

**Crewe Town Council**

**Minute Book**

**2014 – 15**

## Crewe Town Council Town Council Meeting

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### **Minutes of the meeting held on 20<sup>th</sup> May 2014**

- 14/1/01** Present  
Cllrs Appilat, Bailey, Beard, Cartlidge, C Bratherton, J Bratherton, Brookfield, Cull, Davison, Faseyi, Hickson, Lundie, Martin, B Minshall, P Minshall, Rhodes, Walton and Yates.

In attendance: Steve McQuade (Town Clerk) and Hannah Marr (PA to the Council)

- 14/1/02** To elect the Town Mayor and sign the acceptance of office  
Cllr Russan<sup>1</sup> proposed that Cllr P Minshall be elected as Mayor. The proposal was seconded by Cllr Rhodes and members **resolved** that Cllr Pam Minshall be elected as Mayor.

Cllr P Minshall then signed the declaration of office.

- 14/1/03** To elect the Deputy Town Mayor and sign the acceptance of office  
Cllr Walton proposed that Cllr B Minshall be elected as Deputy Mayor. The proposal was seconded by Cllr Hickson and members **resolved** that Cllr Benn Minshall be elected as Deputy Mayor.

Cllr B Minshall then signed the declaration of office.

- 14/1/04** To confirm and sign the minutes of the meeting held on 1<sup>st</sup> May 2014  
The minutes of the previous meeting were approved and signed as an accurate record.

- 14/1/05** To receive and consider apologies for absence  
Apologies were received and accepted from Cllr Carline, C Bratherton, J Bratherton and Russan.

- 14/1/06** To note declarations of Members' interests  
There were no declarations of interest.

- 14/1/07** To give a vote of thanks to the outgoing Mayor and to present a past Mayor's Medal to the outgoing Mayor.  
Cllr Beard proposed a vote of thanks to Cllr Faseyi which was wholeheartedly supported by the Council. Cllr Beard then presented Cllr Faseyi with a past Mayor's Medal.

Members also thanked Cllr Martin for her work as Deputy Mayor during 2013/4.

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<sup>1</sup> Cllr Russan's speech was read and the proposal made by Cllr Hickson.

Chairman's Initials.....

- 14/1/08** To receive an address from the Town Mayor  
Cllr Minshall made an address to the meeting, thanking everyone for their support and setting out her ambitions for the year ahead. Cllr Minshall echoed the sentiments expressed by Cllr Beard and personally thanked Cllrs Faseyi and Martin for their stalwart efforts in the inaugural year of the Town Council.
- 14/1/09** 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.
- 14/1/10** To consider approval of delegations and the terms of reference of Committees<sup>2</sup>  
Cllr Hickson proposed that all subsequent items on the agenda be approved. Members **resolved** to approve the items listed at minute 10 to 18.
- 14/1/11** To consider the approval of Committee structures and nominations to new and existing Committees  
No changes were proposed.
- 14/1/12** To consider, review and approve Standing Orders and Financial Regulations<sup>3</sup>  
No changes were required.
- 14/1/13** To consider and approve representations on outside bodies  
1. The Local Area Partnership  
2. Cheshire Association of Local Councils  
3. Crewe Town Allotment Federation  
Agreed as per the schedule presented.
- 14/1/14** To review, consider and approve matters related to:  
1. Inventories of land, assets and office equipment.  
2. Insurance cover.  
3. Officer and Member membership of other bodies – Town Clerk’s Membership of the SLCC  
The matters were noted and approved.
- 14/1/15** To review, consider and approve any matters related to:  
1. Complaints procedures  
2. Freedom of Information and Data Protection  
3. Media relations  
4. Continued adoption of the General Power of Competence  
The matters were noted and approved.
- 14/1/16** To consider and approve the dates of Council meetings as set out on the Council’s website  
The matters were noted and approved.
- 14/1/17** To note, consider and approve payments since the previous meeting as set out in the schedule below.  
The payment schedule was approved.

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<sup>2</sup> <http://www.crewetowncouncil.gov.uk/category/policies/>

<sup>3</sup> <http://www.crewetowncouncil.gov.uk/category/policies/>

Chairman’s Initials.....

**14/1/18** To note the date of the next meeting – 16<sup>th</sup> September 2014  
Members noted the date of the next meeting as 22<sup>nd</sup> July.

Printed on : 13/05/2014

**Crewe Town Council**

**Page No 1**

At : 09:05

**Current Bank A/c**

**List of Payments made between 01/05/2014 and 13/05/2014**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/05/2014	Phoenix Charity	BT89	1,000.00	Council 1-5-14	Grant award
08/05/2014	Green Spaces	BT90	1,000.00	Council 1-5-14	Grant Award
<b>Total Payments</b>			<u>2,000.00</u>		

Chairman's Initials.....

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Tel: 01270 756975



### **Minutes of the Meeting held on 22<sup>nd</sup> July 2014**

- 14/2/01** Present  
Cllrs Beard, Cartlidge, J Bratherton, Brookfield, Davison, Faseyi, Hickson, Lundie, Martin, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.
- In attendance: Steve McQuade (Town Clerk), Rob Mackenzie (Deputy Town Clerk) and Hannah Marr (PA to the Council).
- 14/2/02** To receive and consider apologies for absence  
Apologies were received from Cllr C Bratherton, Bailey and Martin. Members **resolved** to grant Cllr Carline a further six month period of absence due to personal circumstances.
- 14/2/03** To note declarations of Members' interests  
There were no declarations of interest made.
- 14/2/04** To confirm and sign the minutes of the meeting held on 20<sup>th</sup> May 2014  
The minutes of the previous meeting were approved and signed as an accurate record.
- 14/2/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
Carol Jones thanked the Council for putting on the International Festival.
- Mr Latham talked about an event on 1<sup>st</sup> November called 'Crewe Crusade'.
- 14/2/06** To receive a report from the Town Mayor in relation to civic engagements attended.  
The Mayor reported on the engagements attended since the previous meeting.
- 14/2/07** 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 8<sup>th</sup> July
    - (i) To request Council change the terms of reference and transfer responsibility for grants to the Community and Environment Committee. This would also include confirming the maximum grant at £1k (except in exceptional circumstances)
    - (ii) To consider legal measures to finalise the registration of the 11 allotment sites.
    - (iii) To consider a revision to Financial Regulations such that Clause 6.1 of

Chairman's Initials.....

Financial Regulations read 'All payments shall be effected by cheque or other order drawn on the Council's bankers. In most instances payments will be made by Bank Transfer, the RFO shall send a request to make payments to authorised signatories. Payments may then be made provided at least two confirmations are received. Such payments will be reported back to signatories and will then appear on the next Council agenda. Should one or more signatory request a payment is deferred then the RFO shall hold back that payment until the next Council.'

(iv) To note budget virements between Town Centre cost centres (F&R Minute 12 and 14).

- b) Community and Environment Committee (Cllr J Bratherton) – Draft minutes of the meeting held on 3<sup>rd</sup> June
- c) World War 1 Working Group (Cllr J Bratherton) - See previous report
- d) Planning Committee (Cllr Rhodes) – Final minutes of the meeting held on 17<sup>th</sup> June and verbal update on the meeting held on 21<sup>st</sup> July
- e) Economic Development (Cllr Davison) – Draft minutes of the meeting held on 27<sup>th</sup> May
- f) Strategy Steering Group (Cllr Yates) – Draft minutes of the meeting held on 8<sup>th</sup> July:
  - (i) To consider matters related to the publication of the summary version of the annual report.

- a) Cllr Yates introduced the minutes from the most recent Finance and Resources Committee and members **resolved** that the change to Financial Regulations indicated above be made, that the changes to terms of reference be agreed and that the Clerk is authorised to initiate legal action in relation to the registration of the allotment sites. Members expressed considerable frustration at the inability of Cheshire East to deal with the matter of the transfer of the allotment land.
- b) Cllr J Bratherton reported on the most recent meeting of Community and Environment Committee and stated that in her opinion the draft minutes were incomplete in relation to discussions concerning audit requirements for grant allocations.
- c) Cllr Bratherton reported on the recent activities to commemorate the centenary of the start of WW1. Members asked that it be formally recorded that thanks were expressed to Coop Funeralcare for their support of the Remembrance Garden.
- d) Cllr Rhodes reported on the activity at the Planning Committee meetings that had been held since the previous Council. It was noted that a submission had been made with regard to various concerns over the Lifestyle Centre.
- e) Cllr Davison reported on the minutes of the most recent Economic Development Committee meeting. It was noted that support was expressed for the location of Cheshire Archives in Crewe.
- f) Cllr Yates introduced the minutes and members **resolved** that based on the estimates provided, that the work to print and distribute the annual report and communications related to the community plan to the Guardian Group.

**14/2/08** To consider grant applications (Cllr P Minshall):

- a) Crewe Flyers - £975
- b) X-Academy - £960
- c) West Street Christian Fellowship<sup>1</sup> - £1000

<sup>1</sup> Cllr Faseyi declared an interest at this point based on her association with the Church.

Chairman's Initials.....

d) Everybody - £590

It was **resolved** that:

- Crewe Flyers be awarded the grant.
- X-Academy consider withdrawing the application and resubmitting after reviewing the amount of funding requested.
- West Street Christian Fellowship were awarded the grant<sup>2</sup>.
- The Everybody<sup>3</sup> application be refused.

**14/2/09** To note any updates from members having attended external meetings.  
Cllr Cartlidge reported on the Local Area Partnership indicating a conference was to be held later in the year (September). No contact had been received from ChALC or NALC.

Cllr Brookfield reported on recent matters related to the allotments in Crewe.

**14/2/10** To consider an update on the Christmas events and illuminations.  
Cllr P Minshall updated members with regard to the dialogue with Nantwich Town Council (Cllr Farrell) concerning the return of the Crewe Christmas Lights. It was noted that Nantwich Town Council would discuss the matter next week.

Cllr Hickson, thanked the Mayor for her intervention.

**114/2/11** To note, consider and approve payments since the previous meeting as set out in the schedule  
The schedule (below) was approved and signed.

**14/2/12** Member questions to the Town Clerk/Responsible Financial Officer.  
The following questions were put to the Town Clerk:

- The Clerk was asked the value of monies held in the deposit account (£100k)
- The Clerk referred a question on the Community Plan to the Deputy Town Clerk, noting the need for expenditure (circa £1.5k) on engagement activities (e.g. Health and Wellbeing Conference, Kings Shilling Event, member surgeries etc.), and that the strapline for the initiative was to be a 'Vision for Crewe'.
- The Clerk reported that Cheshire East had failed to respond in relation to requests to complete the contract on the installation of the Welcome to Crewe signs

**14/2/13** To note the date of the next meeting – 16<sup>th</sup> September 2014  
Members noted the date of the next meeting.

**Meeting Closed: 19:56**

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<sup>2</sup> Cllr Cartlidge asked for the fact he abstained on this item to be recorded.

<sup>3</sup> Cllrs Faseyi, Cartlidge and Hickson declared an interest as members of Cheshire East.

Chairman's Initials.....

At : 16:40

Current Bank A/c

## List of Payments made between 09/05/2014 and 15/07/2014

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
19/05/2014	May Payroll	BT91 TO 94	5,425.17	TC	May payroll
27/05/2014	Northwich TC (Charity)	BT95	25.00	TC	Function ticket
27/05/2014	I Faseyi	BT96	292.75	Claim	Reimbursement
28/05/2014	Design Office	BT100	1,174.80	TC	Boundary signs frames
28/05/2014	Dixon Rigby Keogh	BT101	120.00	TC	S13817/102/CTC24
28/05/2014	Hocknell's Florist	BT102	30.00	TC	Flowers Mayor Making
28/05/2014	JDH Business Services Ltd	BT103	936.00	TC	Audit 2013-14
28/05/2014	Newsquest	BT104	110.40	TC	Advert WW1 Conf
28/05/2014	Phillias Photography	BT105	90.00	TC	Photography mayor making
28/05/2014	Rialtas Business Solutions Ltd	BT106	127.20	TC	Finance system back up service
28/05/2014	West Street Chrsitian Fellowsh	BT107	135.00	TC	Interviews 6th and 13th
28/05/2014	Zurich Insurance	BT108	159.00	TC	Event Insurance (CI Fest)
28/05/2014	Brighter Bills Limited	BT97	28.80	TC	April service charge
28/05/2014	Christian Concern	BT98	567.60	TC	Room Hire (April)
28/05/2014	Cheshire Work and Leisure Wear	BT99	21.60	TC	Fleece (XL)
02/06/2014	Winsford TC	036	30.00	TC	Ball Payment (Unpresent Nov 13
04/06/2014	Redshift Radio	BT109	1,000.00	C&E	Grant - (3-6-14)
04/06/2014	Royal British Legion	BT110	1,000.00	C&E	Grant - (3/6/14)
04/06/2014	S Hughes	BT111	625.00	C&E	Grant - (3/6/14)
04/06/2014	CC Cycles	BT112	900.00	C&E	Grant - (3-6-14)
04/06/2014	Wistaston Drama Project	BT113	500.00	C&E	Grant - (3/6/14)
18/06/2014	June Payroll	BT114/118	9,172.59	TC	June Payroll
18/06/2014	Blitz Entertainment	BT119	3,534.00	TC	Gazebo Hops
18/06/2014	Brighter Bills Limited	BT120	179.57	TC	3rd tel handset and software
18/06/2014	Christian Concern	BT121	916.58	TC	Photocopy
18/06/2014	Delikatessa	BT122	732.00	TC	Mayor making catering
18/06/2014	Design Office	BT123	6,209.52	TC	Lest we forget plates and fit
18/06/2014	Journey Man	BT124	310.80	TC	Work at Ruskin School
18/06/2014	TIGHEFFERNANOFFLINE	BT125	120.00	TC	Design of postcard
18/06/2014	Zurich Insurance	BT126	56.05	TC	Increase fidelity premium
23/06/2014	Olivia White	BT127	33.00	TC	2 x Event tickets for 27/6/14
26/06/2014	Alan Barratt (Wizard)	BT128	110.00	TC	Literary festival (workshop)
26/06/2014	Blitz Entertainment	BT129	171.60	TC	Seating at Hops
26/06/2014	Cheshire East Council	BT130	36,000.00	Council	Annual Support fee 2014/5
26/06/2014	Cheshire Work and Leisure Wear	BT131	213.60	TC	Clothing/workwear
26/06/2014	Element Hosting	BT132	11.98	TC	Increase mailbox size (RM)
26/06/2014	Just Poets	BT133	50.00	TC	Performance fee
26/06/2014	Paul Ellson	BT134	45.00	TC	Travel/performance
26/06/2014	Tim Prevett	BT135	150.00	TC	Performance at Telling Tales
26/06/2014	Tom Goodale	BT136	168.56	TC	Performance and travel cost
26/06/2014	Viking Supplies	BT137	259.87	TC	Stationery supplies
26/06/2014	Western Front Association	BT138	228.00	WW1 WG	June Advert 'Stand to'
03/07/2014	B Minshall	BT139	115.42	Claim Form	Mileage claim
04/07/2014	Blitz Entertainment	BT140	654.00	TC	Advert Boards
04/07/2014	Cheshire East Council	BT141	227.05	TC	Rooms for Mayor making
04/07/2014	Christian Concern	BT142	804.08	Contract	Laminating
04/07/2014	Design Office	BT143	1,193.60	TC	Flyer production (1)and design

Continued on Page 2

Chairman's Initials.....



At : 16:40

Current Bank A/c

## List of Payments made between 09/05/2014 and 15/07/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/07/2014	West Street Chrsitian Fellowsh	BT144	25.00	TC	Room Hire HS2 meeting
04/07/2014	CCLA A/C	To CCLA 1	50,000.00		Move to deposit
10/07/2014	Crewe Allotment Federation	BT145	2,592.00	F&R	Improvements at Manor Way
10/07/2014	CCLA A/C	2	50,000.00		Move to deposit
14/07/2014	H Marr	BT146	70.70	Form	Reclaims
14/07/2014	S McQuade	BT147	377.04	Form	Reclaims
14/07/2014	Blitz Entertainment	BT148	360.00	TC	Road adverts
14/07/2014	Brighter Bills Limited	BT149	98.93	Contract	June telephone charges
14/07/2014	Chespack Hygiene	BT150	161.79	TC	Catering consumables
14/07/2014	Design Office	BT151	1,718.40	TC	Lest we forget signs
14/07/2014	Mohammed Hanif Dewaka	BT152	650.00	TC	Performance
14/07/2014	Stephen McGreal	BT153	100.00	TC	Talk at Conference
14/07/2014	South Cheshire College	BT154	960.00	WW1 WG	17244/154/CTC36
14/07/2014	The Windows Project	BT155	434.50	TC	Performance (L Tafari)
<b>Total Payments</b>			<u>182,513.55</u>		

Chairman's Initials.....

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Tel: 01270 756975



### Minutes of the Meeting held on 16<sup>th</sup> September 2014

- 14/3/01** Present<sup>1</sup>  
Cllrs Bailey, Cartlidge, C Bratherton, Brookfield, Davison, Faseyi, Hickson, Martin, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.
- In attendance: Steve McQuade (Town Clerk).
- 14/3/02** To receive and consider apologies for absence  
Apologies were received and accepted from Cllrs Beard, Carline, Lundie and J Bratherton.
- 14/3/03** To note declarations of Members' interests  
There were declarations of interest in relation to the item on the University Technical College from Cllrs Davison and Yates due to their connections with South Cheshire College.
- 14/3/04** To confirm and sign the minutes of the meeting held on 22<sup>nd</sup> July 2014  
The minutes of the previous meeting were agreed and signed as an accurate record subject to it being noted that Cllr Russan was present at the meeting.
- 14/3/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised.
- 14/3/06** To receive a report from the Town Mayor in relation to civic engagements attended.  
The Mayor reported on engagements attended since the previous meeting.
- 14/3/07** To receive and consider an update from the Principal of South Cheshire College in relation to the proposal to establish a University Technical College in Crewe  
Mr Jasbir Dhesi provided an insight into how the College works at present, how it would inter-relate with the proposed UTC and gave some thoughts on the wider implications of the UTC and other factors affecting the educational landscape in Crewe.

Members **resolved** that a formal request be made via Cheshire East for a seat on the Board of the UTC and to be kept fully informed of progress on its implementation.

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<sup>1</sup> Cllrs B Minshall and Walton joined the meeting during the item on the Mayor's engagements. Cllrs C Bratherton, Faseyi and Martin left the meeting during the report from the Economic Development Committee.

Chairman's Initials.....

- 14/3/08** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:
- a) Community and Environment Committee (Cllr J Bratherton) – Draft minutes of the meeting held on 9<sup>th</sup> September 2014
    - i. To consider endorsing the Royal British Legion Covenant<sup>2</sup> by recommending that Council resolve *‘that the Town Council is mindful of the needs of ex-service personnel and will make all efforts to meet their needs if it is within the remit of the Council to do so’*.

Members **resolved** to endorse the Covenant.

Members also thanked Cllr J Bratherton for all the work that has gone into WW1 events over the summer.

- b) Planning Committee (Cllr Rhodes) - Draft minutes of the meeting held on 21<sup>st</sup> July 2014

Members noted the report from the Planning Committee.

- c) Economic Development (Cllr Davison) – Draft minutes of the meeting held on 29<sup>th</sup> July 2014
  - i. To consider developing a vision for central Crewe
  - ii. To consider in principle support for phase 2 of the Feasibility Study for a Business Improvement District in Crewe Town Centre, subject to the outcome of phase 1 of the study.

Members **resolved** that work on developing a vision for central Crewe go ahead in line with the next steps outlined in the report.

Members **resolved** to consider in principle committing up to £15k of funds to match funds from Cheshire East in relation to a possible phase 2 of the BID development process.

Members asked that a presentation is made to members in relation to how BIDS have worked elsewhere.

- 14/3/09** To consider grant applications (Cllr P Minshall):

- a) Crewe Senior Forum (£900)
- b) Kreative, Artistic, Theatrical Events (£1000)
- c) Cheshire Trafficking Concern (£990)

Members **resolved** that:

- a) The application from the Senior Forum be deferred pending a further breakdown of costs including artistic fees and information about possible match funding.
- b) The application from Kreative, Artistic, Theatrical Events, is funded to the amount of £500.
- c) The application is with regret, refused.

- 14/3/10** To note any updates from members having attended external meetings.  
The following reports were made:

- a) Cllr Cartlidge updated members on recent contact with ChALC/NALC and the LAP<sup>3</sup>.
- b) Cllr Bailey reported on a meeting at Flag Lane Baths.

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<sup>2</sup> [Best Practice Guide](#)

<sup>3</sup> Cllr Catrldge left the meeting at this point.

Chairman's Initials.....

- c) Cllr Brookfield reported on recent meetings with the Allotment Federation and members endorsed a request for the release of urgent funding to the value of £1820 to cover the installation of a dedicated water meter (Claughton Avenue) and costs of the presentation evening.

**14/3/11** To consider the following payments relating to the position of Deputy Town Clerk:

- i. The registration fee of £250 for the Certificate in Local Council Administration
- ii. Membership of the Society of Local Council Clerks at an annual subscription cost of £231 and joining fee of £15.

Members **resolved** to approve the payments.

**14/3/12** To consider a contribution from the Town Centre Strategy (Cost Centre 305) of £1k towards the refurbishment of the passage between the bus station and Queensway by Shoppertainment Ltd. on behalf of the owners.

Members **resolved** that the project be supported.

**14/3/13** To note, consider and approve payments since the previous meeting as set out in the schedule  
Members **resolved** to approve the schedule as presented.

**14/3/14** To accept and approve the Annual Return following audit by the external auditors  
Members noted that the Audit had been successfully completed.

**14/3/15** Member questions to the Town Clerk/Responsible Financial Officer.  
Members noted the presentation to be made on 1<sup>st</sup> October in relation to the Basford East Development.

**14/3/16** To note the date of the next meeting – 11<sup>th</sup> November 2014  
Members noted the date of the next meeting.

**Meeting closed: 20:39**

Chairman's Initials.....

