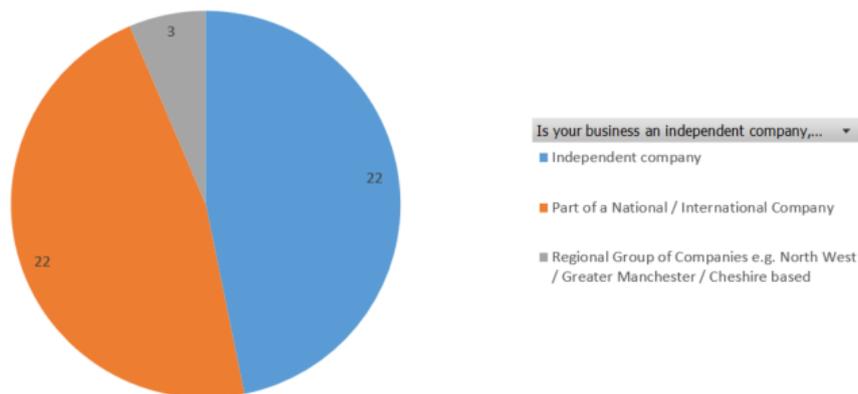
Below: Percentage of responses from target areas to the Consultation

% of responses from each target area



Below: Chart displaying the number of responses received by business ownership

Business Ownership



3.2 Impacts of Covid-19 Pandemic

To understand the impact on business of the covid-19 pandemic and corresponding restrictions on trade, a series of questions were asked to gauge business confidence, current operating hours, response to the requirement for a Covid risk assessment as well as needs for general business support:

- **Majority of businesses are operating at pre-covid opening times (November 2021)** with the exception of:
 - **19% are working reduced hours** predominately in the following sectors
 - Restaurant or Café
 - Hair and Beauty
 - Retail - Non Food
- **Business confidence is on average is 2.8** on a scale of 1 to 5 (5 being high and 1 low).
 - 28% of companies scoring confidence in the high range (score 4 or 5)
 - 36% of companies scoring confidence in the low range (score 1 or 2)
 - 36% of companies scoring confidence in the middle range (score 3)
 - 3 businesses responded that they are moving away from the town centre quoting reasons of:
 - Grand junction retail park
 - Not sure as yet but looking to move to somewhere nicer and bigger as soon as I can find somewhere suitable
 - If footfall increases will stay if it doesn't the business will close down

For comparison, the same question around business confidence was asked of companies in Wilmslow town centre in Cheshire East in July 2021 with the following score:

- 55% of companies scoring confidence in the high range (score 4 or 5)
- 13.5% of companies scoring confidence in the low range (score 1 or 2)
- 31.5% of companies scoring confidence in the middle range (score 3)
- 3 businesses responded that they are moving away from the town centre.

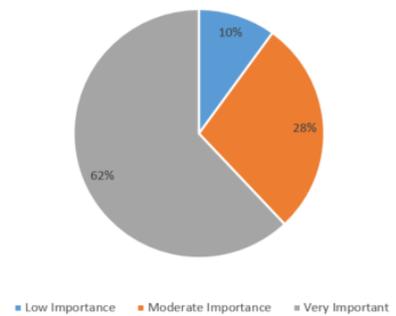
- Companies were asked what additional support they may require following the lifting of Covid restrictions; the following priorities for additional support were provided:
 - Recruitment of new staff
 - Business Planning
 - Access to finance
 - Getting customers into the town centre
 - Security
 - Investment in the local area to improve general demand
 - Recruitment support
 - Business planning support
 - Business Planning
 - Staff Training
 - Centre working with businesses
 - Redundancy

3.3 Marketing and Events:

The survey sought to understand the importance of marketing to businesses in Crewe town centre, and business’s opinion on how well Crewe was marketed to consumers / visitors.

- 62% of businesses responded stating the marketing of Crewe as destination was very important to their business.
- When combined with the respondents who stated it was of moderate importance the percentage who believe marketing is of moderate importance or very important increased to 90%

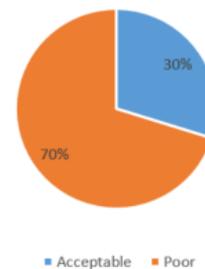
How important to the success of your business is the marketing of Crewe as a destination?



Business were then asked how well they rated the marketing of Crewe as a destination.

- No respondents rated this question as good.
- 70% of respondents rates the marketing of Crewe as a destination as poor.
- 30% consider marketing acceptable.

Count of How do you rate the marketing of Crewe as destination?



Businesses were asked about where they felt investment opportunities should be focused, ranking five options (Website / Hardcopy-press / Social Media / Weekend Events / Weekday Events) low, moderate or high in terms of importance.

Additional events on weekdays

Additional events at weekends

Business led social media presence to raise the profile of Crewe with new consumers and visitors on-line

Business led hard copy press campaign to raise the profile of Crewe with new consumers and visitors on...

Dedicated business led town-centre website to promote events, businesses offers and news about t...



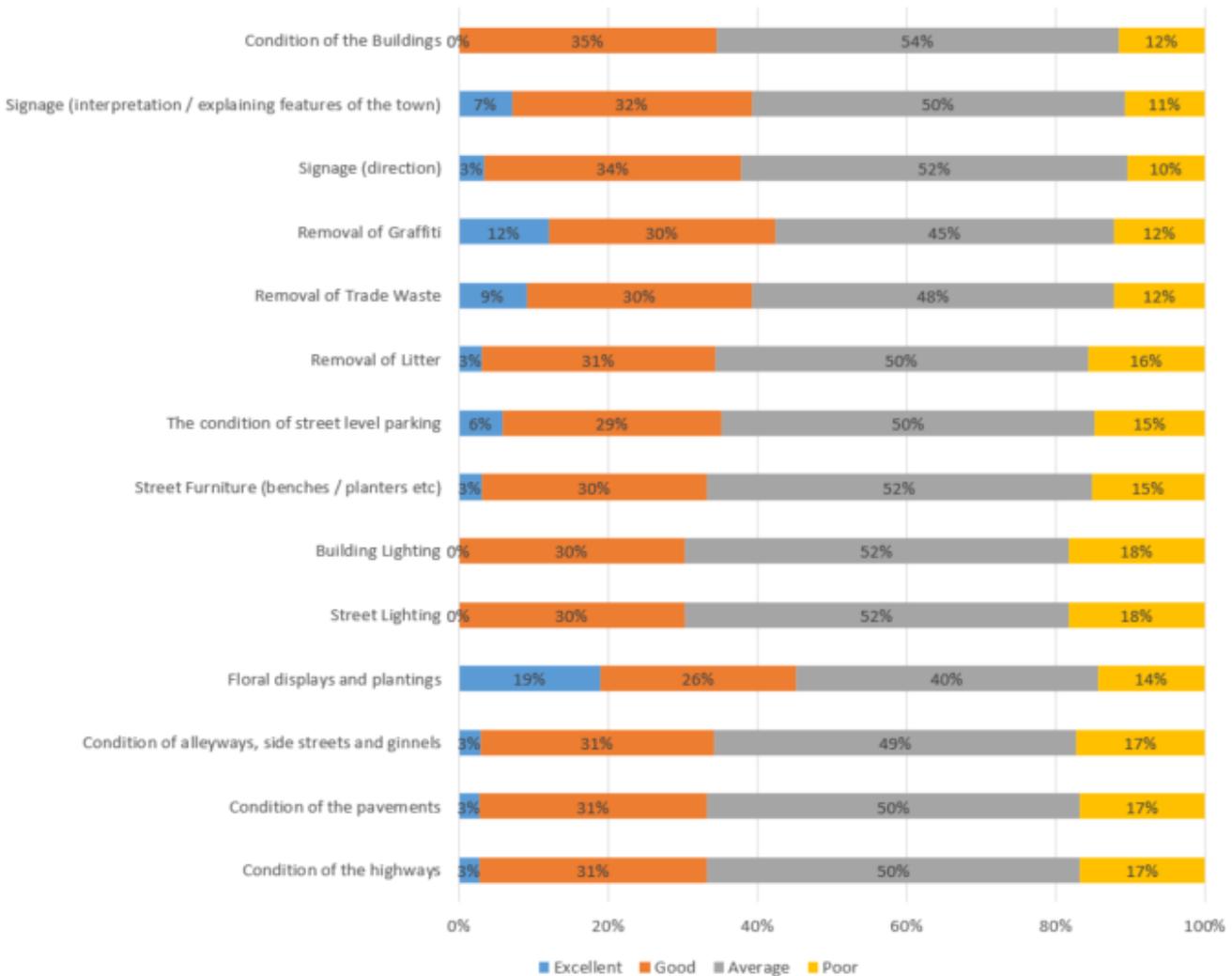
- The answers highlight interest in investment in social media as the highest priority area, followed by investment into a dedicated business led town-centre website and hard copy press campaigns.

3.4 Image / Street Cleansing and Town Centre Management in Crewe

Respondents were asked to rank a range of environmental factors providing business feedback on their view on the image and street cleansing of Crewe town centre. Not every respondent ranked each factor, however the majority of factors were ranked by more than 70% of respondents.

