

Crewe Town Council

Minute Book

2013 – 14

Crewe Parish Council

Minutes of the Inaugural and Annual Meeting of Crewe Parish Council, held in the Lecture Theatre, Crewe Library on Tuesday 16th April 2013, commencing at 7.00pm

Part One

Present

Councillors I Appilat, D C Bailey, T Beard, C M Bratherton , J Bratheron, S M Brookfield, M L Carline, C Cull, T Davison, I Faseyi, K A Hickson, D Kay, S Kay, J Lundie, M A Martin, B M Minshall, J Rhodes, M Russan, N Walton and S Yates.

1. To note any declarations of Members' Interests on any agenda item

Resolved 2013/1

No declarations of interest were received.

2. To elect the Chairman of the Council for the forthcoming year

Resolved 2013/2

That Councillor I Faseyi be elected as Chairman of the Council for the forthcoming year.

3. To receive the Chairman's Declaration of Acceptance of Office

The Chairman gave thanks for her election and conveyed her condolences to Cllr M A Martin in respect of her recent bereavement.

Resolved 2013/3

That the Chairman's Declaration of Acceptance of Office be received.

4. To elect the Vice - Chairman of the Council for the forthcoming year

Resolved 2013/4

That Councillor S Kay elected as Vice - Chairman of the Council for the forthcoming year.

5. To receive the Vice - Chairman's Declaration of Acceptance of Office

Resolved 2013/5

That the Vice - Chairman's Declaration of Acceptance of Office be received.

6. To consider in principle the re-designation of Crewe Parish Council as Crewe Town Council

Resolved 2013/6

- (a) That the decision of Cheshire East Council on 11 October 2012 be noted in that “the Parish Council was advised to consider its re-designation as a Town Council”; and
- (b) That a decision on this matter be deferred until the next meeting.

7. To agree the appointment of the Council’s Interim Clerk

Jonathan Williams withdrew from the meeting during discussions on this item. Members noted that the appointment would continue to be based upon ten hours per week, until such time as the appointment of Clerk was reviewed by the Council.

Resolved 2013/7

That Jonathan Williams be appointed as the Council’s Interim Clerk.

8. To note the transfer to the Council of the matters owned, vested in, or exercisable by the Charter Trustees for Crewe.

Resolved 2013/8

- (a) That in accordance with The Local Government (Parishes and Parish Councils) (England) Regulations 2008, Reg.15, the transfer to the Council of the following matters owned, vested in, or exercisable by the Charter Trustees for Crewe be noted:
 - (i) all property as described in the historic property schedule as circulated to Members;
 - (ii) all rights, liabilities, contracts or other written instruments of whatever description; of which there were none identified at the current time;
 - (iii) any legal actions or proceedings; of which there were none identified at the current time; and
- (b) That the Interim Clerk write to the Proper Officer at Cheshire East Council to seek clarification on the ownership of the numberplate (CMB1) of the former Mayoral Car of Crewe and Nantwich Borough Council.

9. To adopt the Cheshire East Code of Conduct

Resolved 2013/9

That the Code of Conduct for Members, adopted by Cheshire East Council on 19 July 2012, be adopted as this Council’s Code of Conduct, under section 27(2) and 27(3) of the Localism Act 2011.

10. To adopt Standing Orders for the proper conduct of the Council

Resolved 2013/10

That the NALC Model Standing Orders for Local Councils be adopted with the proviso that they be amended by the Council in the fullness of time, taking into account advice from the Clerk.

11. To set dates for a calendar of council meetings

Resolved 2013/11

- (a) That the Council meet on monthly basis, at a particular time of the month, and that these arrangements be publicised by the Interim Clerk; and
- (b) That the next meeting of the Council be convened as a ceremonial meeting to invest the Mayor.

12. To establish such committees as the council may require and to agree dates of their first meetings

Resolved 12

- (a) That an Interim Finance and General Purposes Committee be established pending further consideration in due course by the Council on the establishment of alternative committees that may be required; and
- (b) That the Finance and General Purposes Committee comprise of Councillors J Bratheron, T Davison, K A Hickson and D Kay with reserve members J Rhodes and S Yates.

Management of Finance and Risk (minute numbers 13 -20)

13. To agree the adoption of Financial Regulations

Resolved 2013/13

That the NALC model Financial Regulations be adopted.

14. Receipt of the draft Budget for the first year

Resolved 2013/14

That the draft budget for the first year be received.

15. To consider the Establishment of council bank account and signatories

The Interim Clerk gave advice regarding the setting up of a bank account.

Resolved 2013/15

That the Finance and General Purposes Committee consider the arrangements for establishing a bank account and the signatories required.

16. Appointment of Responsible Financial Officer (RFO)

Resolved 2013/16

That the Interim Clerk be appointed as the Responsible Financial Officer (RFO).

17. To consider the adoption of an accounting system

Resolved 2013/17

That consideration of this matter be referred to the Finance and General Purposes Committee.

18. To agree the procedure for securing an Internal Auditor

Resolved 2013/18

That the Finance and General Purposes Committee be requested to consider this matter and the options available; and report back to the Council with their findings and recommendation.

19. To consider the preparation of the council's Risk Assessment

Resolved 2013/19

That consideration of this matter be referred to the Finance and General Purposes Committee.

20. To consider the appointment of the council's insurers and to make arrangements for the custody, insurance and security of the historic and ceremonial regalia and property transferred to the parish council.

The Council received a verbal report from the Interim Clerk on action taken to secure appropriate insurance cover for the historic and ceremonial regalia and property transferred to the Council upon the dissolution of the Charter Trustees. The new insurance policy allowed for continuous insurance cover with Zurich Municipal at an annual cost of £2,038.

Resolved 2013/20

That the action taken by the Interim Clerk to secure appropriate insurance cover be noted.

21. To consider training requirements for New Councillors

The 2013 Cheshire Association of Local Councils (ChALC) Training Programme for Clerks and Councillors was considered.

Resolved 2013/21

That ChALC be invited to provide a training session for all Crewe Parish Councillors on the basic principles of Town and Parish Councils, and that this be arranged to take place by the end of May 2013.

22. To Agree the Process for the Management of Staff and Office Matters

Resolved 2013/22

That the Finance and General Purposes Committee be requested to investigate best practice, prepare draft documentation, and report back to the Council on their findings and recommendations on the following matters:

- (i) The recruitment and Induction of a permanent clerk;
- (ii) Office accommodation and equipment requirements.

23. To Agree Membership of the Cheshire Association of Local Councils

Resolved 2013/23

That membership of the Cheshire Association of Local Councils be agreed.

24. To note any correspondence received

The Interim Clerk reported the following correspondence received:

- 1) Nantwich Town Council – conveying congratulations and best wishes and an offer for the two Councils to work together in the future.
- 2) Invitation for all Councillors to attend the Community Hub on 19th April at Crewe Market Hall
- 3) Sam Stafford, HIMOR Group – extending an invitation to meet the Council to discuss its proposals for the sustainable urban extension to the south of Crewe (Gresty Oaks).

Resolved 2013/24

That the items of correspondence be received and that the Interim Clerk respond to Nantwich Town Council with a letter of thanks.

25. To consider Items for the next agenda

Resolved 2013/25

- (a) That Members submit their suggestions for agenda items to the Interim Clerk over the coming days, and that the Chairman then finalise the items for the agenda for the next meeting;
- (b) That a public question time be added to future Council agendas; and
- (c) That the Chairman and Vice Chairman meet with the Interim Clerk to discuss and agreed the format for the next meeting in respect of the ceremonial arrangements required.

The meeting concluded at 7.45pm

Mayor's Signature: Date:
Cllr I Faseyi

CREWE TOWN COUNCIL

Minutes of the Second Meeting of Crewe Town Council, held in the Council Chamber, Municipal Building, Earle Street, Crewe on Tuesday 28th May 2013, commencing at 7.00pm

Prayers were read by the Interim Town Clerk at 6.55pm.

PRESENT

The Town Mayor, Councillor Mrs IO Faseyi, The Deputy Mayor, Councillor Mrs M Martin; Councillors I Appilat, DC Bailey, T Beard, Mrs CM Bratherton, Mrs SM Brookfield, Ms ML Carline, Ms C Cull, KA Hickson, J Lundie, B Minshall, Mrs J Rhodes, Ms N Walton and SCE Yates

APOLOGIES

Councillors J Bratherton, AP Davison and JM Russan

Part One

FEEDBACK AND REPORTS

1. To receive any announcements to be made by the Town Mayor

The Town Mayor thanked all Members for their support at the Meeting at which she had assumed the position of Town Mayor of Crewe. She also thanked the Interim Clerk and Mrs Sue Togay, Town Centre Manager CEC for their help with the arrangements.

The Mayor announced that in future, she would use this part of the Agenda to inform Members of the functions, activities and events she would attend on behalf of the Town Council

Resolved 2013/26

That the Mayor be thanked for report and congratulated on her appointment

2. To note any Declarations of Members' Interest on any agenda item

The Mayor and Deputy Mayor, Councillors IO Faseyi and M Martin, both declared a Personal Interest in any Agenda Item relating to Cheshire East Council

Resolved 2013/27

That the Declarations of Interest be received and noted

3. **Open Forum. To receive and debate any questions submitted in advance, in writing by any Members of the Public, during an appointed period of fifteen minutes**

Resolved 2013/28

That it be noted that no questions had been received. However, it was resolved to promote this facility to the General Public in a number of ways: Notices in Municipal Building, Library, Community and Health Centres. Advert or article in the local Press and ultimately website and social media

4. **To receive and adopt the Minutes of the First Meeting of Crewe Parish Council, held on Tuesday 16th April 2013**

Resolved 2013/29

That the Minutes of the First Meeting of Crewe Parish Council be received and approved as a correct record and signed by the Town Mayor

5. **To receive any written questions from Members on the content of the Minutes, submitted in advance**

Resolved 2013/30

That it be noted that no questions had been submitted. The Clerk's report explained the principle behind the inclusion of his item on the Agenda as a facility to ask questions on the content of the previous Minutes. It was confirmed that questions on the accuracy of the Minutes could be raised at the subsequent Meeting

6. **To receive and adopt the Minutes of the Second and Historic Meeting of Crewe Parish Council/Inaugural Meeting of Crewe Town Council, held on Wednesday 22nd May 2013**

Resolved 2013/31

That the Minutes of the Second Meeting of the new Council for Crewe be received and approved as a correct record and signed by the Town Mayor

7. **To receive the Minutes of Meetings of Crewe Town Council's Interim Finance and General Purposes Committee, held on Wednesday 24th April 2013 and Thursday 9th May 2013**

Resolved 2013/32

That the Minutes of the Meetings of the Interim Finance & General Purposes Committee be received and approved as a correct record and signed by the Town Mayor

8. **To receive a Report from the Interim Town Clerk, and to receive any correspondence recently received, for information**

Resolved 2013/33

That the Clerk's report; containing notes and guidance to assist with Members' understanding of the various Agenda item, and supporting note, be received with thanks

9. **To receive any Correspondence from Cheshire East Council or written reports from Cheshire East Council Crewe Ward Members**

Resolved 2013/34

Because the Town Council had only recently been created; a method of communication with Cheshire East Council and its Crewe Town Ward Councillors had yet to be established. It was resolved that this was to be encouraged in order to create a Partnership for Crewe. The Town Mayor agreed to speak to colleagues at CEC to ask for written reports to be submitted to the Town Council

10. **To consider any Members' Items previously submitted in writing**

Resolved 2013/35

The Clerk's report explained the principle of allowing Town Council Members to submit written questions or points of interest for inclusion on each Town Council Agenda, and Members were encouraged to make use of this facility

11. **To receive the letter of resignation from OA and S Kay from the Parish Council, and to note the Notice of Casual Vacancy**

Resolved 2013/36

That the letter of resignation of the two Members be received. A Notice of Casual Vacancy for two seats on Crewe Town Council would be posted by the Clerk on the notice board in the Municipal Building; advertising a period of 14 working days for an Elector of Crewe West Ward to call upon 10 other Electors to call for an Election to fill the Vacancies and submit to the Electoral Registration Officer of Cheshire East Council. If the period of Vacancy was to expire without a call for Election (18th June 2013), then the Town Council would be permitted to co-opt two new Councillors of its choice

FINANCE

12. **To note the requirement to make virements to the draft Town Council Budget as prepared by the CEC Governance Review Sub-Committee, by the Town Council's Finance & Resources Committee**

Resolved 2013/37

That the most important issue was to set an agreed figure for Town Clerk and possible other Staffing salaries, and that this be referred to the first Meeting of the Finance and Resources Committee for consideration and a report back to Full Council

13. **To note that the Chalc is bank-rolling the expenditure of the Town Council, pending the opening of a Bank Account**

Resolved 2013/38

That the financial arrangement with ChALC be noted and approved, with thanks. A report on items of expenditure would be provided for the next Meeting of the Town Council

14. **To approve the Co-operative Bank as the preferred option to become the Town Council's Account Holder**

Resolved 2013/39

That the Co-Operative Bank be approved as the Account Holder for Crewe Town Council, and that the necessary application forms be completed and that the Nominated signatories be confirmed as : KA Hickson, SM Brookfield, AP Davison and SCE Yates

15. **To note the conclusion of the Charter Trustees Financial Business**

Resolved 2013/40

That the actions of the Interim Town Clerk in finalising the business of the former Crewe Trustees be noted and approved in terms of:

- Securing the Vested Assets
- Valuating the worth of the Assets
- Ensuring Insurance cover for the Assets
- Identifying the Bank Balance and Vesting of the sum of £53,000 to Crewe TC

POLICY CONSIDERATION

16. **To approve the Terms of Reference and Schemes of Delegation for the:**

- **Town Council**
- **Finance and Resources Committee**
- **Planning Committee**
- **Community and Environment Committee**
- **Economic Development Committee (To follow)**

Resolved 2013/41

That the Terms of Reference be received and noted, and that they be referred to each Committee for approval and adoption. The Terms of Reference for the Council were agreed.

17. To agree a provisional Calendar of Meetings of Crewe Town Council and Committees

Resolved 2013/42

That the provisional calendar prepared by the Interim Town Clerk be agreed and adopted, with a note that the Economic Development Committee dates were yet to be included

18. To consider adoption of a Communications/ [Social] Media Policy and appointment of a Member to serve as Press Liaison Officer

Resolved 2013/43

En allotment which the Council could communicate with the Public, and to seek opportunities to get the work and operations of the Council out into the Community. Also, to find outlets where Town Council information could be posted, including advertising Council and Committee Meetings, and promoting the Open Forum facility. That the Finance & Resources Committee be tasked with seeking out Website options and to tender for local suppliers of IT facilities.

That consideration be given to taking Council and Committee Meetings 'on the road' to various parts of the Crewe Community, and to establishing a 'hub' facility, possibly in the Market Hall

19. To consider holding Town Council Member Public Surgeries in the Town Centre on one Saturday per month

Resolved 2013/44

That consideration of this method of communicating with the Public be added to the Community & Environment Committee's task of developing a Communications Strategy

20. To request a Schedule of Proposal of Transfer of Assets (Public Toilets and Allotments) from Cheshire East Council to Crewe Town Council

In fact, an e-mail had been recently been received from P Tansey of CEC Assets which detailed the eleven Allotment sites and the Lyceum Square Public Conveniences that were to be considered for Transfer

Resolved 2013/45

That the Schedule be received and noted, and that more details pertaining to the individual sites and facilities to be considered for transfer to the Town Council be requested

21. To receive a report from the Interim Clerk on Meetings previously held with:

- Dawn Clark (Crewe LAP Manager)
- Neil Hook (All Change for Crewe Officer)
- Sue Togay (Town Centre Management)
- Charlie Griffies (Streetscape/Floral displays)
- And Meetings arranged with
- Dorothy Flude and Nicola Carberry : Promoting Mayoral Crewe
- Gareth Edwards: Transfer issues re: Toilets and Allotments
- Cllr Michael Jones: Promoting joint working and the Crewe Agenda
- Denise Griffiths: Assets Management and Municipal Building accommodation

Resolved 2013/46

That the Meetings undertaken and to be undertaken by the Interim Town Clerk be noted, and that the actions to development Partnerships on behalf of the Town Council be approved

22. To confirm a date for a Crewe Town Council Training and Development day at South Cheshire College on a Saturday to be agreed in July 2013

Resolved 2013/47

That the date of 15th June had been selected for the Development Day, and that South Cheshire College had been booked as the venue. The Interim Clerk was to confirm with Jackie Weaver that she was available to conduct the ChALC Training part of the day

MATTERS FOR INFORMATION OR DELEGATION

23. To receive correspondence from Mr Peter Jordan re: Future Lease arrangements for the Crewe Railway Age site and to consider the Town Council's response to the request for action

24. To support the list of Crewe Town Centre Activities planned for the summer of 2013. To consider how the Town Council might be involved and add value to the events

25. To receive and make comment upon the MMU 'The Light Box' Project

26. To receive an invitation to attend a Workshop 'An Area Plan for Crewe' on 20.6.2013; 4.00 to 7.00

27. To receive an update on future activities for the Crewe Senior Forum from Mr A Lindop

Resolved 2013/48

That all the Correspondence listed above be received and noted. It was further resolved that the Finance & Resources Committee would seek further information relating to the background to the approach re: Crewe Railway Age site

PLANNING AND THE ENVIRONMENT

- 28. To receive Correspondence from Cheshire East Council re: Additional sites for consideration following consultation with Developers and other Agencies**

Resolved 2013/49

That the correspondence be received and noted, and that Cheshire East Planning be asked to come and meet with the Town Council in order to get Members up to speed with the changes to site allocations and aspiration in the wider Crewe area

- 29. To note arrangements and request for a Meeting with the Head of Planning re: The role of the Town Council in the Planning system**

Resolved 2013/50

That this request be noted and supported, and linked to the previous agenda item

- 30. To note a list of current Crewe Planning Applications before referral to the first Meeting of the Planning Committee on 6th June 2013**

Resolved 2013/51

That the list of current Planning Applications be noted, and that the new Planning Committee begins the process of making recommendations on the Applications within the Six Wards of Crewe from the 6th June

HIGHWAYS AND TRANSPORTATION

- 31. To receive correspondence re: Cheshire East Consultation on draft Highways Improvement programme Consultation for 2014/15**

Resolved 2013/52

That the Consultation be received and noted, and that the Town Council would make its response in due course

The Meeting concluded at 8.16pm

Mayor's Signature: Date:
Cllr I Faseyi

Crewe Town Council

Minutes of the Third Meeting of Crewe Town Council, held in the Council Chamber, Municipal Buildings, Earle Street, Crewe on Tuesday 18th June 2013, commencing at 7.00pm.

Prayers were read in advance of the Meeting, at 6.55pm

PRESENT

The Town Mayor, Councillor Mrs IO Faseyi, Councillors I Appilat, T Beard, Mrs CM Bratherton, Mrs J Bratherton, Mrs SM Brookfield, Ms C Cull, AP Davison, KA Hickson, J Lundie, B Minshall, Mrs J Rhodes, JM Russan, and Ms N Walton

Part One

FEEDBACK AND REPORTS

1. To receive and approve Apologies for absence

Apologies for absence were received and approved from the Deputy Mayor, Councillor Mrs M Martin, Councillors DC Bailey, ML Carline and SCE Yates

2. To receive any announcements to be made by the Town Mayor

The Mayor reported on the Civic events and functions she had attended as Town Mayor during what had been a busy and enjoyable first Month of Office

3. To note any Declarations of Members' Interests on any Agenda Item

The Mayor declared a personal interest in any matters related to Cheshire East Council

4. Open Forum. To receive and debate any Questions submitted by Members of the Public, in advance of the Meeting

No questions had been submitted in advance of the Meeting

5. To receive and adopt the Minutes of the Third Meeting of Crewe Town Council, held on Tuesday 28th May 2013

Resolved 2013/53

That subject to Agenda Item 9 being applied for Members to correct and make comment on all Council and Committee Minutes as they appear on the agenda; that subject to a reference to allotments be deleted from Agenda Item 18 on the Minutes of the Meeting of 28th May then the Minutes be received as a correct record

6. To receive and adopt the Minutes of the First Meeting of the Town Council's Finance and Resources Committee, held on Wednesday 5th June 2013

Resolved 2013/54

That subject to a correction of the reference to an amount of £53,000 in the Minutes, and the explanation of the meaning of TUPE (Transfer of Undertakings [Protection of Employment] Regulations) and a resolution to not use acronyms in future Minutes, the Minutes were received as a correct record

7. To receive and adopt the Minutes of the First Meeting of the Town Council's Planning Committee, held on Thursday 6th June 2013

Resolved 2013/55

That the Minutes be received as a correct record

8. To receive and adopt the Minutes of the First Meeting of the Town Council's Community and Environment Committee, held on Thursday 13th June 2013 (to follow)

Resolved 2013/56

That as the Minutes had not been made available in time to meet the 3 clear working day ruling for Members, the consideration and approval of the Minutes be deferred to the July Meeting of the Town Council.

It was noted from the Meeting that Councillor B Minshall had been elected as Vice-Chairman, that a schools competition to design a Town Council logo had been launched, and that support be given to the launch of a Youth Town Council

9. To accept any Members' Questions on the accuracy or content of the above Meetings Minutes

Resolved 2013/57

That a detailed list of assets proposed for transfer be requested from Cheshire East Council, with sufficient information to allow the Town Council to undertake due diligence with regard to issues associated with the eleven allotment sites and Lyceum Square public conveniences. It was stated that the Town Council's objective was to obtain the best deal for Crewe, and to serve the public rather than take over assets from Cheshire East Council without due regard to financial and legal implications for the new Town Council

10.To receive a report from the Interim Town Clerk on Meetings and activities held since the last Meeting

Resolved 2013/58

That the Interim Town Clerks meetings and activities since the last Meeting of the Town Council be noted

11.To consider any Members' Items previously submitted in writing

No questions had been submitted in advance of the Meeting

FINANCE

12.To approve and adopt Financial Governance, Internal Audit and Risk Assessment documents

Resolved 2013/59

That consideration of the adoption of these documents be deferred back to the Finance and Resources Committee

13.To consider a Proposal for provision of Human Resources and Health & Safety support from Wirehouse Employment Services

Resolved 2013/60

That consideration of this matter be deferred back to the Finance and Resources Committee

14.To confirm Members to be signatories for the new Crewe Town Council Community Bank Account, and to complete the Bank Mandate Forms

Resolved 2013/61

That the number of signatories on the new Bank Account be increased from four to six, and that Councillors Mrs J Bratherton and JM Russan be asked to sign the Co-Operative Bank account mandate forms (which were in the possession of Councillor SCE Yates)

POLICY CONSIDERATION

15.To consider a request from the Planning Committee to send a letter of support to Shavington Parish Council, for its opposition to the Gresty Oaks development proposals

Resolved 2013/62

That a letter of support be sent to Shavington Parish Council with regard to Gresty Oaks, and that the Town Council's Planning Committee be requested to co-ordinate correspondence and meetings with other neighbouring Parishes, in order to create a co-ordinated and strategic response to the many speculative planning proposals and applications currently alive in the Crewe area

16.To consider issues relating to Transfer of Assets from Crewe Charter Trustees

- Bank Balance of £53,000
- Assets, Civic Regalia and Fixtures and Fittings. Access and availability
- Trustees' commitments to £5,000 Youth Council project
- HMRC Reimbursement of VAT due on outputs 2012-13 £800

Resolved 2013/62

That the issues be noted and kept on the Town Council's agenda. It was further resolved to honour the Charter Trustees commitment to donate £5,000 to the Youth Council project, and to ask Jackie Weaver at ChALC to facilitate this payment on the Town Council's behalf. The Interim Clerk would make the audit trail relating to this matter available to Member and to ChALC

17.To consider arrangements for a Civic Twinning Visit from Agricultural Engineering Students from Macon on Wednesday 3rd July 2013

Resolved 2013/64

That the Town Mayor will represent the Town Council at this event, and that other Members be encouraged to attend as well. The visit would be hosted in the Library, as Municipal Buildings were not available on the day. Members resolved not to make any financial contribution to refreshments for the visitors, on the basis that this was not a Town Council event

MATTERS FOR INFORMATION OR DELEGATION

18.To note the call for an Election to fill the Two Vacant seats on Crewe Town Council (West Ward), the date of the Election (1st August). To note that there will be a cost to the Town Council, and to make a decision about whether or not to pay for distribution of Polling Cards

Resolved 2013/65

That the details of the Election arrangements be noted and that it be resolved to request that Polling Cards be issued in advance of the Election, given that there was a budget allocation for Town Council Election costs. A ceiling of £1,900 for the cost of the Polling Cards was agreed

19.To receive and approve an updated Calendar of Town Council and Committee Meeting (to include Economic Development Committee)

Resolved 2013/66

That the Calendar of Meetings be received and approved. The arrangements for the Community & Environment Committee to take its Meetings 'on the road' were noted, with the July 23rd Meeting to be held at the Georges Centre in Crewe West Ward

20.To note the timescale and arrangements for the appointment of a Town Clerk for Crewe Town Council

Resolved 2013/67

That the timescale and arrangements for the recruitment process to appoint a Clerk to the Council be received and noted

21.To note the date of the next Meeting of Crewe Town Council: Tuesday 16th July 2013

Resolved 2013/68

That the date of the next Meeting be noted

The Meeting concluded at 8.15pm

Mayor's Signature: Date:
Cllr I Faseyi

Crewe Town Council

Minutes of the Third Meeting of Crewe Town Council, held in the West Committee Room, Municipal Buildings, Earle Street, Crewe on Tuesday 16th July 2013, commencing at 7.00pm.