At : 12:41

Current Bank A/c

## List of Payments made between 15/07/2014 and 10/09/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/07/2014	Payroll	BT156/7/8	8,643.81	TC	July Payroll
17/07/2014	Design Office	BT159	29.40	TC	Artwork on revised banner
17/07/2014	GL Tech Limited	BT160	600.00	TC	Spare Laptop Purchase
17/07/2014	Waterstones Crewe	BT161	339.50	TC	Vouchers
24/07/2014	Crewe Flyers	BT162	975.00	Council	Grant - TC 22/7/14
24/07/2014	West Street Christian F'ship	BT163	1,000.00	Council	Grant - TC 22/7/14
24/07/2014	Element Hosting	BT164	5.00	TC	Creation of web page
24/07/2014	Viking Supplies	BT165	117.39	TC	Office supplies
24/07/2014	Ruskin Sports College	BT166	32.00	TC	Transport students to library
24/07/2014	Pater Hart	BT167	171.00	TC	Conf Speaker costs
24/07/2014	CCLA A/C	#3	50,000.00		Move to deposit
25/07/2014	Viking Supplies	BT168	127.69	TC	Laminator
25/07/2014	Christian Concern	BT169	834.00	Contract	Meeting room hire
30/07/2014	Design Office	BT159(2)	29.40	TC	Duplicate payment (Reclaim)
11/08/2014	H Marr	BT170	82.27	Claim Form	Reclaim
11/08/2014	ANSA	BT171	1,064.83	TC	Bins, toilets and cleansing
11/08/2014	BDO LLP	BT172	1,560.00	TC	External Audit 2013/4
11/08/2014	Beracah Music International	BT173	198.73	TC	Choir performance
11/08/2014	Blitz Entertainment	BT174	13,309.20	TC	Stage 20th Sept
11/08/2014	Circus Malabaristas	BT175	1,830.00	TC	Crewe Saturday performers
11/08/2014	Deva Flamenco	BT176	100.00	TC	Performance
11/08/2014	Dixon Rigby Keogh	BT177	108.00	TC	Work on Lease
11/08/2014	Element Hosting	BT178	70.00	TC	Calendar upgrade on web
11/08/2014	Mark Potts	BT179	50.00	TC	Conference talk
11/08/2014	Royal Mail	BT180	108.00	TC	Response Service Licence
11/08/2014	South Cheshire College	BT181	675.00	TC	017316/176/CTC28
11/08/2014	Blitz Entertainment	BT182	450.00	TC	PA and sound system 4/8/14
11/08/2014	Brighter Bills Limited	BT183	116.63	TC	Telephone bill (July)
11/08/2014	MacMillan Cancer Support	BT184	700.00	TC	Mayor's Charity Donation
11/08/2014	One in Eleven Appeal	BT185	500.00	TC	Mayor's Charity Donation
11/08/2014	McMillan Cancer Support	BT186	500.00	TC	Mayor's Charity Donation
11/08/2014	Macmillan Cancer Support	BT184	-700.00	TC	Cancel payment error
11/08/2014	Christians Against Poverty	BT187	700.00	TC	Mayor's Charity Donation
11/08/2014	L E Swift	BT188	50.00	TC	Story Writing Prize
11/08/2014	Creative Crewe	BT189	25.00	TC	Festival Stall Prize
11/08/2014	Cheshire Buddies	BT190	25.00	TC	Festival stall prize
15/08/2014	CCLA A/C	4	50,000.00		Move to CCLA
18/08/2014	E & N Richardson	BT191	100.00	TC	Stall Prize at Festival
19/08/2014	Payroll	BT192/196	8,643.81	TC	Payroll
20/08/2014	Mums in the Know/Mischa's fund	BT197	25.00	TC	Mums in the know (donated)
08/09/2014	H Marr	BT198	67.76	Form	Reclaim
08/09/2014	R Mackenzie	BT199	55.15	Form	Reclaims
08/09/2014	R Mackenzie	BT200	69.55	Form	Mileage claim
08/09/2014	The Cat Radio	BT201	50.00	TC	10 to 12 warm up slot
08/09/2014	Cheshire Association of Local	BT202	30.00	TC	Clerk induction (RM)
08/09/2014	Christian Concern	BT203	766.80	TC	Room Hire Aug
08/09/2014	Circus Malabaristas	BT204	336.00	TC	Workshop bank holiday Aug

Continued on Page 2

Chairman's Initials.....

At : 12:41

Current Bank A/c

## List of Payments made between 15/07/2014 and 10/09/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/09/2014	Delikatessa	BT205	697.20	TC	Catering for 4th August
08/09/2014	Design Office	BT206	1,060.00	TC	Print/design of A5 cards
08/09/2014	Element Hosting	BT207	58.80	TC	Updates to website
08/09/2014	Greenspaces South Cheshire	BT208	3,920.00	TC	Claim on Big Lottery Funding
08/09/2014	Viking Supplies	BT209	267.60	TC	Paper/files/scissor/pritt
Total Payments			150,574.52		

Chairman's Initials.....

## Crewe Town Council Town Council Meeting

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### Minutes of the meeting held on 11<sup>th</sup> November 2014

- 14/4/01** Present  
Cllrs Appilat, Bailey, Beard, C Bratherton, Brookfield, Davison, Faseyi, Hickson, Martin, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.
- In attendance: Steve McQuade (Town Clerk) and Rob Mackenzie<sup>1</sup> (Deputy Town Clerk)
- 14/4/02** To receive and consider apologies for absence  
Apologies were received and accepted from Cllrs J Bratherton, Lundie, Cartlidge, Carline and Cull.
- 14/4/03** To note declarations of Members' interests  
There were no declarations of interest made.
- 14/4/04** To confirm and sign the minutes of the meeting held on 16<sup>th</sup> September 2014  
The minutes were approved and signed subject to it being noted that Cllr Beard was not present due to illness.
- 14/4/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
Mr Butterill provided an update on the award that had been won in connection with the Royal Horticultural Society (RHS) prize awarded for the work on the Sherborne Estate under the RHS 'It's your neighbourhood campaign'. A copy of the award was presented to the Mayor who thanked and congratulated all concerned.
- Mr Thompson (Green Spaces South Cheshire) provided an update to Council in relation to the Grow in Crewe Project which is 50% complete and on track to successfully be completed next year.
- Ms Carol Jones reported back on the £500 grant allocation. Unfortunately, the event could not go ahead and the cheque was returned at the meeting. Members invited Ms Jones to submit a fresh application for any future events that were to take place.
- 14/4/06** To receive and consider a presentation from Liz Shaw from Cheshire East Citizens Advice Bureau (CAB).

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<sup>1</sup> Present until item minuted at 14/4/08  
Chairman's Initials.....

Mrs Shaw provided a resume of the history of the CAB in the area and covered the aims of the organisation in Crewe. The range of general and specialist services were outlined, as were the sources of funding that included money from a number of other town councils. Almost 3,500 unique clients were seen in Crewe last year on issues such as welfare benefit, debt, housing, employment and relationship issues.

Priorities for the CAB are to recruit and train more volunteers leading to an increase in opening hours to cover a full five days per week in Crewe.

Members indicated that the Council would consider if it could make support available during the budget setting process.

- 14/4/07** To receive and consider a presentation from Chris Shaw (Town Clerk, Northwich Town Council and Jane Hough (Groundwork Cheshire) in relation to the establishment of Northwich Business Improvement District<sup>2</sup>.

Mr Shaw and Ms Hough provided an extensive insight into how the Northwich Bid was developed and the impact it was having since it went live at the start of September 2014.

Members **resolved** to charge the Economic Development Committee with pursuing the objective of forming a BID for Crewe.

- 14/4/08** To receive a report from the Town Mayor in relation to civic engagements attended. The Mayor reported on the engagements attended since the previous meeting.

- 14/4/09** To receive updates from Committee and Working Group Chairs in relation to meetings held since the previous Town Council meeting:
- a) Community and Environment Committee (Cllr Brookfield) – Draft minutes of the meeting held on 4<sup>th</sup> November 2014
    - i. To recommend to Council that the issue of permits for the use of the Municipal Square be decided by the Committee based on the merits of the individual application.
    - ii. To consider options to upgrade a number of planters in the Town Centre.

Cllr Brookfield reported on the preparations for the Christmas period.

Members **resolved** to ask that Community and Environment Committee develop a more specific policy to cover the use of the Municipal/Memorial Square and bring that policy back to Council for consideration.

Members **resolved** not to do any work unless the planters were transferred to the Council. Extra expenditure could be considered through the budget process. The Clerk was asked to see if permission would be granted to utilise the planters in the scheme for 2015/6.

- b) Planning Committee (Cllr Rhodes) - Draft minutes of the meeting held on 21<sup>st</sup> October 2014 and Final minutes of the meeting held on 23<sup>rd</sup> September

Members noted the papers presented.

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<sup>2</sup> Cllr Martin left at the end of this item.  
Chairman's Initials.....



- c) Economic Development (Cllr Davison) – Committee not met since previous Council.

Members **resolved** to support a request to aid a project as part of the Youth Employment Partnership to create a hub to access information. Council contribution £420 matching support from ten other partners.

- d) Finance and Resources Committee (Cllr Yates) – Draft minutes of the meeting held on 6<sup>th</sup> November
- i. To consider an update in relation to the Town Allotments.
  - ii. To recommend that Council approve revised Standing Orders and Financial Regulations
  - iii. To recommend that Council adopt a scheme of delegation and Employee handbook
  - iv. To consider an update in relation to accommodation requirements for the Town Council.

Members received an update on expenditure and future budgets at the allotments. The governance arrangements were discussed.

Members **resolved** to approve the policy documents at (ii) and (iii).

Members noted the on-going negotiation with regard to future accommodation requirements.

- e) Strategic Steering Group (Cllr Yates) – Draft minutes of the meeting held on 22<sup>nd</sup> September 2014
- i. To consider placing up to 15k on deposit with the Cheshire Neighbours Credit Union and to authorise the Clerk to take out and utilise a Credit Union Payment Card.
  - ii. To consider a change to the terms of reference of the Committee such that the Council Leader is Chair of the Group and that the Group is authorised to take decisions on behalf of other committees where there is an urgent matter requiring a decision.

Members **resolved** to approve the items specified at (i) including placing 15k on deposit. Members also **resolved** to accept the changes to the terms of reference identified at (ii).

- f) Community Plan Steering Group (Cllr Bailey) – Notes from Steering Group 20<sup>th</sup> October

Members noted the progress being made with regard to the development of the Community Plan.

- 14/4/10** To consider the potential governance arrangements for and implementation of the Youth Town Council<sup>3</sup>.  
Members **resolved** to progress the Youth Council as quickly as possible using the paper presented as guidance and maintaining flexibility on membership of the Council in its early stages.

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<sup>3</sup> Cllr Davison left the meeting at this point.  
Chairman's Initials.....

**14/4/11** To consider grant applications (Cllr P Minshall):

- a) Crewe Clean Team (£150)
- b) The Young Actors (£2400)

Members **resolved** that the Clean Team receive a grant and that the Young Actors be approached for more information.

**14/4/12** To note any updates from members having attended external meetings.

The following reports were made:

- 1. Members reported on the meeting with the Police and Crime Commissioner at South Cheshire College.
- 2. Cllr Bailey reported on attendance at a recent Cheshire East Cycling Strategy meeting.
- 3. Cllr Faseyi reported on attendance at the Young Advisors mini conference nr Sandbach.

**14/4/13** To note, consider and approve payments since the previous meeting as set out in the schedule below (**see schedule**)

Members approved the schedule presented.

**14/4/14** Member questions to the Town Clerk/Responsible Financial Officer.

Cllr Bailey asked whether the joint Neighbourhood Plan meeting had been arranged. The Clerk indicated that the Deputy Clerk would be asked to provide an update.

Members requested that only one presentation take place at each meeting.

**14/4/15** To note the date of the next meeting – 13<sup>th</sup> January 2015

Members noted the date of the next meeting.

**Meeting closed: 21:08**

Chairman's Initials.....

At : 11:36

Current Bank A/c

## List of Payments made between 09/09/2014 and 07/11/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/09/2014	Enterprise and Education Al	BT210	988.00	C&E 9/9/14	Grant
11/09/2014	Joseph Hearson	BT211	10.80	TC	Travel expenses
11/09/2014	Crewe Alex LFC	BT212	500.00	C&E 9/9/14	Grant
17/09/2014	Blitz Entertainment	BT213	36,000.00	TC	2nd installment Xmas Lights
17/09/2014	Circus Malabaristas	BT214	368.40	TC	Street entertainer (4 Oct)
17/09/2014	South Cheshire Chamber	BT215	60.00	TC	TD and RM attend SCCCI Event
17/09/2014	Crewe Allotment Fed	BT216	1,820.00	Council 16/9/14	Water meter and pres evening
17/09/2014	Kreative Artistic	BT217	500.00	Council 16/9/14	Grant
17/09/2014	Tom Seals	BT218	700.00	TC	Musiciam payments 20 Sept
17/09/2014	Payroll	BT219/223	8,643.81	TC	Sept Payroll
22/09/2014	CCLA A/C	#5	50,000.00		Move to CCLA
23/09/2014	Lord Mayor's Fund	BT224	40.00	TC	2 x tickets (Charity Evening)
26/09/2014	Blitz Entertainment	BT225	1,053.00	TC	PA for event on 20th Sept
26/09/2014	Cheshire Association of Local	BT226	30.00	TC	Cllr J Bratherton (8th Oct)
26/09/2014	GL Tech Limited	BT227	30.00	TC	Update virus protection
26/09/2014	Moasic Quality Carton Printers	BT228	120.00	DTC	Vision for Crewe drip mats
26/09/2014	Newsquest	BT229	510.52	TC	Annual Report print and dist
26/09/2014	Stottex Limited	BT230	47.94	TC	Collection boxes/buckets
10/10/2014	Blitz Entertainment	BT231	1,764.00	TC	Bunting take down
10/10/2014	Element Hosting	BT232	315.00	TC	Update to Exchange
10/10/2014	Hannah Marr	BT233	61.84	TC	Parking, FBook and Chron
10/10/2014	Royal British Legion	BT234	34.00	TC	2 x Wreaths
10/10/2014	Red Cross	BT235	108.00	TC	First aid cover
10/10/2014	Rialtas Business Solutions Ltd	BT236	868.80	TC	Finance System License
10/10/2014	Yes2Solutions	BT237	272.27	TC	Misc stationery
14/10/2014	C Concern	BT231(DUP)	872.60	TC	Duplicate payment
14/10/2014	S M Blackburn	BT238	50.00	TC	Flowers for Civic Sunday
16/10/2014	Payroll Oct	BT239-243	8,748.31	TC	Payroll Oct
22/10/2014	Brighter Bills Limited	BT244	88.12	TC	September phone invoice
22/10/2014	Cheshire Community Action	BT245	7,843.75	TC	First payment, vision for Crewe
22/10/2014	INPRINT	BT246	188.00	TC	Halloween Leaflets
22/10/2014	Microshade Business Consultant	BT247	470.40	TC	Hosting fee and install of FMS
22/10/2014	Royal Mail	BT248	17.15	TC	Community Plan prepaid replies
22/10/2014	Society of Local Council Clerk	BT249	250.00	TC	CiLCA Reg Fee
22/10/2014	S McQuade	BT250	196.74	TC	Reimburse/Mileage
24/10/2014	CCLA A/C	6	50,000.00		Nove to CCLA Deposit
29/10/2014	Cheshire East Council	BT251	45.00	TC	4th Aug Hire Library room
29/10/2014	Zurich Insurance	BT252	120.15	TC	Premium to cover Xmas lights
01/11/2014	Christian Concern	BT231	872.60	TC	Sept Room Hire
14/10/2014	Christian Concern	BT231DUPX	-872.60		Cancel dup entry in software
03/11/2014	C Concern	BT231C	872.60	TC	Correction
03/11/2014	CTCHEALTHCARE LTD	BT254	122.00	TC	HM Workplace assessment
03/11/2014	Phillias Photography	BT255	55.00	TC	Pictures from Mayor making
05/11/2014	Ocean	BT256	700.00	C&E	Grant C&E 4-11-14
05/11/2014	Cheshire Trafficking	BT257	990.00	C&E	Grant - C&E 4-11-14
05/11/2014	Funky Choir	BT258	1,000.00	C&E	Grant - C&E 4-11-14
05/11/2014	Cheshire Neighbours Credit Uni	BT259	940.00	C&E	Grant - C&E 4-11-14

Continued on Page 2

Chairman's Initials.....

## List of Payments made between 09/09/2014 and 07/11/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2014	Creative Crewe	BT260	990.00	C&E	Grant - C&E 4-11-14
05/11/2014	Friends of Queens Park	BT261	500.00	C&E	Grant - C&E 4-11-14
05/11/2014	Dixon Rigby Keogh	BT262	1,800.00	TC	Complete transf Allotments
05/11/2014	Creation Station Crewe	BT263	1,000.00	TC	Halloween workshops
05/11/2014	TRINITY MIRROR PUBLISHING	BT264	1,137.60	TC	3 x Xmas adverts
05/11/2014	Nettl of Trafford	BT265	198.00	TC	Xmas leaflets
06/11/2014	GL Tech Limited	BT266	111.60	TC	Computer screen
06/11/2014	Yes2Solutions	BT267	245.13	TC	Workplace chair

<b>Total Payments</b>	<u>184,398.53</u>
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Chairman's Initials.....

## Crewe Town Council Town Council Meeting

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### Minutes of the Special Meeting held on 13<sup>th</sup> January 2015

- 14/5a/01** Present  
Cllrs Appilat, Bailey, Beard, C Bratherton, Cartlidge, Brookfield, Faseyi, Hickson, Lundie, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.
- In attendance: Steve McQuade (Town Clerk)
- 14/5a/02** To receive and consider apologies for absence  
Apologies were received and approved from Cllrs J Bratherton, Cull, Carline, Davison and Martin.
- 14/5a/03** To note declarations of Members' interests  
There were no declarations of interest made
- 14/5a/04** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised.
- 14/5a/05** To consider making a resolution to grant the Freedom of the Town<sup>1</sup> to the Mercian Regiment and to formally invite the Regiment to march through the Town with all due ceremony.  
Members were pleased to **resolve** that the freedom of the Town be granted to the Mercian Regiment. The vote was unanimous.
- 14/5a/06** To close the meeting  
The Mayor closed the meeting at **19:02**.

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<sup>1</sup> Such a resolution can only be made at a meeting specially convened for this purpose and must receive at least two thirds of votes in favour of the resolution.

Chairman's Initials.....

## Crewe Town Council Town Council Meeting

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### Minutes of the ordinary meeting held on 13<sup>th</sup> January 2015

#### **14/5b/01** Present

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

In attendance: Steve McQuade (Town Clerk)

#### **14/5b/02** To receive and consider apologies for absence

Apologies were received and approved from Cllrs J Bratherton, Cull, Carline, Davison and Martin.

#### **14/5b/03** To note declarations of Members' interests

Cllr Cartlidge declared a pecuniary interest in the item on allotments due to his tenancy at Hulme Street.

Cllr Rhodes declared non-pecuniary interest due to being known to Mr Smith in a professional capacity.

Cllr Faseyi declared a non-pecuniary interest as the allotments under discussion are on Cllr Faseyi's ward for Cheshire East.

#### **14/5b/04** To confirm and sign the minutes of the meeting held on 11<sup>th</sup> November 2014

Members **resolved** to approve and sign the minutes.

#### **14/5b/05** Public Participation

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

Mr Geoff Smith provided information in relation to the grant application by the Young Actors.

Councillor Flude (Cheshire East) made a statement in relation to the allotments and raised a number of questions.

Mr James Cunningham (Ford Lane Allotments) confirmed the position that Ford Lane wished to have a direct lease from the Council.

Members asked why Ford Lane did not wish to take a sub-lease, Mr Cunningham explained that they wanted their independence, but that in practical terms there may be little difference.

Chairman's Initials.....

**14/5b/06** To receive a report from the Town Mayor in relation to civic engagements attended. The Mayor reported on engagements attended since the previous meeting. Noting especially those engagements related to Remembrance Sunday and Christmas.

**14/5b/07** To receive and consider a presentation from Richard Holmes of Crewe YMCA. Members received a presentation in relation to the work of the YMCA in Crewe and then Mr Holmes took questions.

**14/5b/08** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

a) Community and Environment Committee (Cllr J Bratherton) – Draft minutes of the meeting held on 6<sup>th</sup> January 2015

i. To consider a recommendation from the Committee to endorse the Municipal/Memorial Square protocol

Cllr Brookfield reported on the previous meeting.

Members **resolved** that the Municipal/Memorial protocol be approved and implemented.

b) Planning Committee (Cllr Rhodes) - Draft minutes of the meeting held on 18<sup>th</sup> November

Members received the update from Cllr Rhodes.

c) Economic Development (Cllr Davison) – Draft minutes of the meeting held on 17<sup>th</sup> December and final minutes of the meeting held on 19<sup>th</sup> November 2014

Members received the update from Cllr Yates. Cllr Bailey provided an update in relation to progress on developing the Community Plan, noting the significant consultation events planned in February and March.

d) Finance and Resources (Cllr Yates) – Draft minutes of the meeting held on 9<sup>th</sup> December 2014

i. To authorise the leasing of the Council's eleven allotment sites to the Crewe Town Allotment Federation and to instruct the Clerk to take all necessary measures to directly manage any site that chooses not to enter into a sub-lease with the Federation

Members received the general update on the Finance and Resources meeting.

Members **resolved** that:

1. The Council proceed in issuing a master lease to the Crewe Town Allotments Federation and that the Federation then issue sub-leases to its members.
2. The Town Clerk arrange a meeting(s) to discuss the Town Council's relationship with the 3 sites, not members of the Federation and that invitations to the meeting(s) be sent to representatives of the 3 sites, the Allotments Federation and Town Councillors wishing to attend.
3. A final decision on the way forward must be reached by 1st April 2015.

The vote was unanimous. Cllr Cartlidge did not vote on the matter (due to his declaration of interest).

Chairman's Initials.....

- e) Strategic Steering Group (Cllr Hickson) – Draft minutes of the meeting held on 5<sup>th</sup> January 2015
  - i. To consider making a recommendation to Council in relation to the budget for 2015/6 and to resolve to set the level of precept
  - ii. To review the Council's balance sheet and reserves
  - iii. To consider the Council's risk register

Cllr Hickson introduced the item and covered the progress being made by the Council in using the financial resources as wisely as possible.

