

Crewe Town Council

Minute Book

2019 – 2020

Crewe Town Council

Town Council Meeting

1 Chantry Court
Forge Street
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the Annual Town Council meeting held on 14th **May 2019**

19/01/01 Present

Cllr Buckley, Cllr Coiley, Cllr Cosby, Cllr Dunlop, Cllr Faddes, Cllr Houston, Cllr Hogben, Cllr Howes, Cllr Keefe, Cllr Messent, Cllr B Minshall, Cllr Morrissey, Cllr Palin, Cllr Jill Rhodes, Cllr John Rhodes, Cllr Roberts, Cllr Straine-Francis, Cllr Toth and Cllr Walton.

In attendance: Hannah Marr (Community Engagement Officer) and Steve McQuade (Town Clerk)

19/01/02

To elect the Town Mayor and sign the acceptance of office

Cllr Walton proposed that Cllr Minshall be elected as Mayor. Cllr Walton highlighted the fact that she had known Cllr Minshall since he was five, that he had joined the Town Council at its inception in 2013 and that he had served with distinction in a variety of roles including a year as Deputy Mayor. Cllr Walton commended Cllr Minshall to Council.

Cllr Morrissey rose to second the proposal highlighting Cllr Minshall's service to the Council in recent years and commending the outgoing Mayor Cllr Robert's for his service to the Council over the past twelve months.

Cllr Benn Minshall was then unanimously elected as Mayor.

19/01/03

To elect the Deputy Town Mayor and sign the acceptance of office

Cllr Straine-Francis proposed that Cllr Dunlop be elected as Deputy Mayor, highlighting his heritage in the North East, his football affiliations and his career as a union representative and service on Crewe and nantwich Borough Council. Cllr Straine-Francis also sent the good wishes of all present to Cllr Dunlop's wife for her recovery from illness.

Cllr Roberts then rose to second the proposal and commended Cllr Dunlop to Council.

Cllr Dunlop was then unanimously elected as Deputy Mayor.

19/01/04

To confirm and sign the minutes of the meeting held on 26th Feb 2019

Members approved the minutes of the previous meeting for signing by the Mayor.

19/01/05

To consider a resolution from the Leader of Council to vary the order of business from

Chairman's Initials.....

that set out in Standing Orders so as to enhance the civic procedures (revised order set out on this agenda)

Cllr Jill Rhodes moved a resolution changing the order of business. This was approved by the meeting.

19/01/05 To receive and consider apologies for absence.
Apologies were received and accepted from Cllr Flude.

19/01/06 To note declarations of Members' interests.
The Mayor declared a pecuniary interest in relation to items of expenditure in the payments schedule (Element Hosting).

19/01/07 To propose a vote of thanks and to present a past Mayor's Medal to the outgoing Mayor. Cllr Brian Roberts to reply.
Cllr Minshall spoke to the meeting setting out the hard work that Cllr Robert's had undertaken during his Mayoral year and members offered a vote of thanks for the service given to the people of Crewe and to the Town Council.

Cllr Minshall highlighted Cllr Robert's long career in the building industry, his work as Mayor for vulnerable people in Crewe, the support for the environmental improvements and the many happy memories he had left with the people of Crewe.

Cllr Roberts replied thanking all those who had helped him fulfil his civic duties and especially his Deputy Cllr Simon Yates and the previous mayors. Cllr Robert's provided a resume of all the highlights of his year in office and his efforts to support as many good causes as possible. He especially thanked all the community groups that had welcomed and received him to so many events over the past twelve months. Finally, he wished everyone and especially Cllr Minshall well for the year ahead.

19/01/08 To receive an address from the Town Mayor
The new Mayor Cllr Minshall thanked everyone for all their support and welcomed new colleagues to their first meeting. He expressed pleasure to see so many friends and family in the public gallery.

Cllr Minshall made special mention of his Gran, former Mayor and Cllr, Pam Minshall.

Cllr Minshall recalled his service to the Council over the previous six years highlighting his pride to have held offices such as Deputy Mayor, Acting Leader, Deputy Leader and Chair of Community Plan Committee. Cllr Minshall singled out his pride in helping the community through the Council's grants scheme which had released almost 100k in funding.

Cllr Minshall thanked former Leader Cllr Simon Yates for his support and advice over the past four years.

Summing up, Cllr Minshall, expressed his pride in Crewe and encouraged everyone to see the good in Crewe, recognise the strength of its people, businesses and extol the positive side of Crewe's diversity.

19/01/09 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments

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The following points were made by members of the public and invited guests:

- Simon Yates congratulated the Town Council in finally achieving the installation of the last Welcome to Crewe sign on Nantwich Road.

19/01/10 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.

Cllr Jill Rhodes moved the above resolution which was approved by Council.

19/01/11 To note the minutes of Committee meetings held since Council in March:

- Planning Committee – No meeting since previous Council.
- Finance and Governance – 12th March (Draft)
- Town Development – 5th March (Draft)
- Community Plan – 11th March (Draft)

Members noted the minutes presented.

19/01/12 To consider and approve delegations to officers and members¹
The delegations as set out were approved.

19/01/13 To consider and approve the terms of reference of Committees
The terms of reference as set out were adopted.

19/01/14 To consider the approval of Committee structures and nominations to new and existing Committees
The nominations to committees and other positions were agreed as set out.

19/01/15 To consider, review and approve Standing Orders and Financial Regulations²
Standing Orders and Financial Regulations were adopted as set out.

19/01/16 To consider matters related to arrangements with and contributions to other authorities
There were no matters to determine.

19/01/17 To consider and approve representations on outside bodies (see note at item 14):
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 Community Plan Committee, plus one other member).

Members agreed to consider such matters at a later date except with regard to (4) which was approved.

19/01/18 To confirm the Council's adoption of the Councillor Code of Conduct³
Council adopted the Code of Conduct.

19/01/19 To consider and adopt the General Power of Competence and confirm that the Council

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>

² Available at <https://www.crewetowncouncil.gov.uk/eh-council-poldocs/>

³ Available at http://www.cheshireeast.gov.uk/council_and_democracy/your_council/councillor_conduct.aspx

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meets the relevant criteria to do so⁴.

Council resolved to adopt the General Power of Competence.

- 19/01/20** 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, Deputy Town Clerk and Marketing/Events officer's Membership of the SLCC.
 4. Affiliation to Cheshire Association of Local Councils.

Members approved the matters set out above.

- 19/01/21** To approve current procedures relating to:
1. Complaints procedures
 2. Freedom of Information and Data Protection
 3. Media relations

Members approved the matters set out above.

- 19/01/22** To consider and approve the dates of Council meetings as set out on the Council website.

- 19/01/23** To confirm the names of bank signatories as the chairs of the committees (once confirmed) and the Mayor⁵.
Members confirmed the names of signatories as set out above.

- 19/01/24** To consider, approve and authorise signing of the annual governance statement 2018/19
Members **resolved** that the statement should be signed.

- 19/01/25** To receive and note the report (with responses) from the internal auditor.
Members noted the auditor's report and the responses made.

- 19/01/26** To consider, approve and authorise signing of the Accounting Statements 2018/19
Members **resolved** that the statement should be signed.

- 19/01/27** To consider and approve payments since the previous meeting as set out in the schedules (**attached**):
- Previous meeting to year end (Cashbook 1)
 - Previous meeting to year end (Cashbook 4)
 - Year to date (Cashbook 1)
 - Year to date (Cashbook 4)

Members noted and approved the payments.

- 19/01/28** To delegate the production and publication of the Annual report to the Community

⁴ All members were elected at the last Council elections and at least one employee is suitably qualified.

⁵ Existing signatories to remain authorised until committees appoint their Chairs (except where no longer serving members).

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Engagement Officer in consultation with the Leader.
Members agreed to the delegation as set out above.

19/01/29 To consider the Council's risk register.
Members noted the content of the risk register.

19/01/30 To note the date of the next meeting – 23rd July 2019
Members noted the date of the next meeting.

Meeting Closed: 19:45

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Crewe Town Council

Town Council Meeting

1 Chantry Court
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CW1 2DL

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Minutes of the meeting held on the 6th August 2019

19/2/01 Present

Cllr Buckley, Cllr Coiley, Cllr Cosby, Cllr Dunlop, Cllr Faddes, Cllr Flude, Cllr Hogben, Cllr Keefe, Cllr Messent, Cllr B Minshall, Cllr Morrissey, Cllr Palin, Cllr Jill Rhodes, Cllr John Rhodes, Cllr Roberts and Cllr Walton.

In attendance: Steve McQuade (Town Clerk)

19/2/02 To receive and consider apologies for absence:

Apologies were received and accepted from Cllr Howes, Houston and Toth.

19/2/03 To note declarations of Members' interests

Cllr Minshall declared a pecuniary interest in relation to the payments schedules (Element).

Cllr Cosby declared an interest in matters related to the Railway Cottages by virtue of his partner being a committee member of that Association.

19/2/04 To confirm and sign the minutes of the meeting held on 14th May 2019

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

19/2/05 Public Participation

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

The following statements and questions were raised by members of the public:

- Mr Moore – Raised a question about the town centre and homelessness. Cllr Flude replied citing the complexity of the problems. Cllr Roberts updated members on the current situation and the scale of the issues. Many homeless people had been helped into accommodation.
- Mr Roberts – Raised issues related to an emerging county wide bus strategy that is in development and the need for the service to map to peoples' needs and issues such as air quality. The Council was asked to use what influence it had to address matters, particularly access to evening services and to cross border issues. Cllr Faddes replied pointing to the consultation on the local transport plan and also highlighted Sunday services and connections to the hospital. The Clerk was asked to provide further information and write to the interested parties checking that formal consultation would take place. It was agreed that Planning Committee would lead and appropriate letters be sent.
- Mrs Jones – Thanks were given for the attendance of Cllrs including the Mayor at a consultation event on the Bus Station. Mrs Wilkinson reported further safety

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problems on the bus station. The Mayor added that meetings were planned with Arriva to discuss a range of issues.

19/2/06 To receive a report from the Town Mayor and Deputy Mayor in relation to civic engagements attended
Members noted the engagements undertaken by the Mayor and Deputy Mayor. The total number of engagements now totalled fifty two. Cllr Dunlop reported on the engagements he had attended.

19/2/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- 1) Finance and Governance (Cllr Jill Rhodes) – Minutes of the meeting held on 1st July (Draft). Items for Council consideration:
 - That a Crewe Town Council Social Media Policy is adopted
 - To consider the creation of two committees by splitting the current Town Development Committee. Draft terms of reference are set out in the notes to the agenda and if agreed Council is asked to nominate members to each committee.
 - To consider any consequential changes to overall committee membership arising from the creation of an extra committee.

Members **resolved** to adopt the Social Media Policy, subject to it confirming its application to officers¹. Cllr Cosby was asked to liaise with employees over the matter.

Members **resolved** to create the new committees and adopt the Terms of Reference.

Members **resolved** to change the membership of a number of committees. The membership of the committees is set out at the annex to these minutes.

- 2) Town Development (Cllr Messent) – Minutes of the meeting on 28th May (Final) and 25th June (Draft). Items for Council consideration, none.

Members noted the minutes.

- 3) Planning Committee (Cllr John Rhodes) – Minutes of the meetings held on 21st May (Final), 18th June (Final) and 16th July (Draft). Items for Council consideration: None

Members noted the minutes.

- 4) Community Plan Committee (Cllr Dunlop) – Minutes of the meetings held on 20th May (Final) and 25th June (Draft). Items for Council consideration: None

Members noted the minutes.

19/2/08 To consider urgent grant applications (Cllr Dunlop)
There were no items to determine.

19/2/09 To note any updates from members having attended external meetings.
The following updates were provided by respective members:

¹ The Clerk advised members that this action may be unlawful, that there had been no consultation with employees whose freedom of speech may be infringed and cautioned against taking such action without consultation and legal advice.

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- Cllr Cosby updated members in relation to his attendance (also Cllr Hogben) at the AGM of the Railway Cottages Residents Association. Cllr Cosby outlined the programme of work envisaged and mentioned the prospect of future requests for Council funding.
- Cllr Walton attended the Allotment prize giving day along with Cllr John Rhodes. Cllr Walton declared a gift at this point as a recipient of a bag of potatoes.

19/2/10 To note, consider and approve payments since the previous meeting as set out in the schedule.

Members noted and approved the payments.

19/2/11 To note and consider the year to date financial summary

Members noted the financial summary.

19/2/12 To consider an update in relation to policing in Crewe

Members noted the policing update. Members agreed that Cllr Flude acts as lead member on contacts with the local police. Cllr Flude applauded all the police officers for their hard work and for the support of various community agencies. Members asked for information in relation to the levels of dug crime.

19/2/13 To consider upgrading ICT/Display provision in the meeting room at Chantry Court.

Members discussed a possible upgrade to ICT provision but asked this be deferred while dialogue continues with regard a possible move to the Municipal Building.

Members **resolved** to create an accommodation sub-committee and asked Cllr Messent to lead via his committee.

19/2/14 To receive and adopt the revised Community Plan Action Plan

Members **resolved** to approve the papers as presented.

19/2/15 To receive and adopt policy changes to the Council's grants scheme

Members **resolved** to approve the papers as presented.

19/2/16 Member questions to the Town Clerk/Responsible Financial Officer.

There were no questions raised.

19/2/17 To receive an update from the Leader in relation to the strategic review and the recruitment of a Proper Officer/Responsible Financial Officer.

Cllr Rhodes reported on a meeting with the Leader and Chief Executive at Cheshire East, matters covered included:

- The bus station state of repair.
- Future High Streets Funding.
- Plans for the town centre focussed on the Royal Arcade.
- Increases in housing in the town, e.g. Delamere Car Park.
- City status.
- Improvement to the towns parks.
- Access to the Municipal Building.
- The heritage value of the Railway Cottages.

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- Issues related to the state of the back streets in Crewe².

The Leader updated members on the progress made to date in taking forward the Strategic Review and selection of a new Clerk. It was noted that the Leader wished to see a focus on³:

- Policy reviews.
- The appointment of consultants to support the strategic review.
- Progressing the review of the Strategic Plan including facilitated workshops.
- The Strategic Plan informing the budget.

Cllr Rhodes requested that matters such as procurement are referred to the next meeting of Finance and Governance Committee along with the matter of recruitment, including issues such as the development of job description/person specification with recommendations made to Council on how to progress these matters. The Finance and Governance Committee would then act on the guidance of Council to implement the recommendations.

19/2/18 To note the date of the next meeting – 24th September.
Members noted the date of the next meeting.

Meeting closed: 20:39

Annex: Revisions to Committee Membership

Community Plan	Planning	Marketing ad Events	Operations and Improvement
Cllr Buckley Cllr Coiley Cllr Dunlop Cllr Flude Cllr Keefe Cllr Minshall Cllr Morrissey Cllr Jill Rhodes Cllr Roberts Cllr Straine-Francis Cllr Walton	Cllr Cosby Cllr Dunlop Cllr Flude Cllr Houston Cllr Howes Gary Palin Cllr John Rhodes Cllr Roberts Cllr Straine-Francis Cllr Toth	Cllr Cosby Cllr Dunlop Cllr Faddes Cllr Houston Cllr Howes Cllr Keefe Cllr Messent Cllr Morrissey Cllr Jill Rhodes Cllr Roberts Cllr Straine-Francis	Cllr Coiley Cllr Cosby Cllr Faddes Cllr Flude Cllr Hogben Cllr Howes Cllr Messent Cllr Minshall Cllr Morrissey Cllr Palin Cllr Toth Cllr Walton

² Cllr Palin left the meeting at this point.

³ Members resolved to discuss the remainder of this item in closed session due to it having relevance to one or more employees contract and as relating to commercial contracts.

Chairman's Initials.....

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Minutes of the meeting held on 24th September 2019

The Mayor called for a minutes silence in memory of Jonathon Williams the Clerk of Middlewich who had acted as interim Clerk on the establishment of the Town Council in 2013. Members expressed their sympathy to all those that had known Jonathon.

19/3/01 Present
Cllr Buckley, Cllr Cosby, Cllr Dunlop, Cllr Faddes, Cllr Flude, Cllr Hogben, Cllr Houston, Cllr Howes, Cllr Toth, Cllr Messent, Cllr B Minshall, Cllr Morrissey, Cllr Jill Rhodes, Cllr John Rhodes, Cllr Roberts, Cllr Toth and Cllr Walton.

19/3/02 To receive and consider apologies for absence
Apologies were received and accepted from Cllrs Coiley, Palin and Keefe.

19/3/03 To note declarations of Members' interests
Cllr Minshall declared a pecuniary interest in relation to the payments schedule (Element) and Mayor's allowance.

Cllr Dunlop declared a pecuniary interest in relation to the Deputy Mayor's allowance.

19/3/04 To confirm and sign the minutes of the meeting held on 6th August 2019
The minutes of the previous meeting were agreed and signed as an accurate record.

19/3/05 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments

- Mr Deeley raised an issue with regard to the Camm Street Gym and its search for a new home. Members asked that the matter be taken through Committee.
- Rev Edwards and Diane Parish provided members with an update on the Always Ahead Project (Flag Lane Baths). Firstly thanking the Council for its initial seed funding. The Council was asked to nominate someone to sit on the project group/board. Members also asked that the matter is taken to Committee.
- Mr Cunningham from Ford Lane allotments provided a written question/request to resolve some legacy fencing issues utilising the balance of support funding. He also updated members on work at Hulme Street using s106 monies. Members asked that the matter go to Committee.

Chairman's Initials.....

19/3/06 To receive a report from the Town Mayor and Deputy Mayor in relation to civic engagements attended
Cllr Minshall updated members on civic engagements undertaken since the previous meeting. Cllr Dunlop provided a resume of the engagements he attended while deputising for the Mayor.

19/3/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- Finance and Governance (Cllr Jill Rhodes) – Minutes of the meeting held on 16th September (Draft). Items for Council consideration:
 - Recruitment of Clerk and Strategic Review - That the Clerk organise an opportunity for nominated members to meet prospective suppliers and for those members to appoint the chosen supplier to undertake both tasks or to split the work¹.

Members noted the minutes and asked that the matter be dealt with at the item further down the agenda.

- Operations and Improvement (Cllr Messent) – Minutes of the meeting held on 13th August (Draft). Items for Council consideration:
 - Council is asked to adopt the draft Heritage Strategy, to agree to it being published for consultation and to note the likely resource implications that may arise as part of the budget process to enable the delivery of the strategy once the consultation period has ended.
 - To record Council's thanks to those who served and continue to serve on the Heritage Working Group for the considerable effort in putting together a document of such quality and depth.

Members adopted the Heritage Strategy and authorised consultation on its content. Members noted the budgetary implications and formally thanked the Working Group and the lead officer for producing a strategy of such quality.

Cllr Messent updated members on work to provide short term visual improvements at the bus station.

- Marketing and Events (Cllr Cosby) - Minutes of the meeting on 12th September (Draft). Items for Council consideration:
 - That Council authorise additional budget to cover unexpected costs on the Christmas light scheme due to the town redevelopment project².
 - To consider a proposal from ArtReach to extend Lumen 19 over 2 days and allocate an ad hoc budget to cover the costs of the second day of approximately 9k.
 - An update on the Crewe Place brand project and appointment of supplier.

¹ Nominated members to consist of Committee Chairs plus, Cllrs Toth, Houston, Morrissey and Hogben.

² Costs - £3,038 for removal prior the demolition works start of the lights scheme in Queensway and Victoria Street including £2,078 cost for alternative power supply in Market Square. Note, these numbers may change depending on the evolution of the Royal Arcade project or unforeseen operational complications.

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- To allocate an additional budget of £5,000 toward the BBC One Show – Children in Need.

Members approved the expenditure on bullets 1, 2 and 4 (above) and welcomed the appointment of a supplier to support the place branding project.

- Planning Committee (Cllr John Rhodes) – Minutes of the meetings held on 16th July (Final) and 10th September (Draft). Items for Council consideration: None

Members noted the minutes presented.

- Community Plan Committee (Cllr Dunlop) – Minutes of the meetings held on 15th July (Final) and 9th September (Draft). Items for Council consideration: none

Members noted the minutes presented.

19/3/08 To consider urgent grant applications (Cllr Dunlop)
There were no urgent grant applications.

19/3/09 To note any updates from members having attended external meetings.
Members provided the following updates:
There were no member updates.

It was noted that Cllr Messent had attended the Bus Users Group Executive meeting.

19/3/10 To note, consider and approve payments since the previous meeting as set out in the schedule below.
Members approved the payments.

19/3/11 To note and consider the year to date financial summary
Members noted the financial update.

19/3/12 To consider an update in relation to policing in Crewe
Members noted the Police update and asked what connections there are with British Transport Police.

19/3/13 To note the completion of the 2018/19 Audit and receive the report of the External Auditor
Members noted the satisfactory completion of the audit for 2018/19. Members thanked the Clerk for the work in this area.

19/3/14 Member questions to the Town Clerk/Responsible Financial Officer.

The following matters were raised:

- Whether an internal audit had been completed. Cllr Buckley replied that it had been done the previous week and would be reported to Finance and Governance Committee.

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- Members asked how monies donated in relation to the Beechmere fire would be distributed. The Clerk indicated that he was meeting with Cheshire East at a senior level to negotiate how a single fund would be managed and how the monies held by the Town Council would be transferred to that fund. This would require Council to agree the transfer and the conditions attached to the transfer at the next meeting.

There were no questions asked.

19/3/15

To receive an update from the Leader in relation to the strategic review and the recruitment of a Proper Officer/Responsible Financial Officer on matters not already covered on the agenda.

The Leader provided a short resume of progress. It was agreed that the named members in the footnote above perform the functions described.

Members then **resolved** that the remaining matters be dealt with in closed session due to the commercial and contractual nature of the discussions.

Members **resolved** that the sub group identified above be tasked with commissioning the supplier and for the work to commence once the supplier is selected.

19/3/16

To note the date of the next meeting

Members noted the date of the next meeting as 19th November. Cllr Houston tendered her apologies.

Meeting closed: 20:47

Chairman's Initials.....

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Minutes of the meeting held on 19th November 2019

Present Cllr Buckley, Cllr Coiley Cllr Cosby, Cllr Dunlop, Cllr Faddes, Cllr Hogben, Cllr Howes, Cllr Messent, Cllr B Minshall, Cllr Morrissey, Cllr Jill Rhodes, Cllr John Rhodes, Cllr Toth and Cllr Walton.

19/4/01 To receive and consider apologies for absence

Apologies were received and accepted from Cllrs Flude, Houston, Keefe, Palin and Roberts.

19/4/02 To note declarations of Members' interests

Cllr Minshall declared a pecuniary interest in relation to the payments schedule (Element Hosting) and Mayor's allowance.

Councillor Dunlop declared a pecuniary interest in relation to the Deputy Mayor's allowance.

Councillor Faddes declared an interest in item 12 (Beechmere)

Councillors Walton and Howes declared a pecuniary interest in item 5 as shareholders.

Councillors Cosby, Straine-Francis and John Rhodes declared a non-pecuniary interest in item 5 as season ticket holders at Crewe Alexandra F.C.

19/4/03 To confirm and sign the minutes of the meeting held on 24th September 2019

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

19/4/04 Public Participation

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

- Carrie Alltree from Crewe and District Bus Users Group invited councillors and the public to an event at Jubilee House on 6th December 2019 between 10.00 and 14.00 hrs.

Chairman's Initials.....

- Mark Bevan Chair of Railwaymen Supporters Society explained that the Society was established as a Community Benefit Society established with a target to raise £250,000 to purchase an approximate 10% shareholding in Crewe Alexandra FC as a means to strengthen community involvement and participation in the club.
- Simon Yates representing Rotary Club of Crewe and Nantwich Weaver, and a number of other organisations applauded the actions of the Town Council in supporting the Beechmere residents and its action in accepting the funds collected. He expressed concern at the delay in releasing funds to residents. He supports the proposal to distribute the money in equal shares between the residents, but could find no record of decisions to do this or to pass the money to another organisation. He asked that the money be distributed before Christmas.

Members asked a number of questions of Mr Bevan, and thanked all the speakers for their contributions, and the other members of the public for attending.

19/4/05 To consider matters related to a request from the Railwaymen Supporters Club

The request was referred to Finance and Governance Committee for consideration and the Deputy Town Clerk was asked to make further inquiries about the legal basis for the Council to purchase shares, and the appropriate accounting treatment.

19/4/06 To receive a report from the Town Mayor and Deputy Mayor in relation to civic engagements attended

Cllr Minshall updated members on civic engagements undertaken since the previous meeting. Cllr Dunlop provided a resume of the engagements he attended while deputising for the Mayor.

19/4/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:

- **Finance and Governance** (Cllr Jill Rhodes) – Not met since previous Council. Members noted that there had been no meeting.
- **Operations and Improvement** (Cllr Messent) – Minutes of the meeting held on 8th October (Draft). Items for Council consideration, none. Members noted the minutes presented.
- **Marketing and Events** (Cllr Cosby) – Minutes of the meeting on 22nd October (Draft). Items for Council consideration, none. Members noted the minutes presented.
- **Planning Committee** (Cllr John Rhodes) – Minutes of the meeting on 12th November (Draft). Items for Council consideration: None. Members noted the minutes presented. The Chair reported that Councillor Cosby has resigned from the Committee and new appointment will need to be made at the next Council meeting.

Chairman's Initials.....

- **Community Plan Committee** (Cllr Dunlop) – Minutes (**attached**) of the meeting held on 4th November (Draft). Items for Council consideration:
 - 1) Council adopts the following three Policies:
 - i.) Equal Opportunities and Diversity Policy
 - ii.) Child Protection and Vulnerable Persons Safeguarding Policy
 - iii.) Volunteer Policy

Members noted the minutes presented and adopted the three policies.

19/4/08 To note any updates from members having attended external meetings.

Members provided the following updates:

There were no member updates.

19/4/09 To note, consider and approve payments since the previous meeting as set out in the schedule below.

Members approved the payments.

19/4/10 To note and consider the year to date financial summary

Members noted the financial update.

19/4/11 To consider an update in relation to policing in Crewe

Members noted the Police update. It was agreed to ask the Police if they would be able to attend Council meetings to report from time to time.

19/4/12 To consider matters related to the Beechmere Appeal Fund

It is resolved that the amount held by the Town Council in the appeal fund on 22nd November 2019 should be transferred to Your Housing as soon as possible, subject to a written agreement that all monies be distributed equally to residents living at Beechmere on Thursday 8th August 2019. Any funds received between 22nd November 2019 and January 31st 2020 are to be transferred to Your Housing for distribution on the same basis. After the end of January 2020 the Town Council will no longer collect money on behalf of the Beechmere residents.

19/4/13 It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 14 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

It was resolved under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 14 on the grounds that matters contain sensitive

Chairman's Initials.....

information and by reason of the confidential nature of the business being transacted.

19/4/14 To consider a report from the Cheshire Association of Local Councils on personnel matters and a situation analysis

Members resolved:

1. To endorse the recommendations of the Leader and Deputy Leader to allow the Town Clerk to stand aside from his executive duties.
2. To seek advice on the possibility of a compromise agreement with the Town Clerk.
3. To authorise the Deputy Town Clerk to take such actions as are necessary in relation to recommendation 2) above.
4. To appoint DCK Accounting Solutions on the terms proposed until permanent arrangements for accounting are determined.
5. To establish a Personnel Committee with Terms of Reference and Delegation as set out in the attached appendix with 7 members. Cllrs. Jill Rhodes, Messent, Toth, Walton, Straine-Francis, Buckley were appointed to the Committee with 1 vacancy remaining.

19/4/15 To note the date of the next meeting

Members noted the date of the next meeting as Tuesday 7th January 2020.

Meeting closed: 22.00

Chairman's Initials.....

APPENDIX

PERSONNEL COMMITTEE

Approved by Council: 19th November 2019

Review date May 2021

7 Members of the Authority

Quorum = 3

Meetings: Meetings will take place at least quarterly in February, May, August and November.

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote

Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee.
2 To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3 To agree the pay and conditions of staff	<ul style="list-style-type: none">• Town Clerk reserved for Council• All other staff to Committee including payment of honoraria providing within agreed budget.
4 Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none">• Committee, including discretionary provisions of National Joint Agreement.
5 Management and Appointment of Staff (Local Government Act 1972 s112-119)	<ul style="list-style-type: none">• Recommend appointment of new Town Clerk to be endorsed by Council• Selection of long list by Town Clerk with personnel assistance if appropriate• Selection of final short list-Chairman & V Chairman• + Mayor & Deputy Mayor• Final Interview-Committee + Mayor• • Appointment of other Staff Scale Point 23 and above to Town Clerk in consultation with 2 members of Committee.• Appointment of Staff below Scale Point 28 to Town Clerk.• Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 23• Decision on whether to fill vacant positions is delegated to Town Clerk.• Decision on recruitment of contract staff or interim contract staff to Committee• Management of staff in accordance with Council policy, procedures and budget to Town Clerk.
6 Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none">• Town Clerk with appeal to Personnel Committee• Personnel Committee in the case of the Town Clerk with appeal to Appeals Committee (only members not on Personnel Committee)• Dismissal of Town Clerk to be ratified by Council
7. Determination of individual grading issues and job evaluation	<ul style="list-style-type: none">• Committee, except Town Clerk reserved to Council
8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none">• Committee (Council in case of Town Clerk)• Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire• Local Government Pensions• Pensions Discretions Policies to Committee

Chairman's Initials.....

9. Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> • Committee
10. Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
11. Appeals Procedure.	<ul style="list-style-type: none"> • Appeals Committee.
12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council
13. Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
14. Issue of Contracts of Employment	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk Model Contract approved by Committee
15. Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee
16. Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> • Committee
17. Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol	<ul style="list-style-type: none"> • Council
18. Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council • Committee to oversee responsibilities for Council within budget and policy • Town Clerk for routine management
19. Grievance Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
20. Administration of other Personnel procedures	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
21. Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Town Clerk for all staff, often delegated to direct manager. • Mayor, Personnel Chairman & one other Member of • Committee for Town Clerk
22. Training & Development Plan for staff	<ul style="list-style-type: none"> • Town Clerk
23. To administer the Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
24. To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
25. To administer the Council's Equality Policy	<ul style="list-style-type: none"> • Town Clerk to administer for employees, services, volunteers and democratic processes • Committee to monitor & recommend to Council

NB. Any financial, operational or managerial action delegated to the Town Clerk may in his/her absence be undertaken by the Deputy Town Clerk, if the matter cannot wait until the Town Clerk returns

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 7th January 2020

Present Cllr Buckley, Cllr Dunlop, Cllr Faddes, Cllr Hogben, Cllr Houston, Cllr Howes, Cllr Messent, Cllr B Minshall, Cllr Palin, Cllr Jill Rhodes, Cllr John Rhodes, Cllr Toth and Cllr Walton.