Prayers were read in advance of the Meeting, at 6.55pm

PRESENT

The Town Mayor, Councillor Mrs IO Faseyi, Councillors I Appilat, C Bailey, T Beard, Mrs CM Bratherton, Mrs J Bratherton, Mrs SM Brookfield, Ms C Cull, AP Davison, KA Hickson, J Lundie, Mrs M Martin, B Minshall, Mrs J Rhodes, JM Russan, Ms N Walton, Mr S Yates

Apologies for absence

Apologies for absence were received from Councillor M Carline

To receive any Declarations of Members' Interests on any Agenda Item

There were none

Public Open Forum

The Acting Clerk advised that that there had been no questions submitted to the Council in advance of the Meeting.

Borough Cllr Grant addressed the Council and asked for support for the Youth Council. Borough Cllr Flude requested that the Council note the value of special constables and further asked that the Council consider financial support for the provision of a Police Community Support Officer (PCSO).

The Mayor thanked those present for taking time to bring these matters to the attention of the Council and assured them that the Council would give proper consideration to the issues raised.

Approval of Minutes

The minutes of the meeting held on Tuesday 18th June 2013 were taken as read having been circulated prior to the meeting.

Resolved 2013/69

That the minutes of the meeting held on 18th June 2013 be agreed as a correct record.

Matters Arising

The Acting Clerk invited members to note that further to **Resolution 2013/65** the approximate cost of £2,200 for polling cards had been confirmed by Cheshire East Borough Council.

Report of the Town Mayor Cllr Irene Faseyi

The Mayor addressed the Council and reported that she had attended the 75th Anniversary of the Bentley Factory. Members were invited to note that an invitation to visit the factory has been extended to the full Council.

Other events attended by the Mayor included:

- Knutsford Town Council Mayor's Civic Service;
- Arts reception at Crewe Library where the Cheshire East Council Mayor had had the Civic Bentley parked beside the Cenotaph for local people to view at close quarters;
- Shavington's Village Festival.

The Mayor was pleased to say that the Mayoral Diary continued to be busy.

Community and Environment (C&E) Committee

Members were invited to note the minutes of the meeting held on **Tuesday 25th June 2013**.

Resolved 2013/70

That the minutes of the meeting held on 25th June 2013 be duly noted.

In the absence of the Committee Chairman (Cllr C Cull) Cllr B Minshall reported on the meeting. In addition to the details set out in the minutes, Cllr Minshall advised that there will be a meeting with colleagues in Alsager to enable the sharing best practice.

Cllr D Bailey highlighted the report on the Youth Council which was attached to the minutes and gave a short presentation outlining the project. The issue of funding was discussed and Cllr Bailey agreed to investigate further and bring those findings to the next meeting. The letter from Cheshire East Cllr M Grant (referred to in Public Open Forum above) was read out at the meeting but it did not bring the required clarity on the issue of funding. It was agreed that this issue should be formally resolved by a report to be presented to the next Council meeting.

Thanks were offered to Cllrs Bailey and Minshall for the work they have done on this matter.

Finance and Resources (F&R) Committee

Members were invited to note the minutes of the meeting held on Tuesday 9th July 2013.

Resolved 2013/71

That the minutes of the meeting held on 9th July 2013 be duly noted.

The Chairman (Cllr K Hickson) stated that he had nothing further to draw to members attention, however, Cllr J Bratherton raised the issue of a paper she had received from Jez Goodman (CE Council) regarding the Town Centre Management. There was no further action on this matter

Members were invited to note the Draft Town Strategy Document which had been previously circulated.

Resolved 2013/72

That the Draft Town Strategy be received, recognised as a Draft document and will be the subject of future scrutiny and revision.

Revision of Financial Regulations

Following concerns raised at the Strategy Development Day held on the 15th June, members had requested that the Acting Clerk revise the Standing Orders of the Council. Members thanked Mrs Weaver for redrafting the document and circulating it prior to the meeting.

Resolved 2013/73

That the Revised Financial Regulations be duly adopted by Crewe Town Council.

Revision of Standing Orders

Having previously discussed the efficacy of the Council's Standing Orders members had requested that they be reviewed and reconsidered by Council. The Acting Clerk revised the document and circulated it prior to the meeting.

Resolved 2013/74

That the Revised Standing Orders be duly adopted by Crewe Town Council.

Members thanked the Acting Clerk for her support in this matter.

Appointment of the Council's Financial Scrutiny Members

Members considered the legal obligation to ensure that there was proper financial security of the Council's Accounts.

Resolved 2013/75

That Councillors Russan and Yates undertake this role on behalf of the Council.

Appointment of Internal Auditors

Members discussed the legal obligation to appoint Internal Auditors.

Resolved 2013/76

That JDH Business Services be formally appointed Internal Auditors to the Council.

Appointment of Solicitors to the Council

Resolved 2013/77

That Dixon Rigby Keogh be appointed to act on behalf of the Council.

Funding provision for Christmas Street Lighting

Following the recommendation of the Committee the Council approved the following expenditure:

Resolved 2013/78

That the sum of up to £15,000 be made available for the provision of Christmas Lights.

Mayor's initials

Page no: 21

Funding for the Crewe Youth Council

Following previous debates on this matter Members discussed how best to address the issue.

Resolved 2013/79

That Cllrs Bailey, Bratherton and Minshall prepare a report to Council clarifying the details of the funding request of £5,000 for the Youth Council

Planning Committee

Members were invited to note the minutes of the meeting held on Thursday 4th July 2013

Resolved 2013/80

That the minutes of the meeting held on 4th July 2013 be duly noted.

Cllr Beard commented that the planning committee was supportive of neighbouring parishes and their position with regard to green belt and planning and development.

The Chairman, Cllr Jill Rhodes did not wish to add any further narrative to the minutes.

Council Response to the Development at Sydney (Planning application reference 13/2055N)

Members were invited to support the recommended response from the Planning Committee to the above large scale planning proposal.

Resolved 2013/81

The Council duly supported the response as set out in the Report which had been previously circulated.

Economic Development Committee

Members were invited to note the minutes of the meeting held on Tuesday 2nd July 2013

Resolved 2013/82

That the minutes of the meeting held on 2nd July 2013 be duly noted.

The Chairman, Cllr Davison, invited members to consider inviting Neil Hook (All Change for Crewe) to the next meeting. Members supported the proposal

Members were further invited to consider that the Economic Development Committee be mandated to take strategic over-sight of car parking and town centre development.

Resolved 2013/83

That the Economic Development Committee be appointed to take a strategic lead on car parking and town centre development, with town centre events remaining with the Community and Environment Committee.

The Summer Events Guide was tabled and members were encouraged to attend as many Town events as possible.

Date of next meeting

Members were invited to note the date of next meeting - Tuesday 17th September, 7pm
Council Chamber, Municipal Building Crewe.

Part B

The following item was discussed in the absence of press and public due to the personal and confidential nature of the business.

Appointment of Town Clerk

Members noted the confidential written report of the interviews held on 15th July 2013.

Resolved 2013/84

That the position be offered to Mr S McQuade according to the terms and conditions set out in the report previously circulated.

Mayor's Signature: Date:
Cllr I Faseyi

Crewe Town Council

Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on the 17th September 2013

13/5/01 Present

Cllrs Appilat, Bailey, Beard, C Bratherton, J Bratherton, Brookfield, Carline, Cartlidge, Davison, Faseyi, Hickson, Martin, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.

In attendance: Steve McQuade (Town Clerk)

13/5/02 To receive apologies for absence

Members accepted apologies from Cllr Lundie and Cllr Cull.

13/5/03 To note declarations of Members' interests

Cllr B Minshall declared a pecuniary interest in any matter related to the procurement of the Council's website and left the room while that matter was discussed¹.

13/5/04 To confirm and sign the minutes of the meeting held on 16th July 2013

The minutes of the previous meeting were approved and signed as an accurate record.

13/5/05 Public Participation - A period not exceeding 15 minutes for members of the public to ask questions or submit comments

Mike Chandler spoke in relation to the Jigsaw currently located at the railway station, but which may need relocating.

13/5/06 To receive a report from the Town Mayor in relation to civic engagements attended

The Mayor provided an update on the events attended since the previous meeting.

13/5/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- a) Finance and Resources Committee (Cllr Hickson) – Draft minutes of the meeting held on 5th September
 - b) Community and Environment Committee (Cllr Cull) – Draft minutes of the meeting held on 23rd July
 - c) Planning Committee (Cllr Rhodes) – Draft minutes of the meeting held on 5th September
 - d) Economic Development (Cllr Davidson) – Draft Minutes of the meeting held on 3rd September
-
- a) Cllr Hickson reported on the most recent meeting and took questions. Four bids had been received in relation to providing a Council website, the contract would be awarded to Element Hosting following evaluation and confirmation the quote was less than the budget figure of £1k.
 - b) In Cllr Cull's absence, Cllr B Minshall as Deputy Chairman, updated members.
 - c) Cllr Rhodes invited any comments on the matters covered in the minutes.
 - d) Cllr Davison drew attention to the items related to a Town Museum and a Youth Employment Partnership.

¹ Cllr P Minshall subsequently declared the same interest. No vote was taken on this item.

Chairman's Initials.....

- 13/5/08 To nominate a member to represent the Council on the Crewe Local Area Partnership Area Management Group**
It was **resolved** that Cllr Cartlidge be appointed to this role.
- 13/5/09 To receive and consider a report in relation to a Youth Council for Crewe (Cllrs B Minshall and Bailey)**
Cllr B Minshall took members through the report.
It was **resolved** that a budget be allocated of £5k to the Youth Council and that a bank account be created under the supervision of the Responsible Financial Officer but with Cllrs B Minshall and Bailey as signatories to the account.

Members **resolved** that a Youth Council be created.

Members requested that there be a strong level of interaction between the Town Council and the Youth Council.
- 13/5/10 To receive and consider a report from the Town Clerk in relation to the adoption of the General Power of Competence**
It was **resolved** that the Council adopt the General Power of Competence.
- 13/5/11 To consider the adoption of grants policies as recommended by the Finance and Resources Committee**
Cllr Yates introduced the report and identified a budget of £10k would be allocated if Council agreed to the adoption of the grants policies and procedures.

It was **resolved** that 10k be allocated the grants scheme and that the policies/procedures be adopted.

Members formally noted the work undertaken by Cllr Yates to formulate these policies and thanked him for the hard work involved.
- 13/5/12 To consider the option to create a Strategy Steering Group (Cllr Hickson)**
It was **resolved** that a Strategy Steering Group be formed comprising of the Leader and Chairs of all Committees.
- 13/5/13 To consider matters related to the membership of Committees**
Members noted the present membership and **resolved** that the membership of Committees be amended as set out in the table attached. It was also **resolved** that the relevant terms of reference be amended to accommodate the change in the overall number of members appointed to some of the committees.
- 13/5/14 To consider matters related to the provision of office accommodation for the Town Council (Town Clerk)**
It was **resolved** that the Council take up the accommodation offered by the St Paul's Centre and that the Council reiterates its long term ambition to have offices in the Municipal Building.
- 13/5/15 To consider the means by which agendas are issued (Town Clerk)²**
It was **resolved** that Members accept electronic service of the summons by email as duly served. Individual members may ask for hard copies to be posted, but the aim of the Council is to seek to operate on a 'paperless' basis as far as reasonably practical.

² This item was subject to a change to the order of business and discussed at the end of the meeting. Matters relating to the council logo were discussed following a **resolution** to exclude the public.

It was **resolved** that the Council adopt the basic design (incorporating the Municipal Building) provided by the competition winner and arrange for further work to be done to finalise the design. The logo would be used for the business purposes of the Council and the civic crest retained for civic purposes.

Members **resolved** that a prize of £50 be awarded to the competition winner.

Cllr Brookfield was formally thanked for all the work that had been done to organise the competition and evaluate entries.

13/5/16 To approve payments:

- £53,811.29 - Cheshire East Council (election costs April 2013)
- £4,476.85 - September payroll
- £1,224.89 – ChALC annual subscription
- £13,585.03 – ChALC support fees (April to September)

Members **resolved** that the above payments be approved.

13/5/17 Member questions to the Town Clerk/Responsible Financial Officer

Cllr Bailey asked a question in relation to the circulation of correspondence. The Clerk undertook to discuss the matter outside the meeting.

13/5/18 To note the date of the next meeting (19th November 2013)

Members noted the date of the next meeting.

Meeting Closed: 20:38

Chairman's Initials.....

Crewe Town Council

Council and Committee Membership (2013/14¹)

Council	Planning (7)	Finance and Resources (7)	Community and Environment (10)	Economic Development (9)
Cllr Appilat Cllr Bailey Cllr Beard Cllr C Bratherton Cllr J Bratherton Cllr Brookfield Cllr Carline Cllr Cull Cllr Cartlidge Cllr Davison Cllr Faseyi (Mayor) Cllr Hickson Cllr Lundie Cllr Martin (Deputy Mayor) Cllr B Minshall Cllr P Minshall Cllr Rhodes Cllr Russan Cllr Walton Cllr Yates	Cllr Appilat Cllr Bailey Cllr Beard Cllr Carline Cllr P Minshall Cllr Rhodes (*) Cllr Russan (**)	Cllr Beard Cllr J Bratherton Cllr Davison Cllr Lundie Cllr Rhodes Cllr Russan Cllr Yates (**)	Cllr Bailey Cllr C Bratherton Cllr J Bratherton Cllr Brookfield Cllr Carline Cllr Cull (*) Cllr Martin Cllr B Minshall (**)	Cllr Beard Cllr Brookfield Cllr Cartlidge Cllr Davison (*) Cllr Hickson Cllr B Minshall Cllr Rhodes Cllr Russan Cllr Yates (**)

Committee Chair (*), Committee Vice-Chairman (**)

¹ Version approved Council 17/9/13
Chairman's Initials.....

Crewe Town Council

Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 19th November 2013

- 13/6/01** Present
Cllrs Appilat, Bailey, Beard, C Bratherton, J Bratherton, Brookfield, Cull, Davison, Faseyi, Hickson, Lundie, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.
- In attendance: Steve McQuade (Town Clerk)
- 13/6/02** To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Cartlidge, Carline and Martin.
- 13/6/03** To note declarations of Members' interests
Declarations of interest were noted in relation to the payments made to Members listed in the financial schedule.
- 13/6/04** To confirm and sign the minutes of the meeting held on 17th September 2013
The minutes of the previous meeting were agreed and signed as an accurate record.
- 13/6/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
No member of the public raised any questions.
- 13/6/06** To receive a report from the Town Mayor in relation to civic engagements attended.
The Mayor updated members with regard to the engagements attended since the previous meeting.
- 13/6/07** To consider a request from the Town Mayor that the Council initiates a Mayoral Awards Scheme
Members **resolved** that an awards ceremony be held.
- 13/6/08** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:
- a) Finance and Resources Committee (Cllr Yates) – Draft minutes of the meeting held on 15th October
 - (i) To consider a recommendation in relation to the employment of an apprentice as Mayor's PA/Admin Assistant. The new employee would be paid at the national minimum wage¹ (rather than the lower apprentice pay rate) and to authorise associated expenditure including accommodation cost of £150pcm, uniform (circa £200) and computer

¹ Current national minimum wage is £6.31. For comparison the living wage outside London is £7.65.

Chairman's Initials.....

hardware (circa £500).

- (ii) To consider endorsing a letter sent by the Committee in relation to asset transfer.

Members **resolved** that a person be appointed to the above post with a salary equivalent to the Living Wage.

Members endorsed the letter sent to Cheshire East.

- b) Community and Environment Committee (Cllr Cull) – Draft minutes of the meeting held on 7th November and final minutes of the meeting held on 19th September

Cllr B Minshall reported on the matters discussed at the respective meetings.

- c) Planning Committee (Cllr Rhodes) – Draft minutes of the meeting held on 31st October and final minutes of the meeting held on 3rd October.

- (i) To consider the adoption of draft planning policies
- (ii) To consider and approve comments by the Planning Committee in relation to the draft Local Plan
- (iii) To consider a request to amend the Committee's Terms of Reference such that 'the Committee may make recommendations on all planning applications, though in the case of applications of size greater than 50 dwellings or 1500sqf of retail space all members shall be advised that such an application is being discussed at Planning Committee. Where three or more members notify the Clerk in writing they wish said application to be called in, then the Clerk shall place that application on the next available Council agenda or if appropriate call a Special Council'

It was **resolved** that the planning policy be adopted subject to the deletion of the final sentence of bullet 9.

Members **resolved** to submit the comments on the draft Local Plan.

Members **resolved** that the terms of reference be amended as set out above.

- d) Economic Development (Cllr Davison) – Draft Minutes of the meeting held on 5th November and final minutes of the meeting held on 10th October.

- (i) To consider a recommendation to Council to submit comments contained in the minutes of the 10th October meeting to Cheshire East expressing the Council's view on the All Change for Crewe proposals.
- (ii) To consider a recommendation to Council to establish of a Youth Employment Partnership.
- (iii) To consider a recommendation to commence the development of a Crewe Town Plan.

Members gave their support for the comments made in relation to the 'All Change Agenda.

Members **resolved** to support the establishment of the Youth Employment Partnership.

Members agreed to the commencement of the preparation of a 'Crewe Town Plan'.

- e) Strategy Steering Group – Draft Minutes of the meeting held on 30th October.

- (i) To consider draft terms of reference for the Steering Group

Members **resolved** to adopt the terms of reference, subject to a change to remove the Deputy Leader from the list of group members.

- 13/6/09** To consider authorising the Town Clerk to formally initiate a Community Toilets Scheme and to determine a formal response to Cheshire East in relation to their proposal that the Town Council become responsible for the cost of running the facilities in Lyceum Square.

Members expressed a desire that the toilets in Lyceum Square be retained such that they were available to the community in the long term. However, the lack of information provided by Cheshire East Council and their unwillingness to consider the Town Council controlling the whole block means that the Town Council is finding it impossible to accept Cheshire East's current proposal due to the lack of meaningful data on which to base a decision. The Town Council therefore wishes to await the transfer of that data.

The Town Council will in the meantime and in parallel seek to initiate a Community Toilets Scheme to provide additional or in the worst case alternative facilities.

- 13/6/10** To nominate a member(s) to represent the Council at ChALC and NALC meetings. Members **resolved** that Cllr Cartlidge represent the Council.

- 13/6/11** To consider the Council's risk register. Members noted that the content of the risk register.

- 13/6/12** To note any updates from members having attended external meetings. Cllr P Minshall reported on a ChALC training event that had been attended.

- 13/6/13** To note the outcome of the ChALC workshop and to confirm an application via ChALC to access funds from the DCLG. Members authorised the Clerk to make a submission seeking access to the grant of 25k from DCLG.

- 13/6/14** To consider the making of a resolution in accordance with paragraph 4(2) of the Local Government Pension Scheme (Administration) Regulations 2008 that the Town Clerk and Responsible Financial Officer (together with any eligible employees in the future) be eligible for membership of the Local Government Pension Scheme from 1st September 2013. Members **resolved** that employees be enabled to join the pension scheme as outlined above.

- 13/6/15** To consider the approval of a publication scheme under the Freedom of Information Act. Members **resolved** to approve the adoption of the publication scheme.

- 13/6/16** To note, consider and approve payments as set out in the schedule below. Members approved the payment schedule which was signed by two of the bank signatories.

- 13/6/17** Member questions to the Town Clerk/Responsible Financial Officer. The Clerk responded to a question on the recruitment process. A shortlisting panel was identified as being the Finance Committee under the supervision of the Chair of Finance. The interview panel would consist of Cllr Hickson, the Mayor and Clerk.

- 13/6/18** To consider legal advice with regard to the statutory transfer of the allotments from Cheshire East Borough Council to the Town Council.

Chairman's Initials.....

Members **resolved** to exclude press and public due to the legal content of the discussions under this item.

Members **resolved** that the Clerk contact the Chief Executive at Cheshire East to confirm that legal action against Cheshire East would go ahead with a view to securing the Council's rights in relation to the allotments. The Clerk was asked to confirm the level of likely legal costs.

- 13/6/19** To note the date of the next meeting (21st January 2013)
Members noted the date of the next meeting and **resolved** that the next meeting be held at the St Paul's Centre.

Meeting Closed: 20:38

DRAFT

List of Payments made between 01/09/2013 and 12/11/2013

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
17/09/2013	Cheshire East Council	1	53,811.28		April Election Fee
17/09/2013	CHALC	2	14,806.92		CHALC Support & Subs
17/09/2013	S McQuade	3	2,435.08		September Salary
17/09/2013	SLCC	5	160.00		SLCC Membership
17/09/2013	Beach Drive Projects	4	1,000.00		Grant Contribution Playday
17/09/2013	Delikalessa	6	132.00		Afternoon Tea
24/09/2013	Hocknells Florist	8	37.00		Civic Sunday Flowers
24/09/2013	Delikalessa	6	1,368.00		Civic Sunday Catering
24/09/2013	GL Tech Ltd	9	1,444.00		Computer Equipment
24/09/2013	RBL	10	38.00		Remembrance Wreaths
24/09/2013	Coop Bank	11	200.00		Civic Sunday Bank
24/09/2013	BUDJ	12	240.00		Audit Fee Trustees
24/09/2013	West St Christian Fellowship	13	30.00		Maybury Centre Civic Sunday
24/09/2013	Clr Fasey	14	143.45		Mayor's Expenses
24/09/2013	Bates Office	15	197.44		Paper Order
27/09/2013	Aaron Jernall	7	50.00		Logo Design Competition
30/09/2013	SLCC	16	169.50		4 Docks SLCC
30/09/2013	Cheshire East Council	17	157.50		Room Hire Library
30/09/2013	Christian Concern	19	386.92		Office Rent Sept/Oct
18/10/2013	Payroll	B* 1 AND 2	4,746.22	TC	Payroll
25/10/2013	Dixon Rigby Knogh	20	6,259.00		Allotment searches
25/10/2013	Riallas Business Solutions Ltd	021	2,347.02	TC	Finance Sys (setup and annual)
28/10/2013	Cheshire East Council	022	22,156.20	TC	41049266/23/CTC4
28/10/2013	The Crescent Cafe	023	10.00	TC	Coffee at F&R 15-10-13
29/10/2013	Poppy Appeal	024	25.00	TC	Wreath for Airman's memorial
30/10/2013	Cheshire Association of Local C	026	104.98	Clr Cartledge	Book- Local Councils Explained
31/10/2013	Clr Martin	025	13.60	Claim	Taxi fares
01/11/2013	Cheshire East Council	027	11,413.95	TC	August By-Election 2013
01/11/2013	Nicholas Faneox Solicitors	028	960.00	TC	75512121/28/CTC3
01/11/2013	S McQuade	029	92.65	Claim record	Mileage and out of pocket
06/11/2013	Christian Concern	030	400.80	TC	Room Hire
07/11/2013	P Martin	031	10.40	Claim receipts	Taxi fares
11/11/2013	T Beard	032	53.20	Claim	Expenses and mileage
11/11/2013	Cheshire Association of Local	033	30.00	TC	Training Clr P Minshall
11/11/2013	K Hickson	034	42.00	Claim Form	Mileage
Total Payments			126,081.10		

See above
see notes

19/11/13

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 21st January 2014

- 13/7/01** Present
Cllrs Bailey, Beard, C Bratherton, J Bratherton, Brookfield, Cartlidge, Cull, Faseyi, Hickson, B Minshall, P Minshall, Rhodes, Russan and Walton.
- 13/7/02** To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Appilat, Carline, Davison, Lundie, Martin and Yates
- 13/7/03** To consider general apologies and a request from Cllr Carline for meetings over the next six months
Members **resolved** to authorise the absence for the reasons communicated via the Clerk.
- 13/7/04** To note declarations of Members' interests
Cllr Faseyi declared an interest on the basis of being a recipient of a payment.
- 13/7/05** To confirm and sign the minutes of the meeting held on 19th November 2013
The minutes of the previous meeting were agreed and signed as an accurate record.
- 13/7/06** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/7/07** To receive a report from the Town Mayor in relation to civic engagements attended.
The Mayor updated members with regard to the engagements attended since the previous meeting.
- 13/7/08** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:
- a) Finance and Resources Committee (Cllr Yates) – Draft minutes of the meeting held on 17th December
 - (i) To consider an update to members with regard to the allotments, town centre toilets and CCTV positions.
 - (ii) To nominate two members to represent the Council on the Crewe Town Allotment Federation.
- Members were updated in relation to the current situation on asset transfer and devolution. An approach to Cheshire East had been made to transfer the toilets, café and markets as a single entity. The allotments had been transferred and the land is now being

Chairman's Initials.....

registered in the Council's name. A meeting had been held earlier in the day to discuss CCTV. Members **resolved** that discussions continue with Cheshire East in relation to CCTV.

Members **resolved** that Cllrs Cull and Brookfield represent the Council on the Allotment Federation.