Members **resolved** to approve the budget and to set the precept at a value of £363,933, i.e. no change in Band D equivalent from the previous year. Members noted the possible minor adjustment that might be made in the Council Tax Support Grant and authorised the Clerk to make the necessary adjustments if notification comes through in early February.

Members noted the position in relation to the balance sheet and approved the risk register.

- 14/5b/09** To consider grant applications (Cllr P Minshall):
- a) 17th South West Cheshire Scouts (£750)
  - b) South Cheshire Militaire (£650)
  - c) Young Actors (£1000)

Members **resolved** that:

- a) 17th South West Cheshire Scouts – The grant be made.
- b) South Cheshire Militaire – The grant be made.
- c) Young Actors – The monies be granted subject to increased targeting of Crewe schools and pupils from Crewe.

- 14/5b/10** To note any updates from members having attended external meetings.  
There were no updates.

- 14/5b/11** To consider a resolution to present the Civic Awards at the Mayor's Ball on 20<sup>th</sup> February 2015 and to authorise the Mayor's PA to compile the list of award winners in consultation with the Mayor.  
Members **resolved** the matter as per the text above, but added the Deputy Mayor to the list of people compiling the list of award winners.

- 14/5b/12** To note, consider and approve payments since the previous meeting as set out in the schedule below (*see schedule*)  
Members **resolved** to approve the schedule which was signed by the Mayor.

- 14/5b/13** To consider and note the implications of the ordinary elections in May 2015 including the cancellation or bringing forward of the meetings scheduled between 13<sup>th</sup> April and 7<sup>th</sup> May.  
Members **resolved** to cancel planned meetings during the period identified above.

- 14/5b/14** Member questions to the Town Clerk/Responsible Financial Officer.  
Cllr Russan asked for a point of advice on liaison with the allotments. Members asked the

Chairman's Initials.....



Clerk to primarily liaise with Cllrs Yates and Brookfield on these matters.

The interest in being involved in discussions by Cllr Beard and Rhodes was noted subsequent to the meeting.

**14/5b/15** To note the date of the next meeting – 17<sup>th</sup> March 2015

Members noted the date of the next meeting

**Meeting closed: 8:55**

Printed on : 07/01/2015		Crewe Town Council		Page No 1	
At : 10:42		Current Bank A/c			
List of Payments made between 07/11/2014 and 07/01/2015					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/11/2014	Allotment Federation	BT268	23,289.87	F&R	Capital works to 31st March
10/11/2014	Society of Local Council Clerk	BT269	246.00	TC	RM SLCC Mmembership
10/11/2014	Blitz Entertainment	BT270	292.80	TC	Hoarding signs
10/11/2014	Cheshire East Council	BT271	60.00	TC	Library - Halloween event
11/11/2014	Brighter Bills Limited	BT272	94.75	TC	October invoice
11/11/2014	Yes2Solutions	BT273	22.61	TC	Diary
11/11/2014	GL Tech Limited	BT274	54.00	TC	Fix range of minor IT issues
11/11/2014	Kreative Artistic	BT217R	-500.00	Council	Return of grant monies
12/11/2014	Crewe Clean Team	BT275	150.00	Council	Grant - Council 11/11/14
12/11/2014	Momentum Factor	BT276	420.00	Council	YEP hub contribution
13/11/2014	Payroll	BT277-281	8,704.54	TC	Nov Payroll
13/11/2014	CANTA	BT282	40.00	F&R	Annual Membership
28/11/2014	All Saints Church	BT283	150.00	TC	Civic Sunday Catering
28/11/2014	ANSA	BT284	22,820.89	TC	2014/5 Town Planting
28/11/2014	Blitz Entertainment	BT285	23,856.00	TC	Repairs to damaged adverts
28/11/2014	Design Office	BT286	367.20	TC	Boundary signs (Xmas)
28/11/2014	Dixon Rigby Keogh	BT287	900.00	TC	Legal work - Allotments
28/11/2014	Hannah Marr	BT288	78.33	TC	Mileage
28/11/2014	Rob Mackenzie	BT289	201.95	TC	Parking and train fare
28/11/2014	Royal Mail	BT290	0.43	TC	Prepaid envelope
04/12/2014	Christian Concern	BT291	841.60	TC	Room hire November
10/12/2014	ANTics (AKA Grommet)	BT292	200.00	TC	Mr S Claus (27 Nov)
10/12/2014	Viking Supplies	BT293	140.02	TC	Cartridges
10/12/2014	Benn Minshall	BT294	127.79	Claim	Travel Claim
10/12/2014	Cheshire Work and Leisure Wear	BT295	54.90	TC	Branded Blouses
10/12/2014	GL Tech Limited	BT296	54.00	TC	labour for repaired laptop
10/12/2014	Hannah Marr	BT297	73.32	TC	Blank CDs
10/12/2014	TRINITY MIRROR PUBLISHING	BT298	758.40	TC	Advent advertising
10/12/2014	Cartridge Cosmos	BT299	280.00	TC	Set print cartridges (Office)
15/12/2014	Payroll	BT300/4	9,322.20	TC	Dec Payroll
18/12/2014	S McQuade	BT305	189.19	Claim Form	Reimbursement
22/12/2014	Blitz Entertainment	BT306	806.40	TC	Repair to cables and tree
22/12/2014	Brighter Bills Limited	BT307	94.75	TC	Phone bill Nov
22/12/2014	Cheshire East Council	BT308	72.00	TC	Safeguarding Training x2
22/12/2014	INPRINT	BT309	144.00	TC	Mayor's Xmas Cards
22/12/2014	South Cheshire Chamber	BT310	183.60	TC	SCCCI Subscription
Total Payments			94,591.54		

Chairman's Initials.....

## Crewe Town Council Town Council Meeting

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### **Minutes of the meeting held on 17<sup>th</sup> March 2015**

**14/6/01** Present  
Cllrs Beard, Davison, Faseyi, Martin, B Minshall, P Minshall, Rhodes, Russan, Walton and Yates.

In attendance: Steve McQuade (Town Clerk), Rob Mackenzie (Deputy Town Clerk) and Hannah Marr (PA to the Council)

**14/6/02** To receive and consider apologies for absence  
Apologies were received from Cllrs Bailey, J Bratherton, C Bratherton, Brookfield, Cartlidge, Carline, Cull, Hickson and Lundie.

**14/6/03** To note declarations of Members' interests  
Cllr B Minshall declared a pecuniary interest in relation to an item on the payment schedule.

**14/6/04** To confirm and sign the minutes of the meetings held on 13<sup>th</sup> January 2015  
The minutes of the two meetings held on the 13<sup>th</sup> January were approved and signed as an accurate record.

**14/6/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
James Cunningham on behalf of Ford Lane Allotment Association expressed disappointment at the Council decision not to grant a direct lease to Ford Lane.

There followed an animated discussion.

**14/6/06** To receive a report from the Town Mayor in relation to civic engagements attended.  
The Mayor updated members with regard to the highlights from recent engagements. A record of major events attended by the Mayor now forms part of the updated Council website. <http://www.crewetowncouncil.gov.uk/mayor/>

The Mayor thanked her PA for all the work this year and in particular expressed appreciation over the work on the Mercian Parade and Mayor's Ball that were successfully delivered in such close proximity.

**14/6/07** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

Chairman's Initials.....

- a) Community and Environment Committee– The meeting scheduled for 3<sup>rd</sup> March did not take place. Urgent items from that agenda referred to Council are as follows:
- i. To authorise the purchase of a small PA system for events using the unexpected surplus of income from the square bookings that have accrued through the year (circa 10k) and to transfer the balance to the nearest 1k to an ear marked events contingency reserve. The cost of a PA has been identified as not exceeding 3k.
  - ii. To consider the prioritisation of spending on the enhancement of the illumination scheme in Crewe for Christmas 2015.
  - iii. To authorise the Clerk in consultation with the Chair of the Working Group to accept and negotiate with potential sponsors of Christmas events up to 2018.
  - iv. To note that the Christmas switch-on event would be on the final Friday of November.

It was **resolved** that:

- i. A PA be purchased up to the value of £3k and that residual funds be ear marked as funds for providing a better Christmas tree(s) in 2015.
- ii. The budget be spent as per the proposals received to the value of 60k i.e. including the allocated ear marked reserve. The proposals are for extensions to the town centre scheme and provision of a new scheme on Nantwich Road.
- iii. The Clerk be authorised to act as described and negotiate with potential Christmas event sponsors. Officers were asked to seek whatever sponsorship opportunities there might be via contacts with significant businesses in the Town.

Members also **resolved** that the terms of reference of the Christmas Working Group be amended to include the additional words (in italics) set out below.

‘Christmas Working Group’s terms of reference are to coordinate and commission all Christmas related activities for the 2015 season and to take account of the longer-term needs of the town over the subsequent three years. *The group may also seek and accept appropriate sponsorship offers from other parties on behalf of the Council*’

The date of the Christmas Event was noted.

- b) Planning Committee - Final minutes of the meeting held on 20<sup>th</sup> January and draft minutes of the meeting held on 17<sup>th</sup> February
- i) To authorise the Clerk and Deputy Clerk in consultation with the Chair of Planning Committee to submit planning responses on behalf of the Council.

**Resolved** (for the period until the new Committee is in place)

- c) Economic Development – Draft minutes of the meeting held on 24<sup>th</sup> February

Members noted the minutes and **resolved** that the Deputy Town Clerk be given delegated authority to conclude negotiations in relation to the voluntary controls on ‘Chuggers’ with the Professional Fundraisers Regulatory Association (PFRA). It

Chairman’s Initials.....

was noted that the formal agreement was likely to be between the PFRA and Cheshire East.

Cllr Davison highlighted the launch of the Crewe Pledge later in the month. This is expected to lead to training or employment opportunities for all young people in Crewe. The Mayor was authorised to sign the pledge on behalf of the Council.

- d) Finance and Resources – Draft minutes of the meeting held on 10<sup>th</sup> February.
- i. To consider the adoption of the draft Media policy and as a consequence delete section 27b from Standing Orders.
  - ii. To consider an update from Cllr Russan in relation to internal audit matters.
  - iii. To consider an update in relation to all matters related to the allotments.

Members **resolved** to adopt the media policy subject to deletion of a section of Policy 1a<sup>1</sup>. Consequently, the relevant change to Standing Orders was made (deletion of 27b).

Members noted the update from Cllr Russan and that the accounts are in good order and that the reconciliation process had been reviewed.

Members noted the current situation on the allotments and the content of the recent press release. The statement confirmed that the eleven allotment sites had been leased to the Crewe Town Allotment Federation, that being members of the Federation was optional, but that an Association must hold a lease from the Federation to have tenure at any site. In the meantime, the Council would collect rent on behalf of the Federation from plot holders at sites not in possession of a lease from the Federation.

- e) Strategic Steering Group (Cllr Hickson) – No meeting held since previous Council.

**14/6/08** To consider grant applications (Cllr P Minshall). Note: that budget available to end March 2015 is £6,168:

- a) New Testament of God (£1000)
- b) Cheshire Buddies (£479)
- c) Ocean (£1000)
- d) 95 Squadron Air Cadets (£1795)
- e) NTCG (£1000)
- f) Crewe and Nantwich Gymnastics Club (£1000)
- g) Cheshire Community Action – Community Car Scheme (£1000)

Members **resolved** that the awards to:

- a) New Testament of God (£1000) be approved
- b) Cheshire Buddies (£479) be approved
- c) Ocean (£1000)<sup>2</sup> not be granted, but a request be made for further information and that the Clerk in consultation with the Mayor and the Chair of Finance and Resources Committee be authorised to award the full amount if deemed appropriate.
- d) 95 Squadron Air Cadets (£1795) be awarded £1000 and invited to look to other

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<sup>1</sup> Deleted words 'Except in cases of urgency or emergency, all comment to the media made in the capacity of a councillor, including posts on social media, should be approved by the Leader or Deputy Leader'

<sup>2</sup> Cllr Davison declared a non-pecuniary interest due to the involvement with MMU and his role with MMU.

Chairman's Initials.....

sources for the balance of the funding. Notably Cheshire East.

- e) NTCG (£1000) not be granted.
- f) Crewe and Nantwich Gymnastics Club (£1000) the Clerk was asked to enquire about how the club is funded and in particular if they charge for sessions and if so how much. Subject to the responses the Clerk in consultation with the Mayor and the Chair of Finance and Resources Committee be authorised to award the full amount if deemed appropriate
- g) Cheshire Community Action – Community Car Scheme (£1000) be granted.

**14/6/09** To consider and update in relation to a possible Conference Crewe Project<sup>3</sup>  
Members **resolved** that up to 15k be made available if a scheme could be worked up with the SCCCI and Marketing Cheshire.

**14/6/10** To consider a draft Vision for Crewe Community Plan  
Members **resolved** that the Community Plan be approved and launched at the event on Saturday 21<sup>st</sup> March.

Members asked that thanks be expressed to the Deputy Town Clerk and Cllr Bailey for their work in bringing the plan to fruition in such a timely fashion.

**14/6/11** To consider information from Cheshire Community Action in connection with the Community Car Scheme  
Members determined not to progress the matter in the light of the grant made under minute 14/6/08.

**14/6/12** To note any updates from members having attended external meetings.  
The following reports were made:

- The Mayor reported on attendance at the 'Meet the Developer' event
- Cllr Russan reported on a visit with Cllr Rhodes and the PA to the Council to inspect the storage of the Christmas Lights. Authority was given to the contractor to dispose of redundant equipment.

**14/6/13** To note, consider and approve payments since the previous meeting as set out in the schedule below:  
Members **resolved** to approve the schedule.

**14/6/14** To note the year to date financial summary  
Members noted the current financial position.

**14/6/15** Member questions to the Town Clerk/Responsible Financial Officer.  
No questions were raised.

**14/6/16** To consider a request from South Cheshire Chamber of Commerce for support for the Crewe Youth Employment Partnership  
Members **resolved** that 12k funding be granted on the understanding it was a one-off payment to support the Partnership going forward.

**14/6/17** To note the date of the next meeting – There is no Council planned prior to the election

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<sup>3</sup> Cllr Martin left at the start of this item.  
Chairman's Initials.....

on 7<sup>th</sup> May. Members may if they wish call a Town Council Meeting should members deem that one is required.

Members noted the item and the Mayor thanked all members for their hard work and diligence during the past two years.

Members asked that some token of recognition be made to retiring members. The Mayor and Cllr Rhodes agreed to look at what might be appropriate.

**Meeting Closed: 20:34**

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Chairman's Initials.....

At : 10:21

Current Bank A/c

## List of Payments made between 08/01/2015 and 11/03/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2015	Christian Concern	BT311	1,314.00	TC	Room Hire (Dec 14)
08/01/2015	Alberts Corner	BT312	50.00	TC	Refreshments (Carol Service)
08/01/2015	TRINITY MIRROR PUBLISHING	BT313	379.20	TC	Advert Xmas market
08/01/2015	Viking Supplies	BT314	354.95	TC	Date stamp and hole punch
08/01/2015	Blitz Entertainment	BT315	900.00	TC	Mayor's Carol Service
08/01/2015	Crewe Senior Forum	BT316	900.00	Grant C&E	Grant - C&E 6-1-15
08/01/2015	Must See Musicals	BT317	1,000.00	Grant C&E	Grant - C&E 6-1-15
14/01/2015	17th SW Cheshire Scouts	BT318	750.00	Grant	Grant - TC 13-1-15
14/01/2015	South Cheshire Militaire	BT319	650.00	Grant	Grant - TC 13-1-15
14/01/2015	Young Actors	BT320	1,000.00	Grant	Grant - TC 13-1-15
20/01/2015	Brighter Bills Limited	BT321	70.72	TC	Dec phone bill
20/01/2015	Microshade Business Consultant	BT322	230.40	TC	Hosting of Finance Sys
20/01/2015	Sandbach Town Council	BT323	50.00	TC	2 x ball tickets
20/01/2015	Winsford Town Council	BT324	40.00	TC	2 Ball Tickets
20/01/2015	Jan payroll	BT325-330	12,919.28	TC	Jan Payroll
20/01/2015	Salary correction	BT325-7C	1,300.00	TC	Total added up wrong
20/01/2015	Correct total	325-7C4	-300.00	TC	Correct total
20/01/2015	Pen (RM)	BT328	-516.30	TC	Not yet paid at bank
22/01/2015	Greenspaces South Cheshire	BT331	4,764.76	TC	Payment 2 of 3 Grant aid
28/01/2015	High Sheriff	BT332	36.00	TC	2 tickets (4th March)
30/01/2015	Cartridge Cosmos	BT333	611.00	TC	Print Carts (office and mem)
30/01/2015	Dixon Rigby Keogh	BT334	421.20	TC	Allotment Legal work
20/02/2015	Correct total	BT325-7C2	-300.00	TC	Correct total
20/02/2015	Correct error	325-7C3	300.00	TC	Wrong date
01/02/2015	Cartridge Cosmos	BT335	26.00	TC	Print Cartridge
02/02/2015	Christian Concern	BT336	1,134.00	TC	Room hire Jan
05/02/2015	H Marr	BT337	91.08	TC	Reclaims
05/02/2015	Congleton TC	BT338	30.00	TC	Ticket mayor's ball
06/02/2015	Newcastle-u-Lyme BC	BT339	73.00	TC	2 tickets mayors ball
06/02/2015	Specialist Markets	BT340	1,322.00	TC	Xmas market
06/02/2015	One Stop Promotions	BT341	240.00	TC	Flags for Mercian Parade
10/02/2015	EE Phones	BT342	30.00	TC	Jan mobile charge
11/02/2015	Credit U A/C	Cur to CU1	16,010.00		Balance tranfer, fee and card
11/02/2015	CU Payment Card	Top up	1,000.00		Top up for payment card
12/02/2015	Co-op Bank	BT343	174.40	TC	FD Bank system (set up + M1)
16/02/2015	Crewe Hall	BT344	3,629.90	TC	Mayors ball payment
16/02/2015	Payroll	BT345/9	9,406.23	TC	Payroll
02/03/2015	Alberts Corner	BT350	600.00	TC	Mercian Hospitality
02/03/2015	ANSA	BT351	176.86	TC	Repair planter seat
02/03/2015	Blitz Entertainment	BT352	699.60	TC	Mayor's Carol service
02/03/2015	Christian Concern	BT353	1,184.40		Room bookings
02/03/2015	CVS	BT354	375.00	TC	Membership
02/03/2015	Cheshire and Wirral Partnershi	BT355	288.00	TC	Young Advisors Support
02/03/2015	Design Office	BT356	1,052.90	TC	27280/304/CTC50
02/03/2015	Dixon Rigby Keogh	BT357	331.20	TC	Allotment legal fees
02/03/2015	Element Hosting	BT358	34.47	TC	Crewe Life Domain (3 years)
02/03/2015	Hocknell's Florist	BT359	30.00	Tc	Flowers

Continued on Page 2

Chairman's Initials.....

At : 10:21

Current Bank A/c

## List of Payments made between 08/01/2015 and 11/03/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/03/2015	David Palmer	BT360	75.00	TC	Pianist
02/03/2015	Crewe Hall	BT361	964.00	TC	Crewe Hall Booking
02/03/2015	Society of Local Council Clerk	BT363	284.00	TC	Clerk's SLCC Membership
02/03/2015	Viking Supplies	BT364	105.48	TC	Various stationery
02/03/2015	Yes2Solutions	BT365	49.06	TC	Paper
04/03/2015	Element Hosting	BT366	825.00	TC	Redesign work on website
05/03/2015	R Mackenzie	BT367	222.86	TC	Mileage and out of pocket
05/03/2015	S McQuade	BT368	43.49	TC	Mileage and out of pocket
05/03/2015	Cheshire East Council	BT369	45.00	TC	Library Hire (Mercians)
09/03/2015	INPRINT	BT370	78.00	TC	Place card printing
09/03/2015	H Marr	BT376	113.33	TC	Reclaims and mileage
10/03/2015	Greenspaces South Cheshire	BT371	1,315.24	TC	Payment 3 of 3 (Grant)
11/03/2015	Winsford TC	BT377	60.00	TC	2 x Ball tickets

<b>Total Payments</b>	<u>69,044.71</u>
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Chairman's Initials.....



# Crewe Town Council

## Economic Development Committee

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



### Minutes of the meeting held on 27<sup>th</sup> May 2014

- 14/1/01** Present  
Cllr Hickson, Yates, B Minshall and Rhodes.
- In attendance: Steve McQuade (Town Clerk) and Rob Mackenzie (Economic Development Officer)
- 14/1/02** To elect a chair and vice chair  
Members **resolved** that Cllr Davison be elected as Chair and Cllr Yates as vice chair.
- 14/1/03** To receive apologies for absence  
Apologies were received and accepted from Cllrs Brookfield, Beard and Davison.
- 14/1/04** To note declarations of Members' interests  
There were no declarations of interest.
- 14/1/05** To note the terms of reference for the committee  
Members noted the terms of reference.
- 14/1/06** To confirm and sign the minutes of the meeting held on 4<sup>th</sup> March 2014  
The minutes of the previous meeting were agreed and signed as an accurate record.
- 14/1/07** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised.
- 14/1/08** To consider an update in relation to the Town Museum proposal (Cllr Hickson and Davison)  
Cllr Hickson indicated that there had been no progress in seeking permission to utilise the Municipal Building as a location for a Museum.
- 14/1/09** To consider an update in relation to the Youth Employment Partnership (Cllrs Davison, B Minshall and Hickson)  
Cllr Hickson supported by the Clerk updated members with regard to the progress made in taking forward the Employment Partnership. The main steering group had been formed and was supported by Education and Employers sub-groups.
- 14/1/10** To consider matters related to the transfer of the Town Markets and other functions to the Town Council  
Cllr Hickson reported on the meeting with Cheshire East and indicated that little progress had been made on markets and other transfers. As a consequence a petition had been

Chairman's Initials.....

launched to seek public support for the transfer of the markets.

**14/1/11** To consider suggestions to fund events in the Town Centre.  
Members asked that the request to split the budget be brought to the next Finance and Resources Committee.

**14/1/12** To consider the initial scope of the work programme for the Economic Development Officer (EDO)  
Members discussed the role of the EDO and the immediate priorities. The EDO agreed to organise a walk around the key areas of the Town with members.