The Council observing a minute's silence in memory of Councillor Dorothy Flude

19/5/01 To receive and consider apologies for absence

Apologies were received and accepted from Councillors Coiley (work commitments), Cosby (work commitments), Morrissey (ill health) and Roberts (ill health).

19/5/02 To note declarations of Members' interests

Cllr Minshall declared a pecuniary interest in relation to the payments schedule (Element Hosting) and Mayor's allowance.

19/5/03 To confirm and sign the minutes of the meeting held on 19th November 2019

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

19/5/04 Public Participation

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

Mr. Ryan Moore asked if there was a start date for Crewe Town Centre regeneration, and is the Town Council pressing Cheshire East on this matter? Councillor John Rhodes confirmed that members regularly raise this issue with Cheshire East Councillors, and would do so again at a meeting on Thursday.

19/5/05 To receive a report from the Town Mayor and Deputy Mayor in relation to civic engagements attended

Cllr Minshall updated members on civic engagements undertaken since the previous meeting. Cllr Dunlop provided a resume of the engagements he attended while deputising for the Mayor.

Chairman's Initials.....

- 19/5/06 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:**
- **Finance and Governance** (Cllr Jill Rhodes) – Minutes of meetings held on 2nd December 2019 (final) and 17th December 2019 (draft). Members noted the minutes presented
It was **resolved** to nominate Councillors Straine-Francis and Minshall to the Audit–Sub Committee in addition to those members already nominated.
 - **Operations and Improvement** (Cllr Messent) – Minutes of the meeting held on 9th December (Draft). Items for Council consideration, none.
Members noted the minutes presented.
 - **Marketing and Events** (Cllr Cosby) – No meetings had been held since the previous Council meeting.
 - **Planning Committee** (Cllr John Rhodes) – No meetings had been held since the previous Council meeting.
 - **Community Plan Committee** (Cllr Dunlop) – No meetings had been held since the previous Council meeting.

- 19/5/07 To consider the establishment of an Appeals Committee, approve the terms of reference, and to nominate 5 members who are not members of the Personnel Committee**

It was **resolved** to establish an Appeals Committee with the terms of reference appended to these minutes and that Councillors Cosby, Dunlop, Faddes, Howes, and John Rhodes be nominated to sit on the Committee.

- 19/5/08 To note any updates from members having attended external meetings.**

Members provided the following updates:

- Councillor Palin had met with Glynis Caulfield a Cheshire East Officer conducting Cleaner Crewe efficiency review.
- Cllr Messent had a meeting with Arriva NW to explore progress on matters previously agreed.

- 19/5/09 To note, consider and approve payments since the previous meeting as set out in the schedule below.**

No schedule was available for the meeting. The Deputy Town Clerk will circulate a schedule as soon as it is available, and it will be reported to the next meeting of Council.

- 19/5/10 To note and consider the year to date financial summary**

Chairman's Initials.....

No summary was available for the meeting. The Deputy Town Clerk will circulate a summary as soon as it is available, and it will be reported to the next meeting of Council.

19/5/11 To receive and consider a recommendation in relation to the setting the budget for the financial year 2020 / 2021 including the confirmation of the level of precept.

Members **resolved** to adopt the budget as presented and set the precept for 2020/21 at £ 1,093,674¹.

19/5/12 To note that Councillor Keefe has resigned from the Council and that the two casual vacancies arising from this resignation and the death of Councillor Flude will be advertised as soon as reasonably possible

Members noted that the casual vacancies would be advertised on 8th January 2020.

19/5/13 To consider nominating a member to the vacancy on Personnel Committee
Councillor Houston was nominated to fill the vacancy on Personnel Committee.

19/5/14 To consider nominating a member to represent the Town Council on the South Cheshire Chamber of Commerce and Industry's Business Council

Members resolved to nominate Councillor Messent to represent the Town Council at meetings of the South Cheshire Chamber of Commerce and Industry's Business Council.

19/5/15 To consider a report from the Cheshire Association of Local Councils on a proposed Constitution for the Town Council, incorporating revised Standing Orders and Financial Regulations together with new Procurement and Contracts Policies.

Members **resolved**

- (i) To agree the format for a Town Council Constitution and both the Introduction and the Summary and Explanation sections as set out in Appendix 1 to the report.
- (ii) To adopt revised Standing Orders as set out in Appendix 2 to the report.
- (iii) To adopt revised Financial Regulations as set out in Appendix 3 to the report.
- (iv) To adopt Standing Orders for Contracts as set out in Appendix 4 to the report.
- (v) To adopt a Procurement Policy as set out in Appendix 5 to the report.
- (vi) For the interim period until a new Town Clerk is in post:
 - a. To appoint the Deputy Town Clerk to the post of Proper Officer with the title of Acting Town Clerk
 - b. To appoint the Community Engagement Officer to the post of Responsible Financial Officer
 - c. To ask the Town Centre Project Officer to take on responsibility for the

¹ Councillor Palin left the meeting at this point
Chairman's Initials.....

- line management of the Streetscene Improvement Officers and to supervise the Rangers on the Town Council's behalf to reduce the additional workload on the Deputy Town Clerk/Acting Town Clerk.
- (vii) That Personnel Committee be asked to consider granting appropriate honoraria for the additional duties and responsibilities arising from (vi) above.

19/5/16 To consider a report from the Cheshire Association of Local Councils on a proposed Ethical Framework for the Town Council comprising revised Members' Code of Conduct and Member-Officer Protocol, and a new Planning Protocol.
Members **resolved**:

1. to adopt a revised Member Code of Conduct still based on the Cheshire East Council Code as set out in Appendix 1 to the report subject to amendment of para 4.16 to reduce the value of registerable gifts to £25
2. To adopt the revised Protocol for Member-Officer Relations as set out in Appendix 2 to the report
3. To adopt a Planning Protocol to supplement the Code of Conduct as set out in Appendix 3 to the report subject to the removal of the words "Strategic Planning Board" from para 1.6.
4. To include training on ethical conduct as a priority in the next Member Training Plan.

19/5/17 To note the date of the next meeting
Members noted the date of the next meeting as Tuesday 3rd March 2020.

Meeting closed: 20.50

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 3rd March 2020

Present Councillors Angier, Faddes, Hogben, Messent, Minshall, Proffit, Jill Rhodes, John Rhodes, Toth and Walton.

In attendance: Rob MacKenzie. Acting Town Clerk

The Council observed a minute's silence in memory of Councillor Brian Roberts

19/6/01 To receive and consider apologies for absence

Apologies were received and accepted from Councillors Buckley (ill health), Howes (work commitments), Houston (volunteering commitment), and Palin (work commitments)

19/6/02 To note declarations of Members' interests

1. Councillor Minshall declared an interest in Item 10 (payments)
2. Cllr Straine-Francis declared an interest in Item 8 (Community Plan Committee minutes regarding the Air Cadets)
3. Councillor Cosby declared an interest in item 18 (contract with CVCSE).

19/6/03 To confirm and sign the minutes of the meeting held on 7th January 2020

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

19/6/04 Public Participation

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

No questions or comments were made.

19/6/05 To receive a report from the Town Mayor and Deputy Mayor in relation to civic engagements attended

Cllr Minshall updated members on civic engagements undertaken since the previous meeting.

- 19/6/06 To receive the declaration of Acceptance of Office for the new Councillors for the Crewe West and Crewe St Barnabas Wards and to resolve to grant either Member whom is absent from the meeting until 3rd April 2020 to sign their declaration**
Members welcomed Councillors Angier and Proffit to the Council.
- 19/6/07 To receive updates from Committee Chairs in relation to meetings held since the previous Town Council meeting:**
- **Finance and Governance** (Councillor Jill Rhodes) minutes of meeting held on Monday 24th February 2020 (draft)
Members noted the minutes and **resolved** to approve the changes to the Financial Regulations appended to the draft minutes.
 - **Operations and Improvement** (Councillor Jamie Messent) minutes of the meeting held on Monday 20th January 2020 (draft)
Members noted the minutes and **resolved** that £10,000.00 be allocated from within the existing budget to support a Spring event to animate the town centre in the Easter Holidays
 - **Marketing and Events** (Councillor Joe Cosby) (draft) minutes of meeting held on Tuesday 21st January 2020
Members noted the minutes and endorsed the decision to allocate £6400 from the budget for the trees in municipal square.
 - **Planning** (Councillor John Rhodes) minutes of the meeting held on Tuesday 14th January 2020 and Tuesday 11th February 2020 (draft).
Members noted the minutes.
 - **Community Plan** (Councillor Tom Dunlop) minutes of the meetings held on Monday 27th January 2020 and Thursday 20th February 2020 (draft)
Members noted the minutes and that 95 (Crewe) Squadron Air Cadets will receive their new Squadron Colours on Wednesday 29th April 2020.
Members agreed that the recommendation in minute 19/7/13 be considered later in the meeting.
 - **Personnel** (Councillor Jill Rhodes) draft minutes of the meeting held on 28th January 2020
Members noted the minutes and **resolved** to adopt the revised Officer Code of Conduct. Members agreed that the recommendation in minute 19/1/9 be considered later in the meeting
- 19/6/08 To note any updates from members having attended external meetings.**
Members provided the following update:
- Councillors Jill Rhodes, Messent and Minshall attended a meeting with the leader of Cheshire East Council about a number of matters including progress with Royal Arcades, Towns Fund, Future High Streets Fund and enforcement
- 19/6/09 To note, consider and approve payments since the previous meeting as set out in the schedule below.**
Members approved the payments.
- 19/6/10 To note and consider the year to date financial summary**

Members noted the financial summary.

19/6/11 To consider nominating a member to the vacancy on Planning Committee

Councillor Angier, Hogben, and Proffit were appointed to the Planning Committee

19/6/12 To consider the procurement and delivery of decorative hoardings around the Royal Arcade

Members **resolved** to accept the transfer of funds from Cheshire East Council for the decoration of the hoardings around Royal Arcades, subject to confirmation that the responsibility for ongoing maintenance will not fall to the Town Council, and authorised officers to undertake a procurement exercise in accordance with the Town Council's Standing Orders for Procurement.

19/6/13 To consider the adoption of a revised Information and Data Protection Policy

Members resolved to adopt the revised Information and Data Protection policy.

19/6/14 To consider the adoption of Risk Management Scheme

Members resolved to adopt the Risk Management Scheme.

19/6/15 To consider a report from the Cheshire Association of Local Councils related to the draft strategy for the Council

Members resolved to:

1. Approve the draft Corporate Strategy for consultation purposes subject to a greater emphasis on the Council taking the lead and on public transport,
2. Delegate authority to the Acting Town Clerk in consultation with ChALC, to amend the draft as indicated in 1 above, together with the inclusion of text to explain the consultation process, and the production of a response survey.
3. Put the consultation draft Strategy on the Council website and publicise the consultation through social media, send it to the CVS, community and voluntary groups, the business community and other networks

19/6/16 It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

19/6/17 To consider a recommendation from the Community Plan Committee to enter into a contract for the support of the work undertaken by A Vision for Crewe – Crewe's Community Plan

Members **resolved** to appoint CVCSE on the terms recommended by the Community Plan Committee for three months in the first instance with an agreement in principle to extend the contract by a further three months under delegation to the Proper Officer, and that standard tendering procedures would not apply in accordance with Financial Regulations 11.1a)(vii) and 4.1 in view of the organisation's specialist knowledge and unique position with the community ,

voluntary and faith sector in Crewe.

19/6/18 To consider a recommendation from the Personnel Committee to enter into a contract for the support of events and other activities

Members **resolved** to enter into a contract with Ms Rigby for the services of an Events officer on the terms set out, and that the procedures for contracts need not apply in accordance with paragraph 11.1 of the Financial Regulations in this case because it is a specialist service and genuine competition is not available.

19/6/19 To note the date of the next meeting

Members noted the date of the next meeting as Thursday 14th May 2020.

Meeting closed: 20.30

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 31st March 2020

Present Councillors, Cosby, Howes, Messent, Minshall, Palin, Jill Rhodes and John Rhodes.

In attendance: Rob MacKenzie. Acting Town Clerk

19/7/01 To receive and consider apologies for absence

Apologies were received and accepted from Councillors Angier Buckley, Coiley, Dunlop, Faddes, Hogben Houston, Morrissey, Proffit, Straine-Francis Toth and Walton (All coronavirus precautions)

19/7/02 To note declarations of Members' interests

Councillor Minshall declared an interest in Item 11 (payments)

19/7/03 It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 4 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

It was resolved 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 4 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

19/7/04 Confidential Item: to consider Staffing matters including recommendations from the interview panel to confirm the appointment of the new Town Clerk

Members resolved:

1. To confirm the appointment of Mr Pete Turner to the post of Town Clerk from 1st July 2020 on the salary recommended in the report.
2. To note the resignation of the Deputy Town Clerk and to include the cover of his duties in the forthcoming staffing review.
3. In the eventuality of the Deputy Town Clerk being unable to continue his duties for any reason, that Mr Peter Cooper be appointed Acting Town Clerk and Proper Officer until the new Town Clerk takes up his post.

Chair's Initials.....

The Meeting was re-opened to the public and press

19/7/05 To consider a proposal from the Leader of the Council

Members resolved to approve the recommendations in subsequent agenda items as set out in the minutes below and the meeting was closed

19/7/06 To confirm and sign the minutes of the meeting held on 3rd March 2020

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

19/7/07 To accept apologies from all Councillors in accordance with the Local Government Act 1972 s85(1) for long term absence due to precautions and restrictions arising from the Covid-19 outbreak.

Members **resolved** to approve all absences from councillors for reasons connected with the Covid-19 (Coronavirus) or other illness during the present crisis.

19/7/08 To consider a report on the conduct of Council business during the Covid-19 outbreak.

Members **resolved** to:

- 1) Approve the calendar of meetings for 2020/21
- 2) Suspend all meetings until further notice
- 3) Delegate decisions to the Town Clerk in accordance with the revised Terms of Reference/Delegation proposed in Agenda Item 9.
- 4) Delegate to the Town Clerk decisions relating to the deployment, re-deployment or furloughing of staff.
- 5) Extend all current appointments of councillors to formal offices of the Council until the next annual meeting can be held.

19/7/09 To consider the adoption of revised terms of reference for full Council

Members **resolved** to adopt the revised terms of reference and delegation for Council.

19/7/10 To receive updates from Committee Chairs in relation to meetings held since the previous Crewe Town Council meeting on 3rd March 2020:-

- The draft minutes of Marketing and Events Committee were noted and it was **resolved** to invite tenders for the management of the programme for Lumen 2020 totalling £52,000
- The draft minutes of Personnel Committee on 9th March 2020 were noted

19/7/11 To note, consider and approve payments since the previous Crewe Town Council Meeting as set out in the schedule attached

Members approved the payments

Chair's Initials.....

19/7/12 To note and consider the year to date financial summary for the Town Council and arrangements for the financial year end.

Members resolved

1. To note the financial report
2. To give delegated authority to the Responsible Financial Officer to create Earmarked reserves for outstanding commitments and a Covid-19 Emergency fund

19/7/13 To consider delegation in relation to Data Protection Privacy Notices

Members **resolved** to delegate periodic updates of all categories of Privacy notices to the Town Clerk.

19/7/14 To adopt a revised Digital and IT Policy

Members resolved to adopt the revised Digital and IT Policy

19/7/15 To adopt a revised Document Management Policy

Members resolved to adopt the revised Document Management Policy

19/7/16 To approve a revised financial and business risk assessment in accordance with the Risk Management Scheme adopted at the last meeting and a Covid-19 risk assessment which will be updated as the situation and guidance develops.

Members **resolved** to approve the Financial and Business Risk assessment and the Covid-19 Risk assessment.

Meeting closed: 7.05 p.m.

Chair's Initials.....

BLANK

Crewe Town Council
Community Plan Committee

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

Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Monday 20th May 2019

- 19/1/01** Present:-
Councillor Tess Buckley, Alan Coiley, Tom Dunlop, Hazel Faddes, Dorothy Flude, Tess Keefe, Benn Minshall, Phoenix Morrissey, Brian Roberts and Nanette Walton
- Apologies:-
No apologies were received from Members for absence
- In attendance:-
Hannah Marr (Community Engagement Officer at Crewe Town Council) and Caroline Whitney (Chief Executive at Community and Voluntary Services Cheshire East)
- 19/1/02** To elect a Member to Chair the Community Plan Committee Meeting held on Monday 20th May 2019
Members resolved to elect Councillor Tom Dunlop to Chair the Community Plan Committee Meeting held on Monday 20th May 2019
- 19/1/03** To note declarations of Members' interests
Councillor Dorothy Flude declared a non-pecuniary interest with regards to the Arts, Culture, Heritage and Leisure Action Plan in light of being the Chair of the Crewe Heritage Trust
- 19/1/04** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
No questions were asked or comments submitted to the Community Plan Committee from members of the public
- 19/1/05** To confirm and sign the Minutes of the Community Plan Meeting held on Monday 11th March 2019
(minutes attached)
The Minutes of the Community Plan Committee Meeting held on Monday 11th March 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee
- 19/1/06** To receive an update regarding the work previously undertaken by A Vision for Crewe – Crewe's Community Plan during the previous Council Year 2018 / 2019
(document circulated)
Members received an update from the Community Engagement Officer regarding the work previously undertaken by A Vision for Crewe – Crewe's Community Plan during the previous Council Year 2018 / 2019
- 19/1/07** To receive a report related to the recent consultation carried out to refresh the Action Plans contained within A Vision for Crewe – Crewe's Community Plan presented by the Community Engagement Officer and CVS Cheshire East
(document circulated)
Members received a report related to the recent consultation carried out to refresh the Action Plans contained within A Vision for Crewe – Crewe's Community Plan presented by the Community Engagement Officer and CVS Cheshire East

Members submitted their feedback to the recent consultation carried out to refresh the Action Plans contained within A Vision for Crewe – Crewe’s Community Plan and requested that the amended report is presented to the next meeting of the Community Plan Committee for further consideration

19/1/09 To note the dates of future meetings of the Community Plan Committee:-

- Monday 24th June 2019
- Monday 15th July 2019
- Monday 9th September 2019
- Monday 4th November 2019
- Monday 27th January 2020
- Monday 23rd March 2020

Members noted the dates of future meetings of the Community Plan Committee

The Community Plan Committee Meeting closed at 7:54pm

Crewe Town Council
Community Plan Committee

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

Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Monday 24th June 2019

- 19/2/01** Present:-
Councillors Tess Buckley, Alan Coiley, Tom Dunlop, Hazel Faddes, Dorothy Flude, Tess Keefe, Benn Minshall, Phoenix Morrissey, Jill Rhodes and Nanette Walton
- Apologies:-
Apologies for absence were received from Councillor Brian Roberts
- In attendance:-
Hannah Marr (Community Engagement Officer at Crewe Town Council)
- 19/2/02** To elect a Chair of the Community Plan Committee for the Council Year 2019 – 2020
Members **resolved** to elect Councillor Tom Dunlop as Chair of the Community Plan Committee for the Council Year 2019 – 2020
- 19/2/03** To elect a Vice Chair of the Community Plan Committee for the Council Year 2019 – 2020
Members **resolved** to elect Councillor Phoenix Morrissey as Vice Chair of the Community Plan Committee for the Council Year 2019 – 2020
- 19/2/04** To note declarations of Members' interests
Councillor Dorothy Flude declared a non-pecuniary interest with regards to the Arts, Culture, Heritage and Leisure Action Plan in light of being the Chair of the Crewe Heritage Trust
- 19/2/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Councillor Hazel Faddes highlighted the need to publicise the work of Crewe Town Council as much as possible
- 19/2/06** To confirm and sign the Minutes of the Community Plan Committee Meeting held on Monday 20th May 2019
(minutes attached)
The Minutes of the Community Plan Committee Meeting held on Monday 20th May 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee
- 19/2/07** To receive a report related to the recent consultation carried out with the voluntary, community and faith sector to refresh the Action Plans contained within A Vision for Crewe – Crewe's Community Plan
(document circulated)
Members received a report regarding the recent consultation carried out with the voluntary, community and faith sector to refresh the Action Plans contained within A Vision for Crewe – Crewe's Community Plan
- 19/2/08** To consider matters regarding to progressing the work undertaken via A Vision for Crewe – Crewe's Community Plan
Members **resolved** to recommend to Council that the refreshed Action Plans are adopted and these form the basis of the work carried out via A Vision for Crewe – Crewe's Community Plan

19/1/09 To note the dates of future meetings of the Community Plan Committee:-

- Monday 15th July 2019
- Monday 9th September 2019
- Monday 4th November 2019
- Monday 27th January 2020
- Monday 23rd March 2020

Members noted the dates of future meetings of the Community Plan Committee

The Community Plan Committee Meeting closed at 7.39pm

Action Plan Refresh

June 2019



Executive Summary

Crewe Town Council is committed to working with its partners to provide unrivalled levels of community support which has been a key part the Council's mandate; working hard to deliver and support a programme of diverse and inclusive activities based around agreed core themes. Ever evolving, the focus of the Town Councils engagement has been further developed following a consultation exercise in 2019 to refresh the Action Plans with the help of the community, voluntary and faith sector. This is reflected in the new proposed strategy for A Vision for Crewe – Crewe's Community Plan, details of which are shared in the following pages

Background

Since its inception in 2013, Crewe Town Council has been developing its profile and has become very visible with its community engagement

In spring 2014, Members resolved to commission a Community Led Plan for Crewe by building an evidence base as a mechanism to engage with the local community

Following a 12 month stakeholder engagement programme and public consultation process, five key topic areas emerged:-

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

During the final stages, Draft Action Plans were presented to local community organisations for comment and to build relationships which had begun to form during the process. This was then followed by a town centre based Community Day held in March 2015 to formally unveil A Vision for Crewe – Crewe's Community Plan to the public

In September 2015, a Community Engagement Officer was employed to further the Town Council's community engagement and facilitate the delivery of the Community Plan

Over the last four years, work has taken place on wide range of activities in the community focussing on Arts, Culture, Leisure and Heritage, Young People and Health Wellbeing. Issues covering the Town Centre were later picked up once the Town Centre Projects Officer was employed in 2017

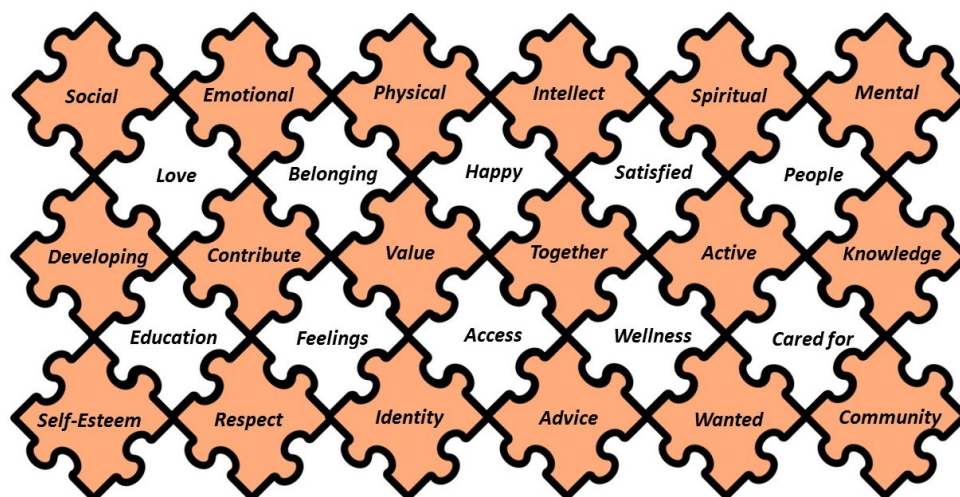
A prodigious amount of time has been spent to meet with key individuals, stakeholders and organisations to nurture a broad network of *community partners* which became known as the *Vision for Crewe Network*. This has included a mix of front line staff, managers and volunteers as well as organisations which are vastly different in constitution, size, experience and interests

It became quickly apparent that there was a lack of opportunity for community partners to communicate with one another and to share knowledge, skills and best practice in order to build common interests. Local networking had been badly affected by wider structural changes in public funding and community / voluntary sector structures. Those working in the Health and Wellbeing sector have particularly seen an unprecedented level of change as community partners were delivering more services, for less income every year. This has had a detrimental effect on the capacity for local community sector organisations to network as the emphasis had to be more on their day-to-day delivery on the frontline

A large Focus Group was established which met quarterly to support community partners to meet in a neutral but productive environment which became intrinsic to enabling them to network and form partnerships. The Group set its definition as:-

Working together to support people to achieve their potential in terms of socially, emotionally, mentally, physically, intellectually and spiritually

The Group saw all their activities as interdependent; as one Group helps someone in the community, that person is changed and therefore how they interact with other services may differ or change also. The Group felt their work was best described as a jigsaw (see below), each piece is interconnected to others and is vital in providing a complete picture



Overall Definition

During the First Year Review in 2016, the definition of what 'A Vision for Crewe – Crewe's Community Plan' aimed to achieve was established as:-

Enable, influence and broker opportunities to enhance the quality of life for the people of Crewe

The following three terms describe the approach taken as the Town Council aims to **not** work in isolation, but rather through constant and continued dialogue with stakeholders and community partners:-

- We **enable** our community partners and residents to enhance their community by sharing resources through funding, time and gifts in-kind, skills sharing, hospitality, authorising access and much more besides;
- We **influence** community development by building relationships of mutual trust with community partners, supporting and nurturing ideas and projects, mentoring community partners, planning and promoting community activities and sustaining a large network of organisations operating under the voluntary, community and faith sector umbrella;
- We **broker** opportunities by using the Town Council's unique position to connect community partners together to work more efficiently and productively to share knowledge and skills to facilitate positive locally based activity;

Through proactively engaging with current community partners, building new contacts and consistent networking, the Community Engagement Officer has acquired a wealth of knowledge and connections across a number of topics which are deployed to advance the work undertaken by A Vision for Crewe – Crewe's Community Plan and general community engagement on behalf of Crewe Town Council

Listed below are a few examples of ways in which the Community Engagement Officer has been able to **enable, influence** and **broker** community engagement in Crewe over the past four years:-

Enabling Role	Influencing Role	Brokering Role
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<ul style="list-style-type: none"> o Developed and coordinated the giving of financial and practical resources o Facilitated outside agencies to use community based assets and facilities o Provision of rapid responses to activities and events to gain maximum engagement with organisations in the community o Connected local media to agencies, organisations and services o Facilitated the engagement from the Vision for Crewe Network with the Joint Strategic Needs Assessment o Practical hands on support o Assistance to manage projects o Shared information, knowledge, advice and guidance o Nurtured ideas, projects and initiatives o Provision of high level professional support, predominantly on a one-to-one basis to harmonise cooperation between stakeholders and community partners o Continued ongoing support to all community partners and stakeholders o Continued ongoing partnership building 	<ul style="list-style-type: none"> o Reached out to individuals and organisations by visiting, listening to and then introducing them to community engagement opportunities and partners o Developed working relationships with local media to share stories and information on a regular basis on behalf of community partners o Provide information, advice and guidance o Formed support groups in response to gaps in provision / need o Circulated information, knowledge and guidance throughout the Vision for Crewe Network o Highlighted gaps in provision to community partners o Built operational relationships with community partners to enhance trust and partnership working in the community o Signpost and <i>match make</i> community partners o Organisational mentoring support o Pump primed / seed corned multi-partner projects and initiatives designed and managed with a partnership approach o Continued ongoing partnership building 	<ul style="list-style-type: none"> o Developed a large number and wide range of local initiatives and projects o MMU Work Placements o Crewe Women's Day o JSNA research and information gathering sessions o Community Days o Information gathering on behalf of the NHS and CCGs o Administration and circulation of information across the Vision for Crewe Network o Constant ad hoc sharing of ideas, information and knowledge to community partners o Received external enquires and then directed / signposted to the right community partners o Written statements / press releases on behalf of projects and then liaised with local media to support the promotion of that activity o Act as a first point of call / liaison to and between community partners for mentoring support o Provided a platform for a large number of voluntary, community and faith sector organisations to engage impartially to share opportunities / resources / knowledge across a wide range of themes and topics
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A Vision for Crewe – Crewe's Community Plan has become instrumental in facilitating and maintaining a vital connection between community partners in Crewe by supporting them to develop and improve the quality of life for local residents

Where are we now?

In 2018, the Town Council felt that the original overarching report written in 2015 was still relevant, but the Action Plans within each theme needed to be reviewed and updated. It was felt that A Vision for Crewe – Crewe's Community Plan needed to be more agile and include more proactive steps to tackle current issues

The scope of the work undertaken by A Vision for Crewe – Crewe’s Community Plan has rapidly expanded over time and was recently broken down into the following headings to try demonstrate the breadth of the activities in which it is involved:-

- Arts, Culture, Recreation and Heritage
- Twinning and International Relations
- Health and Wellbeing
- Environment and Wildlife
- Young People and Families
- Educations, Training, Volunteering and Employment
- Homeless and Vulnerable People
- Supporting Community Organisations and Assets

The Town Council highlighted a need to understand what services were currently being delivered in the Crewe community and key gaps that needed plugging. By identifying these, the Town Council can then develop a refreshed Action Plan to help deliver a positive impact via the range of community engagement activities deployed via A Vision for Crewe – Crewe’s Community Plan

In January 2019, Crewe Town Council formed a partnership with CVS Cheshire East to undertake consultation and research to develop the new Action Plan and to carry out asset mapping of existing community facilities to support future Partnership Centres

The scope of the work included consultation and engagement work with:-

- Community, Voluntary and Faith Sector organisations operating in and supporting the community of Crewe
- Key Strategic Partners – Cheshire East Council, South Cheshire Clinical Commissioning Group, Cheshire Police, Cheshire Fire and Rescue, etc.