- b) Community and Environment Committee (Cllr Cull) – Draft minutes of the meeting held on 3rd December
 - (i) To recommend to Council that the Cycling/Walking Policy be adopted and to seek a member champion to oversee policy implementation.
 - (ii) To recommend to Council that the maximum grant should normally be no more than £1000 except in extraordinary circumstances and that three application deadlines be set in future years as 15th July, 15th October and 15th February.
 - (iii) To note the payments to be made in connection with the award of grant monies.

Members **resolved** to adopt the Cycling and Walking Policy and that Cllr Bailey act as member champion and that he liaise with Active Travel Crewe.

Members **resolved** to adopt the changes to the grant procedures outlined above. Members noted the payments to grants recipients.

- c) Planning Committee (Cllr Rhodes) – Draft minutes of the meeting held on 2nd January and final minutes of the meeting held on 5th December.
 - (i) That Council consider resolving to amend Planning Policy to include the statement as follows; '(Council will) *welcome developments that take account of sustainable transport leading to reduced traffic congestion, especially through the provision of infrastructure for safe cycling and walking*'

Members **resolved** to amend Planning Policy as set out above.

Cllr Rhodes updated members in relation to a number of recent planning applications and street naming.

- d) Economic Development (Cllr Davison) – Draft Minutes of the meeting held on 7th January.
 - (i) To consider a recommendation from the Committee to engage Cheshire Community Action to facilitate the production of a Community Led Plan for Crewe.

Members **resolved** that the recommendation of the Committee be approved.

- e) Strategy Steering Group – Draft Minutes of the meeting held on 6th January.
 - (i) To consider a recommendation from the Group that Council that the precept for 2014/15 be set at £362,255 i.e. no change on 2013/14 and that the budget be approved¹.
 - (ii) To consider a recommendation that Council adopt the Strategic Plan.

Cllr Hickson introduced the item and set the context in relation to the budget for 2014/15. Members **resolved** that there be no change to the precept and that the budget be adopted.

Members **resolved** to adopt the Strategic Plan.

Members agreed that the WW1 Working Group report to future Council meetings.

¹ Full budget **circulated**. Summary table below.
Chairman's Initials.....

- 13/7/09** To consider an update from Cllr Rhodes in relation to the Bowling Alley.
Cllr Rhodes updated Members with regard to the latest information. Members **resolved** that the Clerk draft a letter in consultation with Cllr Rhodes that could be circulated by Members and the Council as an entity expressing opposition to the possible loss of the Bowling Alley.
- 13/7/10** To consider authorising the Town Clerk to formally initiate a Community Toilets Scheme
Members **resolved** to authorise the Clerk to initiate the scheme.
- 13/7/11** To consider the provision of past mayors' medals or other tokens of appreciation
Members **resolved** to procure past mayor's medals.
- 13/7/12** To note any updates from members having attended external meetings.
Members noted:
- Cllr Russan updated members in relation to a future meeting on HS2 and the future of the station.
 - Cllr P Minshall reported on a meeting with the manager of the Lyceum Theatre.
 - Cllr Cartlidge reported on the recent LAP meetings.
- 13/7/13** To consider a recommendation from the Finance and Resources Committee to amend Financial Regulations such that payments of less than £1k be issued on confirmation that the invoice matches the order in terms of quantity, price and quality of the goods/services ordered. Such payments to be included on the payment schedule presented to the subsequent Council.
Members **resolved** to adopt the changes as presented above.
- 13/7/14** To note, consider and approve payments since the previous meeting as set out in the schedule below.
Members **resolved** to approve the payments.
- 13/7/15** Member questions to the Town Clerk/Responsible Financial Officer.
There were no questions raised.
- 13/7/16** To note the date of the next meeting (18th March 2014)
Members noted the date of the next meeting.

Budget Summary

	2013/14 (Budget)	2013/14 (forecast)	2014/15
Reserves at 1 st April 2013	£0	-	-
Expenditure	£341,001	£281,126	-
Income (less precept)	£79,745	£158,372	-
Precept	£362,255	£362,255	-
Total income	£442,000	£520,627	-
Outturn	-£100,999	-£239,501	-
Reserves at 1 st April 2014	-	-£239,501	-£239,501
Expenditure	-	-	£433,700
Income (less precept)	-	-	£71,778

Chairman's Initials.....

<i>Precept</i>	-	-	£362,255
<i>Total Income</i>	-	-	£434,033
<i>Outturn</i>	-	-	-£333
<i>Contribution from reserves</i>	-	-	£82,000
<i>Reserves at 1st April 2015</i>	-	-	£157,834
<i>Precept</i>	£362,255	£362,255	£362,255
<i>Band D equivalent (pa)</i>	£28.96	-	£28.86

Meeting Closed: 20:55

Printed on : 13/01/2014

Crewe Town Council

Page No 1

At : 10:49

Current Bank A/c

List of Payments made between 12/11/2013 and 13/01/2014

<u>Date Paid</u>	<u>Payer Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/11/2013	Cheshire Work and Leisure Wear	035	279.60	TC	Workwear
18/11/2013	Salary and Tax	BT3 & 4	3,589.60	Payroll	Salary and Tax (Nov)
25/11/2013	Winsford Town Council	036	30.00	TC	1 x Ball Ticket
25/11/2013	Cheshire Pensions	BT5	2,663.40	TC	3 months pension payments
27/11/2013	Cheshire East Council	037	22,176.64		Xmas Event and room hire
02/12/2013	Christian Concern	BT6	350.40	TC	Room hire x 3 November
05/12/2013	Crewe Buddies	38	414.00	C&E	Grant - C&E (3/12/13)
06/12/2013	J Bratherton	BT7	75.97	Claim	Paper and Print Supplies
06/12/2013	GL Tech Limited	BT8	1,044.00	TC	ICT Kit for Mayor's PA
06/12/2013	Crewe Branch, RBL	039	500.00	C&E	Grant - 3-12-13
09/12/2013	Irene Faseyi	BT9	354.00	Claim	Travel Claim
09/12/2013	Design Office	BT10	1,594.80	TC	Xmas promo goods
15/12/2013	Payroll	BT 11-13	4,477.40	TC	Payroll - Dec
20/12/2013	S McQuade	BT14	241.12	Claim	Mileage and out of pocket
23/12/2013	Astrum Design and Print	BT15	572.00	TC	Civic Sunday Order of Service
23/12/2013	Cheshire Community Action	BT16	50.00	TC	Town Profiles
23/12/2013	Element Hosting	BT17	900.79	TC	Website build
02/01/2014	ChALC	026C	-0.05	TC	Correction (Cheque error)
13/01/2014	Christian Concern	BT18	582.45	TC	Room Hire December
13/01/2014	Design Office	BT19	630.60	TC	2 x Roller Banners
13/01/2014	Viking Supplies	BT20	116.38	TC	Members print cartridges
13/01/2014	West Street Christian Fellowship	BT21	35.00	TC	Interviews Mayor's PA

Total Payments 40,678.10

Jaseyi, IBO Mrs

Chairman's Initials.....

Crewe Town Council

Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 18th March 2014

- 13/8/01** Present
Cllrs Bailey, Beard, C Bratherton, J Bratherton, Brookfield, Cull, Davison, Faseyi, Hickson, Lundie, Martin, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.
- In attendance: Steve McQuade (Town Clerk)
- 13/8/02** To receive and consider apologies for absence
Apologies were received and accepted from Cllr Carline and Appilat.
- 13/8/03** To note declarations of Members' interests
Cllr P Minshall declared a pecuniary interest in the grant application for the Local History Association.
- 13/8/04** To confirm and sign the minutes of the meeting held on 21st January 2014
The minutes of the meeting were agreed and signed as an accurate record.
- 13/8/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/8/06** To receive a report from the Town Mayor in relation to civic engagements attended.
The Mayor reported on the events attended since the previous meeting, including the Mayor's Ball.
- 13/8/07** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:
- a) Finance and Resources Committee (Cllr Yates) – Draft minutes of the meeting held on 11th February
 - (i) To consider a draft Treasury Management Policy
 - (ii) To consider matters related to the management of Town Squares

Cllr Yates reported on progress on a number of matters including the Allotment Federation and Asset Transfers from Cheshire East.

Member **resolved** to approve the Treasury Management Policy subject to greater clarity on Policy 6 regarding procedures to open an account. The Finance Committee were asked

Chairman's Initials.....

to review this at their next meeting

Members asked the Clerk to chase the draft management agreement for the town squares from Cheshire East.

- b) Community and Environment Committee (Cllr Cull) – Draft minutes of the meeting held on 4th February
 - (i) To consider the allocation of a budget to the Crewe International Festival

Members welcomed Pastor David Edwards to the meeting and considered the proposal. Members **resolved** that the budget of 5k be allocated to the project.

- c) World War 1 Working Group (Cllr J Bratherton)

Cllr Bratherton asked that the notes of the previous meeting be circulated to all members.

- d) Planning Committee (Cllr Rhodes) – Draft minutes of the meeting held on 26th February and final minutes of the meeting held on 30th January.

Cllr Rhodes updated members on planning matters and the business conducted at the recent meetings. Members also discussed matters related to the Bowling Alley and the correspondence with the MP and asked the Clerk to enquire whether the MP would be replying to recent correspondence.

- e) Economic Development (Cllr Davison) – Draft Minutes of the meeting held on 4th March
 - (i) To note the date of the member meeting on the Community Plan

Members noted the report from Cllr Davison and agreed that the workshop take place on Wednesday 30th April.

- f) Strategy Steering Group – Draft Minutes of the meeting held on 3rd March.
 - (i) To consider a recommendation to appoint an Economic Development Officer/Deputy Clerk and to agree the appointment mechanism
 - (ii) To consider other matters related to the overall establishment.
 - (iii) To consider a recommendation to confirm the wording of draft Annual Report
 - (iv) To note that the Annual Town Meeting is scheduled to take place on the 20th May.

Members authorised the Clerk to progress recruitment to the post of Economic Development Officer/Deputy Town Clerk, interviews and shortlisting to be conducted by the Strategic Steering Group who were given authority to appoint.

Members noted the resignation of the Mayor's PA and thanked the Mayor's PA for the hard work¹. Members **resolved** that the post of PA and Admin Assistant be advertised, this would include advertising the opportunity to potential apprentices.

Members confirmed the draft wording of the Annual Report and asked for final sign off

¹ Cllr Martin left the meeting at this point.
Chairman's Initials.....

informally via the Strategic Steering Group.

Members noted the date of the Annual Town Meeting as 20th May.

- 13/8/08** To consider the formation of a member panel to meet with potential suppliers of a Christmas programme with a view to the panel awarding a three year contract with an option for two further years.

Members agreed to constitute a panel comprising of Cllrs J Bratherton, Rhodes, Bailey, Beard, Brookfield and P Minshall to meet and award the contract.

- 13/8/09** To consider establishing an annual floral competition comprising of best front garden/frontage, street and business frontage in Crewe.

Members **resolved** that the competitions be organised and that local businesses be approached to sponsor the prizes. The responsibility for the project to be delegated to Community and Environment Committee.

- 13/8/10** To consider the outstanding 2013/14 grant applications (available budget = £7551.00):
- a) Chongi Academy - £1000
 - b) Local History Association - £1000
 - c) Ocean (1) - £1000
 - d) Ocean (2) - £1000
 - e) Enterprise and Education Alliance - £840
 - f) Bowling Club - £984.94
 - g) Donna Louise Trust - £500
 - h) CHICKS - £816 – Application withdrawn
 - i) Crewe Beer Festival - £1000
 - j) Danebank pre-school - £2860

Members **resolved** to approve the payments underlined and reject (c), (i) and (j). The Council would support and help to promote the Beer Festival.

Members **resolved** that the RFO carryover the grant underspend into the next financial year as a commitment.

- 13/8/11** To consider a request for support from Greenspaces South Cheshire²
Doug Butterill and James Thompson spoke on behalf of Greenspaces South Cheshire.
Members **resolved** that the project be fully supported.

- 13/8/12** To note any updates from members having attended external meetings.
There were no reports.

- 13/8/13** To note, consider and approve payments since the previous meeting as set out in the schedule below.
Members noted and approved the payments listed.

- 13/8/14** Member questions to the Town Clerk/Responsible Financial Officer.

² This item was brought forward to public participation.
Chairman's Initials.....

Members asked questions relating to:

1. HS2 (Cllr Davison) – Questions were raised with regard to the report published on 17th March by HS2. The Clerk was asked to send the relevant questions to HS2 to comment.
2. CCTV provision (Cllr Beard) – The Clerk reported on recent contact with Cheshire East and indicated there would be a need for a Special Council meeting to make any decision on the matter.
3. Meeting Room (Cllr Bailey) – The Clerk was asked to look at alternate room layouts for Council.

13/8/15 To note the date of the next meeting – Annual Council 20th May 2014
Members noted the date of the next meeting

Meeting Closed: 20:48

Printed on : 10/03/2014		Crewe Town Council		Page No 1	
At : 11:42		Current Bank A/c			
List of Payments made between 14/01/2014 and 10/03/2014					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref.</u>	<u>Amount Paid</u>	<u>Authorised Ref.</u>	<u>Transaction Detail</u>
20/01/2014	Jan payroll	BT 22-25	5,882.44	TC	Jan payroll
31/01/2014	Ctr Farey	BT 26	99.30	Claim Form	Travel claim/reimburse
05/02/2014	Samaritans Crewe	BT 27	500.00	C&E	Grant - C&E 4 Feb
05/02/2014	Crewe Senior Forum	BT 28	950.00	C&E	Grant - C&E 4 Feb
05/02/2014	Crewe Concert Band	BT 29	1,000.00	C&E	Grant - C&E 4 Feb
05/02/2014	Crewe Alex Ladies FC	BT 30	1,000.00	C&E	Grant - C&E 4 Feb
05/02/2014	Cheshire Work and Leisure Wear	BT 32	43.20	TC	2 x Fleece Jacket
05/02/2014	Dixon Rigby Keogh	BT 34	3,062.40	TC	Interim Invoice
05/02/2014	Viking Supplies	BT 36	156.68	TC	Ink Cartridges
05/02/2014	Christophers Concrem	BT31	550.80	TC	Jan meeting room hire
05/02/2014	Design Office	BT33	684.12	TC	UCLG purchases
13/02/2014	P Martin	031R	-10.40	TC	Cancel cheque
13/02/2014	P Martin	025R	-13.60	TC	Cancel Cheque
13/02/2014	M Martin	BT 37	24.00	TC	Reimbursement
14/02/2014	Brighton Bulk Limited	BT 38	50.10	TC	Service charge to 31 Jan 14
14/02/2014	Dixon Rigby Keogh	BT 39	1,860.00	TC	Legal advice statements
14/02/2014	Society of Local Council Clerk	BT 40	279.00	TC	SLCC Membership 14/16
14/02/2014	LentLife	BT 41	600.00	WW1 WQ	Poppy seeds and postcards
17/02/2014	Feb Payne	BT 35 - 39	5,784.79	TC	Feb Payne
17/02/2014	All About Town	CASH	200.00	TC	Payment for band
05/03/2014	Crewe Town Allotment Fed	BT40	11,128.00	F&R	Contribution to capital project
06/03/2014	Chifallan Condon	BT41	554.00	TC	Office rent and room hire
06/03/2014	Design Office	BT42	4,234.50		Civic Awards
06/03/2014	Phillips Photography	BT43	80.00	TC	Photography (Ball)
06/03/2014	Crewe Hall	BT44	2,043.30	TC	Function Costs
Total Payments			40,745.63		

Jan
18/03/2014

Chairman's Initials.....

Crewe Town Council Town Council Meeting

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of meeting held on 1st May 2014

- 13/9/01** Present
Cllrs Appilat, Beard, J Bratherton, Brookfield, Cartlidge, Cull, Davison, Faseyi, Hickson, Martin, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.
- 13/9/02** To receive and consider apologies for absence
Apologies were received and accepted from Cllr Carline, Bailey, Lundie and C Bratherton.
- 13/9/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/9/04** To confirm and sign the minutes of the meeting held on 18th March 2014
The minutes of the meeting were approved and signed as an accurate record.
- 13/9/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Mr Parkinson raised concerns about planning and housing development in Crewe and in particular the effects on roads, other infrastructure and the general increase in levels of pollutants.
- 13/9/06** To receive a report from the Town Mayor in relation to civic engagements attended
Councillor Faseyi updated Council with regard to the meetings and events attended since the previous meeting.
- 13/9/07** To consider the draft Annual Return for the financial year ended 31st March 2014:
1) To approve Section 1 – Accounting Statement
2) To approve Section 2 – Annual Governance Statement
- Members **resolved** that the two statements be approved and signed.
- 13/9/08** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:
a) Finance and Resources Committee (Cllr Yates) – Draft minutes of the meeting held on 15th April
(i) To consider a revised draft Treasury Management Policy.
(ii) To authorise the establishment of a new bank account with CCLA.
(iii) To consider matters related to CCTV provision and a request from Cheshire East for a financial contribution.

Chairman's Initials.....

Members **resolved** to approve the items set out at (i) and (ii) above.

Council **resolved** that it regrets that Cheshire East Council has adopted a Policy that requires that Town and Parish Councils make a contribution towards the cost of continuing to provide CCTV services and regards this Policy as a means by which there is a transfer of responsibilities without a transfer of resources.

Council believes that community safety is an important issue and as such resolves to make a one off contribution, to Cheshire East Council, for 2014/15 of up to £30K to support community safety in the Town on the basis that these monies are only to be spent to support the CCTV system in the Town of Crewe.

Council does not see the need for the 1-year formal agreement which has been offered by Cheshire East Council and is willing to take it on trust that Cheshire East Council will utilise the contribution wisely to support those CCTV facilities which have been prioritised by Cheshire Constabulary, Cheshire East Council and its partners. Provision for future years will be dependent on Cheshire East Council establishing the basis for a long-term partnership agreement that secures service provision over a longer timescale than the 1 year currently on offer.

Council will seek to develop a regular process of liaison with Cheshire Constabulary and other organisations, including local retailers, interested in community safety to determine where future priorities should lie.

The Clerk is therefore authorised to make a payment of up to £30K.

- (iv) Members approved that the monies requested for ear marking to support any future operation of the markets be so marked.
 - b) Community and Environment Committee (Cllr Cull) – Draft minutes of the meeting held on 1st April
 - c) World War 1 Working Group (Cllr J Bratherton)
 - d) Planning Committee (Cllr Rhodes) – Final minutes of the meeting held on 26th March and draft minutes of the meeting held on 22nd April.
 - e) Economic Development (Cllr Davison) – Not met since previous meeting.
 - f) Strategy Steering Group – Not met since previous meeting.

Cllrs Cull, J Bratherton and Rhodes reported on the meetings set out at (a), (b) and (c).

- 13/9/09** To consider the outstanding 2013/14 grant applications (Cllr P Minshall):
- a) Green Spaces (1k)
 - b) Phoenix Charity Music Festival (1k)

Members **resolved** to make the awards.

- 13/9/10** To note any updates from members having attended external meetings.
Cllr Davison reported on the progress made at the Youth Employment Partnership.

- 13/9/11** To consider a variation to standing orders to enable the order of the Annual Council Agenda to be varied in any way provided that the election of the mayor is the first item on the agenda and provided that all items listed in standing orders (2j) appear on the

Chairman's Initials.....

agenda.

Members **resolved** to approve the change to Standing Orders.

13/9/12 To consider a response to a request for the Council to support changes to the ward representation at Cheshire East.

Members asked the Clerk to respond advising that an approach be made to the Boundary Commission.

13/9/13 To note, consider and approve payments since the previous meeting as set out in the schedule below.

Members **resolved** to approve the payments and that the schedules be signed.

13/9/14 Member questions to the Town Clerk/Responsible Financial Officer.

No questions were raised.

13/9/15 To note the date of the next meeting – Annual Council 20th May 2014

Members noted the date of the next meeting.

Meeting Closed: 19:58

Printed on : 23/04/2014

Crewe Town Council 2013/14

Page No 1

At : 11:14

Current Bank A/c

List of Payments made between 07/03/2014 and 31/03/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/03/2014	S McQuade	BT45	59.45	Claim Form	Out of pocket reclaim
12/03/2014	Irene Faseyi	BT46	200.60	Claim form	Expense reclaim
19/03/2014	Chongi Academy	BT47	1,000.00	Council	Grant - 19/3/14
19/03/2014	Local History Association	BT48	1,000.00	Council	Grant - 18-3-14
19/03/2014	Ocean	BT49	1,000.00	Council	Grant - 18-3-14
19/03/2014	Enterprise&Education Alliance	BT50	840.00	Council	Grant - 18-3-14
19/03/2014	Bowling Club	BT51	984.94	Council	Grant - 18/3/14
19/03/2014	Donna Louise Trust	BT52	500.00	Council	Grant - 18/3/14
20/03/2014	Brighter Bills Limited	BT53	38.96	TC	Service Charge (Feb)
20/03/2014	Cheshire East Council	BT54	15,201.82	TC	Signs production and install
20/03/2014	Cheshire Work and Leisure Wear	BT55	108.00	TC	Fleeces
20/03/2014	South Cheshire College	BT56	500.00	TC	Window Artwork
20/03/2014	Viking Supplies	BT57	61.13	TC	Member print cartridges
20/03/2014	Western Front Association	BT58	228.00	TC	Bulletin
20/03/2014	Cheshire East	BT59	50.00	TC	Mayor's Sunday Lunch
20/03/2014	Payroll	BT60-63	5,313.61	TC	March Payroll
25/03/2014	Sandbach TC	BT64	27.50	TC	Ball Ticket
31/03/2014	Various Suppliers	P/L	-4,642.62		April Payments Reversed
31/03/2014	Various Suppliers	P/L	4,642.62		April Payments
31/03/2014	Winsford T C	36	-30.00		Ball Ticket
31/03/2014	Coop Band	11	-200.00		Unpresented Cheque
31/03/2014	Various Suppliers	P/L	-2,729.10		April Payments
Total Payments			<u>24,154.91</u>		

Chairman's Initials.....

At : 11:13

Current Bank A/c

List of Payments made between 01/03/2014 and 23/04/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2014	Cat Radio	BT65	1,000.00	C&E	Grant - 01/4/14
03/04/2014	Crewe Brass	BT66	1,000.00	C&E	Grant - 01/4/14
09/04/2014	Nantwich TC	BT71	15.00	TC	Ticket for Mayoral event
09/04/2014	The Journeyman	BT72	110.80	TC	Telling tales event
11/04/2014	Brighter Bills	BT38	50.10		P/L Payment
11/04/2014	Dixon Keogh	BT39	1,800.00		P/L Payment
11/04/2014	SLCC	BT40	279.00		P/L Payment
11/04/2014	Land Life	BT41	600.00		P/L Payment
11/04/2014	Design Office	BT65B	635.40		P/L Payment
11/04/2014	Dixon Keogh	BT66B	1,150.80		P/L Payment
11/04/2014	J Greenall	BT67	264.00		P/L Payment
11/04/2014	Trinity Mirror	BT68	441.60		P/L Payment
11/04/2014	Valuation Office	BT69	2,100.00		P/L Payment
11/04/2014	Viking	BT70	51.02		P/L Payment
14/04/2014	Brighter Bills Limited	BT73	54.90	TC	Telephones Mar
14/04/2014	Cheshire Association of Local	BT74	1,224.89	TC	ChALC annual subs
14/04/2014	Christian Concern	BT75	534.00	TC	Office rent April
14/04/2014	Cheshire Work and Leisure Wear	BT76	81.00	Tc	Fleeces and swatches
14/04/2014	Element Hosting	BT77	28.80	TC	Crewelife web address
14/04/2014	TD International	BT78	300.00	TC	Soldier/Nurse for poppy distri
14/04/2014	Zurich Insurance	BT79	2,192.14	TC	Premium 2014/5
14/04/2014	GL Tech Limited	BT80	906.00	TC	ICT for EDO
14/04/2014	Nantwich News	BT81	300.00	TC	Media Training
15/04/2014	Element Hosting	BT82	10.49	TC - Correct error	Domain Cost
15/04/2014	J Bratherton	BT83	59.98	Claim	Reimburse print cartridges
17/04/2014	Payroll April	BT84	4,537.49	TC	Payroll April
22/04/2014	Rialtas Business Solutions Ltd	BT85	276.00	TC	Year end accounts closure
22/04/2014	South Cheshire College	BT86	974.15	TC	17024/93/CTC28
22/04/2014	Titan Pro Ltd	BT87	755.00	TC	Purchase of chipper
22/04/2014	Viking Supplies	BT88	75.20	TC	Print Cartridges Cllr Beard
Total Payments			21,807.76		

Chairman's Initials.....

Crewe Parish Council

Interim Finance and General Purposes Committee

Minutes of the First Meeting of Crewe Parish Council's Interim Finance and General Purposes Committee, held in the Meeting Room at Crewe Library on Wednesday 24th April 2013; commencing at 7.00pm

PRESENT

Councillors J Bratherton (in the Chair), AP Davison, KA Hickson and OD Kay

APOLOGIES

All appointed Members were in attendance

AGENDA

1. To note the draft Minutes from the Annual Meeting of Crewe Parish Council, held on Tuesday 16th April 2013

Resolved Minute Reference F&GP1

That the Minutes of the Annual Meeting be received and approved in draft form and placed on the next Business Meeting of the Council for formal approval. The Apologies from Councillor CM Bratherton were recorded

2. To consider the timing and format of the next Meeting of Crewe Parish Council

Resolved Minute Reference F&GP2

That the next Meeting of Crewe Parish Council be a Ceremonial Meeting, to be held on Wednesday 22nd May 2013, at which a formal Resolution to create a new Town Council for Crewe will be taken. That the Chairman and Vice-Chairman of the Parish Council be appointed as Crewe Town Mayor and Deputy Town Mayor

3. To receive a draft Calendar of Crewe Parish Council Meetings

Resolved Minute Reference F&GP 3

That the Calendar of Meetings be approved and circulated to all Members of the Council

4. To consider adopting new Management and Committee Structure. To note Town Centre Management issues /Cheshire East Council.

