

Crewe Town Council

Minute Book

2016 – 17

Crewe Town Council

Town Council Meeting

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

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 10th May 2016

16/1/01 Present

Cllrs Bailey, Brookfield, Hickson, Houston, Johnson, Lundie, B Minshall, P Minshall, Jill Rhodes, John Rhodes, Roberts, Straine-Francis, Walton, D Yates and S Yates.

In attendance: Steve McQuade (Town Clerk), Rob Mackenzie (Deputy Town Clerk) and Hannah Marr (Community Engagement Officer and Simona Garner (Events Officer) Council)

16/1/02 To elect the Town Mayor and sign the acceptance of office

Cllr Jill Rhodes proposed and Cllr Straine-Francis seconded the nomination of Cllr Houston as Mayor.

Cllr Houston accepted the nomination, was unanimously elected as Mayor and signed the acceptance of office.

16/1/03 To elect the Deputy Town Mayor and sign the acceptance of office

Cllr Brookfield proposed and Cllr Roberts seconded the nomination of Cllr Diane Yates as Deputy Mayor.

Cllr Diane Yates accepted the nomination, was unanimously elected as Deputy Mayor and signed the acceptance of office.

16/1/04 To confirm and sign the minutes of the meeting held on 3rd May 2016

The Clerk reported that he had also received apologies from Cllr Chapman and that minutes had been amended accordingly. Members **resolved** to approve the minutes of the previous meeting.

16/1/05 To consider a resolution from the Leader of Council to vary the order of business from that set out in Standing Orders so as to enhance the civic procedures (revised order set out on this agenda)

Members **resolved** to vary the order of business to that set out on the remainder of the agenda.

16/1/06 To receive and consider apologies for absence and to grant Cllr Hogben dispensation for extended leave of absence for six months from June 1st.

Apologies were received and accepted from Cllrs Beard, Chapman, Hogben and Russan. Members **resolved** to authorise extended leave of absence for Cllr Hogben.

Chairman's Initials.....

16/1/07 To note declarations of Members' interests
Cllr P Minshall declared a personal interest in an item on the payments schedule and Cllr B Minshall declared a pecuniary interest in an item on the payments schedule.

16/1/08 Cllr Hickson to propose a vote of thanks and to present a past Mayor's Medal to the outgoing Mayor. Cllr Straine-Francis to reply.
Cllr Hickson thanked Cllr Straine-Francis on behalf of the Council as a whole for all the work done during his year in office. Cllr Hickson highlighted the way in which Cllr Straine-Francis had undertaken the role with a great sense of fun including marching with the British Legion and even playing the bongo drums at one point.

Cllr Hickson also congratulated the former Mayor on raising of £1.6k in support of his two charities (Hope House and St Luke's Hospice).

Cllr Straine-Francis replied stating how he had enjoyed his year in office had great fun meeting so many people who had shown him great hospitality and kindness. Cllr Straine-Francis took great pride in having raised funds for his charities and thanked his Deputy, fellow councillors, Officers, his family and the wider community for all the support he had received over the year.

16/1/09 To receive an address from the Town Mayor
Cllr Houston first thanked Cllr Straine-Francis for his support over the past twelve months and looked forward to working with Cllr Diane Yates over the next twelve months. Cllr Houston also thanked her consort and looked forward to a busy year.

Cllr Houston confirmed her choice of charities as Cancer Research (Crewe and Nantwich) and Crewe Alex Ladies Football.

16/1/10 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.

16/1/11 To consider a resolution from the Leader or Deputy Leader to approve subsequent agenda items as set out on the agenda and to request that the Mayor close the meeting.
Members **resolved** to approve subsequent items without debate and to close the meeting.

16/1/12 To note the minutes (**attached**) of Committee meetings held since Council in March:

- Youth Council – 21st March (Final) and 18th April (Draft)
- Planning Committee – 12th April (Draft)
- Strategic Steering Group – None
- Finance and Resources – 19th April (Draft)
- Economic Development - None
- Community and Environment – 29th March (Draft)

Members noted the minutes of the Committee meetings as presented.

16/1/13 To consider and approve delegations to officers and members¹
Members reviewed and confirmed the Scheme of Delegation.

¹ Available at <http://www.crewetowncouncil.gov.uk/wp-content/uploads/2015/02/8-Scheme-of-Delegation-to-Officers-and-Proper-Officer-Provisions-Current.pdf>

Chairman's Initials.....

- 16/1/14** To consider and approve the terms of reference of Committees
Members approved the revised terms of reference without amendment to those circulated prior to the meeting.
- 16/1/15** To consider the approval of Committee structures and nominations to new and existing Committees.
Members resolved to accept the nominations as set out in the schedule to these minutes.
- 16/1/16** To consider, review and approve Standing Orders and Financial Regulations²
Members considered and approved Standing Orders and Financial Regulations.
- 16/1/17** To consider matters related to arrangements with and contributions to other authorities³
Members agreed to make no changes in relation to these matters.
- 16/1/18** To consider and approve representations on outside bodies:
1. The Local Area Partnership or equivalent (up to 2 members)
 2. Cheshire Association of Local Councils (2 members)
 3. Crewe Town Allotment Federation (2 members)
 4. Crewe Pledge (Chair of Economic Development Committee, plus one other member).
 5. Community Plan Steering Group and sub groups.

Members approved the representations on outside bodies in line with the schedule to these minutes.

- 16/1/19** To confirm the Council's adoption of the Councillor Code of Conduct⁴
Council confirmed its adoption of the Code of Conduct.
- 16/1/20** To consider and adopt the General Power of Competence and confirm that the Council meets the relevant criteria to do so.
Members confirmed the Council met the criteria and confirmed the previous resolution to adopt the General Power of Competence.
- 16/1/21** To review, consider and approve matters related to:
1. The inventories of land, assets and office equipment (copies available from the Clerk prior to the meeting)
 2. Provision of Insurance cover (copies of current schedule available from the Clerk prior to the meeting).
 3. Officer and Member membership of other bodies – Town Clerk and Deputy Town Clerk's Membership of the SLCC
 4. Affiliation to Cheshire Association of Local Councils (previously agreed)

Members noted and approved the matters as set out above.

- 16/1/22** To approve current procedures relating to:
1. Complaints procedures
 2. Freedom of Information and Data Protection
 3. Media relations

² Available at <http://www.crewetowncouncil.gov.uk/policies/>

³ There are no matters to be determined.

⁴ Available at http://www.cheshireeast.gov.uk/council_and_democracy/your_council/councillor_conduct.aspx

Chairman's Initials.....

Members approved the current procedures listed above.

- 16/1/23** To consider and approve the dates of Council meetings as set out on the Council's website⁵.
The dates of future meetings were approved.
- 16/1/24** To confirm the names of bank signatories as the chairs of the five committees (once confirmed) and the Mayor⁶.
Members confirmed the bank signatories as set out above.
- 16/1/25** To consider, approve and authorise signing of the annual governance statement 2015/16
Members approved and authorised the signing of the governance statement.
- 16/1/26** To consider, approve and accept the accounting statement for 2015/16
Members approved the accounting statement.
- 16/1/27** To consider the report from the internal auditor and confirm the policy responses to the recommendations made.
Members noted the report from the internal auditor and approved the responses for implementation.
- 16/1/28** To consider and approve payments since the previous meeting as set out in the schedules⁷.
Members approved the payment schedules appended to these minutes.
- 16/1/29** To approve the content of the Annual Report for publication.
Members approved the content of the report for publication.
- 16/1/30** To consider the Council's risk register.
Members noted and approved the Council's risk register.
- 16/1/31** To note the date of the next meeting – 14th June 2016
Members noted the date of the next meeting.

Meeting Closed: 19:35

⁵ Available at <http://www.crewetowncouncil.gov.uk/council-calendar/>

⁶ Existing signatories to remain authorised until committees appoint their Chairs.

⁷ Note: Four schedules are presented for the period to and from the financial year end (1st April). This covers the Council's current account and payment card.

Chairman's Initials.....

At : 13:29

Current Bank A/c

List of Payments made between 14/03/2016 and 31/03/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|-------------------------------|
| 14/03/2016 | R Mackenzie | BT840 | 192.11 | TC | Reimburse |
| 14/03/2016 | Brighter Bills Limited | BT841 | 318.58 | TC | Enabling at Chantry |
| 14/03/2016 | Wishing Well | BT842 | 282.50 | TC | C&E and Com Plan meetings |
| 14/03/2016 | Co-op Bank | BT843 | 37.00 | TC | Bank system Feb |
| 14/03/2016 | Society of Local Council Clerk | BT844 | 150.00 | TC | HM Finance training |
| 14/03/2016 | WILD RUMPUS | BT845 | 1,200.00 | TC | Town Centre (Mar, Apr, May) |
| 14/03/2016 | S McQuade | BT846 | 42.78 | TC | Reimbursement |
| 16/03/2016 | Element Hosting | BT847 | 426.80 | TC | Community Plan Website |
| 16/03/2016 | Bumblebee Digital Ltd | BT848 | 330.00 | TC | Childrens activity leaflets |
| 16/03/2016 | Southern Electric | BT849 | 44.88 | TC | Elec (2/2/16 - 7/3/16) |
| 16/03/2016 | Sharples Group | BT850 | 85.38 | TC | Copier March |
| 17/03/2016 | ANtics (AKA Grommet) | BT851 | 150.00 | TC | Performace 4/2/16 (Library) |
| 21/03/2016 | Cllr Houston | BT852 | 92.00 | TC | Reclaim |
| 21/03/2016 | H Marr | BT853 | 154.97 | TC | Reclaim |
| 21/03/2016 | S Gamero | BT854 | 104.52 | TC | Reclaim |
| 21/03/2016 | OML | BT855 | 318.46 | TC | March Pen |
| 21/03/2016 | EE Phones | BT856 | 56.72 | TC | Mobiles to 16 March |
| 24/03/2016 | Middlewich TC (Mayor) | BT857 | 50.00 | TC | 2 x Ball Tickets |
| 24/03/2016 | Yes2Solutions | BT858 | 30.20 | TC | Print Cartridge (Cllr Russan) |
| 24/03/2016 | South Cheshire Chamber | BT859 | 8,000.00 | TC | Support for Crewe Pledge |
| 31/03/2016 | S Gamero | BT860 | 15.75 | Claim | Reimbursements |
| 31/03/2016 | Barnies Community Hub | BT861 | 530.00 | C&E 29-3-31 | Grant |
| 31/03/2016 | Crewe Arabic Centre | BT862 | 1,000.00 | C&E - 29-3-16 | Grant |
| 31/03/2016 | Crewe Trolley Angels | BT863 | 238.00 | C&E - 29-3-16 | Grant |
| 31/03/2016 | Marketing Cheshire | BT864 | 1,920.00 | TC | Destination Crewe |
| 31/03/2016 | DELMAR PRESS | BT865 | 293.00 | TC | Passion Play Progs |
| 31/03/2016 | Yes2Solutions | BT866 | 77.97 | TC | Paper |
| 31/03/2016 | Design Office | BT867 | 145.40 | TC | Civic Award |
| Total Payments | | | <u>16,287.02</u> | | |

At : 13:31

CU Payment Card

List of Payments made between 10/03/2016 and 31/03/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------|-------------------|--------------------|-----------------------|---------------------------|
| 24/03/2016 | Domesticco | CU41(2) | 1.25 | TC | Postage |
| Total Payments | | | <u>1.25</u> | | |

Chairman's Initials.....

At : 16:18

Current Bank A/c

List of Payments made between 01/04/2016 and 01/05/2016

| Date Paid | Payee Name | Cheque Ref | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|--------------------------------|------------|-------------|----------------|------------------------------|
| 05/04/2016 | Winsford TC | BT868 | 70.00 | TC | 2 x Ball Tickets |
| 12/04/2016 | Zurich Insurance | BT869 | 2,442.70 | TC | 2016-17 Premium |
| 12/04/2016 | Cheshire East Council | BT870 | 6,088.25 | TC | 2016-17 Business rates |
| 12/04/2016 | Cheshire Association of Local | BT871 | 1,429.31 | TC | ChALC subs 2016-7 |
| 12/04/2016 | Constructionlinx | BT872 | 3,476.40 | TC | Chantry Works |
| 12/04/2016 | C and N Twinning Ass | BT873 | 40.00 | TC | CANTA Membership |
| 12/04/2016 | Kirsty Rollings | BT879 | 45.00 | TC | Comm Plan Video |
| 12/04/2016 | Cartridge Cosmos | BT880 | 25.50 | TC | Cartridges (Cllr Beard) |
| 12/04/2016 | Microshade Business Consultant | BT881 | 235.08 | TC | FMS Hosting Fees |
| 12/04/2016 | Co-op Bank | BT882 | 41.60 | TC | Bank Charges |
| 13/04/2016 | South Cheshire Chamber | BT883 | 150.00 | TC | Conf/Awards Event |
| 13/04/2016 | Cars R Us Taxis | BT884 | 91.20 | TC | Taxi Fares |
| 13/04/2016 | Brighter Bills Limited | BT885 | 124.46 | TC | April Phone cost |
| 14/04/2016 | Sharpley Group | BT886 | 131.15 | TC | Office printer usage |
| 14/04/2016 | Mums in the Know | BT887 | 720.00 | TC | Promotional articles |
| 15/04/2016 | Bumblebee Digital Ltd | BT888 | 297.60 | TC | Des and Print 5000, boards |
| 18/04/2016 | April Payroll | BT89-94 | 10,577.56 | TC | April Payroll |
| 18/04/2016 | EARDLEYS REMOVALS AND | BT895 | 518.40 | TC | Storage (chairs only) |
| 18/04/2016 | Know and Do Ltd | BT896 | 480.00 | TC | Health and wellbeing 12/4/16 |
| 19/04/2016 | John Greenall and Co | BT897 | 492.00 | TC | Payroll 15/16 |
| 19/04/2016 | YMCA Crewe | BT898 | 240.00 | TC | Event Lunch and Coffee |
| 20/04/2016 | OML Pension | BT899 | 318.46 | TC | Pension |
| 22/04/2016 | Sharpley Group | BT900 | 7.20 | TC | Delivery toner drum |
| 25/04/2016 | Bumblebee Digital Ltd | BT901 | 84.00 | TC | Designs (Queen/Mayor making) |
| 25/04/2016 | Know and Do Ltd | BT902 | 480.00 | TC | Workshop (Young) 19/4/16 |
| 25/04/2016 | JDH Business Services Ltd | BT903 | 992.40 | TC | Internal audit 15/6 |
| 27/04/2016 | David Smith Events | BT904 | 5,000.00 | TC | S'Punk (2 of 3) |
| 27/04/2016 | Kirsty Rollings | BT905 | 180.00 | TC | Photography x 3 |
| 27/04/2016 | Element Hosting | BT878C | -426.80 | TC | Reimburse duplicate payment |
| 28/04/2016 | CU Payment Card | TFR1 | 600.00 | | Top up Card |
| 01/05/2016 | PEAC (UK) Limited | BT874 | 239.29 | TC | Copier Rent (May - July) |
| 01/05/2016 | Christian Concern | BT875 | 1,218.00 | TC | Room Hire charge |
| 01/05/2016 | Society of Local Council Clerk | BT876 | 284.00 | TC | SLCC (SMCQ) |
| 01/05/2016 | Bumblebee Digital Ltd | BT877 | 954.00 | TC | Web development |
| 01/05/2016 | Element Hosting | BT878 | 426.80 | TC | Community Plan Website |
| 01/05/2016 | DSP Interiors | BT906 | 3,547.20 | TC | Chantry Furniture |
| Total Payments | | | 41,620.76 | | |

Chairman's Initials.....

At : 16:19

CU Payment Card

List of Payments made between 01/04/2016 and 01/05/2016

| Date Paid | Payee Name | Cheque Ref | Amount Paid | Authorized Ref | Transaction Detail |
|----------------|----------------|------------|-------------|----------------|-------------------------|
| 05/04/2016 | Argos | CU42 | 15.99 | TC | Wireless Mouse |
| 21/04/2016 | Cufflink Store | CU43 | 63.22 | TC | Civic Gifts |
| 21/04/2016 | Argos | CU44 | 19.99 | TC | Helium |
| 21/04/2016 | Wilko | CU45 | 3.70 | TC | Biscuits |
| 21/04/2016 | Clintons | CU46 | 14.95 | TC | Paper/Card |
| 26/04/2016 | Home Bargains | CU47 | 54.75 | TC | Various (Chantry Court) |
| 26/04/2016 | Pondstretcher | CU48 | 42.69 | TC | Various (Chantry) |
| 27/04/2016 | Vodafone | CU49 | 10.00 | TC | Top up hotspot |
| Total Payments | | | 225.29 | | |

Schedule: Appointments to Committees and outside bodies

Crewe Town Council

Council, Committee and Outside Bodies Membership (2016/17¹)

| Council | Planning (8) | Finance and Resources (8) | Community and Environment (10) | Economic Development (9) | Working Groups |
|--|---|---|---|--|---|
| Cllr Appilat Cllr Bailey Cllr Beard Cllr Brookfield Cllr Chapman Cllr Hickson Cllr Hogben Cllr Houston Cllr Johnson Cllr Lundie Cllr B Minshall (Dep Leader) Cllr P Minshall Cllr Jill Rhodes Cllr John Rhodes Cllr Roberts Cllr Russan Cllr Straine-Francis Cllr Walton Cllr D Yates Cllr S Yates (Leader) | Cllr Appilat Cllr Bailey Cllr Beard Cllr Houston Cllr John Rhodes Cllr Brookfield Cllr Russan Cllr Straine-Francis | Cllr Beard Cllr Lundie Cllr P Minshall Cllr Jill Rhodes Cllr Russan Cllr Roberts Cllr D Yates Cllr S Yates | Cllr Appilat Cllr Brookfield Cllr Chapman Cllr Hogben Cllr Houston Cllr B Minshall Cllr P Minshall Cllr Jill Rhodes Cllr Straine-Francis Cllr Walton | Cllr Bailey Cllr Beard Cllr Hickson Cllr Johnson Cllr B Minshall Cllr John Rhodes Cllr Roberts Cllr D Yates Cllr S Yates | WW1 Cllr Hogben Cllr Lundie Cllr P Minshall Community Plan Cllr Bailey Cllr Chapman Cllr Hogben Cllr B Minshall (Chair) Cllr P Minshall Cllr Roberts Cllr S Yates Christmas Events Cllr Beard Cllr Brookfield Cllr Chapman Cllr P Minshall Cllr Jill Rhodes Cllr Russan Cllr Walton |

The Council has also established a Strategic Steering Group comprised of the Leader of the Council, the Committee Chairs and Chair of the Community Plan Group.

¹ Version approved Council 10/5/16

Outside Bodies

1. The Local Area Partnership or equivalent (Cllr Jill Rhodes plus 1 member to be confirmed at Finance and Resources Committee)
2. Cheshire Association of Local Councils (2 members to be confirmed at Finance and Resources Committee)
3. Crewe Town Allotment Federation (Cllrs Brookfield and Beard)
4. Youth Employment Partnership (Chair of Economic Development Committee, plus 1 other member to be nominated at Economic Development).
5. Community Plan Steering Group and sub-groups (To be determined and confirmed by the Community Plan Working Group)

Chairman's Initials.....

Crewe Town Council Town Council Meeting

1 Chantry Court
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 14th June 2016

15/2/01 Present

Cllrs Beard, Brookfield, Chapman, Hickson, Hogben, Houston, Johnson, Lundie, B Minshall, P Minshall, Jill Rhodes, John Rhodes, Roberts, Russan, Straine-Francis and Walton.

In attendance: Steve McQuade (Town Clerk)

15/2/02

To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Appilat, Bailey, D Yates and S Yates.

15/2/03

To note declarations of Members' interests
There were no declarations made.

15/2/04

To confirm and sign the minutes of the meeting held on 10th May 2016¹
The minutes of the previous meeting were agreed and signed as an accurate record.

15/2/05

Public Participation

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

Mr Jackson thanked the Town Council for the support given in helping achieve a cleaner environment. Mr Jackson also thanked the Council for their role in improving the West Street Memorial.

Mrs Murphy raised a concern over the problems caused by HMO's and asked what the Council's policy is on such matters. The Mayor explained the role of the Town Council in such matters. Regulation of HMO's is a matter for Cheshire East in the first instance, but the Community Plan does seek to influence these matters.

Mrs Kelly spoke on the issue of Surestart centres in Cheshire East and called on the Town Council to protect the children's centres in Crewe. Cllr Brookfield highlighted the need to oppose any potential diminution of services in Crewe given the clear need for such services.

¹ Note: The papers for the meeting and as a consequence the minutes should have stated that Cllr John Rhodes was appointed lead member on allotments.

Chairman's Initials.....

Mrs Emery expressed support for the children's centres in Crewe and Nantwich and highlighted their importance to the community.

It was agreed that the Community and Environment Committee would discuss the issues raised in relation to the children's centres at their next meeting and come forward with proposals for Council.

- 15/2/06** To receive a report from the Town Mayor in relation to civic engagements attended.
- The Mayor provided an update on events attended since the previous Council, highlighting the Cheshire East Mayor Making Ceremony at Cheshire East, events at the Lyceum, South Cheshire College, Hungerford School, Adelaide School, Crewe Alex, new businesses in Crewe, the opening of the Lifestyle Centre and attendance at a charity football match.

- 15/2/07** To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:
- 1) Community and Environment Committee (Cllr P Minshall) – Draft minutes of the meeting held on 19th May. Items for Council consideration:
 - a) to consider the establishment of a Community Plan Committee (see agenda note) and appoint members to that Committee.
 - b) to enter into a friendship agreement with Bischofsheim in Germany and Dzierżoniów in Poland and delegate such matters to the Committee.

Members **resolved** to create a Community Plan Committee and adopt the terms of reference presented. The following members were appointed to the Committee: Cllrs B Minshall, P Minshall, Roberts, Jill Rhodes, Simon Yates and the Mayor and Deputy Mayor each in an ex officio capacity.

Members **resolved** to delegate the creation of friendship agreements and delivery of the associated activities to the Committee.

- 2) Planning Committee (Cllr John Rhodes) – Draft minutes of the meetings held on 24th May. There were no items for Council consideration.

Members noted the minutes.

- 3) Economic Development (Cllr K Hickson) – To consider the draft minutes of the meeting held on 9th June.

Members received an update from Cllr Hickson and **resolved** to adopt the general principles as set out at appendix 1 to these minutes.

- 4) Finance and Resources (Cllr Russan) – Draft minutes of the meeting held on 17th May. Items for Council consideration as follows:
 - i) To note the ongoing legal matters related to

Chairman's Initials.....

- allotments in Crewe.
- ii) To note the progress being made in relation to markets transfer.

Members noted the current situation in relation to both items. Cllr Brookfield asked that all communications regarding allotments in particular are shared with all members.

- 5) Strategic Steering Group (Cllr S Yates) – Draft minutes of the meeting held on 7th June. There were no items for Council consideration.

Members noted the minutes.

- 6) Youth Council (Cllr B Minshall) – Verbal update on the meeting held on 13th June.

Members noted the verbal update.

- 15/2/08** To consider urgent grant applications (Cllr P Minshall): None
There were no urgent applications.
- 15/2/09** To consider an update in relation to the Community Plan (Cllr B Minshall).
Cllr B Minshall updated members in relation to the Community Plan and the delivery of the associated work plan. Cllr Brookfield asked for updates on any events associated with the Community Plan to be circulated to allow them to go into member diaries.
- 15/2/10** To note any updates from members having attended external meetings.
- Cllrs John Rhodes reported on the work of the Crewe Flytipping and Grotspots Facebook Group following his attendance at their latest meeting.
 - Cllr P Minshall reported on a meeting of the twinning association.
- 15/2/11** To note, consider and approve payments since the previous meeting as set out in the schedule below.
Members **resolved** to approve the schedules.
- 15/2/12** To note and consider the year to date financial summary.
Members noted and considered the financial information.
- 15/2/13** Member questions to the Town Clerk/Responsible Financial Officer.
There were no questions raised.
- 15/2/14** To consider an item raised by Cllr Roberts in relation to the levels of rough sleeping and homelessness in Crewe.
Cllr Roberts expressed his concern over the levels of rough day time and night time sleeping in Crewe.

Members asked that the Community Plan Committee look into the issues raised.

Chairman's Initials.....

15/2/15 To note the date of the next meeting – 13th September 2016.
Members noted the date of the next meeting.

Meeting Closed: 20:26

Appendix 1: Master Plan Principles (see minute 15/2/07 (3))

- 1) Vision. A clear vision of what we want Crewe to be like in 20, 30 or 50 years' time which is shared by all stakeholders, including existing residents and businesses, is critical to the successful preparation and implementation of any plan. The Town Council might propose something along the following lines for discussion:

Crewe will be a growing and sustainable town which is attractive to visitors and investors and offers a wide range of employment, leisure, cultural, housing and educational facilities to meet the needs of all its residents.

- 2) Embracing the whole town. For a plan to be sustainable, it is essential to consider the whole area of the town. Simply looking at sites for future housing, employment and shopping, together with roads and transport networks will not effect lasting change. It is vital that we avoid creating a ring of new housing and employment development around the town whilst leaving the older housing and industrial areas untouched. Such a "doughnut" approach would damage community cohesion, and fail to create a town and community that people will want to live and work in.
- 3) Social, environmental and economic factors. An HS2 hub station can provide the stimulus for significant growth in employment, population, and prosperity. But to capitalise on that opportunity, we need to make Crewe an attractive town which offers a full range of leisure, cultural, retail, employment, education and housing opportunities. This requires significant progress from where we are now. At the moment there are areas of the town which are characterised by low incomes, private rented property not all of which is well maintained, litter, dumping and a generally poor environment. Making Crewe attractive as a place to live and work means addressing these problems, not least by enabling residents to improve their incomes through education, training and employment. A master plan which is purely physical in nature is unlikely to achieve the changes required. The benefits of HS2 must be experienced first and foremost by existing residents if we are to achieve the growth potential of the town.
- 4) Putting the local community at the heart of planning. There is a legacy of planning being done to Crewe rather than being done with and by Crewe. Past masterplans have come and gone with little impact. They have been accompanied by varying degrees of consultation, but little engagement or empowerment. This latest attempt should harness the knowledge and experience of the local community in its planning and implementation.

Chairman's Initials.....

At : 11:48

Current Bank A/c

List of Payments made between 02/05/2016 and 07/06/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|------------------------------|
| 03/05/2016 | Rialtas Business Solutions Ltd | BT907 | 457.26 | TC | Accounts Closure 15/16 |
| 03/05/2016 | Nicholas Hancox Solicitors | BT908 | 3,559.20 | TC | Legal Fees |
| 05/05/2016 | Bare Bones Marketing Co | BT909 | 2,580.00 | TC | Support for July Festival |
| 05/05/2016 | Christian Concern | BT910 | 1,184.40 | TC | Room Hire (April) |
| 05/05/2016 | Payroll | BT910-916 | 10,577.56 | TC | May Payroll |
| 06/05/2016 | Viking Supplies | BT917 | 82.44 | TC | Charger, notebooks and batts |
| 12/05/2016 | Hocknell's Florist | BT918 | 30.00 | TC | Flowers Mayor Making |
| 12/05/2016 | GL Tech Limited | BT919 | 24.00 | TC | Laptop Repair |
| 12/05/2016 | PWLB | BT920 | 8,201.75 | TC | Loan installment |
| 12/05/2016 | EARDLEYS REMOVALS AND | BT921 | 38.40 | TC | Storage May |
| 12/05/2016 | Erin Piazza | BT922 | 110.00 | TC | Deposit for workshop |
| 12/05/2016 | Brighter Bills Limited | BT923 | 143.03 | TC | April Phone costs |
| 16/05/2016 | Cartridge Cosmos | BT924 | 31.00 | TC | Cllr B Minshall (Cartridges) |
| 17/05/2016 | Kirsty Rollings | BT925 | 50.00 | TC | mayor making photos |
| 17/05/2016 | Sharples Group | BT926 | 92.81 | TC | Copier cost to 16/5/16 |
| 17/05/2016 | The Leaflet Team | BT927 | 1,750.00 | TC | Annual report distribution |
| 17/05/2016 | St Luke's Hospice | BT928 | 830.50 | TC | Mayor's Donation |
| 17/05/2016 | Hope House | BT929 | 830.50 | TC | Mayor's Donation |
| 17/05/2016 | Cllr Straine-Francis | BT930 | 66.15 | TC | Mileage Claim |
| 17/05/2016 | Cars R Us Taxis | BT931 | 57.60 | TC | Mayor's Taxi charges |
| 17/05/2016 | Ruskin Sports College | BT932 | 137.00 | TC | Hire Ruskin (Annual Council) |
| 17/05/2016 | Cheshire Academy of Integrated | BT933 | 391.50 | TC | Hire Queens Birthday |
| 17/05/2016 | Coop Bank | BT936 | 38.60 | TC | Payments system |
| 18/05/2016 | Nicola Cooper Digital Photogra | BT934 | 60.00 | TC | Pictures Mayor making |
| 18/05/2016 | Bumblebee Digital Ltd | BT935 | 1,336.00 | TC | Annual report production |
| 20/05/2016 | OML | BT946 | 318.46 | TC | May Pen |
| 24/05/2016 | David Smith Events | BT937 | 5,000.00 | TC | Steampunk (3 of 3) |
| 24/05/2016 | Cheshire Academy of Integrated | BT938 | 30.00 | TC | Jutland talk (21 May) |
| 24/05/2016 | Bumblebee Digital Ltd | BT939 | 851.00 | TC | Annual Report (2 of 2) |
| 24/05/2016 | EE Phones | BT940 | 115.18 | TC | Mobiles (Apr) |
| 24/05/2016 | S Gamero | BT941 | 116.27 | TC | Reimbursement |
| 25/05/2016 | Rhino Safety | BT942 | 1,200.00 | TC | Chantry H&S Work |
| 25/05/2016 | Richard Moss Solicitors | BT943 | 948.00 | TC | Legal fees |
| 25/05/2016 | Spurcroft Civic | BT944 | 545.69 | TC | Civic Plaques |
| 31/05/2016 | Irving Design and Print | BT945 | 925.00 | TC | 10000 Leaflets (Traction) |
| 01/06/2016 | Nicholas Hancox Solicitors | BT947 | 525.60 | TC | Legal Fees (Allotments) |
| 01/06/2016 | Sharples Group | BT948 | 240.00 | TC | Relocate Printer |
| 01/06/2016 | DSP Interiors | BT949 | 499.20 | TC | Desks for office |
| 02/06/2016 | Fifield Glyn | BT950 | 211.48 | TC | Service Charge (to end Sept) |
| 06/06/2016 | June Payroll | 11091.76 | 11,091.76 | TC | June Payroll |
| 06/06/2016 | Christian Concern | BT958 | 392.40 | TC | Room hire (May) |
| Total Payments | | | 55,669.74 | | |

Chairman's Initials.....

At : 11:50

CU Payment Card

List of Payments made between 03/05/2016 and 07/06/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------|-------------------|--------------------|-----------------------|---------------------------|
| 03/05/2016 | Argos | CU50 | 429.00 | TC | Laptop |
| 03/05/2016 | Credit Union | CU55 | 0.50 | TC | Load charge |
| 04/05/2016 | Amazon | CU51 | 32.11 | TC | AV Adapter |
| 04/05/2016 | Amazon | CU52 | 29.89 | TC | Keyboard |
| 10/05/2016 | Tesco | CU53 | 3.00 | TC | Mayor making Refreshments |
| 18/05/2016 | Virgin Trains | CU54 | 14.35 | TC | Return to Manchester (SG) |
| 19/05/2016 | Paragon | CU56 | 7.19 | TC | Hosting |
| Total Payments | | | <u>516.04</u> | | |

Chairman's Initials.....

Crewe Town Council Town Council Meeting

1 Chantry Court
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 13th September 2016

- 16/3/01** Present
Cllrs Appilat, Bailey, B Minshall, P Minshall, Hogben, Houston, Jill Rhodes, John Rhodes, Roberts, Walton, D Yates and S Yates.
- In attendance: Steve McQuade (Town Clerk)
- 16/3/02** To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Beard, Brookfield, Chapman, Hickson, Johnson, Lundie and Russan.
- To consider granting Cllr Russan sixth months leave of absence.
Members **resolved** to grant Cllr Russan leave of absence.
- 16/3/03** To note declarations of Members' interests
Cllr P Minshall declared a personal interest in an item on the payments schedule and Cllr B Minshall declared a pecuniary interest in an item on the payments schedule.
- 16/3/04** To confirm and sign the minutes of the meeting held on 14th June 2016
The minutes of the previous meeting were agreed and signed as an accurate record.
- 16/3/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Mr Bob Jackson raised two questions, one relating to assaults in his neighbourhood and a second relating to the Cheshire East action plan to combat fly-tipping in Crewe.
- Cllr D Yates replied in relation the public safety matters and offered to intercede with the Police on behalf of Mr Jackson. Cllr John Rhodes also updated Mr Jackson in relation to some of the local circumstances around the incidents reported. Mr Jackson was also advised to consider attending a police beat meeting in his area to raise his concerns.
- Cllr Roberts reported on the outcome of the meeting earlier in the day at Cheshire East Cabinet. The meeting set out an approach to resolving fly-tipping issues in Crewe and especially how the new enforcement resource is to be deployed.
- 16/3/06** To receive a report from the Town Mayor in relation to civic engagements attended.
The Mayor updated members with regard to recent events attended, highlighting engagements at a number of local schools, a craft day in Crewe, an awards evening, a

Chairman's Initials.....

Civic Service (Congleton), the Samaritans AGM, a performance at the Lyceum (Cheshire East Youth Theatre), Traction Crewe, a Prince's Trust event at the Fire Station, the 30th anniversary of the Market Centre, a Cat Radio event, opening of the Family History Unit at the Municipal Building, a meeting with agricultural students from Macon, Chamber of Commerce event, Nantwich Show, the Family Fit and Fun Day at Queens Park, Cumberland Arena for the first Crewe Alex Ladies Football fixture of the season, the Tour of Britain event and induction into the Rotary.