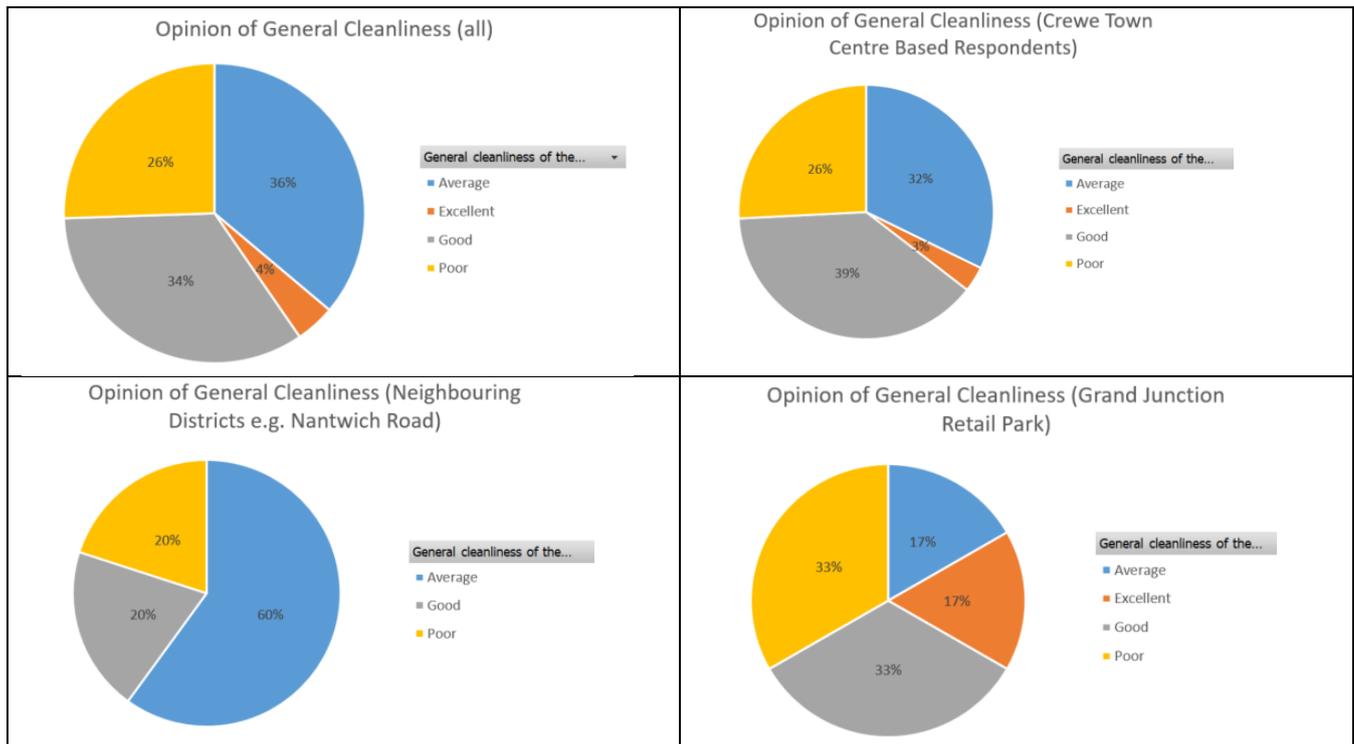
Ranking of a range of environmental factors by businesses across the target area:

Ranking of a range of environmental factors from businesses across the target area



- 50% of respondents rated all factors as average.
- Floral displays and planting was the highest ranked environmental factor - 45% rating as excellent or good
- Building lighting and street lighting were the lowest ranked environmental factors

Opinion of General Cleanliness – Companies were asked to rate the General Cleanliness of their areas



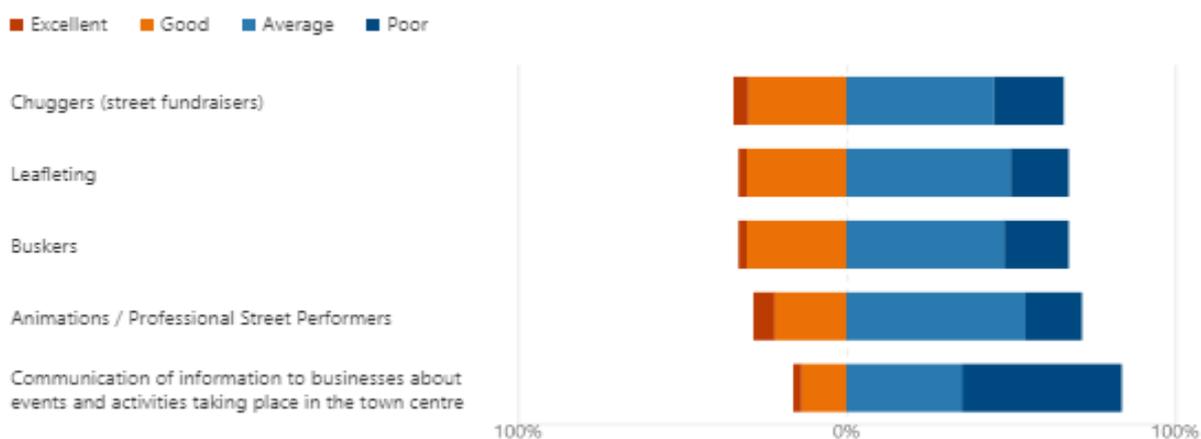
- Of is note is the lower rating of cleanliness from companies in the neighbouring districts e.g. Nantwich Road.

3.5 Management of High Street Activities

Companies were asked to rate the management of five aspects of high street activities including management of chuggers, leafleting, buskers, animation and communications around events. Responses were received from all respondents who participated in the consultation.

Communication of events was rated poor by 48% of respondents, the 2nd worst ranked element was management of animation of the town centre and professional street performers.

The detailed results are provided below:



3.6 Crime and Security

Crime and security challenges have been reviewed through a series of consultation questions seeking insight into the overall incidence of crime, types of crimes, the impact these crimes have had on businesses and finally what solutions businesses believe require future investment.

Key findings:

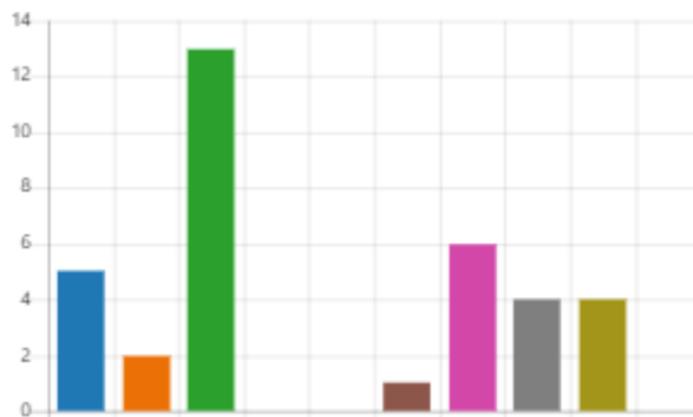
- 45% of businesses have been affected by crime in the last 12 months.
- The majority of incident relate to shoplifting, antisocial behavior, vandalism or criminal damage.
- 10 (21% of total respondents) of companies reported that criminal incidents have had a significant impact on their business.
- 10 (21% of respondents) companies reported this was a weekly or daily occurrence.
- A range of solution received support from circa 60% of respondents including additional CCTV, additional lighting and additional police patrols.
- When asked how safe do your staff and customers report feeling during daytime, evening and nighttime the results of respondents who felt unsafe were:
 - Daytime – 8.5% of respondents reported feeling unsafe (47 responses)
 - Evening – 43.2% of respondents reported feeling unsafe (44 responses)
 - Night time – 70% of respondent reported feeling unsafe (40 responses)

For comparison the same question when asked in Wilmslow town centre in June 2021 generated the following results:

- Daytime – 2% of respondents reported feeling unsafe
- Evening - 4% of respondents reported feeling unsafe
- Night time – 24% of respondent reported feeling unsafe

Types of criminal incidents reported by respondents to the consultation

| | |
|-------------------------|----|
| ● Criminal Damage | 5 |
| ● Arson | 2 |
| ● Shoplifting | 13 |
| ● Online/cyber-crime | 0 |
| ● Physical assault | 0 |
| ● Burglary | 1 |
| ● Anti-social behaviour | 6 |
| ● Vandalism | 4 |
| ● Theft | 4 |
| ● Other | 0 |

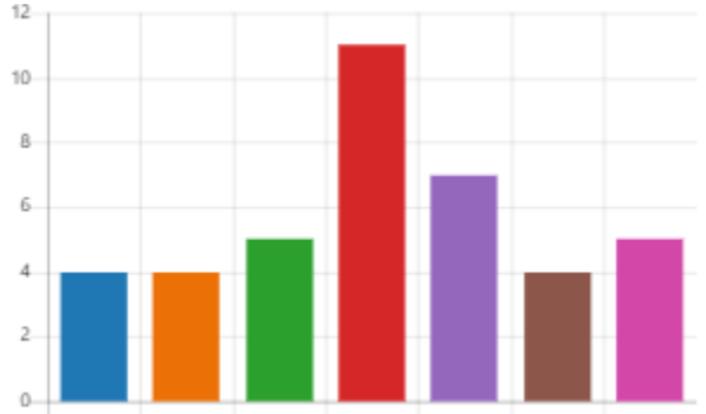


3.7 Procurement

Business were asked if they would be interested in participating in a range of joint procurement initiatives:

- 34% of respondents provided a response to this question, with the priority areas being websites, marketing and PR, followed by health and safety / first aid training.

| | |
|---------------------------------------|----|
| ● Utility costs - joint procurement | 4 |
| ● Security services - joint procur... | 4 |
| ● Waste disposal - joint procure... | 5 |
| ● Marketing, website and PR tra... | 11 |
| ● Health & Safety and First Aid t... | 7 |
| ● HR & Employment Law training | 4 |
| ● Legislation updates | 5 |



3.8 Management of the Town Centre

In multiple town centres and commercial business districts across the UK companies have organised themselves to form business led, independent bodies to represent and lobby for the interests of companies. These groups have traditionally been funded through local authority budgets or voluntary subscription services to varying degrees of success, and contingent up funding availability (public sector) and willingness to make voluntary contributions.

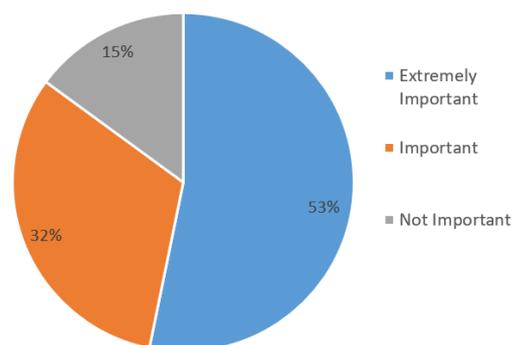
In recent years over 300 town centre and commercial locations have formalised their management of town centre activity through the establishment of Business Improvement Districts (legislated for in 2004 in the UK), particularly where voluntary subscription arrangements or local authority funding mechanisms have failed to deliver sustainable models for such groups.