The EDO was asked to organise a number of meetings with key individuals and organisations in the Town.

**14/1/13** To note the submission of an application to the Healthy High Street Initiative  
Members noted that a submission had been made to the initiative and that Cheshire East are working with the Town Council and Chamber of Commerce on

**14/1/14** To consider extending support for the Cheshire Archives being located in Crewe.  
Members **resolved** to express support for the location of the archives in Crewe.

**14/1/14** To consider the date of the next meeting (29<sup>th</sup> July)  
Members noted the date of the next meeting.

**Meeting closed: 19:43**

Chairman's Initials.....

# Crewe Town Council

## Economic Development Committee

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



### MINUTES OF THE MEETING HELD ON 29<sup>TH</sup> JULY 2014

**14/2/01 Present:** Cllr Beard, Brookfield, Davison, Hickson, B Minshall, and Yates.  
In attendance: Rob MacKenzie (Economic Development Officer)

**14/2/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr Rhodes.

**14/2/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

There were no declarations of interest.

**14/2/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 27TH MAY 2014.**

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

**14/2/05 PUBLIC PARTICIPATION.**

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

There were no questions raised.

**14/2/06 TO NOTE THE MINUTES OF THE COMMUNITY PLAN STEERING GROUP MEETING HELD ON 16<sup>TH</sup> JULY 2014.**

The minutes were noted.

**14/2/07 TO CONSIDER A DRAFT VISION FOR HS2 IN CREWE.**

It was **resolved** that:

- 1) The draft vision for HS2 in Crewe and the preferred location for a Hub station be approved;
- 2) That HS2 Ltd. be informed of the Committee's views, with the proviso that they are subject to Council approval;
- 3) The preferred location for the Crewe Hub be promoted to government and HS2 Ltd.; and
- 4) An action plan be developed with local business and other partners for the development of growth and employment strategies for the exploitation of HS2.

**14/2/08 TO CONSIDER AN UPDATE IN RELATION TO THE YOUTH EMPLOYMENT PARTNERSHIP.**

Chairman's Initials.....

Councillor Davison provided an update on progress. There had been meetings of the Education and Employers' Groups, followed by the Management Group. The Employers' Group is looking at IT solutions to make information about local opportunities available; the Education Group is continuing its audit of current activity; and the Management Group discussed a proposal for an autumn "Education into Employment Conference". The Management Group had asked the Town Clerk and Deputy Town Clerk to meet with the secondary head teachers to discuss progress, and the Deputy Town Clerk was discussing a Knowledge Transfer Partnership with Manchester Metropolitan University with a view to providing additional capacity. The report was noted.

**14/2/09 TO CONSIDER A PROPOSAL FOR FEASIBILITY STUDY FOR A BUSINESS IMPROVEMENT DISTRICT**

The Deputy Town Clerk reported on investigating the feasibility of a Business Improvement District for Crewe Town Centre. It was **resolved** that a study into the feasibility into the creation of a Business Improvement District for Crewe Town Centre be supported, and if the outcome is positive, a matching contribution of up to £15,000 spread over the financial years 2014/15 and 2015/16 toward the costs of the second stage be agreed in principle.

**14/2/10 TO CONSIDER DEVELOPING A VISION FOR THE REGENERATION OF CENTRAL CREWE.**

The Deputy Town Clerk reported on a proposal to develop a vision for Crewe's Central Core to establish general priorities and strategic goals for the future of the area. The Committee considered the relationship of this proposal to the Community Plan, and the timescales involved. The Committee was evenly divided on whether to support the proposal, and it was **resolved** to refer the report to Council for further consideration.

**14/2/11 TO NOTE THE OUTCOME OF AN APPLICATION TO THE HEALTHY HIGH STREET INITIATIVE.**

It was noted that this year's bid was unsuccessful.

**14/2/12 TO CONSIDER THE DATE OF THE NEXT MEETING (28<sup>TH</sup> OCTOBER 2014).**

Members noted the date of the next meeting.

**Meeting closed: 8:10 p.m.**

Chairman's Initials.....

# Crewe Town Council

## Economic Development Committee

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



### MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> NOVEMBER 2014

**14/3/01 Present:** Cllr Beard, Brookfield, Davison, Hickson, and Rhodes.  
In attendance: Rob MacKenzie (Economic Development Officer)

**14/3/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllrs S. Yates, B Minshall (mayoral business) and M. Russan (illness)

**14/3/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

There were no declarations of interest.

**14/3/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29TH JULY 2014.**

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

**14/3/05 PUBLIC PARTICIPATION.**

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

There were no questions raised.

**14/3/06 TO NOTE THE MINUTES OF THE COMMUNITY PLAN STEERING GROUP MEETING HELD ON 17<sup>TH</sup> NOVEMBER 2014.**

The minutes were noted and the Steering Group was congratulated on progress to date.

**14/3/07 TO CONSIDER MEMBERSHIP OF THE SOUTH CHESHIRE CHAMBER OF COMMERCE AND INDUSTRY.**

It was **resolved** that the Town Council join the South Cheshire Chamber of Commerce and Industry at a cost of £183.60

**14/3/08 TO CONSIDER THE NEXT STEPS TOWARDS ASSESSING THE FEASIBILITY OF A BUSINESS IMPROVEMENT DISTRICT**

It was noted that confirmation of Cheshire East Council's contribution to costs of developing a business plan (if required) is awaited.

Chairman's Initials.....

**14/3/09 TO CONSIDER AN UPDATE IN RELATION TO THE YOUTH EMPLOYMENT PARTNERSHIP.**

Councillor Davison provided an update on progress. A meeting of the Management Group was held on 10 October. Items discussed included the creation of an online information hub for young people, their parents/guardians and employers; the establishment of an "Apprenticeship Readiness project"; and a proposed maths and employability challenge. The report was noted.

**14/3/10 TO CONSIDER AN UPDATE ON HS2.**

It was reported that a report entitled "Rebalancing Britain" had been published by HS2 Ltd. on 27 October 2014 setting out conclusions from Sir David Higgins's review of HS2 Phase 2 proposals. The report was noted and confirmation of his view the line should be extended to Crewe by 2027 was warmly welcomed.

**14/3/11 TO REVIEW THE YEAR TO DATE FINANCIAL POSITION FOR THE COMMITTEE.**

A report on expenditure to date was noted.

**14/3/12 TO CONSIDER A PROVISIONAL COMMITTEE BUDGET FOR 2015/16**

It was resolved that the provisional budget presented to the Committee be recommended to Finance and Resources Committee for inclusion in the Town Council's 2015/16 draft Budget.

**14/3/13 TO CONSIDER THE DATE OF THE NEXT MEETING (17<sup>TH</sup> DECEMBER 2014).**

Members noted the change to the date of the next meeting.

**Meeting closed: 8.06 p.m.**

Chairman's Initials.....

# Crewe Town Council

## Economic Development Committee

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



### MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> DECEMBER 2014

**14/4/01 Present:** Cllr Beard, Brookfield, Davison, B Minshall, and Rhodes.  
In attendance: Rob MacKenzie (Economic Development Officer)

**14/4/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllrs Hickson and Yates

**14/4/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

There were no declarations of interest.

**14/4/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> NOVEMBER 2014.**

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

**14/4/05 PUBLIC PARTICIPATION.**

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

There were no questions raised.

**14/4/06 TO CONSIDER AN UPDATE IN RELATION TO THE COMMUNITY PLAN.**

Notes of the Community Plan Steering Group meeting held on 15<sup>th</sup> December were tabled for information. A draft action plan will be prepared for consultation at events in late February and early March. **Resolved** that all members of Council be encouraged to publicise the preparation of the plan and support the consultation events.

Chairman's Initials.....

**14/4/07 TO CONSIDER AN UPDATE IN RELATION TO THE YOUTH EMPLOYMENT PARTNERSHIP**

Councillor Davison provided an update on progress. A meeting of the Management Group was held on 3<sup>rd</sup> December 2014. The first Apprenticeship Readiness session has taken place at the National Sales Academy and further events are planned. An employer support programme is to be developed with large employers supporting smaller enterprises to take on apprentices, interns and work experience placements. A web portal <http://www.southcheshirefirst.co.uk> is being developed to provide information to young people, education providers and businesses in Crewe. The report was noted.

**14/4/08 TO CONSIDER THE DEVELOPMENT OF A VISION FOR CENTRAL CREWE**

The Committee considered a report summarising national trends and reports relating to town centres, and some of the plans and strategies which have been produced for Crewe Town Centre in recent years. The report identified some possible principles for determining the future development of the central area of the town. It was **resolved** that:

- (a) The report be used as a basis for consulting with the Retail Forum, key landowners, and other stakeholders.
- (b) That copies of the report be sent to the Chief Executive of Cheshire East Council and local Cheshire East Councillors for comment;
- (c) The object of the consultation will be to agree principles and develop a local action plan to deliver those elements which are within the control of the partners involved.
- (d) That Cheshire East Council be invited to share in this process, as it holds the key to most of the important planning, highway, transport and land ownership factors which will determine the future of the area.
- (e) As the Town Centre is the most important priority emerging from consultation on the Vision for Crewe exercise, this process, and any immediate actions identified, should be reflected in the Vision for Crewe Action Plan.

**14/4/13 TO CONSIDER THE DATE OF THE NEXT MEETING (24<sup>TH</sup> FEBRUARY 2014).**

Members noted the date of the next meeting.

**Meeting closed: 7.37 p.m.**

Chairman's Initials.....





**MINUTES OF THE MEETING HELD ON 24<sup>th</sup> FEBRUARY 2015**

**14/5/01 Present:** Cllr Beard, Davison, Hickson B Minshall, Russan, Rhodes and Yates.  
In attendance: Rob MacKenzie (Economic Development Officer)

**14/5/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr Brookfield.

**14/5/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

There were no declarations of interest.

**14/4/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17<sup>TH</sup> DECEMBER 2014.**

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

**14/5/05 PUBLIC PARTICIPATION.**

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

There were no questions raised.

**14/5/06 TO RECEIVE AND CONSIDER A PRESENTATION ON THE CREWE PLEDGE FROM MR. TREVOR LANGSTON (SOUTH CHESHIRE CHAMBER OF COMMERCE AND INDUSTRY).**

The Crewe Pledge is being developed by the Crewe Youth Employment Partnership. The Pledge is that all sectors in Crewe will work together with the aim of providing every young person in Crewe with the opportunity to develop employability skills whilst in education, and then have a choice of job, training or further education opportunity when they leave. An Employment Readiness programme involving local businesses and the four Crewe high schools is already running. There is to be a launch event for the Crewe Pledge on 27 March 2015 when local businesses will sign the pledge. The presentation was noted and Mr Langston was thanked for his attendance.

Chairman's Initials.....

**14/5/07 TO CONSIDER AN UPDATE IN RELATION TO THE YOUTH EMPLOYMENT PARTNERSHIP**

Councillor Davison provided an update on progress. A meeting of the Management Group was held on 28<sup>th</sup> January 2015. Good progress is being made with the Employment Readiness programme for year 10 and year 11 and the Crewe Pledge concept is being developed with a launch planned for 27<sup>th</sup> March 2015 as reported under minute 14/5/06.

**14/5/08 TO CONSIDER AN UPDATE IN RELATION TO THE COMMUNITY PLAN.**

Notes of the Community Plan Steering Group meeting held on 16<sup>th</sup> February 2015 were tabled for information. An action planning event involving over 50 representatives from partners and local community groups will take place on 27<sup>th</sup> February at Crewe Hall. The purpose of the event is to refine and develop the draft action plans prepared following the focus groups. A draft plan will be prepared for consideration at the Town Council meeting on 17<sup>th</sup> March. There will be a community day in the town centre on Saturday 21<sup>st</sup> March to publicise the plan, and to encourage public comment and commitment to the plan. The progress was noted.

**14/5/09 TO CONSIDER AN UPDATE ON PROGRESS TOWARDS A VOLUNTARY MANAGEMENT AGREEMENT TO REGULATE FACE TO FACE FUNDRAISING**

Officers have met with representatives of the Professional Fundraisers Regulatory Association in the town centre to explain the issues that have arisen. A draft agreement is awaited for consideration. The report was noted.

**14/5/10 TO NOTE THE LETTER SENT TO THE PORTFOLIO HOLDER CONCERNING RECOMMENDED CHANGES TO CHESHIRE EAST COUNCIL CAR PARK CHARGES**

Councillor Topping, Cheshire East Council Cabinet Member for Service Commissioning had considered a report on 23<sup>rd</sup> February recommending increases to charges on Pedley Street and Railway Street Car Parks in Crewe, with no other proposed changes to charges in Crewe or the remainder of Cheshire East. A letter was sent to Councillor Topping from the Leader of Crewe Town Council in advance of his decision, expressing deep concern about the impact of current charges on Crewe town centre, and the effect of increasing charges near to the station on the local economy. Councillor Topping had approved the original recommendations, and had not accepted the Town Council's requests. The correspondence was noted.

**14/5/11 TO CONFIRM ACTION TAKEN REGARDING THE REDECORATION OF THE ROYAL ARCADE**

A contribution of £1000 toward the cost of redecorating the Royal Arcade involving local children and a graffiti artist was approved by Council on 22 July

Chairman's Initials.....

2014. The landowner's contractor has now obtained quotations and the cost is 50% higher than originally expected. It is intended to combine the unveiling of the Arcade, with the Community event on 21<sup>st</sup> March, and so a request for an increased contribution had to be dealt with as a matter of urgency. The Deputy Town Clerk, in consultation with the members of the Strategy Steering Group has authorised an increased contribution of £1,500. **Resolved** that the action taken be confirmed.

**14/4/12 TO CONSIDER THE DATE OF THE NEXT MEETING (28th April 2015).**

It was noted that the next scheduled meeting on 28<sup>th</sup> April 2015 has been cancelled due to the forthcoming election.

This being the last meeting of the Committee that he will attend or chair, the Committee unanimously approved a vote of thanks to Councillor Davison for his services to the Committee over the past two years.

**Meeting closed: 8.05 p.m.**

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 28<sup>th</sup> May 2014

- 14/1/01** Present  
Cllrs Rhodes, Beard **NOT QUORATE**
- 14/1/02** To elect a Chair and Deputy Chair for the Committee  
Members **resolved** that Cllr Rhodes be elected as Chair and Cllr Russan as Deputy Chair.
- 14/1/03** To receive apologies for absence  
Cllr P Minshall
- 14/1/04** To note declarations of Members' interests  
There were no declarations made.
- 14/1/05** To confirm and sign the minutes of the meeting held on 22<sup>nd</sup> April 2014  
The minutes of the previous meeting were approved and signed.
- 14/1/06** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- 14/1/07** To note the terms of reference for the committee  
Members noted the terms of reference.
- 14/1/08** To consider making responses to planning application consultations that have arisen since the previous meeting:
- 14/1136N 147A, RICHMOND ROAD, CREWE, CW1 4AX  
Permitted 22 May 2014
  - 14/1138N 147A, RICHMOND ROAD, CREWE, CW1 4AX Permitted 22 May 2014
  - 14/1140N 147A, RICHMOND ROAD, CREWE, CW1 4AX Permitted 22 May 2014
  - 14/1846N 4, HALL O SHAW STREET, CREWE, CHESHIRE, CW1 4AE. Improvement on previously submitted application, but concerns about parking remain
  - 14/2149N 33, SYCAMORE AVENUE, CREWE, CW1 4DT. No objection subject to no objections from neighbours
  - 14/2329N CUMBERLAND ARMS, 3- 5, MIDDLEWICH STREET, CREWE, CW1 4BS  
Concerns about overdevelopment of the site; lack of visibility for egress and access (right turn); and insufficient parking provision. .
  - 14/2042N 6, REID STREET, CREWE, CW1 3TX No comment
  - 14/2114N 19, SHAKESPEARE DRIVE, CREWE, CW1 5HX Overdevelopment of plot
  - 14/2070N 154, BROUGHTON ROAD, CREWE, CHESHIRE, CW1 4NR Query whether in the curtilage of existing property and reluctant to see development encroaching on the open countryside

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- 14/2346N RAIL HOUSE, GREYSTY ROAD, CREWE, CW2 6EA No comment

**14/1/09** To consider any matters related to street naming and numbering No matters to consider

**14/1/10** To consider a report in relation to the Lifestyle Centre Planning Application  
What will existing library be used for? How will lecture theatre and family history room be replaced? How will 300 parking spaces be replaced? Why have objections from police, justice system and prison service been ignored? How will CE replace sauna. How will disabled people access nearby facilities? What are the proposals for traffic management in the area? When will the travel plan for employees be in place? Do the social care facilities have sufficient kitchen provision? Why does the building not use traditional materials in keeping with the area?

**14/1/11** To consider the need for pedestrian crossings in Crewe. Deferred to a later meeting.

**14/1/12** To note the date of next meeting (17<sup>th</sup> June 2014)  
Members noted the date of the next meeting.

**Meeting closed: 20.12**

Chairman's Initials.....

# Crewe Town Council

## Planning Committee

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### Minutes of the meeting held on 17<sup>th</sup> June 2014

**14/1/01** Present

Cllrs Beard, Bailey, Rhodes and P Minshall.

In attendance: Steve McQuade (Town Clerk)

**14/1/02** To elect a Chair and Deputy Chair for the Committee

It was **resolved** that Cllr Rhodes be elected as Chair and Cllr Beard as Deputy Chair.

**14/1/03** To receive apologies for absence.

Apologies were received from Cllr Russan and Carline.

**14/1/04** To note declarations of Members' interests.

There were no declarations of interest made.

**14/1/05** To confirm and sign the minutes of the meeting held on 28<sup>th</sup> May 2014

It was noted that the meeting on 28<sup>th</sup> May had not taken place as a quorum was not reached. The minutes of the meeting held on 22<sup>nd</sup> April were approved and signed.

**14/1/06** Public Participation

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

There were no questions raised.

**14/1/07** To note the terms of reference for the committee

Members noted the terms of reference.

**14/1/08** To consider making responses to planning application consultations that have arisen since the previous meeting:

- 14/2055N Brierley County Primary School, Crewe CW1 2AZ – No comment
- 14/2086N 9 Hungerford Road, Crewe CW1 5EQ - No comment
- 14/2164N 113 Stewart Street, Crewe CW2 8LY – No comment subject to the comments of neighbours
- 14/2374N Broad Street, Coppenhall, Crewe CW1 3UD - No Comment
- 14/0600N 176 Rolls Avenue, Crewe CW1 3UD – No comment

It was noted that the chair intended to make the following comments on the application below and the Stopping Up Order:

- 14/2649N - The Warehouse, Mary Street, Crewe, Cheshire, CW1 4AJ - That there is a strong objection to the application due to the impact of the existing operation

Chairman's Initials.....

on the area in terms of traffic, parking, noise, litter, odours and to extended the operational can only exacerbate the problems currently faced by residents.

- NW/1410 - Stopping up of highway at Crewe Street, Crewe – To raise an objection on grounds of pedestrian access.

During the discussion the Chair was asked to raise a number of matters with Cheshire East.

**14/1/09** To consider any matters related to street naming and numbering.  
There were no matters to be discussed.

**14/1/10** To consider the VF/02 telephony upgrade project.  
The Council wishes to make no comment on the matter.

**14/1/11** To consider matters related to traffic pollution in the Town and the potential impact that future development may have on pollutant levels.  
Members asked the Clerk to contact the Cheshire East Air Quality Management Team seeking an analysis of the likely impact on air quality of the proposed local plan in Crewe and to ask if any pollution monitoring is planned to monitor the impact of the local plan on the Town.

**14/1/12** To consider the need for pedestrian crossings in Crewe.  
Members identified the priorities for submission to the Local Area Partnership as enhanced provision at:

- Ruskin Road
- Gainsborough Road
- Improved traffic signal configuration at Flag Lane/Wistaston Road Junction
- Junction of Frank Webb Ave and Badger Ave.
- Danebank Avenue

**14/1/13** To note the date of next meeting (Monday 21<sup>st</sup> July 2014)  
Members noted the date of the next meeting

**Meeting closed: 20:04**

Chairman's Initials.....

# Crewe Town Council

## Planning Committee

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### Minutes of the meeting held on 21<sup>st</sup> July 2014

- 14/2/01** Present: Cllrs. Beard, P Minshall, Rhodes, Russan  
In attendance: Rob MacKenzie (Deputy Town Clerk)
- 14/2/02** To receive apologies for absence.  
Apologies were received from Cllrs. Carline and Bailey,
- 14/2/03** To note declarations of Members' interests.  
There were no declarations of interest made.
- 14/2/04** To confirm and sign the minutes of the meeting held on 17<sup>th</sup> June 2014  
The minutes of the meeting held on 17<sup>th</sup> June 2014 were approved and signed.
- 14/2/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.  
There were no questions raised.
- 14/2/06** To consider making responses to planning application consultations that have arisen since the previous meeting:
- 14/2468N 30, Manor Avenue, Wistaston, CW2 8BD  
No objections subject to neighbours' comments
  - 14/2575N 143, Walthall Street, Crewe, Crewe, CW2 7LD  
Support neighbour's objection to the proposed development on the grounds of loss of privacy, lack of parking, not in keeping with character of the neighbouring properties
  - 14/2906N 16, Gainsborough Road, Crewe, CW2 7PH  
The Town Council objects to the creation of yet another house in multiple occupancy in this area. There is no designated parking space on the plan, and we are concerned about the lack of adequate space for refuse disposal, and the density of occupation. We consider that the downstairs bathroom should be available to the occupants of all ground floor rooms, and not just as an en suite.
  - 14/2915N Land West Of, Broughton Road, Crewe  
Object to this application on the grounds that in combination with existing and approved development in the area it will result in increased traffic congestion, and strain being put on existing infrastructure such as doctors and schools. The Council also objects because there is no apparent commitment to affordable housing provision, and there is concern about the ground conditions and the loss of natural drainage which may affect surrounding properties. If you are minded to approve this development we would like to see the s 106 money spent on

Chairman's Initials.....



improvements to the current road network and encouragement for sustainable methods of transport

- 14/2944N Bentley Motor Company, Pym's Lane, Crewe, Cheshire, CW1 3PL  
No objection
- 14/3137N Land adjacent to Unit 12C (Costa) at Grand Junction Retail Park Crewe  
No objection
- 14/3182N 140, Edleston Road, Crewe, CW2 7EZ  
No objection, but concerned about lack of on-street or off-street parking.