Approach taken

To produce the new Action Plan, the following activities were undertaken:-

1. Development of an online survey to gather information which included questions around:-
 - Current service provision
 - A current and future gap analysis
 - Community Asset Mapping

The survey was open for six weeks between 1st February and 15th March 2019 with 73 individuals completing the online survey representing a mix of statutory, voluntary and private sector staff and volunteers. Appendix One shows the full results from the survey

2. Delivery of two focus group sessions to discuss in more detail the gaps in services and future support needs
The first focus group focused on voluntary and statutory sector organisations and was attended by 13 individuals representing 11 organisations

The second focus group was targeted at members of Crewe’s arts and culture sector and was attended by 9 individuals from statutory and private sector organisations

3. Individual interviews

In order to ensure that everyone was able to feed into the process individual interviews were offered and three were undertaken two of these were follow up conversations from individuals that had completed the survey

4. Desk based research was carried out to identify community venues and assets which could act as Partnership Centres to support and increase the delivery of local services

Results

In developing the new Action Plan, the comments and views from the survey, focus groups and interviews were collated to enable themes and trends to be identified

Each method produced a range of issues and possible approach for addressing these. However, these common themes were consistent across all three groups:-

- Employment support for young people to include building resilience and raise aspiration which includes young people with special educational and additional needs
- Improved cultural engagement was needed linked to both diversity and general culture and arts activities
- A general lack of *civic pride* within the community and the Town in general
- The community not being able to access information which therefore has the knock on effect of not being aware of what is happening, what is available to them and what they can access
- Uncoordinated strategies in organisations leading to duplication in services or missed partnership working
- Need to improve services for adults and young people with autism which includes awareness raising of autism
- Need to improve youth provision and offerings of safe places for them to go

The following two issues were raised through both focus groups as being a very important in the delivery of services to the community:-

- Keeping service delivery local and, where possible, building and retaining local knowledge and understanding and utilising local providers
- Services delivered within the community with providers taking the services to the community and not centralising them

From the results the following 5 themes were identified

Cultivating Civic / Community Pride

- Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and motivation to make that difference happen
- Creating opportunities for local people by enabling them to be engaged and be employed in the place they live

Celebrating Arts and Culture

- Supporting the expression of creativity and imagination of the community in Crewe

Aspirational Young People

- Ensuring that young people in Crewe have the opportunities, knowledge and skills to progress towards achieving and building aspirations

Health and Wellbeing

- Creating spaces and opportunities where people feel safe and well
- Improving health and wellbeing
- Develop existing services and new initiatives focussed on health and wellbeing
- Increasing access to services and their engagement within the community

A Voice for Crewe

- A strong Town Council engaging in constructive positive dialogue with community partners to lobby and influence for and on behalf of Crewe

Each theme is detailed in this report with outcomes and potential actions identified having been developed from the results of the consultation

During the focus groups, there was recognition that whilst the Town Council could take direct practical action on many areas that were raised, there were some areas where the Town Council would need to act in a lobbying and influencing role instead. These areas have been listed under the theme of A Voice for Crewe

There were comments through the survey and focus groups which related to the development of the town centre and housing developments. These issues have not been included within this Action Plan however they are being considered by the Town Council in other areas of its work and Committee Structure

The Golden Thread

Crewe Town Council plays a very vital role in the development of community engagement and development activities in Crewe and a golden thread that runs through all these themes is one of the Town Council being *an enabler, influencer and broker*

The abundance of success which has been achieved so far via the work undertaken by A Vision for Crewe – Crewe’s Community Plan is often down to the ability of the Town Council identifying the support needs of organisations / individuals and through the knowledge, experience, advice and guidance provided to them

By having a detailed knowledge of Crewe and an in-depth understanding of what is taking place within community as well as the organisations and services which support them, has meant the Community Engagement Officer has been able to:-

- Bring community partners together to share ideas, experiences and information to deliver their services effectively
- Guide and mentor organisations on how and where they are the best placed to engage with the community as well as other services and organisations
- Signpost onto specialist and expert advice, services and organisations
- Provide small amounts of seed funding to make projects happen and also sustain some temporarily whilst other funding is being sought
- Constant and continued building of partnerships out in the community
- Enhance, raise and champion the profile of community work across Crewe
- Provide small grants to support community activity and assets
- Commission and establish projects and support groups in response to areas of need or issues arising
- Procure items and equipment which organisations often struggle to find funding for or are unable to provide their service or activity without
- Provide a sounding board and resource for organisations to tap into when required
- Establish working groups in response to issues and needs
- Sustain a large network of organisations predominantly based within the community, voluntary and faith sector

Refreshed Action Plan Themes June 2019



Cultivating Civic / Community Pride

Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and motivation to make that difference happen

Creating opportunities for local people by enabling them to be engaged and be employed in the place they live

Within the survey and focus groups, the theme of needing to improve civic / community pride came out strongly. There was a clear message that respondents felt action was needed to increase the amount of pride people had and exhibited in Crewe as the place they live, learn or work

The following Action Plan was developed to address the key issues and actions that were raised by respondents. They all aim to support the community to have the knowledge skills and opportunity to make a difference and develop pride within the community

Outcomes identified	Actions
Local services delivered at the heart of communities enabling local people to access support closest to them	<ul style="list-style-type: none"> • Work with the local community, voluntary and faith sector organisations and other key stakeholders to support and inspire:- <ul style="list-style-type: none"> ○ The delivery of services through local community assets and partnership centres ○ More joined up working to remove duplication and link services together in partnerships where possible • Cultivation of a wide range of community events, projects, initiatives and activities using these to support the promotion of local activities, groups, organisations and services • Development of community activities and services to support those with English as a second language • Work with the business community in Crewe to engage all businesses, large and small, to effectively engage more with community activity, projects and initiatives
Creating a Voice for Crewe Supporting Crewe to tell the best story about itself positively	<ul style="list-style-type: none"> • Building on the Crewe Branding Project, work with community partners to create a <i>championing role</i> to tell positive stories of Crewe and its community. Example activities could include:- <ul style="list-style-type: none"> ○ Sharing the historic and current diversity of Crewe and its community ○ Showcase local events and activities to tell the story of organisations, volunteers, services and the community ○ Promotion of the voluntary, community and faith sector such as monthly themes promoting different organisations, services, topic areas, etc. ○ Each Ward in Crewe has an <i>identity</i> or <i>character</i> which can showcase why it is unique and share this with the wider community
Supporting local people and businesses to be at the heart of service delivery	<ul style="list-style-type: none"> • Review how Crewe Town Council procures and commissions its activities to encourage community partners and businesses to do the same to:- <ul style="list-style-type: none"> ○ Utilise local skills, knowledge and talents ○ Where possible use processes which have social value to build and develop the skills and talents of the local community
Empower a volunteering culture within Crewe	<ul style="list-style-type: none"> • Campaign to promote a volunteering culture in Crewe and showcase the talents volunteers can bring, the benefits of volunteering and how it can enhance the community for the greater good • Embedding Employer Supported Volunteering within local businesses and highlighting the positive impact this can have on businesses, employees, voluntary, community and faith sector organisations and the wider community

Potential Stakeholders that could support us to achieve our goals are:-

CVS Cheshire East
Cheshire Connect

Chamber of Commerce
Churches Together in Crewe

Cheshire East Council
CAT Radio

Celebrating Arts and Culture

Supporting the expression of creativity and imagination of the community in Crewe

Both focus groups identified the need for a strong Arts and Culture Sector within Crewe

There were two key elements with the first being artists themselves wanting to feel and be part of a vibrant sector in Crewe, have the workspace to inspire them and their work and also showcase those the local community

The second was the community being able to have a wide programme of arts and culture activities for them to engage with and enjoy. Where possible, there was a view that workshops / information sessions could support larger public events to give the community a greater exposure to arts and culture but could also play a part with smaller activities and also participate in services delivered at a local level

The following outcome and actions aim to provide the opportunity to celebrate arts and culture within Crewe

Outcomes identified	Actions
Having a strong and active Arts and Culture Sector in Crewe with the community engaging in arts and culture activities	<ul style="list-style-type: none">• Build and develop a strong Cultural and Arts Network and Forum which could possibly build on the work started by the original Crewe CAN• Cultivate a wide range of events, activities and projects which have an arts and / or cultural focus but wider topic reach• Support the completion and delivery of the Crewe Cultural Strategy• Support community partners on the creation of a cultural arts space to bring together creative arts within Crewe. The aim of this would be a dedicated space where ideas can be shared and different pathways / opportunities / initiatives can be explored and showcased• Support community partners with the development of Christchurch particularly supporting and implementing ideas on how the space can be used in its current open air form and then once proposed plans are completed

Potential Stakeholders that could support us to achieve our goals are:-

Crewe Cultural Forum

Cheshire East Council

Crewe CAN

Aspirational Young People

Ensuring that young people in Crewe have the opportunities, knowledge and skills to progress towards achieving and building their aspirations

Throughout all responses, there was an expressed need to encourage young people to have aspirations and to be given opportunities to develop the skills and knowledge needed to give them the best chance to achieve their aspirations

It was raised that when developing activities, that this should be inclusive of all young people including those with physical disabilities, special educational and additional needs

Providing activities for young people to take part in was also raised alongside the need for safe and accessible youth provision. There were also many comments around ensuring that any barriers to accessing provision and services were considered including working with parents or guardians to support them to encourage their children to attend activities

The following Action Plan aims to help raise the aspirations of young people in Crewe

Outcomes identified	Actions
Inspirational achievable employment support available for Young People which builds their aspirations and resilience	<ul style="list-style-type: none"> • Provide informal learning opportunities for young people in addition to formal learning strategies for example:- <ul style="list-style-type: none"> ◦ YMCA GLOW Academy which tracks young people's non-educational learning and skills though an App • Use football and other sports as a way of learning and building resilience e.g. Conflict Management. This can also support increasing outreach activities away from traditional leisure centre spaces into the community and localities • Develop a local strategy to bring employers together to merge the gap between school and work by showcasing the opportunities available for young people such as apprenticeships and training • Provide a number of creative development opportunities for young people which are not just one off events. Example:- <ul style="list-style-type: none"> ◦ Creative Arts – an event linked with follow up workshops with employers or skills development
Young people having safe activities and places they can engage with	<ul style="list-style-type: none"> • Work with community partners to identify and support the development of activities that are delivered in local venues and locations that young people are able to access and are safe environments • Ensure these projects are also financially accessible for the young people and their families • Support community partners and organisation to be sustainable to make sure that projects can continue to be delivered and are not just <i>temporarily sticking plasters</i>
Support those Young People travelling out of borough for education are engaged with their community in Crewe	<ul style="list-style-type: none"> • Make links with the out of area schools that Crewe young people are attending • Explore ways to raise awareness with these families of local support groups and activities in Crewe can attend as it was raised that many of these young people have special educational and additional needs so miss out on local information as they are not educated in Crewe

Potential Stakeholders that could support us to achieve our goals are:-

Crewe YMCA	Crewe Pledge	Friends for Leisure
Everybody Sport and Recreation	Cheshire East Council	Cheshire Arts for Health
Churches Together in Crewe	Family Ties CIC	LoveCrewe

Health and Wellbeing

Creating space and opportunities where people can feel safe and well

Improve health and wellbeing

Develop existing services and new initiatives focussed on health and wellbeing

Increasing access to services and their engagement within the community

Health and wellbeing of the community was identified through the survey and focus groups with issues raised around healthy eating, the impact of loneliness and isolation, the need for mental health services for adults, children and young people and the overall poor health outcomes in Crewe

The issue of transport was raised throughout all the themes but has been included in this section as it was often linked to the issues of isolation and accessing health and wellbeing services

The following Action Plan aims to highlight how working with community partners can improve health and wellbeing of the community

Outcomes identified	Actions
Reduce social isolation and loneliness in the community	<ul style="list-style-type: none">• Support, encourage and develop projects and activities that promote companionship and befriending schemes• Review existing transport services to identify where the gaps are and support local Community Transport schemes that can target those most in need and the timings for the activities they want to access
Improve the health and wellbeing outcomes of the community promoting self-care and healthy eating	<ul style="list-style-type: none">• Work with community partners to support the promotion of health and wellbeing campaigns, initiatives, projects and services• Support, encourage and develop health and wellbeing projects and activities with community partners that enable the local people to be more active, eat healthily and embolden self-care. Examples could include:-<ul style="list-style-type: none">○ Projects, activities and initiatives outdoors, in safe environments and locally to those accessing them○ Peer Support / Self-Help groups focusing on specific and generic health and wellbeing conditions
Support available for adults, young people and children with mental health conditions	<ul style="list-style-type: none">• Research potential schemes / projects which could be delivered alongside commissioned schemes / services which bring added value and meet any gaps in these services. Examples could include:-<ul style="list-style-type: none">○ Mental Health Cafés○ Art and culture activities to support exploring mental health○ Sport, leisure and recreational activities○ Social Prescribing Projects
Community having access to support and advice on their finances which enable them	<ul style="list-style-type: none">• Work with community partners to promote and develop services which provide financial planning, budgeting and support for individuals and families

to live well and access local events and activities	
Community feeling safe when accessing the town and services	<ul style="list-style-type: none"> • Work with community partners to promote community safety by delivering activities which empower people and help them feel safe and confident when travelling around the town in which ever form they choose or use • Work with the community partners to identify and address areas with specific safety / anti-social behaviour concerns
Increase in bereavement services available in Crewe	<ul style="list-style-type: none"> • Work with community partners to explore the development of bereavement support groups and related activities within Crewe that are accessible to all

Potential Stakeholders that could support us to achieve our goals are:-

Cheshire Arts for Health
Friends for Leisure
Clinical Commissioning Groups
Christians Against Poverty
Cheshire East Council
Orbitas

Cheshire Police
Existing Transport Schemes
Churches Together in Crewe
LoveCrewe
Everybody Sport and Recreation
End of Life Partnership

Citizens Advice Bureau
Cheshire Neighbours Credit Union
Local Foodbanks
Cheshire and Wirral Partnership
St. Luke's Hospice
Crewe YMCA

A Voice for Crewe

A strong Town Council engaging in constructive positive dialogue with community partners

to lobby and influence for and on behalf of Crewe

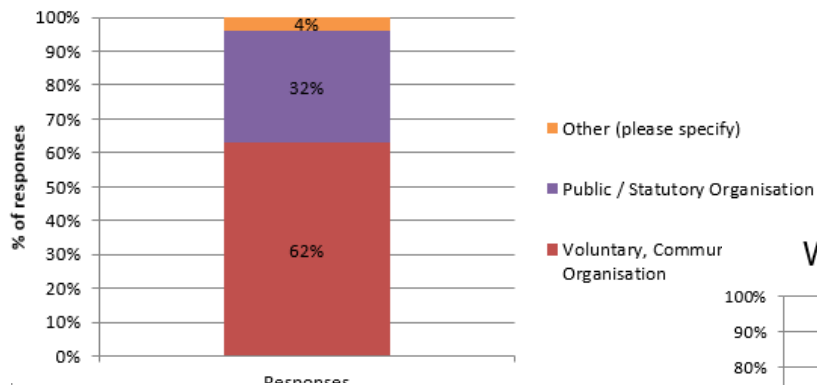
This section includes key issues Crewe Town Council may not be able to directly address but has a role to play in lobbying and influencing partners and stakeholders representing the views of the community

Priority areas	Influential Key Stakeholders
Support available for adults, young people and children with mental health conditions and / or health conditions	Cheshire East Council Clinical Commissioning Groups Cheshire and Wirral Partnership Local Member of Parliament
Young People travelling out of borough for educational purposes are not engaged with their community in Crewe	Cheshire East Council Clinical Commissioning Groups Local Member of Parliament
Actively responding to national and local consultations carried out by partners to represent the views of the community in Crewe	All Stakeholders
Transport infrastructure improvements	Cheshire East Council
Acting as Crewe's biggest and best ambassador. Within this area potential activities include:- <ul style="list-style-type: none"> • Councillors having a clear and defined role in promoting Crewe • Working closely with recipients of grants, funding and support to promote the impact and benefits of the funded activities • Identify areas of joint working 	Crewe Town Council

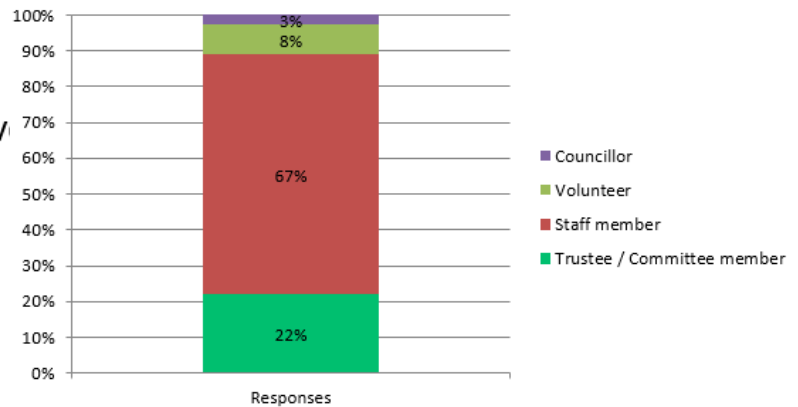
Appendix One

Results from Online Survey

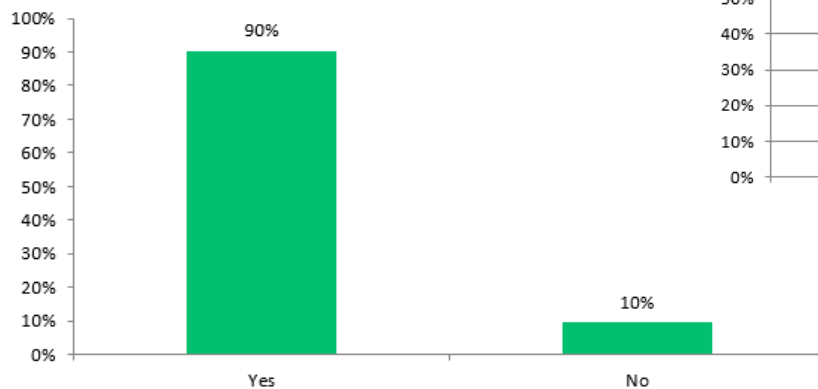
Is your organisation a voluntary sector or public sector organisation?



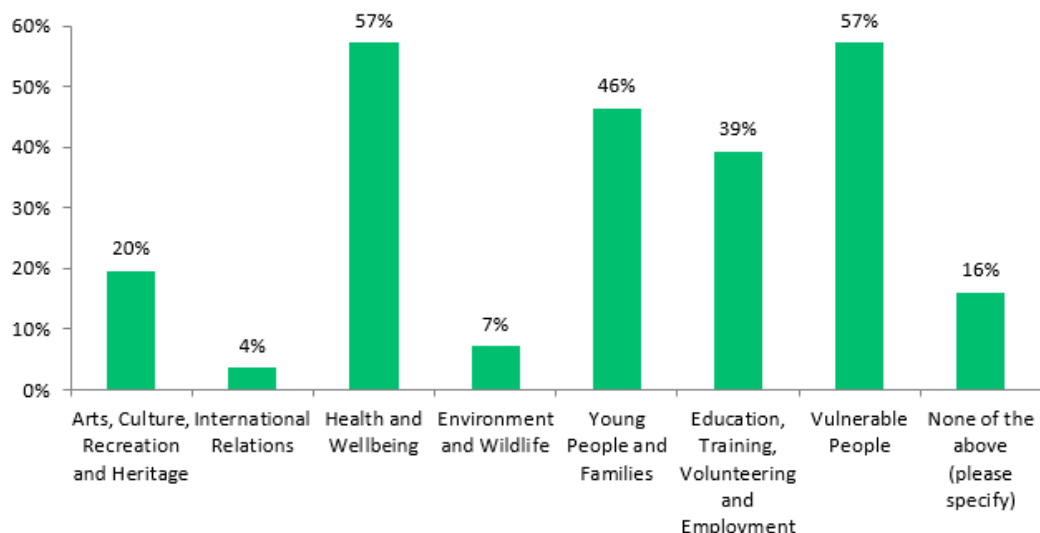
What is your role within the organisation?



Does your organisation currently deliver services in Crewe?



Which topic area(s) would best classify the services you deliver?

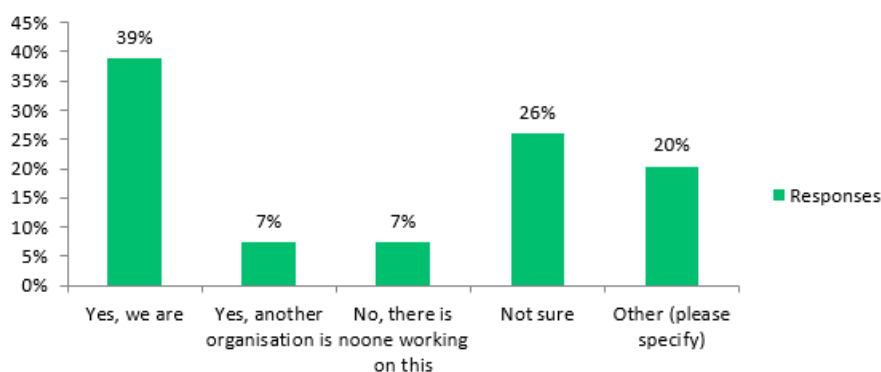


Through your knowledge and experience of the Crewe community,

what do you think are the key issues?
Word cloud showing the responses



Are you aware of any organisations working towards addressing these issues?



Other (please specify)

There are lots of organisation but not working together

Some, but not many

CVS Cheshire East and Crewe Town Council

There are too many organisations with overlap and duplication, which does not provide positive outcomes for the Community as a whole

We are designing some projects to address some of these issues, as are other organisations that we are aware of

awaiting a new town centre development to also support mobility issues

Plans have been in place for some years now but no development happening

There are many organisations aiming to improve the outlook in Crewe and providing much needed services, but there is much more that can be achieved. Austerity measures have not helped, with resources being cut, forcing more people into seeking help

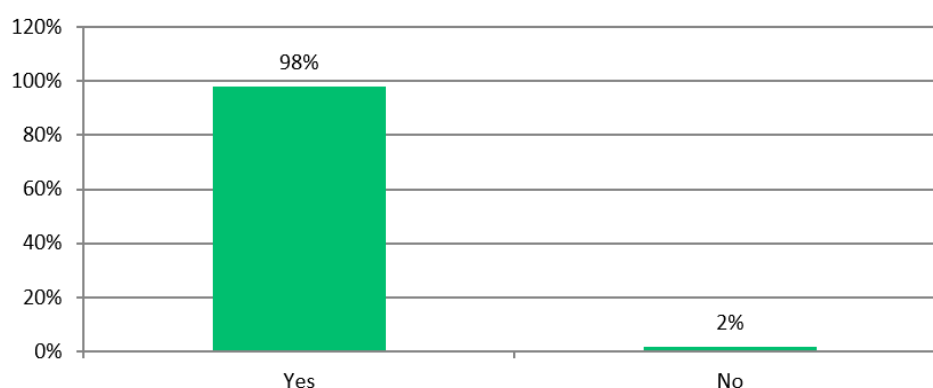
I have limited knowledge of issues in Crewe apart from the ones we try to help with

Yes, we are aware. Also the distinction between CTC and CEC. Improvements and developments are not evident in any of these areas though, irrespective of whom is working towards improvement

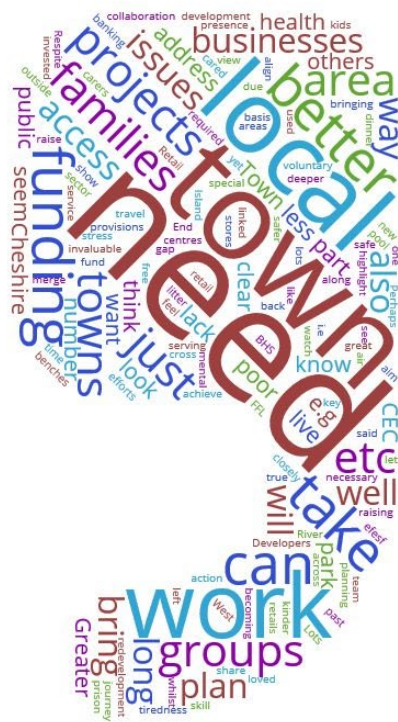
Yes, we are, but we struggle to get funding because counselling in school time is seen as a statutory service

Do you think there is currently a gap in provision that aims to address these issues?

There may be an organisation working on the key issues but there may still be gaps in provision e.g. limited availability of services, lack of awareness of existence of services.



What do you think needs to happen to fill the gap and who needs to be involved? Word cloud showing the responses



Crewe Town Council
Community Plan Committee

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Minutes of the Meeting held on Monday 15th July 2019

19/3/01 Present:-
Councillors Tess Buckley, Alan Coiley, Hazel Faddes, Benn Minshall, Phoenix Morrissey, Jill Rhodes, Dennis Straine-Francis and Nanette Walton

Apologies:-

Apologies for absence were received from Councillors Tom Dunlop, Dorothy Flude and Tess Keefe

In attendance:-

Hannah Marr (Community Engagement Officer at Crewe Town Council) and Jonathan Finchett (Cheshire East Council Community Development Team)

19/3/02 To elect a Member to Chair the Community Plan Committee Meeting held on Monday 15th July 2019

Members **resolved** to elect Councillor Phoenix Morrissey to Chair the Community Plan Committee Meeting held on Monday 15th July 2019

19/3/03 To note declarations of Members' interests

Councillor Hazel Faddes declared a non-pecuniary interest in Item 5 (Minute Reference: 19/3/06) in light of being a Cheshire East Councillor for the Crewe East Ward

Councillor Jill Rhodes declared a non-pecuniary interest in Item 5 (Minute Reference: 19/3/06) in light of being the Cheshire East Council Cabinet Member for Public Health and Corporate Services and a Cheshire East Councillor for Crewe North

Councillor Brian Roberts declared a non-pecuniary interest in Item 5 (Minute Reference: 19/3/06) in light of being the Cheshire East Cabinet Member for Highways and Waste and a Cheshire East Councillor for Crewe West

Councillor Dennis-Straine Francis declared a non-pecuniary interest in Item 7 (Minute Reference: 19/3/08) in light of being a member of the Crewe and Nantwich Twinning Association (CANTA)

19/3/04 Public Participation

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

Members of Crewe and District Bus Users Group requested an update with regards to the Grant Application they submitted in March 2019

Councillor Benn Minshall updated the Crewe and District Bus Users Group regarding the application and advised that a meeting between Crewe Town Council and the Group would be arranged

19/3/05 To confirm and sign the Minutes of the Community Plan Committee Meeting held on Monday 15th July 2019
(minutes attached)

The Minutes of the Community Plan Committee Meeting held on Monday 15th July 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee

19/3/06 To receive an introduction and update from the Community Development Team of Cheshire East Council and to

consider matters regarding their relationship with Crewe Town Council and the work undertaken via A Vision for Crewe – Crewe’s Community Plan

Members received an update from Jonathan Finchett from the Community Development Team of Cheshire East Council

Members thanked Jonathan Finchett from the Community Development Team for attending the meeting and for the information he shared regarding Cheshire East Councils plans for supporting community development in Crewe

Members **resolved** to establish a working relationship with the Cheshire East Council Community Development Team in Crewe and its commitment to work in partnership to develop projects and activities which support the community, voluntary and faith sector organisations with them

Members **resolved** its commitment to working in partnership with the Cheshire East Council Development Team in Crewe to assist projects and activities from community, voluntary and faith sector organisations which support residents in Crewe which are aligned with the adopted Action Plans contained within A Vision for Crewe – Crewe’s Community Plan and its ongoing work in the community

19/3/07 To consider matters regarding the following:-

- a) Crewe Town Council Grants Scheme Documentation
- b) Crewe Town Council Community Partnership Agreement Form
- c) Crewe Town Council Funding Acceptance Form

(documents circulated)

Members **resolved** to adopt the Crewe Town Council Grants Scheme Documentation

Members **resolved** to maintaining one Grants Scheme for all applications to the Crewe Town Council Grants Scheme

Members **resolved** to recommend to Council that the upper limit for Grant Scheme Applications is raised from £1,000 to £2,500 for the Council Year 2019 / 2020 and the Grants and Donations Policy is amended to reflect this

Members **resolved** to adopt the Crewe Town Council Community Partnership Agreement Form

Members **resolved** to adopt the Crewe Town Council Funding Acceptance Form

Members **resolved** to award the Crewe and District Bus Users Group £710.00 from the Grants Scheme subject to the grant application being resubmitted and that the necessary documentation is supplied

19/3/08 To consider matters related to twinning and international relations

(document circulated)

Members considered matters related to twinning and international relations and requested that a meeting be arranged with the Crewe and Nantwich Twinning Association (CANTA)

Members **resolved** that no further expenditure or arrangements are made with regards to twinning or friendships until Members have met with CANTA and the details are fed back to the Community Plan Committee for further discussion

19/3/09 To note the dates of future meetings of the Community Plan Committee:-

- Monday 9th September 2019
- Monday 4th November 2019
- Monday 27th January 2020
- Monday 23rd March 2020

Members noted the dates of future meetings of the Community Plan Committee

The Community Plan Committee Meeting closed at 8.48pm



Crewe Town Council

Grants Scheme Guidance



Crewe Town Council wishes to make donations and allocate funds to projects which directly benefits the community within the Crewe Town Boundary

Before completing your grant application, Crewe Town Council highly recommends that you read the refreshed 'A Vision for Crewe – Crewe's Community Plan' Action Plans adopted in June 2019 which can be found at the end of this guidance. The information you provide within your grant application will be considered against the following headings contained within the Action Plans:-

- Cultivating civic and community pride in Crewe
 - Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and motivation to make that difference happen;
 - Creating opportunities for local people by enabling them to be engaged and be employed in the place they live;
- Celebrating arts and culture in Crewe
 - Supporting the expression of creativity and imagination of the community;
- Aspirational young people in Crewe
 - Ensuring that young people have the opportunities, knowledge and skills to progress towards achieving and building their aspirations;
- Health and wellbeing in Crewe
 - Creating space and opportunity where people can feel safe and well;
 - Improve health and wellbeing;
 - Develop existing services and new initiatives focussed on health and wellbeing;
 - Increasing access to services and their engagement with the community;
- A Voice for Crewe
 - Engage in constructive positive dialogue with community partners to lobby and influence for and on behalf of Crewe