Resolved Minute Reference F&GP 4

That Finance & Resources, Community & Environment, Planning and Economic Development Committees be established to carry forward the detailed work of the Parish Council and that all Members be invited to put forward their preferred choices as to which Committees they would like to join

That a list of Outside Bodies be drawn up, to include key local Organisations, to which the new Parish Council might consider offering representative support

5. To consider Governance and Accountability issues for Crewe Parish Council, including Risk Assessment

Resolved Minute Reference F&GP 5

That the Governance and Accounting Documents prepared by the Interim Clerk, be approved and adopted as part of the future Audit, Accounting and Governance legal requirements for the new Parish Council

6. To consider adoption of a Financial Accounting System

Resolved Minute Reference F&GP 6

That, upon the recommendation of the Interim Clerk, a representative of Rialto Business Systems be invited to a future Meeting of the Finance and General Purposes Committee in order to present the benefits of the Omega Local Council package to the new Parish Council

7. To consider the appointment of an Internal Auditor.

Resolved Minute Reference F&GP 7

That, upon the recommendation of the Interim Clerk, that JDH Financial Services be invited to tender for the supply of the future Internal Audit function for the new Parish Council, pending research into potential more local but specialist providers of this service

8. To consider the engagement of an Employment Services Provider.

Resolved Minute Reference F&GP 8

That, upon the recommendation of the Interim Clerk, that Wirehouse Employment Services be invited to tender to provide a Human Resources and Health & Safety Package for the new Parish Council

9. To consider the scope and range of the draft Budget for Crewe Parish Council

Resolved Minute Reference F&GP 9

That the Draft Budget be brought back to a future Meeting of the F&GP Committee for detailed consideration and possible virement between Budget Headings. It was noted that the Draft Budget had been set by the Governance Committee of Cheshire East Council, and that certain assumptions had been made in establishing the level of Budget provision for the new Crewe Parish Council. It was resolved to request information regarding how and why the Budget for the new Crewe Parish Council had been arrived at.

The Interim Clerk advised Members that the CEC Governance had set a provisional Budget for the new Crewe Parish Council, in order to give it a robust financial basis from which to conduct its first year activities and to meet establishment costs (office accommodation and equipment, salaries etc)

10. To consider issues relating to Transfer of Assets from Crewe Charter Trustees

The Transfer of the Assets from the Disbanded Crewe Charter Trustees to the new Crewe Parish Council included at 07.04.2013: Bank Balance of £53,000, Assets, Civic Regalia to the value of £229,000. Commitments to £5,000 Youth Council project. HMRC Reimbursement of VAT due on outputs 2012-13 £800. Received 01.05.13

Resolved Minute Reference F&GP 10

That the transfer of the Assets of Crewe Trustees as laid out in the Transfer documents from Cheshire East Council to the new Crewe Parish Council be received, noted and documented. That the use of Office accommodation within the Municipal Building be sought and that all opportunities for the promotion of the Civic and Historical traditions of the Town of Crewe be sought and promoted by the new Crewe Parish Council

To consider a request from Crewe Heritage Centre re: 125 year lease of Railway Age

- 11. Transfer of Assets. Allotments and Public Conveniences. To request a formal schedule of Assets for transfer from CEC and to agree the appointment of a Solicitor to act on behalf of Crewe Parish Council to deal with the legal aspects of transfer. *Verbal recommendation from the Interim Clerk to appoint Simon Masters of Dixon Rigby Keogh***
- 12. To receive and note the details and cost of the establishment of an Insurance Policy for Crewe Parish Council. *Hard copy to follow***
- 13. To consider the establishment of a Bank Account for Crewe Parish Council, and to receive a report from the Interim Clerk. *Verbal recommendation to adopt the Co-Operative Bank as the Council's Bankers. To note 6 Signatories required, inc Credit Checks***
- 14. A Vision for Crewe. To receive draft documents from the Interim Clerk for future consideration and discussion. *Overview of Crewe PC and Crewe document for F&GP documents. Development Day outcome docs attached***
- 15. To consider the appointment of Staff: Town Clerk and Administration/Support Officers. To agree a timescale, priorities and a way forward. *Crewe Town Council Job/Person Specification attached***
- 16. To consider a formula for awarding Grants to Community Organisations and Groups. *Suggested Grant Application Form attached***
- 17. Date of next Meeting of the F&GP Committee: Thursday 9th May 2013**

Crewe Parish Council

Interim Finance and General Purposes Committee

Minutes of the Second Meeting of Crewe Parish Council's Interim Finance and General Purposes Committee, held in the Meeting Room at Crewe Library on Thursday 9th May 2013; commencing at 7.00pm

PRESENT

Councillors KA Hickson (in the Chair), Councillors J Bratherton, SM Brookfield, J Rhodes and SCE Yates

APOLOGIES

1. To receive and approve any Apologies for Absence

An apology for absence was received and approved from Councillor AP Davison

AGENDA

2. To receive the Minutes from the First Meeting of the Interim Finance & General Purposes Committee, held on Wednesday 24th April 2013

Resolved Minute Reference F&GP18

That the Minutes of the Meeting be received and approved as a correct record

3. To note the resignation of 2 Members and to agree to the appointment of a new Vice-Chairman (Deputy Mayor)

Resolved Minute Reference F&GP19

That Councillor Margaret (Peggy) Martin be asked to take on the role of Vice Chairman, ahead of the next Meeting of the Full Council. That the Notice of Casual Vacancy be reported to the next Meeting

4. To report on arrangements for the next Meeting of the Council: Mayor-Making Ceremony

Resolved Minute Reference F&GP 20

That the Interim Clerk's report on the preparations for this Historic Meeting for Crewe be noted and approved. Members commented that they were looking forward to this Meeting and were pleased to be able to adopt Town Council status

5. To approve a draft Calendar of Committee Meetings

Resolved Minute Reference F&GP 21

That this matter be deferred, pending the Meetings between the Chairmen of the Committees and the Interim Clerk in order to agree Terms of Reference and a structure for Committee Meeting dates

6. To agree a proposed Committee structure for the Council and to note the Membership on each Committee

Resolved Minute Reference F&GP 22

That the structure of:

- Finance and Resources Committee
- Planning Committee
- Economic Development Committee
- Community and Environment Committee

Be approved and that the Membership of each Committee be noted

7. To consider an approach to Cheshire East Council for the Council to have permanent office accommodation in the Municipal Building

Resolved Minute Reference F&GP 23

That the approach of the Interim Clerk to Officers of CEC to request an office and presence in the Municipal Building be approved and that the bookings of the Council Chamber and Committee rooms for future Meetings of the new Council and Committees be supported

8. To consider the creation of a Press Release and Statement of Intent from the new Council, introducing the new Mayor and Clerk to the public

Resolved Minute Reference F&GP 24

That this be approved and that Cllr J Bratherton and the Interim Clerk be instructed to progress this issue

9. To consider Governance and Accountability issues for the new Council

Resolved Minute Reference F&GP 25

That the Governance Statement, Risk Assessment, Internal Audit Plan and Proposals for the introduction of a bespoke Financial Accounting system be deferred to the first Meeting of the Finance and Resources Committee, as per the Terms of Reference

10. To consider the scope and range of the draft Budget for Crewe Parish Council

Resolved Minute Reference F&GP 26

That consideration of the virement of Budget heading items and allocations be deferred to the first Meeting of the Council's Finance & Resources Committee and that the Terms of Reference to allow this to take place be noted

11. To consider issues relating to Transfer of Assets from Crewe Charter Trustees

Resolved Minute Reference F&GP 27

That the following issues be noted: Transfer of the Assets from the Disbanded Crewe Charter Trustees to the new Crewe Parish Council included at 07.04.2013: Bank Balance of £53,000, Assets, Civic Regalia to the value of £229,000. Commitment to a £5,000 Youth Council project. HMRC Reimbursement of VAT due to 31.3.13

12.To consider a request from Crewe Heritage Centre re: 125 year lease of Railway Age

An initial approach had been made to the new Parish Council to consider taking on a long term lease of the Railway Age site from Cheshire East

Resolved Minute Reference F&GP 28

That further, detailed information be sought, in order to allow the new Council to take an informed view on this matter, taking into account all the previous history and correspondence between the relevant Bodies, including legal implications

13.Transfer of Assets. Allotments and Public Conveniences

The draft Budget for the Council, prepared by the CEC Governance Committee and ChALC, made a provision that the Crewe Council would take on the running and administration of the existing Allotments and Public Conveniences within the Town

Resolved Minute Reference F&GP 29

That the Council undertakes the Legal Transfer and future upkeep of the Assets, under the Local Service Delivery policy of CEC

That the new Crewe Parish Council Resolves to appoint Mr Simon Masters, of Solicitors Dixon Rigby Keogh to instigate the Legal Transfer of the Allotments and Public Conveniences from Cheshire East Council to the new Crewe Council

14.To progress the establishment of a Bank Account for the new Council

Resolved Minute Reference F&GP 30

That the actions of the Interim Clerk, in establishing an account with the Co-operative Bank (Crewe Branch) be supported and that the Signatories for the Account be resolved as: KA Hickson, AP Davison, J Bratherton and SM Brookfield

15.To approve a Terms of Reference report for the new Planning Committee

Resolved Minute Reference F&GP 31

That the report be received and approved and forwarded to the first Meeting of the Planning Committee for adoption

16.A Vision for Crewe. To receive a verbal report from the Interim Clerk on Meetings with Officers from Cheshire East Council: C Griffies re: Floral display arrangements and S Togay re: Town Centre Events for Summer 2013

Resolved Minute Reference F&GP 32

That the actions undertaken by the Interim Clerk in engaging with these key Crewe Town Centre issues be approved and that a report is presented to the next Business Meeting of the new Council

17.To consider the appointment of Staff: Town Clerk and Administration/Support Officers

Resolved Minute Reference F&GP 33

That the consideration of this matter be transferred to the Finance and Resources Committee of the new Council in accordance with the provisional Terms of Reference

18.To consider a policy for awarding Grants to Community Organisations and Groups

Resolved Minute Reference F&GP 34

That the consideration of this matter be transferred to the Finance and Resources Committee of the new Council in accordance with the provisional Terms of Reference

19.To agree a date for ChALC Induction Training and a date, venue for a Development Day for the new Council

Resolved Minute Reference F&GP 35

That the Training and the Development activities be brought together as two elements of one Awayday, on a Saturday in July 2013, with the preferred venue being South Cheshire College

20.To note correspondence and invitations for Members to:

- Exhibition of Gresty Oaks development proposals. 15 May
- Area Assembly event for Crewe Action Plan review. 20 June
- Local Plan additional site consultation from CEC

Resolved Minute Reference F&GP 36

That the invitations and correspondence be received and noted. Councillors Rhodes and Yates offered to attend the Gresty Oaks exhibition

21.To invite Members' Items in advance of setting the Agenda for the next Business Meeting of the Council on Tuesday 28th May 2013

Resolved Minute Reference F&GP 37

That Members be informed of the facility for the placing of questions or comments on the Town Council Agenda

22.To approve the inclusion of an Open Forum public session on each Agenda of the Town Council

Resolved Minute Reference F&GP 38

That an Open Forum public session be included on each Town Council Agenda, commencing with the 28th May Meeting. Questions are to be submitted in writing, at least one whole week before the date of the Meeting. The Forum will last for a period of Fifteen Minutes, near the head of the Agenda, with the Member of the Public being invited to put their point across. Members will debate and discuss any actions to be taken, and the poser of the question will be allowed the right to respond at the end.

23.To make a decision on the reading of Prayers at the start or in advance of each Meeting of the Crewe Town Council

Resolved Minute Reference F&GP 39

That with the Town Council Meetings commencing at 7.00pm, Prayers would be read at 6.60pm. There was no issue with the Ceremonial Meeting and Mayor Making commencing with a Prayer from the new Town Mayor's Chaplain

24.To agree a date for the next Meeting of the Interim Finance and General Purposes Committee

Resolved Minute Reference F&GP 40

That a further Meeting was not required, and the new Committee structure would be implemented as soon as practically possible.

The Meeting concluded at 8.30pm

Councillor KA Hickson

Chairman of the Meeting

Crewe Town Council

Finance and Resources Committee

Minutes of the First Meeting of Crewe Town Council's Finance and Resources Committee, held in the East Committee Room, Municipal Building, Earle Street, Crewe on Wednesday 5th June 2013, at 5.00pm.

PRESENT

Councillors Mrs J Bratherton, KA Hickson, J Lundie, Mrs J Rhodes and SCE Yates

Also in attendance: Mrs J Weaver, Ms S Rewhorn, Chief and Deputy Chief Officers of the Cheshire Association of Local Councils; JPA Williams, Interim Town Clerk

1. Apologies for absence

Apologies were received and approved from Councillors AP Davison and JM Russan

2. To elect a Chairman of the Committee

Resolved F&R 1

That Councillor KA Hickson be elected as Chairman of the Finance and Resources Committee

3. To elect a Vice-Chairman of the Committee

Resolved F&R 2

That Councillor SCE Yates be elected as Vice-Chairman of the Finance and Resources Committee

4. To approve the Draft Terms of Reference for the Finance and Resources Committee

Resolved F&R 3

That the Draft Terms of Reference for the Finance & Resources Committee be approved and adopted

Chairman's initials

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5. To consider the provisional Budget set for the Town Council and to agree any virements, additional commitments or new priorities

Resolved F&R 4

That the Budget be noted, and that the opportunity to make amendments and virements be acknowledged. Mrs Weaver explained the principle behind the Cheshire East Governance Committee's setting of the provisional Budget for Crewe Town Council; to provide sufficient funds to allow the Council to get started and to not require a large increase to the precept requirements for year two

The existence of the Crewe Charter Trustees Legacy of £53,00; and its deposition at the Co-Operative Bank was noted. The Clerk confirmed that Members would receive a monthly budget report once a system was established and the Town Council was spending its own money

6. To receive and approve a list of payments made by ChALC on behalf of the Town Council

Payments had been made to: Zurich Insurance £2,038.73; ChALC Training £60.00 and J Williams Interim Clerk fees £1,572.79 (March, April work)

Resolved F&R 5

That the payments be noted, and that is also be noted that payments associated with the Mayor Making Ceremony were with ChALC to be processed. Mrs Weaver and ChALC were thanked for bankrolling the Council's payments, pending the opening of its Bank Account

7. To consider the room hire scale of fees for meeting rooms in the Municipal Building and Library

The costs of Meeting room hire had been included in the provisional Town Council Budget. The Interim Clerk reported on the various options for room hire, with costings:
Municipal Buildings Council Chamber £102 for the evening
Municipal Buildings Committee Room £61 for the evening
Library Small Meeting Room £15 per hour

Resolved F&R 6

That the fees for the room hire be noted. It was resolved that Meetings of the Full Council should be held in the Council Chamber. It was also resolved to take Meetings 'on the road' to other venues around the Town; including South Cheshire College and MMU

8. To consider a list of proposed Asset Transfers from Cheshire East Council to Crewe Town Council.

Resolved F&R 7

That the list be received and noted. It was also resolved that the Town Council needed much more detailed information about the condition of the Allotments, and issues regarding staffing and other issues with Lyceum Square Public Conveniences. The Interim Clerk was instructed to investigate further, with Officers of Cheshire East Council

9. To receive a verbal report; for information, on two Meetings held earlier in the day on the subject of Transfer of Assets

Resolved F&R 8

That the Interim Clerk's report be received. There was a request from the Head of Streetscape for a Meeting with the Chairman of the Committee and Clerk to consider TUPE matters. There had been an invitation for Members and Clerk to visit the Allotment venues, and this would be accepted; with the Clerk to arrange

10. To consider requesting a meeting with representatives of Middlewich Town Council to agree a sharing of the Clerk's time and resources

Resolved F&R 9

That the Chairman of the F&R Committee and the Town Mayor be appointed to meet with their counterparts at Middlewich Town Council to discuss arrangements, management of time, payment for resources used and to set some parameters and a time frame

11. To receive a report from the Interim Town Clerk on future office accommodation and supporting infrastructure (equipment etc) for the Town Council. To resolve and agree a maximum limit for purchase of computer and software, IT support for creation of e-mail address. Mobile phone and a method to produce paperwork for meetings

Resolved F&R 10

That the Town Council should pursue its ambition to have an office within the Municipal Buildings, and that the Leader of the Labour Group on Cheshire East Council be asked to make representations with the Leader of that Council, following an initial Meeting between Cllr Michael Jones and the Interim Clerk. The Clerk was instructed to do some work on preparing costs for equipment procurement and IT support

12. To consider the Town Council's Communication Strategy and ways of notifying the Public of Meetings, Committees and Open Forum facility. To seek providers of a website facility for the Town Council

Resolved F&R 11

That the F&R Committee looks into a tendering process to secure provision of a Website. That the C&E Committee looks at how best to promote the work of the Town Council, to promote Notice of Meetings and the Open Forum facility and generally raise awareness of the new Town Council

13. To receive and adopt Governance and Accountability Statements for Crewe Town Council, including Risk Assessment.

This item was not considered at the Meeting

14. To consider issues relating to Transfer of Assets from Crewe Charter Trustees

- Bank Balance of £53,000
- Assets, Civic Regalia and Fixtures and Fittings. Access and availability
- Trustees' commitments to £5,000 Youth Council project
- HMRC Reimbursement of VAT due on outputs 2012-13

This item was not considered at the Meeting

15. To consider Correspondence containing a request from Crewe Heritage Centre re: 125 year lease of Railway Age site

Resolved F&R 12

That a small Working Group composed of 3 Members (to be agreed) be established to look into the detail of this issue

16. To progress the establishment of a Bank Account for Crewe Town Council. Signatories to sign forms

This item was not considered at the Meeting

17. To consider a Policy for awarding Grants to Community Organisations and Groups

Resolved F&R 13

That a small Working Group composed of 3 Members (to be agreed) be established to look into the detail of this issue

18. To confirm a date for ChALC Induction Training and Development Day session

Resolved F&R 14

That it be noted that Saturday 15th June had been selected as the preferred date for the Training and Development Day, to be held at South Cheshire College, from 10am

Chairman's initials

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19. To consider the engagement of Wirehouse Employment Services to assist the Town Council

This item was not considered at the Meeting

20. Resolution to Move into Part Two session and exclude the Public and Press on the grounds that confidential Personnel matters are to be discussed

Resolved F&R 15

That the Resolution be proposed and seconded and the following item be discussed in the absence of press and public.

21. To consider the approach to appointing a permanent Town Clerk to Crewe Town Council:

- Timescale and programme
- Job Description and Person Specification
- Terms and Conditions
- Contract of Employment
- Salary Scale

Resolved F&R 16

That the above details were approved and agreed, and it was further resolved that Mrs J Weaver and the good offices of ChALC would provide the administrative support for the recruitment and selection process

The Meeting concluded at 6.45pm

Chairman's Signature: Date:
Cllr Kevin Hickson

Crewe Town Council

Finance and Resources Committee

Minutes of Meeting of Crewe Town Council's Finance and Resources Committee, held in the East Committee Room, Municipal Building, Earle Street, Crewe on Wednesday 9th July 2013, at 7.00pm.

PRESENT

Councillors Mrs J Bratherton, A Davison, K Hickson, J Lundie, Mrs J Rhodes, M Russan and S Yates

Also in attendance: Mrs J Weaver Acting Town Clerk

1. Apologies for absence

None

The Chairman welcomed Dawn Clark (Cheshire East Council LAP Manager) to the meeting.

2. Declaration of Interests

None

3. To consider the opportunity to lease the Georges Centre Presentation by Dawn Clark LAP Manager

Dawn gave members an overview of the history of the Centre since the days of Crewe and Nantwich Borough Council. A number of key points were mentioned including:

1. ownership of the building is vested in the new Cheshire East Council and the Council has taken the view to transfer management to a third party 'not for profit' organisation;
2. the Centre has only ever been closed for a short time between 2010-11 and has been running well bringing in external funding and attracting regular users;
3. there is regular weekly income which meets the basic outgoings;
4. the Community Café is no longer operational;
5. there are 2 meeting rooms and a kitchen;
6. there are no staff to transfer; and
7. the Big Society Works Partnership was managing the property but has since folded and a consortium of Board Members has been steering the Management Group in the meantime.

Chairman's initials

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Members investigated a number of issues including the status of the ongoing legal action and were reassured that the lease would not attract any adverse legal action from previous parties.

Members asked if a set of accounts was available and were advised that they are not currently. It was noted that the lease would not extend to the field adjacent and that maintenance of the car park would not pass to the Council but that the car park could be freely used. It is anticipated that the pavilion will be taken over by MMU and it is hoped the café would be operational again by then.

It was noted that the deadline for bids is 9th August but other organisations have expressed an interest. A financial statement will be available on Friday 12th July at the open day.

Members agreed this was of interest to the Town Council but that further discussions with Cheshire East would be desirable. Dawn agreed to take this back to debate with CE and report back to the Town Council.

4. Update from Acting Clerk

4.1 Town Council Bank Account

Progress has been made and the relevant documentation has now been submitted to the Co-Op bank for processing.

4.2 Council expenditure incurred to date

Members were advised that the expenditure to date was £8332.38 which was made up of grants; salaries for interim staff; meeting room hire and insurance.

4.3 Wirehouse Employment Services

Members were advised that this item should be put on hold until the Council had concluded the recruitment process and then could reconsider whether this level of Employment Support would be of assistance.

4.4 Appointment of Town Council Solicitors – Dixon Rigby Keogh

The services of this local firm are used by a number of local councils in the Borough and they have successfully worked on the Asset Transfer agenda on their behalf. Members agreed to recommend to full Council that Dixon Rigby Keogh be appointed the Town Council's Solicitors.

4.5 Development of Town Council website

Members discussed the progress made on this matter and agreed to defer the issue until the appointment of the Town Clerk so that the new appointee may have input into the development. In the meantime it was agreed that Cheshire East Council be approached to ask if they would host a temporary page for the Council to ensure the public were able to view contact information at least.

4.6 Crewe Heritage Centre Working Group

It was agreed that Cllrs Bratherton, Rhodes, Davison and Hickson investigate this matter over the summer recess.

4.7 Grant Awarding Policy Development Group

Members thanked Cllr Yates for the work he had done on developing the Policy and Application Form. Cllr Yates invited comment on the draft documents and it was agreed that members should feed in their comments over the summer recess and that issues such as the making of budgetary provision and the frequency of reviewing applications should be incorporated in the documentation.

5. To consider review of Town Council's Financial Regulations

Members considered the document that had been previously circulated.

Resolved F&R 17 That the draft document be put to Council for formal adoption.

6. To Consider the review of the Town Council's Standing Orders

Members considered the document that had been previously circulated.

Resolved F&R 18 That the draft document be put to Council for formal adoption.

7. To consider the recommendation to Council that Crewe Town Council appoint JDH Business Services as Internal Auditor

Members were advised that the recommended company currently undertakes the Internal Audit function for many of the Local Councils in Cheshire. The approximate cost of this service will be £850 per annum.

Resolved F&R 19 That the Council be invited to support the proposal that JDH Business Services be appointed the Council's Internal Auditors

8. To consider the appointment of 2 Councillors to undertake financial scrutiny of the Town Council Accounts.

Members were advised that there was an obligation to perform internal scrutiny of the Council's accounts in addition to the Internal Audit. Simon and Mike

Resolved F&R 20 That Councillors Yates and Russan undertaken the Internal Scrutiny function on behalf of the Council.

9. To receive an update from the Chairman on the meeting with Cllr M Jones, Leader of Cheshire East Council

The Chairman reported on the meeting he had had with Cllr Jones and expressed the view that it had been a successful meeting with both parties looking forward to working co-operatively in the future. Among the topics discussed were:

- the possibility of office accommodation within the Municipal Building
- the opportunities that may be presented by the current situation with regard to the Georges Centre
- the need for further information to enable the Town Council to move forward on the transfer of the Allotments
- the development of the Town Council's objectives with regard to assets and service delivery

Both parties had agreed this was a very positive meeting and there was merit in arranging further meetings in the future.

It was agreed by the Committee that the Acting Clerk should make contact with the officer in charge of property and assets at Cheshire East Council to secure a list of such currently in ownership of Cheshire East Council. Following the procurement of this list the Chairman and Cllr Davison would disseminate the information to fellow councillors.

10. To consider matters arising from the Community & Environment Committee held 25th June.

10.1 Christmas Lights

Members were minded to recommend to Council that up to £15,000 be made available to contribute to Christmas Lighting.

10.2 Town Centre Manager

Members requested that Cllr Joy Bratherton approach the Town Centre Manager (Sue Togay) and ask her for a formal proposal of what the post might offer the Town Council going forward.

11. To note the date, time and venue of the next meeting

The next meeting will be held on 15th October 2013 at South Cheshire College.