Cllr D Yates updated members on duties performed as Deputy Mayor including Armed Forces Day, an event at Reaseheath, an event at Leighton Academy, two civic ceremonies and community events at the table tennis club and the Seahorses awards.

16/03/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- 1) Community and Environment Committee (Cllr P Minshall) – Minutes of the meetings held on 16th June and 21st July (Draft). Items for Council consideration: None.

Members noted the minutes.

- 2) Economic Development (Cllr K Hickson) – Minutes of the meetings held on 9th June, 23rd August and 8th September. Items for Council consideration: None

Members noted the minutes.

- 3) Planning Committee (Cllr John Rhodes) – Minutes of the meetings held on 28th June and 19th July. Items for Council consideration: None

Members noted the minutes.

- 4) Finance and Resources (Cllr Russan) – Minutes of the meeting held on 13th July. Items for Council consideration: None

Members noted the minutes.

- 5) Strategic Steering Group (Cllr S Yates) – Minutes of the meeting held on 6th September. Items for Council consideration: None

Members noted the minutes.

16/3/08 To consider urgent grant applications (Cllr P Minshall): None
There were no urgent grant applications.

16/3/09 To consider an update in relation to the Community Plan, the establishment of the Community Plan Committee and the integration with the work of the Youth Council (Cllr B Minshall).

Cllr B Minshall updated members and confirmed that the first meeting of the Committee would take place in October. In terms of activities delivered, highlights had included the successful support for the Tour of Britain and the Chronicle Community Day.

Work is underway to progress matters related to the Youth Council now that the Autumn term has started.

Chairman's Initials.....

- 16/3/10** To note any updates from members having attended external meetings.
The following matters were raised:
- Cllr John Rhodes reported on the residents meeting related to fly-tipping
 - Cllr S Yates reported on two meetings with the Leader of Cheshire East.
 - Cllr S Yates reported on a consultation meeting with regard to the future of the MMU campus in Crewe. The consultation has been subsequently extended.
 - Cllr S Yates reported on a Chamber event.
 - Cllr S Yates reported on meetings with senior officers of the LEP.
 - Cllr S Yates reported on separate strategic meetings involving Arup and Network Rail.
 - Cllr P Minshall reported on meetings with the twinning association.
 - Cllr D Yates reported on a meeting with the Police Commissioner.
- 16/3/11** To note, consider and approve payments since the previous meeting as set out in the schedule below.
The schedules were approved and signed by the Mayor.
- 16/3/12** To note and consider the year to date financial summary
Members noted the current financial position.
- 16/3/13** Member questions to the Town Clerk/Responsible Financial Officer.
There were no questions asked.
- 16/3/14** To consider the outcome of the internal and external audit process including noting the Notice of Conclusion of Audit, the signed off Annual Return and the recommendations made by internal and external audit.
Members noted the satisfactory outcome of the audits and approved the responses to the recommendations of the auditors.
- 16/3/15** To note the date of the next meeting – 15th November 2016.
Members noted the date of the next meeting.

Meeting closed: 19:48

Chairman's Initials.....

Payment Schedule – Main Account

Printed on : 07/09/2016

Crewe Town Council

Page No 2

At : 15:21

Current Bank A/c

List of Payments made between 07/06/2016 and 07/09/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 07/07/2016 | Bare Bones Marketing Co | BT808 | 2,220.00 | TC | Traction Crewe |
| 08/07/2016 | EARDLEYS REMOVALS AND | BT809 | 38.40 | TC | Storage of chairs |
| 08/07/2016 | Wheels In Motion | BT810 | 300.00 | TC | Traction Crewe Support |
| 08/07/2016 | Telegate Theatre | BT811 | 100.00 | TC | Traction Crewe |
| 08/07/2016 | Signature Spaces | BT812(R) | 180.00 | TC | Refund |
| 08/07/2016 | Signature Spaces | BT812 | -180.00 | TC | Refund |
| 11/07/2016 | Ciaran Hodgers | BT813 | 450.00 | TC | Traction Crewe |
| 13/07/2016 | Phillias Photography | BT814 | 105.00 | TC | Traction Crewe Photo |
| 13/07/2016 | Brighter Bills Limited | BT815 | 145.92 | TC | Phones June |
| 13/07/2016 | Nantwich Agricultural Society | BT816 | 830.40 | TC | Roadside Boards (Traction) |
| 13/07/2016 | Microshade Business Consultant | BT817 | 235.08 | TC | FMS hosting |
| 13/07/2016 | Royal Mail | BT818 | 112.80 | TC | Response service licence |
| 15/07/2016 | Payroll July | BT801/806 | 11,091.78 | TC | Payroll July |
| 15/07/2016 | JLF Tech Limited | BT819 | 500.00 | TC | Traction Crewe Support |
| 15/07/2016 | Nicola Cooper Digital Photogra | BT820 | 45.00 | TC | Somme event Photos |
| 15/07/2016 | Blitz Entertainment | BT821 | 201.00 | TC | Repairs in clock tower |
| 15/07/2016 | Sharples Group | BT822 | 79.49 | TC | Printer costs (Jun/Jul) |
| 15/07/2016 | A Whiston | BT823 | 100.00 | TC | Traction Crewe Support |
| 15/07/2016 | GL Tech Limited | BT824 | 54.00 | TC | Repairs to SG's computer |
| 15/07/2016 | S Gamero | BT825 | 145.18 | TC | Reimbursements |
| 15/07/2016 | Coop Bank | BT826 | 37.80 | TC | Bank costs July |
| 18/07/2016 | Crewe Lyceum | BT827 | 687.83 | TC | Somme Event |
| 18/07/2016 | Cheshire Work and Leisure Wear | BT828 | 201.60 | TC | Hi viz Tabbards |
| 18/07/2016 | EE Phones | BT829 | 58.04 | TC | Mobiles to mid July |
| 19/07/2016 | Christian Concern | BT830 | 200.00 | TC | Traction Crewe |
| 19/07/2016 | ANSA Environmental Services Lt | BT831 | 731.24 | TC | Removal of planters Victoria S |
| 20/07/2016 | Pension | BT845 | 318.46 | | Pension |
| 28/07/2016 | Abel Alarms | BT832 | 861.60 | TC | Alarm Annual Charge |
| 28/07/2016 | Crewe Hall | BT833 | 1,200.00 | TC | Deposit for Mayor's Ball |
| 28/07/2016 | Blitz Entertainment | BT834 | 44.16 | TC | Glasses and Cups Mayor Making |
| 28/07/2016 | David Smith Events | BT835 | 5,000.00 | TC | SPunk 17 (1 of 3) |
| 28/07/2016 | Crewe T Allotment Fed | BT836 | 900.00 | TC | Annual Support |
| 28/07/2016 | Cheshire East | BT837 | 90.00 | TC | 2 x Tickest for ball |
| 28/07/2016 | Creative Crewe | BT838 | 2,185.60 | C&E | Support Funding |
| 28/07/2016 | H Marr | BT839 | 74.89 | Claim Form | Reimburse |
| 28/07/2016 | North Street MCC | BT840 | 1,650.00 | TC | Community Plan Project |
| 28/07/2016 | Motherwell Cheshire CIC | BT841 | 1,650.00 | TC | Community Plan Project |
| 29/07/2016 | Alpha Omega Security | BT842 | 354.78 | Tc | Security Traction Crewe |
| 29/07/2016 | Emily Hazeldine | BT843 | 150.00 | TC | Video Traction Crewe |
| 01/08/2016 | Nicholas Hancox Solicitors | BT844 | 1,706.40 | TC | Legal fees |
| 02/08/2016 | ANtics (AKA Grommet) | BT846 | 150.00 | TC | Traction Crewe performance |
| 03/08/2016 | Cartridge Cosmos | BT847 | 19.50 | TC | Cllr Hickson |
| 04/08/2016 | Payroll | BT848/853 | 12,749.38 | TC | Aug Payroll |
| 04/08/2016 | Abbey Blinds | BT854 | 40.00 | TC | Repair to Blinds |
| 04/08/2016 | MM Cleaning | BT855 | 124.80 | TC | Office Cleaning July |
| 04/08/2016 | Element Hosting | BT856 | 105.00 | TC | MS exchange renew x1 |
| 15/08/2016 | United Utilities | BT857 | 45.03 | TC | Water to 28-7-16 |

Continued on Page 3

Chairman's Initials.....

At : 15:21

Current Bank A/c

List of Payments made between 07/06/2016 and 07/09/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|-------------------------------|
| 15/08/2016 | Hullabaloo Kids | BT858 | 300.00 | TC | Summer Events (Library) |
| 15/08/2016 | James Conner | BT859 | 3,000.00 | TC | Cosmopolitan Food Mkt (Oct) |
| 15/08/2016 | Brighter Bills Limited | BT860 | 131.28 | TC | Phones to end July |
| 15/08/2016 | Christian Concern | BT861 | 300.00 | TC | Bikes for ToB Display |
| 15/08/2016 | Coop Funeralcare Band | BT862 | 160.00 | TC | Mayor making |
| 15/08/2016 | Coop Bank | BT894 | 37.80 | TC | Banking system |
| 16/08/2016 | Cars R Us Taxis | BT863 | 28.80 | TC | Mayors Taxi (July) |
| 16/08/2016 | Blitz Entertainment | BT864 | 2,628.41 | TC | Traction Crewe Support |
| 16/08/2016 | Locality | BT865 | 304.00 | TC | Convention (Nov) |
| 17/08/2016 | Sharples Group | BT866 | 44.77 | TC | Copier 13/7 to 12/8 |
| 17/08/2016 | Cheshire East Council | BT867 | 36,000.00 | TC | Annual CCTV contribution |
| 17/08/2016 | EE Phones | BT868 | 58.20 | TC | Aug 16 invoice (Mobile) |
| 17/08/2016 | BDO LLP | BT869 | 1,560.00 | TC | Audit fee 15/16 |
| 19/08/2016 | KidzKitchen | BT869 | 150.00 | TC | Workshop Library 11 Aug |
| 19/08/2016 | EARDLEYS REMOVALS AND | BT870 | 38.40 | TC | Storage of chairs |
| 19/08/2016 | Blitz Entertainment | BT871 | 894.00 | TC | Bike display for ToB |
| 19/08/2016 | South Cheshire Chamber | BT872 | 60.00 | TC | SCCCI event 15 Sept |
| 19/08/2016 | Design Office | BT873 | 88.20 | TC | Design of external signage |
| 22/08/2016 | S McQuade | BT889 | 187.51 | TC | Reimbursement |
| 22/08/2016 | OML | BT890 | 318.46 | TC | Aug Pension |
| 24/08/2016 | Crewe Lyceum | BT827C | -687.83 | TC | Reimburse payment error |
| 25/08/2016 | ANSA Environmental Services Lt | BT891 | 66.00 | TC | Toilets (Traction Crewe) |
| 30/08/2016 | Marketing Cheshire | BT892 | 1,788.00 | TC | Destination Crewe |
| 30/08/2016 | Design Office | BT893 | 541.80 | TC | ToB Boards |
| 01/09/2016 | EARDLEYS REMOVALS AND | BT894 | 38.40 | TC | Storage of chairs |
| 01/09/2016 | R Mackenzie | BT911 | 147.90 | TC | Reimbursements |
| 01/09/2016 | Viking Supplies | BT912 | 118.40 | TC | Coffee |
| 01/09/2016 | Element Hosting | BT913 | 28.80 | TC | 12 months web hosting |
| 01/09/2016 | Junk Art Creations | BT914 | 78.03 | TC | Summer Childrens ents |
| 02/09/2016 | Element Hosting | BT914 | 6.99 | TC | Mail box renew (Cllr S Yates) |
| 02/09/2016 | Sutcliffe Torrance | BT915 | 360.00 | TC | Inspection Fee |
| Total Payments | | | 123,914.64 | | |

Chairman's Initials.....

Payment Schedule – Credit Union Card

| Printed on : 07/09/2016 | | Crewe Town Council | | Page No 1 | |
|---|-------------------|--------------------|--------------------|-----------------------|---------------------------|
| At : 15:25 | | CU Payment Card | | | |
| List of Payments made between 20/05/2016 and 07/09/2016 | | | | | |
| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
| 16/06/2016 | Amazon | CU58 | 41.66 | TC | Trophies |
| 16/06/2016 | Wilko | CU57B | 8.25 | TC | Extension Leads |
| 16/06/2016 | Dunelm | CU59 | 31.91 | TC | Cleaning Equipment |
| 17/06/2016 | Wilko | CU57 | 11.75 | TC | Pens and greetings cards |
| 21/06/2016 | Home Bargains | CU61 | 13.35 | TC | Cleaning Equipment |
| 21/06/2016 | Tesco | CU60 | 109.00 | TC | Hoover |
| 27/06/2016 | Waterstones | CU62 | 89.95 | TC | 10 x Where the Fallen Lie |
| 28/06/2016 | Amazon | CU63 | 10.88 | TC | Lanyards |
| 04/07/2016 | Credit Union | CU69 | 0.50 | TC | Loading Fee |
| 05/07/2016 | Everything - ID | CU64 | 26.99 | TC | Lanyard Wallets |
| 08/07/2016 | Rymans | CU65 | 29.99 | TC | Laminating wallets |
| 08/07/2016 | Wilko | CU66 | 13.55 | TC | Cleaning |
| 27/07/2016 | Wilco | CU67 | 34.53 | | Comm Plan materials |
| 27/07/2016 | Poundland | CU68 | 2.00 | | Pipe Cleaners |
| 08/08/2016 | Buffer | CU77 | 197.98 | TC | Annual fee |
| 12/08/2016 | Wilko | CU70 | 11.85 | TC | Spray paint |
| 12/08/2016 | Wilko | CU71 | 11.85 | TC | Spray Paint |
| 12/08/2016 | Wilko | CU72 | 23.70 | TC | Spray paint |
| 15/08/2016 | Halfords | CU73 | 37.95 | TC | Spray paint |
| 17/08/2016 | Wilko | CU74 | 10.95 | TC | Paint and primer |
| 18/08/2016 | Poundland | CU75 | 1.00 | TC | Wipes and Cotton Wool |
| 23/08/2016 | Home Bargains | CU76 | 2.99 | TC | Card |
| 01/09/2016 | Hobbycraft | CU78 | 93.50 | TC | Community Plan Event |
| Total Payments | | | 816.08 | | |

Chairman's Initials.....

Crewe Town Council

Town Council Meeting

1 Chantry Court
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 15th November 2016

16/4/01 Present

Cllrs Appilat, Beard, Bailey, Brookfield, B Minshall, P Minshall, Hogben, Houston, Lundie, Jill Rhodes, John Rhodes, Roberts, Straine-Francis, Walton, D Yates and S Yates.

In attendance: Steve McQuade (Town Clerk) and Simona Garner¹ (Events Officer)

16/4/02 To observe a minutes silence in memory of Cllr Russan A minutes silence was held in memory of Cllr Russan.

16/4/03 To receive and consider apologies for absence Apologies were received and accepted from Cllrs Hickson and Johnson.

16/4/04 To note declarations of Members' interests Cllr P Minshall declared a personal interest in relation to an item on the payments schedule. Cllrs B Minshall and Brookfield declared pecuniary interests in relation to items on the payments schedule.

16/4/05 To confirm and sign the minutes of the meeting held on 13th September 2016 The minutes of the previous meeting were agreed as an accurate record and signed.

16/4/06 Public Participation A period not exceeding 15 minutes for members of the public to ask questions or submit comments

Bob Jackson raised a matter related to the new Crewe Anti-Litter Forum. The Clerk confirmed that he had looked into the matter and was aware of the issue raised.

David Bloor thanked the Council and its members for organising the Remembrance Sunday commemoration on the previous Sunday.

Peter Hoffman asked whether Council would consider creating a speakers corner on one of the squares. The Mayor indicated that the matter would be referred to the Community and Environment Committee.

Natasha Maroni asked a question about the level of investment on Christmas Lights on Nantwich Road. Members confirmed that all the available lampposts were fitted

¹ Present until the end of the item under minute 8.

Chairman's Initials.....

with illuminations and that the cost of fitting extra infrastructure to allow illumination was considered prohibitive at the present time.

16/4/07 To receive a report from the Town Mayor in relation to civic engagements attended. The Mayor reported on engagements attended since the previous Council meeting. Including:

- NSPCC engagement.
- Twinning visits.
- Crewe Lyceum visit.
- Pride of Crewe Awards.
- MMU work experience event.
- Crewe Alex Cricket Club event at Crewe Vagrants.
- Community Café North Street.
- Everybody Leisure Sports Awards.
- Yvonne School of Dancing event at the Lyceum.
- Crewe Flyers Swimming Club at the Lifestyle Centre.
- Cheshire East Mayor's Ball.
- Rotary Club (Crocus Planting) Polio campaign.
- Ghost Walk at Crewe Station.
- RBL Bikers group commemoration and wreath laying.
- Opening the Crewe Cosmopolitan Food Festival. The Mayor personally thanked Mr Conner and his team for organising the event.
- Queens Park Bonfire.
- Dance show at the Lyceum.
- Rail Town Loco Rollers recruitment event.
- St Peters and All Saints (welcoming the new clergy).
- Crewe Rotary celebration event.
- Remembrance services on the 11th and 13th November. The Mayor thanked all those that had helped to organise the event.

The Deputy Mayor reported on:

- Anti-modern slavery event.
- Allotment Federation Prize giving evening.
- Chess Tournament on the square.
- Crewe Craft Market.
- Lancaster Bomber Memorial Service (Bridgemere)
- Youth Service Awards evening.
- Oaks Academy Remembrance Service.
- Multicultural Forum launch.

16/4/08 To receive and note a presentation from Mr Adam McGuigan in relation to Strategic Touring Funding.

Mr McGuigan made a presentation in relation to the Strategic Touring Funding project and indicated that he would keep members informed with regard to further developments.

16/4/09 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- 1) Community and Environment Committee (Cllr P Minshall) – Minutes of the meetings held on 15th September and 20th October (Draft). Items for Council consideration: None.
- 2) Economic Development (Cllr K Hickson) – Minutes of the meeting held on

Chairman's Initials.....

- 25th October (Draft). Items for Council consideration: None
- 3) Planning Committee (Cllr John Rhodes) – Minutes of the meeting held on 20th September. Items for Council consideration: None
 - 4) Finance and Resources (Cllr Lundie) – Minutes of the meeting held on 27th September (Draft). Items for Council consideration: None
 - 5) Community Plan Committee (Cllr B Minshall) – Minutes of the meeting held on 17th October (Final) and 31st October (Draft). Items for Council consideration: None
 - 6) Strategic Steering Group (Cllr S Yates) – Committee has not met since the previous Council.

Members noted the minutes of the previous meetings.

The Leader commented on the HS2 announcement earlier in the day confirming the location of the station and a new depot to be located north of Crewe. Members attention was drawn to the emerging Crewe Master Plan and town centre redevelopment.

Cllr Lundie updated members on a number of items recorded in the minutes of Finance and Resources Committee.

- 16/4/10** To consider urgent grant applications (Cllr P Minshall): None
There were no urgent grant applications.
- 16/4/11** To consider and comment upon the Council's risk register
Members noted and accepted the content of the updated risk register.
- 16/4/12** To note any updates from members having attended external meetings:
- Cllr S Yates reported on the ChALC AGM including the debate on a possible imposition of a precept referendum cap.
 - Cllr S Yates reported on a meeting with market traders in October and the positive ideas arising from the meeting including a shared marketing campaign for Christmas.
 - Cllr S Yates reported on attending the Cheshire East Cabinet meeting to discuss the investment in the markets.
 - Cllr S Yates reported on a meeting with the Police and Crime Commissioner.
 - Cllr S Yates reported on a strategic meeting with Wulvern Housing.
 - Cllr S Yates reported on a meeting with the Leader of Cheshire East.
 - Cllr S Yates reported on a briefing at the Chamber of Commerce.
 - Cllr Bailey indicated he would attend a film night at the MMU Crewe campus later in the week.
 - Cllr D Yates reported on an operational meeting with local police representatives to discuss a wide range of issues. In future the police would provide a report to each Town Council meeting.
- 16/4/13** To note, consider and approve payments since the previous meeting as set out in the schedule below (**see schedules**).
The schedules were approved by Council and signed.
- 16/4/14** To note and consider the year to date financial summary
Members noted the year to date financial summary.

Chairman's Initials.....

16/4/15 Member questions to the Town Clerk/Responsible Financial Officer.
There were no questions raised.

16/4/16 To consider making a response in relation to the Initial proposals for new Parliamentary constituency boundaries (2018 Review by the Boundary Commission for England).
Members **resolved** that:

The Town Council wishes to make the following response to the Boundary Commission for England's consultation on the initial proposals for Parliamentary constituency boundaries (2018). These comments are made in relation to the Crewe area and the existing constituency of Crewe and Nantwich. The Council makes no comments on other parts of the country. The following points are made:

- Council supports the inclusion of a small part of the existing Eddisbury Constituency, in and around Leighton Hospital to Crewe and Nantwich and sees no reason to include any other areas, especially any outside the well defined community of Crewe and Nantwich.
- The proposals suggested are welcomed and Council asks that no further changes are made to the suggestions made in the present consultation.

16/4/17 To consider options to mark the contribution made by Cllr Russan to the life of the Council and town of Crewe.

Members **resolved** that the Crib and new figures be dedicated to the memory of Cllr Russan.

16/4/18 To consider welcoming the achievement by Sherbourne Urban in winning an 'Outstanding' award in the 'It's your neighbourhood' category at the RHS Britain in Bloom awards
Members welcomed the achievement and asked that congratulations be sent formally to Sherbourne Urban.

Cllr Roberts expressed the view that Crewe should participate in a future North West in Bloom competition. Cllr P Minshall indicated that this would be an item on a future Community and Environment Committee meeting.

16/4/19 To consider filling a vacancy on Finance and Resources Committee.
Members **resolved** that the matter be deferred.

16/4/20 To consider authorising the Clerk to arrange appropriate cover for the post of Events Officer and to note that such cover will lead to increased expenditure in the payroll cost centre.
Members **resolved** to exclude press and public due the item being personnel related.

Members asked that the matter be taken for a decision at Finance and Resources.

16/4/21 To note the date of the next meeting – 19th January 2017.
Members noted the date of the next meeting.

Meeting Closed: 20:33

Chairman's Initials.....

Payment Schedules: (1) Main account (2) Credit Union account

| Printed on : 10/11/2016 | | Crewe Town Council | | Page No 1 | |
|---|--------------------------------|--------------------|--------------------|-----------------------|------------------------------|
| At : 14:40 | | Current Bank A/c | | | |
| List of Payments made between 03/09/2016 and 10/11/2016 | | | | | |
| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
| 08/09/2016 | MM Cleaning | BT915 | 124.80 | TC | Cleaning August |
| 08/09/2016 | Marketing Cheshire | BT916 | 480.00 | TC | Survey Design |
| 08/09/2016 | Noisy Toys | BT917 | 2,200.00 | TC | Traction Crewe |
| 08/09/2016 | YMCA Crewe | BT918 | 100.00 | TC | ToB work Crewe Green Island |
| 08/09/2016 | Southern Electric | BT919 | 50.27 | TC | Electric Q2 |
| 08/09/2016 | Southern Electric | BT920 | 76.77 | TC | Gas Q2 |
| 09/09/2016 | South Cheshire Chamber | BT921 | 12.00 | TC | AGM ticket |
| 09/09/2016 | PEAC (UK) Limited | BT922 | 299.29 | TC | Copier rental Aug/Nov |
| 13/09/2016 | Payroll | BT923/8 | 11,431.51 | TC | September payroll |
| 13/09/2016 | Cheshire Work and Leisure Wear | BT929 | 36.00 | TC | Hi Vis vests x10 |
| 13/09/2016 | Tenchy's Mascot Hire | BT930 | 30.00 | TC | Hire of Mascot uniform |
| 13/09/2016 | Brighter Bills Limited | BT931 | 210.74 | TC | Telephone system to Sept |
| 13/09/2016 | H Marr | BT951 | 65.75 | TC | Reimbursements |
| 13/09/2016 | Blitz Entertainment | BT952 | 96.00 | TC | Tables for Derby Docks event |
| 15/09/2016 | Coop | BT978 | 39.60 | TC | Bank Charges |
| 26/09/2016 | Crewe Flyers | BT953 | 1,000.00 | C&E - 15/9 | Grant |
| 26/09/2016 | Cheshire and Warrington Carers | BT954 | 950.00 | C&E - 15/9 | Grant |
| 26/09/2016 | Crewe and Nant Senior Forum | BT955 | 350.00 | C&E - 15/9 | Grant |
| 26/09/2016 | Dutton Institute | BT956 | 980.00 | C&E - 15/9 | Grant |
| 26/09/2016 | Liberty Dance Troupe | BT957 | 1,000.00 | C&E - 15/9 | Grant |
| 26/09/2016 | Crewe Bowling Club | BT960 | 1,000.00 | C&E - 15/9 | Grant |
| 26/09/2016 | EARDLEYS REMOVALS AND | BT961 | 38.40 | TC | Chair storage to 21 sept |
| 26/09/2016 | HQ Hospitality | BT962 | 1,680.00 | TC | Twinning |
| 26/09/2016 | Royal Mail | BT963 | 112.80 | TC | Response Licence |
| 26/09/2016 | Cars R Us Taxis | BT964 | 64.80 | TC | Taxi for Mayor |
| 26/09/2016 | EE Phones | BT965 | 57.44 | TC | Sept Mobile costs |
| 26/09/2016 | Sharples Group | BT966 | 78.96 | Tc | Copier costs to mid sept |
| 26/09/2016 | Cheshire Work and Leisure Wear | BT967 | 231.00 | TC | Sweatshirt |
| 26/09/2016 | Cartoon Academy | BT969 | 300.00 | TC | Library event Sept |
| 26/09/2016 | OMU | BT670 | 318.46 | TC | Pension Payment |
| 30/09/2016 | Marketing Cheshire | BT970 | 600.00 | TC | Switch on Marketing |
| 30/09/2016 | Know and Do Ltd | BT971 | 960.00 | TC | Draft Eng Report |
| 30/09/2016 | Caroline Dodd | BT972 | 3,000.00 | TC | Crewelife website |
| 30/09/2016 | Blitz Entertainment | BT973 | 654.00 | TC | Advertising Hoardings 2016 |
| 30/09/2016 | Element Hosting | BT974 | 315.00 | TC | 3 x Exchange Account Renewal |
| 30/09/2016 | Age UK Cheshire | BT975 | 180.00 | TC | Twinning Gifts |
| 30/09/2016 | Nicola Cooper Digital Photogra | BT976 | 90.00 | TC | Twinning Photography |
| 30/09/2016 | Jonathan Roberts Associates | BT977 | 5,400.00 | TC | HS2 Advice and Report |
| 01/10/2016 | Rialtas Business Solutions Ltd | BT979 | 898.80 | TC | Licence for Finance system |
| 05/10/2016 | Caroline Dodd | BT980 | 75.00 | TC | Childrens event 1/10/16 |
| 05/10/2016 | MM Cleaning | BT981 | 156.00 | TC | Cleaning Sept |
| 05/10/2016 | Nicholas Hancox Solicitors | BT982 | 1,598.40 | TC | Legal advice |
| 06/10/2016 | CU Payment Card | Oct 16 | 800.00 | | Top up Card |
| 07/10/2016 | Crewe Chess Club | BT983 | 600.00 | TC | Chess Club Support |
| 10/10/2016 | Inprint Colour Ltd | BT985 | 162.00 | TC | Card |
| 11/10/2016 | Banner | BT986 | 121.20 | TC | Envelopes |
| 12/10/2016 | Payroll | BT987/92 | 11,349.50 | TC | Oct Payroll |

Continued on Page 2

Chairman's Initials.....

At : 14:40

Current Bank A/c

List of Payments made between 03/09/2016 and 10/11/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 12/10/2016 | Fifield Glyn | BT992 | 211.48 | TC | Service Charge Oct-Dec |
| 12/10/2016 | South Cheshire College | BT993 | 50.00 | TC | Award Sponsorship |
| 12/10/2016 | Brighter Bills Limited | BT994 | 72.64 | TC | Sept Phones |
| 12/10/2016 | Marketing Cheshire | BT995 | 2,400.00 | TC | Town Centre Design Work |
| 12/10/2016 | KidzKitchen | BT996 | 100.00 | TC | Workshops Oct 1st at Library |
| 12/10/2016 | St Andrew with St John the Bap | BT997 | 200.00 | TC | Hosting Twinning event |
| 12/10/2016 | Sharples Group | BT998 | 13.20 | TC | Copier usage sept |
| 13/10/2016 | Crewe Town Allotment Fed | BT999 | 100.00 | TC | Correct underpayment |
| 14/10/2016 | S Garner | BT1000 | 69.63 | TC | Reimbursement |
| 14/10/2016 | A-Plant Lux Traffic Control | BT1001 | 974.00 | TC | Deposit (returnable) |
| 14/10/2016 | Blitz | BT864(C) | -288.00 | TC | cancellation credit |
| 17/10/2016 | Cars R Us Taxis | BT1002 | 138.00 | TC | Mayor's Transport |
| 17/10/2016 | Cartridge Cosmos | BT1003 | 26.00 | TC | Cartridges (Cllr P Minshall) |
| 17/10/2016 | Blitz Entertainment | BT1004 | 566.40 | TC | Sept Event (Young people) |
| 17/10/2016 | EE Phones | BT1005 | 57.44 | TC | Mobiles Oct |
| 18/10/2016 | Thomson Planning Partnership | BT1006 | 646.03 | TC | Advice via ChALC |
| 18/10/2016 | SLCC | BT1007 | 118.00 | TC | RM Membership |
| 20/10/2016 | Circus Malabaristas | BT1008 | 1,266.00 | TC | Xmas entertainment |
| 20/10/2016 | Dixon Rigby Keogh | BT1009 | 2,400.00 | TC | Fees CTAF Leases |
| 20/10/2016 | EARDLEYS REMOVALS AND | BT1010 | 38.40 | TC | Storage of chairs |
| 24/10/2016 | Rhino Safety | BT1011 | 831.60 | TC | Provision and install Fire Ext |
| 24/10/2016 | Coop | BT1012 | 37.20 | TC | Bank Sys fees |
| 24/10/2016 | Pen Contribution | BT1013 | 109.26 | TC | Oct Pen Contribution |
| 27/10/2016 | Viking Supplies | BT1014 | 73.95 | TC | Sugar |
| 31/10/2016 | ANSA Environmental Services Lt | BT1015 | 188.29 | TC | Waste Collection |
| 31/10/2016 | Design Office | BT1016 | 180.00 | TC | Lest we Forget signs |
| 31/10/2016 | Crewe Youth Service | BT785C | -950.00 | TC | Grant paid by invoice (CELLS) |
| 31/10/2016 | CELLS (Crime Prevention) | BT1017 | 850.00 | TC | In lieu of grant Feb 16 |
| 31/10/2016 | MM Cleaning | BT1018 | 124.80 | TC | Cleaning October |
| 07/11/2016 | PWLB | BT984 | 8,122.91 | TC | Payment 2/2 on loan |
| 08/11/2016 | PRS | BT1019 | 121.30 | TC | Ents Licence |
| 08/11/2016 | Cars R Us Taxis | BT1020 | 193.20 | TC | Taxis |
| 08/11/2016 | Irving Design and Print | BT1021 | 264.00 | TC | Service sheets |
| 08/11/2016 | Inprint Colour Ltd | BT1022 | 90.00 | TC | Business cards |
| 09/11/2016 | Nov Payroll | BT1023/8 | 10,331.15 | TC | Nov Payroll |
| 10/11/2016 | Caroline Dodd | BT1029 | 100.00 | TC | Promotion of switch on |
| 10/11/2016 | Brighter Bills Limited | BT1030 | 125.64 | TC | October telephones |
| Total Payments | | | 80,327.01 | | |

Chairman's Initials.....

At : 14:42

CU Payment Card

List of Payments made between 01/09/2016 and 10/11/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|---------------------------|-------------------|--------------------|-----------------------|------------------------------|
| 01/09/2016 | Hobbycraft | CU78 | 93.50 | TC | Community Plan Event |
| 01/09/2016 | PEP and Co | CU84 | 5.00 | TC | T shirt |
| 01/09/2016 | Wilco | CU85 | 3.40 | TC | Transfer to t-shirt |
| 03/09/2016 | Home Bargains | CU80 | 2.45 | TC | Labels |
| 03/09/2016 | Sainsbury | CU81 | 11.00 | TC | Food Colouring (Chron Day) |
| 04/09/2016 | Tesco | CU79 | 8.70 | TC | Chron Community Day |
| 05/09/2016 | BandQ | CU82/83 | 21.58 | TC | Cable ties and spray paint |
| 08/09/2016 | Everybody Awards | CU86 | 76.18 | TC | 2 x Tickets for awards |
| 14/09/2016 | Hobbycraft | CU87 | 37.85 | TC | Items for Twinning Weekend |
| 25/09/2016 | Tesco | CU88 | 55.00 | TC | Microwave |
| 06/10/2016 | Lady Haig's Poppy Factory | CU89 | 122.00 | TC | Wreaths x4 |
| 12/10/2016 | Credit Union | CU96 | 0.50 | TC | Card Load Fee |
| 17/10/2016 | Information Commission | CU90 | 35.00 | TC | Annual Registration |
| 17/10/2016 | Booking.com | CU91 | 156.75 | TC | Room Booking |
| 17/10/2016 | Trainline | CU92 | 64.60 | TC | Train ticket |
| 24/10/2016 | Home Bargains | CU93 | 0.59 | TC | Milk |
| 24/10/2016 | John Pass | CU94 | 110.00 | TC | Repair to Mayor's Chain |
| 27/10/2016 | Wilko | CU95 | 94.00 | TC | Frames for Allotment Present |
| Total Payments | | | <u>898.10</u> | | |

Chairman's Initials.....