All grant applications for projects **MUST** support the aims set out in 'A Vision for Crewe – Crewe's Community Plan' which are to:-

- Support local services to be delivered at the heart of communities enabling people in Crewe to access support closest to them;
- Support Crewe to tell the best story of itself positively;
- Utilise local skills, knowledge and talents in Crewe;
- Empower a volunteering culture in Crewe;
- Enable the community to engage with arts, culture and leisure activities in Crewe;
- Build resilience and aspirations for young people in Crewe;
- Support safe activities and places for young people in Crewe;
- Reduce social isolation and loneliness in Crewe;
- Improve health and wellbeing outcomes in Crewe;
- Support activities and projects focussed on mental health for adults, young people and children in Crewe;
- Support the community to feel safe when accessing the town and services in Crewe;
- Increase bereavement services and support in Crewe;
- Enhance and enable the community for the benefit of all in Crewe;

If you have any questions, queries or need assistance to complete your application, please contact the Community Engagement Officer by emailing grants@crewetowncouncil.gov.uk or by calling 01270 756975

Eligibility

Chairman's Initials

Crewe Town Council – Community Plan Committee

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When applying for funding from the Crewe Town Council 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, community or faith sector organisation, registered charitable organisation, social enterprise, community interest company, not-for-profit community business, community amateur sports club or a not-for-profit group which has a governing document and an active management committee / board;
- Operate within the Crewe Town Boundary and that the proposed project will directly and positively benefit residents within the Crewe Town Council area. A copy of the Crewe Parish Map can be found [here](#);
- 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 annual accounts;
- If a project involves vulnerable people, children or young people, the organisation must have the appropriate safeguarding policies and procedures in place and be able to evidence them;
- Complete the grant application form in full and provide all required information and documentation;
- Not have already received funding from the Crewe Town Council Grants Scheme in this financial year 2019 / 2020, during the previous financial year 2018 / 2019 or had a grant 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 and demonstrate that the project, and the organisation, will positively benefit Crewe residents;
- Projects which **DO NOT** involve, include or positively benefit residents within the Crewe town boundary;
- Applications from individuals as well as general appeals, sponsorship or general fundraising requests from organisations;
- Applications for projects, events or activities whose primary aim is for fundraising purposes;
- Applications from national bodies without a local link, branch or association to Crewe or who are unable to demonstrate their effectiveness in the town of Crewe or benefit to 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;
- Applications where funds will be used retrospectively;
- General running costs such as utilities, insurance, broadband, etc. along with salaries and staffing costs;
- Organisations which have already received funding from the Crewe Town Council Grants Scheme in this financial year 2019 / 2020, during the previous financial year 2018 / 2019 or had a grant application rejected in the current financial year;

General conditions to consider when applying for a grant

- Applications must be completed in full. Incomplete grant application forms will be returned to the organisation which will incur a delay in grant applications being considered or a deferral of the 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 or rejected. Failure to supply all the required documentation and information will result in the application being treated as incomplete;
- Organisations which have applied, received grant funding or had a grant application rejected by the Crewe Town Council Grants Scheme in the current financial year 2019 / 2020 or the previous financial year 2018 / 2019, will only be considered in exceptional circumstances;
- Applications for funding **UNDER £2,500.00** will only be considered for the Crewe Town Council Grants Scheme;
- Funds awarded from the Crewe Town Council Grants Scheme **MUST** only be used for the stated project and for the purposes outlined in the original grant application. If an organisation wishes to vary the project or purpose in which the funds will be used for, they must formally write to the Community Engagement Officer at Crewe Town Council to seek approval for the funds to be used for a different purpose. No further works should be carried out on the project until this formal approval is granted by Crewe Town Council;
- Crewe 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 grant application;
- If an organisation is unable to fully spend the funds allocated to the project or purpose stated in the original application, any unspent monies must be returned to Crewe 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 to Crewe Town Council;
- Funds granted by Crewe Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years or for the same purpose or project, will not be considered;

- Awards cannot be made retrospectively. Therefore, any work which has started, or taken place prior to acceptance of the grant funding, will not be eligible and funds will not be distributed to that organisation;
- In cases where a funded project turns a profit, Crewe Town Council must be informed in writing. Crewe Town Council reserves the right to request for the profit to be paid back to the Grants Scheme unless the Grants 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 set of accounts, or at least three bank statements, governing documentation and relevant policies relating to the project, must be supplied within seven days of a grant application being submitted. Where an organisation or project is newly established, an appendix must be attached detailing anticipated costings and quotations;
- Following a successful grant application, an End of Grant Report must be submitted to Crewe Town Council upon completion of the project. The report shall include, but not be 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 required to work with Crewe Town Council to draft and submit an information / news release which can be used in the press, on social media and on reciprocal websites. The Community Engagement Officer will support organisations to draft the information which must be signed off by both parties before it is formally released;
- Organisations are requested to attend the Annual Crewe Town Meeting in 23rd April 2020 to speak publically about the project which has received funding from the Crewe Town Council 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' especially the refreshed Action Plans which were adopted in June 2019 prior to making their grant application. A copy of the Community Plan can be obtained by contacting the Community Engagement Officer by email on grants@crewetowncouncil.gov.uk or by calling 01270 756975

- All grant applications must be made in writing and only submitted on the most current Crewe Town Council Grants Scheme Application Form. This can be requested by emailing 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 grant application being considered;
- Grants will not be awarded retrospectively. Any works begun on a project prior to a formal acceptance of the grant funding, renders the application ineligible and will be rejected upon receipt;

Application Deadlines

Grant applications will be considered at different points throughout the financial year. Therefore applications for the Crewe Town Council Grants Scheme 2019 / 2020 must be submitted before **midnight** on the following dates:-

Sunday 18th August 2019

Sunday 13th October 2019

Sunday 5th January 2020

Sunday 1st March 2020

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

Once received, your grant application will be checked and evaluated by a Crewe Town Council Officer and then accessed by the Grants Working Group before it is submitted to Crewe Town Council's Community Plan Committee for consideration

Crewe Town Council has delegated powers to the Grants Working Group and the Community Plan Committee to consider and make recommendations on allocations of grant funding and to make donations to organisations

Crewe Town Council reserves the right to seek further clarification on any details or information contained within the grant application, to return grant applications if they are incomplete and to liaise with external parties to verify information or details contained within the grant application

Where possible, and felt necessary, organisations will be asked to meet Crewe Town Council to discuss their application in more detail before it is presented to the Grants Working Group

The Working Group will judge each application on its own individual merits and how each project best supports the aims and objectives set out in 'A Vision for Crewe – Crewe's Community Plan' and the work carried out by Crewe Town Council in the community. The Grants Working Group will then make their recommendations to the Community Plan Committee and a formal resolution will take place regarding the grant application. Once a decision has been taken by the Community Plan Committee, organisations will be informed of the outcome of their grant application

Crewe Town Council strives to allocate 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 which can be found [here](#). Councillors have an obligation to declare any personal and / or prejudicial interest when considering the allocation of funds held by Crewe Town Council

If your application is successful

- All applicants will be notified in writing following the decision made by the Community Plan Committee at Crewe Town Council;

- 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 successful 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;
- Crewe Town Council will support each organisation to document and record a Case Study regarding how the grant funding has been used to support the project. This Case Study will then be used for Crewe Town Council purposes to promote the Grants Scheme, its ongoing commitment in the community and the work undertaken via *‘A Vision for Crewe – Crewe’s Community Plan’*

Assistance

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

Name: 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

Community Plan Action Plans

July 2019



Cultivating Civic and Community Pride

Working to make a difference in the life of our communities and developing a combination of knowledge, skills, values and motivation to make that difference happen

Creating opportunities for local people by enabling them to be engaged and be employed in the place they live

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in Spring 2019

They all aim to support the community to have the knowledge skills and opportunity to make a difference and develop pride within the community

Outcomes identified	Actions
Local services delivered at the heart of communities enabling local people to access support closest to them	<ul style="list-style-type: none"> • Work with the local community, voluntary and faith sector organisations and other key stakeholders to support and inspire:- <ul style="list-style-type: none"> ○ The delivery of services through local community assets and partnership centres ○ More joined up working to remove duplication and link services together in partnerships where possible • Cultivation of a wide range of community events, projects, initiatives and activities using these to support the promotion of local activities, groups, organisations and services • Development of community activities and services to support those with English as a second language • Work with the business community in Crewe to engage all businesses, large and small, to effectively engage more with community activity, projects and initiatives
Creating a Voice for Crewe Supporting Crewe to tell the best story about itself positively	<ul style="list-style-type: none"> • Building on the Crewe Branding Project, work with community partners to create a <i>championing role</i> to tell positive stories of Crewe and its community. Example activities could include:- <ul style="list-style-type: none"> ○ Sharing the historic and current diversity of Crewe and its community ○ Showcase local events and activities to tell the story of organisations, volunteers, services and the community ○ Promotion of the voluntary, community and faith sector such as monthly themes promoting different organisations, services, topic areas, etc. ○ Each Ward in Crewe has an <i>identity</i> or <i>character</i> which can showcase why it is unique and share this with the wider community
Supporting local people and businesses to be at the heart of service delivery	<ul style="list-style-type: none"> • Review how Crewe Town Council procures and commissions its activities to encourage community partners and businesses to do the same to:- <ul style="list-style-type: none"> ○ Utilise local skills, knowledge and talents ○ Where possible use processes which have social value to build and develop the skills and talents of the local community
Empower a volunteering culture within Crewe	<ul style="list-style-type: none"> • Campaign to promote a volunteering culture in Crewe and showcase the talents volunteers can bring, the benefits of volunteering and how it can enhance the community for the greater good • Embedding Employer Supported Volunteering within local businesses and highlighting the positive impact this can have on businesses, employees, voluntary, community and faith sector organisations and the wider community

Celebrating Arts and Culture

Supporting the expression of creativity and imagination of the community in Crewe

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in Spring 2019

There were two key elements with the first being artists themselves wanting to feel and be part of a vibrant sector in Crewe, have the workspace to inspire them and their work and also showcase those the local community

The second was the community being able to have a wide programme of arts and culture activities for them to engage with and enjoy. Where possible, there was a view that workshops / information sessions could support larger public events to give the community a greater exposure to arts and culture but could also play a part with smaller activities and also participate in services delivered at a local level

Outcomes identified	Actions
Having a strong and active Arts and Culture Sector in Crewe with the community engaging in arts and culture activities	<ul style="list-style-type: none">• Build and develop a strong Cultural and Arts Network and Forum which could possibly build on the work started by the original Crewe CAN• Cultivate a wide range of events, activities and projects which have an arts and / or cultural focus but wider topic reach• Support the completion and delivery of the Crewe Cultural Strategy• Support community partners on the creation of a cultural arts space to bring together creative arts within Crewe. The aim of this would be a dedicated space where ideas can be shared and different pathways / opportunities / initiatives can be explored and showcased• Support community partners with the development of Christchurch particularly supporting and implementing ideas on how the space can be used in its current open air form and then once proposed plans are completed

Aspirational Young People

Ensuring that young people in Crewe have the opportunities, knowledge and skills to progress towards achieving and building their aspirations

The following Action Plan has been developed to address the key issues and actions that were received during our consultation refresh in Spring 2019

Throughout all responses, there was an expressed need to encourage young people to have aspirations and to be given opportunities to develop the skills and knowledge needed to give them the best chance to achieve their aspirations

It was raised that when developing activities, that this should be inclusive of all young people including those with physical disabilities, special educational and additional needs

Providing activities for young people to take part in was also raised alongside the need for safe and accessible youth provision. There were also many comments around ensuring that any barriers to accessing provision and services were considered including working with parents or guardians to support them to encourage their children to attend activities

Outcomes identified	Actions
Inspirational achievable employment support available for Young People which builds their aspirations and resilience	<ul style="list-style-type: none"> • Provide informal learning opportunities for young people in addition to formal learning strategies for example:- <ul style="list-style-type: none"> ○ YMCA GLOW Academy which tracks young people's non-educational learning and skills through an App • Use football and other sports as a way of learning and building resilience e.g. Conflict Management. This can also support increasing outreach activities away from traditional leisure centre spaces into the community and localities • Develop a local strategy to bring employers together to merge the gap between school and work by showcasing the opportunities available for young people such as apprenticeships and training • Provide a number of creative development opportunities for young people which are not just one off events. Example:- <ul style="list-style-type: none"> ○ Creative Arts – an event linked with follow up workshops with employers or skills development
Young people having safe activities and places they can engage with	<ul style="list-style-type: none"> • Work with community partners to identify and support the development of activities that are delivered in local venues and locations that young people are able to access and are safe environments • Ensure these projects are also financially accessible for the young people and their families • Support community partners and organisation to be sustainable to make sure that projects can continue to be delivered and are not just <i>temporarily sticking plasters</i>
Support those Young People travelling out of borough for education are engaged with their community in Crewe	<ul style="list-style-type: none"> • Make links with the out of area schools that Crewe young people are attending • Explore ways to raise awareness with these families of local support groups and activities in Crewe can attend as it was raised that many of these young people have special educational and additional needs so miss out on local information as they are not educated in Crewe

Health and Wellbeing

Creating space and opportunities where people can feel safe and well

Improve health and wellbeing

Develop existing services and new initiatives focussed on health and wellbeing

Increasing access to services and their engagement within the community

Health and wellbeing of the community was identified through the survey and focus groups with issues raised around healthy eating, the impact of loneliness and isolation, the need for mental health services for adults, children and young people and the overall poor health outcomes in Crewe

The issue of transport was raised throughout all the themes but has been included in this section as it was often linked to the issues of isolation and accessing health and wellbeing services

The following Action Plan aims to highlight how working with community partners can improve health and wellbeing of the community

Outcomes identified	Actions
Reduce social isolation and loneliness in the community	<ul style="list-style-type: none">• Support, encourage and develop projects and activities that promote companionship and befriending schemes• Review existing transport services to identify where the gaps are and support local Community Transport schemes that can target those most in need and the timings for the activities they want to access
Improve the health and wellbeing outcomes of the community promoting self-care and healthy eating	<ul style="list-style-type: none">• Work with community partners to support the promotion of health and wellbeing campaigns, initiatives, projects and services• Support, encourage and develop health and wellbeing projects and activities with community partners that enable the local people to be more active, eat healthily and embolden self-care. Examples could include:-<ul style="list-style-type: none">○ Projects, activities and initiatives outdoors, in safe environments and locally to those accessing them○ Peer Support / Self-Help groups focusing on specific and generic health and wellbeing conditions
Support available for adults, young people and children with mental health conditions	<ul style="list-style-type: none">• Research potential schemes / projects which could be delivered alongside commissioned schemes / services which bring added value and meet any gaps in these services. Examples could include:-<ul style="list-style-type: none">○ Mental Health Cafés○ Art and culture activities to support exploring mental health○ Sport, leisure and recreational activities○ Social Prescribing Projects
Community having access to support and advice on their finances which enable them to live well and access local events and activities	<ul style="list-style-type: none">• Work with community partners to promote and develop services which provide financial planning, budgeting and support for individuals and families
Community feeling safe when accessing the town and services	<ul style="list-style-type: none">• Work with community partners to promote community safety by delivering activities which empower people and help them feel safe and confident when travelling around the town in which ever form they choose or use• Work with the community partners to identify and address areas with specific safety / anti-social behaviour concerns
Increase in bereavement services available in Crewe	<ul style="list-style-type: none">• Work with community partners to explore the development of bereavement support groups and related activities within Crewe that are accessible to all

A Voice for Crewe

A strong Town Council engaging in constructive positive dialogue with community partners to lobby and influence for and on behalf of Crewe

This section includes key issues Crewe Town Council may not be able to directly address but has a role to play in lobbying and influencing partners and stakeholders representing the views of the community

Priority areas	Influential Key Stakeholders
Support available for adults, young people and children with mental health conditions and / or health conditions	Cheshire East Council Clinical Commissioning Groups Cheshire and Wirral Partnership Local Member of Parliament
Young People travelling out of borough for educational purposes are not engaged with their community in Crewe	Cheshire East Council Clinical Commissioning Groups Local Member of Parliament
Actively responding to national and local consultations carried out by partners to represent the views of the community in Crewe	All Stakeholders
Transport infrastructure improvements	Cheshire East Council
Acting as Crewe's biggest and best ambassador. Within this area potential activities include:- <ul style="list-style-type: none"> • Councillors having a clear and defined role in promoting Crewe • Working closely with recipients of grants, funding and support to promote the impact and benefits of the funded activities • Identify areas of joint working 	Crewe Town Council



Crewe Town Council

Small Grants Scheme Application Form



Please read the Grants Scheme Guidance before starting your application as the information contained on this form will help us process your grant application form

Contact Details

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

About your organisation

Type of organisation:	Voluntary, Community or Faith Sector Organisation / Registered Charitable Organisation / Social Enterprise / Community Interest Company / Not-for-Profit Community Business / Community Amateur Sports Club / Unregistered Community Group / Club / Society <small>*delete as appropriate</small> Other (please state): _____ Registered Number: _____
-----------------------	--

Tell us about your organisation, its aims and the work you undertake

--

What groups and who do you work with?

--

Details of Funding Requested

What is your project called?
How will your project benefit the local community within the Crewe town boundary?
Why is this project needed? What advantage will it bring to Crewe? How many people within the Crewe town boundary will benefit from the project?
How does this project meet the aims of 'A Vision for Crewe – Crewe's Community Plan'? ** We highly recommend that you read the Vision for Crewe document before completing this section **

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 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:-

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

Deadline for submissions are:-

Sunday 18th August 2019

Sunday 13th October 2019

Sunday 5th January 2020

Sunday 1st March 2020

**Small Grants Scheme
Crewe Town Council
1 Chantry Court,
Forge Street,
Crewe,
Cheshire,
CW1 2DL**

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



DATE

**Name
Title
Organisation
Address 1
Address 2
Town
County
Postcode**

Dear **Name,**

I write to advise that your recent request for grant funding towards the **NAME OF PROJECT** project has now been considered

Unfortunately on this occasion, Members of the Community Plan Committee at Crewe Town Council resolved not to allocate funds towards the project and **ORGANISATION X**

On behalf of Crewe Town Council, I would like to thank you for applying to the Grants Scheme and wish you ever success for the future

If you have any questions or queries, please don't hesitate to contact me

Yours sincerely,

Hannah Marr
Community Engagement Officer
Crewe Town Council

**Small Grants Scheme
Crewe Town Council
1 Chantry Court,
Forge Street,
Crewe,
Cheshire,
CW1 2DL**

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



DATE

Name
Title
Organisation
Address 1
Address 2
Town
County
Postcode

Dear **Name,**

I write to advise that your recent request for grant funding towards the **NAME OF PROJECT** project has now been considered

On **DATE**, Members of Crewe Town Council resolved to grant **ORGANISATION X** a total of **EXXX.XX** towards the project

Attached with this letter is a Grant Acceptance Form which I would be most grateful if you could complete and return to be as soon as possible so that arrangements can be made for the funds to be transferred to **ORGANISATION X**

I would also like to make you aware that one of the conditions of receiving the funding from the Crewe Town Council Small Grants Scheme is that you attend our Annual Town Meeting on Thursday 23rd April 2020 to speak publically about the project which has received funding. I would therefore be most grateful if you could make a note of the date in advance

If you have any questions or queries, please don't hesitate to contact me

Yours sincerely,

Hannah Marr
Community Engagement Officer
Crewe Town Council

Enc.



Crewe Town Council Grants Scheme

Grant Acceptance Form



Project Name:

ORGANISATION X has been awarded a total of **£XXX.XX** funding from the Crewe Town Council Grants Scheme

Before the Grant Funding can be released, you **MUST** complete and return this Grant Acceptance Form on behalf of **ORGANISATION X**

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 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 by Crewe Town Council renders your grant award ineligible and payment of funding will not be released

Acceptance

On behalf of **ORGANISATION X**, I confirm that all the information provided by **ORGANISATION X** during the application process is true and accurate. **ORGANISATION X** agrees that the grant funding awarded will only be used for the project and purpose detailed in the application which was resolved to be funded at the Community Plan Committee Meeting of Crewe Town Council

By accepting the grant funding, **ORGANISATION X** 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*'

On behalf of **ORGANISATION X**, I confirm to work with Crewe Town Council to draft and submit information / news release which can be used in the press, on social media and on reciprocal websites regarding the grant award and the project. The Community Engagement Officer at Crewe Town Council will support **ORGANISATION X** to draft the information which will be signed off by both parties before it is formally released

As part of accepting funding from the Crewe Town Council Small Grants Scheme, **ORGANISATION X** is aware that they will be required to attend the Annual Town Meeting on Thursday 23rd April 2020 to speak publically about how funding from the Town Council has supported the project

ORGANISATION X agrees to abide by the Crewe Town Council Small Grants Guidance

Signed:

Date:

Your Details

Chairman's Initials

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 X**, 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 Funding Award received from Crewe Town Council

£XXX.XX

How was your grant funding from Crewe Town Council 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 the outcomes and purposes of the project

What has your project achieved?

Tell us how you feel that your project has met the aims of the Action Plans contained within '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 Grants Scheme

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

Grant Deadlines 2019 / 2020

Deadline	Committee
Sunday 18 th August 2019	Monday 9 th September 2019
Sunday 13 th October 2019	Monday 4 th November 2019
Sunday 5 th January 2020	Monday 21 st January 2020
Sunday 1 st March 2020	Monday 23 rd March 2020



Crewe Town Council

Community Partnership Project Agreement



Objective of the Agreement

The purpose of this Community Partnership Project Agreement is to describe the services and responsibilities provided by **ORGANISATION X** with regards to Crewe Town Council's contribution towards **project title**

This Community Partnership Project Agreement sets out:-

- An outline of the project which was agreed to be funded by the Community Plan Committee at Crewe Town Council;
- Division of responsibilities and liabilities in provision and delivery of the project;
- The overall standard and what is aimed to be achieved from the project and by **ORGANISATION X**;
- A mechanism for resolving any problems relating to the delivery of the project;

Future reviews and amendments to this Community Partnership Project and Agreement

This agreement will be reviewed during, and at the conclusion of the project, as part of the planning process and any amendments must be agreed by all parties before these are implemented

Communication

It is anticipated that **ORGANISATION X** will keep in regular and close communication with the Community Engagement Officer at Crewe Town Council about how the project is progressing; and identify any issues or problems at an early stage

Objectives and Description of the Project

A description of the project as outlined in the original project proposal (see Appendix One) submitted by **ORGANISATION X**

Responsibilities

- **ORGANISATION X** is responsible for the delivery of the project;
- **ORGANISATION X** must have adequate insurances (Public Liability, Professional Indemnity, etc.) in place and copies of these should be supplied to Crewe Town Council;
- **ORGANISATION X** must have appropriate policies (Equality and Diversity, Safeguarding, etc.) in place and copies of these should be supplied to Crewe Town Council;
- **ORGANISATION X** must have carried out a Risk Assessment of its activities and this should be supplied to Crewe Town Council where appropriate / necessary;
- **ORGANISATION X** is required to have its own Data Protection Procedures / Policy in place to deal with the collection, storage and sharing of people's personal information and data in accordance with the General Data Protection Regulations and Legislation. It is anticipated that anonymised information / data / case studies will be shared with Crewe Town Council as part of the monitoring process and that this information will be shared with funders, stakeholders and publicity celebrating any key successes or outcomes;

Complaints

- Any complaints with regard to the project will be dealt with under the complaints processes of **ORGANISATION X** and Crewe Town Council will be kept informed by mutual agreement;
- Where it is not clear which organisation should deal with the complaint, an informal discussion between **ORGANISATION X** and the Community Engagement Officer at Crewe Town Council will be held initially to determine how best to deal with the complaint;

Declaration

Chairman's Initials

Crewe Town Council – Community Plan Committee

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On behalf of **ORGANISATION X** and Crewe Town Council, I confirm that all the information provided in Appendix One is true and accurate

By accepting the funding for this project, **ORGANISATION X** has made a commitment to acknowledge Crewe Town Council's support publicly and, 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 by Crewe Town Council*' or '*Working in Partnership with Crewe Town Council*'

On behalf of **ORGANISATION X**, I confirm to work with Crewe Town Council to draft and submit information / new releases which can be used in the press, on social media and on reciprocal websites regarding the funding you have received from Crewe Town Council and the project. The Community Engagement Officer at Crewe Town Council will support **ORGANISATION X** to draft the information which will be signed off by both parties before it is formally released

As part of accepting the funding from Crewe Town Council, **ORGANISATION X** is aware that they will be required to attend the Annual Town Meeting on Thursday 23rd April 2020 to speak publically about how the funding from the Town Council has supported the project outlined in Appendix One

Signatories

Name	Position
Signed:	Date:
On behalf of ORGANISATION X	

Name	Position
Signed:	Date:
On behalf of Crewe Town Council	

Appendix One

(attached will be the Committee Report or proposal from the organisation involved)



Crewe Town Council Funding Acceptance Form



Project Name:	
Organisation:	

ORGANISATION X has been awarded funding of **XXXX.XX** from Crewe Town Council to support **PROJECT TITLE**

Before the funding can be released, please complete and return this Funding Acceptance Form on behalf of your organisation to:-

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

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

Monies will not be released to **ORGANISATION X** until this Funding Acceptance Form has been signed and returned to the above address, confirming your acceptance of the requirements discussed with your organisation and Crewe Town Council.

Acceptance

On behalf of **ORGANISATION X**, I confirm that all the information provided is true and accurate. **ORGANISATION X** agrees that the funding awarded will only be used for the purpose or project detailed above

By accepting the funding for this project, **ORGANISATION X** has made a commitment to acknowledge Crewe Town Council's support publicly and, 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 by Crewe Town Council' or 'Working in Partnership with Crewe Town Council'

On behalf of **ORGANISATION X**, I confirm to work with Crewe Town Council to draft and submit information / new releases which can be used in the press, on social media and on reciprocal websites regarding the funding you have received from Crewe Town Council and the project. The Community Engagement Officer at Crewe Town Council will support **ORGANISATION X** to draft the information which will be signed off by both parties before it is formally released

As part of accepting the funding from Crewe Town Council, **ORGANISATION X** is aware that they will be required to attend the Annual Town Meeting on Thursday 23rd April 2020 to speak publically about how the funding from the Town Council has supported the project and organisation

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

Your Details

Organisation Details

Organisation Name:	
Contact Name:	
Position:	
Telephone Number:	
Email:	
Website:	
Facebook:	
Twitter:	
Type of Organisation:	
Registration Number: (if applicable)	

Bank Details

Bank Name and Address:	
Name of Account:	
Sort Code:	
Account Number:	

On behalf of **ORGANISATION X**, I accept the funding awarded by Crewe Town Council and confirm that we have answered all of the questions accurately and truthfully

Signature:	
Print Name:	
Date:	

Crewe Town Council
Community Plan Committee

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

Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Monday 9th September 2019

19/4/01 Present:-
Councillors Tess Buckley, Alan Coiley, Joe Cosby, Tom Dunlop, Hazel Faddes, Tess Keefe, Benn Minshall, Phoenix Morrissey, Jill Rhodes, Brian Roberts, Dennis Straine-Francis and Nanette Walton

Apologies:-
Apologies for absence were received from Councillor Dorothy Flude

In attendance:-
Hannah Marr (Community Engagement Officer)

19/4/02 To note declarations of Members' interests

Councillor Morrissey declared an interest in Item 5 relating to the Cheshire Without Abuse application to the Crewe Town Council Grants Scheme

19/4/03 Public Participation

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

Councillor Joe Cosby raised a question to regarding how the funds received by Crewe Town Council in donations from the public towards those affected by the Beechmere fire would be spent

The Chair of the Community Plan Committee advised that this would be discussed during an Item located later on the Agenda

Councillor Cosby requested that a Beechmere Residents Group be established to take into account views of those affected by the Beechmere fire

Councillor Cosby also advised that he had a meeting with the Diocese of Shrewsbury regarding their new community centre on being built on Delamere Street and that he had asked them to contact the Community Engagement Officer so that further discussions can take place

Councillor Hazel Faddes advised that it was felt that residents who were affected by the Beechmere fire were not all in accommodation suited to their needs and requirements

Councillor Faddes also advised that the health and wellbeing of residents affected by the Beechmere fire has been greatly affected since the incident and that this needs to be taken into account when activities and events are being organised and arranged

Crewe and District Bus Users Group wished to thank Crewe Town Council for the funds the organisation had received to support their ongoing work in the community

Councillor Joe Cosby left the meeting at the end of this item

19/4/04 To confirm and sign the Minutes of the Community Plan Committee Meeting held on Monday 15th July 2019
(minutes attached)

The Minutes of the Community Plan Committee Meeting held on Monday 15th July 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee

The Grant Applications submitted are:-

- 1) Organisation: South Cheshire Amateur Boxing Club
Project Title: Coach Development Programme
Amount Requested: £846.00
- 2) Organisation: Cheshire and Warrington Carers Trust
Project Title: Caring for Carers in Crewe
Amount Requested: £1,900.00
- 3) Organisation: Motherwell Cheshire
Project Title: Our Mentally Healthy Town
Amount Requested: £1,770.00
- 4) Organisation: Cheshire Without Abuse
Project Title: Even Better Relationships
Amount Requested: £1,200.00
- 5) Organisation: Ruby's Fund
Project Title: Parent Carer Outreach Pilot based in Crewe
Project Title: £2,354.00

Members of the Community Plan Committee considered applications submitted to the Crewe Town Council Grants Scheme before Sunday 18th August 2019 and:-

- 1) Members of the Community Plan Committee **resolved** to award funds of £846.00 to South Cheshire Amateur Boxing Club towards the Coach Development Programme
- 2) Members of the Community Plan Committee **resolved** to award funds of £1,900.00 to Cheshire and Warrington Carers Trust towards the Caring for Carers in Crewe Project
- 3) Members of the Community Plan Committee **resolved** to award funds of £1,000.00 to Motherwell Cheshire towards the Our Mentally Healthy Town Project
- 4) Members of the Community Plan Committee **resolved** to award funds of £1,200.00 to Cheshire Without Abuse towards the Even Better Relationships Project subject to the organisation liaising with the Community Engagement Officer who will help to develop the project further and in more detail
- 5) Members of the Community Plan Committee **resolved** to award funds of £2,354.00 to Ruby's Fund towards the Parent Carer Outreach Pilot in Crewe and requested that the Community Engagement Officer supports the organisation to develop the project

Members noted that the Grants Working Group has requested further information from the following organisations to support their applications to the Crewe Town Council Grants Scheme with a view that once received these can be resubmitted for consideration at a future meeting of the Community Plan Committee:-

- i.) Inner Trust Community Interest Company
- ii.) Edge Inclusion Partners CIC

The Grants Working Group rejected the following application to the Crewe Town Council Grants Scheme:-

- a) Organisation: CHANCE Changing Lives
Grounds: The application is ineligible for consideration under the current criteria due to the organisation having received funding from the Crewe Town Council Grants Scheme in the previous financial year 2018 / 2019

19/4/06 To consider matters related to supporting those affected by the fire at Beechmere

Members received an update regarding those affected by the Beechmere fire from the Community Engagement

Members **resolved** to establish a Beechmere Fire Appeal Fund using the monies raised from the public to support those affected by the Beechmere fire

Members **resolved** to support and develop a programme of activities and events to support those affected by the Beechmere fire

19/4/07 To consider a resolution to present the Crewe Town Council Civic Awards and to authorise the

Community Engagement Officer to collect nominations and compile a list of award winners in consultation with the Mayor and Deputy Mayor of Crewe

Members considered the draft award information regarding the Civic Award Scheme and **resolved** to present the Civic Awards in October 2019

Members further **resolved** to authorise the Community Engagement Officer to compile a list of award nominees and winners in consultation with the Mayor and Deputy Mayor of Crewe

19/4/08 To note the dates of future meetings of the Community Plan Committee:-

- Monday 4th November 2019
- Monday 27th January 2020
- Monday 23rd March 2020

Members noted the dates of future meetings of the Community Plan Committee

The Community Plan Committee Meeting closed at 8.52pm

Summary

Following the fire at Beechmere Crewe Town Council is working with Your Housing, Cheshire East Council and other statutory and Voluntary Sector partners to co-ordinate relief for the residents affected by the fire.