To gauge the interest from companies in establishing a business led, independent body representing the interests of the business community in Crewe town centre such as a BID the following question were asked:

How important is it for there to be a business led independent body representing the interests of the business community in Crewe town centre as exists in towns such as Altrincham, Stockport, Northwich and Warrington?

- 53% of businesses stated it was extremely important for a *business led independent body representing the interests of the business community in Crewe town centre*.
- 32% stated important in response to this question with 15% stating it not to be important.

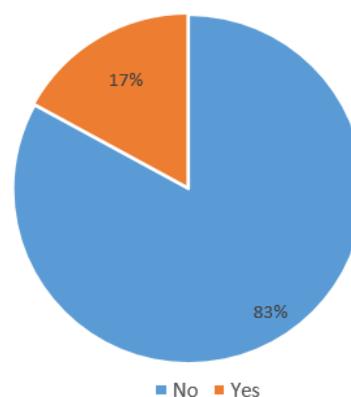
How important is it for there to be a business led independent body representing the interests of the business community in Crewe town centre and the surrounding retail / hospitality locations?



Are you familiar with Business Improvement Districts (e.g. have you owned, managed or worked in a business located in a town centre where a Business Improvement District operates)?

- Only a small number of respondents reported they are familiar with BIDs.
- This highlights a need for further awareness raising with companies about the benefits of a BID for Crewe town centre, and how a BID may operate.

Are you familiar with Business Improvement Districts (e.g. have you owned, managed or worked in a business located in a town centre where a Business Improvement District operates)?



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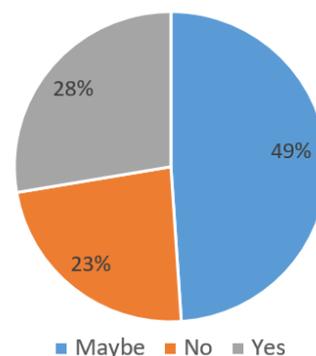
Based upon your previous experience of BIDs do you have any feedback on how a BID might be beneficial for your business in Crewe, conversely if you have concerns please summarise these (see responses - right):

- “Needs to include health and wellbeing of residents by encouraging active travel infrastructure”
- “I don't have any previous experience.”
- “I have no experience with BIDS”
- “Why are we wasting money on outside contractors too many people passing the responsibility”
- “Waste of money”
- “We need a BID but it must include Nantwich Road”
- “On the point of rubbish. The rubbish from the market hall is not recycled. It is put in the normal waste, this includes paper, cardboard and milk cartons etc. Its a disgrace, but it's the same in scope house as well”
- “Never worked with BIDS”

Would you be interested in participating in a future working group that would support and guide the development and implementation of project/services that will benefit Crewe town centre and the surroundings areas.

- 11 respondents indicated they would be interested in participating in a group.
- 23 respondents indicated maybe.
- 5 of these respondents which indicated yes to being involved in a working group identified themselves as business in the surrounds.

Would you be interested in participating in a future working group that would support and guide the development and implementation of project/services that will benefit Crewe town centre and the surroundings areas



3.9 Overall Priorities for Improvement

Respondents were asked to indicate the relative importance to their business that each of the following areas for possible investment might make in creating an improved trading environment in Crewe town centre.

The summary of responses from respondents is shown below:

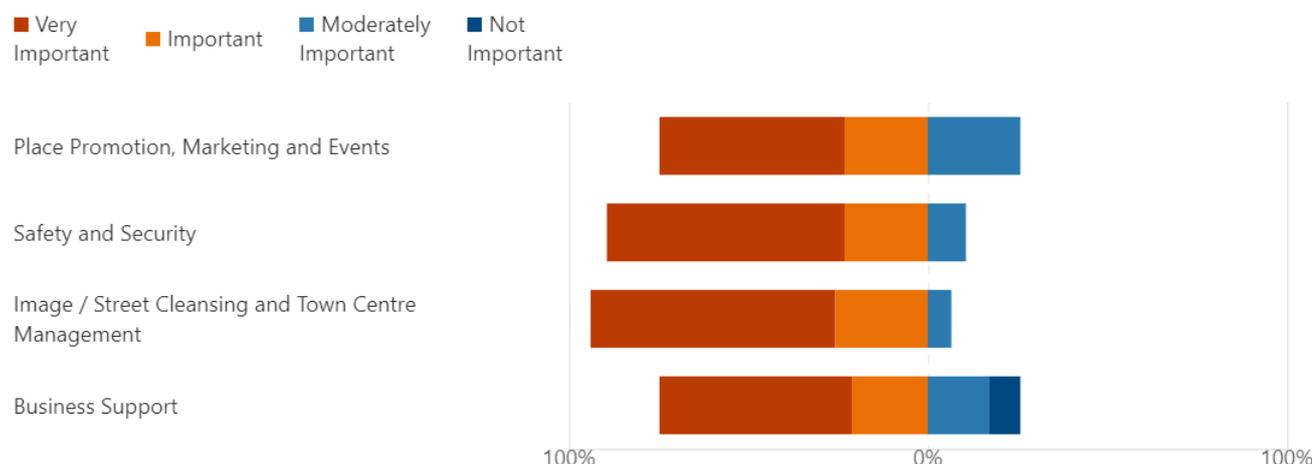


Image / Street Cleansing and Town Centre Management were a clear priority for businesses in the town centre. This was followed by safety and security as the 2nd priority area for investment.

Place promotion, marketing and events was considered very important by 55% of businesses, whilst business support was considered important by 55% of respondents.

Overall there was broad support for investment into all four areas proposed. 77% of respondents reported investment into all four themes was important or very important; 91% reported investment into safety and security was important or very important, whilst 97% of respondents reported investment into image / street cleansing and town centre management was important or very important.

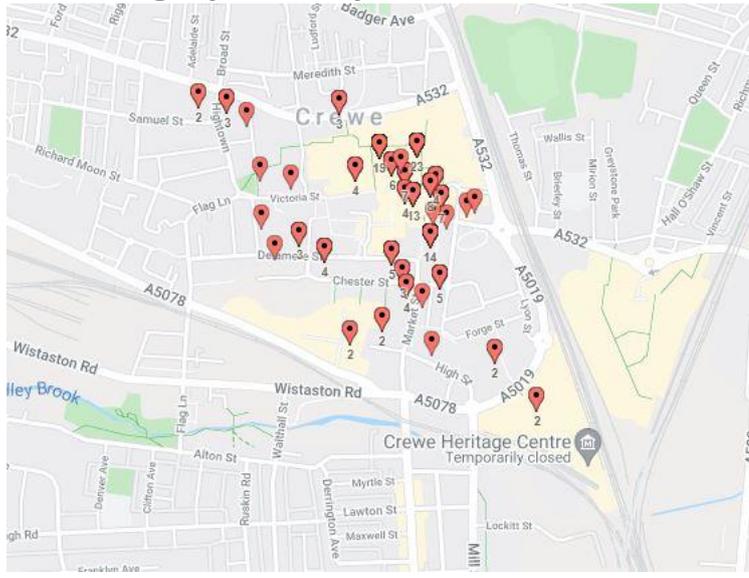
This highlights the importance of future town centre initiatives covering a wide portfolio of activity subject to resources and capacity within the town centre business community and its stakeholders.

It should be noted that whilst a BID can deliver additional investment over and above the baseline levels of services provided by Cheshire East Council into areas such as street cleansing (e.g. many BIDs fund additional or deep cleanses of their town centres), it is important for Cheshire East Council to meet any future commitments towards baseline services in order to clearly demonstrate where additional private sector investment is making a difference.

4.0 Geographical Coverage of a Business Improvement District for Crewe Town Centre

Following an analysis of the rateable value of hereditaments within Crewe town centre, the following options show the potential income depending on the levy set. The analysis has been conducted using a list of hereditaments (premises) supplied by Cheshire East Council as identified on the council’s list of non-domestic rate payers.

BID Geographical Option 1



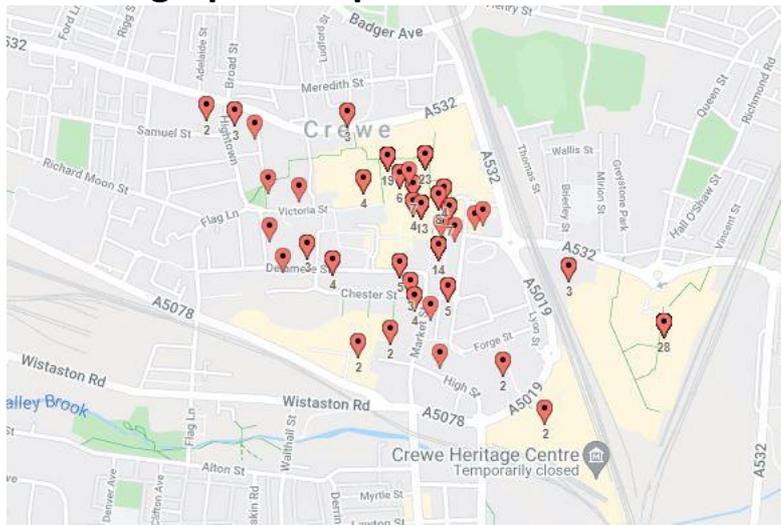
Crewe Town Centre BID estimation of revenue raised @1.5% with a £12,000 RV exemption

| % Levy | RV Threshold (below which hereditaments are exempt) | BID levy raised p.a. | BID levy raised over 5-years | Hereditaments levied |
|--------|---|----------------------|------------------------------|----------------------|
| 1.5% | £12k | £188,130 | £0.94million | 178 |
| 1.5% | £12k (£10000 cap) | £157,280 | £0.79million | 178 |