Crewe Town Council

Town Council Meeting

1 Chantry Court
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 13th December 2016

16/5/01 Present
Cllrs Bailey, Brookfield, Maroni, B Minshall, P Minshall, Hogben, Houston, Lundie, Jill Rhodes, John Rhodes, Roberts, Straine-Francis, Walton, D Yates and S Yates.

In attendance: Steve McQuade (Town Clerk)

16/5/02 To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Beard, Hickson and Johnson.

16/5/03 To note declarations of Members' interests
There were no declarations of interest.

16/5/04 To confirm and sign the minutes of the meeting held on 15th November 2016
The minutes of the previous meeting were approved and signed as an accurate record.

16/5/05 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Mr Jackson raised a question with regard to the creation of a speakers corner. Cllr P Minshall said that Committee had looked at the matter and was thinking of organising a more controlled public speaking event. The Mayor pointed out that people could exercise their freedom to speak in public if they wished to do so and if they did so within the standards of decency and within the law of the land.

Mr Jackson asked if Council would consider the creation of a post of Town Crier. The Mayor asked that this be raised at Community and Environment Committee.

16/5/06 To consider the membership of Committees
Members resolved to make the following changes to the membership of committees:

1. Cllr Maroni to be added to Finance and Resources.

Chairman's Initials.....

The Clerk was asked to review standing orders in connection with committees and provide an opportunity for Council to confirm its authority to amend the number of members serving on committees at any time.

16/5/07 To consider a recommendation from Finance and Resources Committee in relation to allotments in Crewe

The Leader (Cllr Yates) updated members with regard to further discussions with Cheshire East on access arrangements to allotment land.

The Clerk confirmed that this action would be contrary to the advice of the Clerk and the Council's legal advisors¹, but that Council clearly could take the action proposed by the Leader.

Members **resolved** to instruct the Clerk to settle the matter as per the recommendation of Finance and Resources Committee (6th December 2016) and to note that to do so would be acting against the advice of the Clerk and legal advice.

16/5/08 To note the date of the next meeting – 19th January 2017.
Members noted the date of the next meeting and collectively welcomed Cllr Maroni to the meeting.

Meeting Closed: 19:35

¹ The advice given was that if Cheshire East failed to grant unrestricted rights of access onto four of the sites then Council should put the matter to formal arbitration. The Clerk explained the legal advice as being that Cheshire East were acting beyond their legal rights under the Local Government Acts (1972 and 2007) and in relation to SI 2008/625 and that not only should unrestricted rights be granted, but the access land in question should transfer to the Town Council and as such prevent Cheshire East or its successors from retaining the land as ransom strips.

The financial risk to the Council of going to arbitration is anticipated as being circa £10k. This could be expected to double if the ruling was not in favour of the Council. The opinion from the Council's legal advisor was that the Council's case is a strong one and as such were the Council's position to be upheld then no cost would be incurred.

Therefore the financial risks are that Council may lose up to 10k in challenging the position of Cheshire East now, but that if members resolve to accept the compromise, then the financial loss at some possible future date was likely to be far more significant due to the Council permitting the establishment of ransom strips.

Chairman's Initials.....

Crewe Town Council

Town Council Meeting

1 Chantry Court
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 17th January 2017

- 16/6/01** Present
Cllrs Appilat, Beard, Brookfield, Chapman, B Minshall, P Minshall, Hogben, Houston, Jill Rhodes, John Rhodes, Roberts, Straine-Francis and Walton.

In attendance: Steve McQuade (Town Clerk)
- 16/6/02** To receive and consider apologies for absence
Cllrs Bailey, Hickson, Johnson, Lundie, Maroni, S Yates and D Yates
- 16/6/03** To note declarations of Members' interests
Cllr Brookfield declared a pecuniary interest in relation to a payment on the payments schedule.
- 16/6/04** To confirm and sign the minutes of the meeting held on 13th December 2016
The minutes of the previous meeting were agreed and signed as an accurate record
- 16/6/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 16/6/06** To receive a report from the Town Mayor and Deputy Mayor in relation to civic engagements attended.
The Mayor reported on the following engagements:
- Numerous Christmas dinners with various community groups.
 - Wistaston School show.
 - Lifestyle Centre Coffee Morning
 - Lyceum Pantomime
 - Prince's Trust Graduation at Crewe Hall
 - Crewe Alex Womens Football Club Christmas present wrapping
 - Diamond wedding anniversary lunch
 - South Cheshire College beauty suite promotion event
 - Catholic Womens Guild to give a talk on the Town Council.
- Deputy Mayor's Report (in absentia):**
- 24th November - Microsoft Apprenticeship Awards evening
 - 15th December - South Cheshire College drama event

Chairman's Initials.....

- 20th December - South Cheshire College live music event
- 22nd December - Crewe Alex Ladies gift wrapping
- 7th January - HMS Formidable plaque unveiling

16/6/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- 1) Community and Environment Committee (Cllr P Minshall) – Minutes of the meeting held on 28 November (Draft). Items for Council consideration: None.

Members noted the minutes.

- 2) Economic Development (Cllr K Hickson) – No meetings since the previous Council. Items for Council consideration: None
- 3) Planning Committee (Cllr John Rhodes) – Minutes of the meeting held on 22nd November. Items for Council consideration: None

Members noted the minutes.

- 4) Finance and Resources (Cllr Lundie) – Minutes of the meeting held on 13th December (Draft). Items for Council consideration: None

Members noted the minutes.

- 5) Community Plan Committee (Cllr B Minshall) – No meeting since previous Council. Items for Council consideration: None
- 6) Strategic Steering Group (Cllr S Yates) – Minutes of the meetings held on 13th December (Final) and 10th January (Draft). Items for Council consideration:
 - i. To consider the adoption of the Strategy Review presented by the Leader

In the absence of the Leader, the Deputy Leader (Cllr B Minshall) provided a precis of the Strategy Review and outlined its purpose.

Members **resolved** to adopt the Strategy Paper.

16/6/08 To consider urgent grant applications (Cllr P Minshall)
There were no urgent applications.

16/6/09 To note any updates from members having attended external meetings:

Leader's Update (in absentia):

- 23rd November - CEC briefing on Bentley Masterplan
- 30th November - meeting with CEC to agree measures relating to Allotment transfers and Market Joint Partnership
- 30th November - meeting with CEC Portfolio Holder and Market trader to discuss future of the market
- 15th December - meeting with Pro Vice Chancellor of MMU to discuss the proposed closure of MMU Cheshire

The following other meetings were noted:

Chairman's Initials.....

- Cllr P Minshall reported on a Twinning Association meeting. Visits to and from Macon are likely to take place in the summer.

16/6/10 To note, consider and approve payments since the previous meeting as set out in the schedule below.

The payment schedules were approved and signed by the Mayor.

16/6/11 To note and consider the year to date financial summary
Members noted the financial situation at the end of the third quarter.

16/6/12 To consider an update on the strategic direction of the Council (see earlier minutes of Strategic Steering Group Meeting) and to consider a recommendation from Strategic Steering Group in relation to the budget for 2017/8 and the setting of the precept for 2017/8.

Cllr B Minshall (Deputy Leader) set the budget and precept recommendation in context and recommended the adoption of the budget and the setting of the precept. Members **resolved** to adopt the budget as presented and to set the precept at £584,462.00.

16/6/13 Member questions to the Town Clerk/Responsible Financial Officer.
Members asked the following questions:

- 1) Cllr Straine-Francis asked a question about the commemoration of Passchendaele. Cllr P Minshall answered and explained that plans were in hand.
- 2) Cllr John Rhodes asked about the cover arrangements for the Events Officer post. The Clerk indicated cover had been arranged.

16/6/14 To consider filling any vacancies or making any other changes to the membership of committees and to resolve that Council may at any Council meeting amend the maximum number of members serving on any committee, provided that a relevant item is on the agenda.

Members **resolved** that Cllr Bailey be taken off Economic Development and that Cllr Maroni be added to the Community and Environment and Community Plan Committees (subject to acceptance by Cllr Maroni).

Members **resolved** that the WW1 Working Group and Christmas Events Working Group be discontinued.

16/6/15 To note the date of the next meeting – 21st March 2017.
Members noted the date of the next meeting

Meeting Closed: 19:55

Chairman's Initials.....

At : 13:14

Current Bank A/c

List of Payments made between 11/11/2016 and 12/01/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|------------------------------|
| 11/11/2016 | Design Office | BT1031 | 37.97 | TC | Commem Stickers |
| 11/11/2016 | United Utilities | BT1032 | 120.35 | TC | Water (28/7 to 21/10) |
| 11/11/2016 | Sharples Group | BT1033 | 165.07 | TC | Copier clicks 16/9 to 14/11 |
| 15/11/2016 | Alberts Corner | BT1034 | 150.00 | TC | Support for Rem Sunday |
| 15/11/2016 | Phillias Photography | BT1035 | 30.00 | TC | Photography Rem Sun |
| 15/11/2016 | Crewe Can | BT1036 | 3,000.00 | TC | Community Plan Support |
| 15/11/2016 | Crewe Life (C Dodd) | BT1037 | 3,000.00 | TC | Crewe Life (C Dodd) |
| 15/11/2016 | Queens Park Fun Run | BT1038 | 400.00 | | Fun run support |
| 15/11/2016 | Coop Bank | BT1069 | 38.00 | TC | FMS Fees Nov |
| 16/11/2016 | Crewe Brass | BT1039 | 400.00 | TC | Performance on Rem Sunday |
| 18/11/2016 | Marketing Cheshire | BT1040 | 600.00 | TC | Xmas Marketing |
| 18/11/2016 | ANSA Environmental Services Lt | BT1041 | 99.22 | TC | Toilets Rem Sunday |
| 18/11/2016 | Blitz Entertainment | BT1042 | 202.00 | TC | Plaque for Crib |
| 21/11/2016 | CU Payment Card | 22 Nov | 600.00 | | Top up card |
| 21/11/2016 | OML | BT1043 | 109.26 | TC | Pension payment |
| 22/11/2016 | Caroline Dodd | BT1044 | 1,000.00 | TC | Christmas Events |
| 22/11/2016 | Everybody Leisure | BT1045 | 330.00 | TC | Awards Sponsorship |
| 22/11/2016 | South Cheshire Chamber | BT1046 | 183.60 | TC | Annual Subscription |
| 22/11/2016 | H Marr | BT1047 | 121.73 | TC | Reimbursement |
| 22/11/2016 | Blitz Entertainment | BT1048 | 960.00 | TC | Switch on advertising boards |
| 24/11/2016 | Macc Mayors Ball | BT1049 | 80.00 | TC | 2 x Tickets |
| 24/11/2016 | Blitz Entertainment | BT1050 | 358.80 | TC | Crib Figures |
| 24/11/2016 | Cartridge Cosmos | BT1051 | 68.35 | TC | Various Cartridges |
| 25/11/2016 | EARDLEYS REMOVALS AND | BT1052 | 38.40 | TC | Storage costs November |
| 25/11/2016 | South Cheshire College | BT1053 | 50.00 | TC | Student Awards Sponsorship |
| 30/11/2016 | Microshade Business Consultant | BT1054 | 235.08 | TC | Finance sys hosting |
| 30/11/2016 | Design Office | BT1055 | 542.40 | TC | Lest we forget signs |
| 30/11/2016 | ANTics (AKA Grommet) | BT1056 | 200.00 | TC | Xmas Artist |
| 30/11/2016 | Paul Snook Band | BT1057 | 500.00 | TC | Xmas performance |
| 30/11/2016 | Cartridge Cosmos | BT1058 | 30.00 | TC | Printer cartridges |
| 30/11/2016 | MM Cleaning | BT1059 | 124.80 | TC | Nov Cleaning |
| 30/11/2016 | Cheshire East Council | BT1060 | 172.80 | TC | Support from CEC |
| 30/11/2016 | Kirsty Rollings | BT1061 | 25.00 | TC | Nativity photos |
| 30/11/2016 | Simon Newbury Photography | BT1062 | 249.00 | TC | Santa Photo shoot |
| 30/11/2016 | Phillias Photography | BT1063 | 60.00 | TC | Photography Xmas |
| 30/11/2016 | Motley Crewe | BT1064 | 400.00 | C&E | Grant C&E Nov |
| 30/11/2016 | Changing Lanes CIC | BT1065 | 1,000.00 | C&E | Grant C&E Nov |
| 30/11/2016 | RVS at Leighton Hospital | BT1066 | 350.00 | C&R | Grant C&E Nov |
| 30/11/2016 | St Andrews Church | CU1067 | 880.00 | C&E | Grant C&E Nov |
| 30/11/2016 | Crewe Athletic FC | BT1068 | 848.00 | C&E | Grant C&E Nov |
| 30/11/2016 | Design Office | BT1031C | -37.97 | TC | Return duplicate payment |
| 30/11/2016 | Design Office | BT1031CC | 37.97 | TC | Duplicate payment |
| 06/12/2016 | Sharples Group | BT1069 | 7.20 | TC | Cartridge delivery |
| 06/12/2016 | Bare Bones Marketing Co | BT1070 | 5,352.00 | TC | Marketing campaign |
| 06/12/2016 | Banner | BT1071 | 123.05 | TC | Various stationery |
| 06/12/2016 | Fifield Glyn | BT1072 | 263.28 | TC | Service charge |
| 06/12/2016 | Red Cross | BT1073 | 145.20 | TC | Lights switch on |

Continued on Page 2

Chairman's Initials.....

At : 13:14

Current Bank A/c

List of Payments made between 11/11/2016 and 12/01/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|-----------------------------|
| 06/12/2016 | Irving Design and Print | BT1074 | 79.00 | TC | Leaflets (Love Crewe) |
| 07/12/2016 | Royal Mail | BT1075 | 0.91 | TC | Response cost |
| 07/12/2016 | Sharples Group | BT1076 | 7.20 | TC | toner delivery |
| 07/12/2016 | EE Phones | BT1077 | 57.44 | TC | Mobile charge Nov |
| 07/12/2016 | Crewe Town Allotment Fed | BT1078 | 4,000.00 | F&R 6-12-16 | Capital allocation |
| 08/12/2016 | National Association Civic Off | BT1079 | 150.00 | TC | Event 30/31 Mar |
| 12/12/2016 | Blitz Entertainment | BT1080 | 1,647.00 | TC | Rem Sunday Infrastructure |
| 12/12/2016 | Brighter Bills Limited | BT1081 | 125.15 | TC | Telephones Nov |
| 12/12/2016 | ANSA Environmental Services Lt | BT1082 | 395.01 | TC | Switch-on support |
| 12/12/2016 | Orbitas | BT1083 | 84.00 | TC | Silence clocks Rem Sun |
| 12/12/2016 | Southern Electric | BT1084 | 159.32 | TC | Electric |
| 13/12/2016 | Wishing Well | BT1085 | 39.00 | TC | Young persons lunch tickets |
| 13/12/2016 | Circus Malabaristas | BT1086 | 204.00 | TC | Face painting Xmas |
| 13/12/2016 | Sharples Group | BT1094 | 177.69 | TC | Copier prints Nov/Dec |
| 15/12/2016 | Payroll | BT1087 | 10,566.97 | TC | Payroll |
| 15/12/2016 | PEAC (UK) Limited | BT1093 | 241.45 | TC | Copier rend 13/11 to 12/2 |
| 15/12/2016 | Constructionlinx | BT1095 | 231.60 | TC | Lighting Repair |
| 15/12/2016 | Blitz Entertainment | BT1096 | 120.00 | TC | 2 x hire Santa Throne |
| 15/12/2016 | Emily Hazeldine | BT1097 | 100.00 | TC | Film/Edit Switch on |
| 15/12/2016 | Inprint Colour Ltd | BT1098 | 54.00 | TC | Business cards |
| 20/12/2016 | OML | BT1099 | 109.26 | TC | Pension payment (Dec) |
| 21/12/2016 | S Garnero | BT1100 | 99.30 | TC | Reimburse |
| 21/12/2016 | ANSA Environmental Services Lt | BT1101 | 24,200.40 | TC | Floral displays (Annual) |
| 21/12/2016 | Blitz Entertainment | BT1102 | 60.00 | TC | Hire Santa throne 17/12 |
| 21/12/2016 | EARDLEYS REMOVALS AND | BT1103 | 38.40 | TC | Storage (Dec) |
| 21/12/2016 | EE Phones | BT1104 | 58.88 | TC | Mobile (Dec) |
| 21/12/2016 | Marketing Cheshire | BT1105 | 450.00 | TC | Destination Crewe Support |
| 22/12/2016 | Design Office | BT1106 | 55.20 | TC | Name plates and holders |
| 31/12/2016 | S Garnero | BT1107 | 0.66 | TC | Correct underpayment |
| 31/12/2016 | HMRC | BT1108 | 0.09 | TC | Correct underpayment |
| 31/12/2016 | SG and HMRC | BT1107/6 | -0.75 | TC | Correct error |
| 31/12/2016 | Coop | BT1109 | 40.00 | TC | Bank charge Dec |
| 04/01/2017 | MM Cleaning | BT1110 | 156.00 | TC | Cleaning Dec |
| 04/01/2017 | Microshade Business Consultant | BT1111 | 235.08 | TC | Quarterly hosting of FMS |
| 10/01/2017 | Constructionlinx | BT1112 | 3,744.92 | TC | Final Payment (Chantry) |
| 10/01/2017 | Blitz Entertainment | BT1113 | 66.00 | TC | Timer Nant road |
| 10/01/2017 | EveryBody Leisure | BT1114 | 594.00 | TC | Advent activities |
| 10/01/2017 | Cars R Us Taxis | BT1115 | 60.24 | TC | Taxis December |
| Total Payments | | | 72,057.98 | | |

Chairman's Initials.....

At : 13:17

CU Payment Card

List of Payments made between 28/10/2016 and 12/01/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|------------------------|-------------------|--------------------|-----------------------|-------------------------------|
| 03/11/2016 | M&S | CU109 | 1.15 | TC | Chron |
| 10/11/2016 | Home Bargains | CU97 | 1.64 | | Various |
| 16/11/2016 | Tesco | CU99 | 143.00 | TC | Christmas trees |
| 17/11/2016 | Wilco | CU98 | 12.89 | TC | data stick |
| 23/11/2016 | Poundland | CU103 | 2.00 | TC | Hats for switch on |
| 23/11/2016 | Select | CU104 | 25.98 | TC | Clothing for switch on |
| 23/11/2016 | Sainsburys | CU105 | 23.80 | TC | refreshments and teapot |
| 23/11/2016 | WH Smiths | CU106 | 1.15 | TC | Chronicle |
| 23/11/2016 | Credit Union | CU108 | 0.50 | TC | Credit load fee |
| 24/11/2016 | M&S | CU101 | 6.00 | TC | Chocolates |
| 25/11/2016 | Keele Xmas Trees | CU102 | 80.00 | TC | Christmas trees |
| 30/11/2016 | South Cheshire College | CU100 | 24.00 | TC | Performance tickets |
| 30/11/2016 | Home Bargains | CU107 | 8.03 | TC | Chron and refreshments |
| 08/12/2016 | Wilko | CU110 | 56.25 | TC | 75 selection boxes |
| 10/12/2016 | B&M | CU111 | 7.98 | TC | Quality Street X 2 |
| 10/12/2016 | M&S | CU112 | 1.15 | TC | Milk |
| 10/12/2016 | Home Bargains | CU113 | 11.57 | TC | Ribbons and Xmas lights |
| 13/12/2016 | Lyceum | CU114 | 50.00 | TC | Tickets |
| 15/12/2016 | Teleflorist | CU115 | 33.67 | TC | Flowers Diamond Wedding event |
| 21/12/2016 | Home Bargains | CU116 | 21.67 | TC | Home Bargains |
| 31/12/2016 | Amazon | CU117 | 321.52 | TC | Percussion Set |

| | |
|----------------|--------|
| Total Payments | 833.95 |
|----------------|--------|

Chairman's Initials.....

Crewe Town Council Town Council Meeting

1 Chantry Court
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 21st March 2017

16/7/01 Present

Cllrs Brookfield, Johnson, Hickson, Lundie, Maroni, B Minshall, P Minshall, Houston, Jill Rhodes, John Rhodes, Roberts, Straine-Francis, Walton, D Yates and S Yates.

In attendance: Steve McQuade (Town Clerk)

16/7/02 To receive and consider apologies for absence

Apologies were received and accepted from Cllrs Appilat, Bailey, Beard and Hogben.

16/7/03 To note declarations of Members' interests

Cllrs Brookfield and B Minshall declared pecuniary interests in relation to separate payment items on the payments schedule.

Cllrs P Minshall and S Yates declared non-pecuniary interests in relation to separate payment items on the payments schedule and also in the case of Cllr Minshall as Chair of the Historical Society.

Cllr Houston declared a pecuniary interest in relation to the schedule of payments.

16/7/04 To confirm and sign the minutes of the meeting held on 17th January 2017

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

16/4/05 Public Participation

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

The following questions were raised:

- Mr Bob Jackson asked about the installation of murals around the town. The Mayor expressed support for such installations if appropriate and if in receipt of the necessary permissions. Reference was made to any future funding requests being sent to Community and Environment Committee. Members agreed to discuss the matter at the next Community and Environment Committee meeting.
- Mr Gary Palin asked about the Town Council's potential to fund activities such as litter picking. The Mayor indicated that organised schemes can be supported and that £500 is earmarked for use in this area. It was suggested Mr Palin confirm the requirement in this area and apply for support.
- Mr Steve Beckett raised a question about the cleanliness of the bus station and asked for pressure to be brought to improve the situation. Mr Beckett also asked about the role of the Town Centre Projects Officer and how that will link into

Chairman's Initials.....

such matters. Cllr Roberts responded and indicated that the matter of the bus station would be taken up with ANSA later in the week. The Clerk provided an explanation of how the projects officer role will function.

16/7/06 To receive a report from the Town Mayor in relation to civic engagements attended. The Mayor and Deputy Mayor provided updates on meetings attended (see **Annex 1**)

16/7/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- 1) Community and Environment Committee (Cllr P Minshall) – Minutes of the meeting held on 2nd March (Draft). Items for Council consideration:
 - i) To recommend to Council the adoption of the revised Small Grants Scheme Policy

Members **resolved** to adopt the revised policy.

- 2) Economic Development (Cllr K Hickson) – Minutes of the meeting held on 14th February (Draft). Items for Council consideration: None

Cllr Hickson updated members on the dialogue related to the closure of MMU Crewe.

- 3) Planning Committee (Cllr John Rhodes) – Minutes of the meetings held on 24th January (Final) and 28th February (Draft). Items for Council consideration: None
- 4) Finance and Resources (Cllr Lundie) – Minutes of the meeting held on 7th March (Draft). Items for Council consideration:
 - a) To consider a recommendation to adopt a Training, Learning and Development Policy.
 - b) To consider the Council's response to the interim audit.
 - c) To consider a recommendation that Policy 3 of the Treasury Management Policy¹ be amended to read 'To ensure that monies held in the current account maintain cash flow, but seek to maintain a balance of between £25k and £75k.'
 - d) To consider a recommendation that clause 17.1(4) of Financial Regulations² are amended to permit the Deputy Mayor in future years to claim an honorarium of £250 to help cover the incidental costs of fulfilling the duties of office.

- a) Members **resolved** to adopt the policy.
- b) Members noted and approved the audit report and response.
- c) Members **resolved** to amend the policy as described above.
- d) Members **resolved** to amend Financial Regulations as set out above.

- 5) Community Plan Committee (Cllr B Minshall) – Minutes of the meeting held on 6th February (Draft). Items for Council consideration: None
- 6) Strategic Steering Group (Cllr S Yates) – No meeting since previous Council.

¹ A copy of the current policy can be found via <http://www.crewetowncouncil.gov.uk/wp-content/uploads/2015/02/7-Treasury-Management-FINAL-1.pdf>

² A copy of the current regulations can be found at <http://www.crewetowncouncil.gov.uk/wp-content/uploads/2015/02/2-Adopted-Financial-Regulations-2013-Current-1.pdf>

Chairman's Initials.....

- 16/7/08** To consider urgent grant applications (Cllr P Minshall): None
There were no items for discussion.
- 16/7/09** To consider a request for the Council to make a formal statement in support for the Mid Cheshire Rail Link calling on the various parties involved to progress and invest in the upgrade
Members **resolved** to express their support for the upgrade of the Mid Cheshire Rail Link.
- 16/7/10** To note any updates from members having attended external meetings.
Members reported on meetings attended since the previous meeting:
- See **Annex 1** for the Leader's meetings. Cllr S Yates updated members on the content of the dialogue with the Police and Crime Commissioner, including the future of the existing police station in the town centre. Cllr S Yates also updated members on the Higher Education task force in Crewe that is seeking to ensure continuity of higher education in Crewe and if that is not possible to support the process of identifying the future strategic options for the site.
- 16/7/11** To note, consider and approve payments since the previous meeting as set out in the schedule below.
Members noted and approved the payments since the previous meeting.
- 16/7/12** To note and consider the year to date financial summary
Members noted the financial summary.
- 16/7/13** To consider an update in relation to policing in Crewe.
Cllr D Yates updated members on matters relating to operational policing in Crewe and drew attention to the report from the Police that had been previously circulated by the Clerk.

Members also noted that a request had been made to the Police and Crime Commissioner for financial support to enhance CCTV provision in Crewe.
- 16/7/14** Member questions to the Town Clerk/Responsible Financial Officer.
There were no questions asked.
- 16/7/15** To note the date of the next meeting – 11th May 2017 (Annual Council).
Members noted the date of the next meeting.

Meeting closed: 20:08

Annex 1: Table of Civic and Leader meetings/events attended

Mayor:

Vision for Crewe
Holocaust Memorial Day
Underwood West School
Mayor's Ball at Crewe Hall
The RVS at Leighton Hospital
Macclesfield Mayor's Ball

Chairman's Initials.....

Crewe Rotary
South Cheshire College
Turk Cuisine opening
Lord Mayor of Chester banquet
Opening of Duke of Bridgewater
Women's Day at the Lifestyle Centre
Charity lunch of the Northwich Mayor

Deputy Mayor:

09/02 - Crewe Hub Youth Support Service
10/02 - Mayors Ball
14/02 - South Cheshire College STEM Festival
27/02 - Bistro Crewe Arms
03/03 - Wishing Well
14/03 - Crewe Schools Swimming Gala
15/03 - CAMS Whistle Down The Wind

Leader:

10/02 - Mayors Ball
14/02 - Chess Match
14/02 - South Cheshire College STEM Festival
27/02 - Bistro Crewe Arms
01/03 - CCTV review
13/03 - Police and Crime Commissioner
21/03 - HE Task Force

Annex 2: Payments from Coop account

Chairman's Initials.....

At : 12:20

Current Bank A/c

List of Payments made between 11/01/2017 and 14/03/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|------------------------------|
| 12/01/2017 | Byrom Clark Roberts | BT1116 | 450.00 | TC | Structural Survey (Chantry) |
| 12/01/2017 | Brighter Bills Limited | BT1117 | 125.68 | TC | Phones Dec |
| 12/01/2017 | Blitz Entertainment | BT1118 | 444.00 | TC | Events 10 and 17 Dec |
| 13/01/2017 | Jan Payroll | BT1119/24 | 10,305.69 | TC | Jan Payroll |
| 13/01/2017 | Element Hosting | BT1125 | 105.00 | TC | Extra Exchange email account |
| 13/01/2017 | Sharples Group | BT1126 | 79.00 | TC | Click charges to 13/1 |
| 16/01/2017 | ANSA Environmental Services Lt | BT1127 | 132.91 | TC | Wate collection Q3 |
| 17/01/2017 | EE Phones | BT1128 | 57.44 | TC | Mobiles jan |
| 17/01/2017 | Coop | BT1142 | 38.40 | TC | Bank System |
| 18/01/2017 | Cllr Houston | BT1129 | 500.00 | TC | Mayor's Honorarium |
| 18/01/2017 | Mark Potts | BT1130 | 240.00 | TC | 24 WW1 books |
| 18/01/2017 | Mark Potts | BT1131 | 350.00 | TC | Villiers Russell Plaque |
| 20/01/2017 | OML | BT1132 | 109.26 | TC | Pen Jan 17 |
| 26/01/2017 | Sharples Group | BT1133 | 7.20 | TC | Delivery of cartridge |
| 30/01/2017 | Element Hosting | BT1134 | 25.00 | TC | Back up of website |
| 30/01/2017 | Kirsty Rollings | BT1135 | 20.00 | TC | Photos Com Plan |
| 30/01/2017 | EARDLEYS REMOVALS AND | BT1136 | 38.40 | TC | Storage of chairs |
| 31/01/2017 | Crewe Hall | BT1137 | 21.90 | TC | Additional food |
| 31/01/2017 | Know and Do Ltd | BT1138 | 480.00 | TC | Faciliate network meeting |
| 31/01/2017 | Blitz Entertainment | BT1139 | 68,430.00 | TC | Xmas Lighting |
| 31/01/2017 | H Marr | BT1140 | 115.55 | TC | Reclaim |
| 31/01/2017 | Richard Moss Solicitors | BT1141 | 2,375.40 | TC | Legal Fees |
| 31/01/2017 | R Mackenzie | BT1121(C) | -3.00 | TC | Correct overpayment |
| 31/01/2017 | R Mackenzie | BT1121(C2) | 6.00 | TC | Correct overpayment |
| 31/01/2017 | CU Payment Card | 31/1/17 | 800.00 | | Top up card |
| 01/02/2017 | PEAC (UK) Limited | BT1143 | 241.45 | TC | Printer rental (Feb-May) |
| 02/02/2017 | Crewe Hall | BT1144 | 2,456.00 | TC | Hall booking and food |
| 02/02/2017 | MM Cleaning | BT1145 | 93.60 | TC | Office cleaning (January) |
| 02/02/2017 | Banner | BT1146 | 89.98 | TC | Flipcharts and Pens |
| 02/02/2017 | Feb Payroll | BT1147/52 | 10,305.69 | TC | Feb Payroll |
| 02/02/2017 | Bare Bones Marketing Co | BT1153 | 1,869.38 | TC | Maternity Cover Feb |
| 02/02/2017 | CVS Cheshire East | BT1154 | 375.00 | TC | CVS Subscription (Annual) |
| 03/02/2017 | Nicholas Hancox Solicitors | BT1156 | 1,216.80 | Tc | Legal Fees |
| 03/02/2017 | Bare Bones Marketing Co | BT800 | 2.00 | TC | Traction Crewe Support |
| 06/02/2017 | Element Hosting | BT1157 | 570.00 | TC | Market page template |
| 07/02/2017 | Cheshire East Council | BT1158 | 118.00 | TC | Reimburse lost mkt income |
| 07/02/2017 | Blitz Entertainment | BT1159 | 1,923.60 | TC | Switch On event |
| 07/02/2017 | Middlewich Mayor's Ball | BT1160 | 50.00 | TC | Two Ball Tickets |
| 09/02/2017 | Inprint Colour Ltd | BT1161 | 85.20 | TC | Seating plans |
| 09/02/2017 | The Leaflet Team | BT1162 | 1,750.00 | TC | Annual report distribution |
| 09/02/2017 | Brighter Bills Limited | BT1163 | 125.48 | TC | Telephones Jan |
| 09/02/2017 | United Utilities | BT1164 | 119.37 | TC | Water Nov to end Jan |
| 09/02/2017 | Cheshire Work and Leisure Wear | BT1165 | 79.80 | TC | Events officer cover |
| 15/02/2017 | Coop | BT1175 | 37.60 | TC | Bank system Feb |
| 20/02/2017 | OML | BT1174 | 109.26 | TC | Pension Payment |
| 21/02/2017 | Society of Local Council Clerk | BT1166 | 76.60 | TC | Copy Yellow Book 10th ed |
| 21/02/2017 | Element Hosting | BT1167 | 28.80 | TC | 1117/1010/Element Hosting |

Continued on Page 2

Chairman's Initials.....