This has included the management of a Beechmere Appeal fund which includes donations from the local community, businesses and grant making organisations. The Town Council is also working to identify independently organised fundraising activity and encourage them to add their funding into the Beechmere Appeal Fund.

The aim of the Beechmere Appeal Fund is to distribute the donations and ensure they make the greatest impact on the residents and those affected by the fire.

The aim will be to make grants from the Beechmere Appeal Fund to support:-

- Residents of Beechmere and their families to replace items lost in the fire, provide ongoing support to enable them to remain active in the community and to support with physical and emotional needs following the fire.
- Voluntary organisations tackling the acute social issues resulting from the disaster.
- Care Homes / other services providing immediate support to the residents including temporary housing, to enable them to ensure the residents have the support needed and plan for the move into permanent accommodation.

The Town Council and CVS Cheshire East will establish a dedicated Beechmere Appeal Fund Working Group consisting of approximately four people – a CTC Officer, CEC Officer, Your Housing Officer and an existing Community Partner from the voluntary, community and faith sector who is independent and impartial. The Working Group will meet bi-weekly to make awards above £100 and to ensure that the funding criterion keeps pace with priority needs as they emerge.

Delegated authority will also be given to the Community Engagement Officer to make awards on a daily basis in response to urgent appeals which are under £100.

Impact and Need

Immediately following the fire, Crewe Town Council and Cheshire East Council managed a donation programme from the community where along with cash donations a range of new and second hand goods were donated for the residents.

The donated goods have been widely distributed to residents, however a sizeable amount of physical donations remain including items such as toiletries, mobility aids, bedding, clothing and incontinence items

If a request for funding is received primary focus will be to meet the request with physical goods held in stock before a financial allocation is made. However, there may be requests where funding will still be provided even if there are donated goods as the resident need more suitable choices e.g. orthopaedic items, specifically sized clothing and footwear, cleaning supplies, etc.

Your Housing Group have designated Officers who are carrying out a survey with Beechmere residents regarding their ongoing support needs and the results of this will be used to inform the priorities of this Beechmere Appeal Fund.

From initial requests some of the current needs are:-

- Clothing – This would include all elements of clothing and footwear.
- Homeware – These items could include, crockery, kitchen appliances, home furnishings.
- Specialist Equipment – Many of the residents used specialist equipment to support them in their daily life and includes items such as walking aids.
- Informal Support Networks and access to Social Activities – The residents relied on friends and neighbours for support. As the fire resulted in their having to be relocated or re-housed, many people may need additional help and support to access their networks and social activities.
- Advice Services – Residents will need assistance with debt and benefits advice, and assistance with their insurers.

Considerations

There are a number of residents who are in temporary accommodation who in some months may need assistance which is being provided now to others and so this group needs to be considered for a future need.

Your Housing advised Crewe Town Council on Thursday 5th September that they will be allocating £5,000 to each resident to cover the cost of furniture therefore this is why furniture has not been added to the list

The Beechmere residents no longer have access to social activities which were held on site which assisted to reduce a number of health and wellbeing issues and topics. It is foreseen that this will now need to be met and delivered by the voluntary, community and faith sector. Applications from community organisations and groups who are working in partnership and who are seeking to build capacity within their existing activities are being requested on the basis that these demonstrate sustainability and a commitment not to duplicate or create something in the short term. However, should there be an activity which needs to be created, this will be directed via the Crewe Town Council Grants Scheme and will be considered as a wider community project

Whilst the Crewe Town Council Grant Scheme documentation can be used as a framework, a much more simplified process will be developed to ensure that the appropriate levels of audit and governance requirements are met

Emergency Funds for Individuals and Voluntary and Community Groups

Funds will be made available for charitable purposes caused directly or indirectly by the fire at Beechmere

Who can apply?

- Residents of Beechmere and their families
- Voluntary, community and faith sector organisations and groups
- Services currently providing temporary accommodation for residents of Beechmere
- They must be providing relief to people who have been affected by the fire at Beechmere.

The Beechmere Appeal Fund can provide support with:-

Relief services

- Homeware Items e.g. Bedding, Kitchen goods,
- Food
- Clothing
- Specialist equipment e.g. Glasses, chairs, walking aids, etc.
- Cost of replacing important documents e.g. Passports, etc.
- Costs to support Pets e.g. bowls, food, beds, vet costs, etc.

Additional support services

- Information / advice e.g. financial, pension, etc.
- Counselling
- Care services e.g. day care or respite
- Social Activities – that are in addition to the activities provided by Your Housing
- Transport
- Longer term projects

Applications made by individuals

Applications made for goods may be provided with an item which has been donated by the community rather than cash. When the application is made, this will be checked against current items in storage and the applicant will be contacted.

Applications made by voluntary, community and faith sector organisations will be expected to:-

- Provide and show evidence of collaboration with other service providers
- Maximise the use of volunteers
- Demonstrate sustainability and does not duplicate an activity which is already being provided elsewhere
- Preference will be made to activities held in Crewe however the Working Group will consider applications where there is a notable benefit to Beechmere residents located out of area

Exclusions

The Beechmere Appeal Fund will not allocate funds towards:-

- The purchase of goods that were fully insured
- The purchase of goods or services that do not directly benefit the residents of Beechmere e.g. social activities where the beneficiaries are not the residents.
- Any non-charitable activity e.g. political or primarily of a religious nature
- Fundraising events and activities, general appeals, sponsorship and general fundraising requests
- Substitution for statutory funding
- Loan against loss or debt
- Funds will not be used to offset retrospective purposes
- Applications from national bodies without a clear local link, branch or association to Crewe or who are unable to demonstrate their effectiveness in the town of Crewe

CVS Cheshire East Administration

Option 1

CVS Cheshire East administers the Beechmere Appeal Fund and hold the funds in a restricted reserve which would be reported as such within the organisation's annual accounts.

With this option our team would manage all requests for funding, accepting and reviewing applications

CVS Cheshire East would liaise with other fundraisers and work to bring funding together into the central appeal fund.

We would produce reports to the Town Council on the allocated funding, what it had been used to support and the remaining funds on a regular basis.

Option 2

CVS Cheshire East supported Crewe Town Council and its Community Engagement Officer to administer the fund and would support capacity issues.

Within this offer we would dedicate a staff member to work alongside the Community Engagement Officer and support the allocation of delegated funds and the administration of the grant applications and Appeal panel.

With this option all funding would be held by Crewe Town Council.

CVS Recommendation

We are happy to provide either option of support or consider any other requested by the Town Council.

Option 2 may be the most productive option as this would provide additional capacity and support to the officers, would show that the Town Council was acting diligently in the allocation of the funding but would not duplicate work that the Community Engagement officer had or would be doing.

Costings

We have included support for 6 months to cover the start and end of the Appeal. We recognise that the time spent won't be constant with busier and quieter periods.

We don't want to charge for time that we haven't spent and so can charge for work completed for the support. We are able to monitor the time worked against this and can have regular conversations with the Community Engagement Officer in regards to time spent.

£25 per hour – this includes all costs for the CVS support

Option 1 – estimate on average 2 days per week – £9,000

Option 2 – estimate on average 1 day per week – £4,500

Crewe Town Council
Community Plan Committee

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

Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Monday 4th November 2019

- 19/5/01** Present:-
Councillors Tess Buckley, Alan Coiley, Tom Dunlop, Hazel Faddes, Benn Minshall, Brian Roberts, Dennis Straine-Francis and Nanette Walton
- Apologies:-
Apologies for absence were received from Councillor Dorothy Flude
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 19/5/02** To note declarations of Members' interests
- Councillor Dennis Straine-Francis declared an interest in Item 8 (Minute Reference: 19/5/08) in light of being a member of Crewe and Nantwich Twinning Association
- 19/5/03** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- No questions were asked or comments submitted to the Community Plan Committee from members of the public
- 19/5/04** To confirm and sign the Minutes of the Community Plan Committee Meeting held on Monday 9th September 2019
(minutes attached)
- The Minutes of the Community Plan Committee Meeting held on Monday 9th September 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee
- 19/5/05** To consider the Terms of Reference for the Community Plan Committee
(document attached)
- Members **resolved** to adopt the Terms of Reference for the Community Plan Committee
- 19/5/06** To note the financial position of the Community Plan Committee
(document attached)
- Members noted the financial position of the Community Plan Committee

19/5/07 To consider recommendations from the Grants Working Group in relation to applications submitted to the Crewe Town Council Grants Scheme submitted to the Town Council before Sunday 13th October 2019

The Grant Applications submitted are:-

- 1) Organisation: Edge Inclusion Partners
Project Title: Mind Mechanics
Amount Requested: £2,500.00
- 2) Organisation: South West Cheshire Scouts Council
Project Title: Crewe Gang Show
Amount Requested: £2,500.00
- 3) Organisation: IRIS Vision Cheshire
Project Title: Centre Upgrade
Amount Requested: £2,480.00
- 4) Organisation: South Cheshire Concert Band
Project Title: Purchase of a new French Horn
Amount Requested: £1,519.00
- 5) Organisation: Riding for the Disabled
Project Title: Livery Costs
Amount Requested: £1,820.00
- 6) Organisation: Cheshire Young Carers
Project Title: Giving Team Young Adult Carers a Head Start
Amount Requested: £2,500.00
- 7) Organisation: Crewe Town Football Club
Project Title: New Equipment
Amount Requested: £1,155.26
- 8) Organisation: Wishing Well – Jubilee House
Project Title: Kitchen Refurbishment
Amount Requested: £2,249.00

Members of the Community Plan Committee considered applications submitted to the Crewe Town Council Grants Scheme before Sunday 13th October 2019 and:-

- 1) **Resolved not** to award funds to the Edge Inclusion Partnership for the Mind Mechanics Project
- 2) **Resolved** to award funds of £2,500.00 to the South West Cheshire Scouts Council towards the Crewe Gang Show
- 3) **Resolved** to award funds of £2,480.00 to IRIS Vision Cheshire towards upgrading their centre
- 4) **Resolved** to award funds of £1,519.00 to South Cheshire Concert Band towards the purchase of a new French Horn
- 5) **Resolved** to award funds of £1,820.00 to Riding for the Disabled towards livery costs
- 6) **Resolved** to award funds of £2,500.00 to Cheshire Young Carers towards their Giving Team Young Adult Carers a Head Start Project
- 7) **Resolved** to award funds of £1,155.26 to Crewe Town Football Club towards new equipment
- 8) **Resolved** to award funds of £2,249.00 to Wishing Well for the kitchen refurbishment at Jubilee House

The Grants Working Group has requested further information from the following organisations to support their applications to the Crewe Town Council Grants Scheme with a view that once received these can be resubmitted for consideration at a future meeting of the Community Plan Committee:-

- i.) Inner Trust CIC

30th anniversary celebrations of the friendships with both Dzierżoniów, Poland, and Bischofsheim, Germany
(document circulated)

Members received the correspondence from the Twinning Officer in Bischofsheim

Members **resolved** to support the 30th anniversary friendship celebrations and expressed a wish to send a representative from Crewe Town Council to the Bischofsheim

The Town Council will formally write to the Twinning Officer to confirm the arrangements which will then be discussed at a future meeting of the Community Plan Committee

19/5/09 To consider matters related to a friendship lunch club pilot
(document circulated)

Members considered a proposal regarding a friendship lunch club pilot and **resolved** to allocate funds of £11,060.00 to the Wishing Well Project to establish the club at the George Community Centre

19/5/10 To consider matters related to a business case from Cheshire East Council regarding a Community Liaison Officer post
(document circulated)

Members considered the business case from Cheshire East Council regarding a Community Liaison Officer post and **resolved not** to allocate funds towards the project

The Chair of the Community Plan Committee will write to the Member of Parliament for Crewe and Nantwich to discuss this matter in more detail as it was not felt that this post should be funded through Central Government funding

19/5/11 To consider matters related to a children and families project
(document circulated)

Members considered a proposal regarding a children and families project and **resolved** to allocate funds of £4,840.00 to Family Ties CIC to facilitate the project

19/5/12 To consider matters regarding the followings:-
a) Equal Opportunities and Diversity Policy
b) Child Protection and Vulnerable Persons Safeguarding Policy
c) Volunteer Policy

Members considered matters regarding three policy documents:-

- a) Equal Opportunities and Diversity Policy
- b) Child Protection and Vulnerable Persons Safeguarding Policy
- c) Volunteer Policy

Members **resolved** to recommend to Council that the Policies be adopted

19/5/13 To consider matters related to the work undertaken by A Vision for Crewe – Crewe’s Community Plan under the themes of:-

- 1) Cultivating Civic and Community Pride
- 2) Celebrating Arts and Culture
- 3) Families and Young People
- 4) Health and Wellbeing
- 5) A Voice for Crewe

Members considered matters related to a request from Cheshire East Council to be a main sponsor for Pride in the Park which will be held at Queen Park in Crewe on Saturday 20th June 2020

Members **resolved** to allocate funds of £5,000.00 to become a main sponsor for the event

Members considered matters related to funding a After School Club facilitated by YMCA Crewe

Members **resolved** to allocate funds of £7,500.00 towards an After School Club and asked that YMCA Crewe submitted more information at a future meeting of the Community Plan Committee regarding the possibility of supporting an additional Club

Members considered a request to support the Community First Responder in Crewe

Members are minded to support the project however requested that further information was obtained by the Community Engagement Officer from the Community First Responder which was then presented at a future meeting of the Community Plan Committee

19/5/14 To consider matters related to the draft budget for the Community Plan Committee for the Council Year 2020 / 2021

Members considered the draft budget for the Community Plan Committee for the forthcoming financial year 2020 / 2021

Members amended the proposed budget and **resolved** that it be submitted to the Finance and Governance Committee for consideration

19/5/15 To note the dates of future meetings of the Community Plan Committee:-

- Monday 27th January 2020
- Monday 23rd March 2020

Members noted the dates of future meetings of the Community Plan Committee

The Community Plan Committee Meeting closed at 9.33pm

Crewe Town Council

Committee Terms of Reference

Community Plan Committee 2019 / 2020



Purpose

The purpose of the Community Plan Committee of Crewe Town Council is to oversee the delivery of A Vision for Crewe – Crewe's Community Plan and to support work undertaken via engagement with the community to improve the lives of those who live, study, work and visit the Town of Crewe

Functions and Remit

- Develop, facilitate and implement A Vision for Crewe – Crewe's Community Plan to promote and improve the health, social and cultural wellbeing of people who live, work, study and visit the Town of Crewe;
- To facilitate and support statutory, community, voluntary and faith sector organisations within the Town of Crewe to deliver the aspirations of A Vision for Crewe – Crewe's Community Plan;
- To develop, facilitate and implement matters related to community engagement through the support of community assets and organisations which support the values and ethos of A Vision for Crewe – Crewe's Community Plan;
- To work in partnership with statutory, community, voluntary and faith sector organisations who support the values and ethos of A Vision for Crewe – Crewe's Community Plan to positively benefit Crewe;
- To have oversight of Working Groups formed to support special events, projects and assets in delivering the priorities set out in A Vision for Crewe – Crewe's Community Plan;
- To regularly review the work undertaken via A Vision for Crewe – Crewe's Community Plan against the themes of:-
 - Cultivating Civic and Community Pride;
 - Celebrating Arts and Culture;
 - Families and Young People;
 - Health and Wellbeing;
 - A Voice for Crewe;
- To refresh and update A Vision for Crewe – Crewe's Community Plan, as appropriate, and seek Council approval for its adoption in any revised form;
- To have oversight of the Council's involvement with outside bodies which are relevant to the work undertaken by A Vision for Crewe – Crewe's Community Plan;
- To compile and submit responses to public consultations through the promotion and liaison with external stakeholders which are relevant to the work undertaken by A Vision for Crewe – Crewe's Community Plan;
- To support partner organisations in the development and implementation of friendships and twinning arrangements and events;
- To support partner organisations to harness and proactively positively encourage international cohesion and relations within the community of Crewe;
- To seek and maximise the benefit of external funding along with accepting and receiving grants and donations to support projects, events and activities relevant to the work undertaken by A Vision for Crewe – Crewe's Community Plan;
- To receive and accept grants and donations from external parties to support the implementation and development of the work undertaken by A Vision for Crewe – Crewe's Community Plan;
- To facilitate and promote the Crewe Town Council Grants Scheme;
- To administer Crewe Town Council policies and procedures specifically those relating to grants, donations and community engagement;
- To make and award grants and donations in accordance with Council policies and procedures;
- To administer and oversee the civic functions of Crewe Town Council;

Correspondence from Bischofsheim, Germany

Chairman's Initials

Crewe Town Council – Community Plan Committee



Report to Community Plan Committee

Monday 4th November 2019

In the year 1990, the Twinning Agreements with both Twin Towns Dzierżoniów in Poland and Crewe and Nantwich were signed. Therefore we can celebrate the 30th anniversary next year. As it would be too much for all involved to organise this in 2020, it was decided to celebrate with Dzierżoniów in 2020 and with Crewe and Nantwich in 2021

It was recently confirmed by the Council of Dzierżoniów that the proposed dates are accepted and the celebrations between Dzierżoniów and Bischofsheim will take place on 27th and 28th June 2020 in Bischofsheim and 18th – 20th September 2020 in Dzierżoniów

Years ago an agreement of all three towns has been made that the direct partners can send delegations from 30 people and the third one up to 6 people. So for 2020, 6 representatives from England will be more than welcome in Bischofsheim and in Dzierżoniów. In 2021, it will be the other way round and 6 people should be invited from Dzierżoniów and Bischofsheim

Concerning the English delegation, we would be very happy if CANTA and both Council's would be represented in Bischofsheim in June 2020 as we would like to take the chance to hold a meeting to discuss plans for 2021. The dates of course should be fixed before. If you already have suggestions for 2021, please let us know. The composition of your delegation is of course up to you

On behalf of Mayor Ingo Kalweit and the Chairman of the Twinning Association Hugo Berg, we are looking forward to meeting up with you in 2020 and official invitations will follow

All guests will be accommodated in host families

With kind regards,

Dietmar Zaia
Twinning Officer
Bischofsheim Council

Received by email on 17th October 2019

Friendship Lunch Club Pilot

Report to Community Plan Committee

Monday 4th November 2019



Overview

The Wishing Well Project is a local health and wellbeing charity founded in Crewe to tackle health inequalities and improve public health. The organisation manages two community centres (Jubilee House and the Georges Community Centre) that host health and wellbeing services as well as delivering an extensive community outreach programme which reaches over 2,000 people every week. Wishing Well sustains community projects through a social enterprise model with the charity running successful cafes, restaurants, a meal delivery service and community day care provision

Wishing Well is in a position to offer activities and services to local residents that aim to improve health and wellbeing. We believe that by strengthening our capacity, this will allow for more services to be delivered which will greatly benefit the wider local community

Proposal

To establish a new Friendship Group similar to the ones the Town Council has helped to form at What's Happening on North Street and Brierley Street which will engage with local people to deliver a weekly lunch club and activity provision delivered at the George's Community Centre

To design and deliver appropriate sessions that promote social activity and improve health and wellbeing which will be specifically targeted to those who are socially isolated of all ages

To work in partnership with Crewe Town Council and other community organisations to inspire communities to get involved and support one another

Wishing Well will work alongside Crewe Town Council and CVS Cheshire East to develop a sustainable programme for volunteers to help sustain the project long term

This proposal provides a structure to allow the delivery of:-

The following outputs:-

- The recruitment of up to 10 volunteers over the next 12 months to support the project;
- The facilitation of one session per week aimed at uniting people and reducing social isolation in Crewe;
- Working in partnership with Crewe Town Council and others to identify vulnerable people in the community to support;

The following outcomes:-

- Increased social activity levels in Crewe which will reduce social isolation in Crewe and increase community cohesion;
- Reduced pressure on front line emergency services, GP appointments and hospital admissions;
- Reduced pressure on the health and social care sector and public purse;
- Improved health and wellbeing of Crewe residents and community resilience;
- Increased number of residents accessing beneficial community provision in Crewe;

Business Plan

Year 1

Date of Action	Action	Action Completed
September 2019	Commencement of Contract for Provision	September 2019
September 2019	Design and Purchase of Service Provision	September 2019
September 2019	Launch of Luncheon Club	October 2019
September 2019	Volunteer Programme to help sustain activities launched	Ongoing
December 2019	Project Delivery and Q1 Report	January 2020
December 2019	Volunteer Recognition and Recruitment	December 2020
January 2020	Project Delivery	Ongoing
February 2020	Project Delivery	Ongoing
March 2020	Project Delivery	Ongoing
April 2020	Q2 Report Project Delivery	April 2020 Ongoing
May 2020	Project Delivery	Ongoing
June 2020	Project Delivery National Volunteers Week Recognition	Summer 2020 June 2020
July 2020	Q3 Report	July 2020
August 2020	Project Delivery	Ongoing
September 2020	Project Delivery	Ongoing
October 2020	Annual Report on Project	October 2020

Financial and Sustainability Plan

Date	Item	CTC Funding	WW Funding
Sep 2019 - Sep 2020	Lunch Club Activities	£8,460	£4,200
Sep 2019 - Sep 2020	Programme Coordinator and Facilitator	£600	£2,200
Sep 2019 - Sep 2020	Activity Equipment	£1,000	£0
Sep 2019 - Sep 2020	Volunteer Recruitment, Training and Kit (x 10) £100 per volunteer	£1,000	£0
Sep 2019 - Sep 2020	Room Hire	£0	£4,160
Project Total = £21,620			
CTC Funding Total = £11,060			
WW Funding Total = £10,560			

Sustainability

Any new area of work or new service provision requires pump-prime funding. As a responsible charity that places the importance of health and wellbeing of our people first, it is vital that our colleagues are valued appropriately. As a living wage and flexible employer, we recognise that sustaining projects can be particularly challenging with rising costs. However, our funding strategy and social enterprise model provides an excellent balance allowing us to seek external funding – non-public sector where possible – whilst also generating our own income through our flourishing meal delivery service, catering and café provision. We now deliver 100 meals a day which generates a surplus for us to sustain our current provision. We can then revise our strategy to ensure what we do can be covered by surplus margins within the trading arm of the organisation

The Luncheon Club itself provides an opportunity to become self-sustainable. Once established, the Luncheon Club costs will be offset by the contribution of the individuals themselves. We always ensure that our provision offers the best value in town. Typically a lunch club will last approximately three hours and will cost the individual approximately £5.00 (this includes a two course meal and plenty of smiles and laughter)

Community Liaison Officer Business Case

Chairman's Initials

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Currently there are four Community Liaison Officers (CLOs) who have been in post from January 2019, speaking a total of seven languages with ability to understand and communicate in a range of other languages. They work with the selected schools to improve participation between migrant families and schools. The officers' role also provides additional support to migrant families, assisting them to access services and integrate into the wider community

The officers are employed directly by Cheshire East Council (CEC) and they are paid at Grade 7 working on average 16 hours per week. They are employed on a 43 week basis to cover the school term time, with some additional weeks for work in the local community during the school summer holiday 2019

CLO's actively engage with migrant children / families via referrals from schools, drop in session, information events and informally at drop off / pick up times

Role of CLO

- Reduce demand from migrant children / families on teachers and school staff;
- Support school staff and migrant children / families to access the right services;
- Assist in reducing community tensions with in Crewe;

Improve communication with migrant families and reduce need for interpreters and start to build trust within the migrant communities, encourage volunteers to become community champions

The CLO's now have a permanent contract with Cheshire East Council as it has been evident that the work they do is crucial to support the migrant communities within Crewe

Work the CLO's are doing outside of their working environment

- Translation service for families outside of school setting (i.e. CEC public health info, relatives of families in contact with);
- Advocacy / translation for parent of migrant children in dealing with other aspects of their lives (i.e. CEC internal services including social care / council tax, DWP);
- Provide assistance including form-filling for benefits, residency permits, etc. (time consuming exercise);
- Signposting to CEC commissioned services;
- Promoting CLO service internally and externally (events, posters, flyers, social media etc.);
- Assist with coordination and delivery of ESOL classes in Crewe;
- Lead on 'Welcome to Crewe' events;
- Attend home visits with Social Workers / Family Support Workers;
- Address social issues and anti-social behaviour within the community of Crewe in migrant families due to not understanding the language and cultural differences;
- Identify and address mental health issues in migrant children, facilitating onward referral to specialist services(s);
- Support with wellbeing and mental health concerns with families;

Background: Migration Trends

Over the last 5 -10 years the migrant population in Cheshire East has increased from 4% to 7% (Census, 2011). Population demographics differ across Cheshire East e.g. Crewe has the largest population of Eastern Europeans due following active recruitment by agencies in 2006 and 2007, which has continued. Other areas, like Wilmslow and Knutsford have large populations of Indian migrants due to companies based in these areas that recruit from these countries

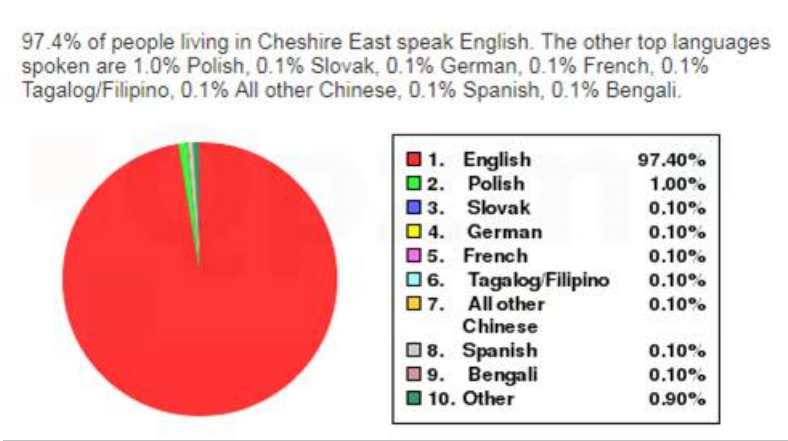
According to the Schools Census 2017, the total population of pupils from migrant families is 3093 out of a total of 52,820 pupils with 102 languages spoken across Cheshire East. The schools in Crewe have been identified to be the most impacted services due to this increase in migration. This data does not include those migrants who do not have any children. Therefore, the population of migrants is more than recorded

The schools Census 2017 breakdown shows an increase in numbers of children with English as an Additional Language (EAL). Based on the School Census (2017) main migrant languages spoken in schools are Polish, Slovak, Bulgarian, Urdu,

Romanian; Malayalam; Bengali, Chinese, Bulgarian. Six primary schools and one high school with the population of 20% EAL pupils were identified to have the most need in Cheshire East. These are:

- Westminster Nursery and Pre-School
- Edleston Primary
- St Mary’s Primary
- Beechwood Primary
- Wistaston Green Primary
- Underwood West Primary
- Pebblebrook Primary
- Ruskin High School
- Sir William Stanier School
- St Thomas More High School

The high schools were also included due to their challenges of pupil tensions and its impact on community relationships and wider engagement with the schools



This information is correct as of 2011 – there has since been an increase in migration which should be correctly identified within the 2021 Census

Net migration added 22,300 to the Borough’s population total over the 2001-17

1% of the population of Crewe is Polish so if we go from the statistics from the language speakers above that would mean that 0.10% of the population of Crewe are Slovak etc

Language barriers and their impact on education and community engagement

School data has provided evidence that parents and children’s English levels are not adequate for them to understand learning process, policies and school expectations. Therefore, children with English as an Additional Language (EAL) do not attain at the same level as non EAL pupils or the national standards. Key stage 1, EAL pupils reading levels are 17% lower than the others and 5% lower than national average and writing levels are 10% less than non EAL pupils. Key Stage 2, reading levels are 13% lower than non EAL pupils and 7% lower than national average. These attainment levels are lower across the board for all levels

Teachers and teaching assistants are stretched to try and work with EAL pupils meaning that they are not supporting other pupils in the class, some who may have learning disabilities and additional needs. This lack of English comprehension without EAL specialists makes it difficult for schools to provide the best education that the pupils need

Some schools have been using other students to translate in meetings and with phone calls, taking time away from their own learning and parents, also relying on their children to translate for them