Crewe Town Centre BID estimation of revenue raised @1% with a £12,000 RV exemption

| % Levy | RV Threshold (below which hereditaments are exempt) | BID levy raised p.a. | BID levy raised over 5-years | Hereditaments levied |
|--------|---|----------------------|------------------------------|----------------------|
| 1.0% | £12k | £125,420 | £0.63million | 178 |
| 1.0% | £12k (£10000 cap) | £111,520 | £0.56million | 178 |

BID Geographical Option 2



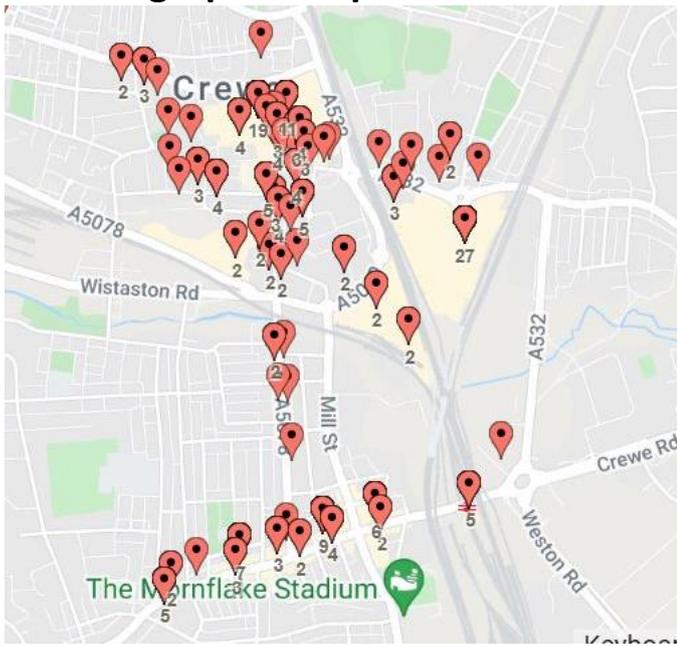
Crewe Town Centre + Grand Junction Retail Park BID estimation of revenue raised @1.5% with a £12,000 RV exemption

| % Levy | RV Threshold (below which hereditaments are exempt) | BID levy raised p.a. | BID levy raised over 5-years | Hereditaments levied |
|--------|---|----------------------|------------------------------|----------------------|
| 1.5% | £12k | £263,812 | £1.32million | 210 |
| 1.5% | £12k (£10000 cap) | £232,962 | £1.16million | 210 |

Crewe Town Centre + Grand Junction Retail Park BID estimation of revenue raised @1% with a £12,000 RV exemption

| % Levy | RV Threshold (below which hereditaments are exempt) | BID levy raised p.a. | BID levy raised over 5-years | Hereditaments levied |
|--------|---|----------------------|------------------------------|----------------------|
| 1.0% | £12k | £175,875 | £0.88million | 210 |
| 1.0% | £12k (£10000 cap) | £161,975 | £0.81million | 210 |

BID Geographical Option 3



Crewe Town Centre + Grand Junction Retail Park + Surrounds BID estimation of revenue raised @1.5% with a £12,000 RV exemption

| % Levy | RV Threshold (below which hereditaments are exempt) | BID levy raised p.a. | BID levy raised over 5-years | Hereditaments levied |
|--------|---|----------------------|------------------------------|----------------------|
| 1.5% | £12k | £299,625 | £1.49million | 293 |
| 1.5% | £12k (£10000 cap) | £268,775 | £1.34million | 293 |

Crewe Town Centre + Grand Junction Retail Park + Surrounds BID Estimation of Revenue Raised @1% with a £12,000 RV exemption

| % Levy | RV Threshold (below which hereditaments are exempt) | BID levy raised p.a. | BID levy raised over 5-years | Hereditaments levied |
|--------|---|----------------------|------------------------------|----------------------|
| 1.0% | £12k | £199,750 | £0.99million | 293 |
| 1.0% | £12k (£10000 cap) | £185,850 | £0.93million | 293 |

Notes about our analysis of the above three options for a BID in Crewe town centre:

- RV = Rateable value
- 1% and 1.5% is for illustrative purposes only, to demonstrate the income that would be raised by a BID levy at the % of hereditaments rateable value within Crewe town centre. The final BID levy percentage for a BID in Crewe would need to be determined through the business plan development process.
- Models have also been provided showing the impact of a cap of £10,000 for the largest premises (Tesco and Asda).
- The income analysis listed has been taken from information provided in the Business Rates database supplied by Cheshire East Council and is estimated income. The total BID levy income could change through the development process for a number of reasons which include any change in national policy on business rates, properties that may be demolished, constructed, merged or split throughout the BID development process.
- The three proposed BID areas cover:
 1. Core town centre
 2. Core town centre and Grand Junction Retail Park
 3. Core town centre, Grand Junction Retail Park and nearby surrounding areas (including Edleston Road, Nantwich Road)
- Notable absences for consideration in the development of the BID include new developments on Mill Street and the Royal Arcade redevelopment (which was not complete at the time of the study).

5.0 Summary Time Line for Development of a BID

| Key Actions for Developing a BID | Date |
|--|----------------------------|
| 1 st Stage Feasibility Study complete | January 2022 |
| Proceed to Business Plan development and consultation to refine businesses priorities | March – July 2022 |
| Develop and finalise baseline agreements with the Local Authority, Cheshire Police and other public agencies | March – July 2022 |
| Business Improvement District Regulations – 84 day notice | June 2022 |
| Finalise the BID Business Plan/BID proposal document | July - September 2022 |
| Business Improvement District Regulations – 42 day notice | October 2022 |
| Develop and deliver a marketing campaign for the BID vote | August - November 2022 |
| Business Improvement District Vote Period – minimum 28 days | Oct / November 2022 |
| Set up BID | January – March 2023 |
| BID Implementation day | 1 st April 2023 |

6.0 Summary Findings and Recommendations on a BID for Crewe town centre

A Business Improvement District (BID) for Crewe town centre

- Feedback from the sample set of businesses and stakeholders has identified a number of opportunities for improving town centre management beyond the statutory responsibilities of Cheshire East Council and Crewe Town Council (note the majority of statutory responsibilities e.g. highways, lighting fall to Cheshire East Council).
- Respondents have shown a strong interest in supporting a business led independent body representing the interests of the business community in Crewe town highlighting a need for additional capacity that could be delivered through a BID
- Key areas for improvement that have been identified are:
 - Additional crime and security interventions, in partnership with the statutory and discretionary functions of Cheshire Police, Cheshire East Council and Crewe Town Council
 - Improvements to the image and cleanliness of Crewe town centre and the surrounding districts
 - Stronger marketing and profiling of Crewe town centre as a retail and leisure destination
 - Enhanced events and festivals to re-animate the town centre
 - Improved communications links and business support
 - Development of a single, independent, dedicated body / partnership for Crewe town centre that can effectively lead and realise successful outcomes for businesses and stakeholders.
 - Business support
- If stakeholders decide to proceed and develop a BID, during the development of the business plan, further analysis and market testing of the size and scale of the BID will be required. In particular, this must include national retailer's property departments. The two largest hereditaments include Tesco and Asda. Asda historically have not been supportive of BIDs, whilst Tesco historically base decisions on a case by case basis, however are involved corporately organisations including British BID which demonstrates support to the concept of BIDs in principle.
- The Council should strongly consider establishment of a private sector led, Town Centre BID Steering Group, to guide and direct the development of projects and services that will form the fundamental basis of a BID for Crewe.
- Three geographical options for a BID have been provided, along with options around the percentage of rateable value the BID levy should represent. The calculations also show the impact of offering a financial cap for the two largest ballot hereditaments. It is not believed that a cap would make a material difference with regards to Asda's vote, however the use of a cap may be a useful negotiating tool with Tesco.
- Stakeholders are recommended to carefully consider the three geographical options. The only option which is not recommended is for a 1% levy for a BID covering only the town centre. This is due to the small amount of revenue that will be generated affecting the likely viability of a BID to make a material impact.
- All the other models demonstrate levels of income at which a town centre BID would be viable. Similar projects in Burnley and Northwich generate annual income of around £160k-£180k and both have demonstrated the viability of a BID at this level. Larger amounts of levy can be raised with a 1.5% levy, and many town centre BIDs charge 1.5% and achieve positive ballot results.

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- It is recommended that serious consideration is given to the higher value of 1.5% due to the significant additional revenue this would raise for investment into the target area. The additional material cost to most individual businesses would be minor (e.g. a £30,000 rateable value premises would pay £450 / year at 1.5% compared to £300 / year at 1%, an additional daily cost of £0.41 / day).

The case for a BID in Crewe town centre, Grand Junction Retail Park and the surrounds leading up to and including Nantwich Road Retailers

- The respondents that identified themselves as 'Retail / Hospitality areas outside of the core town centre and Grand Junction Retail Park' have reflected similar challenges and opportunities as the businesses in the core town centre, highlighting a wish to see enhancements to their trading environment.
- Qualitative comments from comments from these businesses highlights feelings of being left out, views that Crewe is far behind other towns and the request for a deliverable plan for the train station and town centre.
- There was interest from 70% of respondents to be involved in a working group to support and guide the development and implementation of project/services that will benefit Crewe town centre and the surrounds.
- Feedback from two respondents has made specific referenced about the need for a BID, one business has also experienced the positive impact of the BID in Northwich.
- The investment into HS2 and subsequent plans for redevelopment of the train station provides an opportunity to strengthen the existing route ways between the train station and the town centre creating a stronger sense of place and identify for the area.
- A BID stretching out along this important route way could be instrumental in working with partners to enhance over the term of a BID the experience for consumers and visitors coming into the town centre from the train station or visiting the football ground.
- A BID plan could incorporate into its vision an aspiration to create a business led vision for creating a location for consumers and visitors incorporating the town centre, retail park and smaller independents between the town centre and the railway station.
- Although not included in this study, the role of the key stakeholders and businesses in Crewe including the football club, Bentley Motors, Mornflake Foods and Bombadier could further be explored. Efforts were made to engage with Bentley Motors and Bombadier during this study, however no formal responses to the consultation were received. It should however be noted that Bentley and Bombadier have both recently received investment to secure their futures in Crewe.