At : 12:20

Current Bank A/c

List of Payments made between 11/01/2017 and 14/03/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 21/02/2017 | EE Phones | BT1168 | 57.44 | TC | January mobiles |
| 21/02/2017 | Sharples Group | BT1169 | 141.56 | TC | Print costs to 14/2 |
| 21/02/2017 | Constructionlinx | BT1170 | 54.00 | TC | Lighting Repair Chantry |
| 21/02/2017 | John Pass Jewellers | BT1171 | 20.00 | TC | Repair PM past Mayor medal |
| 22/02/2017 | Family Ties CIC | BT1172 | 6,500.00 | CP Com 6 Feb | Family Ties Project |
| 22/02/2017 | Richard Moss | BT943(C) | -948.00 | TC | Return of cash on account |
| 23/02/2017 | SLCC | BT1173 | 310.00 | TC | Annual Membership (SLCC/ALCC) |
| 28/02/2017 | Design Office | BT1176 | 603.00 | TC | Leaflets and Banners |
| 28/02/2017 | EARDLEYS REMOVALS AND | BT1177 | 38.40 | TC | Storage of Chairs Feb |
| 28/02/2017 | R Mackenzie | CORR | 3.00 | TC | Correct overpayment last month |
| 28/02/2017 | R Mackenzie | CORR2 | -6.00 | TC | Correct overpayment last month |
| 01/03/2017 | Family Ties CIC | BT1172(C) | -300.00 | TC | Correct over payment |
| 01/03/2017 | Sharples Group | BT1178 | 7.20 | TC | Delivery of waste toner bottle |
| 01/03/2017 | S Garner | BT1179 | 13.79 | TC | Mileage and Reimburse |
| 01/03/2017 | R Mackenzie | BT1180 | 95.80 | TC | Mileage and Reimbursement |
| 01/03/2017 | Fifield Glyn | BT1181 | 263.28 | TC | Mgt Fee Chantry Q1 |
| 02/03/2017 | MM Cleaning | BT1182 | 124.80 | TC | Office cleaning Feb |
| 02/03/2017 | Bare Bones Marketing Co | BT1183 | 1,869.38 | TC | Cover March |
| 03/03/2017 | The Leaflet Team | BT1183 | 1,915.00 | TC | Annual report adjustment |
| 03/03/2017 | Southern Electric | BT1184 | 138.58 | TC | Gas bill Sept to Dec |
| 03/03/2017 | Sharples Group | BT1185 | 7.20 | TC | Delivery of toner cartridge |
| 03/03/2017 | LS Gymnastics | BT1186 | 1,000.00 | C&E | Grant C&E 2/3/17 |
| 03/03/2017 | Christian Concern | BT1187 | 1,000.00 | C&E | Grant C&E 2/3/17 |
| 03/03/2017 | Michael Heal Unit | BT1188 | 1,000.00 | C&E | Grant C&E 2/3/17 |
| 03/03/2017 | Crewe Heritage Centre | BT1189 | 1,000.00 | C&E | Grant C&E 2/3/17 |
| 03/03/2017 | Brookhouse Community Wildlife | BT1190 | 1,000.00 | C&E | Grant C&E 2/3/17 |
| 03/03/2017 | Crewe Historical Society | BT1191 | 850.00 | C&E | Grant C&E 2/3/17 |
| 03/03/2017 | Wishing Well | BT1192 | 948.80 | C&E | Grant C&E 2/3/17 |
| 03/03/2017 | LoveCrewe | BT1193 | 500.00 | C&E | Grant C&E 2/3/17 |
| 07/03/2017 | S McQuade | BT1194 | 92.14 | TC | Reimbursements |
| 10/03/2017 | EARDLEYS REMOVALS AND | BT1195 | 38.40 | TC | Storage of furniture items |
| 10/03/2017 | Brighter Bills Limited | BT1196 | 126.43 | TC | March Invoice |
| 13/03/2017 | March Payroll | BT1197/201 | 9,699.22 | TC | Payroll (March) |
| 13/03/2017 | Southern Electric | BT2202 | 353.98 | TC | Q4 Electric |
| 13/03/2017 | Hullabaloo Kids | BT2203 | 150.00 | TC | Face painting |
| 13/03/2017 | Northwich TC | BT2204 | 40.00 | TC | 2 x Tickets Charity Lunch |
| 13/03/2017 | Crewe Brass | BT2204 | 400.00 | TC | Donation/Armed Services Day |
| 14/03/2017 | Gala Tent | BT2205 | 547.97 | TC | Funding request C&E |
| 14/03/2017 | Everybody Leisure | BT2206 | 9,520.00 | C&E | Chidrens Activities |
| 14/03/2017 | ANSA Environmental Services Lt | BT2207 | 2,887.12 | TC | Delamere Beds |
| Total Payments | | | 149,039.93 | | |

Annex 3: Payments from CU Card

Chairman's Initials.....

At : 12:22

CU Payment Card

List of Payments made between 01/01/2017 and 14/03/2017

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------|-------------------|--------------------|-----------------------|---------------------------|
| 16/01/2017 | Vodafone | CU118 | 5.00 | TC | Top up dongle |
| 16/01/2017 | Amazon | CU119 | 63.67 | TC | Percussion equipment |
| 06/02/2017 | Teleflorist | CU120 | 32.31 | TC | Mayor's Ball Flowers |
| 08/02/2017 | Credit Union | CU122 | 0.50 | TC | Load money to card fee |
| 09/02/2017 | Teleflorist | CU121 | 19.58 | TC | Ball Flowers (Consort) |
| 10/02/2017 | Clintons Cards | CU123 | 5.50 | TC | Mayors Ball |
| 06/03/2017 | Start Traffic | CU124 | 176.82 | TC | Lollipop Signs |
| 11/03/2017 | Home Bargains | CU125 | 0.59 | TC | Milk |
| 13/03/2017 | Facebook | CU126 | 16.00 | TC | Post boost (Civic awards) |
| Total Payments | | | <u>319.97</u> | | |

Chairman's Initials.....

Crewe Town Council
Community and Environment Committee

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

Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Thursday 19th May 2016

- 16/1/01** Present:-
Councillors Brookfield, Houston, B Minshall, P Minshall, Jill Rhodes, Straine-Francis, Walton
- Apologies:-
Councillor Hogben
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 16/1/02** To elect a Chair and Deputy Chair
- Members **resolved** that Councillor Pam Minshall be elected as Chair of the Community and Environment Committee. Members further **resolved** that the election of Deputy Chair be deferred until after Item 10.
- 16/1/03** To note declarations of Members' interests
- No declarations of Members' interests were made.
- 16/1/04** To confirm and sign the minutes of the meeting held on Tuesday 29th March 2016 (**attached**)
- The minutes of the Community and Environment Committee held on Tuesday 29th March 2016 were approved by members and signed as an accurate record.
- 16/1/05** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- No questions were asked by members of the public or comments submitted.
- 16/1/06** To note the Terms of Reference for the Community and Environment Committee (**attached**)
- Members noted the Terms of Reference for the Community and Environment Committee. Members discussed amendments to the Terms of Reference for the Committee at length and requested that revisions were made and that they be presented at the next Committee meeting.
- Members requested that the Reference to Emergency Planning be transferred to the Strategic Steering Group Committee.
- 16/1/07** To review the year to date financial position for the Community and Environment Committee (**attached**)
- Members noted the financial position for the Community and Environment Committee to date.
- Members sought further clarification on the total budget for the year for the Youth Council and the £795.00 incurred expenditure detailed within that budget heading.

16/1/08 To receive a report from the Events Working Group

Members received a verbal report from Councillor Pam Minshall on behalf of the Events Working Group with regards to the Steampunk Convivial planned for May 2016 and Traction Crewe planned for July 2016.

16/1/09 To receive a report from the World War One Working Group

Members received a verbal report from Councillor Pam Minshall on behalf of the World War One Working Group regarding its planned activities to commemorate the Battle of the Somme in July 2016.

16/1/10 To consider the formation of a Community Plan Committee

Members **resolved** to make a request to Council that a Community Plan Committee is established.

16/1/11 Election of Deputy Chair of the Community and Environment Committee

Members **resolved** to elect Councillor Dennis Straine-Francis as Deputy Chair of the Community and Environment Committee.

16/1/11 To consider entering into a Friendship Agreement

Members **resolved** to enter into a Friendship Agreement with Bischofsheim in Germany and Dzierżoniów in Poland.

On behalf of Crewe Town Council, members wished to express their best wishes to both towns and that they look forward to welcoming them to Crewe in September 2016.

16/1/12 To note the date of the next meeting – **Thursday 16th June 2016**

The meeting closed at 8.28pm

Crewe Town Council
Community and Environment Committee

1 Chantry Court,
Forge Street,
Crewe,
Cheshire,
CW1 2DL
Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Thursday 16th June 2016

- 16/2/01** Present:-
Councillors Houston, B Minshall, P Minshall, Jill Rhodes, Walton
- Apologies:-
Councillors Brookfield and Hogben
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 16/2/02** To note declarations of Members' interests
- No declaration of interests were made by Members.
- 16/2/03** To confirm and sign the minutes of the meeting held on Thursday 19th May 2016 **(attached)**
- The Minutes of the Community and Environment Committee held on Thursday 19th May were approved by Members and were signed as an accurate record.
- 16/2/04** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- No questions were asked by members of the public or comments submitted.
- 16/2/05** To review the year to date financial position for the Community and Environment Committee **(attached)**
- Members noted the financial position of the Community and Environment Committee to date.
- 16/2/06** To note the revised Terms of Reference for the Community and Environment Committee **(attached)**
- Members noted the revised Terms of Reference of the Community and Environment Committee for consideration by Council.

- 16/2/07** To consider recommendations for the Grants Working Group in relation to applications to the Small Grants Scheme submitted to the Town Council before Sunday 29th May 2016 (***copies circulated***):-
- a) YouthFed – National Citizenship Service Social Action Project – £600.00
 - b) Cheshire Without Abuse – Crisis Accommodation Refurbishment – £1,000.00
 - c) Cheshire Community Action – Crewe and District Community Car Scheme – £1,000.00
 - d) Samaritans of South Cheshire – Procurement of Promotional Materials – £500.00
 - e) Raitown Loco Rollers – Skate Hire for Fresh Intake – £1,000.00
 - f) The Bigger Picture Film Club CIC – Purchase of Film Licences and Screen – £1,000.00
 - g) 95 Squadron Air Training Corps – Percussion Equipment – £990.00
 - h) New Life Community Church – Access Ramp at Bethany Centre – £1,000.00
 - i) Central Cheshire Buddies Scheme – Carers Respite – £920.00 (***Resubmission***)

The Committee considered the grant applications presented and:-

- a) An award of £300.00 was ***resolved*** to be made to YouthFed for the National Citizenship Service Social Action Project.
- b) An award of £1,000.00 was ***resolved*** to be made to Cheshire Without Abuse for the Crisis Accommodation Refurbishment.
- c) An award was ***resolved not*** to be made Cheshire Community Action for the Crewe and District Community Car Scheme until further clarification on information contained within the application.
- d) An award of £500.00 was ***resolved*** to be made Samaritans of South Cheshire for the procurement of promotional materials.
- e) An award of £1,000.00 was ***resolved*** to be made to the Raitown Loco Rollers for skate hire for their fresh intake.
- f) An award of £500.00 was ***resolved*** to be made to The Bigger Picture Film Club CIC for the purchase of film licences.
- g) An award of £990.00 was ***resolved*** to be made to 95 Squadron Air Training Corps for percussion equipment.
- h) An award of £1,000.00 was ***resolved*** to be made to the New Life Community Church for an access ramp at Bethany Centre.
- i) An award of £920.00 was ***resolved*** to be made to the Central Cheshire Buddies Scheme for Carers respite.

- 16/2/08** To receive an update on the Events Programme 2016 / 2017

Councillor Pam Minshall provided members with an update on events programme for 2016 / 2017.

Members requested that the pendulum attraction for the Crewe Traction Festival be sited on Memorial Square as a standalone feature with no other associated activities whatsoever.

- 16/2/09** To note the date of the next meeting – **Thursday 21st July 2016**

The meeting was closed at 7.46pm

Crewe Town Council
Community and Environment Committee

1 Chantry Court,
Forge Street,
Crewe,
Cheshire,
CW1 2DL
Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Thursday 21st July 2016

16/3/01

Present:-

Councillors Brookfield, Houston, B Minshall, P Minshall, Straine-Francis and Walton

Apologies:-

Councillors Hogben and Jill Rhodes

In attendance:-

Hannah Marr (Community Engagement Officer)

16/3/02

To note declarations of Members' interests

No declaration of interests were made by Members.

16/3/03

To confirm and sign the minutes of the meeting held on Thursday 16th June 2016 (**attached**)

The Minutes of the Community and Environment Committee held on Thursday 16th June 2016 were approved by Members and were signed as an accurate record.

16/3/04

Public Participation

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

Mike Christelow attended the meeting to ask if the Town Council would be celebrating a number of significant historical dates in the Town's history. Those mentioned included:-

- 50th Anniversary of the completion Rail House;
- 60th Anniversary of the completion of Big Bill;
- 140th Anniversary of the completion of Christ Church Tower;
- 180th Anniversary of the first train stopping at in Crewe;

Councillor Brookfield and Councillor Pam Minshall thanked Mr Christelow for the suggestions and advised that the matters would be looked into.

16/3/05

To review the year to date financial position for the Community and Environment Committee (**attached**)

Members noted the financial position of the Community and Environment Committee to date.

16/3/06

To receive an update from the Events Working Group

Councillor Pam Minshall provided members with a verbal update on behalf of the Events Working Group including TrAction Crewe.

16/3/07 To consider matters related to Steampunk

Members **resolved** to commit £15,000.00 to Steampunk 2017 with the view of it decreasing this amount of funding year on year. Members requested better signage during the event and more marketing prior to the event be taken into consideration by the organiser.

Members **resolved** to fund one Steampunk Act to perform on stage at the Christmas Lights Switch On event.

Members also **resolved not** to allocate any more funds from either the Light Switch On Budget or the Community and Environment Committee Budget towards Steampunk Christmas with all other costs to be met by the organiser.

16/3/08 To consider matters related to JA Connor

Members **resolved** to give permission to pilot the monthly Vintage, Retro and Collectors Fair with all risks being met by organiser.

Members **resolved** to fund the Crewe Cosmopolitan Food Festival in October 2016 with the amount being dependent upon further financial information being submitted by JA Connor and then submitted to the Chair of the Community and Environment Committee for approval.¹

16/3/09 To consider matters related to Strategic Touring activities during 2017 / 2018

Members **resolved** to further explore the Strategic Touring activities during 2017 / 2018.

16/3/10 To consider matters related to the arrangements being made to receive guests from Bischofsheim in Germany and Dzierżoniów in Poland and the signing of the new Friendship Agreement

Members **resolved** to defer this item pending further information from the Crewe and Nantwich Twinning Association which can then be discussed with the Chair of the Community and Environment Committee.

16/3/11 To note the date of the next meeting – **Thursday 15th September 2016**

The meeting was closed at 20.11pm

¹ Councillor Marilyn Houston left the meeting
Chairman's Initials

Crewe Town Council
Community and Environment Committee

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Minutes of the Meeting held on Thursday 15th September 2016

- 16/4/01** Present:-
Councillors Katherine Hogben, Benn Minshall, Pam Minshall, Jill Rhodes, Dennis Straine-Francis and Nan Walton
- Apologies:-
Councillor Marilyn Houston is absent on Council business
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 16/4/02** To note declarations of Members' interests
- The Community Engagement Officer declared an interest in the Item 16/4/06 Grant A.
- 16/4/03** To confirm and sign the minutes of the meeting held on Thursday 21st July 2016 (**attached**)
- The Minutes of the Community and Environment Committee held on Thursday 21st July 2016 were approved by Members and were signed as an accurate record.
- 16/4/04** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- No comments or questions were submitted to the Community and Environment Committee by members of the public
- 16/4/05** To review the year to date financial position for the Community and Environment Committee (**attached**)
- Members noted the financial position of the Community and Environment Committee to date.
- The Committee sought further clarification from the Clerk on Cost Centre 211 relating to the £40 expenditure shown in the Mayor B Donation.

16/4/06 To consider recommendations from the Grants Working Group in relation to applications submitted to the Town Council Small Grants Scheme submitted before Sunday 28th August 2016 (***copies circulated***) :-

- a) Crewe Flyers – Rising Stars Programme – £1,000.00
- b) Cheshire and Warrington Carers Trust – Parent Carer and Family Support Events – £950.00
- c) Crewe and Nantwich Senior Forum – Senior Health Fair – £350.00
- d) The Dutton Institute – Brick Wall and Signage – £980.00
- e) Liberty Dance Troupe – New Costumes and Equipment – £1,000.00
- f) Crewe Bowling Club – Maintenance of Bowling Green Surrounds – £1,000.00

The Committee considered the Grant Applications presented and:-

- a) An award of £1,000.00 was ***resolved*** to be made to the Crewe Flyers for their Rising Stars Programme;
- b) An award of £950.00 was ***resolved*** to be made to Cheshire and Warrington Carers Trust for Parent Carer and Family Support Events;
- c) An award of £350.00 was ***resolved*** to be made to the Crewe and Nantwich Senior Forum towards for the Senior Health Fair;
- d) An award of £980.00 was ***resolved*** to be made to The Dutton Institute for repairs to an external brick wall and for new signage;
- e) An award of £1,000.00 was ***resolved*** to be made to the Liberty Dance Troupe towards new costumes and equipment;
- f) An award of £1,000.00 was ***resolved*** to be made to the Crewe Bowling Club towards maintenance of Bowling Green surrounds;

16/4/07 To receive an update from the Events Working Group and consider matters related to the Events Programme

Councillor Pam Minshall provided members with a verbal update on behalf of the Events Working Group.

The Committee ***resolved*** to suspend the Crewe Retro, Vintage and Collectables Fair past October 2016 and that the organisers attend the next Events Working Group to discuss in more detail. The Committee also resolved that the name does not change.

The Committee ***resolved*** to commit up to £3,000.00 Urban Stage a concert at a time.

The Community Engagement Officer and Councillor Pam Minshall updated the Committee on the activities organised by Crewe and Nantwich Twinning Association as well as both Crewe and Nantwich Town Councils to receive guests from Bischofsheim in Germany and Dzierżoniów in Poland on 16th, 17th and 18th September 2016 as part of the friendship link between the four Towns.

The Committee expressed their thanks to the Community Engagement Officer for all the work undertaken for the friendship visit and the decorated bike project in Crewe as part of the Tour of Britain campaign.

16/4/08 To consider a proposal and matters related to CreweLife

Members ***resolved*** to commit £3,000.00 towards the CreweLife proposal and its promotional work on events and activities in Crewe for the next six months with the view of it being reviewed by the Committee at the end of the period in March 2016.

16/3/11 To note the date of the next meeting – **Thursday 20th October 2016**

The meeting was closed at 8:13pm

Crewe Town Council
Community and Environment Committee

1 Chantry Court,
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Crewe,
Cheshire,
CW1 2DL
Tel: 01270 756975

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Minutes of the Meeting held on Thursday 20th October 2016

- 16/5/01** Present:-
Councillors Suzanne Brookfield, Benn Minshall, Pam Minshall, Dennis Straine-Francis and Nan Walton
- Apologies:-
Councillor Marilyn Houston
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 16/5/02** To note declarations of Members' interests
- It was noted that Councillor Pam Minshall declared an interest in Item 16/5/07.
- It was also noted that Councillor Benn Minshall declared a pecuniary interest in Item 16/5/07.
- 16/5/03** To confirm and sign the minutes of the meeting held on Thursday 20th October 2016 (**attached**)
- The Minutes of the Community and Environment Committee held on Thursday 15th September were approved by Members and were signed as an accurate record subject to it being recorded that Councillor Suzanne Brookfield had given her apologies.
- 16/5/04** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- No comments or questions were submitted to the Community and Environment Committee by members of the public.
- 16/5/05** To review the year to date financial position for the Community and Environment Committee (**attached**)
- Members noted the financial position of the Community and Environment Committee to date.
- Members continue to find that the detailed income and expenditure reports are still unclear.
- 16/5/06** To consider matters related to floriculture, bedding and planters in Crewe Town Centre
- Members **resolved** that the proposed maintenance and repairs to the floriculture, bedding and planters in the Town Centre subject to clarification regarding the seating area on Delamere Street and the trees being sought and then fed back to the Chair of the Committee.
- 16/5/07** To consider matters related to noticeboards and electronic signage
- Members approve of the general idea of electronic signage but requested that further options are sought with clear design criteria which are the presented back to the Committee for consideration.
- Members **resolved** that the current noticeboards in the Town Centre are removed and the Committee will consider the installation of replacements at later meeting.

16/5/08 To consider an update from the Events Working Group and matters related to the Events Programme

Councillor Pam Minshall provided Members with an update on behalf of the Events Working Group and the Events Programme.

Members **resolved** to purchase a new Nativity Set for the Crib on Memorial Square.

Members **resolved** to recommend to full Council that the Nativity Set is dedicated in memory of the late Councillor Mike Russan

16/3/11 To note the date of the next meeting – **Thursday 1st December 2016**

Members noted that the date of the next meeting but requested that it be moved to **Monday 28th November 2016**.

The meeting was closed at 7:52pm

DRAFT

Crewe Town Council
Community and Environment Committee

1 Chantry Court,
Forge Street,
Crewe,
Cheshire,
CW1 2DL
Tel: 01270 756975

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Minutes of the Meeting held on Monday 28th November 2016

- 16/6/01** Present:-
Councillors Suzanne Brookfield, Clair Chapman, Benn Minshall, Pam Minshall, Jill Rhodes, Dennis Straine-Francis and Nanette Walton
- Apologies:-
Councillor Katherine Hogben and Marilyn Houston
- In attendance:-
Hannah Marr (Community Engagement Officer), Simona Garnero (Events Officer) and Councillor Brian Roberts
- 16/6/02** To note declarations of Members' interests
Councillor Jill Rhodes declared an interest in Item 16/6/09 Grant F
- 16/6/03** To confirm and sign the minutes of the meeting held on Thursday 20th October 2016 (**attached**)
The Minutes of the Community and Environment Committee held on Thursday 20th October 2016 were approved by Members and were signed as an accurate record.
- 16/6/04** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
No comments or questions were submitted to the Community and Environment Committee by members of the public.
- 16/6/05** To review the year to date financial position for the Community and Environment Committee (**attached**)
Members noted the financial position of the Community and Environment Committee to date.
- 16/6/06** To consider matters related to the draft budget for the financial year 2017 / 2018 (**circulated**)
Members considered the Community and Environment Committee draft budget for the financial year 2017 / 2018 and **resolved** to submit the budget to the Strategy Steering Group for consideration.
Councillor Jill Rhodes wished that her dissent be noted stating that she did not vote in favour of this decision.
- 16/6/07** To consider matters related to the Events Working Group
Members **resolved** to amalgamate the Christmas Lights Working Group into the Events Working Group.

16/6/08 To consider a proposal from J.A. Conner Events

Members considered the presented proposal from J.A. Conner Events.

Members **resolved** to grant permission to J.A. Conner Event to continue the monthly markets in Crewe Town Centre with no cost to the Town Council and on a month-by-month basis.

Members **resolved not** to allocate funds or grant permission for the April Cosmopolitan Culture and Classics event. Members further **resolved** to request J.A. Conner Events to instead consider incorporating the main elements suggested into the TrAction Festival in July 2017 in its place.

Members **resolved** to defer the decision regarding funding the Cosmopolitan Food Festival in October 2017 pending further clarification on the event which is then presented at a future meeting.

Members **resolved** to allocate £4,000.00 towards the Christmas Winter Wonderland event in December 2017 which is to be allocated from the 2017 Advent Programme Budget.

Members **resolved** to request regular written updates be submitted to the Committee and the Events Working Group regarding progress on all the J.A. Conner Events activities supported by the Crewe Town Council.¹

16/6/09 To consider recommendations from the Grants Working Group in relation to applications submitted to the Town Councils Small Grants Scheme submitted before Sunday 20th November 2016 (***copies circulated***) and to consider any policy changes necessary for the processing of grant applications:-

- a) Motley Crewe – Procurement of Football Kit – £834.98
- b) Changing Lanes (Cheshire) CIC – Support for Helpline and Group Based Sessions – £1,000.00
- c) Circus Starr – Tickets to Crewe Show – £500.00
- d) Royal Voluntary Service at Leighton Hospital – Befriending Team Events – £1,000.00
- e) Mindki CIC – New Website – £1,245.00
- f) St Andrew with St John the Baptist Church – Children’s Play Equipment – £880.00
- g) Crewe Athletic Football Club – Coaching Courses and Training Equipment – £1,358.00
- h) Beanstalk West Midlands – Reading Project for Young People – £932.00

The Committee considered the Grant Applications presented which were submitted to the Town Council Small Grants Scheme before Sunday 20th November 2016 and:-

- a) An award of £400.00 was **resolved** to be made to the Motley Crewe for procurement of football kit;
- b) An award of £1,000.00 was **resolved** to be made to Changing Lanes (Cheshire) CIC for support towards their helpline and group based sessions;
- c) An award was **not resolved** to be made to Circus Starr towards tickets for their Crewe Show as it was felt that the request was for sponsorship and therefore does not meet the Small Grants Scheme criteria. Members suggested that Circus Starr submits a proposal to the Community and Environment Committee for sponsorship which can be presented at a future meeting;
- d) An award of £350.00 was **resolved** to be made to the Royal Voluntary Service at Leighton Hospital towards their Christmas befriending event;
- e) An award was **not resolved** to be made to Mindki CIC for their new website;
- f) An award of £880.00 was **resolved** to be made to St Andrew with St John the Baptist Church for children’s play equipment;
- g) An award of £848.00 was **resolved** to be made to Crewe Athletic Football Club towards coaching courses and covering the cost of indoor facilities;
- h) An award was **not resolved** to be made to Beanstalk West Midlands towards their reading project for young people as it was felt that it does not meet the Small Grants Scheme criteria;

¹ Simona Garnero, Events Officer, left the meeting

16/6/10 To consider matters related to the Crewe Town Council Civic Awards and their presentation

Members **resolved** to approve the Crewe Town Council Civic Awards nomination criteria as presented.

Members **resolved** to present the Civic Awards in 2017 and authorise the Community Engagement Officer to compile a list of award winners in consultation with the Mayor and Deputy Mayor of Crewe.

Members **resolved** to request that a separate event is not organised for the Civic Awards with a preference that the Awards are presented at the Mayors Ball in February 2017.

16/6/11 To consider matters related to Civic regalia

Members considered matters related to Civic regalia and **resolved** to defer the decision pending further clarification on costs being submitted back to the Committee for consideration.

16/6/12 To note the date of the next meeting – **Thursday 2nd February 2017**

Members noted that the date of the next meeting.

The meeting was closed at 8:39pm

Final



Proposed Draft Budget
Community and Environment Committee Meeting
Monday 28th November 2016



Financial Year 2017 / 2018

| | Events |
|-----------------|----------------------------|
| £5,000.00 | Literary Events |
| £5,000.00 | World War One |
| £20,000.00 | trAction Crewe |
| £13,000.00 | Advent Programme |
| £3,000.00 | Remembrance Sunday |
| £15,000.00 | Children's activities |
| £15,000.00 | Steampunk |
| £20,000.00 | Contingency |
| £50,000.00 | Christmas Lights Switch On |
| £146,000 | Total |

| | |
|----------------|--------------------------|
| £30,000.00 | Grants |
| £30,000.00 | Floriculture |
| £5,000.00 | Town Centre Enhancements |
| £65,000 | Total |

| | Civic Budget |
|----------------|---------------------|
| £5,000.00 | Mayor's Allowance |
| £5,000.00 | Civic Awards |
| £15,000.00 | Civic Events |
| £10,000.00 | Civic Regalia |
| £35,000 | Total |



Crewe Town Council Civic Awards 2017



Councillor Marilyn Houston, Mayor of Crewe, invites local residents to nominate individuals, groups and organisations whom they feel have made a positive difference to the Town of Crewe.

The Mayor and Crewe Town Council invites the community to submit nominations under the following four categories:-

- **Mayor's Civic Award**

An individual who has worked to the benefit of the Crewe community and who has clearly gone 'above and beyond' what would be ordinarily expected of them

- **Arts, Culture and Sport Award**

An individual, group or organisation who has demonstrated outstanding achievement in the arts, culture or sport

- **Youth Award**

An individual under 21, group or organisation focussed on working with young people, who has brought benefit to the Crewe community

- **Crewe Town Council Business Award**

An individual or organisation who has demonstrated initiative and enterprise in business in the Town of Crewe

**Nominations need to be no more than 200 words in length and
submitted in writing to Crewe Town Council before
12pm on Sunday XXXX MONTH 2017**

Nominations can be submitted in the following ways:-

- **Post :**

Crewe Town Council, 1 Chantry Court, Forge Street, Crewe CW1 2DL

- **Email :**

mayor@crewetowncouncil.gov.uk

- **Website :**

www.crewetowncouncil.gov.uk/civicawards2017

Crewe Town Council
Community and Environment Committee

1 Chantry Court,
Forge Street,
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Minutes of the Meeting held on Thursday 2nd March 2017

16/7/01 Present:-

Councillors Suzanne Brookfield, Catherine Hogben, Marilyn Houston, Benn Minshall, Pam Minshall, Jill Rhodes and Nanette Walton.

Apologies:-

Councillor Dennis Straine-Francis was excused from the meeting in light of being called for Jury Service.

In Attendance:-

Hannah Marr (Community Engagement Officer), Simona Garnero (Events Officer), Alex Ilchenko (Events Officer), John Malam (Blitz Fireworks Limited) and Alan Rhead (Blitz Fireworks Limited).

16/7/02 To note declarations of Members' interests

Councillor Nanette Walton declared a personal interest in Item 16/7/13 Small Grants Scheme Application I in light of being a member of the South Cheshire Pensioners Association.

Councillor Pam Minshall declared a personal interest in Item 16/7/13 Small Grants Scheme Application M in light of being a member of the Crewe Historical Society.

16/7/03 To confirm and sign the Minutes of the Community and Environment Meeting held on Monday 28th November 2016 *(attached)*

The Minutes of the Community and Environment Committee Meeting held on Monday 28th November 2016 were approved and were signed as an accurate record.

16/7/04 Public Participation

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

Mr Hoffman raised a question to the Community and Environment Committee regarding a Speakers Corner in Crewe.

Councillor Pam Minshall, Chair of the Community and Environment Committee, advised that a Crewe Speakers Corner had been discussed at a previous Council Meeting and that Crewe Town Council felt that it wasn't appropriate to have such an area in Crewe at this time.

Mr Hoffman requested that the Chair of the Community and Environment Committee formally write to him regarding the decision made on the subject of a Crewe Speakers Corner which the Chair agreed.

Mr Hoffman raised a further question regarding reinstating the Crewe Town Crier and expressed his support towards the project should it proceed.

Members noted his support and advised that the subject of the Crewe Town Crier would be discussed later in the Agenda.

16/7/05 To review the year to date financial position of the Community and Environment Committee *(attached)*

Members noted the year to date financial position of the Community and Environment Committee Budget.

- 16/7/06** To receive a presentation from Blitz Fireworks Limited regarding the Crewe Town Centre Christmas Lights Scheme
- John Malam (Blitz Fireworks Limited) and Alan Rhead (Blitz Fireworks Limited) gave a presentation to the Community and Environment Committee regarding a number of options for the Crewe Town Centre Christmas Lights Scheme for Winter 2017.
- Members of the Community and Environment Committee thanked Blitz Fireworks Limited for their presentation and the work they have undertaken with the Crewe Town Centre Christmas Lights Scheme to date.
- 16/7/07** To consider matters related to the Crewe Town Centre Christmas Lights Scheme for Winter 2017
- Members considered matters related to the Crewe Town Centre Christmas Lights Scheme for Winter 2017.
- Members requested that the Blitz Fireworks Limited presentation be circulated amongst Members for further consideration at the next Events Working Group who can make a recommendation to the next Community and Event Committee Meeting regarding preferred options for the Christmas Lights Scheme for Winter 2017.¹
- 16/7/08** To receive an update from the Events Working Group
- Councillor Pam Minshall, Chair of the Community and Environment Committee, gave a verbal update to Members on behalf of the Events Working Group.
- 16/7/09** To consider matters related to the Events Programme
- Members **resolved** to allocate funds of up to £3,000.00 from the 2017 / 2018 Community and Environment Committee Budget towards the Crewe Cosmopolitan Food Festival in October 2017.
- Members **resolved** that a formal agreement be entered into granting J.A. Conner Events granting permission to hold the Crewe Cosmopolitan Food Festival in October for the next three years.
- Members **resolved** that this agreement be reviewed by the Community and Environment Committee each year following the Crewe Cosmopolitan Food Festival which includes Crewe Town Councils support and sponsorship of the event.
- Members again **resolved** to request to J.A. Conner Events that regular written updates are submitted to the Community and Environment Committee and the Events Working Group regarding the activities that J.A. Conner Events organise in Crewe Town Centre and that these be reviewed on a regular basis by the Community and Environment Committee.
- Members **resolved** to allocate funds of £5,000.00 from the 2016 / 2017 Community and Environment Committee budget to the SpareParts: On the Move activities in Crewe in the lead up to trAction 2017.
- Members **resolved** to appoint Bare Bones Marketing as the key marketing partner and asked for the proposal from Bare Bones be recirculated to Members of the Community and Environment Committee.
- Members **resolved** to allocate funds of £9,250.00 from the 2016 / 2017 Community and Environment Committee budget to Everybody Sport and Recreation and Crewe Library for a programme of children's activities planned for the next twelve months in Crewe.²
- 16/7/10** To consider matters related to a Town Crier
- Members considered matters relating to a Town Crier and **resolved** to undertake some research which can then be discussed at a future Committee Meeting.
- 16/7/11** To consider matters related to signage and branding for the Dutton Institute
- Members **resolved** to grant permission for the Dutton Institute to use the Crewe Civic Crest on the new signage to be installed on the exterior of the Dutton Institute building in light that the Mayor of Crewe is the organisations Honorary President.

¹ John Malam (Blitz) and Alan Rhead (Blitz) at the end of Item 16/7/07

² Simona Garnerio (Events Officer) and Alex Ilchenko (Events Officer) at the end of Item 16/7/09

16/7/12 To consider matters related to the purchase of dog fouling dispensers

Members **resolved not** to purchase dog fouling dispensers.

Members **resolved** to purchase dog fouling bags up to the value of £20.00 to be donated to local community organisations for distribution.

Members **resolved** to liaise with Cheshire East Council regarding a dog fouling awareness campaign.

16/7/13 To consider recommendations from the Grants Working Group in relation to grant applications and funding requests for community projects submitted to the Crewe Town Council Small Grants Scheme submitted to the Community and Environment Committee before Sunday 19th February 2017:-

Small Grants Scheme Applications (copies circulated)

- a) ArtWork Studios and Gallery – £1,074.00
- b) LS Gymnastics Club – £1,000.00
- c) Christian Concern – £1,000.00
- d) FamilyTies cic – £867.00
- e) Michael Heal Urology Unit at Leighton Hospital – £1,000.00
- f) Crewe Heritage Centre – £1,000.00
- g) Community Recycle Cycles – £1,000.00
- h) Wistaston Community Council – £800.00
- i) South Cheshire Pensioners Association – £800.00
- j) Beechmere Extra Care Development – £1,000.00
- k) Brookhouse Community Wildlife Garden – £1,000.00
- l) Creative Crewe – £1,600.00
- m) Crewe Historical Society – £850.00
- n) Wishing Well – £1,000.00

Funding Requests towards Community Projects

- o) Walking Bus Scheme – £150.00
- p) Community Knitting Project – £600.00
- q) Performance at Crewe Military Festival 2017 – £500.00
- r) Marquee Hire at Crewe Military Festival 2017 – £600.00
- s) Materials and Equipment for National Playday 2017 – £500.00
- t) Crewe Cultural Festival 2017 – £1,000.00
- u) Crewe Passion Play – £500.00
- v) Crewe Spring Clean Weekend 2017 – £500.00
- w) Crewe Carers Information Day – £750.00

Members considered the Grant Applications submitted to the Crewe Town Council Small Grants Scheme submitted to the Community and Environment Committee before Sunday 19th February 2017 and:-

- a) An award of £1,074.00 was **resolved not** to be made to ArtWork Studios and Gallery for an outdoor painting project.
- b) An award of £1,000.00 was **resolved** to be made to LS Gymnastics Club towards a trapezette and mat.
- c) An award of £1,000.00 was **resolved** to be made to Christian Concern towards an industrial dishwasher for the new St. Paul's Café.
- d) An award of £867.00 was **resolved not** to be made to Family Ties cic towards the Crewe Ties Group.
- e) An award of £1,000.00 was **resolved** to be made to the Michael Heal Urology Unit at Leighton Hospital towards the Michael Heal Unit Patient Garden Project.
- f) An award of £1,000.00 was **resolved** to be made to the Crewe Heritage Centre towards furniture and equipment.
- g) An award of £1,000.00 was **resolved not** to be made to Community Recycle Cycles towards social media, promotional materials and work wear.
- h) An award of £800.00 was **resolved not** to be made to the Wistaston Community Council towards the purchase of gazebos.