Chairman's Signature: Date:
Cllr Kevin Hickson

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on the 5th September 2013

13/5/01 Present

Cllrs J Bratherton, Davison, Hickson, Rhodes, Russan and Yates

In attendance: Steve McQuade (Town Clerk)

13/5/02 To receive apologies for absence

Members accepted apologies from Cllr Lundie.

13/5/03 To note declarations of Members' interests

There were no interests declared.

13/5/04 To confirm and sign the minutes of the meeting held on 9th July 2013

The minutes of the previous meeting were approved subject to a typographical error at 4.6 ('Crew' corrected to 'Crewe').

13/5/05 To agree the Grant Awarding Policy – Cllr Yates

Members asked the Clerk to make various amendments and to confirm via Cllr Yates that changes were appropriate.

Members **resolved** that a press release be drafted to promote the grants scheme (subject to Council approving the policies) and that it recommend a budget spend for the current year of 10k to Council. In 2014/15 any grant allocation is to be split into three equal tranches with any underspend carried forward to subsequent tranche(s). For the remainder of the current year there would be an opportunity to make requests for grants in November and then again in the Spring.

13/5/06 To receive an update from the Chairman on the meeting with Cllr Michael Jones, Leader of Cheshire East Council held on 23rd August 2013

Cllr Hickson updated members in relation to discussions with Cllr Jones. This included the potential for a Town Museum.

13/5/07 To receive and agree further actions on the Town Clerk's Infrastructure Report

Members made the following **resolutions**:

- 1) That a number of members visit the premises at the St Paul's Centre and that the option of Chantry Court be debated once the costs of all options are available.
- 2) That the Clerk seeks quotes for a website and that a budget of 1k be set for the provision of a website.
- 3) That the Clerk be authorised to purchase the financial management system specified in his report (Purchase 1.8k, installation 0.6k and annual fees 0.6k)
- 4) That the Council register for VAT.
- 5) That the Council engage John Greenall and Company to act as payroll service provider.
- 6) The Committee wished to defer any decision on the provision of a printer/copier pending a decision on the office location.
- 7) The Committee wished to defer any decision on the provision of a franking machine pending

Chairman's Initials.....

a decision on the office location.

- 8) That the Clerk be authorised to spend up to £2k on the purchase of a laptop, office and security software, a portable projector and any associated accessories such as a display separate screen, leads/ cables, protective case etc.
- 9) That the Clerk purchase the publications specified in his report (value £159.50)
- 10) That the Clerk be authorised to access the Council's banking arrangements.
- 11) That the Clerk's membership of the Society of Local Clerks be authorised.

13/5/08 To consider any further actions required to move forward with Asset Transfers

Members noted the report from Cllr Yates and discussed a variety of matters related to transfer. The Clerk was asked to make contact with the Chief Executive at Cheshire East in order that a formal heads of agreement could be reached to take the project forward with a mutually agreed scope, timescale, resource input and set of negotiating principles.

13/5/09 To note the date, time and venue of the next meeting – Tuesday 15th October 2013

Members noted the date of the next meeting.

Meeting Closed: 20:42

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the Finance and Resources Committee meeting held on 15th October 2013

- 13/6/01** Present
Cllrs Beard, J Bratherton, Davison, Lundie, Rhodes, Russan and Yates.
- In attendance: Steve McQuade (Town Clerk) and Cllrs P Minshall, Bailey, Brookfield, Cartlidge, Hickson and Walton
- 13/6/02** To elect a Chairman and if required a vice Chairman
Members **resolved** to elect Cllr Yates as Chairman. The post of vice Chairman was left vacant.
- 13/6/03** To receive apologies for absence
All Committee members were present.
- 13/6/04** To note declarations of Members' interests
There were no declarations of interest.
- 13/6/05** To confirm and sign the minutes of the meeting held on 5th September 2013
The minutes of the previous meeting were approved and signed.
- 13/6/06** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/6/07** To consider report into delivery options for the Town Floriculture 2014 (Town Clerk):
a) Town Centre
b) Railway Station
Members **resolved** that an order be placed with Cheshire East subject to Cheshire East providing a formal specification against which the work would be delivered. It was suggested that a colour scheme be chosen of red, white and blue.
- 13/6/08** To consider an update in relation to Asset Transfer (Town Clerk):
a) Overall approach (Strategic meeting with and letter from Cheshire East (4th October)) – Members **resolved** that the draft letter prepared by the Clerk be sent to Cheshire East Council and that it be reiterated that the Council is ready and willing to work constructively with Cheshire East to facilitate transfer on an asset by asset basis.
b) Allotments (To consider authorising the Clerk to take legal advice in relation to land ownership issues (cost £800) and to proceed with the necessary land

Chairman's Initials.....

searches via the Council's legal advisors (cost circa £6.3k)) – Cllr P Minshall reported on a meeting with the National Allotment Society. The Clerk also reported on a subsequent meeting with the Society and a number of allotment holders. Members **resolved** that the legal advice be sought and searches commissioned.

- c) Markets – Cllr Davison reported that a meeting is planned with the market traders and will take place next week.
- d) Parks and gardens – Members made no decisions in this area.
- e) Municipal building – Members made no decisions in this area.
- f) Public toilets and café – Members made no decisions in this area and awaited a dialogue with Cheshire East.
- g) Town Centre Management – Members made no decisions in this area.
- h) Street cleaning – Members made no decisions in this area.
- i) CCTV systems – There was no information available on this point.
- j) George's Community Centre – It was understood the Centre has been let to another party.

13/6/09 To consider a request from Cheshire East for the Town Council to increase its financial support for the Christmas celebrations from the previously committed £15k to a figure of circa £20 to £25k. This follows notification from Cheshire East that £11k of anticipated funding by Cheshire East is no longer available.
Members **resolved** that an order be placed with Cheshire East to deliver the Christmas programme.

13/6/10 To consider recommending to Council that Financial Regulations be amended such that payments of less than £1k be issued on confirmation that the invoice matches the order in terms of quantity, price and quality of the goods/services ordered. Such payments to be included on the payment schedule presented to the subsequent Council.
Members **resolved** that the process outlined above be adopted.

13/6/11 To consider making a recommendation to Council in relation to the potential creation of an apprentice position to undertake the duties of Admin Assistant/Mayoral PA.
Members **resolved** to make the recommendation and that the relevant salary be paid at minimum wage rather than any lower rate applicable to apprenticeships.

13/6/12 To note the Council's overall financial position (year to 4th October)
Income - £493,757.97¹
Expenditure - £78,157.95²
Theoretical balance - £415,600.02

Members noted the Financial position.

13/6/13 To consider reserving the St Paul's Conference Room for exclusive use on Tuesdays and Thursdays at a cost of £134pcm.
Members asked the Clerk to bring this item back to the next meeting once unit costs had been identified for an ad hoc arrangement.

¹ Confirmed income in the account

² Includes payments not yet issued

Chairman's Initials.....

- 13/6/14** To consider authorising expenditure of up to £300 to procure corporate branded work and safety wear.
Members **resolved** that the Clerk proceed with this matter, but asked that as part of placing the business suppliers could be asked if they were willing to enter into a sponsorship arrangement.
- 13/6/15** To consider the Committees budget requirement for 2014/15
Members noted the timescale for setting the budget.
- 13/6/16** To consider the membership of the Internal Scrutiny Group
Members **resolved** that Cllr J Bratherton be appointed to replace Cllr Yates as the second scrutiny member alongside Cllr Russan.
- 13/6/17** To note the date of the next meeting (17th December 2013)
Members noted the date of the next meeting

Meeting closed: 20:41

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the Finance and Resources Committee meeting held on 17th December 2013

- 13/7/01** Present
Cllrs Beard, J Bratherton, Lundie, Rhodes, Russan and Yates.
- 13/7/02** To receive apologies for absence
Apologies were received and accepted from Cllrs Davison.
- 13/7/03** To note declarations of Members' interests
There were no declarations of interest made.
- 13/7/04** To confirm and sign the minutes of the meeting held on 15th October 2013
The minutes of the previous meeting were agreed and signed as an accurate record.
- 13/7/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/7/06** To receive and consider a presentation in relation to treasury management options (Mark Davies, CCLA)
Members received a presentation from Mr Davies. Members asked the Clerk to prepare a draft Treasury Management Policy for the next meeting
- 13/7/07** To consider an update in relation to Asset Transfer and other matters related to the dialogue with Cheshire East (Town Clerk):
- a) Allotments
 - b) Markets
 - c) Public toilet provision
 - d) CCTV systems

Allotments – Members **resolved** that they wished to form a governance relationship with the Allotment Federation on the understanding the Council would be able to appoint representatives to the Federation. Members agreed in principle to giving 50 year leases on each allotment. The Committee decided it did not wish that the Council collect the rents for 2013/14, but would permit the Federation to manage that arrangement or to start collecting fees from April 1st 2014. Members agreed to release the remaining allotment budget for 2013/4 to the Federation, once members were appointed to the Federation. In future years the federation could bid against an allotment capital budget set annually by the Council. The Council agreed to meet the costs of water at the eleven

Chairman's Initials.....

sites in 2014/5 on the understanding these costs would transfer to the Federation in 2015/6.

Markets – Members asked that the Clerk build a business case for transfer options.

Public Toilets – The Clerk indicated he would be in a position to present a business case to Council in the New Year.

CCTV Systems – The Clerk updated members on the current position following a visit to the control centre earlier in the day. The Chairman briefed members on the meeting with the Crime Commissioner.

- 13/7/08** To consider the Council's current financial position and note the proportion of expenditure spent locally
Members reviewed the present financial position and noted that approximately 96% of spending to date by the Town Council has been in the local area with Cheshire East Council being by far the most significant beneficiary of Council spending.
- 13/7/09** To consider the draft Committee budget for 2014/15
Members reviewed the draft budget and were content that it be put forward to the Strategy Steering Group.
- 13/7/10** To consider the overall budget and likely level of precept
Members reviewed the draft budget in totality and noted that the budget would require the Council to draw on reserves. Members were content that the draft as amended by the allotments position should be put to Strategic Steering Group.
- 13/7/11** To consider a report from internal scrutiny (Cllrs Russan and J Bratherton)
Members reported the work on verifying the assets transferred from the Charter Trustees and confirmed the need to check that certain items not yet seen were in the vault. A formal audit of the council's payments would be undertaken on the 23rd December and reported to the next meeting.
- 13/7/12** To note the date of the next meeting (11th February 2013)
Members noted the date of the next meeting.

Meeting closed: 20:56

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of meeting held on 11th February 2014

- 13/8/01** Present
Cllrs Beard, J Bratherton, Davison, Rhodes, Russan and Yates.
- In attendance: Steve McQuade (Town Clerk)
- 13/8/02** To receive apologies for absence
Apologies were received from Cllr Lundie.
- 13/8/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/8/04** To confirm and sign the minutes of the meeting held on 17th December 2013
The minutes of the previous meeting were approved and signed as an accurate record.
- 13/8/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/8/06** To consider an update in relation to Asset Transfer and other matters related to the dialogue with Cheshire East (Town Clerk):
- a) Allotments – Including release of remaining funds to the Allotment Federation
 - b) Markets
 - c) Public toilet provision
 - d) CCTV systems
 - e) Town Centre Management – Including whether to accept an invitation to formally manage the Municipal and Market Squares on behalf of Cheshire East.

Members noted and resolved the following:

- a) Allotments – Members noted the progress in so far as legal title of the eleven sites is to be finalised, that a valuation has been commissioned, that the solicitors anticipate a further £7.5k of work and that that releases 11k of budget that can be transferred to the Federation in line with resolution at 13/7/07. Cllr Brookfield as one of the Council's representatives on the federation had asked via the Clerk that she had reservations on the transfer of funds, but would speak further with the Federation to ensure the money was spent in priority areas that would aid the Federation and its Associations firmly establish themselves as quickly as possible. The Committee **resolved** to ask that the Federation to formally submit its expenditure proposals to the Committee.

Chairman's Initials.....

- b) Markets – That the Leader and Town Clerk had pressed Cheshire East for the early transfer of the markets along with the toilets and café block as a single entity. The Leader and Town Clerk were due to meet Cheshire East Officers at the end of the month.
- c) Public Toilets – See above.
- d) CCTV systems – Cllr Rhodes reported on the exploratory CCTV meeting with Cheshire East and other partners. It was noted another meeting was planned to explore matters further and the issues would be brought to a future meeting.
- e) Town Centre Management – Members noted the request from Cheshire East and **resolved** that the Clerk be authorised to manage the squares on an ad hoc basis to assist Cheshire East, subject to Cheshire East submitting a formal draft management agreement for approval within the next two months.

- 13/8/07** To consider the Council's current financial position
Members noted the current healthy financial position.
- 13/8/08** To consider a draft treasury management policy
Members **resolved** that the policy be submitted to Full Council.
- 13/8/09** To consider the adoption of the NALC payscales/bands
Members **resolved** to adopt the payscales and confirmed the salaries for employees for 2014/5) as scale point 49 and the living wage respectively. Members also resolved to correct the anomaly in the Clerk's salary such that payment on point 49 is backdated to his start date.
- 13/8/10** To consider the option to commission media training for members and officers (£300)
Members **resolved** that the session is booked.
- 13/8/11** To consider matters related to the procurement of services in connection with the future Christmas events programme.
The Town Clerk updated members with regard to the expressions of interest received to date and members **resolved** to invite suppliers to make a presentation to members.
- 13/8/12** To consider a report from internal scrutiny (Cllrs Russan and J Bratherton)
Members noted the verbal report from Cllr Russan noting that all was in order, invoices and payments had been checked against the records. Cllr Russan also confirmed the need to complete the verification of the assets handed over from the Charter Trustees prior to the end of the financial year.
- 13/8/13** To consider progressing the appointment of a Deputy Town Clerk/Economic Development Officer
Members asked the Clerk to revisit the draft Person Specification and Job Description to emphasise that the post needed to be outward facing and that the Economic Development role would be expected to be the substantive part of the day to day workload.
- 13/8/14** To note the date of the next meeting (15th April 2014)
Members noted the date of the next meeting.

Meeting Closed: 20:13

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

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Minutes of the meeting held on 15th April 2014

- 13/9/01** Present
Cllrs Beard, J Bratherton, Lundie, Rhodes, Russan and Yates.
- In attendance: Cllr Hickson, Steve McQuade (Town Clerk)
- 13/9/02** To receive apologies for absence
Apologies were received and accepted from Cllr Davison.
- 13/9/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/9/04** To confirm and sign the minutes of the meeting held on 11th February 2014
The minutes of the previous meeting were signed as an accurate record.
- 13/9/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/9/06** To consider an update in relation to Asset Transfer and other matters related to the dialogue with Cheshire East (Town Clerk):
- a) Allotments – The Federation was reported as being fully operational. The Clerk informed members that a request had been received from the Federation to purchase a shredder for use at all the sites (circa £750), members **resolved** that the equipment be purchased in line with the specification from the Federation. The Clerk asked members to note that United Utilities had been informed that all water bills for the eleven sites until 1/4/14 were the responsibility of Cheshire East and that the Council was not liable for any costs.
 - b) Markets – No further information on toilets and markets had been received. Members discussed the option for a Community Right to Challenge. Members asked the Clerk to raise the matter of the Right to Challenge with Cheshire East and indicated that members would request a meeting with the current operators.
 - c) Public toilet provision – As above.
 - d) CCTV systems – Members considered matters related to CCTV and concluded by **resolving** to recommend to Council that a contribution of 30k be made for 2014/15 to ensure that the Council is investing in supporting community safety. The Council would also request that as part of the commitment that formal

Chairman's Initials.....

liaison structures are put in place to oversee the investment prior to such a sum being paid over.

- e) Town Centre Management – The Town Clerk had continued to manage bookings and had been approached by a management company to take over that activity. There had been no further development of a heads of agreement with Cheshire East on the management arrangements, as no further information had been received.

13/9/07 To consider the Council's provisional annual financial outturn
Members noted the year-end position.

13/9/08 To consider matters related to year-end audit and the closure of accounts.
The Town Clerk updated members on the processes associated with closure of accounts and year-end audit. The matter of future ear-marked reserves was discussed. The Clerk was asked to contact each Committee Chair with regard to Committees taking decisions on any requirement for ear marked reserves that are in line with strategic priorities. The Finance and Resources Committee would request that 100k be ear-marked for spend on the markets.

13/9/09 To consider a draft treasury management policy in light of comments from Council
Members reviewed the suggested changes to the policy and **resolved** to resubmit to Council a revised policy including an amalgamated Policy 1 and 5.

13/9/10 To consider a request to allocate £9k to the possible procurement of the 20mph zone signage (Cllr Rhodes)
Members **resolved** to set aside the funding to support the project to introduce 20mph zones. Members were asked to consider other appropriate areas of the Town where designation is already in place and where the signage may be beneficial.

13/9/11 To consider the option to purchase a branded gazebo/tent (£560)
Members **resolved** to go ahead with the purchase subject to addressing concerns on the quality of the product.

13/9/12 To consider an update in connection with the procurement of the Christmas events programme.
Members discussed the progress made at the previous procurement panel meeting and also communications from the Cheshire East Press Office relating to the Crewe Town lights. Members agreed to progress the return of the lights into the possession of the Town Council and that the procurement panel continue its work.

13/9/13 To consider a report from internal scrutiny (Cllrs Russan and J Bratherton)
Cllrs Russan and J Bratherton updated members with regard to the latest issues arising from internal scrutiny. No significant issues had been identified.

13/9/14 To consider matters related to the recruitment of an Economic Development Officer/Deputy Town Clerk (EDO) and a PA to the Council.
The Clerk updated members on the shortlisting process that is in hand for both positions.

It was agreed that the interview panel for the PA post be drawn from Cllrs P Minshall, B Minshall and Faseyi , together with the Clerk.

Chairman's Initials.....

It was confirmed that Strategic Steering Group would conduct the interviews for the EDO post with all members invited to presentations prior to lunch with interviews by Strategic Steering Group in the afternoon.

13/9/15 To note the date of the next meeting (8th July 2014)
Members noted the date of the next meeting.

Meeting Closed: 20:45

FINAL

Chairman's Initials.....

CREWE TOWN COUNCIL

Minutes of the First Meeting of the Town Council's Planning Committee, held in the Small Meeting Room, Crewe Library, on Thursday 6th June 2013, commencing at 6.00pm

Present

Councillors DC Bailey, T Beard, Ms ML Carline and Mrs J Rhodes

Apologies

Councillors I Appilat and JM Russan

Election of Chairman and Vice-Chairman

Resolved P 1

That Councillor Mrs J Rhodes be elected as Chairman of the Committee and that Councillor JM Russan be elected as Vice-Chairman of the Committee

Declaration of Members' Interests

Councillor DB Bailey declared a personal interest in Planning Applications 13/1734 and 13/1753, as he personally knew the Applicants

Planning Committee Terms of Reference

Resolved P 2

That the Draft Terms of Reference for the Committee, previously circulated, be agreed and adopted by the Committee

Reports from the Chairman

- 1. Gresty Oaks development proposals.** The Chairman had attended the Open Day and brought back some documents to share with Members. The proposal was for between 800 and 1,000 dwellings on land opposite Shavington High School. It was noted that while the proposed development was outside the 6 Wards of Crewe Town Council, it could have a major impact on infrastructure, facilities and service provision in the Town Centre.
- 2. Cumberland Sports Ground development proposals.** The Chairman had been briefed about the Cheshire East Council proposals for development in and around the Cumberland Sports Ground and buildings. The proposals included facilities for older people, construction of a swimming pool and improvements to the track and other amenities in the area. The proposals

would mean the closure of other Community facilities around the Town, and a streamlining of service provision for Older Peoples' and other Community Services

Resolved P3

That the Committee asks the Town Council to consider sending a letter of support to Shavington Parish Council Members, for their opposition to the Gresty Oaks proposals.

That a request for a Development Brief to address key issues with regard to Cumberland Sports Ground be made, with particular regard to access arrangements.

That the request from the Interim Town Clerk for a Meeting with the Head of Planning at CC, to bring Members up to speed with the current Strategic Planning Applications affecting the Town of Crewe and neighbouring Parishes, be supported and reinforced; as no response had yet been received

Recommendations on current Crewe Planning Applications

Resolved P4

That the list of Planning Applications, with recommendations; attached to the Minutes, be approved by the Committee and forwarded to the Head of Planning at Cheshire East Council

A major application; 13/2055N was received on the day of the Meeting. This was a very detailed (outline) application for up to 240 residential dwellings with open space and access at land off Sydney Road, Crewe.

The Chairman agreed to take the documents away and prepare a summary report to bring back to the next Meeting of the Committee

Date of next Meeting

Thursday 4th July at 6.00pm

The Meeting concluded at 7.08pm

Cllr Mrs J Rhodes

Chairman

Signed.....2013

CREWE TOWN COUNCIL

Minutes of the Meeting of the Town Council's Planning Committee, held in the Small Meeting Room, Crewe Library, on Thursday 4th July 2013 at 6.00pm

Present:

Councillors: I Appilat, D Bailey, T Beard, Mrs J Rhodes, M Russan

Apologies:

Councillor M Carline

Declaration of Members' Interests

Councillor J Rhodes declared that the applicant in Application Number 13/2361N is known to her.

Minutes of Meeting 6th June

Members considered the minutes of the meeting held on the 6th June having been previously circulated.

Resolved P5 That the minutes of the meeting held on Thursday 6th June be agreed as a correct record and signed by the Chairman.

Sydney Development Application Number 13/2055N

Members thanked the Chairman for her work on the report on the development and in addition expressed concern at the encroachment into the green gap and the general impact on infrastructure in particular the Sydney Road Bridge.

Additional concern was expressed at the impact on infrastructure such as local schools and doctors surgeries.

Resolved P6 That the areas for concern highlighted in the Chairman's Report and the additional points raised in Committee be recommended to Council for approval.

Planning Applications notified by CE Borough Council

Members considered the planning applications listed in appendix A and agreed the response as recorded and attached hereto.

New Street Name Consultations

Members discussed the proposed street name for Application number **NP0564** and agreed to support the proposed name 'Adderley Close'.

Members also discussed name proposals for the development off Bradfield Road Application number **NP0593**. Members rejected the proposed 'Academy Way' and suggested 'William Way' as a suitable alternative.

Date of next Meeting

Thursday 5th September at 6.00pm

Chairman:
Cllr Jill Rhodes

.....2013

CREWE TOWN COUNCIL - Planning Applications - Appendix A

Application No	Proposal	Location
13/2230N	Change of use of betting shop A2 alterations to shop front	66 Market Street, Crewe, CW1 2HD
	<i>The Town Council support the application due to the effect of creating jobs in Crewe</i>	
13/2470N	Change of use from Class A1 to a range of A1/A2/A3/A4/A5 uses	10 Queensway, Crewe, CW1 2HQ
	<i>No response</i>	
13/2491N	Proposed Single storey rear extension & internal alterations	126 Nantwich Rd, Crewe, CW2 6AT
	<i>No response</i>	
13/2493N	Advertisement - two fascia signs	126 Nantwich Rd, Crewe, CW2 6AT
	<i>No response</i>	
13/2361N	Conversion of dwelling into two	142 Walthall Street, Crewe, CW2 7LB
	<i>No objection subject to the protection of adjacent residential amenities</i>	
13/2332N	Residential Development	Sir William Stanier Community School, Ludford Street, Crewe, CQ1 2NU
	<i>The Town Council expresses concern at the lack of green spaces; the apparent difficulty in accessing parking; the pressure that will be created on schools in the area; the high density and lack of variety of offer for affordable housing. The Council also notes the large number of vacant apartments in the area already. However the Council wishes to support the utilisation of Brownfield developments in principle.</i>	
13/2503N	Odeon expansion - conversion of Bowling Club to Cinema and Restaurant use	Phoenix Leisure Park, Dunwoody Way, Crewe, Cheshire CW1 3AW

	<i>The Town Council expresses concern at the loss of leisure diversity whilst there is an under utilisation of the current porvision. The Council, however does support the provision of additional restaurant facilities but would encourage further exploration of an alternative site.</i>	
13/2580N	Prior approval for change of use from B1 to C3 usage for Nantwich House	Rail House, Gresty Road, Crewe, CW2 6EA
	<i>The Town Council expressed concern at the change of use and would like CE Council to consider the importance of retaining the building as office/business use</i>	

CREWE TOWN COUNCIL

Minutes of the Meeting of the Town Council's Planning Committee, held in the Small Meeting Room, Crewe Library, on Monday 30th July 2013 at 6.00pm

Present:

Councillors: T Beard Mrs J Rhodes M Russan

Apologies:

Councillors: D Bailey M Carline

Declaration of Members' Interests

None

Minutes of Meeting 4th July

Members considered the minutes of the previous meeting which having been previously circulated were taken as read.

Resolved P7 That the minutes of the meeting held on Thursday 4th July be agreed as a correct record and signed by the Chairman.

Matters Arising

Sydney Development Application Number 13/2055N

The Chairman invited members to note that the recommendation by the Planning Committee was passed by full council at the meeting in July.

Letters of Support to Neighbouring Parishes

Members noted that the letters of support authorised by Council had been drafted and sent to Shavington-cum-Gresty Parish Council and Wistaston Parish Council.

Proposal for a Waste Re-cycling Plant Application Number 13/2744W

Members discussed the proposed WTS at Maw Green. The response to the report was agreed as set out in Jill Rhodes report.