- Should a BID be developed incorporating extensive areas of managed retail space e.g. the Grand Junction Retail Park, consideration should also be given to a discount for existing managed spaces, where additional service charges are already paid to landlords for additional cleansing and marketing. This is not mandatory, however is provided by some BIDs where businesses are already making additional investments to the wider amenity of their trading environments. This would of course reduce the overall budgets for a BID.
- It is important that the group is private sector-led, and contains significant representation from the private sector. Partnership arrangements and representation from public sector bodies should be included however balanced against the need for private sector leadership in the BID development process. It will also be important to secure membership for the development group across the key sectors in Crewe town centre.

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- 13 respondents have shown interest in participating in a working group to support and guide the development of projects and services that will benefit the town as trading environment, a further 23 suggested they may be interested.
- The members of the Town Centre BID Steering Group should be encouraged to become ambassadors for the BID project, actively selling the concept within their own organisations and to fellow traders / businesses within Crewe town centre.
- In establishing the geographical area for a BID, it recommended that the following risks are considered:
 - The level of rateable value at which hereditaments are excluded (the study has been based upon an exemption level value for premises £12,000 or less.
 - The role a cap can play in encouraging support from larger hereditaments, principally Tesco.
 - The deliverability of a BID across the town centre, Grand Junction Retail Park and the surrounding retail / hospitality areas.

Resources

- The financial budget required to develop the BID will be dictated by the level of outsourcing of the project that Crewe Council decides to take, however a budget of circa £30,000 may be required to complete the development phase.
- The return on investment for such an investment could be around £1million of additional investment into the town centre between 2023 and 2028.
 - In terms of the costs of developing a BID, these can be (should the funder decide), recovered from the project once established.
 - A further option may be seeking support from national government or Cheshire East Council.
 - Cheshire East Council will be easier to engage for local stakeholders, however as a local authority they have not previously funded BID development projects.
 - The Government have managed a BID development fund in recent years, however this is currently on hold pending appointment of a new delivery body.
- CEC will need to work with the BID development project including liaison by council staff from the following council functions during the development of a BID:
 - Economic development
 - Business rates
 - Electoral affairs
 - Street cleansing
 - Highways
 - Environmental Services

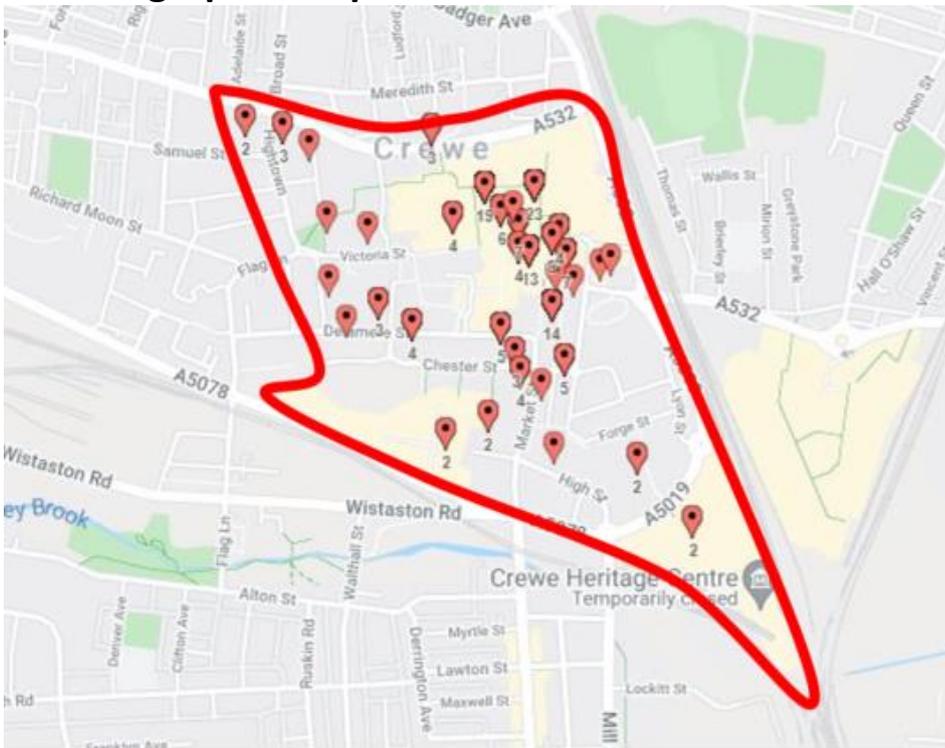
Note: this list is not exhaustive, however is illustrative of the level of cross-departmental working that is likely to be required in establishing and / or delivering a BID.

Cheshire East Council Responsibilities

- The development of a BID for Crewe town centre will require Cheshire East Council to formalise and make available public baseline agreements relating to their statutory obligations in areas such as street cleansing, removal of litter, maintenance of open space (including car parking), and highways.
- Cheshire East Council is recommended to begin the process of reviewing and establishing baselines for the town centre and ensuring that these are being met, in order for the BID to clearly demonstrate how it will be delivering added value projects and services above and beyond Cheshire East Council's statutory obligations.

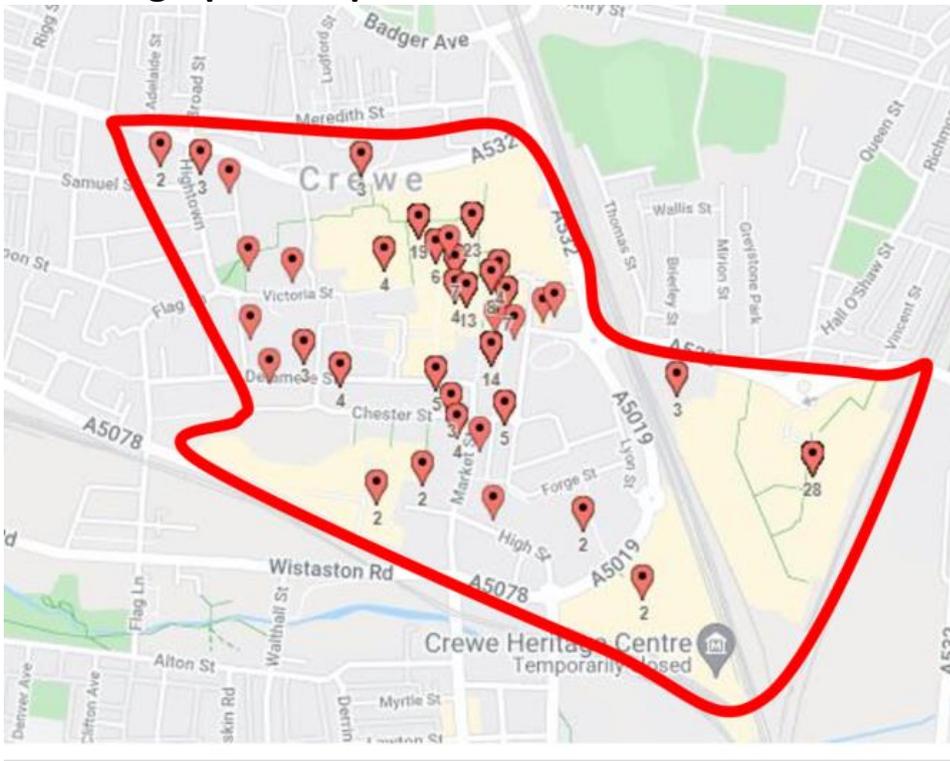
Appendix One – Map of Proposed BID areas

BID Geographical Option 1



Crewe Town Centre BID

BID Geographical Option 2



Crewe Town Centre + Grand Junction Retail Park BID

BID Geographical Option 3



Crewe Town Centre + Grand Junction Retail Park + Surrounds (Nantwich Road) BID

Appendix Two – List of written responses from businesses participating in the consultation

From the question asking people to rate various attributes in Crewe Town Centre:

1. Please provide any other comments about crime in Crewe.
2. Usual of too much substance abuse and anti social behaviour. Mainly due amongst other things that the town centre is not something people would take pride in at the moment. It looks like wasteland so is treated as such.
3. Continuous shoplifting from same people, with little to no consequence
4. The police take too long to come out and are derisive when they get here. It's a joke
5. Lots of groups of youths storming their way around the retail park, threatening to staff who are lone working. Lightening in the park really bad, it's very dark when leaving the store at 7pm or 8pm. Feels desolate. Promotion around late openings would benefit and increase footfall
6. The lighting on the park in some areas is not good enough.
7. Drug dealing in the streets is at epidemic levels
8. The number of empty unused premises has increased crime /break ins in the area. Groups of youths gathering causing nuisance and noise are intimidating for clients and myself. In my area especially men urinating in the street has been an ongoing problem for 5 years I've been trading
9. We have a lot of prolific shoplifters in town . Who don't seem to have been stopped .
10. We feel that little is being done to actually catch criminals when reported on the radio. We have had 4 thefts that when reported on the radio, nothing was done, the culprits were not caught and the items were never retrieved.
11. none
12. Petty theft from bored youths is common. The lack of lighting makes it very uncomfortable at night.
13. Too dark within centre do not feel safe
14. Need more police
15. Long way off from others
16. Anything after dark a bit sketchy
17. Don't seem to have security in the centre
18. Too many undesirables in the back alley
19. General weariness around town caused through number of homeless, drunk and drug addicts lying around on the street corners, and there doesn't appear to be any police presence to stop them.
20. While I have been visiting and trading in Crewe I haven't seen any evidence of crime.
21. The police are useless
22. I know 3 people killed in road accidents in the last 4 years, all within Crewe. All by dangerous drivers
23. Shops closing in town, lack of footfall
24. Safety/footfall/shoplifting
25. Footfall
26. Shoplifting
27. Parking - getting in and out of retail park is a nightmare
28. Shoplifting
29. Stealing
30. Parking
31. Spoke to waitress - no one else available to talk to - manager Stephen is off sick and has handed his notice in! Restaurant in old frankie and bennys building
32. Shop lifting