- i) An award of £800.00 was **resolved not** to be made to the South Cheshire Pensioners Association towards their United Nations Older Persons Day event in October 2017.
- j) An award of £1,000.00 was **resolved not** to be made to Beechmere Extra Care Development towards mindfulness sessions.
- k) An award of £1,000.00 was **resolved** to be made to the Brookhouse Community Wildlife Garden towards a polytunnel.
- l) An award of £1,600.00 was **resolved not** to be made towards Creative Crewe's Taxi is Here Project.
- m) An award of £850.00 was **resolved** to be made to Crewe Historical Society towards a laptop, IT software, a projector and associated computer leads.
- n) An award of £948.80 was **resolved** to be made to Wishing Well towards health, fitness and games equipment.

Councillor Pam Minshall left the meeting at this point and it was **resolved** that Councillor Jill Rhodes chaired the remainder of the Community and Environment Committee Meeting.

Members also considered the funding requests submitted to the Community and Environment Committee before Sunday 19th February 2017 and:-

- o) An award of up to £150.00 was **resolved** to be made to Hungerford Primary Academy towards high visibility jackets for children and adults for the Schools Walking Bus Scheme.

Members **resolved** to make a similar offer of support to other schools in Crewe.

- p) An award of up to £600.00 was **resolved not** to be made to Crewe Senior Forum for their community knitting project to decorate items in Crewe Town Centre.
- q) An award of up to £500.00 was **resolved** to be made to Crewe Brass Band for their performance at the Crewe Military Festival in June 2017.
- r) An award of up to £600.00 was **resolved** to be made to Queens Park for the hire of a marquee at the Crewe Military Festival in June 2017.
- s) An award of up to £500.00 was **resolved** to be made to the Cheshire East Partnerships and Communities Team for materials and equipment at the Crewe National Playday event in August 2017.
- t) An award of up to £1,000.00 was **resolved not** to be made to Cheshire East Partnerships and Communities Team for the TRUST Projects Crewe Cultural Project and requested that more information be obtained which can then be discussed at a future Committee Meeting.
- u) An award of up to £500.00 was **resolved** to be made to LoveCrewe towards the Crewe Passion Play.
- v) An award of up to £500.00 was **resolved** to be made to for litter and fly tipping equipment and materials which can be used by the community.
- w) An award of up to £750.00 was **resolved** to be made to Careforce Cheshire East and the Cheshire East Local Area Coordinators for the Crewe Carers Information Day in April 2017.

- 16/7/14** To note the current Small Grants Scheme Guidance (**attached**) and consider any amendments to the Small Grants Scheme Guidance and Application Form to be implemented from 1st April 2017

Members **resolved** to continue the meeting beyond 9pm.

Members **resolved** to recommend that the proposed amendments to the Small Grants Scheme Guidance and Application Form be ratified at Council for implementation from 1st April 2017.

- 16/7/15** It is recommended to the Community and Environment Committee to consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 16 on the grounds that the matters contain commercially sensitive information and by reason of the confidential nature of the business being transacted

Members **resolved** to exclude the public and representatives of the press from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 during the consideration of Item 16/7/15 on the grounds that the matters contain commercially sensitive information and by reason of the confidential nature of the business being transacted.

16/7/16 To receive a report regarding CreweLife and to consider matters related to its development and management
Members **resolved** to adopt all the recommendations within the report regarding CreweLife.

16/7/17 To note the date of the next meeting – **Thursday 18th May 2017**

Members noted the next date of the Community and Environment Committee as Thursday 18th May 2017

The meeting was closed at 9.26pm

DRAFT



Crewe Town Council

Small Grants Scheme Guidance



Crewe Town Council wishes to make donations and allocate grants to fund projects that support organisations which are based within or which directly benefit the Town of Crewe and its residents.

Projects **MUST** support the aims of 'A Vision for Crewe – Crewe's Community Plan' which are:-

- Develop Civic Pride through activities which involve the community in arts, culture, heritage and leisure;
- Engage young people and help to address educational, recreational and training needs;
- Develop and improve 'green spaces' and the physical environment;
- Encourage events, activities and functions that will bring social and economic benefits to the Town;
- Assist the development of sustainable initiatives that will benefit Crewe in both the short and longer term;
- Support and improve the health and wellbeing of residents in Crewe;
- Enhance and enable the community for the benefit of all;

Before starting your Small Grants Scheme Application Form, Crewe Town Council highly recommends that you read the 'A Vision for Crewe – Crewe's Community Plan' document and the eligibility criteria detailed below as the information you provide will be considered against the following Action Plans contained within the document:-

- Arts, Culture, Heritage and Leisure
- Health and Wellbeing
- Housing and Environment
- Town Centre
- Young People

Eligibility

When seeking funding from the Crewe Town Council Small Grants Scheme, organisations must take into account the criteria detailed below:-

To qualify for a grant from Crewe Town Council, organisations MUST:-

- Be a voluntary or community organisation, registered charity, charitable incorporated organisation, social enterprise, community interest company, community amateur sports club or a not-for-profit group which has a governing document and an active management group;
- Operate within the Crewe town boundary, provide value for money and that the proposed project will directly and positively benefit local residents within the Crewe Town Council area;
- Be able to provide proof of a bank or building society account in the organisations name which requires at least two signatures and, where possible, an audited set of accounts;
- Where projects involve children or young and vulnerable people, the organisation must have the appropriate safeguarding policies and procedures in place, copies of which must be supplied;
- Complete the application form in full clearly and provide all required information and documentation;
- Not have already received grant funding from the Town Council in this or the previous financial year or had an application rejected in the current financial year;

Applications will NOT be considered for:-

- Organisations which are not based within the Crewe town boundary unless they can significantly show that the project and the organisation will positively benefit the town and residents within the Crewe Town Council area;
- Projects which **DO NOT** involve, include or benefit residents within the Crewe town boundary;
- Applications from individuals as well as general appeals, sponsorship or general fundraising requests from organisations;
- Applications from national bodies without a local link, branch or association to Crewe, who are unable to demonstrate their effectiveness in the town of Crewe or benefit local residents;
- Activities which are mainly of a political or religious nature;
- Loan against loss or debt;
- Work which has already taken place or been started;
- General running costs such as utilities, insurance, broadband, etc. along with salaries and staffing costs;
- Organisations which have already received grant funding from Crewe Town Council in this or the previous financial year or had an application rejected in the current financial year;

General conditions to consider when applying for a grant

- Applications must be completed in full. Incomplete application forms will be returned to the organisation which could incur a delay or deferral of your application until the next evaluation round;
- Applications will not be considered by the Grants Working Group until all supporting documentation and additional information requested is supplied. If this information is not received, the application will be deferred until the next evaluation round and may result in the application being declined. Failure to supply all the required documentation will result in the application being treated as incomplete;
- Organisations which have applied and received a grant from Crewe Town Council in the current or previous financial year will not generally be considered or where an application has been rejected;
- Applications for funding **OVER** £1,000 will generally not be considered;
- Funds awarded must only be used for the stated purpose and project outlined in the original application. If an organisation wishes to vary the project, or purpose, which the funds will be used for, they must formally write to the Town Council to seek approval. No further works should be carried out on the project until formal approval is granted. The Town Council reserves the right to request for all funds to be repaid should funds not be used for the stated purpose or project outlined in the original application;
- If an organisation is unable to spend the funds allocated, any unspent monies must be returned to the Town Council at the earliest opportunity;
- If an organisation is unable to fulfil the project to which funding has been allocated, an organisation must repay the grant funding in full immediately;
- Funds granted by Crewe Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years, for the same purpose, will not be considered;
- Awards cannot be made retrospectively. Therefore, any work which has started or taken place prior to acceptance of a grant offer, will not be eligible and funding and will not be given;
- In cases where a funded project turns a profit, the Town Council must be informed in writing. Crewe Town Council reserves the right to request for the profit to be paid back to the Small Grants Scheme unless the Small Grants Scheme Working Group is satisfied that the profit will be utilised to benefit the organisation positively and the community which it supports;
- A complete copy of an organisations latest accounts or at least three bank statements, governing documentation, equal opportunities policy and where applicable, safeguarding policy, must be supplied within seven days of an application being submitted. Where a new project is being launched, an appendix must be attached detailing anticipated costings and quotations;
- Following a successful application, an End of Grant Report must be submitted to the Town Council upon completion of the project. The report shall include, but not limited to, how many people the project has benefitted, how funds were used and what difference the project has made to the organisation and / or the local community;
- Organisations are requested to attend the Annual Crewe Town Meeting on Thursday 19th April 2018 to speak publically about the project which has received funding from the Crewe Town Council Small Grants Scheme;

The Application Process

How to apply for funding from the Small Grants Scheme

Crewe Town Council highly recommends that organisations read 'A Vision for Crewe – Crewe's Community Plan' prior to making their application. A copy of the Community Plan can be found [here](#) or by contacting the Community Engagement Officer by email, communityplan@crewetowncouncil.gov.uk, or by calling 01270 756975 Option 1.

- Applications must be made in writing and only on Crewe Town Councils most current Small Grants Scheme Application Form. A copy can be downloaded [here](#) or a copy can be requested by email, grants@crewetowncouncil.gov.uk.
- Forms must be clear, legible and preferably submitted by email to grants@crewetowncouncil.gov.uk. If applications are not clear or legible, forms will be returned to the applicant upon receipt and will incur a delay in the application being considered;
- Grants will not be awarded retrospectively. Any works begun on a project prior to a formal grant offer being made and accepted, renders the application ineligible and will be rejected upon receipt;
- If an organisation is unable to submit required documentation at the point of application, they have seven days to supply the information to Crewe Town Council;

Applications will be considered by the Small Grants Scheme Working Group quarterly. Therefore applications for the Crewe Town Council 2017 / 2018 Small Grants Scheme must be submitted before **Sundays 2nd July 2017, 24th September 2017, 26th November 2017 and 18th February 2018**

Once your application has been submitted and how your application will be considered

Once received, your application will be checked and evaluated by a Crewe Town Council Officer and then the Small Grants Scheme Working Group. Crewe Town Council reserves the right to seek further clarification on any details contained within the application, to return applications if they are incomplete and to liaise with external parties to verify information contained within the application. Where possible and felt necessary, organisations will be asked to meet the Town Council to discuss their application in more detail before it is presented to the Small Grants Scheme Working Group. The Working Group will judge each application on its own individual merits and how each project best supports the aims of 'A Vision for Crewe – Crewe's Community Plan'. The Small Grants Scheme Working Group will then make their recommendations to the Community and Environment Committee.

Crewe Town Council has delegated powers to the Community and Environment Committee and the Small Grants Scheme Working Group to consider and make recommendations on allocations of grant funding and to make donations.

The Town Council strives to allocate grant funding and donations in a fair and open manner, judging each application on its own merit. When allocating, funds are granted under the provision of various Local Government Acts, the General Power of Competence and Audit Regulations.

It should also be noted that all Crewe Town Councillors are governed by a [Code of Conduct](#) and have an obligation to declare any personal and / or prejudicial interest where relevant when considering the allocation of funds.

If your application is successful

- All applicants will be notified in writing within seven days following the decision made by the Community and Environment Committee;
- Successful applicants will be asked to complete and sign a Grant Acceptance Agreement before payment of funds is released;
- Funds will be passed on to organisations via a direct bank transfer and not by cash or cheque;
- Organisations will be required to complete an End of Grant Report highlighting how the project has benefitted and made a difference to both the organisation and the community and include details such as how the funds were spent;
- Copies of all receipts and invoices must be submitted no later than 30 days following completion of the project;
- Crewe Town Council will support each organisation to document and record a Case Study regarding how the grant funding has been to support the project. This Case Study will then be used for Crewe Town Council purposes to promote the Small Grants Scheme and its ongoing commitment in the community;

Assistance

If you have any questions about applying to Crewe Town Council's Small Grants Scheme or would like some help to complete your application form, please contact:-

Hannah Marr, Community Engagement Officer

Address: Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire CW1 2DL

Email: grants@crewetowncouncil.gov.uk

Telephone: 01270 756975



Crewe Town Council

Small Grants Scheme Application Form



The information contained on this form will help us process your application. Guidelines on the Crewe Town Council Small Grants Scheme are available [here](#). We highly recommend that you read '[A Vision for Crewe – Crewe's Community Plan](#)' before completing your application.

Contact Details

| | | | |
|--------------------------|-----------|--|--|
| Name of Organisation: | | | |
| Address of Organisation: | | | |
| | Postcode: | | |
| Name of Applicant: | | | |
| Position: | | | |
| Telephone Number: | | | |
| Email address: | | | |
| Facebook: | Twitter: | | |

About your organisation

| | |
|-----------------------------------|--|
| Type of organisation: | Charitable Organisation / Unregistered Community Group / Club / Society *delete as appropriate Other (please state): _____ Registered Number: _____ Do you have a constitution or governing document? Yes / No |
| When did your organisation start? | |
| What does your organisation do? | |

Project Costs and Finances

How much will your overall project cost?

What will funds from Crewe Town Council be used to pay for?

| Item ** | Total Costs | Requested from Crewe Town Council |
|--------------|-------------|-----------------------------------|
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| | £ | £ |
| Grand Totals | £ | £ |

** Where possible, please provide any quotes and estimates

| Who else have you approached for funding for this project? Please indicate if any of these contributions have been secured with a * | |
|--|-------|
| Contribution requested from | Total |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | | |
|--|-----|----|
| Have you previously applied for grant funding from Crewe Town Council? | Yes | No |
|--|-----|----|

| | |
|-----------------------------|--|
| If Yes, when did you apply? | |
|-----------------------------|--|

If you were successful, please briefly tell us about the project which was funded

Declaration

I am authorised to make this application on behalf of the above organisation.

I certify that the information contained in this application is correct.

If the information in the application changes, I will inform Crewe Town Council as soon as possible.

I give permission for Crewe Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

| | |
|----------------|--------------|
| Signed: | Date: |
|----------------|--------------|

Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

| | | |
|--|--|--|
| Latest annual accounts <input type="checkbox"/> | Governing document <input type="checkbox"/> | Copy of a bank statement less than three months old <input type="checkbox"/> |
| Policy documents <input type="checkbox"/> (if applicable) | Copies of written estimates <input type="checkbox"/> | |

Please send your completed application to:-

Hannah Marr
Community Engagement Officer
Small Grants Scheme
Crewe Town Council
1 Chantry Court
Forge Street
Crewe
Cheshire
CW1 2DL

Email: grants@crewetowncouncil.gov.uk
Tel: 01270 756975

Please ensure you keep a copy of this application form for your records



Crewe Town Council Small Grants Scheme Grant Acceptance Form



Project Name:

Organisation has been awarded **£XXX.XX** grant funding from the Crewe Town Council Small Grants Scheme.

Before the Grant Funding can be released, you **MUST** to complete and return this Grant Acceptance Form on behalf of your organisation. Please read the Grant Acceptance Form carefully and seek clarification on anything you may be unsure of.

Once this Grant Acceptance Form has been completed and signed, please return it to:-
Crewe Town Council Small Grants Scheme, 1 Chantry Court, Forge Street, Crewe CW1 2DL

Alternatively, you can email the completed and signed Grant Acceptance Form to grants@crewetowncouncil.gov.uk provided that the form has been signed by hand and a scanned copy of the signed Grant Acceptance Form is emailed.

No grant funding will be released until this Grant Acceptance Form has been signed and returned to the above address, confirming your acceptance of the requirements set out in the Grant Acceptance Form on behalf of your organisation.

Awards are not made retrospectively therefore any work which has started prior to the completion of the Grant Agreement Form being received renders your grant award ineligible and payment of funding will not be released.

Acceptance

On behalf of **Organisation**, I confirm that all the information provided by during the application process is true and accurate. **Organisation** agrees that the grant funding awarded will only be used for the purpose detailed in the initial application form dated **XX:XX:20XX**.

By accepting the grant funding, **Organisation** have made a commitment to acknowledge Crewe Town Council's support publicly. Where possible, all advertising, brochures, programmes, visual images and any other materials related to the project features the Crewe Town Council logo and the acknowledgement 'Supported using funds from Crewe Town Council' or 'Supported by Crewe Town Council'. All press releases, interviews and public statements should also feature a written or verbal acknowledgement of the Town Council's support using the words 'Supported using funds from Crewe Town Council' or 'Supported by Crewe Town Council'.

As part of accepting funding from the Crewe Town Council Small Grants Scheme, **Organisation** is aware that they will be required to attend the Annual Town Meeting on Thursday 19th April 2018 to speak publically about how funding from the Town Council has supported the project.

Organisation agrees to abide by the Crewe Town Council Small Grants Guidance.

Signed:

Date:

Your Details

| Organisation Details | |
|-----------------------|--|
| Organisation Name: | |
| Contact Name: | |
| Position: | |
| Telephone Number: | |
| Email: | |
| Website: | |
| Facebook: | |
| Twitter: | |
| Type of Organisation: | |
| Registration Number: | |

| Bank Details | |
|------------------------|--|
| Bank Name and Address: | |
| Name of Account: | |
| Sort Code: | |
| Account Number: | |

On behalf of **Organisation**, I accept the grant award from Crewe Town Council and confirm that we have answered all of the questions accurately and truthfully.

| | |
|-------------|--|
| Signature: | |
| Print Name: | |
| Date: | |



Crewe Town Council Small Grants Scheme

End of Grant Report



Please complete, sign and return this form as soon as your project has finished

Project Name:

Organisation Name:

Grant Award received from Crewe Town Council

£XXX.XX

How was your grant spent?

Please give a breakdown of the items or activities funded by the grant award from Crewe Town Council

| Item or activity | Actual total cost of the item / activity for the project | Amount of Crewe Town Council grant spent on item / activity |
|---------------------------|--|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total amount spent | £ | £ |

If how you spent your grant is different to what was outlined in your application form, you must explain why and advise how this has allowed you to achieve your outcomes.

What has your project achieved?

Tell us how you feel that your project has met the aims of 'A Vision for Crewe – Crewe's Community Plan'?

How many people directly benefited from the grant?

Tell us about the difference your project has made and the wider benefit you feel it has had to Crewe and residents within the town boundary

Is there anything you would have done differently with this project?

| | | |
|------------------------------|----------|---------|
| Title | Forename | Surname |
| | | |
| Position within organisation | | |
| | | |
| Telephone Number | Email | |
| | | |
| Signed | Date | |
| | | |

Please attach any photographs you are able to share about the funded project. These will be used to publicise your grant award and to promote the Crewe Town Council Small Grants Scheme.

Please return your form by email to grants@crewetowncouncil.gov.uk

Crewe Town Council

Finance and Resources Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on 17th May 2016

- 16/1/01** Present
Cllrs Beard, Lundie, P Minshall, Jill Rhodes, Roberts, D Yates and S Yates.
- In attendance: Cllr B Minshall and Steve McQuade (Town Clerk).
- 16/1/02** To elect a Chairman and Deputy Chairman for the Committee
Members **resolved** that Cllr Russan be elected as Chairman and Cllr Lundie as Deputy Chairman
- 16/1/03** To receive apologies for absence
Apologies were received and accepted from Cllr Russan.
- 16/1/04** To note declarations of Members' interests
There were no declarations of interest.
- 16/1/05** To note the terms of reference for the Committee
Members noted the terms of reference.
- 16/1/06** To confirm and sign the minutes of the meeting held on 19th April 2016
The minutes of the previous meeting were agreed and signed as an accurate record after noting that Cllr Lundie had tendered his apologies.
- 16/1/07** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 16/1/08** To review the year to date expenditure for the Committee and for Council as a whole¹
Members reviewed the data presented and noted the financial position.
- 16/1/09** To receive and consider an update in relation to the transfer of Crewe Markets.
The Clerk updated members with regard to the potential transfer of Crewe Markets. The Council had sent to Cheshire East a list of options including a favoured scenario for the transfer of the markets, lyceum square, the café and toilets.
- It was understood that Cheshire East is now in favour of transfer and a formal response setting out a potential approach to transfer was expected soon.

The Clerk was asked to follow up the matter with Cheshire East as soon as possible and to

¹ Cllr Jill Rhodes joined the meeting at this point.

Chairman's Initials.....

call a meeting with the market traders to explain the Town Council's position.

Members asked that a Mayoral visit to the markets take place.

16/1/10 To receive and consider an update in relation to the management of allotments in Crewe. The Clerk reported that he was in dialogue with the Council's legal advisors with regard to the legal processes necessary:

- 1) To ensure that the Council has physical control of the three sites that chose to leave the Federation and not accept a lease from the Council.
- 2) To put in place the legal steps to ensure each plot holder has a direct tenancy with the Council.
- 3) To ensure that only those holding a legitimate tenancy from the Council has access to the site.
- 4) To secure the recovery of three years outstanding rent from the three sites through legal action against those who had taken the rent without authority.

The Clerk reported that an estimate of rent outstanding may well amount to 165 plots at approximately £35 per year for three years.

16/1/11 To receive and consider an update in relation to the Town Council's ownership of allotments in Crewe by Cheshire East. The Clerk reported that the Council's solicitors had applied via the Land Registry for a stay in the referral to the Tribunal whilst Statutory Arbitration takes place.

There had been no further update from Cheshire East.

16/1/12 To consider further information from the Crewe Town Allotment Federation in relation to the release of the capital allocation for 2016/7. The Clerk reported that the Federation were working on the prioritisation of the expenditure across the eleven sites and would submit the request for funding to a subsequent meeting.

16/1/13 To receive an update from internal audit (Cllrs Jill Rhodes and Beard) and to appoint internal auditors for the current financial year. Cllr Rhodes reported on the most recent audit. Members noted that issues related to terms of reference for committees, the risk register, disposal arrangements for furniture and further work on an audit of the historic assets were discussed.

Cllrs Beard and Jill Rhodes were appointed as internal auditors.

16/1/14 To consider a report from the Clerk in relation to the establishment of the Council. Members **resolved** to exclude the press and public for this item by virtue of the confidential personnel related matters under discussion.

Members **resolved** not to change the overall budget and to conduct a strategic review of the establishment. Cllrs asked that a working group be formed of all members of the Committee to review the strategic position.

16/1/15 To consider the date of the next meeting (13th July 2016) Members noted the date of the next meeting.

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on 13th July 2016

- 16/2/01** Present
Cllrs Beard, Lundie, P Minshall, Jill Rhodes, Roberts, D Yates and S Yates
- In attendance: Steve McQuade (Town Clerk).
- 16/2/02** To receive apologies for absence
Apologies were received and accepted from Cllr Russan.
- 16/2/03** To note declarations of Members' interests
There were no declarations of interest.
- 16/2/04** To note the terms of reference for the Committee
The Clerk indicated that this item was a duplicate from the previous agenda and that the terms of reference had been previously noted.
- 16/2/05** To confirm and sign the minutes of the meeting held on 17th May 2016
The minutes were agreed and signed as an accurate record.
- 16/2/06** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- There were no questions asked.
- 16/2/07** To review the year to date expenditure for the Committee and for Council as a whole
Members noted the current financial position for the Committee and Council.
- 16/2/08** To receive and consider an update in relation to the transfer of Crewe Markets.
The Clerk confirmed that dialogue with Cheshire East to agree scope and terms of the transfer of the markets from Cheshire East to the Town Council and indicated that further meetings were planned.
- 16/2/09** To receive and consider an update in relation to the management of allotments in Crewe.
The Clerk reported that processes were in hand to achieve direct management of three sites in Crewe by the Town Council.
- 16/2/10** To receive and consider an update in relation to the Town Council's ownership of allotments in Crewe by Cheshire East.
The Leader reported that the ownership question had been resolved and that subject to final legal formalities the matter had been brought to a conclusion such that Cheshire East accepted the Town Council as the owner (freehold) of all eleven sites in Crewe.

Chairman's Initials.....

16/2/11 To consider further information from the Crewe Town Allotment Federation in relation to the release of the capital allocation for 2016/7.
The Clerk reported that the Federation were still preparing their application for the current year.

16/2/12 To receive an update from internal audit (Cllrs Jill Rhodes and Beard).
Cllrs reported that the latest meeting was over due as a consequence of time pressures on members. The Committee agreed that Cllr Pam Minshall be added to the two members already undertaking this work to give added flexibility.

16/2/13 To consider an update from the Clerk in relation to the establishment of the Council.
The Clerk updated members with regard to changes to contractual arrangements for a number of members of the team.

The Clerk was asked to use the financial flexibility that such changes had created to meet the capacity and skills issues that also arose. Potentially through a short term fixed contract.

16/2/14 To consider the date of the next meeting (27th September 2016)
Members noted the date of the next meeting.

Meeting Closed: 20:08

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL

Minutes of the meeting held on 27th September 2016

At the start of the meeting a minutes silence was held in memory of Cllr Mike Russan who had passed away on the 26th September. Those present extended their condolences to Mike's friends and family and recalled Mike's hard work as Chair of the Committee over recent years.

16/3/01 Present
Cllrs Lundie, P Minshall, Roberts and Jill Rhodes.

In attendance: Cllrs B Minshall, John Rhodes, Straine-Francis and Steve McQuade (Town Clerk).

16/3/02 To receive apologies for absence
Apologies were received from Cllrs Beard, D Yates and S Yates.

16/3/03 To note declarations of Members' interests
There were no interests declared.

16/3/04 To confirm and sign the minutes of the meeting held on 13th July 2016
The minutes of the previous meeting were agreed and signed as an accurate record.

16/3/05 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.

16/3/06 To review the year to date expenditure for the Committee and for Council as a whole
Members noted the current stable financial position.

16/3/07 To consider the budget requirements for the Committee for 2017/8 and identify any significant changes to the budget that are likely to arise.
Members considered the strategic position including future costs related to the establishment and implications of the market transfer.

16/3/08 To receive and consider an update in relation to the transfer of Crewe Markets.
The Clerk updated members with regard to the latest position and members noted that the next key milestone is the Cheshire East Cabinet meeting in October which it is anticipated will consider the issues related to the markets in Crewe.

Members noted that a meeting with traders is to be held at the Council offices in early October.

Chairman's Initials.....

16/3/09 To receive and consider an update in relation to the allotments in Crewe.
Members noted an update from the Clerk in relation to the confirmation of site ownership and management arrangements at the eleven sites in Crewe.

The Clerk indicated that he was in the process of completing the previous resolutions of the Committee and Council.

16/3/10 To consider further information from the Crewe Town Allotment Federation in relation to the release of the capital allocation for 2016/7.
Members deferred the matter pending further information from the Federation.

16/3/11 To receive an update from internal audit (Cllrs Jill Rhodes, P Minshall and Beard).
Cllr Jill Rhodes provided an update into the most recent internal audit indicating that the last audit had looked at and validated the accuracy of a number of payments.

16/3/12 To consider an update from the Clerk in relation to the risk assessment commissioned to review the Health and Safety policies relating to the management of the offices.
Members reviewed the report from the Council's health and safety advisor and asked that the Clerk implement the recommendations:

- 1) Lone working fobs to be purchased at a cost of £180 each per year. Two to be procured.
- 2) Exterior Lighting – To complete the planned work to enhance lighting at the rear of the premises.
- 3) Rear door – To improve the configuration of the rear door and make changes to the alarm system that permitted ingress and egress by both exits.

Members also agreed to requests from employees to make changes to:

- 1) Provide an enhanced door communication system for the front door to include remote camera surveillance of the door area.
- 2) Upgrade the resilience of the front door locking mechanisms (chain or clasp).

Members also asked that consideration be given to replacing the rear door to give the same security infrastructure and to provide an option to use it as an alternate 'front' door.

16/3/13 To consider an update in relation to an insurance claim made by the Council.
The Clerk updated members with regard to a claim that had been made in connection with cracks that had appeared on the outside and inside of the building. The Clerk confirmed that though the cracks were minor a claim had been so as to protect the Council's future position and allow an inspection by the insurance company.

That inspection had taken place and had been supplemented by a report from the Council's independent surveyor.

The Clerk awaited a response from the insurance company.

16/3/14 To consider the date of the next meeting (29th November 2016)
Members noted the date of the next meeting, but asked that the meeting be put back by a week to 6th December.

Meeting Closed:

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on 6th December 2016

- 16/4/01** Present
Cllrs Beard, P Minshall, Jill Rhodes and Roberts.
- In attendance: Cllrs B Minshall and Maroni. Steve McQuade (Town Clerk)
- 16/4/02** To elect a Chairman and Vice Chairman for the Committee.
Cllr Lundie was elected as Committee Chair and the position of Vice Chair was deferred to a future meeting.
- 16/4/03** To receive apologies for absence
Apologies were received and accepted from Cllrs Lundie, D Yates and S Yates.
- 16/4/04** To note declarations of Members' interests
There were no declarations made.
- 16/4/05** To confirm and sign the minutes of the meeting held on 27th September 2016
The minutes of the meeting were agreed and signed as an accurate record
- 16/4/06** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions raised.
- 16/4/07** To review the year to date expenditure for the Committee and for Council as a whole
Members noted the present financial position. The Clerk updated members on the procedure relating to any carry over at year end i.e. that clear and auditable reasons were needed for monies to be carried over, underspends were not simply justification enough and these should simply contribute to the reserve at year end.
- 16/4/08** To consider the budget requirements for the Committee for 2017/8 and identify any significant changes to the budget that are likely to arise.
Members reviewed the draft budget and agreed the following changes:
- Reduce the amount set aside for markets to zero for the next financial year. That is to rely on the 100k currently in reserve.
 - To increase the contingency element to £75k.
- 16/4/09** To consider making a response to the Cheshire East Pre Budget Consultation.
Members reviewed the consultation and made the following comments:

Chairman's Initials.....

That Cheshire East review its priorities to focus on matters that local communities see as important, such as better roads, improved parks, car parking (costs), environmental issues, community safety, if not possible to consider the transfer of funds to agencies such as the town council who could seek to address the deterioration in local services. Some of these funds could perhaps be drawn from the monies being collected by Cheshire East in Crewe by virtue of increased levels of fines for littering.

16/4/10 To receive and consider an update in relation to Crewe Markets.
The Clerk updated members with regard to the dialogue with Cheshire East to establish a partnership. Cllr B Minshall reported on the most recent meeting with Cheshire East officers and members.

16/4/11 To receive and consider an update in relation to the allotments in Crewe, including the setting of allotment rents.
Members noted the update from the Clerk and agreed to set allotment rents at £52 per annum in the first year and to review the situation when costs to directly manage the sites are fully known.

Members were updated with regard to the formal transfer of allotment land from Cheshire East. The Leader (Cllr S Yates) asked that in his absence the Committee's attention be drawn to the following update:

"Together with Cllr. Benn Minshall I met with representatives of CEC on 30th November to discuss the outstanding issues relating to the transfer of the allotment sites from CEC to CTC. We discussed the 4 sites concerned and the issue of access rights to the 4 sites. The statement agreed by the negotiating parties recognises the transfer of the sites and settles the issues of access which results in access points remaining in the ownership of CEC for a variety of reasons including the maintenance of access for other parties but ensures that if CTC wishes at some point to change the use of an allotment site there is a requirement on CEC to negotiate."

I recognise that this draft agreement with CEC is not in accordance with the advice given by our legal adviser or the Town Clerk but does ensure that no further costs will be incurred and there will be no need to go to arbitration or a Land Registry tribunal."

If approved by F&R the Town Clerk will immediately advise CEC and our legal adviser to proceed to settlement and transfer."

The proposal from Cllr Yates references the following outcome from the meeting.

In the event that Crewe Town Council or any successor authority to Crewe Town Council wish to change the use of the allotment sites from their current use, which is as land for the provision and use of allotments pursuant to the Allotment Acts 1908 to 1950, the Town Council and Cheshire East Borough Council will at that point in time engage in further discussions as to any additional rights required as a result of the proposed change of use of the allotment sites by the Town Council over the land retained by Cheshire East Borough Council. Such rights being required for the purpose of gaining access to and egress from the allotment sites (where access is gained over land in the ownership of Cheshire East Borough Council).

Chairman's Initials.....

The Clerk advised members that the Committee could recommend to Council that this proposal be adopted. Given the legal deadlines a Council meeting would need to be held the following week to consider the recommendation.

The Clerk confirmed that he had circulated to the Council a copy of the most recent legal advice received 29th November 2016 and that he would need to formally record at Council that the recommended action was contrary to his advice and that of the Council's solicitors.

Members **resolved** that the Committee supported the view of the Leader, accepted that this was against legal advice and would ask Council to endorse the position suggested by the Leader.

16/4/12 To consider further information from the Crewe Town Allotment Federation in relation to the release of the capital allocation for 2016/7.
Members **resolved** that the 4k be transferred to the Federation for the purposes described i.e. a laptop and to improve security at a number of Federation sites.

16/4/13 To receive an update from internal audit (Cllrs Jill Rhodes, P Minshall and Beard).
Cllr Jill Rhodes updated members with regard to the most recent audit and noted that the reconciliation process had been reviewed and found to be in order.