Low attendance

Parents’ lack of understanding of school procedures and policies sees some parents taking their children out of school and not providing reasons for their absence resulting in Education Welfare fines. Last school year, EAL families ignored fines

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and ended up with added fines and court costs of over £500. Parental support at home can be limited, as a result of not being able to speak English and understanding school letters and other communications

The CLO's now have fixed days and evenings where drop-in sessions for information and advice are offered by the team. This has resulted in a real positive for the migrant community. Information Packs have been developed, which contain essential information on services and community support for new migrants. The packs have been translated into five languages that were identified by the schools (2018 / 2019). The CLO's work with the schools to monitor the effectiveness of the packs in supporting migrant parents

Non engagement with school and wider community

Language barriers reduce migrant families from engaging with schools and at community events, leaving them disconnected from the local support which could benefit their children's education. Parents also use their children to translate for them at various appointments taking them away from school therefore impacting their learning

This has been a mammoth task for the CLO's, and they have worked tirelessly with the parents and schools. The different cultures play a big role in non-engagement. Evening and daytime drop in sessions are held fortnightly with the children and family to talk about the support they can offer. This is happening on a regular basis, with positive results

Community Tensions

Tension between different groups of students has resulted in increased exclusion figures due to hostilities. For example, Sir William Stanier School and Ruskin High School have had issues with young people from different ethnicities fighting, which had an impact on school atmosphere and wider community relationships. There is also tension with white British adults. Having a number of EAL pupils in schools is seen as a negative by some, as established communities' perceptions is that migrant families receive preferential treatment, both in schools and with other services

Community Links

Now the project is beginning to evolve, health practitioners' have identified the CLO's as a key link into the communities where the migrants are living. They work closely with the school nurse to translate and support with information which needs to be shared with the families

Immunisation is a high concern within the migrant communities in Crewe and this is something that the CLO's try hard to support. Diet, obesity and dentistry are issues beginning to emerge

Asylum Seeker and Syrian refugee scheme

In January 2018 an Asylum Seeker Dispersal Programme commenced and is currently being managed by Cheshire East Housing Service. There are 15-20 properties over a three year period, working with an organisation, Serco, who delivers this on behalf of the Home Office. The properties are all in the area of Crewe due to the available infrastructure

Proposal to seek funding for a 30 hour CLO post from Crewe Town Council

We are looking for a fixed term 30 hour Community Liaison Officers Post for three years to be funded by Crewe Town Council and to be managed by Cheshire East Communities Team. This would complement the current Community Liaison Team which consists of 76 hours across the four officers

If this was successful an agreed service specification would be drafted to look specific outcomes that would support the migrant communities within Crewe. It would also tackle some of the concerns that have recently been highlighted by the Street Scene Officers around environmental concerns

Approximate cost for this post is: £40,291 per annum

Possible Objectives

- Increase migrant participation in sport and maximise opportunities to engage through sport;
- Support for GP practices to deal with non-English speakers;
- Improve the health of migrant communities;
- Sexual Health within communities;
- Develop Community Engagement events;
- Provide advice and support to migrant communities;
- Access to ESOL provision;
- Access to Employment;

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Family Ties has worked in partnership with Crewe Town Council for three years supporting the Crewe Youth Voice Project which aims to engage with young people across the town to collect their views and concerns which we can then try to address

Following a meeting with the Community Engagement Officer earlier this year, we discussed a number of alternative projects we would like to approach the Town Council to support the below projects which will go some way in helping to alleviate the gap in early intervention provision

Below is some information regarding our proposal for funding

Service 1

A targeted afterschool club for children who have been impacted by bereavement or loss including parental separation, family disputes and divorce or other trauma by offer a safe space for support

Frequency	One session per month (11 per annum)
Duration	One and a half hours
Resources	£250.00
Facilitation	£1,320.00

We intend to approach a local school to run the children's club from which this will improve engagement if the club commence immediately after school. This group will give the participants a safe space and social opportunities as well as respite from their home environment

Support groups bring together people who are going through or have gone through similar experiences. A support group provides an opportunity for children to share personal experiences and feelings and coping strategies

Benefits of the above support group will include:-

- Feeling less lonely, isolated or judged;
- Reducing stress, depression, anxiety or fatigue;
- Talking openly and honestly about their feelings;
- Increasing resilience;
- Gaining a sense of empowerment, control or hope;

Themes addressed will cover:-

- Health and Wellbeing – Increasing bereavement services in Crewe;
- Aspirational young people – Young people having safe activities and places they can engage with;

Service 2

A parent drop-in clinic – which would be flexible in terms of the focus and operate as a drop-in for parents to discuss support needs and signpost

Frequency	One session per month (11 per annum)
Duration	One and a half hours
Resources	£250.00
Facilitation	£1,320.00

Referrals will be generated from the families that access the children's drop-in, local schools or the Guinness Partnership

The drop-in sessions will address social isolation and parenting advice which will increase their community engagement and strengthen family relationships. This service will impact on the health and wellbeing of local residents

This service will be tailored to the client's individual needs rather than a generic parenting programme that may not address individual issues. The structure of these drop-in sessions will be informal in a warm and nurturing environment, this will aid engagement from local residents as it will be voluntarily attended giving the participants ownership and autonomy

Drop-in sessions are a great way for families to meet each other and have a change of scene and activities. They are more flexible than a group – there is no expectation that parents / carers attend every week or get there for the start time. They can provide a relaxing way for parents to chat together, while their children play with other children and toys. However, they also offer a great opportunity to share ideas with parents and carers in bite-size chunks, about how they can support their children through everyday activities.

Themes addressed will cover:-

- Health and Wellbeing – to reduce social isolation and loneliness in the community, by offering a service that promotes companionship and a befriending scheme;

Service 3

Parent sessions / group which would focus on relationship building and attachment

Frequency	One ten-week group
Duration	One and a half hours
Resources	£500.00
Facilitation	£1,200.00

Referrals identified from the drop-ins and local schools

This flexible programme (Heart to Heart) is based on the latest attachment research which shows that supporting the parent-child attachment relationship sets the scene for the best outcomes for children right into adulthood. Adolescence can be a challenging time for parents / carers and this programme offers an ideal opportunity to share and experience new and empowering evidence-based knowledge with families

Benefits for Families

- Practitioners can develop supportive networks by offering local sessions designed specifically for parents / carers and their children / teens which may continue long after the programme ends;
- Parents / carers and their children will come together through enjoyable, interactive and low-key activities which help strengthen their relationship in a contained and nurturing group;
- All group members will be equipped with the latest science of attachment and encouraged to develop attachment skills using a wide variety of enjoyable activities including multi-media clips provided, Lego modelling and the occasional junk sculpture;
- Families will explore all aspects of middle childhood and teen development including the amazing changes happening in prepubescent and teenage brains – why teens turn nocturnal and other wonderful aspects of emotional, neurological and psychological development;
- Practitioners will share evidence-based tools and techniques with all group members to help them manage stress and develop resilience;

Themes addressed will cover:-

- Health and Wellbeing – to reduce social isolation and loneliness in the community and improve the health and wellbeing outcomes of the community promoting self-care and healthy eating;

This will also support individuals with identified attachment disorders.

Please note each service has a maximum capacity of drop-ins / after-school club up to 12 participants and Parent Group up to 8 participants

These services will be aimed at local residents to our office on Timbrell Avenue, we have an established relationship with our local primary school, Underwood West Academy, where referrals will come from and the afterschool club will be facilitated from here

Therefore, the total for the town council if you choose to commission all 3 services would be £4,840.00



Crewe Town Council Equal Opportunities and Diversity Policy



1. Purpose

- 1.1** Crewe Town Council is committed to the promotion of equality of opportunity and equality of treatment and this Policy demonstrates that it will seek to ensure that every member of the public has equal access to its employment and development opportunities, to its services and to all its activities.
- 1.2** The Policy will act as a guide and frame of reference for the Council's employees so that they can implement its equal opportunity objectives. As a result, managers and employees will know what their responsibilities are and also that they too will be treated fairly.
- 1.3** The Policy will help the Council to meet its legal and moral responsibilities to be fair, and members of the public will, through publicity of this Policy, have confidence in the Council's objectives in terms of both employment and service provisions.

2. Objectives

- 2.1** This Policy is designed to ensure that equal opportunities exist in all Council activities, defined as follows:-

2.1.1 Employment

To ensure that no member of the public suffers discrimination and that everyone has equal access to employment within the Council.

2.1.2 Services

To ensure that all services provided by, or on behalf of, the Council are made available to all individuals and groups equally and without discrimination.

2.1.3 Contracts

To ensure that, within the limits of the law, all individuals, companies or organisations undertaking work, or providing goods or services for the Council do not follow discriminatory practices. Service Sections involved in drawing up specifications for competitive tendering should take into account the specific needs of disadvantaged groups in service provision and ensure that, where the Council is already offering services to meet such needs, they are included in the specifications.

3. Policy Statement

- 3.1** Crewe Town Council is committed to a Policy of equality of opportunity and equality of treatment. It aims to ensure that in its recruitment, employment, business practice and service delivery, no employee or member of the public will be treated less favourably than another on the grounds of:-

- (a) Gender
 - (b) Gender reassignment
 - (c) Marital status or being in a civil partnership
 - (d) Domestic circumstances
 - (e) Race
 - (f) Nationality
 - (g) Ethnic origin
 - (h) Colour
 - (i) Religion or belief
 - (j) Creed
 - (k) Politics
 - (l) Age
 - (m) Disability
 - (n) Illness
 - (o) Pregnancy
 - (p) Maternity or paternity
 - (q) Sexual orientation
 - (r) Social background
- or is disadvantaged by conditions or requirements without justifiable cause.

4. Responsibilities

- 4.1** To ensure that Equal Opportunities Policies are developed, implemented, effective, monitored and updated. The Council has delegated overall responsibility to the Town Clerk.
- 4.2** The Town Clerk will have specific responsibility for Equal Opportunities Policies as they relate to employment and will have responsibility for ensuring that these Policies are implemented within the Town Council.

- 4.3 The Town Clerk will be responsible for ensuring that monitoring takes place with regard to applications for employment and employment trends within the Council (e.g. promotion, re-grading and training) and for organising any equal opportunities training.
- 4.4 The Town Clerk will be responsible for developing Equal Opportunities Policies with regard to service delivery and for reviewing them on a regular basis and will also be responsible for ensuring the monitoring of service provision.
- 4.5 Employees have responsibilities to ensure that:–
 - 4.5.1 They understand and comply with the letter and spirit of any such Policy and actively participate in measures introduced by the Council to ensure that there is equality of opportunities and non-discrimination.
 - 4.5.2 They do not discriminate as a decision-maker, or encourage others to discriminate, in matters of recruitment and selection, promotion and training and service provision.
 - 4.5.3 Council services are provided to members of the public fairly and equitably.
 - 4.5.4 They report to management any discriminatory practices.
 - 4.5.5 They support the proper investigation of complaints.

5. Employment

- 5.1 Good employment practices are essential to ensure the elimination of discrimination, not only as they relate to the employment of employees, but also to the way those employees deliver services.
- 5.2 The Council requires that:–
 - (a) Unless there is a valid reason for not doing so, all recruitment advertisements will be publicly advertised in media readily available to everybody, and are circulated to job centres. All advertisements will make it clear that the Council is an "Equal Opportunities Employer".
 - (b) In terms of the skills, knowledge and experience required for job performance, no criteria will be classed as "essential" unless this can be justified. Specifications will be produced for all vacancies.
 - (c) All vacant posts will be processed under the Council's agreed recruitment procedures.
 - (d) No member or employee uses their position and influence to ensure that relatives, friends or colleagues are given jobs. The Council may treat any such action as a disciplinary matter.
 - (e) Any practical or psychometric tests used in the selection process are justifiable and would not lead to indirect discrimination.
 - (f) All employees involved in the recruitment and selection process are competent and able to perform the task and should receive training in the provisions of appropriate legislation and non-discriminatory selection techniques.

6. Service and Facilities

- 6.1 The Council recognises its duty under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equality Act 2010 as the provider of services and facilities and as far as reasonably possible will ensure that there is:–
 - (a) Equality in the allocation of resources.
 - (b) Equality of access to services and facilities.
 - (c) Equality of treatment in service delivery.
 - (d) Equality of use of services and facilities.
- 6.2 While services will be delivered to individuals, the Council will ensure that the design of those services will be responsive to the needs of particular groups within society.
- 6.3 Each Service Section should review equal opportunities issues and best practice on an annual basis and produce a report for the Town Clerk.

7. Communication and Information

- 7.1 This policy must be made available to members of the public on request and employees should be proactive in making it available.
- 7.2 All employees must be made aware of the contents of this Policy and any other Policy which affects their area of work.
- 7.3 Any information produced should be clear, understandable and in non-offensive language. Information should also show positive images of all groups which include for example women, ethnic minorities and disabled people. Where possible, information will also be translated into other languages, British Sign Language, audio tapes or Braille, on request.

8. Training, Development and Positive Action

- 8.1 The Council recognises that training and development are crucial to ensure that employees have the skills, knowledge and appropriate behaviour to implement its Equal Opportunities Policies.
- 8.2 General guidance will be issued to employees to increase awareness of how discrimination operates at both individual and institutional levels and to ensure awareness of the Council's moral and legal obligations and practices and procedures.

- 8.3** In terms of employment, managers will be given training in recruitment and selection, discipline and grievance, so that they are able to interview effectively and objectively and deal with disciplinary and grievance issues such as harassment, victimisation and discrimination.
- 8.4** All employees will have equal access to training (subject to the availability of resources), career development and promotion opportunities. All reasonable effort will be made, as allowed under all relevant legislation, to equip people from disadvantaged groups with the necessary skills to enable them to compete effectively for jobs within the Council. Positive action will also be taken to retain and/or redeploy existing employees who become disabled.

9. Complaints

- 9.1** Employees who feel they are the victims of discrimination through, for example:-

- Direct discrimination
- Indirect discrimination
- Victimisation
- Harassment

may make a complaint under the Council's grievance procedure.

- 9.2** Members of the public who feel that they have suffered from discrimination should make a complaint under the Council's Complaints Procedure.

- 9.3** The Council requires that everyone should be treated with dignity and respect and will not accept any form of discrimination. It will take seriously any complaints made by either employees or members of the public and will thoroughly investigate these complaints. If complaints are substantiated, appropriate action will be taken in respect of employees and this may include disciplinary action.

10. Monitoring

- 10.1** The Council will ensure that its Equal Opportunities Policies are formally monitored through the performance review process so that the success of the Council's aims and objectives can be measured and continual improvements made. The results of monitoring will be made publicly available, through an annual report to the Finance and Governance Committee.

- 10.2** The Town Clerk will monitor all applications for employment and employment trends within the Council to ensure compliance with this Policy.

11. Actions

We will:-

- Develop an organisational culture that positively values diversity
- Achieve, wherever possible, a membership, committee membership and workforce that broadly reflects the local community in which we operate and is representative of all sections of society
- Ensure that individuals are treated fairly in all aspects of their employment with Crewe Town Council
- Make it clear that intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action
- Ensure that all our services are provided in a way which promotes awareness of the rights and needs of the people who face discrimination and enables all people to have access to them
- Encourage the development of skills and knowledge through training
- Ensure that premises used in relation to our work are accessible and inviting for all members of the community
- Challenge any discrimination or oppressive behaviour from and towards any members, volunteers, clients or agencies we work with
- Work in a way that recognises peoples' individual needs
- Regularly evaluate this policy and seek feedback from those who are affected by it



Crewe Town Council Child Protection and Vulnerable Persons Safeguarding Policy



Introduction

Crewe Town Council is committed to ensuring that all employees, volunteers, service users, clients and visitors are safeguarded in line with the provisions of the Working Together 2014 of the Care Act 2014 and the Mental Capacity Act 2005 (*PHSA 3.1, 3.7*)

Safeguarding means protecting an individual's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that an individual's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action

It must be recognised that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. People have complex lives and being safe is only one of the things they want for themselves

1. Scope of the Policy and Procedure

The aim of this policy and procedure is to ensure:-

- the safety of adults at risk by outlining clear procedures and
- that all employees, volunteers, service users, clients and visitors within Crewe Town Council are clear about their responsibilities and are trained adequately
- service plans consider the need to safeguard adults at risk (*PHSA 2.4*)

2. Definition of Adult at Risk

An adult at risk is a person aged 18 or over; who:-

- has needs for care and support (whether or not the local authority is meeting any of those needs), and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it

This may include a person who:

- is an older person who is frail due to ill health, physical disability or cognitive impairment;
- has a learning disability;
- has a physical disability and / or a sensory impairment / or communication difficulty i.e. autism;
- has mental health needs including dementia or a personality disorder;
- has a long-term illness / condition;
- misuses substances or alcohol;
- lacks capacity to make specific decisions to make particular decisions;

Within the services provided by Crewe Town Council, adults at risk could be present in any group or session, at any time so this safeguarding policy statement is applicable throughout all of Crewe Town Council activities and provision. In the case of suspected abuse initially staff, trustees or volunteers should raise an alert and submit this to the named Safeguarding Lead who will contact the Cheshire East Adult Social Care see below, and other authorities as applicable. (*PHSA 4.3*)

What is abuse?

Abuse of an adult can take many forms. Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms and can be both overt and covert. The following list is not exhaustive, but is illustrative of the kinds of abuse that might be experienced:-

- Physical (including Female Genital Mutilation and Honour Based Violence)
- Domestic Abuse
- Psychological
- Sexual abuse
- Financial or material abuse
- Modern Slavery and Human Trafficking
- Neglect and Acts of Omission
- Discrimination abuse
- Organisational abuse
- Self-Neglect
- Deprivation Of Liberty

3. Standards

(a) Crewe Town Council staff and contractors (*PHSA 2.3*) are required to:-

- Where appropriate and required by regulations have a Disclosure and Barring Service (DBS) check when they commence employment. Where this has not been undertaken staff will not be allowed to work with adults unless supervised by a member of staff who has had a clear DBS check. (*PHSA 7.2*).
- Demonstrate respect for all service users as individuals in all matters.
- Reflect on their own approach and style, recognising the inherent power their position bestows.

- Undertake relevant training in safeguarding, disclosure and diversity matters. Ask a senior member of staff if they have any uncertainties about how to deal with a specific service user. (PHSA 7.1).
- Ensure that all service users experience a suitable and supportive environment to encourage service user disclosure of any issues which might affect the way in which they should be treated.
- Ensure all service users are aware of our Equality and Diversity policy and that they know how to complain if they become victims of harassment bullying, unfair treatment or harassment.
- Ensure a diverse range of services and training that is sensitive to difference.
- Invite and encourage constructive feedback from service users about standards and styles of behaviour and promote an open and honest culture of respect for diversity.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures.
- Ensure that all persons working for or providing services to Crewe Town Council are provided with a briefing on these safeguarding policies and procedures before any work is undertaken or any services delivered.
- Report any incidents immediately to any relevant partners or commissioners.

(b) Service users, clients, volunteers and visitors are required to:-

- Help prevent inappropriate behaviour by challenging and reporting behaviour that appears to be causing distress to others.
- Support an open, constructive environment within which diversity is valued positively.

(c) Dealing with claims of abuse perpetrated by internal members of staff

This Policy makes it clear how staff are expected to perform when dealing with all service users including adults at risk. It specifically ensures that claims made of abuse by internal staff will be investigated and dealt with.

4. Safeguarding Lead

The details of the named contact for Crewe Town Council is the Town Clerk

The named person will have full awareness of the policy and procedures guidelines and have attended training on safeguarding endorsed by the local Safeguarding Board.

The named contact will be a single point of contact for the organisation in relation to:-

- Child Sexual Exploitation
- Female Genital Mutilation
- Prevent
- Domestic Abuse
- Honour Based Violence
- Forced Marriage
- Mental Capacity Act
- Deprivation of Liberty Safeguards
- Trafficking / Modern Slavery

Safeguarding Procedure

1. First Steps

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be an adult subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

Do NOT discuss concerns or disclosures with other members of staff other than the safeguarding lead (*PHSA 3.2*)

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed.

Contact the police if it is thought a crime has just been committed. Telephone 101 or 999 if an emergency

Record details of the allegation as soon as possible somewhere that can be kept secure. Include:-

- a) The allegation or concerns, including the date and time of the incident,
- b) What the adult at risk said about the abuse and how it occurred or what has been reported to you.
- c) The appearance and behaviour of the victim.
- d) Any injuries observed.
- e) Whether any dependants are also at risk (*PHSA 4.4*) (*PHSA 1.3*)

2. If the allegation is against a member of staff a volunteer or a service user of Crewe Town Council (*PHSA 3.6*)

Crewe Town Council will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:-

- The worker must ensure that the vulnerable adult is safe and away from the person against whom the allegation is made.
- The named person for safeguarding should be informed immediately.
- In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.
(Note: this could be a committee member, director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).
- The named person should contact the local authority social services team for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and / or in the event of an emergency situation arising, the police.
- The individual who first received / witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident / receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and / or social services.
- Regardless of whether a police and / or social services investigation follows, Crewe Town Council will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.
- Whistle blowing will not prejudice the position or prospects of Crewe Town Council staff or volunteers (*PHSA 3.3*)

3. Bring the concern to the attention of your Safeguarding Lead

It is the responsibility of the Safeguarding Lead to:-

- 1) Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.
- 2) Deal with any immediate needs:-
 - a) Ensure that the victim of the alleged abuse is safe
 - b) Ensure that any necessary emergency medical treatment is arranged
 - c) Ensure that no forensic evidence is lost

- d) If the alleged perpetrator is also an adult at risk, ensure that another member of staff / manager is allocated to attend to their needs and ensure that other service users are not put at risk.
- 3) Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.
- 4) Check that the circumstances fall within the safeguarding adult's procedure i.e. meeting the definition of abuse as defined in this Policy and Procedure.
- 5) Address issues of consent and confidentiality, taking care to not promise confidentiality
- 6) A formal referral must be made on the same day as the alert is raised when:
 - A crime has been, could have been, or yet could be committed.
 - There is a suspicion that an abuse has taken place.
 - The allegation involves a child
 - The alleged perpetrator is themselves an adult at risk.
 - They are unsure if abuse has taken place
- 7) Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.
- 8) All incidents, allegations of abuse and complaints must be recorded, monitored and available for internal and external audit. (PHSA 2.1, 2.2)

The Referral Stage

This involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of the following authorities as appropriate:

- All referrals should be made to: **Cheshire East Adult Social Care**. The following number should be called **0300 123 5010** or **0300 123 5500**
- The police if you think a crime may have been committed – Telephone **101** and specify it is a safeguarding issue (**999** in an emergency).
- If a child is also at risk contact **Cheshire East Children's Services**. The following number should be called **0300 123 5012** or **0300 123 5500**
- Outside normal office hours, or on weekends or Bank Holidays, contact should be made for children's and adults on the **out of hours** number **0300 123 5022** or **0300 123 5500**

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:-

- The name of the adult
- Date of birth and age
- Address and telephone number
- Why the adult is considered to be at risk
- Whether consent has been obtained for the referral, and if not the reasons e.g. the adult lacks mental capacity or there is an over-riding public interest (e.g. where other adults or children are at risk)
- What the person involved has said they want to happen next (the referral needs to be made, with details of those involved even if the person has not given consent, but this needs to be included in the information given)
- Whether there are any concerns or doubts about the mental capacity of the adult at risk
- Whether the police are aware of the allegation, and whether a police investigation is underway
- If possible, use the Cheshire East Safeguarding referral form (Appendix 2)

What happens next?

The designated lead should receive acknowledgement or the referral from the relevant agency, and be given feedback about what happens next. This will not always be appropriate to pass on to the person completing the first account report.

Appendix 1

Crewe Town Council Safeguarding Action Plan

Action	Responsible Person	Date to be completed by	Date completed	Evidence
Incidents, allegations and complaints are monitored and lessons learnt are fed into planning				
All staff and volunteers are trained on safeguarding [including who the lead is, how to act, Mental Capacity and Deprivation of Liberty] through induction training and mandatory refresher courses (PSA 1.2, 1.3, 8.2)				
Service developments are informed by the views of adults and carers (PHSA 4.1, 4.2)				
Staff and volunteers working with children and adults at risk receive regular support and supervision (PHSA 8.3)				
All staff understand the practical implications of the safeguarding policy and procedure				
Safer Recruitment policy for both staff and volunteers is in place				

Appendix 2

Cheshire East Council Adult Safeguarding Referral Form



ADULT SAFEGUARDING FIRST ACCOUNT REPORT

To be filled in by the person who heard, saw or suspects that abuse has happened.

Crewe: Creweandnantwichadultsocialcareteam@cheshireeast.gov.uk

Congleton: Congletonandsandbachadultsocialcareteam@cheshireeast.gov.uk

Wilmslow: Wilmslowandknutsfordadultsocialcareteam@cheshireeast.gov.uk

Macclesfield: Macclesfieldadultsocialcareteam@cheshireeast.gov.uk

CMHT Macc: MentalhealthMaccAdmin@cheshireeast.gov.uk – 01625 505696

CMHT Crewe: MentalhealthCreweAdmin@cheshireeast.gov.uk – 01270 655287

For people already open to CMHT

Macclesfield Hospital Social Work Team / Leighton Hospital Social Work Team:

Macclesfield.hospital@cheshireeast.gov.uk

Leightonsocialworkteamadmin@cheshireeast.gov.uk

For people in hospital

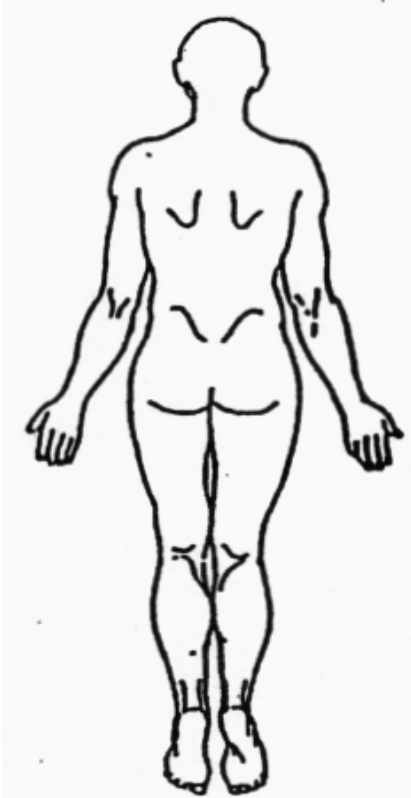
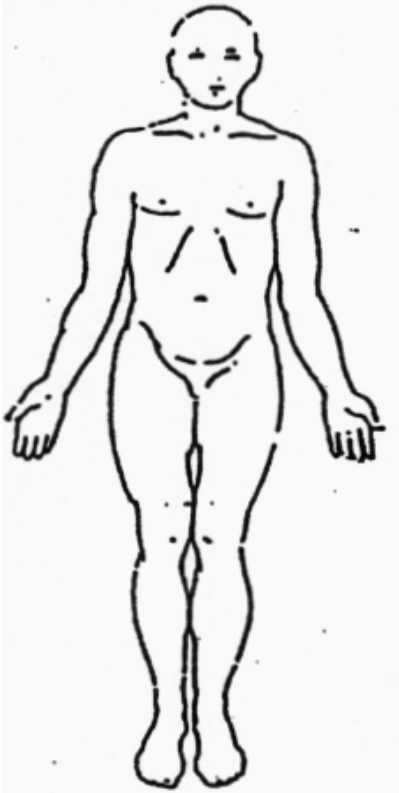
DATE :	TIME:
NAME OF ADULT AT RISK:	
D.O.B:	
PARIS ID:	
ADDRESS:	
POSTCODE:	

NAME OF GP:
ADDRESS:
POSTCODE:

PERSON REPORTING THE INCIDENT:
NAME TEL
RELATIONSHIP TO ALLEGED PERSON AT RISK:

<p>Account</p> <p>Please write below a factual account of what you saw or heard. Please continue on further sheets as required, number them, and sign and date the statement as it may be used in evidence. Suggestions for inclusion in the account:</p> <p><i>What happened? (tell me, describe to me, explain to me)</i></p> <p><i>When did it happen? Who is involved? Where did it happen? (continue on extra sheets if required)</i></p> <p style="text-align: right;">Continued...</p>
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Continued.....