**14/2/07** To consider matters related to street naming and numbering.  
Members noted recent correspondence and that nine names put forward by Crewe Town Council have been accepted for streets in the Coppenhall East Phase 1 housing development have been accepted.

**14/2/08** To consider the impact of the new entrance to Crewe Station.  
Concern was expressed about:

- the lack of an escalator or moving pavement, giving poor access for the disabled if the lift is not working, and the lift is too small;
- ticketing is limited to only one automatic ticket machine, so travellers have to go to the main ticket office;
- no provision for buses;
- tunnels are stark and intimidating;
- external architecture uninspiring. Does not create a positive and welcoming image for the town of Crewe.

Chair to write expressing these concerns to Virgin Trains, Chairman of Cheshire East Strategic Planning Committee and Cheshire East Council's Head of Planning and Housing.

**14/2/09** To note the date of next meeting (Tuesday 23 September 2014)  
Members noted the date of the next meeting

**Meeting closed: 20.10**

Chairman's Initials.....

# Crewe Town Council

## Planning Committee

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### Minutes of the meeting held on 23rd September 2014

- 14/3/01** Present: Cllrs. Beard, Rhodes, Russan  
In attendance: Rob MacKenzie (Deputy Town Clerk)
- 14/3/02** To receive apologies for absence.  
Apologies were received from Cllrs. Appilat, Bailey, Carline and P Minshall.
- 14/3/03** To note declarations of Members' interests.  
There were no declarations of interest made.
- 14/3/04** To confirm and sign the minutes of the meeting held on 21st July 2014  
The minutes of the meeting held on 21st July 2014 were approved and signed.
- 14/3/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.  
There were no questions raised.
- 14/3/06** To consider making responses to planning application consultations that have arisen since the previous meeting.

It was **resolved** to submit the following responses to Cheshire East Council:

- 14/4109N Robert Eardley & Son, Coppenhall Garage, Remer Street, Crewe, Crewe, CW1 4LS - Object on the grounds of highway safety, namely unsuitable egress on to the roundabout, conflict of service vehicle and pedestrian movements within the site, and pedestrian safety crossing the entrance/exit.
- 14/4165N Manor Way Centre, Manor Way, Crewe CW2 6JS - No objection subject to neighbours comments, and subject to a condition requiring that the landing window to plot 5 is obscure glazed and non-opening for the privacy of plot 3. If any s106 contribution is available, traffic calming measures on Manor Way should be a priority.
- 14/4098N Imperial Chambers, Prince Albert Street, Crewe Prior Approval application. The Planning Committee is concerned about the lack of off-street or suitable on-street parking, and the consequent impact on highway safety.
- 14/4064N 73-75, Nantwich Road, CREWE, Crewe, CW2 6AW - No objection subject to adequate rear access being maintained to neighbouring properties.

Chairman's Initials.....

- 14/4025N Phase 1 Basford East Land Between The A500 And, WESTON ROAD, CREWE - . Authority to submit a response be delegated to the Deputy Town Clerk in consultation with Chair of Planning Committee after the presentation to members from the Co-Operative Group.
- 14/3477N Aldi Foodstore Ltd, 11, Grand Junction Way, Crewe, CW1 2RP - Noted that permission was granted on 15/9/14

- 14/3/07** To note actions taken by the Chair during the recess;
- 14/3449N 5, Browning Street, Crewe, CW1 3BB- Objection submitted 29 August 2014. Application refused 8th September 2014.
  - The Warehouse, Mary Street appeal representation submitted 29 August 2014

The actions of the Chair during the recess were noted.

- 14/3/08** To consider matters related to street naming and numbering:  
Nine street names for Coppenhall East development Phase 1  
The Deputy Town Clerk reported on correspondence with Cheshire East Council. It was noted that contrary to a previous report, Cheshire East Council's informal cabinet had rejected some of the street names previously submitted. Further suggested names have been submitted.

- 14/3/09** To note and consider the implications of the approval of planning permission for application reference 13/2744W Materials Recycling Facility at Maw Green. It was noted that Cheshire East Council has granted planning permission to CCF Ltd. for the construction of a Materials Recycling Facility on land at Maw Green, but it is understood that there is no contract with Cheshire East for the use of this facility at the present time.

- 14/3/10** To consider a Technical Consultation on Planning from the Department for Communities and Local Government  
The report of the Economic Development Officer/Deputy Town Clerk was considered and it was **resolved** that comments be submitted to the Department of Communities and Local Government in accordance with the recommendations within the report. Circulate to all councillors for information

- 14/3/11** To note that the public Examination of the Cheshire East Local Plan commenced on 16<sup>th</sup> September, and that Crewe sites are scheduled for discussion on October 7<sup>th</sup> and 8<sup>th</sup> 2014  
The dates of the examination were noted, and the Deputy Town Clerk is to attend on 7<sup>th</sup> and 8<sup>th</sup> October 2014

- 14/3/12** To note the date of next meeting (Tuesday 21st October 2014)  
Members noted the date of the next meeting

**Meeting closed: 8.25 p.m.**

Chairman's Initials.....

## Crewe Town Council

### Planning Committee

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#### **MINUTES OF THE MEETING HELD ON 21ST OCTOBER 2014**

**14/4/01 Present:** Cllrs. Bailey, Beard, P Minshall, Rhodes (Chair), Russan.  
In attendance: Rob MacKenzie (Deputy Town Clerk)

**14/4/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received from Cllrs. Appilat and Carline.

**14/4/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

Cllr Bailey declared a non-pecuniary interest in Agenda Item 6, application reference 14/4387N, Russet Close because a relative owns land in the area.

**14/4/04 TO RECEIVE A PRESENTATION ON CHRIST CHURCH FROM REV. TIM WATSON.**

Reverend Tim Watson gave a presentation on aspirations for Christ Church. Reverend Watson was thanked for his attendance. **Resolved** that the Town Council write to the Archdeacon of Macclesfield warmly welcoming the initiative, and at an appropriate time will provide a letter of support for submission to potential funding bodies.

**14/4/05 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23<sup>RD</sup> SEPTEMBER 2014**

The minutes of the meeting held on 23<sup>rd</sup> September 2014 were approved and signed.

**14/4/06 PUBLIC PARTICIPATION**

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

There were no questions raised.

**14/4/07 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING.**

It was **resolved** to submit the following responses to Cheshire East Council:

Chairman's Initials.....

- 14/4387N RUSSET CLOSE, CREWE. No objection provided that the access road is made up to adoptable standards.
- 14/4581N 33 SYCAMORE AVENUE, CREWE. No objection subject to neighbour comments
- 14/4644N SITE OF BRISTOL STREET MOTORS, MACON WAY, CREWE. No objections.

**14/4/08 TO NOTE ACTIONS TAKEN UNDER DELEGATED AUTHORITY.**

It was noted that following consultation with the Chair, the Deputy Town Clerk had submitted a letter objecting to planning application reference 14/4025N, Phase 1 Basford East: land between the A500 and Weston Road, Crewe because:

1. It does not provide any certainty or guarantee that the employment development will take place
2. There is insufficient detail to judge whether adequate provision would be made to ensure that there are good pedestrian, cycle, public and private transport links between the site and the Town Centre, without which the regeneration benefits for the town will not be realised.

**14/4/09 TO CONSIDER THE POSSIBLE PREPARATION OF NEIGHBOURHOOD PLANS FOR CREWE.**

**Resolved** to hold a special meeting in early 2015 to which all councillors are invited to give the matter further consideration, and that representatives of another town or parish council with experience or preparing a neighbourhood plan be invited to attend.

**14/4/10 TO CONSIDER MATTERS RELATED TO STREET NAMING AND NUMBERING**

There were no matters to report

**14/4/11 TO NOTE THAT THE PUBLIC EXAMINATION OF THE CHESHIRE EAST LOCAL PLAN HAS BEEN ADJOURNED.**

It was noted that the Examination in Public has been adjourned before the consideration of Strategic allocations, including those in Crewe.

**14/4/12 TO NOTE THE DATE OF NEXT MEETING (TUESDAY 18TH NOVEMBER 2014)**

Members noted the date of the next meeting

**Meeting closed: 8.30 p.m.**

Chairman's Initials.....

## Crewe Town Council

### Planning Committee

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### **MINUTES OF THE MEETING HELD ON 18<sup>th</sup> NOVEMBER 2014**

**14/5/01 Present:** Cllrs. Beard, P Minshall, Rhodes (Chair), Russan.  
In attendance: Rob MacKenzie (Deputy Town Clerk)

**14/5/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received from Cllrs. Appilat, Carline and Bailey,

**14/5/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

There were no declarations of interest made.

**14/5/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 21st OCTOBER 2014**

The minutes of the meeting held on 21st October 2014 were approved and signed.

**14/5/05 PUBLIC PARTICIPATION**

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

Messrs Matt Wedderburn of Muller Strategic Projects Ltd, and Mark Alcock of Harris Lamb addressed the committee to describe a proposed planning application at Sydney Road as part of their pre-submission consultation.

Phase 1 of the development was approved in 2013 for 240 units. Muller Strategic Projects Ltd. intends to submit an application for phase 2 which extends over 9ha to the rear of Phase 1, abutting Maw Green Road and could accommodate approximately 270 additional homes.

The developers were asked to take into account<sup>1</sup>:

- The need for affordable housing;
- Concerns about the possible access onto Maw Green Road;

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<sup>1</sup> After the meeting it came to light that the site is in the Green Barrier, and the Town Council has written to the developers expressing their objection to the proposals.

Chairman's Initials.....

- The need to provide for sustainable transport, including footpath and cycle links, including upgrading footpaths to cycleways;
- The need for bus services;
- The need for playspace, with provision co-ordinated with Phase 1;
- The need to consider retail provision within walking distance;
- The desirability of including renewable energy and lifetime home standards in the design of dwellings.

**14/5/06 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING.**

No planning applications of interest had arisen.

**14/5/07 TO NOTE ACTIONS TAKEN BY THE CHAIR SINCE THE LAST MEETING.**

14/3449N 5, Browning Street, Crewe, CW1 3BB:- Appeal representation submitted 11<sup>th</sup> November 2014.

The action taken was noted

**14/5/08 TO CONSIDER MATTERS RELATED TO STREET NAMING AND NUMBERING**

- Site off Queen's Park Drive.

The proposed naming as Kemp Close was welcomed

**14/5/09 TO CONSIDER A RESPONSE TO THE CONSULTATION ON CHESHIRE EAST COUNCIL'S PARKS' STRATEGY**

It was **resolved** that the following comments be submitted in response to the consultation:

1. That the development of the strategy is welcomed
2. The Town Council supports the strategy for developing principal parks, and supports the aspiration to secure investment and green flag status
3. That in determining investment priorities, health outcomes in the local community, and the availability or lack of private and public open space in the neighbourhood should also be taken into account.
4. That the Town Council would welcome a further consultation on the identification of locally significant parks.
5. That the Council will consider the including an action in the draft community plan to undertake an analysis of provision and priorities in Crewe in partnership with CEC.
6. That a representative of Cheshire East Council be invited to an appropriate meeting of the Town Council to discuss opportunities for further co-operation.

Chairman's Initials.....

**14/5/10 TO CONSIDER BUDGET REQUIREMENTS FOR 2015-16**

**Resolved** that Council be requested to allocate a budget of £5,000 in 2015-16 for the commencement of work on a Neighbourhood Plan

**14/5/11 TO NOTE THE DATE OF NEXT MEETING (TUESDAY 20 January 2014)**

Members noted the change of date of the next meeting.

**Meeting closed: 8.15 p.m.**

DRAFT

Chairman's Initials.....



## Crewe Town Council

### Planning Committee

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#### **MINUTES OF THE MEETING HELD ON 20th JANUARY 2015**

**14/6/01 Present:** Cllrs. Appilat, Beard, P Minshall, Rhodes (Chair), Russan.  
In attendance: Rob MacKenzie (Deputy Town Clerk)

**14/6/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received from Cllrs. Bailey and Carline.

**14/6/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

There were no declarations of interest made.

**14/6/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18<sup>th</sup> NOVEMBER 2014**

The minutes of the meeting held on 18<sup>th</sup> November 2014 were approved and signed.

**14/6/05 PUBLIC PARTICIPATION**

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

No questions were raised

**14/6/06 TO RECEIVE A PRESENTATION FROM GEORGE BROUGHTON, ON CHESHIRE EAST COUNCIL'S PARKS STRATEGY.**

The presentation was noted, and Mr Broughton was thanked for his attendance.

**14/6/07 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:**

- 14/5462N 374, HUNGERFORD ROAD, CREWE, CW1 6HD Change of use and development of 374 Hungerford Road, Crewe, CW1 6HD from existing Childcare / Day Nursery to 1no. 8 unit HMO and 1no. 2 unit 1 Bed Apartments in total Lynwood. It was noted that this application was approved by Cheshire East Council on 19<sup>th</sup> January 2015.

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- 14/5745N CREMATORIUM, MARKET CLOSE, CREWE, CW1 2NA Demolition of existing porte cochere to crematorium and construction of single storey extension with new external canopies to create new entrance and dispersal areas with associated external works. Demolition of adjacent toilet block to allow provision of 2 no access car spaces. Installation of photovoltaics on chapel roof to provide sustainable energy source. **Resolved** that the Town Council welcomes the principle of extending and improving the crematorium facilities, however, it does not consider that the design and materials proposed are sympathetic to the existing building. The design should incorporate space for additional/overspill seating for large funerals.
- 14/5842N Land off, SYDNEY ROAD, CREWE, CW1 5NF. Upgraded site access junction and spine road and associated works. **Resolved** that the Town Council has no objection to the proposal but would like to see a pedestrian and cycle crossing on Sydney Road to facilitate access to and from the development.
- 14/5895N 316, WALTHALL STREET, CREWE CW2 7LE. Conversion of house into three flats. **Resolved** that the Town Council does not object to this application, and is pleased to see that a house in multiple occupancy is proposed to be converted to three flats

**14/6/08 TO NOTE ACTIONS TAKEN BY THE CHAIR SINCE THE LAST MEETING.**

- Comments on 14/5489W FCC Environment, Maw Green Landfill Site, Maw Green Road, Crewe, CW1 5NG: Objection to the proposed variation of condition 8 on the existing permission to extend the hours of operation from 17.00 to 17.30 as it would add to traffic congestion during a peak period and extend the duration of noise and disturbance for nearby residents, including those on recently constructed or planned housing either side of Maw Green Road. No objection to any of the other proposed variations of the conditions.
- Holding objection submitted to the proposed disposal by Cheshire East Council of open space at Minshull New Road pending assurances that:
  - There will be public access to any green buffer to be created on the land,
  - Consideration has been given to the provision of replacement open space,
  - The capital receipt will be re-invested in Crewe, and
  - Consideration has been given to the traffic implications of new development on Minshull New Road.

The actions taken were noted.

Chairman's Initials.....

**14/6/09 TO CONSIDER MATTERS RELATED TO STREET NAMING AND NUMBERING**

No matters had arisen

**14/6/10 TO CONSIDER ATTENDANCE AT THE “MEET THE DEVELOPER” EVENT ON 12 MARCH 2015**

Resolved that Councillor P. Minshall and the Deputy Town Clerk attend the event on behalf of the Town Council.

**14/6/11 TO CONSIDER AN INVITATION TO THE CREWE GREEN LINK ROAD LIAISON FORUM 11.00-13.00 ON 5<sup>TH</sup> FEBRUARY 2015**

Resolved that Councillor P. Minshall and the Deputy Town Clerk attend the forum on behalf of the Town Council.

**14/6/12 TO NOTE THE DATE OF NEXT MEETING (TUESDAY 17<sup>TH</sup> FEBRUARY 2015)**

Members noted the date of the next meeting.

**Meeting closed: 8.20 p.m.**

Chairman's Initials.....

## Crewe Town Council

### Planning Committee

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

01270 756975



#### **MINUTES OF THE MEETING HELD ON 17<sup>th</sup> FEBRUARY 2015**

**14/7/01 Present:** Cllrs. Bailey, Beard, P Minshall, Rhodes (Chair), Russan.  
In attendance: Rob MacKenzie (Deputy Town Clerk)

**14/7/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr. Carline.

**14/7/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

There were no declarations of interest made.

**14/7/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20<sup>th</sup> JANUARY 2015**

The minutes of the meeting held on 20<sup>th</sup> January 2015 were approved and signed.

**14/7/05 PUBLIC PARTICIPATION**

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

No questions were raised

**14/7/06 TO RECEIVE AND CONSIDER A PRESENTATION FROM ALAN WARBURTON, TOWN CLERK, WINSFORD TOWN COUNCIL ON WINSFORD'S EXPERIENCE OF NEIGHBOURHOOD PLANNING.**

The presentation was noted, and Mr Warburton was thanked for his attendance.

**14/7/07 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:**

It was **resolved** to submit the following responses to Cheshire East Council:

- 14/5801N WORKING MENS CLUB BUNGALOW, HALL O SHAW STREET, CREWE, CW1 4AD Outline Application for Demolition of dwelling and erection of 9 no. dwellings. No objection subject to comments from neighbours.

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- 15/0184N 138, SYDNEY ROAD, CREWE, CW1 5NF Outline planning application for up to 275 dwellings open space and associated works, with all detailed matters reserved apart from access. Object to the proposal for the following reasons:

1. The “Phase 2” site is within the area allocated as Green Gap in both the adopted Borough of Crewe and Nantwich Replacement Local Plan 2011 (“saved” policy NE4), and the Submission Version of the Cheshire East Local Plan (Site CS5 Proposals Map). The purpose of this Green Gap is to maintain the definition and separation between Crewe and Haslington. The Town Council supports this approach, and is therefore objects to the proposed development for this reason.
2. Combined with phase 1, this would create an estate of up to 515 houses, and in the interests of traffic circulation and emergency access an estate of this size should have more than one entrance and egress. Substantial improvement to Maw Green Road would be required to create a safe second access.

If Cheshire East Council is minded to approve this application, the following should be taken into account

- The need to provide affordable housing
  - The need to provide for sustainable transport, including cycle and footways. The footpath from Sydney Road to Earle Street alongside the railway line should be widened to permit safe combined cycle and pedestrian use
  - In the interests of sustainability, there should be for retail provision and community facilities within easy walking distance.
- 15/0243N 97, ALTON STREET, CREWE, CW2 7QF Proposed Two Storey New Build Dwelling (Comprising of 2 Flats) to Side of Existing Dwelling. . No objection subject to neighbours’ comments.

#### **14/7/08 TO NOTE ACTIONS TAKEN BY THE CHAIR SINCE THE LAST MEETING.**

- 14/5630N: 190, NANTWICH ROAD, CREWE, CW2 6BP. Response sent: no objection to the proposal and pleased to see a high standard of renovation planned

The actions taken were noted.

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**14/7/09 TO NOTE THE RESPONSE RECEIVED FROM CHESHIRE EAST COUNCIL REGARDING THE PROPOSED DISPOSAL OF PUBLIC OPEN SPACE AT MINSHULL NEW ROAD**

The decision of Cheshire East Council to proceed with the disposal of the open space at Minshull New Road, notwithstanding the Town Council's recent representations, was noted.

**14/7/10 TO CONSIDER WHETHER TO SUPPORT A REVIEW THE "LOCAL LIST" OF HERITAGE ASSETS**

It was **resolved** to investigate the feasibility of nominating additional buildings for Cheshire East Council to consider adding to the Local List at the next review, and that the Deputy Town Clerk write to the Crewe History Society to inquire whether it would be able to assist with this work.

**14/7/11 TO CONSIDER FEEDBACK FROM THE CREWE GREEN LINK ROAD LIAISON FORUM 11.00-13.00 ON 5<sup>TH</sup> FEBRUARY 2015**

Councillor P. Minshall and the Deputy Town Clerk reported on the recent Crewe Green Link Road Local Liaison Forum meeting. "Open Doors" events will take place on 6<sup>th</sup> and 7<sup>th</sup> March 2015, with 10 places available to members of the public on each day. Booking is required via the website <http://www.opendoorsweekend.co.uk/site/236/#sthash.LOOohuYL.dpbs>. The feedback was noted.

**14/7/12 TO NOTE THE DATE OF NEXT MEETING (7.00 p.m. TUESDAY 24<sup>th</sup> MARCH 2015)**

Members noted the date of the next meeting.

**Meeting closed: 8.35 p.m.**

Chairman's Initials.....

# Crewe Town Council

## Planning Committee

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

01270 756975



### **MINUTES OF THE MEETING HELD ON 24<sup>th</sup> MARCH 2015**

**14/8/01 Present:** Cllrs. Beard, P Minshall, Rhodes (Chair), Russan.  
In attendance: Rob MacKenzie (Deputy Town Clerk)

**14/8/02 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr. Carline.

**14/8/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**

There were no declarations of interest made.

**14/8/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17<sup>th</sup> FEBRUARY 2015**

The minutes of the meeting held on 17<sup>th</sup> February 2015 were approved and signed.

**14/8/05 PUBLIC PARTICIPATION**

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

No questions were raised

**14/8/06 TO RECEIVE AND CONSIDER A PRESENTATION FROM KNIGHTS LLP CONCERNING THE PROPOSED DEVELOPMENT AT JUNCTION OF CREWE GREEN ROAD AND UNIVERSITY WAY FOR A CAR SHOWROOM, COFFEE DRIVE THROUGH AND PETROL FILLING STATION.**

Messrs Carl Copestake (Kings LLP). David Smyth (Director, Swansway Group); Bob Nicholson (Pochin); Peter Czajkowskyj (Pulmann Architects); and Lew Wright (Pulmann Architects) presented proposals for development at the junction of Crewe Green Road and University Way, Crewe. It is expected that a planning application will be submitted in the near future. The presentation was noted, and they were thanked for their attendance.