Responses to Planning Applications received by 29th July

Maw Green Waste Transport Station - 13/2529N

Members considered the report produced by the Chairman and thanked her for her work in putting that together.

Resolved P8 That the response drafted by the Chairman be approved for submission subject to clarification that it was in response to the CE Report dated 11th July.

100 Oakley Street – 13/2736N

Resolved P9 That the proposal for a ground floor side extension to allow better disabled access be supported.

89A Bradfield Road – 13/2847N

Resolved P10 That concern be expressed regarding the impact of additional traffic on the area.

Proposed Lifestyle Centre at Cumberland Sports Area (off Thomas Street)

Members considered the comprehensive report and recommended response produced by the Chairman and thanked her for the work she had put in on the Report.

Resolved P11 That the response drafted by the Chairman be approved for submission subject to the addition of the promotion of the Georges Playing Fields in any future consideration of Leisure Development.

Proposed Housing Development near Shavington – Gresty Oaks

Members reviewed the report and proposed response drafted by the Chairman.

Resolved P12 That the response drafted by the Chairman be approved for submission to the Planning Department at Cheshire East Council.

Date of next Meeting

Members noted that the date of the next meeting is Thursday 5th September at 6.00pm

Chairman:
Cllr Jill Rhodes

.....2013

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

Minutes of the meeting held on the 5th September 2013

13/4/01 Present

Cllrs Beard, Carline, Rhodes and Russian

In attendance: Steve McQuade (Town Clerk) and Cllr P Minshall.

13/4/02 To receive apologies for absence

Apologies were received and accepted from Cllr Bailey.

13/4/03 To note declarations of Members' interests

Cllr Rhodes declared an interest in being known to the landlord of the property considered under application 13/3551N.

13/4/04 To confirm and sign the minutes of the meeting held on 30th July 2013

Members agreed the minutes of the previous meeting as an accurate record.

13/4/05 To consider the draft response to Application no 13/3434N – 16 apartments on Walthall Street, Crewe

Members objected to the development and make the following comments:

- 1) Crewe Town Council supports the use of brownfield sites for housing development.
- 2) Crewe Town Council welcomes the provision of affordable housing. However, it does not believe that all affordable housing should be in apartment blocks.
- 3) Crewe Town Council objects to the development because of its scale. A four storey building is not appropriate when the rest of the area consists of two storey terraced houses.
- 4) There are insufficient parking spaces, only six spaces for 16 apartments.
- 5) There is some refuse storage provision but the space allocated seems very small when the likely amount of waste generated by 16 apartments is considered.
- 6) There is no green energy provision, e.g. solar panels.
- 7) Crewe Town Council knows that there are too many apartment developments in Crewe. Many of these apartments are for sale and have been vacant for a long time. Another apartment development is not needed.
- 8) Crewe Town Council would prefer a development of terraced houses, in keeping with the area. This would provide much needed affordable housing for families.

13/4/06 To consider responses to applications received¹

Members made the following responses to the applications as follows:

13/3563N (165 Edleston Road) – The Council objects on the grounds that there is insufficient provision for the storage of refuse containers.

13/3508N (Sir William Stanier Community School) – The Council raises no objection.

13/3529N (3 Grand Junction Way) – The Council raises no objection.

13/3011N (10 Browning Street) – The Council supports the application subject to it being in keeping with the streetscene.

13/3387N (221 Alton Street) – The Council raises no objection subject to the development being in keeping with the streetscene.

¹ Cllr Beard joined the meeting at the start of this item of business.

Chairman's Initials.....

13/3551N (41 Laura Street) – The Council supports the application subject to it being in keeping with the streetscene.

13/3607N (102 – 104 Nantwich Road) - The Council objects on the grounds of insufficient parking provision and storage for refuse containers.

13/2937N (Westminster Street Park) – The Council supports the application in principle but has concerns in relation to the reason for an extra access gate, the loss of trees, the siting of the venting pipe and how the manhole covers will be protected from vandalism.

13/3125N (16 Dorfold Street) – The Council objects to the changes that have been made and would wish that the building be reinstated to its former appearance using appropriate design and materials. We request that Cheshire East review its policy in relation to guidance on windows provision to take account of the need for energy conservation measures.

13/4/07 To note the report to Planning Department on the Bombadier Development - Planning Application 13/23102N

Members approved the submission of the following comments:

Crewe Town Council supports the use of brown field sites for housing development in principle and welcomes this development in principle as it will provide shared ownership housing. The Council would, however, wish to make the following points:

1. The historic lodge should be retained and some minor adjustment to the plan would allow this;
2. There should be a thorough archaeological survey of the area;
3. The extent of the pollution of the site should be assessed by an independent body. The Council does not approve of building on a site where the nature of the pollution could be hazardous to resident's health;
4. The Council questions the need for apartments as there is already a surplus in the area. Retention of the lodge and houses would be more appropriate use for that area of the site;
5. More 3 bedroom houses for families should be built;
6. The development lacks play space for children or any public open spaces;
7. The access to the site should be reconsidered. It is not appropriate for all traffic to exit onto the busy Dunwoody Way and West Street junction. There needs to be a second exit onto Dunwoody Way, where the footpath on the plans currently exits the site;
8. The design specification does not include sustainability features, like solar panels and
9. There is a need for adequate provision of pedestrian crossings.

13/4/08 To consider arrangements for the drafting of Planning Procedures and Policies for Crewe Town Council

Members asked for an opportunity to discuss how Community Infrastructure Levy and other planning gain monies might be utilised going forward.

Members asked that an item be placed on the future agenda to discuss the budget provision for the Committee.

13/4/09 To note the date of the next meeting (Thursday 3rd October 2013)

Members noted the date of the next meeting.

Meeting Closed: 18:59

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on the 3rd October 2013

13/5/01 Present

Cllrs Bailey, Beard, Carline, P Minshall, Rhodes and Russan

In attendance: Steve McQuade (Town Clerk)

13/5/02 To receive apologies for absence

Apologies were received from Cllr Appilat.

13/5/03 To note declarations of Members' interests

There were no declarations of interest.

13/5/04 To confirm and sign the minutes of the meeting held on 5th September 2013

The minutes of the previous meeting were accepted and signed subject to it being noted that application number 13/2973N should have read 13/2937N.

13/5/05 Public Participation

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

There were no members of the public present.

13/5/06 To consider making responses to planning application consultations that have arisen since the previous meeting

Members made the following comments in relation to the applications set out below:

13/4034N – 233 Nantwich Road – The Council makes no comment on the application.

13/3959N – 7 Stalbridge Road – The Council makes no comment subject to the comments of neighbours.

13/3884N – Land at rear of 55 Sunnybank Road – The Council accepts the principle of the application providing that the views of Network Rail are taken into account.

13/3755N – 76B West Street – The Council raises no objection subject to neighbours comments and compliance with building regulations.

13/3741N – 82 Edleston Road – The Council raises no objections subject to the views of neighbours.

13/3716N – Rail House, Gresty Road – The Council objects to the application on the basis that the planning application is in error as the building is believed to be presently designated as C3, that the design of the shop units causes concern due to lack of toilet facilities and refuse disposal facilities and that the development would add to the heavy traffic and local parking issues in the area.

13/3978N – Land South of Dunwoody Way – The Council raises no objection in principle but would wish to see a more sympathetic design in keeping with the area.

13/5/7 To consider matters related to street naming and numbering

Members reviewed the list of names submitted by the Chair, accepting the names in principle and agreeing to make revisions at the next meeting.

Chairman's Initials.....

- 13/5/8 To prioritise requests for minor highway works**
Members reviewed the list presented by the LAP and asked that the Clerk inform the LAP that #26, #639 and #704 are the priority actions from the Town Council's perspective.
- 13/5/9 To consider matters related to the prioritisation of spending in relation to any future opportunities to access planning gain funds such as through the Community Infrastructure Levy**
Members **resolved** to form a working group comprised of Cllrs P Minshall, Rhodes and Bailey to identify draft spending priorities.
- 13/5/10 To consider matters relating to planning policies and guidance to the Town Clerk**
Members reviewed the general planning principles and agreed that the document be submitted to Council for consideration.
- 13/5/11 To consider matters related to the development of the Local Plan**
Members reviewed the draft comments on the Local Plan and the Chair agreed to make alterations in line with member comments prior to the document being submitted to Council for approval.
- 13/5/12 To consider matters related to the All Change for Crewe agenda**
Members considered the draft submission in relation to the planning aspects of the All Change for Crewe agenda and noted that a consolidated response would be submitted following the Economic Development meeting on 10th October.
- 13/5/13 To consider the Committees budget requirement for 2014/15**
Members noted that were the Council to be minded to produce a neighbourhood plan it would require a significant budget allocation.
- 13/5/14 To note the date of the next meeting (31st October 2013)**
Members noted the date of the next meeting.

Meeting Closed: 20:25

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 31st October 2013

- 13/6/01** Present
Cllrs Appilat, Beard and Rhodes
- In attendance: Steve McQuade (Town Clerk)
- 13/6/02** To receive apologies for absence – Cllrs Bailey, Carline, P Minshall and Russan
- 13/6/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/6/04** To confirm and sign the minutes of the meeting held on 3rd October 2013
The minutes of the previous meeting were approved and signed.
- 13/6/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no members of the public present.
- 13/6/06** To consider making responses to planning application consultations that have arisen since the previous meeting
- 13/4073N – Westminster Street Park – The Council raises no objection but would wish to see the control boxes protected by railings to prevent inadvertent access and vandalism.
 - 13/4113N – 169 Ruskin Road – The Council raises no objections but asks that all relevant safety measures to protect children are in place.
 - 13/3335N – Land adjacent Coppenhall House Farm - The Council raises no objection.
 - 13/4002N – South Cheshire College – The Committee objects on the grounds of overdevelopment and in relation to the location of the play area that is close to the road and remote from the development.
 - 13/4288N – BREL House, West Street – The Council makes no comment on the application.
 - 13/4306N - Land at Bombardier Transportation Site – The Council raises no objections.
 - 13/4323N – Brooklands House – The Council recognises the need to redevelop the site, but feels it is regrettable that a house of historical significance is being demolished to provide for the development. The apartment building at three storeys is not in keeping with the houses in adjacent areas. We also believe that consideration needs to be given in terms of access to the site for older people as the main access routes seem to be at the foot of the hill away from the development.
 - 13/4382N – Sir William Stanier Community School – The Council objects to the application on the grounds of over-development. There is an increase in the number of homes agreed previously and there are too many apartment blocks in relation to the provision of family

Chairman's Initials.....

housing.

- 13/6/07** To consider matters related to street naming and numbering
Members **resolved** that the extra names be added to the list of potential street names.
- 13/6/08** To consider matters related to the prioritisation of spending in relation to any future opportunities to access planning gain funds such as through the Community Infrastructure Levy
The Working Group had met to discuss prioritisation. The emerging priority appears to be to improve the quality of housing in the areas most in need of improvement.
- 13/6/09** To note the content of a letter sent in relation to the Aldi store.
The Chair reported that a letter had been sent asking for a plaque to be erected on the site to recognise the former use of the site as the Earl of Crewe Public House. No reply had been received and the Chair was asked to write again.
- 13/6/10** To receive an update from Cllr Rhodes on the North Ward Bowling Club site visit.
The Chair reported on a visit to the site with Cllr Hickson during which a potential developer explained their plans for the area. Members agreed that appropriate development of the site would improve the amenity of the area.
- 13/6/11** To consider making a request to Council to amend the Committee's Terms of Reference to read that "the Committee may make recommendations on all planning applications though in the case of applications of size greater than 50 dwellings or 1500sqf of retail space all members shall be advised that such an application is being discussed at Planning Committee. Where three or more members notify the Clerk in writing they wish said application to be called in, then the Clerk shall place that application on the next available Council agenda or if appropriate call a Special Council".
Members agreed to submit the recommendation to Council.
- 13/6/12** To consider matters relating to the draft Local Plan and housing allocations.
Members noted the recent announcements with regard to the under allocation of housing provision in the Local Plan and that such matters may have implications for Crewe in terms of speculative development.
- 13/6/13** To note the date of the next meeting (28st November 2013)
Members noted the date of the next meeting.

Meeting Closed 20:09

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 5th December 2013

- 13/7/01** Present
Cllrs Beard, P Minshall, Russan and Rhodes
- In attendance: Steve McQuade (Town Clerk)
- 13/7/02** To receive apologies for absence
Members accepted apologies from Cllr Appilat.
- 13/7/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/7/04** To confirm and sign the minutes of the meeting held on 31st October 2013
The minutes were approved and signed as an accurate record.
- 13/7/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/7/06** To receive and consider a presentation from David Malcolm, Southern Area Manager - Development Management, Cheshire East Council.
Unfortunately due to other pressures Mr Malcolm was unavailable and an invitation was extended for him to attend the next meeting.
- 13/7/07** To receive and consider a presentation from Paul Wade in relation to transportation matters
Members received and discussed the presentation from Mr Wade. Members asked for help in pointing to any applications that could deliver improvements in sustainable transport and provide additional benefits via s106 agreements.
- Members asked that Cheshire East consider implementing 20mph zone around Ruskin Road, Gainsborough Road, Buchan Grove and Kingsway.
- 13/7/08** To consider making responses to planning application consultations that have arisen since the previous meeting:
- 13/4633N - Land to the south of Maw Green Road, Crewe – The Council objects to the application on grounds of the likely impact on local service infrastructure such as schools, surgeries etc., the increase in traffic congestion and the proximity to a waste disposal site. The application fails to provide for the provision of cycling and walking routes to other parts of the Town including the Town Centre.

Chairman's Initials.....

- 13/4612N - Thornberry Barn, Herbert Street, Crewe – The Council raises no objection subject to the comments of neighbours.
- 13/4748N – Lakeside Superbowl, Unit 1, Dunwoody Way, Crewe – The Council objects to the change of use and wishes to retain the present variety of activities on the site. The Council questions the need for additional cinema screens. The Council does not see a need for increased restaurant space at this location.
- 13/4536N – Computer House, Gresty Road, Crewe – The Council supports the comments made by neighbours and strongly objects to the application. Residential development could not take place without alteration to the exterior of the building and as one section has no windows this seems impossible from a design perspective. There is not any on street permit parking as suggested in the application. All nearby roads are double yellow lined.
- 13/4695D - Land at Coppenhall East, Remer Street, Crewe – The Council has concerns that the impact will be significant on local services and infrastructure. The Council wishes to see the façade of the Cross Keys public house preserved in any new build of a public house in the development. Access from the development onto the roundabout needs to be carefully considered as the surrounding roads are narrow and at capacity. The Council wishes to see any development lead to improvements in sustainable transport infrastructure.
- 13/4936N – 41 Rigg Street, Crewe – The Council makes no comment on the application.

- 13/7/09** To consider an update in relation to street lighting and trunking
The Clerk updated members with regard to correspondence from Cheshire East. There appeared to be a degree of ambiguity around the requirements for developers to install such facilities on new developments.
- 13/7/10** To consider matters related to a potential 'blue plaques' scheme for Crewe
Members discussed the idea, but felt it was not appropriate to consider implementing a scheme.
- 13/7/11** To consider matters related to the Local Plan.
Members noted that the Plan was out to consultation again. Members also noted that there had been no changes based on previous comments. Members were unhappy that the housing allocation had increased in the current version of the Local Plan.
- 13/7/12** To note the date of the next meeting (2nd January 2014)
Members noted the date of the next meeting.

Meeting closed: 20:30

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

01270 756975



Minutes of the meeting held on 2nd January 2014

- 13/8/01** Present
Cllrs P Minshall, Russan and Rhodes
- In attendance: Steve McQuade (Town Clerk)
- 13/8/02** To receive apologies for absence
Apologies were received and accepted from Cllrs Beard, Bailey and Carline.
- 13/8/03** To note declarations of Members' interests
There were no declarations made.
- 13/8/04** To confirm and sign the minutes of the meeting held on 5th December 2013
The minutes of the meeting were agreed and signed as an accurate record.
- 13/8/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/8/06** To receive and consider a presentation from David Malcolm, Southern Area Manager - Development Management, Cheshire East Council.
Mr Malcolm was unable to attend the meeting, but had agreed to attend a meeting later in the year.
- 13/8/07** To consider making responses to planning application consultations that have arisen since the previous meeting:
- 13/5113N - Land at Bombardier Transportations, West Street, Crewe – The Council makes no objection to the application.
 - 13/5085N - Land to the East of Broughton Road, Crewe – The Council makes no objection to the application but wishes to see sustainable transport connections for walking and cycling that link to routes into the Town Centre, that the estate is limited to 20mph from its inception and that all the buildings have adequate provision for cycle storage.
 - 13/4116N - 52A, Stalbridge Road, Crewe - The Council objects to the application due to the lack of access and parking provision.
 - 13/5139N - Land adjacent 9, Walthall Street, Crewe – The Council notes the nature of the revised application and raises no objections subject to the comments of neighbours.

Chairman's Initials.....

- 13/5119N - Ash-Tec House, rear of 209-215 Nantwich Road, Crewe – The Council raises no objection subject to the comments of neighbours.
- 13/4983N - 9 - 11, Nantwich Road, Crewe, Crewe – The Council raises no objection subject to the comments of neighbours.
- 13/5237S – Land off Crewe Road, Basford West Development Site, Shavington-cum-Gresty, Crewe – The Council notes and welcomes the application.
- 13/5223D - Crewe Green Link Road South – The Council welcomes the new road and wishes to see that effective sustainable transport options including segregated routes for walking and cycling are part of the development.
- 13/5114N - Bentley Motors Ltd, Pyms Lane, Crewe – The Council raises no objection to the application.
- 13/5196N – 179 Ruskin Road, Crewe – The Council strongly objects on the grounds that the development is not in keeping with the amenity of the area, that there is over occupation, that there is a lack of parking provision and poor internal design such as the lack of shared communal space, small kitchen area and refuse storage area. The Council wishes to see a report from the Fire and Rescue Service in relation to the proposed design.
- 13/5258N – Cumberland Arms, 3-5 Middlewich Street, Crewe – The Council provisionally does not raise an objection, but is unable to access the detailed site plans via the Council website.

13/8/08 To consider updating planning guidance to give greater account to sustainable transport matters.
Members resolved to seek Council approval to insert the following additional principle into the planning principles *'welcome developments that take account of sustainable transport leading to reduced traffic congestion, especially through the provision of infrastructure for safe cycling and walking'*.

13/8/09 To note the date of the next meeting (30th January 2014)
Members noted the date of the next meeting.

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

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01270 756975



Minutes of the Meeting held on 30th January 2014

- 13/9/01** Present
Cllrs Bailey, Beard, P Minshall, Rhodes and Russan.

In attendance: Steve McQuade (Town Clerk)
- 13/9/02** To receive apologies for absence
Apologies were received and accepted from Cllr Carline.
- 13/9/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/9/04** To confirm and sign the minutes of the meeting held on 2nd January 2014
The minutes of the previous meeting were agreed and signed as an accurate record.
- 13/9/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/9/06** To receive and consider a presentation from Kevin Williams, Executive Director (Growth & Enterprise) of Wulvern Housing¹.
Mr Williams provided an insight into the history of Wulvern and covered future plans for Crewe. Points of note were:
- Development Plan to build 1000 affordable homes across Cheshire.
 - The impact of the Bedroom Tax, particularly the future demand for smaller properties.
 - Seeking to encourage home ownership through shared ownership schemes.
 - A plan is in place to secure land for future development and supply.
- Mr Williams then took questions.
- 13/9/07** To receive and consider a presentation from David Malcolm, Southern Area Manager - Development Management, Cheshire East Council.
Mr Malcolm was unable to attend the meeting.
- 13/9/08** To consider making responses to planning application consultations that have arisen since the previous meeting:

¹ Cllr Bailey joined the meeting during this item.

Chairman's Initials.....

- 13/4725N – Land at Coppenhall East, Stoneley Road, Crewe – The Council wishes to see further information to allay concerns in relation to highways provision, sustainable transport and general plans to mitigate the impact of the construction phase.
- 13/4323N – Brooklands House, Ford Lane, Crewe – This matter was dealt with at a previous meeting.
- 14/0084N – Cattle Arch, Maw Green Road, Crewe – The Council wishes to see the development linked into the sustainable transport network and that the comments of neighbours be taken into consideration.
- 14/0066N – 114, Earle Street, Crewe – The Council raises no objection subject to the views of neighbours.
- 14/0126N – Land off Queens Park Drive, Crewe – The Council raises no objection subject to the comments of neighbours and that suitable connection is made to sustainable transport networks.
- 14/0273N – 199, Edleston Road, Crewe, Crewe – The Council makes no comment on the application.
- 14/0258N – 5, Buchan Grove, Crewe – The Council objects to the present application on the grounds of over development.

13/9/09 To consider the appeal of 13/2529N – Lakeside Superbowl, Phoenix Leisure Park, Crewe
Members noted that a number of letters had been written to interested parties expressing the Council's opposition to the potential loss of the bowling.

13/9/10 To note the date of the next meeting (25th February 2014)
Members noted the date of the next meeting as the 26th February.

Meeting Closed: 20:30

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

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Minutes of the meeting held on 26th February 2014

- 13/10/01** Present
Cllrs Minshall, Rhodes, Russan and Beard.
- In attendance: Steve McQuade (Town Clerk)
- 13/10/02** To receive apologies for absence
Apologies were received and accepted from Cllrs Appilat, Carline and Bailey.
- 13/10/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/10/04** To confirm and sign the minutes of the meeting held on 30th January 2014
The minutes of the previous meeting were approved and signed as an accurate record.
- 13/10/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/10/06** To receive and consider matters raised by Mr J Williams in relation to transport infrastructure and road layouts
Members discussed a number of ideas to improve traffic management particularly in relation to one-way systems along Mill Street and Edleston Road.
- 13/10/07** To consider making responses to planning application consultations that have arisen since the previous meeting:
- 14/0260N - 123, STONELEY ROAD, CREWE – The Council makes no objection subject to the comments of neighbours.
 - 14/0258N - 5, BUCHAN GROVE, CREWE - The Council has commented previously on the application.
 - 14/0427N - Unit 1, SMALLMAN ROAD, CREWE – The Council objects to the application and supports the objections made by other parties.
 - 14/0448N - 20, GREENWAY, CREWE – The Council raises no objections subject to the comments of neighbours.
 - 14/0234N - 4, HALL O'SHAW STREET, CREWE – The Council welcomes the redevelopment, but has serious concerns about where residents and customers of the salon will park and the scale of the development in terms of over occupation.

Chairman's Initials.....

Members noted comments to be submitted by the Chairman in connection with application 14/0640N (Crewe Lifestyle Centre) expressing that it is recognised that the lifestyle centre will bring benefits to the Town. However, there are serious concerns that the level of parking provision is inadequate especially given proposals to develop the undercroft car park. The facilities do not adequately replace those that will be lost in the Town in scale or extent. Traffic management aspects are unclear and may not be appropriate. The nature of the development does not add to the amenity of the area and the construction/appearance of the development does not enhance the character of the Town.

13/10/08 To note the date of next meeting (26th March 2014)
Members noted the date of the next meeting.

Meeting closed: 20:25

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

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Minutes of meeting held on 26th March 2014

- 13/11/01** Present
Cllrs Bailey, Minshall, Rhodes, Russan and Beard.
- In attendance: Steve McQuade (Town Clerk)
- 13/11/02** To receive apologies for absence
Apologies were received and accepted from Cllr Appilat and Carline.
- 13/11/03** To note declarations of Members' interests
There no interests declared.
- 13/11/04** To confirm and sign the minutes of the meeting held on 26th February 2014
The minutes of the previous meeting were approved and signed as an accurate record.
- 13/11/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
No questions were raised.
- 13/11/06** To consider making responses to planning application consultations that have arisen since the previous meeting:
- 14/0640N - Moss Square, Crewe - Comments previously submitted by Chair of Planning
 - 14/0641N - Moss Square, Delamere, Crewe - Comments previously submitted by Chair of Planning
 - 14/0453N - 119, Warmingham Road, Crewe – No objections, subject to neighbours comments.
 - 14/0896N - Crewe Pioneer Anglers Club, 83, Underwood Lane, Crewe – No objection subject to neighbours comments. The Council would wish to see the fence to the North replaced in appropriate steel or wood to secure the allotments and the housing development.
 - 14/0540N - 93 Hall O Shaw Street, Crewe – The Council raises no objection to the application, but wishes to raise concerns as to whether the development is in keeping with the area.
 - 14/0975N Unipart Rail, Gresty Road, Crewe – The Council raises no objection to the application.

The Chair indicated that additional comments would be made in relation to 13/13/4725N Land at Coppenhall East, Stoneley Road, Crewe to express support for the suggestions

Chairman's Initials.....

made by the Environment Agency in relation to biodiversity.

13/11/07 To note the date of next meeting (21st May 2014)
Members resolved to hold an additional meeting on 22nd April 2014.

Meeting Closed: 20:01

DRAFT

Chairman's Initials.....

Crewe Town Council

Planning Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

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Minutes of the meeting held on 22nd April 2014

13/12/01 Present

Cllrs Appilat, Bailey, Beard, P Minshall, Rhodes and Russan.

In attendance: Steve McQuade (Town Clerk)

13/12/02 To receive apologies for absence

Apologies were received from Cllr Carline.

13/12/03 To note declarations of Members' interests

There were no declarations made.