16/4/14 To consider an update from the Clerk in relation to the risk assessment commissioned to review the Health and Safety policies relating to the management of the offices.
Members asked that the Clerk ask for revised quotes with a narrower scope to include:

- 1) Improve the back door to facilitate employees leaving via that route. Including the linkage to the alarm system.
- 2) Improve security at the front door to include a video camera and the physical clasp locking device.

16/4/15 To consider an update in relation to an insurance claim made by the Council.
Members **resolved** that an engineer be engaged to provide a second opinion as to the cause of the cracking.

16/4/16 To consider the adoption of updated Maternity Management Procedures
Members agreed that the procedure be adopted.

16/4/17 To consider matters related to ensuring effective business continuity and the delivery of the events programme
Members asked that SSG reach a decision on this matter.

The Clerk also confirmed to members that a student from MMU would be joining the team at no cost in the Spring and that they would support the work of the Community Engagement Officer.

16/4/18 To consider the date of the next meeting (7th March 2017)
Members noted the date of the next meeting.

Meeting Closed: 20:55

Chairman's Initials.....

Crewe Town Council

Finance and Resources Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on 7th March 2017

- 16/5/01** Present
Cllrs Beard, Lundie, Maroni, P Minshall, Jill Rhodes, Roberts, D Yates and S Yates.
- In attendance: Cllr B Minshall and Steve McQuade (Town Clerk)
- 16/5/02** To receive apologies for absence
All members were present.
- 16/5/03** To note declarations of Members' interests
Cllrs D Yates and S Yates declared a non pecuniary interest due to knowing the expert who had been engaged to conduct the structural work on Chantry Court.
- 16/5/04** To confirm and sign the minutes of the meeting held on 6th December 2016
The minutes of the previous meeting were agreed and signed as an accurate record.
- 16/5/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 16/5/06** To review the year to date expenditure for the Committee and for Council as a whole
Members noted the year to date financial position for the Committee and Council to March 1st.
Members asked that each meeting receive a copy of the outstanding debts report.
- 16/5/07** To consider any carry forward of unspent budget lines.
Members agreed that:
- Monies be carried over for commitments made before year end to meet the cost of future invoices for those items.
 - Members agreed that the future needs of committees could be addressed by decisions related to requests to draw on reserves.
- 16/5/08** To consider making a recommendation to Council on the adoption of a Training and Development Policy
Members **resolved** to recommend adoption of the policy by Council subject to the Clerk making changes related to:
- Strengthening the link to the annual review process.
 - Clarify the wording at 2.2.
 - Resolve inconsistencies in the section relating to financial assistance.
 - Set a limit on the value of training, equivalent to training for CiCLA, above that level formal signed agreements would be expected.

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- 16/5/09** To receive and consider an update in relation to joint projects with Cheshire East.
- To approve an agreement with ANSA to deliver an enhanced service (Lengthsman)
 - To note the progress in the recruitment of a Town Centre Projects Officer.
 - To note the extent of the planned work on town centre infrastructure

Members noted the progress being made in delivering the shared initiatives with Cheshire East.

With regard to the Lengthsman, members requested that the operative wear suitable liveried uniform/vehicle and that this role links seamlessly with enforcement on issues such as flytipping and littering in Crewe.

With regard to the project officer role Cllrs B Minshall, Rhodes and Roberts indicated their willingness to participate in the interview process.

Members welcomed the investment in the town centre infrastructure.

- 16/5/10** To receive and consider an update in relation to Crewe Markets.
Cllr S Yates provided members with an update on progress being made following the establishment of the joint Project Board with Cheshire East. The next meeting is due at the end of March.

- 16/5/11** To receive and consider an update in relation to the allotments in Crewe.
The Cllr Yates updated members with regard to two matters:
1. The legal process to resolve the dispute over land ownership appeared to be reaching a conclusion and since the decision on this matter by Council further monies needed to be spent to complete the necessary legal processes, but the aim is to keep this to an absolute minimum.
 2. The agreement of leases with the three sites that are not members of the Allotment Federation is being finalised by the lawyers acting for each party.

- 16/5/12** To receive an update from internal audit (Cllrs Jill Rhodes, P Minshall and Beard).
Cllr Rhodes provided an update noting that a review of the Gifts and Hospitality Register had taken place and that the level of debts to the Council had been checked. Internal Audit noted the need to undertake to check the accuracy of bank information held on the payments system on a regular basis.

- 16/5/13** To consider the draft interim audit report and response
Members received an update from the Clerk on the interim audit recommendations and approved the draft responses. The report would also be taken to Council later in the month.

- 16/5/14** To consider an update from the Clerk in relation to minor works on Chantry Court with particular reference to safety access.
The Clerk updated members with regard to quotations received for work on the front and back door plus some security enhancements. Members **resolved** that the quote presented be accepted in full.

- 16/5/15** To consider an update in relation to the survey work on Chantry Court requested at the previous meeting.
Members noted that the survey report was in agreement with the analysis of the inspector appointed by the insurance company and that as a consequence no action

Chairman's Initials.....

would be taken. Members noted at some point corrective work may need to be undertaken, but that it was not necessary at the present time.

- 16/5/16** To consider the Council's banking arrangements in the light of the Coop decision not to pay interest on the current account.
Members **resolved** to recommend to Council that Policy 3 of the Treasury Management Policy be amended to read "To ensure that monies held in the current account maintain cash flow, but seek to maintain a balance of between £25k and £75k." This would seek to minimise the loss of interest by keeping monies held at the Coop to a minimum.

Members asked that the Clerk look into alternative banking options including consideration of the ethics of the organisation concerned.

- 16/5/17** To consider releasing £4k from reserves to support the installation of a CCTV camera at the junction of Chester Street and Sandon Street. Sandon Street is a known hotspot for problems involving antisocial behaviour and litter offences. The installation is recommended by the various agencies involved. The funds to be released if matched by similar contributions from Cheshire East and the Police and Crime Commissioner. Members **resolved** that the payment of £4k could be made to support the CCTV network in Crewe, if match funding was available.

- 16/5/18** To consider recommending to Council that the policies related to the use of the squares in Crewe are amended and replaced by the draft version
Members determined that the policy remain unchanged, but provided verbal clarification for the Clerk on the management of Memorial Square in particular.

- 16/5/19** To consider an update from the Clerk in relation to the award of a new contract for the supply of Christmas events and other smaller in year events.
Members agreed to the procurement of a new contract to be awarded in early 2018 with a view to commencing in early 2019.

- 16/5/20** To consider a report on the operation of the council's telephone system.
Members noted the content of the report.

- 16/5/21** To consider the transfer of the CreweLife website to a third party.
Cllr B Minshall updated members on this item, providing the background and indicating that the relevant matters had been dealt with at Community and Environment Committee on 2nd March.

- 16/5/22** To consider recommending to Council that provision be made for an honorarium for the Deputy Mayor from May 2017.
Members **resolved** that a recommendation be made to Council that an honorarium be paid to the incumbent Deputy Mayor from May 2017 of £250 and that the consequential changes to Financial Regulations be made.

- 16/5/23** To consider matters relating to the remuneration of employees and job evaluation¹.
Members **resolved** that the public and press be excluded for the discussion of this item.

Members **resolved** that grade changes be made to a specific contract of employment, to

¹ This item was discussed following a resolution to exclude the press and public on the grounds that the information discussed relates to one or more individuals contract of employment.

Chairman's Initials.....

the relevant job description and that the matter be reviewed in six months. The Clerk would confirm this by email to members to confirm the decision.

Members asked that the Clerk identify, for approval by Council, a procedure that dealt specifically with requests for roles to be reviewed.

16/5/24 To consider the date of the next meeting (16th May 2017)
Members noted the date of the next meeting.

Meeting closed: 21:16

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Chairman's Initials.....

Crewe Town Council

Planning Committee

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

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 24th MAY 2016

Present: Councillors. Appilat, Beard, Brookfield, Houston, John Rhodes, and Straine-Francis.

In attendance: Rob MacKenzie (Deputy Town Clerk)

16/1/01 TO ELECT A CHAIR AND DEPUTY CHAIR FOR THE COMMITTEE

Members **resolved that** Councillor John Rhodes be elected as Chair and Councillor Straine-Francis be elected as Deputy Chair

16/1/02 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Russan and Bailey,

16/1/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest made.

16/1/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12th APRIL 2016

The minutes of the meeting held on 12th April 2016 were approved and signed.

16/1/05 PUBLIC PARTICIPATION

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

No questions were raised

16/1/06 TO NOTE THE TERMS OF REFERENCE FOR THE COMMITTEE

Members noted the terms of reference.

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16/1/07 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:

- 16/1309N Change of use of existing dwelling house to form 5 No Bedsits, 1 No Studio and 1 No Flat 13, BUXTON AVENUE, CREWE, CW1 6EU (Amended Plans)
Object due to
 - *Inadequate off-street parking and the absence of details of bin storage to meet the needs of the potential number of occupants*
 - *The proposal, in combination with other existing shared houses in the area, will adversely affect the amenity of residents through increased noise and disturbance.*
 - *Overlooking of neighbouring property from principal rooms at first and second floor level.*
- 16/1638N Retrospective planning application for a temporary car park 2, WESTON ROAD, CREWE, CW1 6AA
This is an Important site on a prominent junction and alongside the entrance to the station. No objection to this as a temporary use, but even on that basis it needs to have an attractive appearance in terms of surfacing and boundary treatment in accordance with policies BE2 of the Borough of Crewe and Nantwich Local Plan and DE1 of the Cheshire East Local Plan Strategy. Any approval should be subject to conditions
 1. *Limiting the use to a temporary period of 3 years*
 2. *Providing details of hard and soft landscaping, including boundary treatment and car park surfacing to the satisfaction of the planning authority.*
- 16/1852N Change of use of industrial unit to micro-brewery, including area for sale and consumption of alcohol and food. 4, THOMAS STREET INDUSTRIAL UNITS, THOMAS STREET, CREWE, CW1 2BD
No objection
- 16/2077N Outline application for use of land for residential development 78, HERBERT STREET, CREWE CW1 5LZ
Details of this application appear to have been removed from the Cheshire East website and unless advised otherwise it is assumed to be invalid or to have been withdrawn.
- 16/2263N Variation of Conditions 2, 5, 7 & 11 on Approval 15/5063N - Residential development (Use Class C3) consisting of 81 No. new affordable dwellings comprising 10 no. three bed houses, 45 no. two bed houses, 6 no. two bed apartments and 20 no. one bed apartments in three two storey apartment blocks with associated infrastructure including a new estate access off Broughton Road. LAND WEST OF BROUGHTON ROAD, CREWE
No comment

Chairman's Initials.....

- 16/2271N Advertisement consent for two fascia signs 10, GRAND JUNCTION WAY, CREWE, CW1 2RP
No objection

16/1/08 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

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

- 16/2279N BMW motor trade dealership with a new car showroom running parallel with University Way and associated workshop with MOT facility (back of house). Externally, dedicated customer and staff parking areas are provided, along with an area for used vehicle display and compound (car storage). UNIVERSITY WAY, CREWE.
No objection
- 16/2343N Proposed construction of 3 two bedroom mews houses and 4 one bedroom semi-detached bungalows with associated parking and access arrangements. Land Off, FRANK BOTT AVENUE, CREWE
No objection
- 16/2158N Proposed construction of apartments VALLEY HOUSE, 11, WALTHALL STREET, CREWE, CW2 7JZ
The adjoining development on 9 Walthall Street has been occupied but some external works remain unfinished. The current application proposes shared parking, bin storage and other facilities. If this application is to be approved, strict conditions must be applied and enforced to ensure that it is satisfactorily completed in accordance with approved plans.
- 16/2420N Detached dwelling and detached garage. LAND ADJACENT TO 206, FORD LANE, CREWE, CW1 3TN
No objection provided that no part of the site is designated as Open Space under Policy RT1 of the Borough of Crewe and Nantwich Local Plan.

Chairman's Initials.....

16/1/09 TO NOTE THE COMMENTS SUBMITTED BY THE DEPUTY TOWN CLERK ON PLANNING APPLICATIONS WITH RESPONSE DEADLINES IN ADVANCE OF THIS MEETING.

It was noted that the following comments on planning applications had been submitted by the Deputy Town Clerk after consultation with the Chair of the Committee:

- 16/1726N Change of use from dwelling house (C3) to office/storage facility (B1)25, LEWIS STREET, CREWE, CW2 7QR

The applicant has previously obtained permissions for the conversion of 19 and 21 Lewis Street from residential (C3) to business (B1) use for this business. (Applications reference P00/0594 and P98/0297 respectively).

It is pleasing to note that the business is so successful as to require further space, and the Town Council is always anxious to support the creation and expansion of local business. It appears to be well managed in respect of waste management and appearance. However, by its location in a residential street, its continued expansion will have a detrimental effect on the amenity of residents by virtue of the movements and parking of delivery vehicles in a narrow and congested street. The occupants of number 23 Lewis Street will be sandwiched between 2 business premises. Further, the loss of low cost housing stock is regrettable when there is an acknowledged shortage.

The Town Council therefore objects to this application for the following reasons:

1. *It will lead to the loss of amenity for residents in Lewis Street as a result of vehicle movements and on-street parking.*
 2. *It will lead to the loss of low-cost housing.*
- 16/1976N Partial Change of use from Residential Class C3 Single dwelling to Non Residential Institution Class D1 for a nursery/creche/ childminding. 18, OAK TREE DRIVE, CREWE, CHESHIRE, CW1 5LB

The Town Council supports the provision of childcare, but is concerned that the proposed increase in the number of children will be detrimental to the residential amenity of neighbouring properties as a result of increased vehicle movements, pressure on on-street parking, and possible noise disturbance.

- 16/1808N Demolish existing bungalow and outbuildings and erect 6no. two storey dwelling houses and associated works 271A, WALTHALL STREET, CREWE, CW2 7LE

The Town Council has no objection in principle to the redevelopment of this site for housing. It would like Cheshire East Council, In coming to a decision

Chairman's Initials.....

on this application, to consider the following:

1. *The submitted plans show the “Living Area” located on the first floor with windows and a “Juliette” balcony on the north elevation overlooking the rear garden of 269 Walthall Street and adjoining properties. The distance from the window to the boundary on plot 6 is less than 8m. Depending on the position and function of windows in the rear elevations of 269 Walthall Street, there may also be the potential for views into the habitable rooms of that property. The Town Council does not have access to the properties to ascertain the likely impact. The local planning authority should satisfy itself that the development will not result in an unacceptable overlooking and loss of privacy to neighbouring properties.*
2. *The East elevation is a blank rectangular wall which will form an unattractive view from Walthall Street.*
3. *The applicant states that the access road and parking will be “made up”. This would be welcomed, but there are no details with the application as to the proposed materials to be used. It is important that the area is not visually unattractive. A condition requiring approval of materials is required if the application is to be approved.*

16/1/010 TO CONSIDER A REPORT ON PROCEDURES FOR DESIGNATING CONSERVATION AREAS

The report was noted.

16/1/011 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 28 June 2015.

Members noted the date of the next meeting.

Meeting closed: 8.45 p.m.

Chairman’s Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court

Forge Street,

Crewe

CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 28th JUNE 2016

Present: Councillors. Bailey, Beard, Brookfield and John Rhodes,

In attendance: Rob MacKenzie (Deputy Town Clerk)

16/2/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Appilat, Houston, Russian, and Straine-Francis.

16/2/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

16/2/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24th MAY 2016

The minutes of the meeting held on 24th May 2016 were approved and signed.

16/2/04 PUBLIC PARTICIPATION

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

No questions were raised

Chairman's Initials.....

16/2/05 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:

- 16/2196W Temporary change of use of warehouse to waste management facility for advanced thermal treatment for a period of 5 years. STORAGE BOOST LTD, WESTON CENTRE, WESTON ROAD, CREWE, CW1 6AR
The Town Council has no objection in principle to the piloting of this technology provided that it is appropriately located, monitored and regulated. However, the proposed site is in an area of mixed uses including a hotel, a public house, a station and housing. Permission has been granted for the extension of the hotel, and the station is a possible site for an HS2 hub.

The Town Council strongly objects to this application:

1. *Because of concerns about its potential impact on adjoining occupiers through:*
 - *Odour during the transfer of waste into the building and when the doors to the building are open (for example in hot weather).*
 - *Noise, especially as it affects hotel guests at night*
 - *Emissions (in the absence of detailed information on the likely emissions from this particular unit based on the waste streams to be disposed of, and in the absence of permanent monitoring of stack emissions).*
2. *The proposal is contrary to Policy 5 of the Cheshire Replacement Waste Local Plan because the applicant has not satisfactorily demonstrated that the preferred sites in the Plan are no longer available or less suitable for the development or that the proposal would meet a requirement not provided for by the preferred sites.*

The Town Council considers that this is an application of strategic importance, being a "county matter" under para 1(1) (j) of Schedule 1 to the Town and Country Planning Act 1990, and as such should be considered by the Strategic Planning Board under para 2 (b) or (d) of the terms of reference of that Board or alternatively it should be considered by the Southern Planning Committee under the call-in procedure rather than being dealt with by officers under delegation.

- 16/2596N Extension to existing commercial premises including provision of additional car parking and manoeuvring areas. MEADOW BANK, GROBY ROAD, CREWE, CW1 4NA
No objection
- 16/2673N Outline application for the erection of two dwellings. Land adjacent to 131 STONELEY ROAD, CREWE CW1 4NQ
No objection in principle subject to confirmation that visibility is satisfactory for vehicles to safely access and exit from the proposed dwellings onto the

Chairman's Initials.....

highway; and that houses in the approved Stoneley Park development to the rear will not be overlooked. If this development is approved, the Town Council requests that space is left to allow the construction of a pavement to the road frontage enabling a connection from the Stoneley Park (Taylor Wimpey) development.

- 16/2855N Prior approval for a proposed change of use of a building from office uses (Class B1a) to a dwelling house (Class C3) REGENCY COURT, 36-48 HIGH STREET, CREWE CW2 7BN

On the assumption that these will be high quality apartments this development in an area that has lacked investment in recent years, and the introduction of more residents in to support retail and leisure businesses in the town is welcome.

16/2/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

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

- 16/3025N Change of use of office building to form one dwelling 52A, STALBRIDGE ROAD, CREWE, CW2 7LP
Object because of the harmful effect on the living conditions of 50 and 52 Stalbridge Road and 182 and 184 Walthall Street in terms of loss of privacy as a result of overlooking.
- 16/2912N First floor extension - 4th bedroom BROOKLANDS COTTAGE, FORD LANE, CREWE CW1 3JH
No objection

16/2/07 TO CONSIDER THE FUTURE WORK PROGRAMME OF THE COMMITTEE AND THE SUPPORT THAT THIS WILL REQUIRE

Members confirmed that the work of the committee includes

- 1) *Responding to consultations on planning applications. These can include complex and large proposals, and with the regeneration of the town and projects such as HS2 the number of complex applications is likely to increase.*
- 2) *Other planning matters such as Article 4 directions, Conservation areas and Neighbourhood Planning.*

It was resolved that the Chair should discuss with the Leader and Town Clerk the need for continued expert advice to ensure that the Town Council can put forward well-reasoned and professional arguments.

16/2/08 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 19TH July 2015.

Members noted the date of the next meeting. Councillor John Rhodes offered his apologies.

Meeting closed: 8.40 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court

Forge Street,

Crewe

CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 28th JUNE 2016

Present: Councillors Bailey, Beard, Brookfield and John Rhodes,

In attendance: Rob MacKenzie (Deputy Town Clerk)

16/2/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Appilat, Houston, Russian, and Straine-Francis.

16/2/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

16/2/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24th MAY 2016

The minutes of the meeting held on 24th May 2016 were approved and signed.

16/2/04 PUBLIC PARTICIPATION

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

No questions were raised

Chairman's Initials.....

16/2/05

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:

- 16/2196W Temporary change of use of warehouse to waste management facility for advanced thermal treatment for a period of 5 years. STORAGE BOOST LTD, WESTON CENTRE, WESTON ROAD, CREWE, CW1 6AR
The Town Council has no objection in principle to the piloting of this technology provided that it is appropriately located, monitored and regulated. However, the proposed site is in an area of mixed uses including a hotel, a public house, a station and housing. Permission has been granted for the extension of the hotel, and the station is a possible site for an HS2 hub.

The Town Council strongly objects to this application:

1. *Because of concerns about its potential impact on adjoining occupiers through:*
 - *Odour during the transfer of waste into the building and when the doors to the building are open (for example in hot weather).*
 - *Noise, especially as it affects hotel guests at night*
 - *Emissions (in the absence of detailed information on the likely emissions from this particular unit based on the waste streams to be disposed of, and in the absence of permanent monitoring of stack emissions).*
2. *The proposal is contrary to Policy 5 of the Cheshire Replacement Waste Local Plan because the applicant has not satisfactorily demonstrated that the preferred sites in the Plan are no longer available or less suitable for the development or that the proposal would meet a requirement not provided for by the preferred sites.*

The Town Council considers that this is an application of strategic importance, being a "county matter" under para 1(1) (j) of Schedule 1 to the Town and Country Planning Act 1990, and as such should be considered by the Strategic Planning Board under para 2 (b) or (d) of the terms of reference of that Board or alternatively it should be considered by the Southern Planning Committee under the call-in procedure rather than being dealt with by officers under delegation.

- 16/2596N Extension to existing commercial premises including provision of additional car parking and manoeuvring areas. MEADOW BANK, GROBY ROAD, CREWE, CW1 4NA
No objection
- 16/2673N Outline application for the erection of two dwellings. Land adjacent to 131 STONELEY ROAD, CREWE CW1 4NQ
No objection in principle subject to confirmation that visibility is satisfactory for vehicles to safely access and exit from the proposed dwellings onto the

Chairman's Initials.....

highway; and that houses in the approved Stoneley Park development to the rear will not be overlooked. If this development is approved, the Town Council requests that space is left to allow the construction of a pavement to the road frontage enabling a connection from the Stoneley Park (Taylor Wimpey) development.

- 16/2855N Prior approval for a proposed change of use of a building from office uses (Class B1a) to a dwelling house (Class C3) REGENCY COURT, 36-48 HIGH STREET, CREWE CW2 7BN
On the assumption that these will be high quality apartments, this development is in an area that has lacked investment in recent years, and the introduction of more residents to support retail and leisure businesses in the town is welcome.

16/2/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

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

- 16/3025N Change of use of office building to form one dwelling 52A, STALBRIDGE ROAD, CREWE, CW2 7LP
Object because of the harmful effect on the living conditions of 50 and 52 Stalbridge Road and 182 and 184 Walthall Street in terms of loss of privacy as a result of overlooking.
- 16/2912N First floor extension - 4th bedroom BROOKLANDS COTTAGE, FORD LANE, CREWE CW1 3JH
No objection

16/2/07 TO CONSIDER THE FUTURE WORK PROGRAMME OF THE COMMITTEE AND THE SUPPORT THAT THIS WILL REQUIRE

Members confirmed that the work of the committee includes

- 1) *Responding to consultations on planning applications. These can include complex and large proposals, and with the regeneration of the town and projects such as HS2 the number of complex applications is likely to increase.*
- 2) *Other planning matters such as Article 4 directions, Conservation areas and Neighbourhood Planning.*

It was resolved that the Chair should discuss with the Leader and Town Clerk the need for continued expert advice to ensure that the Town Council can put forward well-reasoned and professional arguments.

16/2/08 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 19TH July 2016.

Members noted the date of the next meeting. Councillor John Rhodes offered his apologies.

Meeting closed: 8.40 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court

Forge Street,

Crewe

CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 28th JUNE 2016

Present: Councillors Bailey, Beard, Brookfield and John Rhodes,

In attendance: Rob MacKenzie (Deputy Town Clerk)

16/2/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Appilat, Houston, Russian, and Straine-Francis.

16/2/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

16/2/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24th MAY 2016

The minutes of the meeting held on 24th May 2016 were approved and signed.

16/2/04 PUBLIC PARTICIPATION

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

No questions were raised

Chairman's Initials.....

16/2/05 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:

- 16/2196W Temporary change of use of warehouse to waste management facility for advanced thermal treatment for a period of 5 years. STORAGE BOOST LTD, WESTON CENTRE, WESTON ROAD, CREWE, CW1 6AR
The Town Council has no objection in principle to the piloting of this technology provided that it is appropriately located, monitored and regulated. However, the proposed site is in an area of mixed uses including a hotel, a public house, a station and housing. Permission has been granted for the extension of the hotel, and the station is a possible site for an HS2 hub.

The Town Council strongly objects to this application:

1. *Because of concerns about its potential impact on adjoining occupiers through:*
 - *Odour during the transfer of waste into the building and when the doors to the building are open (for example in hot weather).*
 - *Noise, especially as it affects hotel guests at night*
 - *Emissions (in the absence of detailed information on the likely emissions from this particular unit based on the waste streams to be disposed of, and in the absence of permanent monitoring of stack emissions).*
2. *The proposal is contrary to Policy 5 of the Cheshire Replacement Waste Local Plan because the applicant has not satisfactorily demonstrated that the preferred sites in the Plan are no longer available or less suitable for the development or that the proposal would meet a requirement not provided for by the preferred sites.*

The Town Council considers that this is an application of strategic importance, being a "county matter" under para 1(1) (j) of Schedule 1 to the Town and Country Planning Act 1990, and as such should be considered by the Strategic Planning Board under para 2 (b) or (d) of the terms of reference of that Board or alternatively it should be considered by the Southern Planning Committee under the call-in procedure rather than being dealt with by officers under delegation.

- 16/2596N Extension to existing commercial premises including provision of additional car parking and manoeuvring areas. MEADOW BANK, GROBY ROAD, CREWE, CW1 4NA
No objection
- 16/2673N Outline application for the erection of two dwellings. Land adjacent to 131 STONELEY ROAD, CREWE CW1 4NQ
No objection in principle subject to confirmation that visibility is satisfactory for vehicles to safely access and exit from the proposed dwellings onto the

Chairman's Initials.....

highway; and that houses in the approved Stoneley Park development to the rear will not be overlooked. If this development is approved, the Town Council requests that space is left to allow the construction of a pavement to the road frontage enabling a connection from the Stoneley Park (Taylor Wimpey) development.

- 16/2855N Prior approval for a proposed change of use of a building from office uses (Class B1a) to a dwelling house (Class C3) REGENCY COURT, 36-48 HIGH STREET, CREWE CW2 7BN
On the assumption that these will be high quality apartments, this development is in an area that has lacked investment in recent years, and the introduction of more residents to support retail and leisure businesses in the town is welcome.

16/2/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

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

- 16/3025N Change of use of office building to form one dwelling 52A, STALBRIDGE ROAD, CREWE, CW2 7LP
Object because of the harmful effect on the living conditions of 50 and 52 Stalbridge Road and 182 and 184 Walthall Street in terms of loss of privacy as a result of overlooking.
- 16/2912N First floor extension - 4th bedroom BROOKLANDS COTTAGE, FORD LANE, CREWE CW1 3JH
No objection

16/2/07 TO CONSIDER THE FUTURE WORK PROGRAMME OF THE COMMITTEE AND THE SUPPORT THAT THIS WILL REQUIRE

Members confirmed that the work of the committee includes

- 1) *Responding to consultations on planning applications. These can include complex and large proposals, and with the regeneration of the town and projects such as HS2 the number of complex applications is likely to increase.*
- 2) *Other planning matters such as Article 4 directions, Conservation areas and Neighbourhood Planning.*

It was resolved that the Chair should discuss with the Leader and Town Clerk the need for continued expert advice to ensure that the Town Council can put forward well-reasoned and professional arguments.

16/2/08 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 19TH July 2016.

Members noted the date of the next meeting. Councillor John Rhodes offered his apologies.

Meeting closed: 8.40 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court

Forge Street,

Crewe

CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 20th SEPTEMBER 2016

Present: Councillors Appilat, Bailey, Brookfield, Houston, John Rhodes, and Straine-Francis.

In attendance: Rob MacKenzie (Deputy Town Clerk)

16/3/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Beard and Russan

16/3/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

16/3/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28th JUNE 2016

The minutes of the meeting held on 28th June 2016 were approved and signed.

16/3/04 PUBLIC PARTICIPATION

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

No questions were raised

16/3/05 TO RECEIVE A PRESENTATION ON BEHALF OF WULVERN ABOUT PROPOSED DEVELOPMENT OFF GODDARD STREET

Gaynor Mellor (Wulvern) and Colin Leith (Bowker Sadler Architecture) gave a presentation about the proposed development off Goddard Street and answered members' questions about the scheme. The presentation was noted and Ms. Mellor and Mr. Leith were thanked for their attendance.

Chairman's Initials.....

16/3/06 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:

- 16/0762N Demolition of existing buildings and the development of a mix of 46 no. one and two bed apartments and ancillary works. *(Revised Plans)*
FORMER EDLESTON ROAD PRIMARY SCHOOL, EDLESTON ROAD, CREWE CW2 7HB
Object to this application for the following reasons:
 - 1) *Note that although the parking provision has been increased on the revised plans, the proposed 35 parking spaces for 46 flats is still inadequate. It does not meet the requirements of the Cheshire East Parking Standards Guidance Note (October 2012) which would require 71 spaces (1 space per 1 bed flat and 2 spaces per 2-bed flat). Comparable developments in Crewe granted permission in recent years have provided 1 space per dwelling (in this case that would equate to 46 spaces). There is already a shortage of on-street parking at certain times and inadequate on-site provision will create problems for highway safety and residential amenity.*
 - 2) *The revised proposal is still overdevelopment of the site taking into account the inadequate parking provision and lack of space within the site to increase that provision.*
 - 3) *The amendments to the design and the inclusion of additional gables on the Derrington Avenue elevation are noted, but the elevation to Stalbridge Road is in stark contrast and out of keeping. The overall design does not reflect the Victorian character of the area, contrary to Policy BE2 of the Borough of Crewe and Nantwich Local Plan and Policy SE1 of the emerging Cheshire East Local Plan Strategy. This could be addressed by retaining more of the original building.*
- 16/4177N Prior Approval - Change of use from B1 (General office) to C3 (Residential) to all 13 floors RAIL HOUSE, GRETTY ROAD, CREWE, CW2 6EA
Object on the grounds of:
 - (1) *Noise – from adjoining uses, including the station, the Box and traffic noise. The noise assessment submitted by the applicant is based on a reading at a location screened from the station by the Rail House building, and even so indicates unacceptable noise levels without mitigation.*
 - (2) *Highway safety – there is insufficient parking on site, and lack of on-street parking in the immediate vicinity.*
- 16/4175N Erection of 74 one, two and three- bedroom dwellings, Land At FORMER CREWE L M R SPORTS CLUB, GODDARD STREET, CREWE
No objection

Chairman's Initials.....

- 16/4203N Demolish existing bungalow and outbuildings and erect 6 no. two storey dwelling houses and associated works (Resubmission of 16/1808N) 271A, WALTHALL STREET, CREWE, CW2 7LE

The Town Council remains concerned that the design does not reflect or complement the character of the area. It also has concerns about the access and parking area which appears to be currently in use in connection with the adjacent Ash-Tec building. In view of the lack of clarity on the ownership of the site, will the applicant be able to guarantee the exclusive use of this area for resident's parking as shown on the submitted plan?

16/3/07 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

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

- 16/4325N Outline application for residential development on a brownfield site for 7no. town houses in two rows with two parking spaces each. Land Adjacent To 179, ALTON STREET, CREWE
No objection subject to there being no unacceptable flood risk from Valley Brook
- 16/4532N Elevation Alterations and Change of use from Disused Bank to Self-Contained A2 Estate Agency and Large House of Multiple Occupation for 7 persons 2, MARKET STREET, CREWE, CW1 2EQ
The Town Council would welcome residential uses in the town centre if they are apartments of good quality which will widen the mix of housing in the town centre. It considers that the proposed accommodation is substandard with insufficient laundry and communal space for the number of units proposed. There is no bin storage indicated on the plans and no parking available. There is no on-street or free off-street parking available in the immediate vicinity. The Town Council therefore objects to the current proposal.

16/3/08 SUSPENSION OF STANDING ORDER 1(y)

It was **resolved** to suspend Standing Order 1(y) so that the meeting could continue beyond 2 hours in order to consider remaining agenda items with urgent deadlines.

Chairman's Initials.....

16/3/09 TO NOTE THE COMMENTS SUBMITTED BY THE DEPUTY TOWN CLERK ON PLANNING APPLICATIONS WITH RESPONSE DEADLINES IN ADVANCE OF THIS MEETING.

The comments were noted.

16/3/010 TO CONSIDER ANY MATTERS RELATED TO STREET NAMING AND NUMBERING:

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

- NEW STREET OFF FRANK BOTT AVENUE (SNN000000855)
That the developer be asked to consider naming the street Scholefield Allen Close after the former MP for Crewe who represented Crewe from 1947 to 1974
- NEW STREET OFF BROUGHTON ROAD (SNN000000895)

That the developer be asked to consider using one of the following historic field names: Maplins Moss, White Field or Kays Croft

16/3/011 TO NOTE THAT THE LOCAL PLAN EXAMINATION HAS RESUMED, AND TO CONSIDER ARRANGEMENTS FOR REPRESENTATION ON GREEN GAP AND OTHER CREWE RELATED MATTERS.

The resumption of the examination was noted and it was **resolved** that the Deputy Town Clerk participate in the discussion of the Green Gap policy, and that the written representation should stand in respect of the Sydney Road phase 2 site without further participation in the examination given the likely outcome of the appeal against non-determination of an application for housing on the site.

16/3/012 TO NOTE THE DATE OF NEXT MEETING – 7.00 p.m. 18th October 2016.

Members noted the date of the next meeting.

Meeting closed: 9.25 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



Business to be transacted

- 16/4/01** Present
Cllrs Appilat, Beard, John Rhodes, Brookfield and Straine-Francis.