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**14/8/07 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:**

It was **resolved** to submit the following responses to Cheshire East Council:

- *15/0586N Land off University Way, Crewe. An outline planning application for the erection of up to 106 dwellings, landscaping and associated works.* Object to this proposal as it is contrary to Policy E1 of the Borough of Crewe and Nantwich Local Plan and:
  - (1) A high level of employment growth is predicted by Cheshire East Council (65,000 jobs for which a supply of high quality employment sites is required;
  - (2) A number of consents have been granted for residential development in the vicinity of Crewe and for them to be sustainable it will be necessary to provide additional employment; and
  - (3) The economic appraisal submitted does not consider the current demand for university related uses, referring only to a conversation in 2008, and limits its consideration of B1 uses to office development. It is therefore not considered that the case is made that the land is not required for the purposes for which it is currently allocated.
- *15/0587N Land off University Way, Crewe. An outline planning application for the provision of shared recreational open space, children's play space, landscaping and associated works.* See comments on 15/0586N
- *15/0946N Land off Ramsbottom Street, Crewe. Construction of One Block of Six One Bedroom Apartments and One Block of Three One Bedroom Apartments and Associated Access and Parking Provision.* No objection subject to neighbours' comments.
- *15/0932N Proposed block of two 1 bedroom apartments with parking and access arrangements. Land off Peel Street & rear of 134 West St., Crewe.* No objection subject to neighbours' comments.

**14/8/08 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.**

- *15/1251N Proposed alterations and extension of existing flats. Link House, 1A, Heathfield Avenue, Crewe.* No objection in principle subject to neighbours' comments, but concern about the confined layout of unit 7.
- *15/0366N Erection of up to 129 homes with associated highways and open amenity space, landscaping and ecological protection zone. Land to the East of Broughton Road, Crewe CW1 4NS.* Object to the development because:
  - 1) The site is in open countryside and therefore contrary to Policies NE2 and RES5 of the Borough of Crewe and Nantwich Replacement Local Plan 2011; and

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- 2) There are concerns about traffic and access to such a large development off Broughton Road.
- *15/1196N Rail House, Gresty Road, Crewe CW2 6EA. Change of Use of part of Nantwich House from C3 to A1. Object because*
    - 1) The development is likely to cause obstruction to traffic through customers pulling up outside the front entrance.
    - 2) The Transport Statement submitted with the application refers to access and parking to Rail House rather than Nantwich House (para 3.3.3). That access and parking is outside the red line area of the application. The red line area of the application does not include any access to the 14 space parking area of Nantwich House, or to the rear of the proposed retail units for delivery or refuse collection. The Transport Statement is inconsistent in its references to the development site, and therefore fails to demonstrate adequate access and parking for Nantwich House.
    - 3) There is no provision within the redline area for refuse storage.
    - 4) It is not clear where cycle parking will be provided.

**14/8/09 TO NOTE ACTIONS TAKEN BY THE CHAIR SINCE THE LAST MEETING.<sup>1</sup>**

- 15/0364N 267B, Alton Street, Crewe, CW2 7RS Retrospective Application for the Conversion of Storage Space at 1st Floor Level to create 1x2 bedroom flat. *No objection subject to neighbour's comments.*
- 15/0475N 25, Sherwin Street, Crewe, CW2 6DJ. Extension to create a separate dwelling. *No objection subject to neighbour's comments.*
- 15/0364N The Barrel, 38, Nantwich Road, Crewe, CW2 6AD Change of use from a Public House to a House of Multiple Occupation. *Difficult to comment without upper floor plans, but concerns about the internal layout and parking implications.*
- 15/0464N 17 - 18 Victoria Centre, Crewe, CW1 2PT. The erection of a 'Click & Collect' canopy within the store's customer car park and associated advertisements. *No objection to the principle of introducing click and collect facilities, but concerns that location within the car park will prejudice the safety of pedestrians and car users. It would be better if the facility was located alongside the store, possible along the west facing elevation of the store.* [Summary of comment]
- 15/0619N Land to Rear of 3 and 5 Acton Road, Crewe CW2 8TN. Construction of One Pair of Semi Detached 2 Bedroom 4 Person Dwellings and Associated Access and Parking Provision. *No objection subject to Neighbour's comments*
- Applications made on behalf of Wulvern Housing for the removal of conditions

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<sup>1</sup> Councillor Rhodes left the meeting at the start of this item  
Chairman's Initials.....

restricting the use of the developments to affordable/social housing.  
15/0776N Site Of Royal Scot, Plane Tree Drive, 15/0777N 89A, Bradfield Road,  
15/0801N Site Of Former Rockwood Public House, 204, Alton Street;  
15/0803N Former Site Of North Street Methodist Church, North Street;  
15/0806N Site Of Linden Court, Hungerford Avenue; 15/0804N Site Of  
Underwood Court And West View, Underwood Lane; 15/0802N Brooklands  
House, Ford Lane. *No objection to the removal of these conditions, subject to  
the landowner entering into s106 agreements in the same terms as the  
conditions to be removed.*

The actions taken were noted.

**14/8/10 TO NOTE THE DATE OF NEXT MEETING - NO MEETING PLANNED PRIOR TO THE  
MAY ELECTIONS**

Members noted that no meeting is planned prior to the May elections. It was  
unanimously **resolved** that the Chair be thanked for her service to the Committee  
over the last 2 years.

**Meeting closed: 8.02 p.m.**

Chairman's Initials.....

# Crewe Town Council

## Finance and Resources Committee

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



### Minutes of the meeting held on 8<sup>th</sup> July 2014

- 14/1/01** Present  
Cllrs Beard, J Bratherton, Davison, Rhodes, Russan and Yates.
- In attendance: Steve McQuade (Town Clerk) and Cllr Hickson
- 14/1/02** To elect a Chair and Deputy Chair for the Committee  
Members **resolved** that Cllr Yates be elected as Chair and Cllr Russan as Deputy Chair.
- 14/1/03** To receive apologies for absence  
Apologies were received and accepted from Cllr Lundie.
- 14/1/04** To note declarations of Members' interests  
There were no declarations of interest made.
- 14/1/05** To confirm and sign the minutes of the meeting held on 15<sup>th</sup> April 2014  
The minutes of the previous meeting were agreed and signed as an accurate record.
- 14/1/06** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
Members received representations from allotment holders at Ford Lane in relation to their ambition to form an allotment trust including the possible purchase of the land.
- Members indicated that they would wish to hear a formal view from the Federation and other members not present prior to reviewing matters further.
- 14/1/07** To note the terms of reference for the Committee  
Members noted the terms of reference and **resolved** that the Committee ask Council to move full responsibility for grants to Community and Environment Committee.
- Members requested that the Clerk prepare a disciplinary procedure, appraisals policy/procedure and a grievance procedure.
- 14/1/08** To receive and consider a presentation from Christian Watkins (Cheshire Police)  
Christian Watkins was unable to attend the meeting due to an urgent commitment.
- 14/1/09** To consider an update in relation to Asset Transfer and other matters related to the dialogue with Cheshire East (Town Clerk):  
a) Allotments

Chairman's Initials.....

- b) Markets
- c) Public toilet provision
- d) CCTV systems
- e) Town Centre Management

The Clerk reported that:

- a) That a letter has been sent by the Council's solicitors to Cheshire East to indicate that the progress made to date was not satisfactory and that Council would consider formal legal action.
- b) That there had been no change on the market situation and that progress is being made to reach the relevant thresholds in relation to the petition to transfer the markets.
- c) That there was no further information in relation to public toilets.
- d) That an invoice had been paid to Cheshire East for £30k for CCTV.
- e) That the Council continued to manage certain aspects of the Town Centre.

**14/1/10** To consider the year to date financial position  
Members noted the current financial position.

**14/1/11** To receive and consider the internal audit report and recommend any appropriate changes to Financial Regulations to Council  
Members noted the report and **resolved** to recommend a change to Financial Regulations in line with the wording set out in the report.

**14/1/12** To consider the allocation of a budget to town centre entertainment.  
The Clerk explained that it was necessary to split the budget for Town Centre activities into an amount to fund 'entertainment' activities and those of a more strategic nature. Members **resolved** to split the existing £36k budget into equal portions £18k and £18k.

Members resolved to vire 20k to the town centre entertainment cost centre from the strategic plan cost centre.

**14/1/13** To consider a request from the Allotment Federation to release monies for capital works and to consider matters related to the governance of the allotments.  
Members **resolved** to approve the transfer of the £2592 to the Federation for works at Manor Way allotment. The matters raised at public speaking were noted.

**14/1/14** To consider the allocation of funding to support the development of the 'Community Plan'  
Members **resolved** that the money in the budget line for economic planning (cost centre 450) be allocated to the Community Plan. That is circa 25k which includes the monies already allocated to support the plan (£15k).

**14/1/15** To consider an update in connection with the procurement of the Christmas events programme and confirm the budget available  
Members received verbal reports from the members who had attended meetings with the prospective supplier. It was **resolved** that Blitz Entertainment's quotation be accepted. The Clerk was asked to enquire about the possible additional cost of providing lights on Nantwich Road. The Economic Development Officer was asked to liaise with business representatives on Nantwich Road to identify their long term aspirations and appetite for financial supporting illuminations in this and future years.

Chairman's Initials.....

It was noted that there was a need for a Christmas Tree in the square and an artificial tree was seen as the preferred solution.

Members discussed the situation with regard to Cheshire East giving away the Crewe Illuminations and indicated that further measure were in hand to seek to recover the lights for deployment in Crewe.

- 14/1/16** To consider a report from internal scrutiny (Cllrs Russan and J Bratherton)  
Members reported verbally on recent scrutiny activity. Cllr Yates agreed to look at the content of future agendas and take on board comments from internal audit.
- 14/1/17** To consider advice from internal scrutiny with regard to the levels of controls appropriate to ensure that grant monies given to organisations are spent effectively.  
Members **resolved** that the Community and Environment Committee look to devise a procedure to ensure that grant recipients confirm the use to which grant monies have been put.
- 14/1/18** To consider matters related to procurement procedures.  
Members noted the content of Financial Regulations.
- 14/1/19** To consider the purchase of a spare laptop.  
Members **resolved** that a laptop be purchased.
- 14/1/20** To note the date of the next meeting (7<sup>th</sup> October 2014)

**Meeting Closed: 8:50**

Chairman's Initials.....

# Crewe Town Council

## Finance and Resources Committee

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



### Minutes of the meeting held on 6<sup>th</sup> November 2014

- 14/2/1** Present  
Cllrs Beard, Davison, Rhodes, Russan and Yates.
- In attendance: Cllrs Hickson and Brookfield.  
Steve McQuade (Town Clerk)
- 14/2/2** To receive apologies for absence  
Apologies were received and accepted from Cllr J Bratherton and Lundie.
- 14/2/3** To note declarations of Members' interests  
There were no declarations of interest.
- 14/2/4** To confirm and sign the minutes of the meeting held on 8<sup>th</sup> July 2014  
The minutes of the previous meeting were agreed and signed as an accurate record.
- 14/2/5** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
Representatives from the Ford Lane Allotment Association raised the issue of purchasing the site from the Council or entering into a direct lease with the Council.
- 14/2/6** To consider matters related to the Allotment Federation and Governance of the Town's allotments:
- 1) To resolve whether to release capital funds in line with the request from the Federation.
  - 2) To resolve what level of capital funding to include in the budget for 2015/6 (Currently £30k) and to determine policy for future years. Funding request from Federation for 2015/16
  - 3) To review the current management arrangements at the allotments.

#### Members **resolved** that:

- the Clerk be authorised to release the funds requested for the remainder of 2014/5 (less that paid already).
- to recommend an allocation of 25k for the budget in 2015/6 to cover a capital allocation for spending on the allotments (23.4k requested by the Federation).
- no allotment land should be made available for sale.
- That the Council should continue to maintain an exclusive relationship with the Allotment Federation.

Members thanked Cllr Brookfield for all her hard work on the liaison with the Federation.

Chairman's Initials.....

**14/2/7** To consider potential revisions to Standing Orders, Financial Regulations and to create a scheme of delegation

Members **resolved** that the<sup>1</sup>:

- Changes to Standing Orders be put to Council for approval.
- Changes to Financial Regulations be put to Council for approval.
- Draft scheme of delegation be put to Council.

**14/2/8** To consider making recommendations in relation to the draft employee handbook and related policies (Cllr Yates).

Members **resolved** that the draft handbook be put to Council for approval. It was noted that it would act as guidance and at present some related policies are not in place.

Members thanked Cllr Yates and Russan for their work on this item.

**14/2/9** 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
- e) Town Centre Management

Members noted that there had been no further information provided by Cheshire East in relation to markets and public toilets.

Members noted that correspondence had been received in relation to CCTV and that the issues raised would be dealt with as part of the budget setting process.

**14/2/10** To consider the year to date financial position  
Members noted the current financial position.

**14/2/11** To consider any relevant matters with regard to the formulation of the 2015/6 budget  
Members noted the draft committee budget presented and agreed that it be submitted to Strategic Steering Group subject to a number of minor alterations. Members asked that the CCTV budget be moved from Economic Development to Finance and Resources.

**14/2/12** To consider an upgrade to the bank account to permit separation of duties in signing off payments and permitting the use of BACS payment systems (£30 per month for up to three users)  
Members **resolved** that the Clerk upgrade the systems to provide for segregation of duties and the capability to utilise BACS.

**14/2/13** To extend the Council's telephony capability to include the ability to send SMS messages.  
Members **resolved** that the Clerk is authorised to confirm with the supplier that the Council wishes to activate the system.

**14/2/14** To consider quotations to redraft the Civic Crest (quotations range from £50 to £430)  
Members **resolved** that the cheapest quote be accepted.

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<sup>1</sup> Cllr Beard joined the meeting at this point.

- 14/2/15** To consider a report from internal scrutiny (Cllrs Russan and J Bratherton)  
Cllr Russan reported that checks had been made on a number of payments and receipts.  
The files were found to be in good order and accurate.
- 14/2/16** To consider membership of CVS Cheshire East (£100 for 12 months)  
Members **resolved** that the Council become a member of CVS Cheshire.
- 14/2/17** To consider membership of Crewe and Nantwich Twinning Association (CANTA) (£40 per year)  
Members **resolved** that the Council become a member of CANTA.
- 14/2/18** To consider a verbal report from the Town Clerk in relation to the future accommodation requirements of the Council.  
Members **resolved** that the Clerk be authorised to negotiate the arrangements and to report back to Council. Subject the final cost information the committee was minded to recommend that the offer of long term tenure at St Paul's be accepted.
- 14/2/19** To consider recommendations from the Chairman in relation to employee Job Evaluation<sup>2</sup>  
Members **resolved** to continue the evaluation exercise on completion of the probationary period and to establish a member group to review the situation.
- 14/2/20** To note the date of the next meeting (9<sup>th</sup> December 2014)  
Members noted the date of the next meeting.

**Meeting closed: 9:01**

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<sup>2</sup> Item discussed following a resolution to exclude the public for the course of this agenda item for reasons of confidentiality.

Chairman's Initials.....



# Crewe Town Council

## Finance and Resources Committee

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



### Minutes of the meeting held on 9<sup>th</sup> December 2014

- 14/3/1** Present  
Cllr Beard, Rhodes, Russan and Yates.
- In attendance: Steve McQuade (Town Clerk)
- 14/3/2** To receive apologies for absence  
Apologies were received and accepted from Cllrs J Bratherton, Davison and Lundie.
- 14/3/3** To note declarations of Members' interests  
There were no declarations of interest made.
- 14/3/4** To confirm and sign the minutes of the meeting held on 6<sup>th</sup> November 2014  
The minutes of the previous meeting were approved and signed as an accurate record.
- 14/3/5** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised.
- 14/3/6** To consider matters related to the Town's allotments.  
The Clerk updated members with regard to progress on finalising the master lease and indicated that he expected to be able to bring it to the next Council for approval. That would allow the Allotment Federation to issue sub-leases to the eleven allotment sites.
- Members indicated that should any site not enter into a sub-lease then the Clerk should be ready to implement direct management arrangements for such sites.
- Members noted that the Federation had reported back on spending of funds allocated by the Council.
- 14/3/7** To consider an update in relation to Asset Transfer and other matters related to the dialogue with Cheshire East (Town Clerk):
- a) Markets
  - b) Public toilet provision
- There had been no response received from Cheshire East with regard to transfer.
- Members asked the Town Clerk to approach Cheshire East in relation to the decoration of Cheshire East facilities in the Town, Lyceum Square and the Market building in particular. The Clerk was also asked to chase progress on transfer.

Chairman's Initials.....

- 14/3/8** To consider the year to date financial position  
Members noted the current financial position.
- 14/3/9** To consider any relevant matters with regard to the formulation of the 2015/6 budget  
Members noted the current draft budget and asked that the Clerk:
- 1) To take out the allocation for elections in next years budget.
  - 2) That Strategic Steering Group be asked to consider as part of their deliberations whether allocate monies to rebranding in the town, whether more budget is need for illuminations in the town and whether Council wished to fund any organisations in the Town.
- 14/3/10** To consider the likely costs of supporting the Christmas Lights infrastructure.  
Members asked that Community and Environment Committee complete the procurement process that has been started and then determine how the remainder of the provisional budget be spent.
- 14/3/11** To consider an update from internal scrutiny (Cllrs Russan and J Bratherton)  
There were no updates on internal audit matters, the next audit is planned for January.
- 14/3/12** To consider a request to enter into a contract for a Council mobile phone.  
Members **resolved** that the Council enter into the contract for the mobile phone described in the report.
- 14/3/13** To consider an update from the Town Clerk in relation to the future accommodation requirements of the Council.  
Members **resolved** that any long term decision be deferred until after the elections, but that an extra bay in the office should be rented to accommodate room for storage and a work area for any work placements the Council may take on.
- 14/3/14** To consider an opportunity to work with South Cheshire College to provide work experience placements<sup>1</sup>.  
Members **resolved** that the Council should maximise the use of placements wherever possible to provide valuable experience for students, to help take projects forward at the Council and to set an example to other employers in the Town.
- 14/3/15** To consider recommendations from the Chairman in relation to employee Job Evaluation<sup>2</sup>  
Members noted the previous recommendation from the Clerk and that the Committee was authorised to decide matters related to grading (except in relation to the Town Clerk). Cllr Yates indicated that he would circulate copies of current and revised job descriptions to members asking for feedback with a view to the Chair advising the Clerk on the action to be taken.
- 14/3/16** To note the date of the next meeting (10<sup>th</sup> February 2015)  
Members noted the date of the next meeting.

<sup>1</sup> Cllr Yates declared a non-pecuniary interest as a Board Member at the College

<sup>2</sup> This matter was discussed as a confidential item.

Chairman's Initials.....

# Crewe Town Council

## Finance and Resources Committee

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



### Minutes of meeting held on 10<sup>th</sup> February 2015

- 14/4/1** Present  
Cllrs Beard, Davison, Rhodes, Russan and Yates.
- In attendance: Cllr Hickson. Steve McQuade (Town Clerk)
- 14/4/2** To receive apologies for absence  
Apologies were received and accepted from Cllrs J Bratherton and Lundie.
- 14/4/3** To note declarations of Members' interests  
There were no declarations of interest.
- 14/4/4** To confirm and sign the minutes of the meeting held on 9<sup>th</sup> December 2014  
The minutes of the previous meeting were approved and signed as an accurate record.
- 14/4/5** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions asked.
- 14/4/6** To consider matters related to the Town's allotments including an update from the Crewe Town Allotment Federation on year to date spending  
Members received an update via papers submitted by the Allotment Federation. This included confirmation of the allocation of the funds provided by the Council and the benefits that had brought about by the investment. Current and planned spending were agreed as being in line with expectations.

Members thanked and congratulated the Federation for all the work and the professional way in which it had been conducted. Members asked that a year end position be submitted to the Council and that as much as possible be done to promote the positive changes that had resulted from the investment made by the Council.

Members indicated that the Federation deserved much credit for working up proposals that involved recommendations for expenditure at sites not presently members of the Federation. This showed a rounded and holistic view of the various allotment priorities in Crewe as a whole.

Members discussed issues related to the allocation of site leases that had developed since Council and **resolved** that:

- a) Given the lack of any coherent argument as to why the Council should amend its business plans and the failure of other parties to identify why Crewe is better served by a split lease arrangement, Council should continue in line with the

Chairman's Initials.....

original plans developed over the past 18 months.

- b) The Clerk complete the finalisation of leases with the Federation for the 11 sites, sign over 8 sites immediately to the Federation and support the letting of the sub-leases to the 8 sites currently in membership of the Federation.
- c) The Clerk contact the Ford Lane Association requesting a full list of plot holders details (name, address and plot number) at Ford Lane and Hulme Street by the end of February. Once provided the Clerk would arrange for a meeting to take place after the Council had consulted with plot holders by way of a direct letter. The meeting would take place before the end of March. Should the information not be provided then the Clerk was instructed to sign over the leases for those sites to the Federation.
- d) Provided plot holders at Hulme Street and Ford Lane were content then there was no objection to the sites being managed by way of a joint Association.
- e) Walker Street would be treated in the same way as the other sites that are not members of the Federation, but it was noted there was no evidence of a formal Association existing.

Members **resolved** that the Clerk be authorised to use all legal means to resolve the identified issue at two plots at Walker Street.

- 14/4/7** To consider an update from Greenspaces South Cheshire CIC including matters related to the RHS Tatton Show Garden  
Mr James Thompson and Doug Butterill provided an update in relation to the project that is approximately three quarters complete. Further funding bids are being made to other agencies to continue the project beyond the end of March 2015 and include extending the project to involve a show garden at Tatton Show.

A request was made for future funding of up to 5k. It was **resolved** that Greenspaces be asked to make a written proposal to the new Council.

- 14/4/8** To consider an update in relation to Asset Transfer and other matters related to the dialogue with Cheshire East:
- a) Markets
  - b) Public toilet provision

Members were updated by Cllr Yates and the Clerk in relation to a meeting with Cheshire East in January (Cllrs Rhodes, Yates, Hickson and Faseyi together with the Clerk and Deputy Town Clerk attended the meeting).

Members noted the positive comments made by Cheshire East in relation to future operation of the markets and asked that the matter be taken forward as quickly as possible.

Members noted that Cheshire East had stated in clear terms that they did not wish to transfer operation of the toilets at Lyceum Square to the Town Council.

It was noted that Cheshire East had indicated the café on Lyceum Square would soon be marketed.

- 14/4/9** To consider the year to date financial position for the Committee and Council  
Members noted the financial position.

Chairman's Initials.....