13/12/04 To confirm and sign the minutes of the meeting held on 26th March 2014

The minutes of the previous meeting were signed as an accurate record.

13/12/05 Public Participation

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

There were no questions raised.

13/12/06 To consider making responses to planning application consultations that have arisen since the previous meeting:

- 14/0188N 16, HIGHTOWN, CREWE, CW1 3BS – The Council has no objection subject to there being adequate parking provision.
- 14/1527N PRIMO HOUSE, 221, EDLESTON ROAD, CREWE, CW2 7HT – The Council supports the application subject to satisfactory reports from the Highways authority.
- 14/1376N 23, STALBRIDGE ROAD, CREWE, CW2 7LW – The Council supports the application subject to the comments of neighbours.
- 14/1468N 38, HIGH STREET, CREWE, CHESHIRE, CW2 7BL – The Council supports the application.
- 14/1602N CORNER OF EDLESTON ROAD & BROOK STREET, CREWE – The Council raises no objection to the application.
- 14/1592N 50, BOWEN COOKE AVENUE, CREWE, CW1 3NR – The Council objects on grounds of overdevelopment, due to the narrow nature of the site and as the development is not in keeping with the area.
- 14/0889N 267B, ALTON STREET, CREWE, CHESHIRE, CW2 7RS – The Council raises no objection subject to adequate parking provision being available.
- 13/4766N 131/ 133, WEST STREET, CREWE, CW1 3HH – The Council raises no objection subject to neighbours comments.
- 14/1720N LAND AT UNDERWOOD LANE, CREWE, CW1 3SB - The Council raises no objection subject to the comments of neighbours.

Chairman's Initials.....

- 14/1695N 5, BROWNING STREET, CREWE, CREWE, CW1 3BB – The Council raises no objection subject to the comments of neighbours.
- 14/1179N LAND ADJACENT TO COPPENHALL HOUSE FARM, GROBY ROAD, CREWE, CW1 4PE – The Council raises no objection subject to the comments of neighbours.

13/12/07 To consider matters related to street naming and numbering
Members noted recent correspondence.

13/12/08 To note the date of next meeting (21st May 2014)
Members asked that the next meeting be scheduled for the 28th May.

Meeting Closed: 20:05

FINAL

Chairman's Initials.....

CREWE TOWN COUNCIL

Minutes of the First Meeting of the Community & Environment Committee, held in the East Committee Room, Municipal Buildings, Earle Street, Crewe on THURSDAY 13th JUNE 2013, commencing at 6.00pm

PRESENT

Councillors C Cull, CM Bratherton, SM Brookfield, M Martin, B Minshall and N Walton

1. Apologies for absence

Apologies for absence were received and approved from Councillors DCBailey, J Bratherton, M Carline,

2. To Elect a Chairman and a Vice-Chairman of the Committee

Resolved C&E1

That Councillor Ms C Cull be elected Chairman of the Committee and that Councillor B Minshall be elected Vice-Chairman of the Committee

3. To receive Declarations of any Members' Interests on Agenda Items

Resolved C&E2

Councillor Mrs M Martin declared a Personal Interest on any agenda items relating to Cheshire East Council

4. To approve and adopt the Draft Terms of Reference for the Committee

Resolved C&E 3

The Committee considered the Draft Terms of Reference and made the amendments and corrections as included as Appendix 1 to the Minutes

5. To consider potential issues and policies for the Committee

Resolved C&E 4

That the areas of interest for the Community & Environment Committee as set out below, will set the agenda for future Meetings; in line with the skills and

vision of the Committee Members and the desire to be seen to be proactive, at the heart of the Community and to very quickly begin to make a difference to Crewe. The actions arising were approved en bloc

Communications Strategy: Outlets for information. Surgeries. Town centre presence. Meetings ‘on the road’

The Meeting of 23rd July would be held at the Georges Centre, subject to making arrangements with Dawn Clark, who would also be asked to attend and talk about her work with the Area Management Group. (done). This was agreed as the location was in the West Ward, and the Meeting would take place just before the By-Election on 1st August. Members were invited to explore possible venues for C&E meetings within their own Wards.

Management of Allotments

It was agreed that a series of site visits was required to provide Members with an insight to the issues relating to each of the eleven allotment sites proposed for transfer

Running of the Lyceum Square Toilets

It was agreed that a lot more information was required on this subject, and that the transfer of the toilets was a matter initially for the Finance & Resources Committee to take up with Cheshire East

Floral displays and relationship with Streetscape

It was noted that the hanging baskets, troughs and planters had very recently been planted and put out, and that they were looking good. There was a request to move 3 planters from outside the vacant units in Queensway onto Market Square. The Clerk was to raise this with Charlie Griffies at Streetscape, and to thank him for providing the much improved floral displays

Establishment of a Crewe Youth Town Council

Councillors DC Bailey and B Minshall were asked to progress this matter, mindful of the Crewe Charter Trustees Legacy funding of £5,000 to support Youth work and the creation of the Youth Town Council

Heritage. Promotion and Development

It was agreed that Cllr Joe Lundie be asked to take the lead on all matters relating to Heritage in Crewe, including the vested assets and civic regalia from the Charter Trustees

Creating and hosting of Events & Town Centre Management

That these matters be discussed with Sue Togay of Cheshire East Council at the Meeting of 25th June, but that Town Centre Management would come under the umbrella of the Economic Development Committee

CCTV and Community Safety

Members were aware that CEC would be approaching the Town Council with a request to contribute towards the cost of providing CCTV in the Town Centre

Parks and Play Areas: Queen's 'Party in the Park'

A letter had recently been received from Elaine Dodd, asking for a contribution of £1,000 towards a programme of events she had put together for a variety of attractions throughout the Summer. This had been forwarded to F&R for consideration. More details would be required before a decision could be taken to spend money on these activities. However, this proposal offered an early opportunity for the Town Council to be seen to make a difference in promoting Community Events

Feeding into the Area Action Plan

The Meeting date for the AMG of Thursday 20th June to develop this concept was noted, and Members were encouraged to attend and participate, on behalf of the Town Council

Links with Wulvern and other Housing/Service providers

The link with Wulvern following the recent Open Day was acknowledged. Claire Edwards-Steele was noted as the contact and she was keen to develop a relationship with Town Council Members

Christmas and Christmas Lights

It was agreed that this was a matter of urgency and a major priority for the C&E Committee, and that Sue Togay be asked to attend the next Meeting to progress

6. To invite Members of the Committee to share their particular areas of interest/specialism

Resolved C&E 5

This matter had been covered in the previous consideration of the areas of interest for Members of the Committee.

7. To agree Key Partners and Officers to attend Meetings and support the work of the Committee

Resolved C&E 6

That CEC Town Centre Manager Sue Togay be invited to attend the next Meeting of the Committee: 25 June 2013, to discuss Christmas Lights/Switch-On and Town Centre Events programme.

That LAP Manager Dawn Clark be invited to attend the following Meeting on 23rd July, to discuss her work within the LAP area, and Area Action Plan

8. To confirm the date of the next Meeting of the Committee: Tuesday 25th June 2013. 6pm in Committee Room East, Municipal Building, Earle Street, Crewe

CREWE TOWN COUNCIL

Minutes of Meeting of the Community & Environment Committee, held in the East Committee Room, Municipal Buildings, Earle Street, Crewe on TUESDAY 25th JUNE 2013, commencing at 7.00pm

PRESENT

Councillors:

D Bailey	C Bratherton	J Bratherton	M Carline
C Cull	P Martin	B Minshull	N Walton

1. Apologies for absence

Apologies for absence were received from Councillor S Brookfield

2. To Approve the Minutes of the Community & Environment Meeting held on 13 June 2013

Resolved CE/ 7

That the minutes be agreed as a correct record.

3. Presentation Sue Togay –Town Centre Manager Cheshire East

Members received a presentation and report from Ms Togay on the costs associated with providing Christmas Lights for Crewe Town. Among other points it was noted that the current Christmas Lights are stored at Pym's Lane; the largest proportion of the costs is labour and that there may be a need for the Town Council to arrange to store them in future. It was noted that previously in the Borough of Crewe and Nantwich the lights were solely funded by the Council although increasingly the Town Councils of the Borough are looking at partnership working to spread the cost. Ms Togay advised that Crewe has 15 cross-road features with additional side of building displays. It was noted that with a little additional investment it would be possible to refresh the overall display. Currently there are no contributions to costs from individual businesses in the Town.

In 2012 the Crewe Charter Trustees increased the grant for lighting and Christmas decorations and also gave £1k towards a reduction of crime initiative.

Turning to the switching on of the Christmas Lights, Ms Togay advised that this will be co-ordinated alongside late night opening. The Lyceum Theatre has also agreed to play an active part. Members were pleased to note that this was being co-ordinated by Ms Togay on behalf of the Town.

Chairman's initials

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Members were invited to note that the opening event with fireworks was an important part of the Christmas offer. There are also Christmas trees, one in the Municipal Building and another in the Town Square. Members felt very strongly that the Municipal Building tree should be provided by Cheshire East Council given the lack of presence within the Municipal Building of the Town Council.

Ms Togay stated that the present tree in Market Square would once again be removed and this time the area would be paved over. The costs associated with this will be covered by Cheshire East Council.

With regard to the overall condition of the Retail Offer in Crewe Ms Togay stated that there had been benchmarking exercise undertaken on retail profitability over the years with Crewe coming out as a rising business area with vacancy rates running at 19% with a National Average of 14%.

It was acknowledged that should the Council agree financial support for the Christmas Lights the profile of Crewe Town Council would be raised by Crewe Town Council Mayor and CE Mayor sharing a platform and making it clear that the Town Council had made a considerable input.

Resolved CE/ 8

It was agreed that the Finance & Resources Committee be invited to support financial assistance for Christmas Lights up to a maximum of £15k.

Ms Togay drew members attention to the organisation currently underway to ensure that the celebrations for Remembrance Sunday and Armistice Day run smoothly. This is in partnership with the Principal Authority and the British Legion. Members felt that Ms Togay had a valuable role to play facilitating the partnership working around this and other Town Centre initiatives.

Members expressed concern at the wear and tear on the eclipse around the war memorial and Ms Togay agreed to speak to Assets at Cheshire East Council to assess the cost, a report of which will come back to the committee for consideration.

Members thanked Sue warmly for her input.

Resolved CE/ 9

It was agreed that the Finance & Resources Committee be invited to support a proposal that the Town Council explore the cost implications of funding the Town Centre Manager for 1 day per week.

Resolved CE/ 10

It was further agreed that Cllrs J Bratherton and C Cull would meet to discuss Christmas arrangements with Alsager Town Council with a view to sharing best practice.

Resolved CE/ 11

It was further agreed that an ad hoc working part consisting of Cllrs J Bratherton and N Walton be formed to work with Ms Sue Togay on Town Centre Community matters.

4. Crewe Youth Council

Cllr Bailey reported verbally on the newly created Youth Council and agreed to produce a written paper to be appended to these minutes.

There will be a further meeting on the 4th July which Cllr Bailey will attend and will report back on. It was noted that Congleton was held as an example of excellent practice of youth engagement and had developed an active Youth Council. It was envisaged that the Youth Council would have an active programme of engagement with the young people.

5. Allotments

Members discussed the general position with regard to the transfer of Allotments and felt it was important to clarify situation. It was acknowledged that through the Finance and Resources Committee Cllr K Hickson is looking into the transfer in detail and members anticipated a report from him in due course. It was noted that there was to be a meeting of the Allotments Society with Elaine Dodds (South East Parks Manager of Cheshire East Council) and it was anticipated that Cllr Hickson would attend the meeting if commitments allowed.

6. To note the date of the next Meeting of the Committee:

Tuesday 23rd July 2013, 6pm in the Marshfield Bank Community Centre when Dawn Clark LAP Manager for Cheshire East Council will be in attendance.

Chairman's Signature:.....

Date:

CREWE TOWN COUNCIL

Minutes of Meeting of the Community & Environment Committee, held in The Georges Centre, Crewe on TUESDAY 23rd JULY 2013, commencing at 6.00pm

PRESENT

Councillors: D Bailey J Bratherton S Brookfield
 C Cull M Martin B Minshull N Walton

1. Apologies for absence

Apologies for absence were received from Councillor C Bratherton

2. Members Declarations of Interest

None

3. Presentation by Dawn Clark (Crewe LAP Manager)

Dawn gave an overview of the role of the LAP and an insight into the work that they do. Members noted that this is an important partnership that engages with partners to deliver on projects. There are a number of Project Groups and an over-arching strategic body, the AMG. Dawn reminded Councillors that there was an outstanding invite to Crewe Town Council to nominate a representative to sit on the AMG.

It was noted that the Crewe LAP has a budget for small highway improvements and there is a list of outstanding projects which the Town Council can feed into. The decision making meeting will be held on Tuesday 30th July in the Library and the results of this will be fed back to CE Council.

There are a number of cross borough issues which all LAPs are involved in.

The Area Plan (which was previously circulated by email), was made available by Dawn at the meeting. It was noted that Adrian Lindop has been appointed as the new Chairman and that representation on the LAP is wide spread and includes all the major stakeholders. Among the key targets for the forthcoming year are: Ageing Well, All Change for Crewe; Fuel and Child Poverty; Health Improvements; Health & Wellbeing and Heritage; WW1; Road Safety; Young People; Raising Aspirations; Knowledge Transfer Project; Measuring Educational Aspirations; Talking Heads; Youth Consultation; Community Hub as well as work being done to raise awareness of Credit Unions. The AMG meets monthly with Working Groups meeting bi-monthly.

Members thanked Dawn for a very informative presentation and insight into the work of the LAP.

4. Minutes

Resolved CE/ 12

That the minutes of the meeting held on 25th June 2013 be agreed as a correct record.

5. Crewe Youth Council

Following the return of the Connections department returning to Cheshire East Council and the development of the Crewe Schools Head Teacher Partnership the proposal to develop a stronger voice for young people and the Youth Council came about. Working with Ben Wye there has been consultation undertaken throughout the Partnership with Young People. An Open Day was held last November and several young people came forward keen to take an active role and have been kept engaged through funding to 'train' them to become Team Mentors.

Youth Services has continued to work with the young people and there is on-going work developing a Youth Council which aims to link with the Town Council. There are aspirations to engage more fully through Democracy week; 'Crewe Youth Voice' and Crewe Youth Council

Members thanked Dawn for her work on this to date and confirmed that the Council is keen to seize this opportunity to develop a clear outcome from the project that meet the aspirations of the Council

Resolved CE/13

That Cllrs B Minshull, D Bailey and J Bratherton work closely with Dawn Clarke to develop a clear and costed proposal to put to full Council in September 2013.

6. Christmas Lights and Celebrations

Cllr J Bratherton updated members on the proposed meeting with colleagues at Alsager Town Council and agreed to report back following the meeting.

7. Town Centre Community Matters

Members discussed how important a vibrant town centre and community was to the health and well-being of the Town.

8. Remembrance Sunday

Members expressed concern at the indication that Cheshire East Council would not be driving the arrangements this year.

Resolved CE/14

That a working group consisting of Cllrs S Brookfield, J Bratherton and N Walton work with Sue Togay to get the arrangements underway.

9. Other matters for discussion

Members discussed a number of other matters of interest including:

- Crewe Play Day
- Crewe Town Council Logo – Cllr Brookfield advised that work was underway engaging with local youngsters on the design and that a local artist would further develop the design in order to devise a professional finished product.

10. To note the date of the next Meeting of the Committee:

Tuesday 10th September 2013, 7pm in the Committee Room

Chairman's Signature:	Date:
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Crewe Town Council

Community and Environment Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on the 19th September 2013

- 13/4/01** Present
Cllrs Bailey, C Bratherton, J Bratherton, Brookfield, Martin, B Minshall, P Minshall and Walton
- In attendance: Steve McQuade (Town Clerk)
- 13/4/02** To receive apologies for absence
Apologies were received and accepted from Cllrs Carline and Cull.
In the absence of the Chair Cllr B Minshall chaired the meeting
- 13/4/03** To note declarations of Members' interests
There were no declarations made.
- 13/4/04** To confirm and sign the minutes of the meeting held on 23rd July 2013
The minutes of the previous meeting were approved and signed.
- 13/4/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no members of the public present.
- 13/4/06** To receive and consider a presentation from Mr Mike Chandler, David Jewkes and Diane Davy in relation to the 'Crewe Jigsaw' (Cllr Cull)
Members **resolved** to nominate Cllr Brookfield to liaise with Mr Chandler and report to future meetings on any developments. The Clerk was asked to write to Virgin Trains seeking a statement from them on their plans in relation to the Jigsaw.
- 13/4/07** To consider matters in relation to the Christmas Lights and Celebrations, including an update on a meeting with Alsager Town Council (Cllrs J Bratherton and Cull)
Cllr J Bratherton reported that the Alsager meeting had not taken place. The Clerk was asked to talk to the Town Centre Manager and ascertain the practical arrangements that have been put in place for the Christmas celebrations.
- 13/4/08** To receive and consider a report on Town Centre Community Matters (Cllrs J Bratherton and Walton)
Members discussed future requirements but reached no conclusions.
- 13/4/09** To consider updates in relation to the arrangements for Remembrance Sunday (Cllrs Brookfield, J Bratherton and Walton)
Members welcomed the confirmation from Cheshire East that they would manage the event in 2013.
- 13/4/10** To consider matters related to representation of disabled people (Town Clerk)
Members **resolved** that Cllr Bailey investigate the potential for creating a Disabled People's Forum for Crewe or alternatively identify the most appropriate means of building relations with current networks.
- 13/4/11** To consider matters related to grant allocation policies (Town Clerk)
Members **resolved** to create a grants working group comprised of Cllrs P Minshall, Martin, and C

Chairman's Initials.....

Bratherton. The group would meet before the next committee meeting to make recommendations in relation to any grant applications received.

13/4/12 To note matters identified by members for future discussion

Four matters were raised:

- a) Cllr P Minshall raised an issue with regard to the future of the Town Centre Post Office.
- b) Cllr P Minshall indicated that there was an opportunity to talk to the Theatre about the scope and range of performances. Cllr Minshall would bring further information to a future meeting.
- c) Members discussed how the Committee would liaise with the Youth Council once established.
- d) Cllr J Bratherton updated members on the range of projects that might take place to commemorate the 1914 centenary. Cllr Bratherton flagged up the need for a budget to be secured to enable appropriate action to be taken to mark the centenary.

13/4/13 To consider the venue of future meetings (Cllr Cull)

Cllr Walton reported on research in relation to potential meeting venues. Cllr Walton was thanked for the research and members agreed to meet at the St Paul's Centre for the next meeting.

13/4/14 To note the date of the next meeting (3rd December 2013)

Members noted the date of the next meeting.

Meeting Closed: 20:51

Chairman's Initials.....

Crewe Town Council

Community and Environment Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on the 7th November 2013

- 13/5/01** Present
Cllrs Bailey, C Bratherton, J Bratherton, Brookfield, Martin, B Minshall, P Minshall and Walton

In attendance: Steve McQuade (Town Clerk)
- 13/5/02** To receive apologies for absence
Apologies were received from Cllr Cull.
- 13/5/03** To note declarations of Members' interests
There were no declarations of interest made.
- 13/5/04** To confirm and sign the minutes of the meeting held on 19th September 2013
The minutes of the previous meeting were agreed and signed as an accurate record.
- 13/5/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/5/06** To receive and consider an update from Sue Togay (Town Centre Manager, Cheshire East Council) in relation to the plans for the Christmas switch-on and associated activities.
Sue Togay was unable to attend the meeting due to unavoidable circumstances. The Town Clerk updated members with regard to the Christmas Programme.
- 13/5/07** To consider an update on matters related to World War 1 commemorations.
Cllr J Bratherton asked that a working group be created to lead on the preparatory work for the commemorations. The following members had agreed to participate Cllrs Brookfield, Walton, Yates, Rhodes, Russan, P Minshall and J Bratherton. Cllr J Bratherton agreed to share agendas for the future meetings and the ongoing liaison with other groups. The cost implications would be discussed as part of the budget deliberations.
- 13/5/08** To consider a draft budget for the Committee
Members considered the papers presented and agreed that a budget as set out in the attached table be presented to the Strategic Steering Group for consideration. Members asked the Clerk to vire 10k of the monies allocated to toilets in the present year budget to create two new lines (£5k each) providing for the WW1 commitments and a potential literary themed event.

Chairman's Initials.....

13/5/09 To note the date of the next meeting (3rd December 2013)

Members noted the date of the next meeting.

Meeting Closed: 20:10

FINAL

Chairman's Initials.....

Crewe Town Council

Community and Environment Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on the 3rd December 2013

- 13/6/01** Present
Cllrs Bailey, J Bratherton, Brookfield, Cull, P Minshall and Walton
- In attendance: Steve McQuade (Town Clerk)
- 13/6/02** To receive apologies for absence
Apologies were received and accepted from Cllr B Minshall and Martin.
- 13/6/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/6/04** To confirm and sign the minutes of the meeting held on 7th November 2013
Members approved and authorised the signing of the minutes.
- 13/6/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions or statements made.
- 13/6/06** To consider matters related to the Jigsaw at Crewe Railway Station
The Clerk reported that the Virgin Trains representative was unable to attend due to illness. The Clerk updated members with regard to a communication from Virgin Trains that suggested there may be a desire to relocate the jigsaw.
- Members agreed to invite Virgin Trains to attend the next meeting and to ask if a site visit could take place before that meeting.
- 13/6/07** To receive and consider a presentation from Ben Wye in relation to a Cycling/Walking Policy for the Town
Mr Wye introduced the report. Members **resolved** that the policy be supported and that it be presented to Council at the next meeting for adoption.
- 13/6/08** To consider an update on matters related to World War 1 commemorations (Cllr J Bratherton)
Cllr Bratherton updated Members and indicated that a meeting would be called of the working group to finalise the activities planned for 2014. The proposed date is to be 16th at 7pm. The Clerk was asked to circulate an invitation and to book the room.
- 13/6/09** To consider making provision for a memorial to Jack Mills.
Members determined to defer the matter pending any input from Council.

Chairman's Initials.....

13/6/10 To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council.

- a) Royal British Legion (Crewe Branch) – Kings Shilling Walk (£500)
- b) Central Cheshire Buddy Scheme – (£414)
- c) Crewe Town Cycle Workshop – (£3.2k)
- d) Crewe Senior Forum – (£9,520)
- e) Christians against Poverty – (£6.6k)

Cllr P Minshall recommended that the Committee agree to make the payments to the Royal British Legion and Central Cheshire Buddy Scheme. Members **resolved** to make these payments.

The Clerk was asked to speak to the other three applicants to suggest that grants might be made up to the value of £1000.

13/6/11 To consider making recommendations to change grant procedures and policies (Cllr P Minshall)
Cllr P Minshall asked that members consider recommending to Council that the maximum grant should normally be no more than £1000 except in extraordinary circumstances and that three application deadlines be set in futures years as 15th July, 15th October and 15th February.

Members agreed to make these recommendations to Council.

13/6/12 To consider matters related to:

- i) The establishment of a Disabled People’s Forum (Cllr Bailey)
- ii) The Town Centre Post Office (Cllr P Minshall)
- iii) The events programme at the Lyceum Theatre (Cllr P Minshall)

Members considered the establishment of a Disabled People’s Forum and asked that Cllr Bailey test the appetite for the creation of a Forum with the representative groups in the Town.

It was reported that a consultation is to be held with regard to possible changes to the location of the Post Office.

Cllr P Minshall reported on discussions with the Lyceum Theatre and would provide an update at the next meeting.

13/6/13 To consider updates to the draft budget for the Committee
The Committee determined not to make any changes to the budget drafted at the previous meeting.

13/6/14 To consider a draft Civic Awards Protocol
Members **resolved** that the awards protocol could be tested at the Mayor’s Ball subject to the business award being replaced by an award for contribution to sport and that the Committee make decisions on awards in consultation with the Mayor.

Chairman’s Initials.....

13/6/15 To note the date of the next meeting (4th February 2013)
Members noted the date of the next meeting.

Meeting Closed: 21:05

DRAFT

Chairman's Initials.....

Crewe Town Council

Community and Environment Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of meeting held on 4th February 2014

- 13/7/01** Present
Cllrs J Bratherton, Brookfield, B Minshall and P Minshall.

In attendance: Steve McQuade (Town Clerk)
- 13/7/02** To receive apologies for absence
Apologies were received from Cllrs Bailey, C Bratherton, Cull¹, Martin, Walton and Carline.
- 13/7/03** To note declarations of Members' interests
Cllr J Bratherton declared a none pecuniary interest in the grants item due to being employed by Crewe Alexandra.
- 13/7/04** To confirm and sign the minutes of the meeting held on 3rd December 2013
The minutes of the previous meeting were accepted and signed as an accurate record.
- 13/7/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/7/06** To consider matters related to the Jigsaw at Crewe Railway Station
The matter was deferred until the next meeting.
- 13/7/07** To consider an update on matters related to World War 1 commemorations (Cllr J Bratherton)
Cllr Bratherton provided a general update in relation to the emerging programme of events and took members through the note previously circulated.
- 13/7/08** To consider an update in relation to the proposed literary event (Cllr P Minshall)
Cllr P Minshall updated members on the outcome of the working group meeting held earlier in the day indicating a provisional date had been set of 20th/21st June.
- 13/7/09** To consider potential events that might be organised in the town by the Council or other parties.
Members debated a range of potential events and agreed to think about future prioritisation of Council and Council supported events. Members asked Cllr Brookfield to liaise with the Allotment Federation with a view to considering a produce based event

¹ Cllr B Minshall chaired the meeting.