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33. Not at all happy feels ignore forgotten pushed out even though one of longest businesses in town
34. Footfall
35. Na
36. Car parking needs to be longer to enable shopper a long shopping experience
37. Everything going well for hobbycraftat present
38. Needs to be more events, artisan markets monthly to bring customers in
Paid parking in centre when there is nothing there is pointless when free parking on retail park which then clogs up retail park
39. Car park is gridlocked at peak times can take in excess of 15min to get out
40. Shoplifting lack of police presence
41. Footfall
Lack of events
Council killing the town
42. Na
43. Lack of footfall
44. No street lighting outside of shop
Pitch black after 4pm
Too many druggies in street
Bad side of town to be on derelict deserted no one seems to care
Have rang council numerous times no one cares passes the book
Why don't we have a proper Xmas event when Nantwich does
45. No people
Boarded area outside shop unattractive
No lighting after 4
46. Lighting an issue
47. White boards an eyesore
Poor lighting
Why do we need a new multi story? We just need free parking in existing ones and some shops opening
48. Footfall
49. Too many shops closing around them
No footfall
50. Manager not Instore all correspondence needs to be forwarded for attention of director
51. No people
No shops
52. No shops not enough people
53. Drunks asb
54. Footfall is so poor
55. Lack of footfall
Shops closing
56. Everything is closing
57. Lack of people lack of shops no reason to come to town gloomy looking white boards opposite shop
58. No footfall
Street unappealing and uninviting

Appendix Three – List of written responses from businesses participating in the consultation regarding crime and security

Comments received in relation to the questions on crime & safety:

1. Usual of too much substance abuse and anti social behaviour. Mainly due amongst other things that the town centre is not something people would take pride in at the moment. It looks like wasteland so is treated as such.
2. Continuous shoplifting from same people, with little to no consequence
3. The police take too long to come out and are derisory when they get here. It's a joke
4. Lots of groups of youths storming their way around the retail park, threatening to staff who are lone working. Lightening in the park really bad, it's very dark when leaving the store at 7pm or 8pm. Feels desolate. Promotion around late openings would benefit end increase footfall
5. The lighting on the park in some areas is not good enough.
6. Drug dealing in the streets is at epidemic levels
7. The number of empty unused premises has increased crime /break ins in the area. Groups of youths gathering causing nuisance and noise are intimidating for clients and myself. In my area especially men urinating in the street has been an ongoing problem for 5 years I've been trading
8. We have a lot of prolific shoplifters in town . Who don't seem to have been stopped .
9. We feel that little is being done to actually catch criminals when reported on the radio. We have had 4 thefts that when reported on the radio, nothing was done, the culprits were not caught and the items were never retrieved.
10. none
11. Petty theft from bored youths is common. The lack of lighting makes it very uncomfortable at night.
12. Too dark within centre do not feel safe
13. Need more police
14. Long way off from others
15. Anything after dark a bit sketchy
16. Don't seem to have security in the centre
17. Too many undesirables in the back alley
18. General weariness around town caused through number of homeless, drunk and drug addicts lying around on the street corners, and there doesn't appear to be any police presence to stop them.
19. While I have been visiting and trading in Crewe I haven't seen any evidence of crime.
20. The police are useless
21. I know 3 people killed in road accidents in the last 4 years, all within Crewe. All by dangerous drivers

AGENDA ITEM 10

AGENDA ITEM 10

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REPORT STATEMENT

Meeting: Crewe Town Council 29 03 2022

Report Purpose: To review the Ear marked Reserves for 2022/23 including the recommendation of the Finance & Governance Committee

Version Control: v1

Author: Clerk

1. Report Summary

The report identifies opportunities to simplify the Ear Marked Reserve budgets to deliver the intended projects, but provide greater clarity and flexibility as well as remove completed project lines that are no longer required.

2. Background

Crewe Town Council, within operational process, has created Ear Marked Reserves (EMR) associated with planned or expected spend beyond previous financial years. This enables the council to access agreed funds as the projects and work streams require.

In 2021 we carried out the first review of these EMRs as there were a number of historical funds that represented work that had been completed and the remaining balances were available for review.

3. Position

At this time and approaching the end of the financial year the current situation is as follows:

| EMR Title | Balance at start of 2021/22 | Income from 2021/22 budget | Expenditure against EMR | Balance |
|------------------------|-----------------------------|----------------------------|-------------------------|------------|
| Elections | £39,654.74 | £5,000.00 | £9,562.24 | £35,092.50 |
| Chantry Court | £4,000.00 | £1,000.00 | | £5,000.00 |
| Christmas | £17,017.00 | | | £17,017.00 |
| Railway Cottages | £7,976.21 | | | £7,976.21 |
| TC Clean Up Grant | £596.56 | | | £596.56 |
| Allotments | £1,439.00 | | | £1,439.00 |
| Place Branding | £21,655.00 | | | £21,655.00 |
| Public realm | £7,141.00 | | | £7,141.00 |
| Heritage Working Group | £19,323.00 | | | £19,323.00 |
| Heritage Support | £17,926.00 | | | £17,926.00 |

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| | | | |
|----------------------|--------------------|------------------|-------------------------------|
| Event Sinking Fund | £5,000.00 | | £5,000.00 |
| Traction | £24,635.00 | | £24,635.00 |
| Social Media & PR | £10,000.00 | | £10,000.00 |
| Christchurch | £3,000.00 | | £3,000.00 |
| Planning | £9,000.00 | | £9,000.00 |
| BID | £2,000.00 | £2,000.00 | £0 |
| Town Board Website | £168.00 | | £168.00 |
| Town Centre Lighting | £6,000.00 | | £6,000.00 |
| Light Lab ACE | £1,029.00 | | £1,029.00 |
| | £197,560.51 | £6,000.00 | £11,562.24 £191,998.27 |

It is suggested that the EMR accounts are amended to provide greater clarity and rationalisation for the purposes of delivery. The proposed scheme of EMR is as follows:

| EMR Title | Balance at 01/04/22 | Income from 2021/22 budget | Balance |
|-------------------------------------|------------------------|----------------------------------|--------------------|
| Elections | £35,092.50 | | £35,092.50 |
| Chantry Court | £5,000.00 | | £5,000.00 |
| Christmas | £17,017.00 | £10,000 | £27,017.00 |
| Railway Cottages | £7,976.21 | | £7,976.21 |
| Allotments | £1,439.00 | | £1,439.00 |
| Place Branding | £5,655.00 | | £5,655.00 |
| Social Media & PR | £10,000.00 | | £10,000.00 |
| Christchurch | £3,000.00 | £685 | £3,685.00 |
| Planning | £9,000.00 | | £9,000.00 |
| BID | | £50,000 | £50,000.00 |
| Town Board Website | £168.00 | £1,828 | £1,996.00 |
| Town Centre Capital Projects | £64,000.00 | £5,000 | £69,000.00 |
| Heritage Grant Income Match Funding | £37,249.00 | | £37,249.00 |
| Strategic Events | £29,635.00 | £15,000.00 | £44,635.00 |
| Play Area Equipment (2021/22) | | £20,656.94 | £20,656.94 |
| Queen's Jubilee | | £23,850.00 | £23,850.00 |
| Hoardings & Frontages | | £21,487.00 | £21,487.00 |
| | £225,231.71 | £148,506.94 | £373,738.65 |

This provides a more accessible and clearer understanding of the EMRs and also demonstrates a purpose and deliverability that supports the principle of EMRs – that being a demonstrable intent to deliver the work and associated spend.

Changes proposed:

- i. TC Clean Up Grant – deleted as a small fund at a level not generally suited to EMRs, that can be delivered through normal annual operational revenue streams
- ii. Public Realm – deleted as £7,000 allocated to the Town Centre Capital Projects

AGENDA ITEM 11

EMR

- iii. Heritage working Group – deleted and entire EMR to form part of new EMR – Heritage Grant Income Match Funding, as it committed to the work associated with the Heritage Development Officer and Christ Church Project
- iv. Heritage Support – deleted and entire EMR to form part of new EMR – Heritage Grant Income Match Funding, as it committed to the work associated with the Heritage Development Officer and Christ Church Project
- v. Event Sinking Fund – deleted and entire EMR to form part of new EMR – Strategic Events
- vi. Traction – deleted and entire EMR to form part of new EMR – Strategic Events
- vii. BID – Expended on Feasibility Study in 2021/22. £50,000 added from General reserves to support the next phase to anticipated delivery.
- viii. Town Board Website – Income from 2021/22 added
- ix. Town Centre Lighting – deleted as entire fund allocated to Town Centre Capital Projects EMR
- x. LightLab ACE – deleted as expenditure completed in 2021/22
- xi. Heritage Grant Income Match Funding – created and comprising previous EMRs of Heritage Working Group and Heritage Support
- xii. Strategic Events – created and comprising previous EMRs Event Sinking Fund and Traction. Also including £10,000 of Marketing and Events Committee underspend of 2021/22 plus Event Sinking Fund budget (identified to be EMR in budget) of £5,000
- xiii. Play Area Equipment (2021/22) – created for the delivery of the final held-over spend of the 2021/22 project associated with Lansdowne Road Play Area.
- xiv. Creation of Queens Jubilee EMR to deliver the projects associated in 2022, drawing on underspends in Events Budget (350) lines Community Events (4259), Event Match Funding (4271) and Cultural Hub (4285)
- xv. £5,000 taken from Public Realm (473 4721) 2021/22 underspend and added to new EMR Town Centre Capital Project for the purposes of refurbishing and repainting town centre street furniture.

4. Equality Impact

All council services and projects are delivered within the council's equality and diversity governance

5. Sustainability Impact

The provision of a clear and accessible form of EMRs provides for a sustainable delivery of projects and workstreams.

6. Community Impact

More accessible information supports transparency and also service delivery.