In attendance: Rob Mackenzie (Deputy Town Clerk)
- 16/4/02** To receive apologies for absence.
Apologies were received and accepted from Cllrs. Bailey and Houston.
- 16/4/03** To note declarations of Members' interests.
There were no declarations made.
- 16/4/04** To confirm and sign the minutes of the meeting held on 20th September 2016
The minutes of the previous meeting were agreed and signed as an accurate record.
- 16/4/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions raised.
- 16/4/06** To consider making responses to planning application consultations that have arisen since the previous meeting:
- 16/4718N Demolition of existing building and construction of new building for workshop and offices Grosvenor Works, DERBY STREET, CREWE, CW1 3ER
- XXXXX
- 16/4784N Land to the rear of, Valley House, 11, Walthall Street, Crewe, Cheshire, CW2 7JZ
- XXXXX
- 16/4/07** To consider making responses to any urgent planning application consultations that have arisen since this agenda was published.
- 16/5038N Proposed change of use of hairdressing salon to house of multiple occupation 40, WEST STREET, CREWE, CW1 3HA.
- 16/4/08** To note feedback from the Cheshire East Local Plan Strategy Examination
The Deputy Town Clerk reported on the latest feedback, noting XXXX
- 16/4/09** To note the date of the next meeting – 7.00 p.m. 22th November 2016
Chairman's Initials.....

Members noted the date of the next meeting.

Meeting Closed:

DRAFT

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



MINUTES OF THE MEETING HELD ON 22ND NOVEMBER 2016

Present Cllrs Bailey, Brookfield, Houston, and John Rhodes.

In attendance: Councillor Roberts and Rob Mackenzie (Deputy Town Clerk)

16/4/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Appilat and Beard

16/4/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations made.

16/4/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 20TH SEPTEMBER 2016

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

16/4/04 PUBLIC PARTICIPATION

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

Members received a presentation from Galliford Try Partnership (Developers); Barton Wilmore (Planning Consultants); JDA Architects; and Regenda Housing Association in relation to land to the rear of 56-86 Sydney Road prior to the submission of a planning application. The visitors were thanked for their attendance¹.

¹ The meeting was adjourned at 19.38 and resumed 19.46

16/4/05 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:

- 16/5388N The Monkey, 141 , West Street, CREWE, CW1 3HH
Object because of:
 - *Inadequate room size;*
 - *Insufficient communal facilities. Each room is capable of accommodating a double bed, giving a maximum of 10 occupants. The sanitary and cooking facilities provided are insufficient for this number if the standards in the notes on the submitted plan are applied;*
 - *lack of separate laundry facilities; and*
 - *Lack of parking for the additional living spaces given that West Street is subject to parking restrictions and this in addition to the parking requirements of the first floor accommodation.*

Further, the Town Council has grave concerns about the cumulative impact of any future conversion of the first floor into a HMO.
- 16/5403N The Wig Centre, 166 Edleston Road, Crewe, CW2 7EZ
Object due to the lack of any parking for 7 accommodation units. If this application is approved it is important that compliance with HMO Licencing requirements are regularly checked and enforced.
- 16/4971N To erect two storey 84 Bed Care Home (Class C2) following site removal of an existing car park.
No objection, the development of this care facility is welcomed
- 16/5350N Land West Of, BROUGHTON ROAD, CREWE²
Object to this application because of the:
 - *Lack of amenity and play space for the two phases of development separately and in combination*
 - *Cumulative impact of this site together with other approved schemes on traffic on Broughton Road which has high levels of on street parking*

Note that part of the site is within the safeguarding zone for HS2 phase 2b published on 15th November 2015 and the appropriate consultation will be required.
- 16/5371N The proposed construction of a four story office building extending to 6,136 square metres and provision of 182 car parking spaces.
Welcome the application and the creation of jobs by a local company, but in view of existing parking problems on the Business Park which also impacts on nearby residential areas, we would request careful evaluation of the parking provision.

² Cllr Brookfield took no part in the discussion of this application bearing in mind her role pending consideration of representations from her constituents.

Chairman's Initials.....

16/4/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

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

- 16/5584N Change of use from dwelling (C4) to sui generis house in multiple occupation for 7 people 84, EDLESTON ROAD, CREWE, CW2 7HD
Members discussed the application but found it impossible to comment due to lack of clear plans showing the proposed development. The Town Council does not understand how this application has been sent out for comment without adequate drawings and would request that the consultation be withdrawn until such time as a full a full set of drawings is available
- 16/5468N Demolition of existing building and the erection of 40 No. apartments and ancillary works. FORMER EDLESTON ROAD COUNTY PRIMARY SCHOOL, EDLESTON ROAD, CREWE
Object to the demolition of this historic building.
- 16/5184N Proposed change of use of 6 bed HMO (C4) to 7 Bed HMO (Sui Generis) 20, CAMM STREET, CREWE, CHESHIRE, CW2 7DN
*Object to this application because the proposed additional eaves bedroom lacks adequate means of escape and appears to have restricted useable floorspace.
The committee has concerns as to whether any necessary consents have been obtained for the previous conversion to a 6 bedroom HMO, and note that it will require an HMO license.*

16/4/07 TO CONSIDER SUSPEND STANDING ORDER STANDING ORDER 1(Y)

It was **resolved** to suspend Standing Order 1(y) to allow the meeting to continue beyond 9.00 p.m. in order to complete the business on the agenda.

16/4/08 TO NOTE URGENT RESPONSES SUBMITTED UNDER DELEGATED AUTHORITY PRIOR TO THIS MEETING:

- **16/4718N Demolition of existing building and construction of new building for workshop and offices Grosvenor Works, DERBY STREET, CREWE, CW1 3ER**
The application is a significant improvement on the previous scheme application reference 16/3116N). In particular the retention of the former chapel building and the revised elevation to Derby Street are welcomed.
- **16/4784N Land to the rear of, Valley House, 11, Walthall Street, Crewe, Cheshire, CW2 7JZ**

Chairman's Initials.....

The Town Council has no objection to this application and welcomes the inclusion of an amenity area, covered bin store and improved car parking ratio. If this application is to be approved, strict conditions must be applied and enforced to ensure that it is satisfactorily completed in accordance with the approved plans.

- **16/5038N Proposed change of use of hairdressing salon to house of multiple occupation 40, WEST STREET, CREWE, CW1 3HA.**

The Town Council objects to this application for the following reasons:

- 1) The lack of off-street parking given the on-street parking restrictions in West Street
- 2) The Town Council does not have access to a scale plan, but the proposed bedrooms appear to be too small to provide adequate accommodation as does the kitchen diner which needs to be able to meet the needs of between 5 and 10 potential residents.

Members noted the responses set out above.

16/4/09 TO NOTE THE DATE OF THE NEXT MEETING – 7.00 P.M. 20TH DECEMBER 2016

Members noted the date of the next meeting.

Meeting Closed: 9.23 p.m.

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



Minutes of the meeting held on 24th January 2017

Present Cllrs Appilat, Bailey, Brookfield, Houston, John Rhodes and Straine-Francis.

In attendance: Councillor Maroni, Councillor Roberts and Rob Mackenzie (Deputy Town Clerk)

16/5/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies for absence were received and accepted from Councillor Beard

16/5/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest made.

16/5/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22ND NOVEMBER 2016

The minutes of the previous meeting were accepted as an accurate record and signed by the Chairman.

16/5/04 PUBLIC PARTICIPATION

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

A number of questions and statements were raised by residents of Sunnybank Road, Merrill's Avenue, Bilton Way and adjoining areas in relation to the Bentley Development Framework. The main points raised related to the proposal within the draft Framework to close portions of Pym's Lane and Sunnybank Road as follows:

- The impact on the no.78 bus route along Sunnybank Road and Pym's Lane to the hospital
- Current problems with Bentley employees leaving the site via Sunnybank Road and along Merrill's Avenue/Primrose Hill/Bilton Way at high speed
- Loss of historic right of way (footpath) from the junction of Sunnybank Road and Pym's Lane to Middlewich Road which pre-dates the extension of Pym's Lane to Middlewich Road
- The disruption to traffic using Badger Avenue and Pym's Lane to access Middlewich Road and the hospital. A $\frac{3}{4}$ mile detour will be required adding to congestion and polluting emissions
- Cars travelling to the household waste site will also have to detour, a disincentive which may lead to fly-tipping

Chairman's Initials.....

- Additional journey time for patients employees and visitors accessing the hospital
- Additional journey time for emergency ambulances heading for the hospital
- Current problems with Bentley staff parking on surrounding roads and walking to the site will worsen.

Members listened to the matters raised and indicated they would be considered when the relevant agenda item is considered.

16/5/05 TO CONSIDER A RESPONSES TO THE REGULATION 14 CONSULTATIONS ON THE DRAFT WILLASTON NEIGHBOURHOOD PLAN <http://www.willaston-np.org.uk/regulation-14.html> AND ON THE DRAFT WISTASTON NEIGHBOURHOOD PLAN <http://www.wistaston-np.org.uk/regulation-14.html>

Members considered the Deputy Town Clerk's report and accepted the recommendation and therefore no comment or objection is to be raised in relation to the consultation.

16/5/06 TO CONSIDER MAKING A RESPONSE TO THE DRAFT BENTLEY DEVELOPMENT FRAMEWORK

Members considered the matters and **resolved** (Cllr Straine Francis dissenting) to make the following response to the consultation:

That the Town Council welcomes the preparation of the Framework as a means of providing certainty to both Bentley Motors and the local community about the nature and extent of the future development of the site, and would welcome the further expansion of the factory with the accompanying employment and other benefits to the local economy, subject to the following provisos:

1. That before any road closures are implemented mitigation measures must be taken to ensure that there is no adverse impact on the adjoining roads or on the amenity of residents living on or near to those roads, and the Leighton West Link Road must be in place;
2. That traffic measures and site management plans be put in place to ensure that employees, visitors and suppliers do not access the site along residential streets including Sunnybank Road and Minshull New Road;
3. That alternative provision is made for ambulances travelling to the hospital and for the number 78 bus route which follows Sunnybank Road and links the estate to Leighton Hospital;
4. That the Household Waste and Recycling Centre should remain where it is unless it can be relocated to a site in Crewe which is no less accessible or convenient for Crewe residents and which causes no disturbance to residential properties; and
5. That assurance is given that the cemetery will not be affected, and will be treated with respect.

In view of the degree of concern from local residents, we request that the consultation period be extended for a further 6 weeks to allow time to arrange a public meeting for residents to meet with Town and Borough Councillors and representatives from Bentley Motors Ltd.

Chairman's Initials.....

16/5/07 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

- **17/0147N** Proposed change of use of existing self-contained apartments to form HMO together with alterations to existing roof at rear to improve accommodation 262-264, Nantwich Road, Crewe
- **17/0113N** Change of Use from car sales yard and offices to pre-school. Former Richard Mullock & Sons Ltd, Wistaston Road, Crewe, CW2 7RL

Members resolved to respond to the applications as follows:

- **17/0147N** Object to the proposal. Whilst pleased to note room sizes appear to be an improvement on other similar applications in Crewe, the Town Council is concerned that not all the floorspace in the second floor rooms will be usable due to the low eaves height. It is also concerned that the kitchen, living room and laundry facilities are insufficient for the number of occupants which could be between 15 and 30. It would like to see an additional kitchen on the first floor. There is insufficient parking and it is not clear from plans if the proposed bin storage is adequate for the number of occupants
- **17/0113N** – The Town Council objects to this application:
 1. pending the provision of further information on
 - site layout, including parking and outdoor play facilities, and
 - the number of users,
 2. In view of the likely number of trips to drop off and collect children, the Town Council has concerns about road safety in relation to the access from a busy road.
 3. It does not consider this is an appropriate use for the site given the noise and pollution from stationary traffic outside the premises in view of the presence of young children

16/5/08 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

There were no urgent matters for consideration.

16/5/9 TO NOTE URGENT RESPONSES SUBMITTED UNDER DELEGATED AUTHORITY PRIOR TO THIS MEETING

There were no urgent responses to note.

16/5/10 TO CONSIDER ATTENDANCE AT MEETINGS OF CHESHIRE EAST COUNCIL'S SOUTHERN PLANNING COMMITTEE AND RELATED SITE VISITS.

Members considered the matters raised and agreed that the Town Clerk provide diary reminders of Southern Planning Committee meetings and seven days' notice of applications of interest to be discussed with a view to members arranging a representative to attend.

16/5/11 TO NOTE THE DATE OF THE NEXT MEETING – 7.00 P.M. 28TH FEBRUARY 2017

Members noted the date of the next meeting.

Meeting Closed: 20.55

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



Minutes of the meeting held on 28th February 2017

Present: Councillors Houston, John Rhodes and Straine-Francis.

In attendance: Councillor Roberts and Rob Mackenzie (Deputy Town Clerk)

- 16/6/01 TO RECEIVE APOLOGIES FOR ABSENCE.**
Apologies for absence were received and accepted for Councillors Bailey, Beard and Brookfield.
- 16/6/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.**
Councillor Straine –Frances declared an interest in agenda item 5: application 17/0630N as a governor of Hungerford Primary Academy.
- 16/6/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24TH JANUARY 2017**
The minutes of the previous meeting were accepted and signed as an accurate record.
- 16/6/04 PUBLIC PARTICIPATION**
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
No questions were asked.
- 16/6/05 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:**

Members resolved that the following responses be submitted:

- **16/5584N** 84, EDLESTON ROAD, CREWE, CW2 7HD - Change of use from dwelling (C4) to sui generis house in multiple occupation for 7 people
Despite the submission of revised plans, there is still insufficient information to assess the impact of the proposal. In the absence of a block plan it is not possible to judge the impact of the 2 storey extension on neighbouring properties. There is no scale on the plans so it is not possible to assess the dimensions of the rooms. A cross section of the loft bedroom would be required to assess the useable floorspace. The Town Council is surprised that these drawings have been accepted for consideration and requests that room sizes and the impact on neighbouring properties be properly evaluated before any decision is made. No approval should be given without evidence of adequate bin storage. In any event the Town Council wishes to object to

Chairman's Initials.....

this application because of the lack the lack of off-street parking provision for 7 bedrooms. Parking restrictions apply on Edleston Road and there is pressure on on-street parking in the area as the number of HMOs increase.

- **17/0283N** - Car Park, Browning Street, Crewe, CW1 3BB - Redevelopment for 8 dwellings and associated infrastructure, plus remodelling of remaining car park.
The Town Council strongly objects to this proposal:
 - *It is contrary to development plan for the area. Policy TR8 of the Borough of Crewe and Nantwich Local Plan states that*
“Proposals for new development involving the loss of existing car parks as shown on the proposals map will not be permitted unless the developer provides:
 - *Improvements to public transport systems in order to serve the development; or*
 - *As part of the scheme, a direct replacement for the number of car parking spaces lost.”*
 - *The car park is well used and is completely full during the day. The parking survey submitted with the application taken between 16.00 and 20.00 on a Monday does not represent the full picture. It is a valuable resource for the Town Centre, providing long stay parking for employees. It is the only parking available to residents of the converted Technical College and Richard Moon Street, and will be under further pressure with the development of the Limelight Club. The 30% reduction from 76 to 53 publicly available spaces is unacceptable.*
 - *The application should not be considered until a full review of residential parking provision and future parking needs in the Flag Lane, Browning Street Richard Moon street area is undertaken. There is a cumulative effect of new development on ever reducing parking provision.*
- **17/0491N** - Vacant Meredith and Newdigate Buildings, Former Victoria Community High School and Oakley C, West Street, Crewe, Cheshire, CW1 2PZ - Alterations to retaining wall and the regrading of a landscaped area along the boundary of the previously approved Crewe UTC building (ref 15/4389n) and West Street.
No comment to be made
- **17/0341N** - Land off University Way, Crewe. Proposed construction of 5 steel frame units to be part of a commercial development of B2 and B8 use that is made up of a number of commercial units total circa 164,000sq.ft inclusive of office content. Allocated staff/visitor parking, service yards and fencing to be included with each Unit.
The Town Council welcomes the development of this site to create employment, but would like to be reassured that there is sufficient parking and manoeuvring space for cars and HGVs, particularly in view of the problems experienced in other nearby locations. This is a prominent gateway site on a key approach road and it is important that the development is well designed and/or screened from the road. As proposed the development presents blank and unattractive rear elevations to University Way, and further attention to the detail and landscaping is required in the interests of visual amenity and the image of the town.

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- **17/0560N** - Land Off, Sydney Road, Crewe. Full planning permission for the proposed development of 40 affordable dwellings, comprising of 17 two-bed and 23 three-bed dwellings, the creation of a new vehicle and pedestrian access from Sydney Road, internal shared surface roads, car parking, landscaping and public open space.
The Town Council has no objection in principle to residential development on this site and welcomes the provision of affordable housing. However, the proposed layout is very high density. This is likely to be family housing and there is no play provision within the site. The public open space is not of any real benefit, located under a pylon and not laid out for children's play. Some houses are close to the railway where noise is a concern. The noise report submitted with the application identifies that certain properties would experience unacceptable internal noise levels if the windows are open. The proposed mitigation is additional trickle ventilation. It is not acceptable for family housing that windows cannot be opened. Further consideration needs to be given to the means of mitigating unacceptable noise impacts. The Town Council objects to the currently proposed layout for the reasons stated above.
- **17/0619N** 81, COLERIDGE WAY, CREWE, CW1 5LE Demolition of former shop/storage building, construction of a two storey block of 8 apartments and associated parking and amenity arrangements
The Town Council notes that concern has been expressed by neighbours and a ward councillor over highway safety.

Discussion of this item was paused to allow consideration of the suspension of Standing Order 1y

16/6/06

SUSPENSION OF STANDING ORDER 1y

At this point the meeting had lasted for 2 hours, the maximum permitted by Standing Order 1y. As there were a number of outstanding urgent items to be considered, it was **resolved** to suspend Standing Order 1y for the duration of the meeting.

16/6/07

TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

Discussion of this item was resumed and Members resolved that the following responses be submitted:

- **17/0630N** - Hungerford Primary Academy, School Crescent, Crewe, CW1 5HA. Extension and adaptations to Hungerford Primary Academy from 2 form entry to 3 form entry and associated external works including car park extensions and new footpath.
The Town Council supports the extension of the school to meet the future increases in demand for places in the area but would like to see further consideration given to improving arrangements for picking up and dropping off children, and to mitigating any shortcomings in this provision through the school travel plan.

Chairman's Initials.....

- **17/0656N** - Monks Coppenhall Academy, Remer Street, Crewe, Cheshire, CW1 4LY. Extensions and adaptations to from 2 form entry to 3 form entry and associated external works including car park modifications.
The Town Council supports the extension of the school to meet the future increases in demand for places in the area but would like to see further consideration given to improving arrangements for picking up and dropping off children, and to mitigating any shortcomings in this provision through the school travel plan.

16/6/08 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.
There were no urgent applications.

16/6/09 TO NOTE URGENT RESPONSES SUBMITTED UNDER DELEGATED AUTHORITY PRIOR TO THIS MEETING:

- **17/0289N** Edward Street Garage, EDWARD STREET, CREWE, CW2 6HQ. Demolition of existing motor repair garage and redevelopment into eight residential units. The following response was submitted:

Crewe Town Council has no objection in principle to the redevelopment of the site for residential purposes, but considers the proposed layout is unacceptable. The Town Council does not have access to scaleable plans, but Blocks 6, 7 and 8 appear to be much less than 13.5m from the rearmost elevations of the houses on Frances Street and would over dominate their rear elevations and yards, and possibly affect their privacy.

Members noted the submission.

16/6/10 TO CONSIDER A CONSULTATION ON THE PROPOSED "MAIN MODIFICATIONS" TO THE CHESHIRE EAST LOCAL PLAN STRATEGY.

Members noted that there are no new implications for the Town Council and resolved that no response be submitted to the consultation.

16/6/11 TO NOTE THE DATE OF THE NEXT MEETING – 7.00 P.M. 28TH MARCH 2017
Members noted the date of the next meeting

Meeting Closed: 9.26

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



Minutes of the meeting held on 28th March 2017

Present: Councillors Bailey, Brookfield, Houston, John Rhodes (from 7.30 p.m.) and Straine-Francis.

In attendance: Rob Mackenzie (Deputy Town Clerk)

16/6/01 ELECTION OF CHAIR

In the absence of Councillor John Rhodes at the commencement of the meeting, Councillor Straine-Francis took the chair.

16/6/02 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted for Councillors Appilat and Beard.

16/6/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

16/6/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28TH FEBRUARY 2017

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

16/6/05 PUBLIC PARTICIPATION

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

No questions were asked.

16/6/06 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

Members resolved that the following responses be submitted:

17/1432N 129, GAINSBOROUGH ROAD, CREWE, CW2 7PJ To grant permanent planning permission for the change of use of garage to mixed facilities of childcare and domestic activities ref application No: 15/2116N

No objections subject to no objections from neighbours.

16/6/07 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

There were no urgent applications.

Chairman's Initials.....

16/6/08 TO CONSIDER THE CHESHIRE EAST LOCAL PLAN SITE ALLOCATIONS AND DEVELOPMENT POLICIES DOCUMENT ISSUES PAPER¹.

Members considered a report on the Cheshire East Local Plan Site Allocations and Development Policies Document (SADPD) Issues Paper and **resolved**

A. to respond to the consultation as follows:

1. The Town Council considers that policies for general requirements for all development are essential to an effective and consistent development management process. It is important that all the issues listed at para 3.3 of the issues paper should be covered in some detail, even if this means having more than one or a small number of policies. (Issue 12)
2. As an area with high levels of cycle use there is a particular need in Crewe for policies to prioritise the needs of cyclists and pedestrians. (Issue 12).
3. In considering general requirements for development, policies for car parking should ensure that new employment developments provide sufficient parking for the actual number of occupants so as to avoid the problems currently experienced at Crewe Business Park and surrounding residential streets, and when opportunities arise, existing problems should be addressed. (Issue 12).
4. The Town Council would in principle welcome further employment allocations. (Issue 15).
5. The SADPD must include policies for HMOs, aimed at limiting the concentration of HMOs in areas under pressure (to be identified in the plan including areas of Crewe), supported by Article 4 Directions. (Issue 16).
6. Many applications for conversion to HMOs incorporate inadequate living space, and so the SADPD must include space standards for conversions as well as new-build. (Issue 16).
7. It is critically important to protect the viability and vitality of Crewe Town Centre by defining the boundaries to the Town Centre, limiting retail development outside those boundaries where it will harm the town centre, and limiting inappropriate development including changes of use to retail properties within the town centre boundary. Policies for Crewe Town Centre should comprise a mix including appropriate residential development to bring activity and expenditure to the area. Policies should also encourage the development of an evening economy. (Issue 17)
8. Local shopping centres perform an important function in Crewe, and where viable should be protected from inappropriate development. (Issue 17).
9. It is important for policies to ensure excellent connectivity between the station and the town centre by public transport, for pedestrians to maximize the economic benefits to the town centre. (Issue 18).
10. It is not likely that there will be a Neighbourhood Plan for Crewe, given the size and complexity of the parish. Therefore the SADPD should not assume that policies such as Local Green Space designation can be devolved to Neighbourhood Plans across the whole Borough. The protection of urban greenspace in Crewe is particularly important given the areas of high density housing. The Town Council would like a guarantee from Cheshire East Council that the Town Council will have a role in identifying Green Spaces to be

¹ Councillor John Rhodes joined the meeting during the discussion of this item and took the chair.

Chairman's Initials.....

designated for protection, and that a full and systematic study of the town will be undertaken to identify sites for designation. (Issue 19 and others).

11. Infrastructure provision should include appropriate facilities for Higher Education in Crewe whether on the MMU campus or elsewhere. (Issue 18)
12. The SADPD must support and, where necessary, flesh out the aspirations and principles for Central Crewe set out in Policy SL1 of the Local Plan Strategy. The Document must have clear policies to encourage the redevelopment of brownfield land, and the provision of a mix of accommodation in the town centre including affordable housing and accommodation for young people and first time buyers. (Issue 22).
13. The SADPD should set out a clear vision for Crewe Station and the surrounding area to capitalise on the benefits of the HS2 Hub. It is important that there is co-ordination between the SADPD and the HS2 masterplan and that there is full consultation on the masterplan. (Issue 22).

B. To consider some of the issues raised in more detail at a later meeting.

C. To invite representatives of the Guinness Partnership to a meeting with Councillors

16/6/09 TO NOTE THE DATE OF THE NEXT MEETING – 7.00 P.M. 25th APRIL 2017

Members noted the date of the next meeting. Councillors Bailey and Brookfield gave their apologies owing to a commitment with Cheshire Fire and Rescue Service.

Meeting Closed: 8.40

Chairman's Initials.....

Crewe Town Council

Planning Committee

1 Chantry Court,

Forge Street,

Crewe

CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



Minutes of the meeting held on 25th April 2017

Present: Councillors Appilat, Houston, John Rhodes and Straine-Francis.

In attendance: Rob Mackenzie (Deputy Town Clerk)

16/6/01 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted for Councillors Bailey, Brookfield, and Beard.

16/6/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

No declarations of interest were made.

16/6/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28TH MARCH 2017

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

16/6/04 PUBLIC PARTICIPATION

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

No questions were asked.

16/6/05 TO CONSIDER MAKING RESPONSES TO PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THE PREVIOUS MEETING:

Members resolved that the following responses be submitted:

- 17/1725N Proposed conversion of existing properties to form four self-contained apartments 331- 333, HUNGERFORD ROAD, CREWE, CW1 5EZ#
- 17/1718N Demolish existing bungalow and outbuildings and erect five, three storey dwelling houses and associated works 271A, WALTHALL STREET, CREWE, CW2 7LE
- 17/1574N Demolition of an existing building, part demolition of the former PET Hire building, erection of a retail unit (Class A1) measuring 1.207 sq.m. (GIA), alterations to access road, service area and car park layout. LAND AT GRAND JUNCTION WAY, CREWE, CW1 2AT

Chairman's Initials.....

16/6/06 TO CONSIDER MAKING RESPONSES TO ANY URGENT PLANNING APPLICATION CONSULTATIONS THAT HAVE ARISEN SINCE THIS AGENDA WAS PUBLISHED.

There were no urgent applications.

16/6/07 TO NOTE URGENT RESPONSES SUBMITTED UNDER DELEGATED AUTHORITY PRIOR TO THIS MEETING:

The comments submitted under delegated powers on the following applications were noted. The full comments are available for inspection on the [Cheshire East Council website](#)

- 16/5584N Change of use from dwelling (C4) to sui generis house in multiple occupation for 7 people 84, EDLESTON ROAD, CREWE, CW2 7HD. Objection because of lack of internal space and inadequate parking.
- 17/1583N To develop 6no. three bedroom semi-detached houses Land at, WALTHALL STREET, CREWE. Objection because of inadequate private amenity space and bedroom sizes.

16/6/08 TO NOTE THE RESPONSE MADE TO THE CHESHIRE EAST COUNCIL COMMUNITY INFRASTRUCTURE LEVY DRAFT CHARGING SCHEDULE.

Members considered a report on the Cheshire East Council Community Infrastructure Levy Draft Charging Schedule and noted the following comments submitted by the Deputy Town Clerk before the end of the consultation on April 10th 2017:

Crewe Town Council supports the proposed charging schedule as it relates to the Parish of Crewe, but does not understand why the proposed charging rates are so much lower in the peripheral areas to the south of Crewe compared to the north. This could have the effect of diverting or skewing development patterns around the town

16/6/09 TO NOTE THE DATE OF THE NEXT MEETING – Provisionally 7.00 P.M. 23rd MAY 2017 subject to confirmation at Annual Council

Members noted the provisional date of the next meeting..

Meeting Closed:

Chairman's Initials.....

Crewe Town Council

Economic Development Committee

1 Chantry Court,
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on 9th June 2016

- 16/1/01** Present
Cllrs Beard, Hickson and B Minshall.
- In attendance: Steve McQuade (Town Clerk)
- 16/1/02** To elect a chair and vice-chair.
Cllr Hickson was elected as chair and the election of a vice chair was deferred.
- 16/1/03** To receive apologies for absence.
Apologies were received and accepted from Cllrs Bailey, Johnson, Roberts, John Rhodes, D Yates and S Yates
- 16/1/04** To note declarations of Members' interests
There were no declarations made.
- 16/1/05** To note the terms of reference of the committee
Members noted the terms of reference.
- 16/1/06** To confirm and sign the minutes of the meeting held on 15th March 2016
The minutes of the previous meeting were agreed and signed.
- 16/1/07** Public Participation
There were no questions asked.
- 16/1/08** To consider an update on the Northern Gateway and associated proposals for the development of a master plan for parts of Crewe.
Members **resolved** to recommend the adoption by Council of the principles as appended to these minutes.
- 16/1/09** To consider an update in relation to the Crewe Pledge Partnership.
The Clerk updated members in terms of the ongoing delivery of the Crewe Pledge. A draft business plan had been agreed with a programme of costed activities. Work was ongoing to seek to ensure long term sustainable funding.
- Members discussed the importance of the Pledge's role in raising the aspirations of all young people in Crewe so as to enable them to compete with more advantaged areas in the careers market.
- 16/1/10** To consider an update on HS2
Cllr Hickson updated members on the latest situation with regard to HS2. Members

Chairman's Initials.....

noted the need for a consistent message to be projected by all those with an interest in maximising the benefits of HS2 to Crewe and the wider area. The need for support from professionals with expertise in the rail industry and to work collaboratively with Cheshire East, the local MP and other stakeholders were seen as vital in influencing the impact of HS2 on Crewe.

16/1/11 To consider an update on Destination Crewe
The Clerk updated members with regard to Destination Crewe and members noted the actions being taken to develop the project in an inclusive way that brought together enough funding to commence the delivery of a range of small projects that would help promote Crewe as a destination and increase the capacity of the project to extend its remit into the wider marketing of Crewe to meet the expected increase in Crewe arising from the likely impact of projects such as HS2.

16/1/12 To consider a work programme and priorities for 2016/17
Members noted the items of work previously discussed on the agenda and noted additional items such as the transfer of markets, the development of a Business Improvement District and support for issues related to the town centre.

Members discussed what future support the Committee needed in terms of skills and expertise. The importance of quality strategic advice in relation to Economic Development and Planning was seen as critical if the quality strategic input in these areas is to be maintained.

Members noted the importance of seeking to identify external funding for qualifying projects. That would help ensure existing resource allocations goes further. The continued need to monitor value for money when allocating funds to external parties and partners was also noted.

16/1/13 To consider the date of the next meeting (8th September 2016).
Members noted the date of the next meeting.

Meeting Closed: 19:48

Minute 16/1/08 (Master Plan Principles)

- 1) Vision. A clear vision of what we want Crewe to be like in 20, 30 or 50 years' time which is shared by all stakeholders, including existing residents and businesses, is critical to the successful preparation and implementation of any plan. The Town Council might propose something along the following lines for discussion:

Crewe will be a growing and sustainable town which is attractive to visitors and investors and offers a wide range of employment, leisure, cultural, housing and educational facilities to meet the needs of all its residents.

- 2) Embracing the whole town. For a plan to be sustainable, it is essential to consider the whole area of the town. Simply looking at sites for future housing, employment and shopping, together with roads and transport networks will not effect lasting change. It is vital that we avoid creating a ring of new housing and employment development around the town whilst leaving the older housing and industrial areas untouched. Such a

“doughnut” approach would damage community cohesion, and fail to create a town and community that people will want to live and work in.

- 3) Social, environmental and economic factors. An HS2 hub station can provide the stimulus for significant growth in employment, population, and prosperity. But to capitalise on that opportunity, we need to make Crewe an attractive town which offers a full range of leisure, cultural, retail, employment, education and housing opportunities. This requires significant progress from where we are now. At the moment there are areas of the town which are characterised by low incomes, private rented property not all of which is well maintained, litter, dumping and a generally poor environment. Making Crewe attractive as a place to live and work means addressing these problems, not least by enabling residents to improve their incomes through education, training and employment. A master plan which is purely physical in nature is unlikely to achieve the changes required. The benefits of HS2 must be experienced first and foremost by existing residents if we are to achieve the growth potential of the town.
- 4) Putting the local community at the heart of planning. There is a legacy of planning being done to Crewe rather than being done with and by Crewe. Past masterplans have come and gone with little impact. They have been accompanied by varying degrees of consultation, but little engagement or empowerment. This latest attempt should harness the knowledge and experience of the local community in its planning and implementation.



MINUTES OF THE MEETING HELD ON 23rd AUGUST 2016

Present: Cllrs, Hickson, Johnson, B. Minshall, Roberts, and S. Yates.

In attendance: S. McQuade (Town Clerk); R. MacKenzie (Deputy Town Clerk/Economic Development Officer) and H. Marr (Community Engagement Officer).

16/2/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors, Beard, John Rhodes, and D. Yates,

16/2/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest.

16/2/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9th JUNE 2016.

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

16/2/04 PUBLIC PARTICIPATION.

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

No questions were raised.

16/2/05 TO CONSIDER AN UPDATE ON CREWE TOWN CENTRE

Members considered a report on recent announcements regarding the town centre and the establishment by Cheshire East Council of a working group of representatives of stakeholders. It was **resolved**:

- 1) To welcome the establishment of the Town Centre Working Group;
- 2) To support the development of short, medium and long term plans for the town centre;

Chairman's Initials.....

- 3) That the Town Council will take some immediate action including:
 - a. Installation of vinyl artwork in vacant shop units (working with Cheshire East Council)
 - b. Cleaning the windows of the former Post Office building
 - c. The creation of a brand identity for the town centre for use in marketing;
- 4) That delegated authority be granted to the Deputy Town Clerk in consultation with the Chair of Economic Development Committee to engage Marketing Cheshire to:
 - a. develop marketing materials for the Town Centre at a cost not to exceed £4,000;
 - b. design a survey questionnaire at a cost not to exceed £400; andThat Financial Regulations be suspended with regard for the need for three quotations on the grounds that this is specialist work, and it is advantageous to ensure that it is co-ordinated with the existing Destination Crewe campaign.
- 5) That the Deputy Town Clerk obtain a quotation from Marketing Cheshire for conducting and analysing the questionnaire survey.
- 6) That consideration of the nomination of a lead member for town centre matters be deferred pending the outcome of discussions about liaison arrangements with Cheshire East Council

16/2/06 TO CONSIDER THE DATE OF THE NEXT MEETING (Thursday 8th September 2016).
Members noted the date of the next meeting.