Chairman's Initials.....

later in the year and reintroducing the allotment awards.

13/7/10 To consider an outline proposal to organise an 'International Celebration'
Members received the report and indicated a willingness to take the matter further subject to more information and noting the potential food safety implications of such an event.

13/7/11 To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council.

- a) Samaritans Crewe South Cheshire (£500)
- b) Crewe Senior Forum (£960)
- c) Crewe Concert Band (£1000)
- d) Crewe Alexandra Ladies Football Club (£1000)

Members **resolved** to approve the four grants listed above.

13/7/12 To receive and consider an update from Cllr Bailey in relation to a Disability Forum.
The item was deferred until the next meeting.

13/7/13 To consider an update in relation to the allocation of Civic Awards
The Clerk updated members with regard to the awards to be made at the Mayor's Ball on the 15th February.

13/7/14 To note the date of the next meeting (1st April 2013)
Members noted the date of the next meeting.

Meeting closed: 20:05

Chairman's Initials.....

Crewe Town Council

Community and Environment Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 1st April

- 13/8/01** Present
Cllrs J Bratherton, Brookfield, Cull, B Minshall, P Minshall and Walton.

In attendance: Steve McQuade (Town Clerk)
- 13/8/02** To receive apologies for absence
Apologies were received from Cllr Bailey, Carline, Martin and C Bratherton.
- 13/8/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/8/04** To confirm and sign the minutes of the meeting held on 4th February 2014
The minutes of the previous meeting were agreed and signed as an accurate record.
- 13/8/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 13/8/06** To consider matters related to the Jigsaw at Crewe Railway Station
Members listened to an update from Virgin Trains in relation to a refresh of the station and its environment. Members also heard from representatives of the original Jigsaw project. Members asked that the Clerk speak to Network Rail to ascertain their view and to Cheshire East with regard to ownership of the jigsaw.
- 13/8/07** To consider an update on matters related to World War 1 commemorations
Cllr J Bratherton updated members in relation to the progress in delivering the range of actions, the Clerk was asked to look into the options to restore the wording on the Municipal Square. Marketing of the Conference needed to be stepped up. Poppy seeds and postcards are on order and the memorial poppies have been delivered. The art project with the college is ongoing to production of the banners that will be hung in empty shops and the decal displays has been started.

Members noted that there would be a ceremony at the Cenotaph on 4th August.
- 13/8/08** To consider an update in relation to the 'Telling Tales' literary event
Cllr P Minshall updated Members on progress in delivering the telling tales project. Cllr Minshall reported on the activity with schools, Waterstones, the literary competition and the events in the pubs and at the Lyceum.

Chairman's Initials.....

- 13/8/09** To consider an update on the Crewe International Festival
The Clerk reported on progress in preparing for the Festival on 13th July.
- 13/8/10** To consider a report in relation to access to the Town Centre for cyclists and to press for implementation of the recommendations by Cheshire East.
Members supported the recommendations contained in the report.
- 13/8/11** To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council.
a) Crewe Brass
b) Cat Radio - £1000
- Members resolved to grant £1000 to each applicant.
- 13/8/12** To receive and consider an update from Cllr Bailey in relation to a Disability Forum.
The item was deferred until the next meeting.
- 13/8/13** To consider matters related to the garden and floral displays competition.
Members agreed that the Clerk progress the roll out of the competition.
- 13/8/14** To consider matters related to the Town's allotments
Cllr Brookfield reported on the progress being made by the Crewe Town Allotment Federation and that the Federation officially took on responsibility for the Town's allotments on 1st April.
- 13/8/15** To note the date of the next meeting (10th June 2014)
Members noted the date of the next meeting.

Meeting Closed: 9:05

Chairman's Initials.....

CREWE TOWN COUNCIL Economic Development Committee

Minutes of Meeting of the Economic Development Committee, held in the Committee Room, Municipal Buildings, Earle Street, Crewe on TUESDAY 2ND JULY 2013, commencing at 7.00pm

PRESENT

Councillors:

T Beard	S Brookfield	A Davison	B Minshall
J Rhodes	M Russan		

1. Apologies for absence

Apologies for absence were received from Councillor S Yates

2. Declaration of Interests

There were no declarations of interests.

3. Election of Chairman and Vice-Chairman

Members were invited to consider appointments to the office of Chairman and Vice Chairman.

Resolved ED/1 That Cllr Tony Davison be appointed to the office of Chairman and Cllr Simon Yates be appointed to the office of Vice-Chairman

4. Economic Development Committee Terms of Reference

Members discussed the document which had been previously circulated.

Resolved ED/2 That the Terms of Reference as drafted be approved

5. Consideration of the approach to be taken with regard to the following issues:

5.1 Christmas Lights

Members were advised that the meeting of the Council's Community and Environment (C&E) Committee had discussed this matter and is putting forward a recommendation to the Council's Finance and Resources (F&R) Committee that it support the proposal to make funds available to support Christmas Lighting up to a maximum of £15,000. Members acknowledged the importance

of the lights to the town centre and noted the financial breakdown provided by Sue Togay (Town Centre Manager of Cheshire East Council).

Members considered whether it might be possible to encourage input from local businesses. It was noted that Cllrs Bratherton and Cull of the C&E Committee were meeting with representatives from Alsager Town Council to discuss their approach to partnership working and the provision of Christmas Lights and Town Centre Christmas celebrations.

It was agreed by the Committee that Cllr Suzanne Brookfield will discuss the potential for local business sponsorship with Sue Togay following liaison with Cllrs Bratherton and Cull of the C&E Committee.

5.2 Car parking within the Town

Cllr Rhodes invited members to consider the initiative of extending the allowing of free parking on certain sites after 3pm. Members discussed this and the opportunity of linking parking charges with a discount for shopping locally.

They expressed concern at the differential of car parking charges in the various market towns and credit was given to Chris Thorley for efforts expended on reducing parking charges in the Town.

It was agreed by the Committee that Cllr Terry Beard would discuss this in more detail with Dawn Clark (CE LAP Manager) and the appropriate officer in CE's Parking Department and report back to the Committee.

5.3 Strategic Overview of Town Centre

A number of matters were discussed around the need to develop a strategic approach to attracting visitors to Crewe.

Resolved ED/3 That Council be invited to approve that the Economic Development Committee take a strategic overview of 5.1, 5.2 and 5.3 above.

- 6 To note the date of the next Meeting of the Committee:**
Tuesday 3rd September 7pm

Chairman's Signature:.....

Date:

Crewe Town Council

Economic Development Committee

Minutes of the meeting held on the 3rd September 2013

13/2/01 Present

Cllrs Beard, Davison, B Minshall, Rhodes and Russan

In attendance: Steve McQuade (Town Clerk), Cllrs Hickson and Walton

13/2/02 To receive apologies for absence

Apologies were received from Cllrs Brookfield and Yates.

13/2/03 To note declarations of Members' interests

There were no declarations of interest.

13/2/04 To confirm and sign the minutes of the meeting held on 2nd July 2013

Members approved the minutes of the previous meeting.

13/2/05 To consider a matter arising from the previous meeting in relation to Car Parking

Cllr Beard reported on his research in relation to car parking.

The Clerk was asked to arrange a meeting for Cllrs Beard and Davison with Paul Burns the Cheshire East Officer responsible for car parking.

13/2/06 To receive and consider actions arising from the report on the visit to Congleton Town Council on the 30th July 2013

Cllr Davison reported on the member visit to Congleton.

Members agreed that the Committee put forward its own vision for the development of the Town at a future Council meeting for consideration. The Clerk was asked to advise on a way of taking this matter forward including likely costings.

The Clerk was asked to talk to a number of his counterparts in Cheshire East to gain an improved understanding of the effort/costs involved in establishing a Town Partnership.

The Clerk was asked to invite a representative from Cheshire East to the next meeting to talk about local and neighbourhood planning. Members of the Planning Committee would be invited to the same meeting.

The Chairman indicated he would write to Congleton Town Council to thank them for their help in these matters.

13/2/07 To consider the process for 2014-15 budget setting

The Town Clerk explained the budget process and the Chairman invited members of the Committee to think about expenditure items for the next financial year.

13/2/08 To consider any other items of interest for discussion or future agendas

The following matters were raised:

- a) The feasibility of a Town Museum potentially based in the Municipal Building. Cllr Hickson and Davison were asked to investigate matters and to provide a report to the next meeting. Members also asked that the Clerk and Chairman issue a press release highlighting the proposal.
- b) The possibility of forming a Youth Employment Partnership. The matter had been discussed with the Chamber of Commerce and was seen as an idea worthy of future exploration. Cllr

Chairman's Initials.....

Davison agreed to take the matter forward and bring a report to the next meeting. Cllrs Hickson and B Minshall agreed to support the Chairman in developing the idea.

13/2/09 To note the date of the next meeting – Tuesday 5th November 2013

Members noted the date of the next meeting.

Meeting closed: 20:09

FINAL

Chairman's Initials.....

Crewe Town Council

Economic Development Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on the 10th October 2013

- 13/3/01** Present
Cllrs Beard, Brookfield, Cartlidge, Davison, Hickson, B Minshall, and Russan.

In attendance: Steve McQuade (Town Clerk) and Cllr Walton.

- 13/3/02** To receive apologies for absence
Apologies were received and accepted from Cllrs Rhodes and Yates.

- 13/3/03** To note declarations of Members' interests
There were no declarations of interest.

- 13/3/04** To confirm and sign the minutes of the meeting held on 3rd September 2013
Members approved the minutes of the previous meeting.

- 13/3/05** To consider a response to the Cheshire East Consultation in relation the 'All Change for Crewe' proposals.

Members expressed their disappointment that Cheshire East had been unable to make a presentation to members and the public in relation to the All Change agenda. The Clerk was asked to approach Cheshire East for another opportunity to receive a presentation on the proposals even if that were to be beyond the end of the consultation period.

The Committee agreed to recommend to Council that the comments set out in the annex to these minutes be formally submitted to Cheshire East. Given the consultation timeframe the Clerk was asked to send a draft copy to Cheshire East.

- 13/3/06** To note the date of the next meeting (5th November 2013)
Members noted the date of the next meeting.

Meeting closed 19:53

Chairman's Initials.....

Crewe Town Council

Comments on the All Change Proposal

The Council accepts that this proposal is a vision for Crewe in the year 2030 and has many ground breaking ideas. The report presents a vision but it is lacking in the practical details of how this vision will be funded and how the projects will be put into practice. It makes sweeping statements about Crewe and its position in the UK which are questionable. It has been written without any real consultation with people in Crewe and without any regard to how this vision will impact on already existing facilities and systems in the Town.

1. The Council questions the use of the sub-title “high growth city” it is odd though Crewe is big enough to be a city it is not designated as such. Nor are there any proposals in the plan to build a cathedral or apply for city status.
2. The Council hopes that the “high growth city” title does not carry the implications that American research suggests about “High Growth Cities” which are noticeable in that they have poor quality housing, low wages and low skilled jobs.
3. The Council does not support the proposal to build large numbers of houses in locations around Crewe that are currently green field sites.
4. The Council welcomes the industry and resulting jobs promised at Basford East and West. As well as the automotive hub that it is hoped Bentley will build.
5. The Council is concerned that the industries planned for the South of Crewe will not bring high skilled well paid employment. If the new development follows the recent trend it is more likely to bring low skilled and low paid employment.
6. The Council see the exploitation of geothermal energy in the North of Crewe as a potentially positive development. However, the positioning of industry near to the source of the energy would result in the building of factories on what are now green field sites.
7. The Council are concerned that few details are given of how the development of the new HS2 Hub will affect the Nantwich Road area of Crewe, residents of Crewe and the town in general.
8. The Council feels that the report lacks detail about how the infra-structure of Crewe will be developed. There are plans to widen and extend major roads that surround Crewe and some funding is available for this from 2015. There is little other detail.
9. The Council notes that the proposal states that it will bring about improvements in the Town Centre and areas of the town that are in need of improvement but there are no concrete proposals.
10. The Council notes that the towns of Alsager, Nantwich and Sandbach are to be designated as “outer Crewe”.
11. The Council requests Cheshire East Council brings forward details of how the proposals are to be achieved and the timescales associated with them. The Council is concerned about the impact on the town if the proposals in the document are not realised and the lack of an alternative plan to cover that eventuality.

Chairman’s Initials.....

Crewe Town Council

Economic Development Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on the 5th November 2013

- 13/4/01** Present
Cllrs Beard, Brookfield, Davison, Hickson, B Minshall, Rhodes, Russan and Yates.
- In attendance: Steve McQuade (Town Clerk), Cllrs Walton, P Minshall
- 13/4/02** To receive apologies for absence
No apologies were received.
- 13/4/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/4/04** To confirm and sign the minutes of the meeting held on 10th October 2013
Members confirmed and signed the minutes of the previous meeting.
- 13/4/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions from members of the public.
- 13/4/06** To receive and consider a presentation from Cheshire Community Action in relation to economic/neighbourhood planning.
John Heselwood and Sarah Baron made a presentation in relation to community planning. Members considered the information presented and determined to recommend to Council that the committee wishes to move ahead with a Crewe Town Plan and that members (Cllrs Davison and Rhodes) meet with Cheshire Community Action to finalise costs and the details of the project.
- 13/4/07** To consider an update in relation to the development of a spatial vision for the Town and the potential for the creation of a Town Partnership
The Town Clerk reported on a conversation with Congleton Town Council. Members agreed to support the Retailer's Forum and anticipated that a Town Partnership would be created as part of the work with Cheshire Community Action.
- 13/4/08** To receive and consider a report on research into the potential establishment of a Town Museum
Members noted that a meeting was to be arranged with the Heritage Centre to discuss joint priorities.
- 13/4/09** To receive and consider a report on research into the initiation of a Youth Employment Partnership

Chairman's Initials.....

Members discussed the report presented and determined to recommend to Council that a Youth Employment Partnership be created. Cllrs B Minshall, Davison and Hickson were nominated to progress the formation of the partnership. The Town Clerk was asked to set up a meeting with the three members named plus Mr Colman and Mr Waters.

13/4/10 To consider matters related to parking policies
Members noted that Cllrs Davison and Beard would continue to seek a dialogue with Cheshire East, but due to personnel changes the Clerk was asked to ascertain who the key contact would be going forward.

13/4/11 To consider the committee's budget recommendation for 2014/15
Members noted the papers circulated and agreed to submit a request to the Strategy Steering Group for the budget to include a strategic contingency fund to include provisions for likely future expenditure which will potentially fall under the remit of the Town Council. Whilst no agreements have yet been reached this could include, but is not restricted to such potential liabilities as CCTV, Town Museum. The agreed budget request is set out in the attachment to the minutes.

13/4/12 To note the date of the next meeting (7th January 2014)
Members noted the date of the next meeting.

Meeting closed: 20:18

Chairman's Initials.....

Chairman's Initials.....

Crewe Town Council

Economic Development Committee

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 7th January 2014

- 13/5/01** Present
Cllrs Beard, Brookfield, Davison, Hickson, B Minshall, Rhodes, Russan and Yates.

In attendance: Steve McQuade (Town Clerk) and Cllr Walton.
- 13/5/02** To receive apologies for absence
There were no apologies received.
- 13/5/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/5/04** To confirm and sign the minutes of the meeting held on 5th November 2013
The minutes of the meeting were agreed and signed as an accurate record
- 13/5/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/5/06** To consider a proposal from Cheshire Community Action to support the development of a Community Plan
Members **resolved** to recommend acceptance of the proposal to Council. A decision on the optional extras was deferred.
- 13/5/07** To consider an update in relation to the Town Museum proposal (Cllr Hickson and Davison)
It was reported that a meeting is expected to be held with the Heritage Centre in early February. The Clerk was asked to approach Cheshire East with a view to seeking space in the Lifestyle Centre for a museum.

The Clerk was also asked to enquire with Cheshire East as to the latest position on using space in Municipal Building.
- 13/5/08** To consider an update in relation to the Youth Employment Partnership (Cllrs Davison, B Minshall and Hickson)
Cllr Davison updated members with regard to a meeting with Paul Coleman and Mark Waters to discuss the potential development of the partnership. Mr Waters has been tasked with sounding out key partners to assess whether they wish to be involved and if

Chairman's Initials.....

so whether they could attend an initial meeting.

13/5/09 To consider matters related to parking policies (Cllrs Beard and Davison)
Cllrs Beard and Davison updated members on the situation and explained that a response was awaited from Mr Burns at Cheshire East.

13/5/10 To consider making a formal request to Cheshire East Council to initiate formal discussions to potentially transfer the indoor, covered and outdoor markets to the Town Council.
The Clerk was asked to make a formal approach to Cheshire East with regard to the transfer of the markets, toilets and café.

13/5/11 To note the date of the next meeting (4th March 2014)
Members noted the date of the next meeting.

Meeting Closed: 19:38

Chairman's Initials.....

Crewe Town Council

Economic Development Committee

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Minutes of the meeting held on 4th March 2014

- 13/6/01** Present
Cllrs Beard, Brookfield, Davison, Rhodes, Russan and Yates.
- In attendance: Steve McQuade (Town Clerk)
- 13/6/02** To receive apologies for absence
Apologies were received and approved from Cllr Hickson.
- 13/6/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/6/04** To confirm and sign the minutes of the meeting held on 7th January 2014
The minutes of the meeting were approved and signed as an accurate record.
- 13/6/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 13/6/06** To consider an update in relation to the Town Museum proposal (Cllr Hickson and Davison)
Cllr Davison updated members on a meeting with the Heritage Centre the previous week.
There was a willingness by both parties to work together in the future should suitable projects arise.
- The Clerk indicated that a meeting with Cheshire East was taking place on the 5th March and that the matter of a Museum would be discussed.
- 13/6/07** To consider an update in relation to the Youth Employment Partnership (Cllrs Davison, B Minshall and Hickson)
The Clerk reported on the meeting held at South Cheshire College the previous week which had brought together employers, the education sector and other partners. It was anticipated that the next meeting would put in place the initial governance arrangements to take the partnership forward.
- 13/6/08** To consider matters related to parking policies (Cllrs Beard and Davison)
Members noted that despite effort in this area there had been no further progress.
Members asked that the pricing policy on Thomas Street car park be checked with

Chairman's Initials.....

Cheshire East.

- 13/6/09** To consider matters related to the transfer of the Town Markets and other functions to the Town Council
It was anticipated that the Leader's meeting with Cheshire East on 5th March may shed more light on the status of the various transfer opportunities.
- 13/6/10** To consider matters related to supporting a 'Conference Crewe' initiative.
The Clerk was asked to work up proposals to assess the feasibility of a wider initiative.
- 13/6/11** To note and consider proposals to recruit an Economic Development Officer
Members noted that Strategic Steering Group would be making a recommendation to recruit to the post at the next Council.
- 13/6/12** To consider the date of the next meeting
Members noted the date of the next meeting as 27th May 2014

Meeting Closed: 19:45

Chairman's Initials.....

Crewe Town Council Strategy Steering Group

St Paul's Community Centre,
Hightown,
Crewe
CW1 3BY



Minutes of the meeting held on 30th October 2013

13/1/01 Present
Cllrs Hickson, Rhodes and Davison.

In attendance: Steve McQuade (Town Clerk), Cllrs Beard and Appilat

13/1/02 To elect a Chairman and a vice Chairman
Members **resolved** that Cllr Hickson be elected as Chairman and that the vice Chairman position be held over to a future meeting.

13/1/03 To receive apologies for absence
Apologies were received from Cllr Yates.

13/1/04 To note declarations of Members' interests
There were no declarations made.

13/1/05 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no members of the public present.

13/1/06 To consider draft terms of reference for approval by Council
Members agreed to submit the draft terms of reference as amended to Council for approval.

13/1/07 To consider the budget making process
The Town Clerk provided draft papers and an explanation of how the process of setting the budget and precept could be taken forward.

Members asked that the Clerk make a number of consequential changes to the draft budget prior to discussions at individual Committees.

13/1/08 To consider matters related to the development of a Strategic Plan
Cllr Hickson introduced the item and members agreed to form a working group to look at the development of the Strategic Plan. The working group to comprise of Cllr Hickson, Rhodes and Davison. The Clerk was asked to draft a first version for comment.

13/1/09 To consider the date of the next meeting
Members agree to meet on Monday 6th January 2014.

Chairman's Initials.....

FINAL

Crewe Town Council Strategy Steering Group

St Paul's Community Centre,
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Minutes of the meeting held on 6th January 2014

- 13/2/01** Present
Cllrs Davison, Hickson, B Minshall (deputising for Cllr Cull), Rhodes and Yates.
- 13/2/02** To receive apologies for absence
Apologies from Cllr Cull were accepted.
- 13/2/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/2/04** To approve the minutes of the meeting held on 30th October 2013
The minutes of the previous meeting were approved and signed.
- 13/2/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/2/06** To review the draft budget for 2014/15 with a view to making a recommendation to Council on the setting of the precept
Members **resolved** that they recommend to Council that there be no increase in the precept.
- 13/2/07** To review the draft Strategic Plan and consider making a recommendation to Council that the plan be adopted
Members **resolved** that the Strategic Plan be recommended to Council.
- 13/2/08** To consider making a recommendation to Council in relation to the transfer of the Lyceum Square toilets
Members **resolved** to approach Cheshire East with a view to requesting that the markets, toilets and café be transferred as a single entity.
- 13/2/09** To note a request from the Town Clerk to attend the Larger Councils' Conference in Oxford (27th/28th March)
The Clerk indicated that he was unable to attend due to personal business.
- 13/2/10** To consider the date of the next meeting
Member resolved that the next meeting be held on Monday 3rd March.

Meeting Closed: 19:51

Chairman's Initials.....

Crewe Town Council Strategy Steering Group

St Paul's Community Centre,
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Minutes of the meeting held on 3rd March 2014

- 13/3/01** Present
Cllrs Davison, Hickson, Cull, Rhodes and Yates.
- In attendance: Steve McQuade (Town Clerk)
- 13/3/02** To receive apologies for absence
All members were present.
- 13/3/03** To note declarations of Members' interests
There were no declarations of interest.
- 13/3/04** To approve the minutes of the meeting held on 6th January 2014
The minutes of the meeting were approved and signed as an accurate record.
- 13/3/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/3/06** To consider matters related to Council newsletters, publicity and general approach to consultation
Members debated the matters and asked that the Clerk look into the costs of a newsletter delivered by hand to all households and to prepare a draft newsletter format to include a survey tool. Members indicated that it may be that distributing a summary of the Annual Report in a newsletter format would meet the requirement.
- Members noted that the first member surgery had taken place on the previous Saturday and that there is a possibility of conducting ward walks in the future.
- Cllr Davison updated members on progress in relation to consultation on the Community Plan.
- 13/3/07** To consider matters related to the Annual Town Meeting
Members asked that the Annual Town Meeting be arranged to coincide with Annual Council.
- 13/3/08** To consider the first draft of the Annual Report
Members reviewed the draft and suggested a number of changes prior to submission to Council for approval of the content.
- 13/3/09** To consider matters related to recruitment of a Deputy Town Clerk/Economic Development Officer

Chairman's Initials.....

Members reviewed the draft job description and person specification. A number of changes were made and members agreed that the document be submitted to Council for approval. The Clerk was investigate the costs of advertising the post.

It was also recommended that the interview process be conducted by the Strategic Steering Group.

13/3/10 To consider the date of the next meeting
Members noted the date of the next meeting as 12th May 2014

Meeting Closed: 19:50

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Chairman's Initials.....



Meeting held on 12th May 2014

- 13/4/01** Present
Cllrs Hickson, Cull, Rhodes, Yates and Davison.

In attendance: Steve McQuade (Town Clerk)
- 13/4/02** To receive apologies for absence
There were no members absent.
- 13/4/03** To note declarations of Members' interests
There were no declarations of interest made.
- 13/4/05** To approve the minutes of the meeting held on 3rd March 2014
The minutes of the previous meeting were approved and signed.
- 13/4/06** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 13/4/07** To consider matters related to the transfer of assets from Cheshire East Council
Members considered matters related to asset transfer and noted/concluded:
- CCTV – That a response had been sent from Council to Cheshire East highlighting that a contribution of up to £30k could be made.
 - Markets/Café/Toilets – The Town Council had not seen any progress on transfer from Cheshire East and the issue would be discussed at the next meeting with Cheshire East (16th May).
 - Christmas Lights – Members agreed that the matter of the return of the Crewe lights be pursued with vigour at the meeting with Cheshire East.
- 13/4/08** To consider matters related to Member Surgeries and Publicity
Members considered issues related to surgeries and publicity:
- Interest had been low at the most recent surgery. The Clerk was asked to look into options for promoting the surgeries.
 - Leaflets – The Clerk was asked to check on prices for delivery via various options to every home.
- 13/4/09** To consider matters related to the repair of the Clock Tower Flag Pole
Members asked that a price be sought for the erection of a flagpole at the present offices subject to price and Council approval.

Chairman's Initials.....

13/4/10 To consider the date of the next meeting (22nd September)
Members asked that the next meeting be scheduled for 14th July.

Meeting closed: 19:39

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Chairman's Initials.....