Office use only:

Action taken by receiving team:

S42 Enquiry ☐ Non S42 ☐ Complaint ☐ Quality of Care issue ☐

Needs assessment / Carers assessment ☐



Crewe Town Council Volunteer Policy



Crewe Town Council recognises the valuable contribution that volunteers make to Crewe and its community. They can bring a richness of skills and experience and can often provide a vital bridge to the community. The Town Council recognises that a volunteer is someone who chooses to commit their time and energy are motivated because it is their choice to volunteer and give their time freely

Status of Volunteers

A volunteer is not an employee and will not have a contract of employment. The role will be discussed by a Crewe Town Council Officer with the volunteer and there will be an expectation that the volunteer will meet the roles requirements as well as the time commitment, frequency and availability required

Volunteers are encouraged to inform Crewe Town Council as soon as possible if they are unavailable or wish to withdraw from their voluntary role

Principles

Crewe Town Council:-

- Recognises that voluntary work brings benefits to volunteers themselves and others;
- Will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute positively to the organisation
- Will not introduce volunteers to replace paid staff
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work where appropriate
- Recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively
- Will endeavour to identify and cover the costs of involving volunteers
- Recognises that the management of volunteers requires designated responsibilities within specific posts
- Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible

Recruitment

We will endeavour to recruit volunteers through a range of methods including word of mouth, advertising, talking to other agencies and making contact with local volunteering organisations

We will also endeavour to help any volunteer overcome barriers that they may make it difficult for them to volunteer at Crewe Town Council

The Crewe Town Council Equal Opportunities Policy will be adhered to at all times in relation to the recruitment and support of volunteers

All volunteers will be asked to sign a Volunteer Agreement, which requires them to abide by the policies and procedures of Crewe Town Council it sets out what the volunteers and what the project can expect from each other

DBS (Disclosure and Barring Service) checks and references may be required for some volunteer roles, especially where regular contact with children and vulnerable people is necessary. This requirement would be discussed with relevant volunteers. A volunteer will be informed if we intend to apply for DBS checks. DBS checks are not a reflection on the individual, but a legal requirement in certain circumstances

Health and Safety

Crewe Town Council has responsibility for the health and safety of volunteers. Volunteers should at all times follow the Health and Safety policies and procedures. Volunteers have a duty to take care of themselves and others who might be affected by their actions. Volunteers should not act outside their authorised area of work. Volunteers should report all accidents to the appropriate person and should be recorded in the accident book

We will provide volunteers with appropriate guidance on any health and safety issues that arise

Safeguarding

Crewe Town Council takes their role in the safeguarding of volunteers, staff and other members of the public seriously and as such have a Safeguarding Policy to be followed at all times

Insurance

Crewe Town Council will ensure that volunteers are covered for insurance purposes in respect of personal injury. The Town Council will ensure that volunteers are provided with professional and public liability. The insurance will not cover unauthorised actions or actions outside the volunteering agreement

Induction and Training

All volunteers will receive an induction to familiarise them with the work of Crewe Town Council in general and their own particular area of work. Training will be offered where it helps to fulfil the role

Support and Supervision

All volunteers will have a named person as their main contact at Crewe Town Council. They will be given regular feedback and provided with an opportunity to discuss how things are going and air any problems

Networking meetings between volunteers will be developed to encourage peer support and share experiences

Expenses

Volunteers will be reimbursed for out of pocket expenses incurred on behalf of Crewe Town Council as long as this has been approved in advance. Receipts will be required

Grievance

The relationship between Crewe Town Council and its volunteers is entirely voluntary and it does not imply any contract. However, it is important that Crewe Town Council is able to maintain its agreed standards of service to those who visit the premises and it is also important that volunteers should enjoy making their contribution to this service. If, in their role volunteering for us, a volunteer does not meet with our standards, their case will be dealt with in the same manner as a paid member of staff

If a volunteer has any concerns regarding our treatment of them and this has been fully discussed with their named contact, but they are still not satisfied, any complaint may be taken to the Town Clerk

Volunteer Agreement

This volunteer agreement describes the arrangement between Crewe Town Council and you. The Town Council wishes to assure you of our appreciation of you volunteering with us and will do the best we can to make your volunteer experience enjoyable and rewarding

Purpose of the Role:

Possible Tasks:

Part 1: The Organisation

What you can expect from Crewe Town Council (CTC):

Induction and Training

Crewe Town Council will provide you with:-

- An introduction to the project and your volunteering role within it
- Training related to your responsibilities as a volunteer. We hope that you will take advantage of this to improve and maintain your skills
- A named contact who will supervise your volunteering and with whom you can discuss your work
- Personal liability insurance to cover you while you are fulfilling authorised volunteer work
- Injury insurance for injuries incurred while you are fulfilling authorised volunteer work
- Reimbursement of any specific expenses incurred for Crewe Town Council which has been previously approved, with receipts where possible

Supervision, Support and Flexibility

- To explain what will be required and to encourage and support you in your volunteer work
- To provide a named person who will meet with you regularly to discuss your volunteering role, your successes and problems you may have
- To help develop your volunteering role with us

Health and Safety

- To provide adequate training in support of our health and safety policy

Complaints or Issues

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us. If you run into problems when performing your duties, you should discuss any complaint or problems with your volunteering coordinator in the first instance or the managing member of Crewe Town Council staff if the issue is with your coordinator

Part 2: The Volunteer

What Crewe Town Council expects from you:-

We will discuss with you the amount of time that you are willing to commit to volunteering, the frequency of your availability and how this will fit in with your needs. If, for any reason, you will not be attending a previously agreed volunteering session, Crewe Town Council would be grateful if you could let other volunteers and the volunteer coordinator know via telephone or email so that a substitute can be found or different arrangements can be made. If Crewe Town Council has no work for you, you will be informed as soon as possible

Crewe Town Council expects you:-

- To perform your volunteering role to the best of your ability
- To follow the organisations policies and procedures and standards including Health and Safety and Equality and Diversity
- To maintain the confidential information of the organisation and of its users as appropriate. In the course of your volunteering you may come across confidential information which you must respect this confidentiality and not disclose this information except where required to do so by law
- To be aware of the importance of safeguarding policies and procedures and to always discuss any safeguarding concerns with your volunteer coordinator or a member of Crewe Town Council staff
- To meet the time commitments and standards which have been mutually agreed with you and to give reasonable notice so other arrangements can be made when this is not possible

Ideas

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your volunteer coordinator

Termination

Either you or the organisation can terminate this agreement with or without notice at any time

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us now or at any time in the future. It may be cancelled at any time at the discretion of either party

Name	Position
Signed:	Date:
Volunteer	

Name	Position
Signed:	Date:
Crewe Town Council	

After School Clubs

Report to Community Plan Committee

Monday 4th November 2019



For the last six years, YMCA Crewe have delivered a number of After School Clubs for children of mixed ages from nine upwards. The Clubs occur once a week during term time and is hosted in the different locations to keep it local to the children who attend

Each Club attracts up to 16 – 2 – children every week. It provides the following activities:-

- Fun activities such as arts and crafts;
- Emotional support and engagement. Addressing the particular issues children face through different sessions and messages delivered through different activities to make them attractive and interactive. This can be things like healthy eating, teamwork, personal care, etc.;
- A small range of healthy nutritious snacks each week;
- One on one support when needed;
- Additional holiday activities in the summer;

The Clubs are delivered by staff who are trained in safeguarding, are fully DBS checked and have a lot of experience of working with children and vulnerable people. Every week, there is a feedback period in which staff discuss any emerging needs that may trigger additional support from other services. We are well connected with public services to take forward and support children and families when needed

The Club was funded by Cheshire East Early Help grant, which was cut completely last year. We have managed to fund the Clubs throughout 2017 / 2018 and some of 2019 through donations, however we face the challenge of keeping it afloat both now, and in the future

The Clubs operational costs amount to just under £7,500 per year which includes staffing, venue hire and project costs

The YMCA Vision for our Clubs

The purpose of the Clubs (we have another five across estates in Crewe) is:-

- **Activities**
To provide activities for children in the areas where they live;
- **Presence**
To be a solid and consistent presence on estates as children make the transition from 9 years of age to leaving school;
- **Partnerships**
To refer and support children and families who need additional (step up) support from public services;
- **Organic growth**
To develop further activities on estates that emerge from our contact with children and families (so far this has meant three Parenting Groups on estates, Holiday Activities, Tutoring sessions, Family Fun Days – it may mean different things in different areas);

Our vision is to see a ‘*spine*’ of activities in each needy area in Crewe so that we remain and support children as they make critical transitions in their lives towards young adulthood

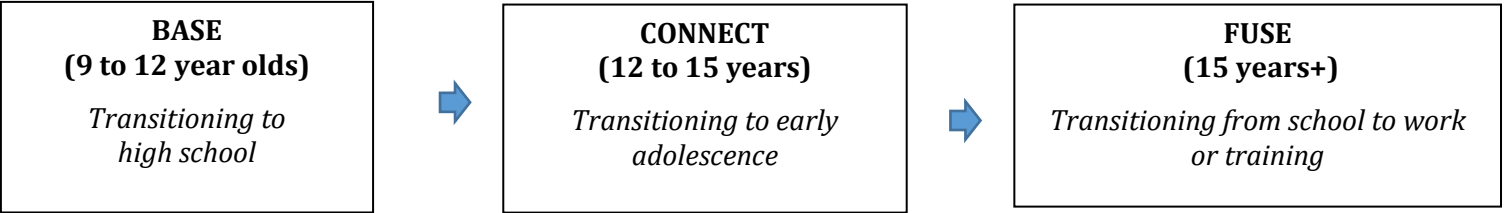
The focus of Clubs and their activities are based on the transitions children make:-

- **BASE** for 9 – 11 year olds
Making the transition from junior to high school;
- **CONNECT** for 12 – 14 year olds
The transition to early adolescence;
- **FUSE** for 15 year olds +
Preparing to leave school;

It needs to be said that we are very flexible around the Clubs in each area and the allocations above are designed to show our vision of longer term engagement and focus rather than simply having 3 Clubs in each area

Below is a very rough picture of the model we work to as much as we can, and when we can afford to:

The YMCA Crewe Model





**Proposed Draft Budget
Community Plan Committee Meeting
Monday 4th November 2019**



Financial Year 2020 / 2021

Amount	Activities and Projects
£7,500	Civic Budget
£1,000	VE Day
£10,000	Homeless Destinations Worker (commitment was made to part fund this post at this level until 2020 / 2021)
£6,000	Tree of Light
£50,000	Grants Scheme
£20,000	Chalk It Up
£15,000	Community Asset Support / Sustaining the Vision for Crewe Network
£10,000	Bereavement Projects
£15,000	Health and Wellbeing Projects
£15,000	Families and Early Intervention Projects
£15,000	Social Isolation Projects
£164,500	Total

Crewe Town Council
Community Plan Committee

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

Tel: 01270 756975

www.crewetowncouncil.gov.uk



Minutes of the Meeting held on Monday 27th January 2020

- 19/6/01** Present:-
Councillors Tess Buckley, Alan Coiley, Tom Dunlop, Hazel Faddes, Benn Minshall, Phoenix Morrissey, Jill Rhodes, Dennis Straine-Francis and Nanette Walton
- Apologies:-
Apologies for absence were received from Councillor Brian Roberts
- In attendance:-
Hannah Marr (Community Engagement Officer)
- 19/6/02** To note declarations of Members' interests
- Councillor Dennis Straine-Francis declared a non-pecuniary interest in Item 11 (Minute Reference: 19/6/11) and Item 12 (Minute Reference: 19/6/12) in light of being a member of the Royal British Legion Crewe Branch and 95 (Crewe) Squadron
- Councillor Alan Coiley declared a non-pecuniary interest in Item 6 (Minute Reference: 19/6/6) in light of being a participant of Parkrun Crewe
- 19/6/03** Public Participation
- A period not exceeding 15 minutes for members of the public to ask questions or submit comments
- No questions were asked or comments submitted to the Community Plan Committee from members of the public
- 19/6/04** To confirm and sign the Minutes of the Community Plan Committee Meeting held on Monday 4th November 2019 **(minutes attached)**
- The Minutes of the Community Plan Committee Meeting held on Monday 4th November 2019 were approved by Members and signed as an accurate record by the Chair of the Community Plan Committee
- 19/6/05** To note the financial position of the Community Plan Committee **(document attached)**
- Members noted the financial position of the Community Plan Committee

19/6/06 To consider recommendations from the Grants Working Group in relation to applications submitted to the Crewe Town Council Grants Scheme submitted to the Town Council before Sunday 5th January 2020

The Grant Applications submitted are:-

- 1) Organisation: Friends for Leisure
Project Title: Crewe Youth Activities 2020
Amount Requested: £1,700.00
- 2) Organisation: Inner Trust CIC
Project Title: Moving Minds
Amount Requested: £2,400.00
- 3) Organisation: Deafness Support Network
Project Title: Crewe Youth Vibe
Amount Requested: £2,446.48
- 4) Organisation: The Cat Community Radio CIC
Project Title: The Cat Making It Live
Amount Requested: £2,294.00
- 5) Organisation: LS Gymnastics Crewe Academy
Project Title: To Seat and Share
Amount Requested: £1,800.00
- 6) Organisation: Crewe Junior Parkrun
Project Title: Crewe Junior Parkrun
Amount Requested: £2,500.00

(grants applications circulated)

Members of the Community Plan Committee considered applications submitted to the Crewe Town Council Grants Scheme before Sunday 5th January 2020 and:-

- 1) **Resolved** to award £1,700.00 to Friends for Leisure towards their Crewe Youth Activities during 2020 from the Crewe Town Council Grants Scheme
- 2) **Resolved** to award £2,400.00 to Inner Trust CIC for their Moving Minds Project from the Crewe Town Council Grants Scheme
- 3) **Resolved** to award £2,446.48 to the Deafness Support Network towards their Crewe Youth Vibe Project from the Crewe Town Council Grants Scheme subject to the Community Engagement Officer obtaining clarification on information contained within the application
- 4) **Resolved** to award £2,294.00 to Cat Community Radio CIC towards the Cat Making it Live Project from the Crewe Town Council Grants Scheme
- 5) **Resolved** to award £1,800.00 to LS Gymnastics Crewe Academy towards their To Seat and Share Project from the Crewe Town Council Grants Scheme
- 6) **Resolved** to award £2,500.00 to Crewe Junior Parkrun from the Crewe Town Council Grants Scheme

The Grants Working Group rejected the following applications to the Crewe Town Council Grants Scheme:-

- i.) Organisation: Crewe FC
Grounds: The application is ineligible for consideration under the current criteria due to the organisation having received funding from the Crewe Town Council Grants Scheme in the previous financial year 2018 / 2019
- ii.) Organisation: Crewe and Nantwich Gymnastics Club
Grounds: The application is ineligible for consideration under the current criteria due to the organisation having received funding from the Crewe Town Council Grants Scheme in the previous financial year 2018 / 2019

19/6/07 To consider a recommendation to the Finance and Governance Committee to transfer the funds allocated for Environment and Wildlife Projects contained within budget line 474 / 4744 to the Operations and Improvements Committee budget line 310 / 4180

Members **resolved** to make a recommendation to the Finance and Governance Committee to transfer the funds allocated for Environment and Wildlife Projects contained within budget line 474 / 4744 to the Operations and Improvements Committee budget line 310 / 4180

- 19/6/08** To consider matters related to an ‘Our Crewe’ Project submitted by the Cultural Economy Department of Cheshire East Council
(document circulated)
- Members **resolved** to allocate £2,000.00 to support the ‘Our Crewe’ Project submitted by the Cultural Economy Department of Cheshire East Council
- 19/6/09** To consider a proposal from Crewe Lyceum to fund a Play Reading Club
(document circulated)
- Members **resolved** to allocate £1,510.00 towards the Play Reading Club facilitated by Crewe Lyceum
- 19/6/10** To consider a request to support the Inspirational Women of Crewe Campaign organised by Motherwell Cheshire CIO dedicated in memory of Councillor Dorothy Flude
(document circulated)
- Members **resolved** to allocate £500.00 to support the Inspirational Women of Crewe Campaign organised by Motherwell Cheshire CIO dedicated in memory of Councillor Dorothy Flude
- 19/6/11** To consider matters relating to the celebration of VE Day on Friday 8th May 2020 and Battle of Britain Day on Tuesday 15th September 2020
- Members **resolved** to allocate funds of £1,000.00 from the Community Plan Budget for the financial year 2020 / 2021 to support community activities to celebrate VE Day and Battle of Britain Day in 2020
- 19/6/12** To consider matters in regards to presenting new Squadron Colours to mark the 80th Anniversary of 95 (Crewe) Squadron Air Training Cadets
(document circulated)
- Members **resolved** to hold a civic ceremony to present 95 (Crewe) Squadron Air Training Cadets with their new Squadron Colours
- 19/6/13** To consider matters related to community development at St. Peter’s Church
(document circulated)
- Members **resolved** to allocate £6,820 to St Peter’s Church to support community development activities
- 19/6/14** To consider making a recommendation to Council to allocate funds of £10,000.00 from the 2020 / 2021 Community Plan Budget to support a Homeless Destinations Worker facilitated by Crewe YMCA
- Members **resolved** to make a recommendation to Council to allocate £10,000.00 from the 2020 / 2021 Community Plan Budget to support a Homeless Destinations Worker facilitated by Crewe YMCA
- 19/6/15** To consider a proposal from CVS Cheshire East to support the work undertaken via A Vision for Crewe – Crewe’s Community Plan and the Community Engagement Officer
(document circulated)
- Members **resolved** recommend that this item be deferred to the forthcoming Personnel Committee for a formal decision
- 19/6/16** To note the date of the next meeting of the Community Plan Committee for the Council Year 2019 / 2020
- Monday 23rd March 2020
- Members noted the date of the next meeting of the Community Plan Committee
- The Community Plan Committee Meeting closed at 8.39pm**

Our Crewe Project

Report to Community Plan Committee

Monday 27th January 2020



'Our Crewe' is a programme of creative public engagement and has been identified as a key action of the Crewe Cultural Strategy by the Crewe Cultural Forum

The programme will deliver a six month-long campaign of weekly challenges set by local community groups, championed by diverse residents and participated in by as many people as possible in Crewe both at in-person meet- ups and on social media

Identified outcomes are:-

- Engagement - as many people in Crewe engaged as possible
- Community cohesion - stronger bonds and contact between community members
- Civic pride - a sense of celebration and belonging

The work will align with Crewe's new Cultural Strategy by:

- Involving young people in exploring their cultural identity
- Offering opportunities for creative exploration and celebration of Crewe's unique culture and heritage
- Promoting positive health and wellbeing through creative activity
- Inviting everyone to share their responses and experiences, creating a vibrant, colourful Crewe

Crewe Cultural Strategy was launched in September 2019 and has been formally endorsed by the Council as a key partner in its delivery

The programme will begin in February 2020 with identification of community groups to work with and awareness building ready for launch of the actual project in March 2020

The programme costs £12,000.00 to deliver

Cheshire East Council have allocated £10,000.00 towards the project and have made a request to Crewe Town Council for £2,000.00

Inspirational Women of Crewe

Report to Community Plan Committee

Monday 27th January 2020



Role models can have a huge impact on all of us. It can be extremely inspirational to have someone positive and supportive to look up and ask for guidance

You can be a 16 year old school leaver or a Chief Executive; at some point someone special will have inspired you to reach towards your goals!

We want to help bring about significant culture change so that it becomes commonplace that girls, wherever they live and whatever their social background, get the chance to shine

The campaigns aim is to recognise inspirational women in Crewe and is dedicated in memory of Councillor Dorothy Flude who sadly passed away in December 2019

Now is your chance to get involved!

We are looking for the residents of Crewe to nominate a local person that they would describe their role model; this can be a teacher, a GP, a neighbour, friend or relative. We would love to hear your stories

Each nomination will then be celebrated (with permission) on social media and the shortlisted women will be celebrated with their name being added to our “fly high” flag that will be made and flown at our Crewe Women’s day event in March 2020

A request is being made to Crewe Town Council for £500.00 to cover the cost of creating the flags, one of which will have the Town Council’s logo on, as well as additional promotions materials to promote the campaign and raise awareness

St. Peter's Church
Report to Community Plan Committee
Monday 27th January 2020



Purpose

To support growth of community activity at St Peter's Church, Earle Street

Current activity to develop includes; monthly Coffee Stop and Crafty Natter with the recent addition of a crafters market, looking at potential conflicts with other crafters events and looking to engage further with visitors to the retail park nearby

New ideas to explore include, Seedlings at St Peter's following the successful model used at All Saints Church, after school activities to engage two local primary schools. Extending the weekly worship and fellowship session on a Wednesday morning into a lunch and friendship group in the afternoon, inviting and involving the local community. Faith Yoga classes

Currently undertaking a community development role with four other churches in the town I would bring experience of working with churches to establish and deepen links with the local community. I have also been developing activities to engage a wide range of people, recruiting volunteers to run the activities and building capacity within the churches to support ongoing initiatives. Activities I have been involved in over the past eighteen months include toddler groups, children's sessions and social engagement for adults, particularly refugees and those for whom English is not their first language. Having a good understanding of how churches operate and already having a good working relationship with the current Curate at St Peter's I would be able to quickly build relationships with the congregation and church leadership to work together to instigate successful and sustainable community engagement and development from the church building at St Peter's

Budget

Salary: 1 day a week at £20,000/year pro rata = £4,000

Expenses: £10/month = £120

Equipment/resources for currently planned activities:

Indoor barriers to section off areas for children's activities: £750

Toys and resources for children's activities: £250

Kitchen equipment for café/friendship group: £250

Food for lunches, 52x£25 = £300

Printing and publicity: £150

Total £6,820

CVS Proposal for Support

Report to Community Plan Committee

Monday 27th January 2020

Background

As Crewe Town Council is working through its period of review and change we are proposing that CVS is able to provide additional capacity to support the Town Council to continue to deliver its plans for 2020. This would enable the Town Council to continue to support its residents through the work of Community Groups and Voluntary activity. Support the existing volunteers in Crewe and inspire more people to volunteer and support the community

Proposal

CVS supported the refresh of the action plan for the 'A Vision for Crewe – Crewe's Community Plan' during 2019 and part of this proposal is to provide additional capacity to the community engagement function to enable The Town Council to deliver the actions within this plan

Following initial discussions with The Community Engagement officer we would be able to provide capacity through our staff and volunteer team to:-

- Manage the community grants programme
- Deliver a volunteering campaign for Crewe and support employer supported volunteering
- Plan and support a VE day celebration Event (something a bit different)
- Provide support to the Community Engagement Officer when carrying out their role
- Undertake specific project development
- Support with communications, marketing and promotion ensuring the Town Councils work with communities is recognised and celebrated

The programme of support would be led by CVS Managers, but would include input from:

- A Crewe based Development Officer – support on resourcing and funding plan
- Andrew Luisis, Marketing and Design Manager – Support on development of info graphics if required

The Development officer could work from the Crewe Town Council offices as needed

Delivery Plan

Delivery Elements
Community Grants Programme – <ul style="list-style-type: none"> • Refreshing the application process and documentation as and when necessary • Promotion of the grants scheme • Carrying out initial assessments of applications, with recommendations to panel • Facilitation of the Grants Working Group • Administration of the paperwork and grants agreements • Ensuring that grant recipients use the Town Council Logo on all funded work, and utilise Town Council marketing and communications methods to promote the funder, and the outcomes of this grant • Collecting and assessing monitoring reports, including outcomes and case studies • Producing an annual report of funded activity <p>Staffing: Development Officer and Marketing Manager</p>
Crewe Volunteer Campaign <p>The refreshed Vision for Crewe includes an aim to 'Empower a volunteering culture within Crewe'. CVS will support this aim to be achieved through:-</p> <ul style="list-style-type: none"> • Bringing together Community groups based in Crewe, to design and deliver the campaign to ensure that it focuses on recruiting volunteers most needed in the community <ul style="list-style-type: none"> ○ To do this we will utilise a new Marketing Network which will lead the campaign, but who will take direction from our Volunteer Managers Network to identify the skills and individuals most needed to fill volunteer roles • Building on the previous Volunteer Campaign material refresh this to fit any changes, including multi-media case studies that can be used by all Crewe Community organisations can use • Engaging in community events to promote and showcase the impact of volunteering • Build volunteer roles with Crewe voluntary, community and Faith organisations to give Crewe residents a variety of ways to engage in volunteering • Work with local businesses to engage employees, both as individuals and through Employer Supported Volunteer Schemes <p>Staffing: Development Officer and Marketing Manager</p>

VE Day Celebration Event – Friday 8th May 2020

Planning a vibrant and creative celebration of the 75th Anniversary of VE day for Crewe alongside key Town Council members:-

- Facilitating the event and managing the budget
- Marketing and promotion of the event
- Evaluation of the event

CVS has a wealth of experience co-ordinating conferences, events and even a mini festival. The Crewe Town Council event will be delivered to a specification as agreed with key Council members, and to budget

Staffing: Events Co-ordinator and Marketing Manager

Capacity Building Community Engagement

To compliment the work undertaken by the Crewe Town Council Community engagement officer – creating additional capacity in 1:1 support of local organisations to:-

- Set up
- Refresh governance and policies
- Help income generate
- Support to find suitable volunteers
- Other development needs as they arise

A clear referral process would be included, so that Crewe community organisations have a seamless offer of support when they need it

Staffing: Development Officer

Specialist project development

Crewe Town Council has identified the following priorities for services in Crewe:-

- Social Isolation
- Bereavement
- Health and Wellbeing
- Family and Early Intervention
- Sustaining the Network

CVS would work to address these through:

- Mapping current community assents and services, to identify strengths and gaps
- Facilitating collaboration and partnerships between organisations already offering services
- Mobilising other VCFSE sector organisations to develop services to meet any gaps
- Building strong relationships between providers, and with the Town Council

Staffing: Development Officer

Additional bolt-ons**Support with Communications, Marketing and Promotion**

Provide facilitation and content for Crewe Town Council marketing and communication channels ensuring that the work of the Town Council with the community is effectively promoted

Annual review

Create an online and printable document showcasing the work of the Town Council, including infographics.

Staffing: Marketing manager

CVS could also provide some support with infographics to report on Crewe Town Council's work and this support can begin as soon as Crewe Town Council require it

Costs

3 days per week Development Officer for 12 months

1 day a week Marketing Officer for 12 months

1 day a week Events Co-ordinator over between March, April and beginning of May to support VE Day

Total Cost – £29,933.00

(This is not subject to VAT)

Crewe Town Council

Finance and Governance Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on Monday 1st July

- 19/1/01** Present
Cllr Buckley, Cllr Cosby, Cllr Dunlop, Cllr Flude, Cllr Messent, Cllr Jill Rhodes, Cllr John Rhodes, Cllr Roberts and Cllr Straine-Francis.
- In attendance: Steve McQuade (Town Clerk)
- 19/1/02** To elect a Deputy Chair¹
Members **resolved** that Cllr Buckley act as Deputy Chair.
- 19/1/03** To note the terms of reference for the Committee
Members noted the terms of reference.
- 16/1/04** To receive apologies for absence
There were no apologies for absence.
- 19/1/05** To note declarations of Members' interests
Cllr Cosby declared an interest in the HR item due a connection with one of the possible suppliers.
- 19/1/06** To confirm and sign the minutes of the meeting (Finance and Governance Committee) held on 12th March 2019
Members **resolved** to approve and sign the minutes.
- 19/1/07** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
There were no questions asked.
- 19/1/08** To review the year to date expenditure for the Committee and for Council as a whole and to review and consider debts to the Council – See agenda notes, income & expenditure tables for Council and Committee, debt summary and current status of earmarked reserves.
Members noted the information presented and asked a number of questions.
- 19/1/09** To consider an update from the Leader in relation to strategic dialogue with Cheshire East.
Cllr Jill Rhodes provided an update noting that a meeting was to be held with senior officers and members at Cheshire East on the 2nd to discuss areas of joint working

¹ Council previously agreed that this committee will automatically be chaired by the Leader of Council.
Chairman's Initials.....

following the recent change of control at Cheshire East.

19/1/10 To receive and consider an update in relation to the allotments in Crewe (Town Clerk). The Clerk indicated that there were no strategic issues related to the allotments outstanding.

19/1/11 To appoint up to three members to serve as internal auditors
Members **resolved** that Cllrs Messent, Buckley and Houston be appointed as internal auditors.

19/1/12 To review policies related to the use of social media by officers and members. [Media policy](#) and draft social media protocol.
Members reviewed the policies and asked that the policy be named as Crewe Town Council Social Media Policy and that it go to council for approval.

Members considered whether to commission some social media training. Members agreed to run the training provided at least six members signed up.

19/1/13 To consider progress on procuring a contract for external support in the area of Human Resources. A number of quotes have been circulated to members for consideration. Members reviewed the proposals and **resolved** to appoint Magenta as the Council's HR advisor.

19/1/14 To review the progress made in improving the Streetscene in Crewe and to consider how the service is secured and taken forward on a sustainable basis.²
Members received a verbal update from the Clerk with regard to the current operational status of the service and the associated financial and contractual pressures. Members **resolved** to commit resources to address contractual constraints. The budget would therefore be increased such that the service is fully funded until at least February 2021.

Members also asked that the Council continue to investigate taking on additional enforcement powers in this area.

19/1/15 To receive a confidential update related to the strategic priorities of the Town Council, matching/reviewing how these map to the establishment/governance structures of the Council such that recommendations can be made to Council to implement a programme of change that meets member ambitions and addresses current risks and opportunities.
The Leader and Clerk updated members with regard to progress in appointing an advisor to undertake the work, in relation to progress to date and the expected timescale for completion and reporting into Council.

Members noted that a proposal would be made to Council create an extra committee.

19/1/16 To consider matters related to the recruitment of a Proper Officer and Responsible Financial Officer.
Members noted that the Clerk/RFO had given notice and agreed that the process to appoint a replacement should be initiated in line with recommendations from the strategic review.

² The items from this point forward except the date of next meeting were held in confidential session.
Chairman's Initials.....

19/1/17 To consider the date of the next meeting (16th September)
Members noted the date of the next meeting.

Meeting closed: 20:29

Chairman's Initials.....

Crewe Town Council

Finance and Governance Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on Monday 16th September 2019

- 19/2/01** Present
Cllrs Cosby, Dunlop, Jill Rhodes, John Rhodes, Roberts and Straine-Francis.
- In attendance: Cllr Minshall, Steve McQuade (Town Clerk)
- 19/2/02** To receive apologies for absence
Apologies were received and accepted from Cllrs Buckley, Flude and Messent.
- 19/2/03** To note declarations of Members' interests
Cllr Cosby declared an interest as his partner is Secretary to the Railway Cottages Residents Association.
- 19/2/04** To confirm and sign the minutes of the meeting held on 1st July 2019
The minutes of the previous meeting were agreed as an accurate record and signed.
- 19/2/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments
Representatives from the Railway Cottages Residents Association asked members for support and set out the context of their request for funding to enhance the heritage value of the Cottages.
- Mr Mike Christelow also spoke in favour of supporting the Residents Association as a means of backing improvements in the town's heritage.
- 19/2/06** To review the year to date expenditure for the Committee and for Council as a whole and to review and consider debts to the Council
Members noted the information presented.
- 19/2/07** To consider an update from the Leader in relation to strategic dialogue with Cheshire East.
Cllr Jill Rhodes provided the following updates:
- There is an expected meeting between respective Leaders in October.
 - Dialogue has taken place with senior Managers supporting redevelopment projects in the town centre including the Royal Arcade.
 - Dialogue continues on projects related to expenditure such as Future High Streets Funding.
- 19/2/08** To consider matters related to the production of a strategic plan and the recruitment of a Proper Officer and RFO¹.

¹ Cllr Minshall left the meeting during this item.

Chairman's Initials.....

Members noted the report of the Clerk and agreed to recommend to Council that:

- The Clerk organise an opportunity for nominated members to meet prospective suppliers and for those members to appoint the chosen supplier to undertake both tasks or to split the work.

19/2/09 To consider issues related to the Clock Tower (Big Bill).