7. Governance

Crewe Town Council Financial Regulations

Local Government Act 1972, s111

Crewe Town Council Financial & Treasury Management Strategy & Reserves Policy

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8. Financial Impact

There is no financial impact in terms of bottom-line/cost amendment. The financial impact is more efficient and effective management and administration of the council's EMRs.

9. Resource Impact

There is no additional resource impact.

10. Consultation/Engagement

None

11. Wards Affected

All

12. Conclusions

The current EMRs are considered to be overly numerous in how they are displayed.

It is good practice to review reserves and in particular EMRs to ensure they are within policy but also set at levels of operational deliverability.

The amendments detailed reflect the current intended delivery of projects and workstreams of the council and rationalise the overly sub-divided arrangements that currently exist.

13. Consideration Sought

That the EMRs are amended as detailed above to reflect project and service workstreams currently considered deliverable and projects identified for future funding.

Report Statement

| | |
|------------------|--|
| Meeting: | Crewe Town Council 29 th March 2022 |
| Report Purpose: | To provide a business and work delivery plan for 2022/23 based on the approved budget and corporate strategy |
| Version Control: | v1 |
| Author: | Town Clerk |

1. Report Summary

To ensure effective and efficient delivery of the council's services, this report sets out the delivery plan based on the approved budget for 2022/23, the Crewe Town Council Corporate Strategy and direction from committees.

Once approved, the business delivery plan will enable the council to progress agreed work, with clear reporting and ongoing direction from council and committees.

2. Background

The 2022/23 budget setting process began in July 2021 with council approving a schedule for member engagement and committees informing the draft budget based on the 2021/22 budget.

The schedule provided the draft budget for individual members to inform as well as committee agreement and onward recommendation to council.

The 2022/23 budget was approved by council on 7th December 2021 and Cheshire East Council informed of the associated precept requirement.

3. Position

The budget for 2022/23 is £1,207,208 with a precept amount of £1,205,008, which equates to £85 per annum contribution to council tax for a Band D property.

4. Equality Impact

Services delivered across the community

5. Sustainability Impact

Provision of a business delivery Plan ensures clarity of work schedule, transparency of council projects and services and provides the maximum amount of time to facilitate delivery.

6. Community Impact

AGENDA ITEM 12

Approval of a business delivery plan allows for efficient delivery of services to the community.

7. Governance

Crewe Town Council Financial Regulations

Crewe Town Council Financial Risk Assessment

Crewe Town Council Corporate Strategy

Crewe Town Council Terms of Reference

Localism Act 2011 s 1-6

AGENDA ITEM 12

8. Financial Impact

The business delivery plan allows for the delivery of services within the approved budget. Unallocated sums will be returned to council or delegated committee for approval once defined and agreed.

The below table displays the budget headings, committees associated and a description of the delivery costs. Some costs are as yet undefined and will be required to be returned to council or the delegated committee for later approval once defined.

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|---------------------------------|-----------------------------|----------------------------------|---|-------------------------------------|
| Finance & Governance | | | | |
| Payroll | Salaries | 216,478 | Officer/employee salaries | 216,478 |
| | Tax & NI | 21,430 | Costs of employment (“on-costs”) | 21,430 |
| | Pensions Contributions | 48,924 | Employer pension contributions | 48,924 |
| | Payroll Admin Costs | 1,000 | External payroll administration | 1,000 |
| Borrowing | Loan Repayments | 14,700 | Public Works Loan Board repayments – relates to purchase of offices at 1 Chantry Court. | 14,700 |
| Administration | Bank Charges | 450 | Bank charges through the year | 450 |
| | Employee Training | 2,000 | Training costs for staff members | 2,000 |
| | Employee Travel/subsistence | 2,500 | Expenses associated with attending training and travel away from the office | 2,500 |
| | Refreshments/Catering | 400 | To provide for refreshments as required at meetings of the community and council | 400 |
| | Audit Fees | 3,000 | Internal Audit Fees and External Audit Fees | 3,000 |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|--|-----------------------|----------------------------------|--|-------------------------------------|
| | Accountancy Fees | 3,250 | Accountancy professional oversight and scrutiny for reporting | 3,250 |
| | Legal & Professional | 1,000 | Available to access for legal and professional support, such as ad hoc legal advice associated with licences, leases and contract agreements | 1,000 |
| | Insurance | 5,000 | Annual insurance premium for the council's assets, services, indemnity and events | 5,000 |
| | Subscriptions | 5,250 | Subscription to ChALC and other relevant groups | 5,250 |
| | Postages | 400 | Cost of postage through the year | 400 |
| | Stationery | 900 | Cost of office stationery through the year | 900 |
| | Printing | 3,000 | Ad hoc printing requirements and the cost of operating a central photocopier/printer in the office | 3,000 |
| | Janitorial | 1,900 | Office cleaning | 1,900 |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|--|--------------------------------|----------------------------------|--|---|
| | Computer Equipment / Software | 4,000 | Annual licences for IT services (eg Rialtas Finance, Adobe, Microsoft, Zoom) and hardware requirements | 4,000 |
| | Website | 500 | Hosting and maintenance of the council's website | 500 |
| | Advertising/Publicity | 1,000 | Ad hoc requirement to advertise eg consultations and meetings | 1,000 |
| | Telephones | 3,500 | Cost of council office and mobile phones | 3,500 |
| | Room Hire Costs | 1,500 | Provision of suitable meeting space in light of and following C19 restrictions | 1,500 |
| | Equipment Purchase/Hire/Repair | 4,000 | Ad hoc requirements for administrative resources | 4,000 |
| | Clothing / PPE | 500 | Appropriate resources for safe working | 500 |
| | Contractors – Professional | 6,000 | Data Protection Officer (GDPR) H&S and HR advisors/underwriters Remainder as yet undefined | £1,600 £2,000 REMAINDER REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|----------------|---------------------------|----------------------------------|---|--|
| | Election Costs | 5,000 | Saved to Ear Marked Reserves (EMR) to cover election expenses derived from by-elections | 5,000 |
| | Strategic Allowance | 26,000 | Available funds to address opportunities to develop services and resources associated with the council's strategy. As yet undefined | REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS |
| Accommodation | Utilities | 2,500 | Office utility costs | 2,500 |
| | Contractors – Services | 5,000 | Office site service charges Waste Collections Electrical & Fires Safety Remainder as yet undefined | 3,000 750 750 REMAINDER REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS |
| | Sinking Fund | 1,000 | EMR to address any larger maintenance or repair issues in the future | 1,000 |
| Members' Costs | Member Training | 500 | Ad hoc training to address member development needs | 500 |
| | Member Travel/subsistence | 500 | Associated travel and subsistence costs | 500 |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|---|-------------------------------------|---------------------------|---------------------------|---|
| Marketing & Events Committee | | | | |
| Events | Remembrance | 5,000 | Remembrance Events | Value £5,000 |
| | Community Events & Summer Programme | 29,000 | Summer Activity Programme | July / August 2022 £ 20,000 |
| | | | Emergency Services Day | September 2022 Value £ 5,000 |
| | | | Heritage Open Days | September 2022 Value £ 2,000 |
| | | | International Women's Day | March 2023 Value £ 2,000 |
| | Event Match Funding | 10,000 | Crewe Community Awards | March 2023 £ 10,000 |
| Christmas Programme | Lumen | 60,000 | Lumen Event | End of Jan/ Feb 2023 Value £60,000 |
| | Infrastructure (Christmas) | 60,000 | Christmas Lights | November / December 2022 Value £60,000 |
| | Christmas Activities | 20,000 | Christmas Light Switch On | November 2022 Value £20,000 |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|--------------------|--|--|--|--|
| | Sinking Fund | 20,000 | Christmas Lights | To EMR at year end Value £20,000 |
| M&E Projects | Event Seed Funding / Income Generation | 29,000 | What Makes Us Crewe? | Ongoing £25,000 As Yet Undefined £4,000 requiring further definition and associated consideration and approvals |
| Ear Marked Reserve | Strategic Events (EMR) | £44,000 | Monster Trail | £45,000 total £39,000 from EMR plus sponsorship for the shortfall |
| | Queen's Jubilee (EMR) | £23,850 Arts Council Grant of £10,000 | Queen's Park Event Speciality Town Centre Market Library Events Queen Visits Crewe Video Town Centre Bunting School Tree Plaques Participatory Funding Project | £3,500 £6,500 £1,000 £3,000 £2,850 £3,000 £14,000 (of which £10,000 is grant income) |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|---|----------------------|---------------------------|--|---|
| Community Plan Committee | | | | |
| Civic Costs | Mayor's Allowance | 2,500 | To be drawn down as required within the associated expenses incurred by the mayor in delivering the Mayoralty – attending civic events and hosting civic events | £2,500 |
| 1 | Refreshment/Catering | 1,000 | To be drawn down as required within the associated expenses of delivering the Mayoralty – providing required refreshments for civic events and mayoral engagements | £1,000 |
| 2 | Room Hire Costs | 1,000 | As required in the delivery of the civic function | £1,000 |
| 3 | Civic Expenses | 1,000 | As required in the delivery of the civic function | £1,000 |
| NOTE: It will be recommended that 1,2 &3 (above) are merged in the 2023/24 budget setting process | | | | |
| Grants | Grants Scheme | 50,000 | Provision of grant awards within the grants policy and financial governance of the council | £50,000 – as approved by committee under adopted grant policies |
| Community Plan | Sustaining Network | 10,000 | <u>Foodbank Support</u> Contributions throughout the year towards third sector initiatives across the town provided by a number of local community | £5,000 |

AGENDA ITEM 12

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|--|-------------------------------------|-------|---|---------------------------------|
| | | | <p>organisations. This will be offered on a first come first served basis. Increased from last year due to 'heat or eat' concerns due to energy costs increase.</p> <p>As yet undefined projects and activities for later approval – These will be considered at a later date for approval by Committee / Council, therefore spend is not defined or approved at this stage</p> | £5,000 |
| | Community Development Commissioning | 5,000 | <p>Proposal submitted by Becky Hurst at St.Peters Church – Holiday Hunger & Incredible Edible</p> <p><i>Holiday Hunger/The Lunch Crewe Projects and Activities</i> Contributions throughout the year towards third sector initiatives across the town provided by a number of local community organisations. Offer on a first come first served basis</p> <p>Incredible Edible – Multi-sited urban gardening (plants and vegetables) projects hosted</p> | <p>£1716.25</p> <p>£1640.00</p> |