- 14/4/10** To consider matters related to member induction and training  
Members agreed to the actions proposed in the report on member induction and training. The Clerk was asked to send an update to all existing members to confirm issues of timing in the run up to the elections.
- 14/4/11** To consider an update from internal scrutiny (Cllrs Russan and J Bratherton)  
Cllr Russan updated members on the internal audit work carried out in early January. The checks on invoices etc. were found to be satisfactory. Members thanked Cllr Russan for his work on this matter and asked that his final report be given to Council in March.
- 14/4/12** To consider membership of CVS Cheshire East (£375 annually)  
Members **resolved** to join the CVS Cheshire East.
- 14/4/13** To consider matters related to the Council's requirements for office accommodation and meeting rooms.  
Members noted the input from Cheshire East and asked the Clerk to refer the matter to the new Council as soon as practicable after the elections. It was made clear that given the rational explanation of why space was not available from Cheshire East that the option should not be considered again and that the new Council should review all the other available options.
- 14/4/14** To authorise the establishment of a fixed value direct debit in connection with the pension element of the payroll.  
Members **resolved** to permit the established of a fixed value direct debit for contributions to employees pensions who had chosen not to join the Cheshire scheme.
- 14/4/15** To consider a draft Media Policy and to recommend that Policy to Council together with the consequential changes to standing orders<sup>1</sup> i.e. deletion of 27b.  
Members **resolved** that the policy be put to Council with a recommendation for adoption and for the consequential changes to Standing Orders being made.
- 14/4/16** To consider the date of the next meeting – Meeting to be called if required prior to the ordinary elections in May.  
Members determined not to set a date for a meeting prior to the election and formally expressed their gratitude for the work of Cllr Yates as Chairman.

**Meeting Closed: 20:20**

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<sup>1</sup> Approval of a variation to Standing Orders requires a special motion signed by four members. Approval of this item shall be taken as a request for a special motion and deemed to have been 'signed' by members voting in favour.

Chairman's Initials.....

## Crewe Town Council

### Community and Environment Committee

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



#### Minutes of the meeting held on 3<sup>rd</sup> June 2014

- 14/1/01** Present  
Cllrs J Bratherton, Cull, B Minshall, P Minshall and Walton.  
  
In attendance: Steve McQuade (Town Clerk)
- 14/1/02** To elect a Chair and Deputy Chair for the Committee  
It was **resolved** that Cllr J Bratherton be elected as Chair and Cllr Brookfield as Deputy Chair.
- 14/1/03** To receive apologies for absence  
Apologies were received and accepted from Cllrs Carline, C Bratherton, Brookfield and Martin.
- 14/1/04** To note declarations of Members' interests  
There were no interests declared.
- 14/1/05** To confirm and sign the minutes of the meeting held on 1<sup>st</sup> April 2014  
The minutes of the previous meeting were approved and signed as an accurate record.
- 14/1/06** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised. Mr Stuart Kay provided the meeting with an insight into the reasons for the Royal British Legion making a grant application.
- 14/1/07** To note the terms of reference for the committee  
Members noted the terms of reference.
- 14/1/08** To consider and receive a presentation from Nick Bayes in relation to a potential musical event on 20<sup>th</sup> September.  
Members received a short presentation from Mr Bayes and members **resolved** that up to 2.5k be allocated to put on the event. Subject to confirmation from Finance & Resources Committee that the budget could be vired.
- 14/1/09** To consider an update on matters related to World War 1 commemorations  
Cllr Bratherton updated members and highlighted:
- Organisation of the conference is proceeding as planned.
  - Banners and decals in preparation via South Cheshire College.
  - Poppy seeds due for distribution on 5<sup>th</sup> July.

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- 14/1/10** To consider an update in relation to the 'Telling Tales' literary event  
Cllr P Minshall provided an update including:
- Work with schools on the 20<sup>th</sup> June is ongoing and in preparation.
  - Writing competition entries are now closed.
  - The programme for the Saturday is close to finalisation.
- 14/1/11** To consider an update on the Crewe International Festival  
The Town Clerk updated members with regard to progress on the arrangements for the Festival. Members **resolved** that Cllrs Walton and B Minshall represent the Council on the organising group.
- 14/1/12** To consider matters related to Community Remedy  
Members discussed correspondence on this matter and whether the Council wished to make a response or leave responses to individual members. All Members were urged to take part and the Clerk was asked to write to the Police Commissioner to say a response had been made and ask that the Council be informed of the outcome of the consultation.
- 14/1/13** To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council:
- a) Redshift - £2500
  - b) Royal British Legion - £1640
  - c) Sophie Hughes - £625
  - d) CC Cycles - £900
  - e) Wistaston Drama Project - £500
- Members **resolved** that:
- a) An award of £1000 be made to Redshift.
  - b) An award of £1000 be made to the Royal British Legion.
  - c) An award of £625 be made to Sophie Hughes.
  - d) An award of £900 be made to CC Cycles.
  - e) An award of £500 be made subject to confirmation that the money would have a demonstrable impact in Crewe. The Clerk was asked to refer the response to the Chair.
- That forthwith all grant application packs will include an end of grant application form. Return of the completed form and receipts is mandatory and should reflect how the grant has been used.
- 14/1/14** To consider matters related to the garden and floral displays competition  
The Town Clerk updated members and it was agreed that due to the lack of interest no further promotion take place.
- 14/1/15** To consider matters related to the Town's allotments  
The Town Clerk provided an update on the progress made by the Allotment Federation, including:
- Plans to organise an allotment competition
  - Plans to arrange a produce market
  - Successful access to external funding
  - Progressing external funding to improve site fencing
  - Majority of fees collected and new tenancy agreements in place

Chairman's Initials.....

- Federation to come forward with spending plan

**14/1/16** To consider spending in relation to 'Crewe Saturdays'

The Town Clerk updated members with regard to the promise of funding from business sponsors (circa £600 to 800) and asked members to consider matching that funding to provide for performances in the town centre on Saturdays during the school holidays. The entertainment would take the form of circus acts. Members **resolved** that subject to confirmation from Finance and Resources the funding be matched and the acts procured.

**14/1/17** To note the date of the next meeting (9<sup>th</sup> September 2014)

Members noted the date of the next meeting.

**Meeting closed: 20:53**

FINAL

Chairman's Initials.....



## Crewe Town Council

### Community and Environment Committee

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



#### Minutes of the meeting held on 9<sup>th</sup> September 2014

- 14/2/01** Present  
Cllrs C Bratherton, J Bratherton, Martin, P Minshall.
- In attendance: Steve McQuade (Town Clerk), Cllr Beard and Cllr Hickson.
- 14/2/02** To receive apologies for absence  
Apologies were received from Cllrs Brookfield, B Minshall, Walton and Carline.
- 14/2/03** To note declarations of Members' interests  
Cllr Minshall declared an interest in the grant application related to the Historical Society.
- 14/2/04** To confirm and sign the minutes of the meeting held on 3<sup>rd</sup> June 2014  
The minutes were agreed and signed subject to an addition to minute 14/1/13 to read  
'That forthwith all grant application packs will include an end of grant application form.  
Return of the completed form and receipts is mandatory and should reflect how the grant has been used'
- 14/2/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions asked.
- 14/2/06** To consider a presentation from Congleton Town Council (Joseph Hearson) in relation to their experiences in creating a Youth Council/Committee.  
Mr Hearson provided an update on how the Youth Council at Congleton operates and in particular how members are recruited. Close links are maintained with schools and a number of Town Councillors. Some places are reserved for schools, other places filled by co-option. To be eligible members of the Youth Council must live, work or be in education in Congleton and can serve up to the age of 22.
- The main role is to act as the voice of our people and bring forward projects for action e.g. lobbying for improving lighting in parks. The Council has also had success in consulting young people via electronic channels. Members of the Youth Council remain apolitical.
- Members thanked Joseph for his contribution and insight and stressed the importance of going live with the Youth Council at Crewe as soon as possible.

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**14/2/07** To consider endorsing the Royal British Legion Covenant<sup>1</sup> and if so to make a recommendation to Council that it resolve *'that the Town Council is mindful of the needs of ex-service personnel and will make all efforts to meet their needs if it is within the remit of the Council to do so'*.  
Members **resolved** to seek Council approval for the statement above to be adopted as policy.

**14/2/08** To consider an update on matters related to World War 1 commemorations (Cllr J Bratherton) including: feedback on the service held on 4<sup>th</sup> August, the Garden of Remembrance and Last Post Ceremonies.  
Cllr J Bratherton updated Members with regard to the various activities. The Clerk was asked to contact the buglers with regard to future bugle calls.

**14/2/09** To consider matters relating to the installation of a memorial plaque to commemorate the centenary of WW1 on the Municipal Square<sup>2</sup>.  
Cllr J Bratherton updated Members with regard to the latest position. Cheshire East had refused permission for the Town Council to install a memorial but have subsequently indicated that Cheshire East will be installing a memorial of their own.

In view of this, the Clerk was asked to approach Virgin Trains for permission to install a memorial at the Station.

**14/2/10** To consider whether the Council should attend the CVS Meet the Funders Day (25<sup>th</sup> September 10 to 12:30 at Georges Community Centre)  
Members **resolved** that the Council attend the event.

**14/2/11** To consider a proposal by the Chair for the allocation of the Town Centre entertainment budget into specific areas of spend and to consider allocating a proportion of the available budget to cover advertising costs in relation to the activities of the Committee. It was confirmed that the Autumn half term event would go ahead.

Members agreed that a greater percentage of the budget should be spent on promoting events. This would include advertising in the local press of up to ten adverts over the next 12 months, at a cost of up to £3.2k.

The calendar of events was agreed and the Mayor's PA asked to take forward the events as set out. The Mayor's PA to circulate the calendar to Committee Members and to make the information available on Crewelife and in poster form.

Members noted that two quotes for promotional and design support had been received and asked that the Mayor's PA secure a third for informal consideration by the Chairman.

**14/2/12** To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council:

- a) Ocean - £1000
- b) Enterprise & Education Alliance - £988
- c) Crewe Historical Society - £1000
- d) Crewe Alex Ladies Football Team - £500

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<sup>1</sup> [Best Practice Guide](#)

Chairman's Initials.....

Members **resolved** that:

- a) Ocean be asked to furnish more information in support of the application.
- b) the application be approved to the value of £988 to the Enterprise & Education Alliance
- c) the application from the Historical Society be refused.
- d) the application from Crewe Alex Ladies Football Team be approved to the value of £500.

**14/2/15** To consider the development and implementation of procedures to ensure that grant recipients confirm in writing how monies allocated have been spent.

The updated minute from the previous meeting was noted and the Clerk asked to write a procedure setting out the process to be followed which would be agreed with the Chairman.

**14/2/16** To consider the year to date expenditure and provisional budget for 2015/6  
Members noted expenditure to date and asked the Clerk to commence the development of the budget for the Committee.

**14/2/17** To note the date of the next meeting (4<sup>th</sup> November 2014)  
Members noted the date of the next meeting

**Meeting closed: 20:10**

Chairman's Initials.....

# Crewe Town Council

## Community and Environment Committee

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### Minutes of the meeting held on 4<sup>th</sup> November 2014

- 14/3/1** Present  
Cllrs Brookfield, B Minshall, P Minshall and Walton
- In attendance: Cllr Hickson, Steve McQuade (Town Clerk) and Hannah Marr (PA to the Council)
- 14/3/2** To receive apologies for absence  
Apologies were received and accepted from Cllr C Bratherton, J Bratherton, Carline, Cull and Martin.
- 14/3/3** To note declarations of Members' interests  
Cllr Brookfield declared a none pecuniary interest in the grant application by Creative Crewe by virtue of being an officer of that organisation<sup>1</sup>.
- 14/3/4** To confirm and sign the minutes of the meeting held on 9<sup>th</sup> September 2014  
The minutes of the previous meeting were agreed and signed as an accurate record.
- 14/3/5** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
Miss Owen asked a question related to what benefit the Council believed it could bring if it managed the Crewe Markets. Members confirmed the willingness to bring investment to the markets and to raise the standard to that shown by other town council operated markets in Cheshire East. Members saw a successful market as an important component in improving the local economy.
- 14/3/6** To review the year to date Financial position for the Committee  
Members noted the current financial position and asked that the Clerk try again to secure an invoice from the Royal British Legion in London.
- 14/3/7** To consider an update on the position with regard to preparations for Christmas events including illuminations and markets.  
The PA to the Council provided an update on progress with regard to the arrangements for the Christmas period.
- 14/3/8** To consider matters related to future Literary/International Festivals during 2015 and to receive an update on general events throughout the remainder of the current financial year.

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<sup>1</sup> Cllr Brookfield did not participate in the discussion on this grant application.

Chairman's Initials.....

The PA to the Council outlined the programme through to the end of the financial year.

**14/3/9** To consider and review Council Policy in relation to the use of the Municipal Square. Members **resolved** to ask Council to confirm that the policy on the use of the square is that each request for a permit be reviewed on its merits by Committee.

**14/3/10** To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council:

- a) Ocean (supplemental) - £1000
- b) Cheshire Trafficking (resubmission) - £990
- c) Funky Choir - £1000
- d) Cheshire Neighbours Credit Union - £940
- e) Creative Crewe - £990
- f) Friends of Queens Park - £500

Members **resolved** the following in relation to the applications:

- a) Ocean – To make a grant of £700.
- b) Cheshire Trafficking – To make a grant of £990.
- c) Funky Choir – To make a grant of £1000.
- d) Cheshire Neighbours Credit Union – To make a grant of £940.
- e) Creative Crewe – To make a grant of £990.
- f) Friends of Queens Park – To make a grant of £500.

**14/3/11** To consider the need to work to undertake urgent repairs to a planter in the Town Centre and to upgrade flower beds on Delamere Street.

Members **resolved** that £150 be allocated to repair and paint the planter/bench.

Members **resolved** to refer the matter to be referred to Council and the Clerk was asked to contact Cheshire East to identify if they had any plans to improve the area.

**14/3/12** To consider a provisional Committee budget for 2015/6

Members reviewed the draft budget presented and with one change to income on town centre bookings (reduced to 4k from 6k) determined to recommend the budget to Council<sup>2</sup>.

**14/3/13** To note the date of the next meeting (6<sup>th</sup> January 2015)

Members noted the date of the next meeting.

**Meeting closed: 20:42**

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<sup>2</sup> Note an error on cost centre 350/4180 was identified and the 3.5k on that line deleted.

Chairman's Initials.....

# Crewe Town Council

## Community and Environment Committee

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

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Tel: 01270 756975



### Minutes of the meeting held on 6<sup>th</sup> January 2015

- 14/4/01** Present  
Cllrs Brookfield, B Minshall, P Minshall and Walton
- In attendance: Cllr Hickson, Steve McQuade (Town Clerk) and Hannah Marr (PA to the Council)
- 14/4/02** To receive apologies for absence  
Apologies were received and accepted from Cllr J Bratherton, C Bratherton, Cull, Carline and Martin.
- 14/4/03** To note declarations of Members' interests  
There were no declarations made.
- 14/4/04** To confirm and sign the minutes of the meeting held on 4<sup>th</sup> November 2014  
The minutes of the previous meeting were agreed and signed as an accurate record.
- 14/4/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
No questions were asked.
- 14/4/06** To review the year to date financial position for the Committee  
Members noted the current financial position.
- 14/4/07** To consider confirmation of the contract for Christmas illuminations over the next four years and to review the potential options to expand the scheme in 2015.  
Members **resolved** that the Clerk issue a contract with the existing provider and that negotiations begin on a planned extension to the illumination scheme (and other Christmas attractions). A separate contract based on a written proposal (supported by mock up images) would need to be issued for additional work beyond the scope of the work undertaken at Christmas 2014.

Members expressed the view that there is a preference to move the day of the switch on event to a Friday night, subject to consultation with the other interested parties.

Members asked that the Clerk seek expressions of interest from members to serve on a Christmas 2015 Working Group.

- 14/4/08** To consider an update on events planned to 1<sup>st</sup> April 2015 and to review the events  
Chairman's Initials.....

programme for 2015/6 (PA to the Council)

Members noted and agreed the programme as set out in the presentation (see annex 1), subject to:

- Special markets being debated further and the scope clarified.

**14/4/09** To consider and review Council policy in relation to the use of the Municipal/Memorial Square  
Members **resolved** that the policy be put to Council with a recommendation for approval.

**14/4/10** To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council:

- Senior Forum (£900)
- Young Actors (£1000)
- Must See Musicals (£1000)

Members **resolved** that:

- Senior Forum – To make a grant of £900
- Young Actors – The item be placed on the next Council agenda, that the applicant be invited to attend and/or submit more information on the cost breakdown and the involvement of local schools.
- Must See Musicals – To make a grant of £1000 and ask that consideration is given to a higher proportion of discounted seats to those eligible for concessions.

**14/4/11** To note the date of the next meeting (3<sup>rd</sup> March 2015)  
Members noted the date of the next meeting.

**Meeting Closed: 20:39**

## Annex 1: Events Programme

Dates	2014 / 2015 Budget - Proposed Activity / Event	Budget	Ring-fenced
<b>January 2015</b>			
5th	Schools Re-Open		
23rd	Creative Crewe Resolve your Resolutions	£0	
25th	Urban Orienteering Race	£0	
<b>February 2015</b>			
16th - 20th	Half Term		
17th	Shrove Tuesday		
17th	AM - School Holiday Activity	£1,000	
17th	PM - Mercian Regiment Parade	£2,000	
18th	Ash Wednesday		
20th	Mayor's Civic Reception		
20th	Civic Awards	£1,000	
<b>March 2015</b>			
1st	St David's Day		
	Commonwealth Day and Commemorative Act for		
9th	WW1	£1,000	
15th	Mothering Sunday		

Chairman's Initials.....

17th	St Patricks Day	
21st	Community (Plan) Day with possible Alleyway unveiling	£1,500

<b>Total</b>	<b>£6,500</b>	<b>£0</b>
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<b>Dates</b>	<b>2015 / 2016 Budget - Proposed Activity / Event</b>	<b>Budget</b>	<b>Ring-fenced</b>
<b>April 2015</b>			
3rd - 17th	Half Term		
2nd	Maundy Thursday		
3rd	Good Friday - Passion Play	£1,500	
3rd	Good Friday - Makers Market	£1,500	
4th	Easter Egg Hunt (Queens Park)	£500	
5th	Easter Sunday		
6th	Bank Holiday Monday		
9th	School Holiday Activity	£500	
16th	School Holiday Activity	£500	
23rd	St George's Day		
<b>May 2015</b>			
25th - 29th	Half Term		
4th	Bank Holiday Monday		
7th	Election		
8th	VE Day	£1,500	
19th	Mayor Making Ceremony		
25th	Bank Holiday Monday		
28th	School Holiday Activity	£750	
30th	Handmade Market	£250	
<b>June 2015</b>			
14th	Trooping the Colour		
21st	Father's Day		
28th	Picnic in the Park		
<b>July 2015</b>			
12th	International Festival		£6,000
12th	Makers Market		£1,500
15th	St Swithun's Day		
21st	Schools Close		
<b>August 2015</b>			
1st, 8th, 15th, 22nd & 29th	#CreweSaturdays	£1,000	
5th, 12th, 19th, 26th	School Holiday Activity	£1,500	
10th	VJ Day	£1,000	

Chairman's Initials.....



16th	Summer Fete / Family Fit and Fun Day	£2,000	
31st	Bank Holiday Monday		
<b>September 2015</b>			
1st	Schools Re-Open		
	WW1 Events (dates tbc)		£5,000
<b>October 2015</b>			
26th - 30th	Half Term		
3rd	Handmade Market	£250	
31st	School Holiday Activity	£750	
<b>November 2015</b>			
5th	Bonfire at Queens Park		
8th	Remembrance Sunday		£1,250
11th	Armistice Day		£1,250
26th/28th	Christmas Switch On (date tbc)		£3,000
	Literary Festival (dates tbc)		£5,000
<b>December 2015</b>			
3rd	St Luke's Light Up a Life Ceremony	£250	
5th	Nativity Trail	£250	
6th	Festive Fun Run at Queens Park	£250	
12th	Christmas Activity	£250	
13th	Makers Market	£1,500	
18th	Schools Close		
19th	Christmas Activity	£250	
<b>January 2015</b>			
<b>February 2015</b>			
	Civic Awards	£1,000	
<b>March 2015</b>			
25th	Passion Play	£1,500	
26th	Easter Egg Hunt	£500	
<b>Total</b>		<b>£19,250</b>	<b>£23,000</b>

**\* Event sponsorship will be sought wherever possible**

Chairman's Initials.....

## Crewe Town Council

### Community and Environment Committee

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



#### Minutes of the meeting held on 3<sup>rd</sup> March 2015

- 14/5/01** Present  
Cllrs Brookfield, P Minshall, B Minshall and Walton.  
  
In attendance: Steve McQuade (Town Clerk), Hannah Marr (PA to the Council)
- 14/5/02** To receive apologies for absence  
Apologies were received from Cllr J Bratherton, C Bratherton, Carline, Cull and Martin.
- 14/5/03** To note declarations of Members' interests  
There were no declarations made.
- 14/5/04** To confirm and sign the minutes of the meeting held on 6<sup>th</sup> January 2014  
The minutes of the previous meeting were approved and signed as an accurate record.
- 14/5/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions asked.
- 14/5/06** To review the year to date financial position for the Committee  
Members noted the current financial position and **resolved** that the income from Town Centre bookings that had not been anticipated be treated as follows:  
  - 1) Up to **Xk** be spent in the current financial year to purchase a portable PA and sound system.
  - 2) That the balance be placed in an earmarked reserve to provide an events contingency fund.
- 14/5/07** To consider a presentation from Caroline O'Brien of CVS Cheshire East
- 14/5/08** To consider an update in relation to the illuminations and other matters related to Christmas 2015.  
Members considered an update from the Working Group and **resolved** that:  
  - 1) Following consultation the switch on event would be held on XXXX
  - 2) That XXX be allocated to a new lighting scheme on Nantwich Road
  - 3) The Clerk in consultation with the Chair of the Working Group be authorised to accept offers of sponsorship for Christmas 2015/8.
- 14/5/09** To consider an update in relation to the establishment of a Youth Council  
The Clerk updated members with regard to progress on the development of a Youth

Chairman's Initials.....