Meeting closed: 8.15 p.m.

Chairman's Initials.....



MINUTES OF THE MEETING HELD ON 8th SEPTEMBER 2016

Present: Cllrs, Hickson, B. Minshall, John Rhodes, Roberts, and S. Yates.

In attendance: Cllr Jill Rhodes, S. McQuade (Town Clerk); and R. MacKenzie (Deputy Town Clerk/Economic Development Officer).

16/3/01 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Beard, Johnson and D. Yates

16/3/02 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest.

16/3/03 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 23rd August 2016.

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

16/3/04 PUBLIC PARTICIPATION.

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

No questions were raised.

16/3/05 TO CONSIDER A REPORT ON HS2 AND OTHER CURRENT RAIL ISSUES

Members considered a report from JRC looking at issues around the location of the Crewe Hub station, the level of train services to aspire to, and what actions the Town Council should take to get the best outcomes for the town. It was **resolved** to approach Cheshire East Council with a view to developing a joint programme of activity.

16/3/06 TO NOTE AND CONSIDER PROGRESS WITH ACTIONS TO IMPROVE CREWE TOWN CENTRE INCLUDING AN UPDATE ON MARKET TRANSFER.

Members noted progress with the actions agreed at their meeting on 23rd August, and through the Town Centre Working Group. It was **resolved**:

- 1) To investigate the opportunity to create a display promoting the Town Council in a vacant shopfront
- 2) To seek help from local schools, colleges and other organisations to survey town centre users using the questionnaire designed by Marketing Cheshire

Chairman's Initials.....

16/3/07 TO NOTE AND CONSIDER PROGRESS WITH DESTINATION CREWE.

It was noted that the design of a leaflet including a map is well advanced, and that a familiarisation visit for business travel agencies has been arranged.

16/3/08 TO NOTE AND CONSIDER PROGRESS WITH THE CREWE PLEDGE.

It was noted that additional funding has now been secured for the Pledge and that a full programme of activities for the coming academic year has been agreed. The establishment of a charitable incorporated organisation to widen access to funding is under consideration.

16/3/09 TO CONSIDER THE CONSULTATION ON THE SOUTH CHESHIRE COLLEGE MERGER PLANS.

Councillor Yates reported that following a Local Area Review it is proposed that South Cheshire College merge with Mid-Cheshire College, West Cheshire College and Warrington Collegiate in a phased process. It was **resolved** to respond to the consultation as follows:

“Crewe Town Council is proud to have as a partner, a further education college in Crewe which has a “Good” overall Ofsted rating and an “Outstanding” financial rating providing excellent facilities, education and training to young people and adults living in the town.

Whilst understanding the reasons for the proposed merger and supporting the proposal, Crewe Town Council is concerned that the merger with a highly challenged College may result in expertise and management attention being diverted away from the Crewe site and a strain placed on the ability of the merged College to raise the standard of teaching and learning and the financial viability across the board.”

16/3/10 TO REVIEW THE YEAR TO DATE FINANCIAL POSITION FOR THE COMMITTEE

The financial position was noted.

16/3/11 TO CONSIDER THE DATE OF THE NEXT MEETING (Thursday 10th November 2016).

Members noted the date of the next meeting.

Meeting closed: 8.35 p.m.

Chairman's Initials.....

Crewe Town Council
Economic Development Committee

1 Chantry Court,
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on 25th October 2016.

16/4/01 Present

Cllrs Hickson, Johnson, B Minshall, Roberts, D Yates and S Yates.

In attendance: Cllr Straine-Francis, Rob Mackenzie (Deputy Town Clerk) and Steve McQuade (Town Clerk)

16/4/02 To receive apologies for absence.

Apologies were received and accepted from Cllr Beard and John Rhodes.

16/4/03 To note declarations of Members' interests

There were no declarations made.

16/4/04 To confirm and sign the minutes of the meeting held on 8th September 2016

The minutes of the previous meeting were agreed as accurate and signed by the Chair.

16/4/05 Public Participation

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

There were no questions raised.

16/4/06 To receive a presentation from HS2 representatives and consider making a response to the consultation on the proposed HS2 Phase 2a: West Midlands to Crewe Design Refinement¹.

Members received a presentation from representatives of HS2 (Richard Johnston – (Area Manager) and Philip Hanes – (Stakeholder Adviser)) and reviewed the paper prepared by the Deputy Town Clerk.

Members **resolved** that the response on the three aspects of the consultation would be as follows:

That the Council welcomes the acceleration of HS2 to Crewe and recognises and supports the beneficial impact of a successful HS2 project will bring to Crewe, the wider area and indeed the national economy as a whole. Council sees the choice of location for the station as a vital factor in ensuring the success of the project. The

¹ <https://www.gov.uk/government/consultations/hs2-phase-2a-west-midlands-to-crewe-design-refinement-consultation>

Chairman's Initials.....

location of that station should be at or adjacent to the present station so as to maximise the connectivity benefits of the six way junction. That location will make a more significant contribution to the development of the local economy in south Cheshire. It is also vital to the local economy that the maximum possible number of high speed trains stop in Crewe so as to take maximum advantage of the inter changes that are available with trains going north, south, east and west. The provision of a high quality hub station with investment in the surrounding infrastructure is critical if it is to catalyse local regeneration.

With regard to the specific three questions being asked in the current consultation, the Town Council makes the following response:

1. The tunnel extension

That this amendment be welcomed because:

- It reduces the environmental impact of elevated sections of track
- It reduces the impact on the existing freight and track maintenance sidings which are important sources of local employment;
- It reduces the impact and disruption during construction

2. Relocating the spur lines

That this amendment be welcomed because:

- It reduces the environmental impact of elevated sections of track
- It reduces the impact on the existing freight and track maintenance sidings which are important sources of local employment;
- It reduces the impact and disruption during construction

3. Relocating the temporary railhead and IMD to Stone

That the Town Council regrets the loss from Crewe of the additional employment the railhead and IMD would bring, but acknowledges that the proposed relocation will reduce disruption to existing employment in the Freightliner and Network Rail operations, avoid the loss of over 13 hectares of employment land and the severance of Jack Mills Way.

16/4/07 To receive and consider an update on matters related to HS2. The Deputy Town Clerk reminded members that an announcement on the location of the station in Crewe was anticipated in November around the time of the Autumn Statement.

16/4/08 To note and consider progress with actions to improve Crewe Town Centre² including allocating the level of funding to undertake the work to enhance the vacant shop frontages on Queensway (estimate 2.5k). Members received an update on the latest Town Centre Working Group Meeting and noted that the next meeting was on the 9th November.

Members noted the current work in relation to the shop frontages and authorised a spend of up to £2,500. Members also **resolved** that the Community Plan Committee

² Including an update on market transfer.

would oversee the programme of small scale improvements in the town centre and that Economic Development would retain responsibility for strategic development.

Members received an update from the Leader (Cllr S Yates) in relation to the Cabinet decision at Cheshire East to work collaboratively with the Town Council to improve the market offer in Crewe and establish an agreed vision for the markets in Crewe. Visits to other markets were to be arranged for members to review markets delivery elsewhere. Cllr Yates reported on a meeting with traders.

Members noted the concerns expressed by traders in relation to trading over the Christmas period and agreed to allocate £2,500 to support traders through the Christmas period to be used with the objective of improving footfall over the peak trading period. The Town Clerk was asked to implement the project as quickly as possible.

- 16/4/09** To note and consider progress with Destination Crewe.
The Deputy Town Clerk updated members on the progress being made by Destination Crewe highlighting the development of the business tourism map for Crewe.
- 16/4/10** To review the year to date financial position for the Committee
Members noted the current financial position.
- 16/4/11** To consider the budget requirements of the Committee for 2017/8.
Members **resolved** that a total budget of £40k be requested for 2017/8 and that the budget be provisionally allocated as:
- HS2 (8k)
 - Crewe Pledge (8k)
 - Destination Crewe (12k)
 - Town Centre (marketing and support) (12k)
- 16/4/12** To consider the date of the next meeting (Thursday 12th January 2017).
Members noted the date of the next meeting.

Meeting Closed: 8:45



MINUTES OF THE MEETING HELD ON 14th FEBRUARY 2017

Present Councillors B. Minshall, Roberts, D. Yates and S. Yates.

In attendance: R. MacKenzie (Deputy Town Clerk/Economic Development Officer).

16/5/01 ELECTION OF CHAIR

In the absence of Councillor Hickson, Councillor S. Yates took the Chair for the meeting.

16/5/02 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Councillors Beard, Hickson, Johnson and John Rhodes.

16/5/03 TO NOTE DECLARATIONS OF MEMBERS' INTERESTS.

There were no declarations of interest.

16/5/04 TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25th October 2016.

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

16/5/05 PUBLIC PARTICIPATION.

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

No questions were raised.

16/5/06 TO RECEIVE AND CONSIDER AN UPDATE ON MATTERS RELATED TO HS2

Members received a presentation from Messrs John Atkinson and Raj Chandarana of HS2 Ltd. regarding recent announcements and consultations related to the Phase2b Crewe to Manchester link.

Messrs Atkinson and Chandarana were thanked for their helpful presentation. It was **resolved:**

Chairman's Initials.....

- (1) that the following responses be made to current consultations:
 - (a) Crewe to Manchester route refinement consultation – the Town Council has no comments to make on the refinements currently subject to consultation but notes that further route refinement will be required to accommodate a northern link between the West Coast Mainline and HS2, and that such a link is vital to ensure frequent services stop at the Crewe Hub Station to provide links to the regional rail network and spread the benefits of HS2 to a wider area.
 - (b) Rural support zone consultation – the Town Council considers that the rural support zone boundary for Phase 2b north of Crewe should commence at the northern tunnel portal on both sides of the route. The proposal in the consultation draft is inequitable in that some properties in a rural setting are covered and others along Broughton Road are not. Moreover it is unreasonable that properties on one side of the line qualify for support, whilst those on the other side do not. All of this part of Crewe should be classed as rural as it is surrounded by open countryside.
- (2) That the Deputy Town Clerk in consultation with Councillor Yates be given delegated authority to extend the arrangement for specialist services with JRA Ltd. to secure advice and support to make a strong case for the best disposition and design of the Hub Station, and other matters related to HS2, the cost of which should not exceed £7000.
- (3) That the Town Council welcomes the efforts made by HS2 Ltd to inform and engage local residents and stakeholders, and considers that there should be the same level of local involvement and consultation about Network Rail's proposals for the hub station.

16/5/07 TO RECEIVE AN UPDATE IN RELATION TO THE DIALOGUE WITH CHESHIRE EAST WITH REGARD TO THE MARKETS IN CREWE

Councillor Yates provided an update on dialogue with Cheshire East Council with regard to the Markets in Crewe.

16/5/08 TO CONSIDER PROGRESS WITH DESTINATION CREWE

The Deputy Town Clerk gave a progress report on Destination Crewe.

16/5/09 TO CONSIDER PROGRESS WITH THE CREWE PLEDGE AND FUTURE FINANCIAL CONTRIBUTIONS.

Members received a report from the Deputy Town Clerk on the achievements of the Crewe Pledge and it was **resolved** that the recent progress made by the Crewe Pledge be welcomed, and that £8000 be paid to South Cheshire Chamber from this committee's 2016/17 budget to assist with future activities in Crewe, particularly in relation to disadvantaged young people. The Town Council would like to see some evidence of outcomes for young people following engagement with the Crewe Pledge. The Town Council is pleased to note that all secondary schools and colleges are involved in the Pledge and would like to be re-assured that efforts will be made to ensure that schools with smaller numbers participating in Pledge activities between September and December 2016 increase levels of involvement.

Chairman's Initials.....

16/5/10 TO REVIEW THE YEAR TO DATE FINANCIAL POSITION FOR THE COMMITTEE

The financial position for the year to date was noted.

16/5/11 TO NOTE THE BUDGET ADOPTED BY COUNCIL ON 17TH JANUARY 2017 INSOFAR AS THEY RELATE TO THIS COMMITTEE.

The reduced Committee budget for 2017/18 was noted. It was agreed that the Committee will discuss spending priorities for the coming year at its next meeting.

16/5/12 TO CONSIDER THE DATE OF THE NEXT MEETING (Thursday 16th March 2017).

Members noted the date of the next meeting.

Meeting closed: 8.58 p.m.

Chairman's Initials.....

Crewe Town Council

Strategy Steering Group

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL



Minutes of the meeting held on 7th June 2016

- 16/1/01** Present
Cllrs B Minshall, John Rhodes, Mike Russan and P Minshall
- In attendance: Cllr Roberts and Steve McQuade (Town Clerk)
- 16/1/02** To elect a Chairman and Deputy Chairman for the Committee
Cllr S Yates was confirmed as Chairman. Cllr B Minshall was elected as Deputy Chairman and chaired the meeting in the absence of Cllr S Yates.
- 16/1/03** To receive apologies for absence
Apologies were received and accepted from Cllr S Yates.
- 16/1/04** To note declarations of Members' interests
There were no declarations made.
- 16/1/05** To note the terms of reference for the Committee
Members noted the terms of reference.
- 16/1/06** To approve the minutes of the meeting held on 14th March 2016
The minutes of the previous meeting were approved and signed.
- 16/1/07** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions asked.
- 16/1/08** To consider matters related to the development and implementation of the Community Plan.
Cllr B Minshall updated members with regard to a recommendation to Council that a Community Plan Committee is formed. Members agreed that formation of a new Committee was a sound recommendation and should be put to Council.
- 16/1/09** To consider a strategic update on asset transfers (Markets) and to consider the identification of any other assets or functions which the Town Council may consider as desirable to transfer.
The Clerk provided an update on dialogue with Cheshire East and indicated that

Chairman's Initials.....

progress seemed to be being made. Cheshire East seemed minded to negotiate the transfer and were planning to organise meetings between the two councils to identify the terms and scope of any agreement. Members confirmed a willingness to engage with Cheshire East and progress the dialogue.

Cllr B Minshall reported on recent dialogue with Cheshire East relating to the allotment dispute over land ownership. Cllr Minshall was thanked by the Committee for his work in this area. Members asked that Cheshire East be invited to continue the dialogue.

Members identified a desire to explore other areas, but first wished to conclude the major issues related to the Markets and to complete the review of the establishment.

16/1/10 To consider future priorities for the Town Council in the context of the strategic priorities for each Committee and to identify how that might impact on matters such as budget, skills and employee capacity.
Cllr John Rhodes identified the need for continued quality advice on planning matters.

16/1/11 To note the overall strategic financial position.
Members noted the strategic financial position.

16/1/12 To note the date of the next meeting – 6th September 2016.
Members noted the date of the next meeting.

Meeting Closed: 20:17

Chairman's Initials.....

Crewe Town Council
Strategy Steering Group

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL



Minutes of the meeting held on 6th September 2016

- 16/2/1** Present
Cllrs S Yates, Hickson, John Rhodes and Pam Minshall
- In attendance: Cllr B Minshall, Cllr Jill Rhodes, Cllr Robert, Cllr Walton and Steve McQuade (Town Clerk).
- 16/2/2** To receive apologies for absence
Apologies were received and accepted from Cllr Russan.
- 16/2/3** To note declarations of Members' interests
There were no declarations made.
- 16/2/4** To approve the minutes of the meeting held on 7th June 2016
The minutes of the previous meeting were agreed and signed.
- 16/2/5** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions asked.
- 16/2/6** To consider the general strategic position (Leader's update and draft strategic review)
The Leader took the meeting through the draft paper, flagging up the links to the budget and activities for 2017/8. The role of the Town Council was discussed in terms of what it does directly and what it can achieve through working with others, especially Cheshire East.
- It was noted that devolution/asset transfer may bring responsibilities but was unlikely to bring financial resources.
- Chairs of committees were asked to share the strategic paper and the outcome of the debate with their committees in order that this can feed back into the strategic direction of the Council.
- The next meeting of the Committee would prepare a summary document confirming the strategic implications and linking them to the budget and

Chairman's Initials.....

establishment as a whole. This could then be put to Council in November.

- 16/2/7** To consider a strategic update on asset transfers (Markets) and ongoing dialogue with Cheshire East Council on collaborative projects.
The Leader updated members in relation to the dialogue that had taken place with the Leader of Cheshire East in relation to the asset transfer programme and other matters.

An update was provided into where the process of market transfer had got too in terms of the dialogue with Cheshire East. High level information had been provided to Cheshire East for them to include in their Cabinet Report that would pave the way for transfer, subject to approval by Town Council based on written documentation and financial information from Cheshire East.

A meeting with traders would be arranged.

- 16/2/8** To note the overall strategic financial position for the Council
Members noted the current financial position.

- 16/2/9** To consider the current allocation of the Council's reserves and the Committee's contingency reserve. Note a request has been made by the Christmas Lights Working Group for a supplementary 20k to be allocated in the present year. Members **resolved** that 20k be allocated to support the work of the Christmas Lights Working Group.

Cllr B Minshall indicated that the Community Plan Committee may wish to utilise the remaining money. Cllr Minshall was asked to bring a formal request from the Committee to the next meeting.

The position with regard to reserves was reported¹.

- 16/2/10** To note the commencement of the budget preparation cycle and timetable as:
- a) Committees to compile draft budgets for submission to Strategic Steering Group (Nov/December).
 - b) Strategic Steering Group to make recommendations to January Council.
 - c) Council to set the budget and precept at January Council.

Members noted the budget timescales.

- 16/2/11** To consider any matters arising since the previous meeting in connection with the Council's establishment.
These matters were discussed under the item related to charting the strategic future of the Council, referencing the need to match skills and capacity to the likely future requirements of the Council.

- 16/2/12** To note the date of the next meeting – 8th November 2016.

¹ Note the reserve for Chantry Court has now been spent and consolidated in the revenue expenditure.
Chairman's Initials.....

Members noted the date of the next meeting.

Meeting closed: 8:15

DRAFT

Chairman's Initials.....

Crewe Town Council
Strategy Steering Group

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL



Minutes of the meeting held on 13th December 2016

- 16/3/01** Present
Cllrs S Yates, Lundie, John Rhodes, Benn Minshall and Pam Minshall
- In attendance: Cllrs Roberts, Brookfield, Jill Rhodes, Walton and Steve McQuade (Town Clerk).
- 16/3/02** To receive apologies for absence
Apologies were received and accepted from Cllr Hickson.
- 16/3/03** To note declarations of Members' interests
There were no declarations of interest.
- 16/3/04** To approve the minutes of the meeting held on 6th September 2016
The minutes of the previous meeting were approved and signed as an accurate record.
- 16/3/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions asked.
- 16/3/06** To consider a strategic update from the Leader
Cllr S Yates provided a precis of his strategic update. Members discussed the document in the context of the budget and asked that it be referred to Council for adoption.
- Cllr John Rhodes pointed to the importance of securing quality planning advice into the future.
- 16/3/07** To note the overall strategic financial position for the Council
Members noted the current financial position.
- 16/3/08** To consider the draft budget for Council as a whole and the budget for the Committee
Members reviewed the budget and asked the Clerk to circulate an updated budget once the changes had been consolidated into the master budget.

Chairman's Initials.....

Committee would then review the draft budget in January.

16/3/09 To consider any matters arising since the previous meeting in connection with the Council's establishment. This will include considering the measures necessary to enable continuity in the delivery of the Council's Events Programme¹

Members **resolved** that the proposal for the cover for the Event's Officer post be approved and that as part of budget process members would look at other aspects of the establishment including administrative roles.

16/3/10 To note the date of the next meeting – 10th January 2016.

Members noted the date of the next meeting.

Meeting Closed: 21:05

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¹ This item was discussed following a resolution to exclude press and public, due to the matter relating to individuals personal circumstances of employment.

Crewe Town Council

Strategy Steering Group

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL



Minutes of the meeting held on 10th January 2017

- 16/4/01** Present
Cllrs S Yates, John Rhodes, Benn Minshall and Pam Minshall
- In attendance: Cllrs Roberts, Jill Rhodes and Steve McQuade (Town Clerk).
- 16/4/02** To receive apologies for absence
Apologies were received and accepted from Cllrs Hickson and Lundie.
- 16/4/03** To note declarations of Members' interests
There were no declarations made.
- 16/4/04** To approve the minutes of the meeting held on 13th December 2016
The minutes of the previous meeting were approved as an accurate record.
- 16/4/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions asked.
- 16/4/06** To note the overall strategic financial position for the Council
Members noted the financial update from the Clerk.
- 16/4/07** To make a recommendation to Council in relation to the setting of the budget and the precept for 2017/18.
Members reviewed the draft budget and asked that the following changes be made:
- To take out the budget for business rates (cost centre 206) on the understanding there would be no rates chargeable in the 2017/18.
 - To reduce the contingency in the payroll budget (cost centre 200) by 15k.
 - To increase contingency in the general admin budget (cost centre 205) by 5K to cover additional costs related to joint projects with Cheshire East.
 - To balance the budget such that the agreed change in Band D figure is a round number (adjustment of 1.7k made to cost centre 205).

Members **resolved** to recommend the budget as revised and that Council sets the precept be at £584,462.

Chairman's Initials.....

16/4/08 To note the date of the next meeting – 14th March 2017.
Members noted the date of the next meeting.

Meeting closed: 8:20

DRAFT

Crewe Town Council

Youth Council

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the meeting held on 13th June 2016

- 16/1/01** To confirm those present at the meeting.
Archie, Olaf and Emily.
- In attendance: Cllr B Minshall, Steve McQuade (Town Clerk) and Hannah Marr (Community Engagement Officer).
- 16/1/02** To elect a Chair and Deputy Chair.
Members elected Archie as Chair and Olaf as Deputy Chair.
- 16/1/03** To receive apologies for absence
Apologies were received and accepted from Harry.
- 16/1/04** To consider the minutes of the previous meeting 18th April 2016
The minutes of the previous meeting were agreed and signed as an accurate record.
- 16/1/05** To receive and welcome guests to the meeting.
There were no guests present.
- 16/1/06** To consider an update on the development of a website/portal for young people.
The Clerk indicated that he was currently seeking an update from the chosen contractor to indicate what work had been completed to date.
- 16/1/07** To consider an update with regard to work with the Red Cross to deliver an awareness event in the town centre.
The Clerk indicated that he was awaiting the latest update from the Red Cross.
- 16/1/08** To consider an update on matters related to a Science Fair and allied activities (Clerk).
The Clerk reported that the plans for the event were in place and MMU were seeking to secure the attendance of the schools.
- 16/1/09** To look forward and consider future priorities and management in support of the Youth Council and its links with the Community Plan.
Members debated the way forward with Cllr B Minshall and the Community Engagement Officer. Ideas for the future and relaunch of the Youth Council and closer links to the Community Plan were discussed. A number of ideas came forward with regard to what members wish to see happen in the future.

The Community Engagement Officer indicated that she would take the ideas and prepare a work programme to commence in September.

Chairman's Initials.....

16/1/10 To note the date of the next meeting (11th July)

Members agreed to defer the next meeting until the Community Engagement Officer had taken the feedback and prepared an agenda for a meeting in September. The meeting on the 11th would therefore not take place.

Meeting Closed: 18:34

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Chairman's Initials.....

Crewe Town Council
Community Plan Committee

1 Chantry Court,
Forge Street,
Crewe,
CW1 2DL
Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Monday 17th October 2016

- 16/1/01** Present:-
Councillors Benn Minshall, Pam Minshall, Jill Rhodes, Brian Roberts, Diane Yates and Simon Yates
- Apologies:-
Councillor Marilyn Houston
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 16/1/02** To elect a Chair and Deputy Chair
- Members **resolved** that Councillor Benn Minshall be elected as Chair of the Community Plan Committee and that Councillor Diane Yates be elected as Vice Chair of the Committee.
- 16/1/03** To note declarations of Members' interests
- No declarations of Members' interests were made.
- 16/1/04** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- No questions were asked by members of the public or comments submitted were submitted to the Community Plan Committee.
- 16/1/05** To note the Terms of Reference for the Community Plan Committee (**attached**)
- Members noted the Terms of Reference for the Community Plan Committee.
- 16/1/06** To review the year to date financial position for the Community Plan Committee (**attached**)
- Members noted the financial position for the Community Plan Committee to date.
- 16/1/07** To consider an update regarding work undertaken by A Vision for Crewe – Crewe's Community Plan over the last twelve calendar months (**draft report circulated prior to the meeting**)
- The Community Engagement Officer presented a draft report and provided an update to the Committee regarding work undertaken by A Vision for Crewe – Crewe's Community Plan over the last twelve calendar months.
- 16/1/08** To consider matters regarding progressing the work undertaken by A Vision for Crewe – Crewe's Community Plan during the remainder of the financial year 2016 / 2017 and moving forward into the financial year 2017 / 2018 taking into consideration implications on both budgets
- Members considered the proposal regarding progressing the work undertaken by A Vision for Crewe – Crewe's Community Plan and **resolved** that amendments be made to the proposed actions and budget which are then to be presented and reviewed at the next meeting.
- 16/1/09** To note the date of the next meeting
- The date for the next meeting was set for **Monday 31st October 2016**.
- The meeting was closed at 8:32pm**

Crewe Town Council
Community Plan Committee

1 Chantry Court,
Forge Street,
Crewe,
CW1 2DL
Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Monday 31st October 2016

- 16/2/01** Present:-
Councillors Marilyn Houston, Benn Minshall, Pam Minshall, Jill Rhodes, Brian Roberts, Diane Yates and Simon Yates
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 16/2/02** To note declarations of Members' interests
- No declarations of Members' interests were made.
- 16/2/03** To confirm and sign the minutes of the meeting held on Monday 17th October 2016 (**attached**)
- The Minutes of the Community Plan Committee held on Monday 17th October 2016 were approved by Members and were signed as an accurate record.
- 16/2/04** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- No questions were asked by members of the public or comments submitted were submitted to the Community Plan Committee.
- 16/2/08** To consider matters regarding progressing the work undertaken by A Vision for Crewe – Crewe's Community Plan during the remainder of the financial year 2016 / 2017 and moving forward into the financial year 2017 / 2018 taking into consideration implications on both budgets
- Members considered matters related to progressing the work undertaken by A Vision for Crewe – Crewe Community Plan during the financial years 2016 / 2017 and 2017 / 2018.
- Members **resolved** to request that Cost Centre 470 Community / Neighbourhood Plan be transferred from the Economic Development Committee to the Community Plan Committee along with £5,000.00 towards Town Centre improvements.
- Members **resolved** that a proposal be made to the Strategy Steering Group for additional funding from the Strategic Contingency Reserve.
- Members **resolved** to approve the proposed budget commitments for the financial year 2016 / 2017.
- Members **resolved** to submit the draft budget for the financial year 2017 / 2018 for consideration by the Strategy Steering Group.
- Members **resolved** to look at the level of potential underspend before the end of the financial year 2016 / 2017 with a view of finalising carry over to the next financial year.
- 16/2/09** To note the date of the next meeting
- The date for the next meeting was set for **Monday 6th February 2016**.
- The meeting was closed at 8:09pm**

A Vision for Crewe

Crewe's Community plan

Recommendations for moving forward during 2017 / 2018

The aim is to enable, influence and broker relationships in the community to improve the quality of life in Crewe and develop civic pride within the Town. Our priorities for the coming year are as follows:-

- **Enabling our communities to achieve**

- Continue to expand the CreweLife Community Directory portal to promote helpful information, advice and guidance to those that need it most;
- Continue to foster, nurture and support the Vision for Crewe partners and the networks that have formed;

- **Influencing and making the most of community opportunities**

- Act as a liaison and befriender between partners, the press, the Council, statutory bodies and community organisations to coordinate, highlight and promote community based services, activities and the good works that are carried out in Crewe;

- **Brokering for our communities**

- Focus on one core Working Group which will evolve into a broad 'Crewe Vision Network' encompassing members of the health and wellbeing, young people and arts, culture, leisure and heritage Working Groups. This new group will act as a 'hub' for the wide ranging community networking and sharing presence in Crewe and provide a platform for a large number of organisations to meet impartially in a neutral venue with independent facilitation. The aim is that they meet approximately four times a year with the emphasis on information sharing and a skills development agenda, in order to:-
 - i. Promote and support partnerships between providers, services and activities in Crewe;
 - ii. Enhance communication between agencies, organisations, services and the public in Crewe;
 - iii. Support and encourage locally based and delivered activities and services in Crewe;
 - iv. Indirectly reach the community through supporting organisations to promote themselves and 'match make' them to form partnerships so together they can offer more;
 - v. Assist locally based services and organisations to influence processes and feedback detailed information to statutory bodies such as Clinical Commissioning Groups, the Joint Strategic Needs Assessment, Commissioners, etc.;
 - vi. Support Task Groups that develop from the Network meetings;

The aim is to have at least 50 plus organisations around the table at each meeting which will then enable the multitude of topics to be discussed and which can then be adapted to form our priorities going forward.

**Proposed Budget Commitments
Community Plan Committee Meeting
Monday 31st October 2016**

Financial Year 2016 / 2017

| | |
|---------------|--|
| £3,000 | Start-up funding for Crewe CAN |
| £3,000 | Develop and populate the CreweLife Community Directory |
| £2,000 | Network / First Anniversary Meeting early 2017 |
| £8,000 | Total |

Financial Year 2017 / 2018

| | |
|----------------|--|
| £20,000 | Sustaining the Vision for Crewe Network |
| £5,000 | CreweLife Community Directory Portal |
| £5,000 | Crewe CAN Network |
| £20,000 | Small Resource Project Funding |
| £10,000 | Contingency funding for one-off projects and resources |
| £5,000 | Annual Report 2017 |
| £65,000 | Total |

Crewe Town Council
Community Plan Committee

1 Chantry Court,
Forge Street,
Crewe,
CW1 2DL
Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Monday 6th February 2017

- 16/3/01** Present:-
Councillors Marilyn Houston, Benn Minshall, Pam Minshall, Diane Yates and Simon Yates
- Apologies:-
Councillors Jill Rhodes and Brian Roberts
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 16/3/02** To note declarations of Members' interests
No declarations of Members' interests were made.
- 16/3/03** To confirm and sign the minutes of the meeting held on Monday 31st October 2016 (**attached**)
The Minutes of the Community Plan Committee held on Monday 31st October 2016 were approved by Members and were signed as an accurate record by the Chair of the Community Plan Committee
- 16/3/04** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
No questions were asked by members of the public or comments submitted were submitted to the Community Plan Committee.
- 16/3/08** To review the financial position of the Community Plan Committee (**attached**)
Members noted the financial position of the Community Plan Committee to date.
- 16/3/09** To consider matters related to Youth Engagement and the Young People's Action Plan (**circulated**)
Members considered a proposal submitted by Family Ties CIC regarding youth engagement.
Members **resolved** to commit £6,200.00 from the Youth Council budget to Family Ties CIC for the youth engagement project proposed.
- 16/3/10** To consider matters related to Social Return on Investment and Social Impact measurements (**circulated**)
Members considered a proposal from Kingston Smith Fundraising and Management regarding Social Return on Investment and Social Impact measurements.
Members **resolved not** to fund the Kingston Smith Fundraising and Management proposal.
- 16/3/11** To consider matters related to supporting the purchase of a defibrillator for Crewe Town Centre
Members **resolved** to allocate funds of up to £1,000.00 towards the purchase of a defibrillator for Crewe Town Centre.
Members requested that the Community Engagement Officer look into extending the project further and to present suggestions to the Committee at a future date for consideration.

16/3/12 To receive an update regarding work undertaken by A Vision for Crewe – Crewe’s Community Plan and to consider matters related to progressing the project forward

Members received a verbal update from Councillor Benn Minshall, Chair of the Community Plan Committee, and Hannah Marr, Community Engagement Officer, regarding work undertaken since the last meeting on Monday 31st October 2016.

These included an update from meetings with Cheshire East Council and local community organisations along with a summary of the information and priorities gathered at the recent Vision for Crewe Network meeting on 25th January 2017.

Members also **resolved** to allocate funds to cover the work of ten days work from the community payback scheme towards the improving areas of Crewe and to liaise with community groups and Councillor Brian Roberts to source areas where this work will most effectively be used.

Members requested that more work be undertaken on the topics of Housing and Environment and the Town Centre and that an update be presented at the next Committee meeting.

16/3/13 To review the Community Plan Committee budget for the financial year 2016 / 2017 and consider any underspend or overspend on budget lines

Members reviewed the Community Plan Committee budget for the financial year 2016 / 2017.

16/3/14 To note the date of the next meeting

The date for the next meeting was set for **Monday 12th June 2017.**

The meeting was closed at 9:04pm

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Minutes of the Meeting held on Monday 17th October 2016

16/1/01

Present:-

Cllr Houston – Yes
Cllr B Minshall – Yes
Cllr P Minshall
Cllr Jill Rhodes – Yes
Cllr Roberts – Yes
Cllr D Yates – Yes
Cllr S Yates – Yes

Apologies:-

In attendance:-

Hannah Marr (Community Engagement Officer)

16/1/02

To elect a Chair and Deputy Chair

Members **resolved** that Councillor XXXXXXXXXXXX be elected as Chair of the Community Plan Committee and that Councillor XXXXXXXXXXXX be elected as Vice Chair of the Committee.

16/1/03

To note declarations of Members' interests

No declarations of Members' interests were made.

16/1/04

Public Participation

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

No questions were asked by members of the public or comments submitted.

16/1/05

To note the Terms of Reference for the Community Plan Committee (**attached**)

Members noted the Terms of Reference for the Community Plan Committee.

16/1/06

To review the year to date financial position for the Community Plan Committee (**attached**)

Members noted the financial position for the Community Plan Committee to date.

16/1/07

16/1/08

16/1/09

DRAFT