AGENDA ITEM 12

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| | | | <p>predominantly by third sector organisations to encourage residents to be more sustainable, grow their own and encourage healthy eating</p> <p>Materials Seeds Signage</p> <p>As yet undefined projects and activities for later approval – These will be considered at a later date for approval by Committee / Council, therefore spend is not defined or approved at this stage.</p> | <p>£1443.75 Requiring definition and approval to be applied as appropriate within governance requirements</p> |
| | Tree of Light | 6,000 | Delivery of the annual Tree of Light event – project, promotion and delivery costs | £6,000 |
| | Health and Wellbeing | 20,000 | <p>Get Active #InCrewe PT – Fitness / Health and Wellbeing Groups Outside space / Facilitator</p> <p>Wishing Well committed expenditure. Active/fitness/walking group to support mental health and</p> | <p>£2,500</p> <p>£1,000</p> |

AGENDA ITEM 12

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| | | | wellbeing | |
| | | | Defibrillators | £5,000 |
| | | | Male mental health / young people | £2,500 |
| | | | Contributions towards projects and activities facilitated by third sector organisations across the town which provide positive opportunity experiences for young adults with learning difficulties or who are vulnerable & male mental health. | |
| | | | As yet undefined projects and activities for later approval – These will be considered at a later date for approval by Committee / Council, therefore spend is not defined or approved at this stage | £9,000 (REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS) |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|--|------------------|---------------------------|---|---|
| | Social Isolation | 20,000 | <p><i>"Together #InCrewe"</i> Restart Social Isolation (Friendship) Groups – Wishing Well / committed expenditure</p> <p>PT – Fitness / Health and Wellbeing Groups Outside space Facilitator</p> <p>Royal British Legion – Crewe Branch – Commitment to support the development of the organisational and sustainability</p> <p>Male mental health / young people Contributions towards projects and activities facilitated by third sector organisations across the town which provide positive opportunity experiences for young adults with learning difficulties or who are vulnerable & male mental health.</p> <p>As yet undefined projects and activities for later approval – These</p> | <p>£1,000.00</p> <p>£2,500.00</p> <p>£2,000.00</p> <p>£2,500.00</p> <p>£12,000.00</p> |

AGENDA ITEM 12

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|--|--|--|--|---|
| | | | will be considered at a later date for approval by Committee / Council, therefore spend is not defined or approved at this stage | (REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS) |
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AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|--|--------------------------------|---------------------------|--|--|
| Operations & Improvements Committee | | | | |
| Town Centre Maintenance | Equipment Purchase/Repair/Hire | 8,000 | Maintenance equipment. | As yet undefined. Some smaller aspects will be delivered through delegation of procurement. Consideration of larger items is subject to the council's governance and will be considered by committee as and when details are available. |
| | CCTV | 34,500 | 3- year contract for delivery by Cheshire East Council CCTV unit. Maintenance of new cameras including Wifi, with three moves each per year. | £32,160 for CCTV support, plus possible additional costs for maintenance or additional movement of the mobile cameras. Dependent on success of cameras, an additional mobile camera purchase may be feasible within budget to support Cleaner Crewe or Town Centre security. |

AGENDA ITEM 12

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| | Ranger Service | 170,426 | Service Level Agreement with ANSA to provide for 3 rangers and one lead, dedicated to Crewe and responsible to Crewe Town Council, supported by 2 vehicles (2 transit style flat- bed vans) Increased service with associated costs. | £170,426 1 Supervisor Ranger 3 Rangers 2 vans Associated materials & consumable |
| | Regen Projects | £16,000 | Resource and project management support for existing regeneration projects to be further defined and agreed. Incorporates previous town animation budget. | Improving visitor and trading environment in town, with potential support for short – to medium term actions identified through Initial surveys and assessment : £3,000 research to provide short – to long term recommendations and to inform future budget and funding requirements. Investment may include: Identifying empty properties and engaging with landlords. Shop front improvements. Branding |

AGENDA ITEM 12

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|----------------|----------------------|---------|--|---|
| | | | Cleaner Crewe | and marketing support or training, Town Entry Signage or banners Animation activities. Security measures. £12,000 Resources to support community action to maintain streets and alleyways £1000 |
| Floral Schemes | External Contractors | £35,000 | Provision of the floral schemes through Ansa contract and additional planting enhancements. | £35,000 total expenditure to include: Purchase of additional planting scheme up to £9000 to provide additional new plants for new planters and winter scheme for Town Centre baskets with any surplus to be invested in spaces outside town centre as appropriate. |
| Parks | Volunteer Support | £1,000 | Funding for volunteer activity – purchase of plants, equipment for volunteering days in parks or support for events. | £1000 |

AGENDA ITEM 12

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| | | | To be augmented by Ranger support where appropriate. | |
| | Play Area Improvement Scheme | £100,000 | With reference to Parks Strategy: Delivery of capital improvement to play area(s) as yet to be agreed. Working in partnership with ANSA in delivery. Council will be asked to approve final proposals recommended by committee when they are defined. | To be considered for approval when detailed proposals are completed. (REQUIRING DEFINITION AND APPROVAL TO BE APPLIED AS APPROPRIATE WITHIN GOVERNANCE REQUIREMENTS) Paper to committee in May 2022 for recommendation to Full Council. |
| O&I Projects | Christchurch project | £3,000 | Project Development Costs | To be further defined to deliver products required to progress current funded project or provide reports, evidence or documentation for new funding bid. |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|----------------|------------------------|----------------------------------|--|--|
| Town Promotion | Heritage Working Group | £10,000 | Plaques £800 Engagement £1500 Resources Project Scoping £2000 Schools & Community Needs Assessment £5000 Membership & Conferences £200 Expenses £500 | 2 nd Blue & 1 st Grey For use by schools & community groups. Physical and digital resources. For conservation and significance assessments to inform funding applications. To understand what resources would benefit schools and community groups in relation to accessing Crewe's heritage. Will support funding applications. Membership opens additional funding streams. For student placements (6/year) |
| | | | To be augmented by £10,000 transferred to earmarked reserves 2019/20 budget for creation of Heritage trail in Valley Park. | |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|--|------------------|---------------------------|---|---|
| | Heritage Support | £18,000 | <p><u>Contribution to employment of Heritage Officer for 24 months commencing 1st March 2020:</u></p> <p><u>Reference: MINUTES OF THE MEETING OF CREWE TOWN COUNCIL 4TH AUGUST 2020</u></p> <p>RESOLVED: As recommended by the Operations & Improvements Committee relating to Architectural Heritage Funding:</p> <p>i. To confirm the acceptance of the Architectural Heritage Fund and use of the associated town council match funding for 2020/21 as submitted in the funding application.</p> <p>ii. To make provision for continued match funding in 2021/22 and 22/23 budgeting</p> <p>iii. To ensure that financial regulations are followed with regard to grants income, partnerships and reporting.</p> <p>Match funding for officer role and Christ Church Project</p> | <p><i>£18000 (excluding salary commitment for March 2021) 20/21 to earmarked reserves</i></p> <p><i>£18000 21/22</i></p> <p><i>£18000 22/23</i></p> <p><i>NB Match funding from AHF to be claimed retrospectively to cover partial employment costs and associated costs for establishment of a Trust to take ownership of Christ Church.</i></p> |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|--|-----------------------|----------------------------------|--|---|
| | Public Realm | £31,500 | Design services and purchase of Street furniture, signage, painting and equipment to be defined, to support the town centre regeneration and environmental improvements. | <p>Quotes awaited for Town Centre repaint, using £6k from 21/22 budget for this purpose to be allocated by March 22. Dependent on costs , a second phase of work may be required.</p> <p>Review and present 22/23 scheme to committee with focus on Victoria Centre , Earle St and areas not covered by current planned public realm schemes.</p> |
| | Town centre Lighting | £6,000 | <p>Enhancement to town centre to improve environment for night -time economy.</p> <p>Lighting enhancements to be defined and agreed, with potential to light Victoria Street/Earle St area</p> | Costs awaited and proposal to committee for consideration in May |

AGENDA ITEM 12

| | BUDGET HEADING | APPROVED BUDGET VALUE (£) | DESCRIPTION | DEFINED SPEND ALLOCATION (£) |
|--|--|----------------------------------|--|---|
| | Enforcement Officer | £31,200 | Contribution to Cleaner Crewe Project. Review to continue from Sept – review July and report to cttee. | To be reviewed by committee for measuring value and onward recommendation to council. |
| | | | | |
| | Business Improvement District <i>SUBJECT TO SPECIFIC CONSIDERATION AT ITEM 11 OF THIS MEETING AGENDA</i> | 0 | Costs associated with engagement creation of a business imp dis Long – term aim of Crewe Town Council as per corporate Strategy. | Up to the value of £50,000 to be drawn from general reserve in to an Ear Marked Reserve which would be repaid over 3 years to council from any successful BID body, should it be successfully created |

9. Resource Impact

Approval of the business delivery plan reduces the time burden on members, committees and officers

10. Consultation/Engagement

All projects requiring engagement will meet their obligations and record and report accordingly

11. Wards Affected

All

12. Conclusions

To enable the effective and efficient delivery of council's committed services, the delivery plan above should be adopted within the governance of the council for 2022/23. In doing this, the majority of the council's service delivery programme will be clearly identifiable in a single reference document.

13. Consideration Sought

- i. That the above service delivery plan and associated spend within the approved 2022/23 budget and Ear Marked Reserves is adopted and approved by Council
- ii. That all associated spend and procurement is delivered within the council's governance
- iii. That all ongoing work, actions and outcomes are reported regularly to the associated committees and council where relevant.
- iv. That undefined aspects of delivery are progressed through the appropriate governance, committee or council for further development and definition for later approval.

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