Council and confirmed an inaugural session would take place on 23<sup>rd</sup> March.

**14/5/10** To consider an update in relation to Town Centre events through to April 2016  
The PA to the Council updated members on the programme of events.

**14/5/11** To consider recommendations from the Grants Working Group in relation to grant applications submitted to the Council

- a) New Testament of God (£1000)
- b) Cheshire Buddies (£479)
- c) Ocean (£1000)
- d) 95 Squadron Air Cadets (£1795)
- e) NTCG (£1000)

Members **resolved** that:

- a) New Testament of God (£1000)
- b) Cheshire Buddies (£479)
- c) Ocean (£1000)
- d) 95 Squadron Air Cadets (£1795)
- e) NTCG (£1000)

**14/5/12** To note the date of the next meeting – No meeting planned prior to the May elections.

Chairman's Initials.....

# Crewe Town Council

## Strategy Steering Group

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



### Minutes of the meeting held on 14<sup>th</sup> July

- 14/1/01** Present  
Cllrs Rhodes, J Bratherton, Yates and Davison
- In attendance: Steve McQuade (Town Clerk)
- 14/1/02** To elect a Chair and Deputy Chair  
It was **resolved** that Cllr Yates and Cllr Davison be appointed to the positions.
- 14/1/03** To receive apologies for absence  
Apologies were received and accepted from Cllr Hickson.
- 14/1/04** To note the Terms of Reference  
Members noted the terms of reference. The Clerk was asked to confirm the status of the Group and confirmed that Council minute 13/5/12 formed a Strategy Steering Group, that it had the status of a Committee and that the title of the terms of reference would be correct to ensure the title was consistent.
- 14/1/05** To note declarations of Members' interests  
There were no declarations of interest made.
- 14/1/06** To approve the minutes of the meeting held on 12<sup>th</sup> May 2014  
The minutes of the previous meeting were approved and signed.
- 14/1/07** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised.
- 14/1/08** To consider matters related to the transfer of assets from Cheshire East Council  
The Town Clerk provided an update in relation to the lack of progress made in seeking the transfer of assets from Cheshire East.
- 14/1/09** To consider any matters related to procurement policy  
Members noted the matters raised at the Finance and Resources Committee meeting.
- 14/1/10** To consider guidance on the form and content of agendas and papers  
Members noted the discussion on this matter at Financial and Resources Committee meeting.
- 14/1/11** To consider the date of the next meeting (22<sup>nd</sup> September)

Chairman's Initials.....

Members noted the date of the next meeting.

**Meeting Closed: 19:28**

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Chairman's Initials.....



**Minutes of the meeting held on 22<sup>nd</sup> September 2014**

- 14/2/01** Present  
Cllrs Hickson, Yates, J Bratherton, Davison and Rhodes
- In attendance: Steve McQuade (Town Clerk)
- 14/2/02** To receive apologies for absence  
There were no apologies for absence.
- 14/2/03** To note declarations of Members' interests  
There were no declarations made.
- 14/2/04** To approve the minutes of the meeting held on 14<sup>th</sup> July 2014  
The minutes of the previous meeting were approved and signed as an accurate record.
- 14/2/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised.
- 14/2/06** To receive a presentation from John Weir in relation to the Crewe and Nantwich Credit Union  
Mr Weir described the activity of the Credit Union (Now known as Cheshire Neighbours) and its history. The local office is based in Delamere House. The organisation provides banking style services to those who may otherwise struggle to open an account. Users are supported in budget management to ensure routine household bills are met. The paramount aim is to keep customers out of debt.
- The Union offers a facility for providing loans to individuals at relatively low rates of interest.
- Mr Weir asked the Council to promote the services of the Union and to consider investing in the Credit Union.
- Members asked the Clerk to talk to Mr Weir with regard to possible treasury management options within a constraint of 15k and to identify how the Council can help promote the Credit Union.
- 14/2/07** To consider an approach to deliver Sunday markets at Christmas and into 2015/6  
Members asked that the Clerk confirm with the market provider that £1840 would be made available to support the marketing of an event in early December and that following the event a decision would be taken on the further events in 2015.

Chairman's Initials.....

**14/2/08** To consider matters related to the transfer of assets from Cheshire East Council  
Members noted that there had been no progress in relation to any of the assets as Cheshire East appear unwilling to transfer any asset at present. Members noted that the eleven Allotments had formally been registered in the name of the Town Council.

Members identified the Market transfer as the top priority.

**14/2/09** To consider matters related to town centre public toilet provision  
Cllr Hickson asked that the shared toilets scheme be reinvestigated with a view to launching the scheme in the Town Centre and Retail Park.

**14/2/10** To consider making recommendations to introduce a council payment/credit card and petty cash float.  
Members agreed to make a recommendation to Council that a payment/credit card be introduced. The Clerk was asked to identify if there was a possibility of using a Credit Union product to manage the small items of expenditure. The Clerk indicated that he would make arrangements to ensure employees used their own resources to the absolute minimum for minor purchases.

**14/2/11** To consider working with Community Payback to improve streetscene infrastructure in the Town Centre.  
Members asked that the Clerk continue the dialogue with a view to producing a detailed proposal for the work and to check that the relevant permissions would be granted.

**14/2/12** To consider upgrading the Council's email system to include the use of a virtual exchange server (£315) and to 'virtualise' the Council's Finance System (£300 installation and £92 per month thereafter).  
Members determined that the Clerk should proceed with these actions and issue the necessary orders.

**14/2/13** To consider making a recommendation to Council such that the Steering Groups Terms of Reference be amended such that the Council Leader is Chair of the Group and that the Group is authorised to take decisions on behalf of other committees where there is an urgent matter requiring a decision.  
Members determined that the above recommendation is made to Council.

**14/2/14** To consider and review the year to date Council expenditure and potential budgetary requirements for 2015/16.  
Members noted the present financial position and provided guidance to the Clerk on the preparation of the 2015/16 budget including three year projections for income and expenditure.

**14/2/15** To consider matters related to the immediate and strategic priorities (Cllr Yates)  
Cllr Yates introduced the item and members agreed that a review of priorities be conducted. Cllr Yates would organise the initial meeting.

**14/2/16** To consider the date of the next meeting (26<sup>th</sup> January)  
Members noted the date of the next meeting.

**Meeting closed: 20:54**

Chairman's Initials.....



### **Minutes of meeting held on 5<sup>th</sup> January 2015**

**14/3/01** Present  
Cllrs Davison, Hickson, Rhodes and Yates.

In attendance: Steve McQuade (Town Clerk)

**14/3/02** To receive apologies for absence  
Apologies were received and accepted from Cllr J Bratherton.

**14/3/03** To note declarations of Members' interests  
There were no declarations of interest.

**14/3/04** To approve the minutes of the meeting held on 22<sup>nd</sup> September 2014  
The minutes of the previous meeting were agreed and signed as an accurate record, subject to Cllr Davison's name being accurately recorded.

**14/3/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised.

**14/3/06** To consider making a recommendation to Council on the draft budget and level of the precept for 2015/16

Matters referred to the Group in relation the budget by Committees include:

- Provision for branding in the Town (reference to the replacement of redundant Crewe and Nantwich branding e.g. bins, planters and noticeboards)
- Provision for an increased Christmas budget
- Potential funding of voluntary organisations in the Town

Subject the changes below, members **resolved** that the budget be recommended to Council:

- a) Members requested that a reserve of 20k and 2k be created for Christmas Contingency and town centre improvement respectively.
- b) Members did not create any specific budget for voluntary organisations, but recognised that reserves were available to potentially address any serious matters that might occur.

**14/3/07** To consider matters related to the transfer of assets from Cheshire East Council  
Members noted the lack of any progress from Cheshire East in opening a dialogue on the transfer of the markets and toilets.  
Members noted that Cheshire East had agreed to meet members of the Town Council on

Chairman's Initials.....



15<sup>th</sup> January and that the transfer agenda would be part of those discussions. Members asked that the Clerk add to the list of topics to be discussed at that meeting matters related to management of Remembrance Sunday and Cheshire East improving their illuminations in Lyceum Square and on the market building.

**14/3/08** To consider the Council's risk register  
Members reviewed the register and agreed to submit it for Council consideration on 13<sup>th</sup> January. Prior to submission members asked the clerk to review and expand on a number of the identified risks.

**14/3/09** To consider the date of the next meeting (13<sup>th</sup> April 2015)  
Members noted that the meeting would fall in the window prior to the election and resolved to cancel the meeting. If urgent business needed to be discussed then a meeting could be called.

**Meeting Closed: 19:45**

Chairman's Initials.....



### **Minutes of meeting held on 2<sup>nd</sup> April 2015**

- 14/4/01** Present  
Cllrs Hickson, Rhodes and Yates.
- In attendance: Rob MacKenzie (Deputy Town Clerk)
- 14/4/02** To receive apologies for absence  
Apologies were received and accepted from Cllrs J Bratherton and Davison.
- 14/4/03** To note declarations of Members' interests  
There were no declarations of interest.
- 14/4/04** To approve the minutes of the meeting held on 5<sup>th</sup> January 2015  
The minutes of the previous meeting were agreed and signed as an accurate record.
- 14/4/05** Public Participation  
A period not exceeding 15 minutes for members of the public to ask questions or submit comments  
There were no questions raised.
- 14/4/06** To consider excluding members of the public and press from the meeting during the discussion of item 6 on this agenda because it concerns the terms of a proposal for a contract under negotiation.
- It was **resolved** to exclude members of the press and public for the following item.
- 14/4/07** To consider a proposal for specialist services in relation to the options for HS2 in Crewe (**previously circulated**).
- It was resolved to appoint JRC Ltd. to provide advice on HS2 station options for Crewe at a cost not to exceed £11,500 excluding VAT.

**Meeting Closed: 19:30**

Chairman's Initials.....

## Crewe Town Council Youth Council

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### Minutes of the meeting held on 23<sup>rd</sup> March

- 14/1/1** To confirm those present at the meeting.  
Steph, Archie, Olaf, Emily, Niamh, Trina, Adewunmi, George, Helena, Toni, Ashleigh and Harry.
- In attendance: Pam Minshall (Mayor of Crewe), Cllr Bailey, Cllr B Minshall<sup>1</sup> and Steve McQuade (Town Clerk)
- 14/1/2** To receive any apologies.  
There were no apologies received.
- 14/1/3** Welcome from the Town Mayor, Councillor Pam Minshall.  
Cllr Minshall welcomed everyone to the meeting and said what a proud moment it is for the Mayor to be involved at the first meeting of the Youth Council.
- 14/1/4** To elect a Chairman and Deputy Chairman for the Youth Council  
Members of the Youth Council elected Archie as Chair and Helena as Deputy Chairman.
- 14/1/5** Aspirations for the Youth Council (Cllr Damian Bailey) – The Youth Council is expected to 'shadow' the procedures used by the Town Council, but will generally have discretion to operate in a way that is agreed by its members.  
Cllr Bailey explained the reasons why the Town had decided to create a Youth Council and encouraged all the members of the new Council to play their part in making the new venture a success. Cllr Bailey stressed that the Youth Council had the full support of the Council who were committed to help improve the lives of those who have an interest in the town of Crewe. Young people were the future and were vital in helping to shape the future.
- Cllr Bailey confirmed that all members of the Youth Council were welcome to attend the Full Council and Committee meetings. The minutes of the Youth Council would also be presented to each Council meeting.
- 14/1/6** The Congleton Experience (Joseph Hearson)  
Joseph provided a resume of how the Congleton Youth Council managed its business. There were clear links into the full Council. There had been a focus on research and understanding of what young people in Congleton wished to achieve. Joseph stressed the importance of 'doing things rather than talking about doing things'.

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<sup>1</sup> From the workshop item.

Chairman's Initials.....

Cllr George Hayes talked enthusiastically about his role as a Town Councillor at Congleton and how he had made the progression from youth member to an elected member on the Council. He stressed the value that he had experienced in terms of developing life skills and how proud he had been to be the youngest Mayor in the country.

**14/1/7 Workshop:** Issues and experiences of growing up in Crewe (Town Clerk)  
The Town Clerk encouraged the Youth Council members to look at the new Community Plan<sup>2</sup>, particularly the section dealing with the priority of meeting the needs of young people. That part of the plan had been built on research and talks with young people to try to identify the needs and aspirations of young people.

The Youth Council split into three groups to discuss and feedback on what it was like to grow up in Crewe in 2015. Feedback included the following points:

- Depending where you lived in Crewe affected your outlook on Crewe.
- That Crewe does not sell itself well to visitors.
- A lack of respect for the town from young people in Crewe.
- The need for more facilities to help give other options apart from 'hanging around'.
- A need for more affordable leisure facilities e.g. cinema, swimming, bowling and gyms.
- More access to information about where young people can go.
- Improved nighttime security through enhanced street lighting, cameras etc.
- More opportunities to work with local authorities and other groups.

**14/1/8** Appointment of Clerk to the Youth Council – In the first instance the Town Clerk will act as Clerk, but the Council may if it wishes appoint a Youth Clerk and potentially pay an honorarium. This would afford an opportunity for a young person to gain experience in these areas and contribute to the building of a CV.  
Members asked that this item be placed on the next agenda.

**14/1/9** Financial Matters – The Youth Council has a budget that can be spent to the value of 5k in 2015/6.  
The Clerk confirmed that a budget of 5k had been made available for the Youth Council to spend in 2015/6.

**14/1/10** Next Steps – Members are invited to consider the following approach:  
a) To meet again after Annual Council in May.  
b) The Clerk and Chairman to agree an agenda for that meeting.  
c) The first 'proper' meeting to agree its work plan.

Members expressed a preference to meet monthly on a Monday evening at the middle of each month. The Clerk agreed to look at the diary, check room availability and book the meetings.

The Clerk and Chairman would agree an agenda for the next meeting and circulate it in advance. Members asked that considerations be given to items allowing discussion of:

- Street lighting

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<sup>2</sup> [http://www.crewetowncouncil.gov.uk/wp-content/uploads/2015/03/28821\\_CTC\\_VisionForCrewe\\_Master\\_Layout-proof2.pdf](http://www.crewetowncouncil.gov.uk/wp-content/uploads/2015/03/28821_CTC_VisionForCrewe_Master_Layout-proof2.pdf)

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- Sports facilities
- Appointment of a Youth Clerk
- Involvement with first aid
- Social activities for young people
- Creation of a list of venues hosting activities suitable for young people.
- Creation of a Youth Mayor
- Development of a science fair.

Members agreed that an electronic forum probably via Facebook be created to allow members of the Youth Council to interact.

**14/1/11** To agree the date of the next and if possible future meeting.

The date of the next meeting 27<sup>th</sup> April<sup>3</sup> at 6pm at the Town Council Offices.

**Meeting Closed: 19:27**

FINAL

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<sup>3</sup> The Clerk is away on the previous Monday.

Chairman's Initials.....

# Crewe Town Council



## Draft operational arrangements for a Crewe Youth Council

– FOR DECISION –

### Purpose

The purpose of this document is to set out how the proposed Youth Council will be established and operate.

**1 Link with the Town Council** – The Town Council will act as sponsor to the Youth Council and the Chair of the Youth Council along with another nominee will be invited to attend full council as a non-voting member. The Town Council will provide an initial budget of 5kpa to cover the running of the youth council and to allow the council to implement minor projects.

Monies will initially be retained within the Council's financial systems and managed under the existing Financial Regulations. The option to create an independent account will be considered once the Youth Council is established.

The Council will provide the necessary admin support and members will be asked to mentor members of the Youth Council.

**2 Purpose of the Youth Council** – The purpose of the Youth Council is primarily

- to act as a voice for young people in Crewe,
- provide a means for bodies to consult with young people and provide a conduit for young people to influence the Town.
- To promote and encourage activities, events and opportunities for the young people of Crewe
- to promote democratic principles to young people generally, and to assist the personal development of those participating.

**3 Membership** – Up to 20 places will be available on the Youth Council. Sixteen of these shall be set aside to cover up to three nominations from each of the 4 senior schools in Crewe and two each for South Cheshire College and Reaseheath College. The schools/college shall determine how they select and who they send to meetings. The remaining places shall be offered to other parties such as youth groups, underrepresented groups (such as homeless young people), or young residents educated outside Crewe. All members must live, work, or attend school or college within Crewe

No person over the age of 19 may be eligible to sit on the Youth Council. Representatives are expected to provide their own transport arrangements to and from meetings.

**4 Meetings** – The youth council will meet at least 6 times a year, and as often as the Youth Council deems necessary.. Meetings will normally be held at the Town Council offices

Chairman's Initials.....

DRAFT

Chairman's Initials.....

## Crewe Town Council Youth Council

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

[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### Minutes of the meeting held on 27<sup>th</sup> April 2015

- 14/2/1** To confirm those present at the meeting.  
Archie, Olaf, Emily, Niamh, Trina, Toni, Ashleigh and Chris.
- 14/2/2** To receive any apologies.  
There were no apologies received. However, it was noted that there had been considerable problems with email communications to the schools.
- Members were invited to contact the Town Clerk<sup>1</sup> with their individual email addresses in order that direct communications could be established. The Clerk has also set up a 'secret' group on Facebook to which Youth Members (only) will be admitted. There is now also a [YouthTC@crewetowncouncil.gov.uk](mailto:YouthTC@crewetowncouncil.gov.uk) address.
- 14/2/3** To consider the minutes of the previous meeting 23<sup>rd</sup> March 2015  
The minutes of the previous meeting were approved and signed by the Chairman as an accurate record.
- 14/2/4** To consider the appointment of a Clerk to the Youth Council  
Members agreed that a voluntary post of Youth Clerk should be advertised. Should no person come forward members would consider paying an honorarium.
- 14/2/5** To consider an update on the Community Plan (see pages 28 to 33 of the [Community Plan](#))  
Members agreed to appoint a number of representatives to the Steering Group at the next meeting.
- 14/2/6** To consider the Youth Council's priorities for the next twelve months. It is suggested that the Council adopt up to three projects to take forward. Members are asked to consider the action plan from the Community Plan and to consider the priorities identified at the first meeting of the Youth Council:
1. Development of a science fair
  2. Street lighting and night time safety – Archie, Emily, Niamh and Trina
  3. Involvement with first aid provision – Niamh and Emily Ashley and Toni
  4. Social activities for young people -
  5. Creation of a list of venues hosting activities suitable for young people – Olaf, Emily, Niamh and Ashley.

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<sup>1</sup> [steve.mcquade@crewetowncouncil.gov.uk](mailto:steve.mcquade@crewetowncouncil.gov.uk)

Chairman's Initials.....



6. Creation of a Youth Mayor

Members agreed to create working groups to develop projects in relation to items (2) and (3). Members also agreed to create a project amalgamating items (4) and (5). The named members were tasked with bring more detailed written proposals to the next meeting.

**14/2/7** To agree the date of the next and if possible future meeting – All meeting dates are now on the Town Council website (<http://www.crewetowncouncil.gov.uk/council-calendar/>). The next scheduled meeting is the 18<sup>th</sup> May.  
Members noted the dates of the next meeting.

All members of the Youth Council are invited to Annual Town Council on 19<sup>th</sup> May at Ruskin Community High School (6pm).

**Meeting closed: 19:10**

Chairman's Initials.....

## Crewe Town Council Youth Council

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[www.crewetowncouncil.gov.uk](http://www.crewetowncouncil.gov.uk)

Tel: 01270 756975



### Minutes of the meeting held on 18<sup>th</sup> May 2015

- 14/3/1** To confirm those present at the meeting.  
Archie, Olaf, Emily, Helena, Adewunmi, Harry, Toni and Ashleigh.
- In attendance: Steve McQuade (Town Clerk)
- 14/3/2** To receive any apologies.  
Apologies were received from Cllr Bailey and Niamh.
- 14/3/3** To consider the minutes of the previous meeting 27<sup>th</sup> April 2015  
The minutes of the previous meeting were approved and signed as an accurate record
- 14/3/4** To consider an update on the appointment of a Clerk to the Youth Council  
An article has appeared in the local press and the schools have been approached to circulate the information around the schools. Members were asked to talk to friends about the opportunity and it was agreed to review matters at the next meeting to see if any volunteers had come forward.
- 14/3/5** Update on street lighting and night time safety – Archie, Emily, Niamh and Trina  
Members identified four areas that were affected by a variety of issues and asked that the Clerk invite a police representative to the next meeting. The areas were:
1. Route from the town centre to the cinema and bowling facility
  2. The bridge under Flag Lane.
  3. The alleyway near Mount Pleasant
  4. An area of Underwood Lane close to the Park.

The main issues identified were the fear of groups of other young people and the prevalence of drug related activities.

- 14/3/6** Update on involvement with first aid provision – Niamh and Emily Ashley and Toni  
The Clerk reported that he had been in contact with the Red Cross and St John's Ambulance. Both organisations were due to come back with firm proposals.

The Clerk hoped both organisations could work together. Members were in favour of events that would involve the whole school such as via assemblies and also through potential training events at the schools or 'train the trainer' style activities.

- 14/3/7** Update on creation of a list of venues hosting activities suitable for young people/social

Chairman's Initials.....

activities for young people – Olaf, Emily, Niamh and Ashley

Members discussed the sources of information available and agreed to look at the ICE area on the Cheshire East website<sup>1</sup> to see if that is up to date and whether the information is relevant to young people.

The Council was not aware of any traditional style youth clubs operating in the town, but felt there is a need for such facilities. Members noted the other opportunities via youth groups such as the Scouts.

Members also indicated that they would wish to see increased opportunities for involvement with the Duke of Edinburgh Scheme. Members agreed to try to ask contacts in the schools who led on the Scheme to contact the Clerk.

**14/3/8** Any other business

1. The matter of a science fair was raised and Olaf, Helena and Delni agreed to work up ideas as to what this might involve.
2. There was also interest expressed in a Youth Mayor.
3. The Clerk invited all members of the Youth Council to the Annual Town Council and Mayor making to be held on the 19<sup>th</sup> at 7pm at Ruskin Community High School.

**14/3/9** To note the date of the next meeting (8<sup>th</sup> June)  
Members noted the date of the next meeting.

**Meeting Closed: 18:28**

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<sup>1</sup> <https://ice.cheshireeast.gov.uk/>  
Chairman's Initials.....