Members recognised the public's concern over the future of the clock tower and agreed that:

- The Clock should be preserved and ideally appropriately reused as soon as possible.
- Council supports the transfer and storage of the valuable heritage elements of the clock such that they can be safely stored with the Heritage Centre.
- Council expects that Cheshire East will manage the transfer of the heavy items making up the clock to the storage facility at the Heritage Centre.
- Council funds would be found to illuminate the clock in its final Christmas season at a cost of circa £400.

19/2/10 To consider matters related to the future accommodation needs of the Town Council Members reviewed the paper presented by the Clerk and agreed that:

- The Clerk identify the potential options to secure control of the neighbouring unit.
- The Clerk secure a cost from Cheshire East to rent space in the Municipal Building.

19/2/11 To consider the provision of financial support related to the request from the Railway Cottages Residents Association²

Members reviewed the issues raised by the Residents Association and agreed that:

- That the Clerk support the Resident's Association in controlling the £9k of expenditure associated with the proposal.

19/2/12 To consider the date of the next meeting (2nd December)
Member noted the date of the next meeting.

Meeting Closed: 9:06

² This item was dealt with immediately after public speaking.

Crewe Town Council

Finance and Governance Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on Monday 2nd December 2019

Present Cllrs Buckley, Cosby, Dunlop, Messent, Jill Rhodes, John Rhodes, Roberts and Straine-Francis.

In attendance: Rob MacKenzie (Deputy Town Clerk); Ms. J. Weaver ChALC (item 16)

19/3/01 To receive apologies for absence

Apologies were received and accepted from Cllr Flude.

19/3/02 To note declarations of Members' interests

- Councillor Cosby declared interests in agenda item 6 (parks) as a Health Box employee; item 9 (plot holder at Hungerford Roads Allotments); and item 10 as member of the Railwaymen Supporters.
- Councillors Straine Francis and John Rhodes Agenda item 10 (season ticket holders at Crewe Alexandra FC).
- Councillor Buckley (item 5 outstanding invoices) as an employee of Bentley.

19/3/03 To confirm and sign the minutes of the meeting held on 16th September 2019

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

19/3/04 Public Participation

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

No matters were raised.

19/3/05 To review the year to date expenditure for the Committee and for Council as a whole and to review and consider debts to the Council – See agenda notes, income & expenditure tables for Council and Committee, debt summary and current status of ear marked reserves.

Members noted the information presented. The Deputy Town Clerk was asked to provide confirmation of:

- The funding position re Streetscene Improvement Officers
- Salary spend to date as a proportion of the overall budget
- Long -term outstanding debts
- The continuing need for the ear-marked reserve – elections
- Where New Homes Bonus money for Valley Park in held in the accounts

Chairman's Initials.....

- 19/3/06 To consider an update from the Leader in relation to strategic dialogue with Cheshire East.**
Cllr Jill Rhodes provided the following updates:
- There was a meeting in October with the Leader of Cheshire East Council. Little progress had been made on items discussed at the previous meeting,
 - There is closer working with Cheshire East Council on cultural and heritage work.
- Councillor Cosby referred to the management of parks and noted that several resident groups were in discussion about managing their local parks.
- 19/3/07 To receive and consider a report from Internal Member audit.**
The report was noted. All the recommendations were also picked up in the internal audit report from the Internal Auditor (item 8 below). It was agreed that in future an Member Internal Audit Plan should be drawn up.
- 19/3/08 To receive and consider the interim audit report from the Internal Auditor including the draft responses to the recommendations.**
1. The report was received and noted and a further report requested to the February meeting on progress with implementing the recommendations of the internal audit report.
 2. Members requested that year-to-date financial reporting be made easier to interpret.
 3. Members requested a Council meeting (as sole Trustee of the McBride Trust) to receive more information the Trustee's role and responsibilities.
- 19/3/09 To consider allocating funds to commission work at Hungerford Road Allotments to potentially address concerns in relation to aged trees and balsam¹.**
Councillor Rhodes reported on discussions with representatives of Hungerford Road Allotments. A tree survey is required to establish the safety of trees on the site and expert advice is required on the eradication of Himalayan Balsam. Councillor Cosby also mentioned that there is a flooding problem. The Deputy Town Clerk was asked to obtain quotations for specialist advice on trees and Himalayan Balsam and report back to this committee. Members also requested that the allotment association be advised to contact the environment agency regarding the flooding.
- 19/3/10 To consider a request from the Railwaymen Supporters Society for the Town Council to subscribe to a share issue**
It was noted that the request was for the Council to invest in the Railwaymen Supporters Society Ltd. to enable them to buy shares in Crewe Alexandra Football Club. This investment was not-recoverable. It was not considered that this was an appropriate use of public money. It was **resolved** that the Council would not subscribe to the share issue. However the Supporters club may apply for a grant towards the cost of their activities.
- 19/3/11 To consider the implications as part of the Strategic Review of the monies in the Marketing and Events Budget to support the Council's marketing and social media infrastructure².**
- It was noted that marketing and social media is a priority for the Council given the extensive events programme, and it was **resolved** that the question of staffing resource

¹ Cllr John Rhodes raised the matter following a site visit in his capacity as lead member for allotments.

² The Committee recognised the need for increased resource in this area, but is seeking guidance from F&G as to whether these funds should be used to commission external support or invest in an internal resource.

should be included in the Strategic Review.

- 19/3/12 To consider matters related to the future accommodation needs of the Town Council**
The Deputy Town Clerk updated members on inquiries about options for additional accommodation. It was resolved to review the accommodation requirements in the light of the establishment recommendations of the Strategic Review.
- 19/3/13 To consider matters related to the Committee budget for 2020/21**
It was resolved to defer this item for consideration at a meeting of the committee on 17 December.
- 19/3/14 To consider matters related to the Council budget for 2020/21**
It was resolved to defer this item for consideration at a meeting of the committee on 17 December
- 19/3/15 It was resolved to suspend standing order 1(y) to enable the completion of the council agenda.**
- 19/3/16 It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**
It was resolved to exclude the public and representatives of the press from the meeting during the consideration of Agenda Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.
- 19/3/17 To consider interim management and staffing arrangements in the period until a new Town Clerk is in post.**
It was resolved that ChALC be asked to produce detailed recommendations for interim arrangements for consideration at the next meeting of the Committee on December 17th 2019.
- 19/3/18 To consider the date of the next meeting (17th December)**
Member noted the date of the next meeting.

Meeting Closed: 9:40

Chairman's Initials.....

Crewe Town Council

Finance and Governance Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on Tuesday 17th December 2019

Present Cllrs Cosby, Dunlop, Messent, Jill Rhodes, John Rhodes,

In attendance: Councillor Minshall; Rob MacKenzie (Deputy Town Clerk); Ms. J. Weaver
ChALC (item 16)

The Chair of the Committee called for a minute's silence in memory of Councillor Dorothy Flude who sadly passed away recently.

19/4/01 To receive apologies for absence

Apologies were received from Councillors Buckley, Roberts and Straine-Francis.

19/4/02 To note declarations of Members' interests

There were no declarations of interest

19/4/03 To confirm and sign the minutes of the meeting held on 2nd December 2019

The minutes were corrected to record that Councillor Buckley, agreed as an accurate record and signed.

19/4/04 Public Participation

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

No matters were raised.

19/4/05 To consider a draft budget for the Committee

The draft budget was agreed subject to the reduction of the budget for accountancy.

19/4/06 To consider the Council budget for 2020/21 with a view to recommending a budget and precept to Council in January

Members Identified savings in the draft budget and requested that a revised draft budget be prepared for Council on 7th January 2020 with a precept requirement reduced by £100,000 compared to the current draft. It was agreed that earmarked reserves will be reviewed at a future meeting of the Committee.

19/4/07 To consider the establishment of, and draft terms of reference for an Audit Sub-Committee and an Appeals Committee

Members resolved:

1. To establish an Audit Sub-Committee with the terms of reference attached to these minutes. Membership of the sub-committee will comprise Councillors

Chairman's Initials.....

Buckley, Messent and Houston with Council to be asked to nominate two additional members.

2. To recommend to Council that an Appeals Committee be established with the terms of reference now circulated and that council nominate membership of the Committee.

19/4/08 To consider working arrangements over the Christmas and New Year

Members resolved to close the office for 2 weeks from 23rd December 2019 to 3rd January 2020 and that additional annual leave be granted to officers for this period in recognition of the exceptional commitment of staff throughout the year and in recent weeks in particular.

19/4/09 It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

It was resolved to exclude the public and representatives of the press from the meeting during the consideration of Agenda Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

19/4/10 To consider a report from ChALC related to the establishment of the Council

It was resolved that :

1. In the absence of a Town Clerk, that the Deputy Town Clerk be appointed as Proper Officer
2. The other officers be asked to share additional responsibilities
3. Additional administrative support be procured to backfill the gap created by staff taking on additional responsibilities, and that the current temporary Mayor's Secretary/Administrative Officer be engaged for increased hours on a wider range of duties, and that Personnel Committee consider employing her on a fixed term contract when the current agency arrangements permit in the New Year..
4. ChALC be asked to provide additional support during this period
5. Given her detailed knowledge of the events programme and the way in which the Council works, Personnel Committee consider a proposal to procure the Events Officer's services to cover maternity leave., and that her current contract be extended for up to 3 months whilst this is progressed to ensure continuity of cover.
6. Further consideration be given to options for covering the Branding project during the marketing and Events Officer's absence on maternity leave.
7. To review the appointment of the Responsible Finance Officer after the 2020/21 budget and precept have been agreed.

The estimated financial implications of these actions were noted.

19/4/11 To consider the date of the next meeting (24th February 2020)

Members noted the date of the next meeting.

Meeting Closed: 9.10

Chairman's Initials.....



AUDIT SUB COMMITTEE: TERMS OF REFERENCE

(sub committee of Finance & Governance Committee)

Approved by Council: 7th January 2020

[Review Date: October 2021]

5 Members of the Authority

Quorum = 2

Meetings: Meetings will take place as and when required.

Non-committee members may not attend meetings of this sub-committee Committee unless invited.

<i>Function of Committee</i>	Delegation of Functions
Column 1	Column 2
1. <i>To make recommendations to Council in respect of the appointment of the Council's internal auditor.</i>	<ul style="list-style-type: none"> Sub Committee,
2 To agree any matters to be referred to internal audit for inclusion in the annual internal audit plan.	<ul style="list-style-type: none"> Sub Committee
3 To consider recommendations made by both internal and external auditors and to report back to Council and Finance & Governance Committee on appropriate action.	<ul style="list-style-type: none"> Sub Committee
4 To prepare the Council's annual business risk assessment To review the Council's annual business risk assessment and recommend it to Council. To monitor that the risk assessment actions are implemented.	<ul style="list-style-type: none"> Town Clerk Sub Committee Sub Committee
5 To review and advise the Council on the adequacy of insurance cover and the sums insured.	<ul style="list-style-type: none"> Town Clerk to prepare Sub Committee to review
6 To agree an annual programme of Member Audit checks on Financial procedures, other governance and operational procedures, to undertake these audits and make recommendations to Committee.	<ul style="list-style-type: none"> Sub Committee
7. To undertake Member Audit checks recommended by either internal audit or external audit.	<ul style="list-style-type: none"> Sub Committee
8 To ensure recommendations from internal or external audit reports or from Member Audit check reports are implemented. To monitor that recommendations from internal or external audit reports or from Member Audit check reports are implemented.	<ul style="list-style-type: none"> Town Clerk Sub Committee
9. To update the Asset Register on an annual basis for completeness and the appropriateness of values To review and agree the Asset Register on an annual basis for completeness and the appropriateness of values	<ul style="list-style-type: none"> Town Clerk Sub Committee
10 To ensure recommendations from the Council's Data Protection Officer are implemented. To monitor that recommendations from the Council's Data Protection Officer are implemented.	<ul style="list-style-type: none"> Town Clerk Sub Committee

Chairman's Initials.....

Crewe Town Council

Finance and Governance Committee

1 Chantry Court
Forge Street
Crewe
CW1 2DL



Minutes of the meeting held on Monday 24th February 2020

Present Councillors Buckley, Dunlop, Jill Rhodes, John Rhodes, Straine-Francis

In attendance: Rob MacKenzie (Deputy Town Clerk); Hannah Marr (Interim Responsible Financial Officer).

Members observed a minutes silence in memory of Councillor Brian Roberts.

19/5/01 To receive apologies for absence

Apologies were received from Councillors Cosby (no reason given) and Messent (work commitments).

19/5/02 To note declarations of Members' interests

There were no declarations of interest. (Note that Councillor Buckley subsequently declared an interest in item 9)

19/5/03 To confirm and sign the minutes of the meeting held on 17th December 2019

The minutes agreed as an accurate record and signed.

19/5/04 Public Participation

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

No matters were raised.

19/5/05 To review the year to date expenditure for the Committee

The year to date expenditure for the Committee was noted.

19/5/06 To review the year to date expenditure for the Council as a whole and the current status of earmarked reserves

The year to date expenditure for Council and the current status of earmarked reserves were noted.

19/5/07 To review and consider any debts to Crewe Town Council

The current outstanding debts were noted.

19/5/08 To consider upgrading the Town Councils internal IT infrastructure

Members resolved to upgrade the Council's document storage from Dropbox to Microsoft SharePoint in the 2020/21 Financial Year.

Chairman's Initials.....

- 19/5/09 To receive and consider an update in relation to the allotments in Crewe**
It was resolved that:
1. The Ford Lane Association be advised that the Town Council is willing to purchase fencing materials and donate them to the association, subject to the provision of three quotations, and with the proviso that if the cost exceeds £3,300, the balance will need to be paid to the Town Council in advance.
 2. The Association be advised that subject to confirmation from Cheshire East Council, and the provision of three quotations for their supply and delivery to the site, the Town Council is prepared to purchase the containers for Hulme Street Allotments and donate them on permanent loan, with the proviso that if the cost exceeds that amount available from the s106 money, the difference will need to be paid to the Council in advance; and
 3. The Acting Town Clerk be authorised to take the necessary actions to implement this resolution
(Councillor Buckley declared a non-pecuniary interest in item 2 above as an employee of Bentley Motors).
- 19/5/10 To consider a recommendation from the Community Plan Committee to transfer the environment and wildlife budget to Operations and Improvements Committee**
It was resolved to transfer the environment and wildlife budget (£2,400) from the Community Plan Committee to the Operations and Improvements Committee.
- 19/5/11 To consider amendments to the Council's Financial Regulations**
It was resolved to recommend to Council that the Financial regulations be updated in accordance with the recommendations in the report and the further amendments and clarification requested by the meeting as appended to these minutes.
- 19/5/12 To consider the draft minutes from Audit Sub Committee**
The minutes of the Audit Sub Committee were noted, and the following recommendations were approved and adopted as follows:-
1. Members noted the responses to the Second Interim Audit Report compiled by the Audit Sub-Committee on Tuesday 18th February 2020
 2. The Standard Operating Procedures be adopted as working drafts for testing and in the event any of the procedures need amending, delegated authority be given to the Responsible Financial Officer to revert to existing procedures with a report back to the Finance and Governance Committee for final adoption. The Standard Operating Procedures include:-
 - i) CTCOPFIN01 – Financial and Business Risk Management
 - ii) CTCOPFIN02 – Insurances
 - iii) CTCOPFIN03 – Budget and Financial Management
 - iv) CTCOPFIN04 – Treasury Management – Bank Accounts
 - v) CTCOPFIN05 – Purchase Orders
 - vi) CTCOPFIN06 – Purchase Ledger and Cashbook Payments and Management
 - vii) CTCOPFIN07 – Vat (Value Added Tax) Return
 - viii) CTCOPFIN08 – Monitoring Utility Costs
 - ix) CTCOPFIN09 – Sales Invoicing and Debtors
 - x) CTCOPFIN10 – Audit Process
 - xi) CTCOPFIN11 – Payroll
 - xii) CTCOPFIN12 – Personnel – Pensions
 - xiii) CTCOPFIN13 – Tender Process
 - xiv) CTCOPFIN14 – Risk Management Scheme
 3. The draft Suppliers Contract be adopted
 4. The draft Data Sharing Agreement be adopted
 5. The draft Information and Data Protection Policy be adopted

Chairman's Initials.....

6. The Terms of Reference for the Audit Sub-Committee be amended to include the quarterly meetings of the Sub-Committee and frequency of when the Internal Member Audits will take place

19/5/13 **It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**

It was resolved to exclude the public and representatives of the press from the meeting during the consideration of Agenda Item 16 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

19/5/14 **To consider the recommendation of Personnel Committee to enter into a contract for the support of events and other activities**

It is resolved to recommend to Council to enter into a contract with Ms. Rigby for the services of an Events Officer on the terms set out in the report and that the procedures for contracts need not apply in accordance with paragraph 11.1 of the Financial Regulations for the reasons set out in the report.

19/5/15 **To consider the date of the next meeting**

Members agreed the date of the next meeting will be 30 March 2020

Meeting Closed: 20:45

Chairman's Initials.....

Finance and Governance Committee - Minutes of Meeting 24 February 2020

Appendix – amendments to the Financial Regulations (See Minute 19/5/11)

Para 4.1 Replace “the Town Clerk for any items up to £3,000” **with** “The Town Clerk for any items up to £1,000. In the case of expenditure over £1,000 which is urgent, or for which delay is undesirable, he/she will contact all Members indicating that the matter will be actioned in five working days unless the action is ‘called in’. A call in will be taken to the next available Council or Committee meeting according to the amount involved and is triggered by a quorum members of Council (in the case of sums over £10,000) or of the relevant Committee (in the case of amounts between £1,000 and £3,000) contacting the Officer asking for a call in. A log will be retained to record requests for call in.”

Para 4.4 replace the words “Chairman of Council or relevant Committee” **with** “Chair of Personnel Committee”.

Para 5.2 replace the words “authorise the payment by signing the schedule” **with** “authorise the payment by email or by signing the schedule”.

Paragraph 5.5 delete “and the due date for payment is before the next scheduled Meeting of Council or Finance and Governance Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment”.

Paragraph 5.7 and 5.8 delete whole paragraphs.

Paragraph 6.4 replace the words “the schedule of payments shall be signed by two authorised signatories” **with** “the schedule of payments shall be authorised by email or signed by two authorised signatories”.

Para 6.11 replace the words “shall be handed to the Mayor” **with** “shall be stored in a safe and secure place such as a safe or strongroom”.

Para 6.17 replace “signed by the Town Clerk or the RFO and an authorised member” **with** signed by any two of the Town Clerk or the RFO or an authorised member”.

Para 6.18 delete “authority for topping-up shall be at the discretion of Council or Finance and Governance Committee” and replace with “. The card may be topped up by the Town Clerk or RFO upon authorisation by two of the Council’s Authorised Signatories.”

Para 6.20 replace the words “Any payments made in cash by the Clerk or RFO...” **with** “Any payments made in cash by the Clerk or RFO or another officer authorised by the Clerk or RFO...”

New paragraph 6.21 Insert “The Town Clerk or RFO or Officer responsible for the administration of the Grant and Donations Scheme requests confirmation that payment has been received from the recipient organisation where they have been awarded a grant and/or donation exceeding £1,000. This receipt will be kept in the organisations Grant Application File.”

Chairman’s Initials.....

Crewe Town Council

Marketing and Events Committee

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

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the Meeting held on Thursday 12th September 2019

Present Councillors Cosby, Dunlop, Faddes, Messent, Morrissey, Jill Rhodes, Roberts

In attendance: Simona Garnero (Marketing and Events Officer), John Malam (Blitz), Sam Javid (ArtReach)

19/01/01 To elect a Chair and Vice-Chair¹

Members **resolved** to elect Councillor Cosby and Faddes as Chair and Deputy Chair respectively

19/01/02 To receive apologies for absence

Apologies were received and accepted from Councillors Keefe, Houston, Howes and Straine-Francis

19/01/03 To note declarations of Members' interests

Cllr Roberts declared a not pecuniary interest in items 7-8-9-10-11-12-13-14-15

Cllr Jill Rhodes declared a not pecuniary interest in item 8-9

Cllr Faddes declared a not pecuniary interest in item 8-9

19/01/04 To note the Terms of Reference of the Marketing and Events Committee

Members **noted** the Terms of Reference of the Marketing and Events Committee

19/01/05 To confirm and sign the minutes previous meeting

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

19/01/06 Public Participation

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

There were no questions asked.

19/01/07 To receive an update from John Malam (Blitz) on the Crewe Lights Scheme

John Malam (Blitz) updated Members on the Crewe Lights Scheme.

Members **noted** the update. Members **noted** the need of extra funds for this year due to the demolition of the Royal Arcade and the need to install alternative power supply for the scheme. Members resolved to request F&G to allocate an extraordinary budget to cover to face these costs.²

Members **resolved** to create a Christmas Light Scheme WG to work out a 5 years plan for the Crewe Christmas Light Scheme

19/01/08 To receive an update from Samuel Javid (ArtReach) on Lumen 2019 and Lumen programme

Samuel Javid (ArtReach) provided an update to Members of the Town Development Committee regarding Lumen 2019 and Lumen Programme³

¹ Meeting started at 19.00 hrs

² John Malam (Blitz) left the meeting at 20.04 hrs

³ Cllr Jill Rhodes left the meeting at 19.56hrs

Chairman's initials.....

Members **noted** the update.⁴

Members requested the Marketing and Events Officer to liaise with the supplier to consider availability and costs for a two days Lumen event. Once ready, the proposal will then be circulated and discussed from F&G or Full Council and an ad hoc budget will be allocated toward the event

19/01/09 To receive and consider an update on Impulse (WaveField) and on the Arts Council England funding bid led by QuaysCulture

The Marketing and Events Officer updated Members with regard to the WafeField project.

Members **noted** the update.

19/01/10 To review the year to date financial position for the Marketing and Events Committee

Members **noted** the update.

19/02/11 To receive and consider an update on the Events Programme 2019/2020

Members **noted** the update.

Members requested the Marketing and Event Officer to consider options to support the CTC Social Media activity with the help of a supplier or ad hoc resources and requested this item to be discussed during the next Marketing and Events Committee⁵

19/01/12 To receive an update on trAction 19

The Marketing and Events Officer provided an update on trAction 19.

Members will send their feedback on trAction 19 to the Marketing and Events Officer.

19/01/13 To receive an update on Crewe Remembrance Service

The Marketing and Events Officer briefed Members with regards to the Crewe Remembrance Service.

The Marketing and Events Officer also highlighted that this year the Local Police will not be responsible for the traffic management during the Service, and the Council will have to appoint a supplier for the job.

The update **was noted** by Members.

19/01/14 To receive and consider an update on Crewe Place Brand project

The Marketing and Events Officer briefed Members updated Members on the selection process followed by the Place Brand WG to appoint the awarded agency to develop the Crewe Place Brand Project.

Members **resolved** to delegate the Marketing and Events Officer the authority to sign a contract with the awarded agency.

Members **resolved** to allocate an extra budget of £15,000 (within the 460/4276 cost centre) to support the project and its outcomes

19/01/15 To consider a proposal from Minerva to match-fund the 'Cheshire's Popular Entertainment Routes'

The Marketing and events Officer updated Members on the Minerva's proposal to match- fund the 'Cheshire's Popular Entertainment Routes' project.

Members **resolved** to match fund the project with a budget of £5,000

19/01/16 To receive an update regarding hosting the BBC One Show – Children in Needs in Crewe

The Marketing and Events Officer briefed Members on the BBC One Show – Children in Need Challenge opportunity.

Members **resolved** to support the project and to refer the matter to the F&G Committee or Full Council, to allocate a budget up to £5,000 towards the event

⁴ Samuel Javid (ArtReach) left the meeting at 20.04hrs

⁵ Standing orders were suspended at 21.00hrs

19/01/17 To consider a proposal to become a Paper-free Committee

The Marketing and Event Officer briefed Members on a proposal to become a Paper-Free Committee.

Members **noted** the update and **resolved** to move towards paper free distribution of committee agendas.

The Marketing and Events Officer will contact Members of the Marketing and Events Committee to request their preference in regards electronic or paper agenda packs, and for their preference to be actioned for all future M&E Committees. Whether needed, Members should be offered an IT refresher training to access committee papers through Crewe Town Council website.

19/01/18 To note the date of the next meetings – Tuesday 22nd October, Tuesday 21st January, Tuesday 10th March

Members **noted** the dates of the next meetings⁶

⁶ Meeting finished at 21.55 hrs
Chairman's initials.....

Crewe Town Council

Marketing and Events Committee

1 Chantry Court,
Forge Street,
Crewe,
Cheshire,
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www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the Meeting held on Tuesday 22nd October 2019

Present Councillors Cosby, Dunlop, Faddes, Morrissey, Roberts¹

In attendance: Simona Garnero (Marketing and Events Officer), Edwina Rigby (Temporary Events Officer), Steve Harding (Crewe FC), Ann Gaffney (Creative Crewe)

19/02/01 To receive apologies for absence²

Apologies were received and accepted from Councillors Messent, Keefe, Houston

19/02/02 To note declarations of Members' interests

None declaration of interests were raised

19/02/03 To confirm and sign the minutes of the meeting held on 12th September 2019

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

19/02/04 Public Participation

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

There were no questions asked

19/02/05 To receive and consider a proposal for a 'Crewe Fun Run' from Steve Parker -Crewe FC

Steve Harding gave Steve Parker apologies and updated Members on the 'Crewe Fun Run' event planned for May 2020.

Members **noted** the update and **resolved** to support the event with £2,500. In return, Crewe FC agreed to list Crewe Town Council as main sponsor of the event and include the logo in all marketing material. Crewe FC agreed to donate to CTC 100 tickets for the run that will be distributed to Premium Pupil School Children in order to make the event more inclusive for the all community of Crewe. To support this principle, Members **requested** Officers to work with business and community group to donate ticket to enable more kids in Crewe to take part to the event³.

19/02/06 To receive and consider a proposal for regular events in Crewe from Ann Gaffney – Creative Crewe

Ann Gaffney, Carol and Glynn Sutton (Creative Crewe) briefed Members on their proposal for regular events in Town next year.

Member noted the brief and resolved to support in principle the project as part of their commitment to encourage football in town centre. Members resolved to allocate a budget of £4,500 toward the project. The support agreed will be divided as follow:

1. Members agreed to support the events of April, May, June and July (£2,400),
2. They will then re-consider their commitment towards the project on May on the basis of the success of those first two events (after the analysis of a midterm report)⁴

¹ Arrived at 1915hrs

² Meeting started at 1906 hrs

³ Steve Harding left the meeting at 1934hrs

⁴ Left 2003hrs

Chairman's initials.....

19/02/07 To receive and consider an update on the Lumen Programme from Edwina Rigby
Edwina Rigby updated Members on the Lumen Programme.

Members **noted** the update⁵

19/02/08 To receive and consider an update on the Crewe Remembrance Service from Edwina Rigby
Edwina Rigby briefed Members on the Crewe Remembrance Service.

Members **noted** the update

19/02/09 To receive and consider an update on the 'BBC One Show – Children in Need' event from Edwina Rigby
Edwina Rigby updated Members with regards to the 'BBC The One Show – Children in Need' event on Monday 11th November

Members **noted** the update.

19/02/10 To review the year to date financial position for the Marketing and Events Committee
The Marketing and Events Officer updated Members on the YTD financial position of the Committee

Members **noted** the update

19/02/11 To consider matters related to the draft budget for the Marketing and Events Committee for the forthcoming financial year 2020 / 2021
The Marketing and Events Officer briefed Members on the DRAFT budget for the Marketing and Events Committee for the forthcoming financial year 2020/21.

Members amended the **proposed** draft budget and **resolved** to submit the budget to the Finance and Governance Committee for consideration

19/02/12 To receive and consider an update on Crewe Place Brand project
The Marketing and Events Officer briefed Members updated Members on the Crewe Place Brand Project and on the appointment of Hemingway Design to lead and deliver the project.

Members **noted** the update.

19/02/13 To receive and consider an update from the Christmas Light Working Group
The Marketing and Events Officer briefed Members with regards to the first meeting of the Christmas Light Working Group.

Members noted the update.

19/02/14 To note the date of the next meetings –Tuesday 21st January, Tuesday 10th March
Members **noted** the dates of the next meetings⁶

⁵ Joe left the room at 2036hrs – back2037hrs

⁶ Meeting finished at 2201 hrs

Chairman's initials.....

Crewe Town Council

Marketing and Events Committee

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

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the Meeting held on Tuesday 21st January 2020

Present Councillors Cosby, Faddes, Morrissey, Jill Rhodes and Straine-Francis

In attendance: Simona Garnero (Marketing and Events Officer), Edwina Rigby (Temporary Events Officer), John Malam and Mandy Malam (Blitz Fireworks)

19/03/01 To receive apologies for absence¹

Apologies were received and accepted from Councillors Dunlop, Houston, Messent and Roberts

19/03/02 To note declarations of Members' interests

None declaration of interests were raised.

19/03/03 To confirm and sign the minutes of the meeting held on 22nd October 2019

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

19/03/04 Public Participation

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

There were no questions asked.

19/03/05 To receive and consider an update on the Crewe Christmas Lights Scheme from Blitz

John and Mandy Malam (Blitz Fireworks) gave Members an update on the Crewe Christmas Lights Scheme.

Members **noted** the update and **resolved** to:

- Allocate a budget of £6,400 for the refurbishment of the trees in Memorial Square

Members asked Officers to consider options for the refurbishment of the Nativity Crib to be discussed over the next few months.²

19/03/06 To review the year to date financial position for the Marketing and Events Committee

The Marketing and Events Officer updated Members on the YTD financial position of the Committee.

Members **noted** the update.

19/03/07 To consider matters related to the draft budget for the Marketing and Events Committee for the forthcoming financial year 2020 / 2021

The Marketing and Events Officer briefed Members on the DRAFT budget for the Marketing and Events Committee for the forthcoming financial year 2020/21.

Members amended the **proposed** draft budget and **resolved** to approved the Marketing and Events Committee's budget for the forthcoming financial year 2020/21

¹ Meeting started at 1859 hrs

² John and Mandy Malam left the meeting at 2000 hrs

Chairman's initials.....

- 19/03/08 To receive and consider the “trAction 19 After Event Report” from Spare Parts (*attached*) and to consider matters related trAction 2020**
The Marketing and Events officer briefed Members on the “trAction 19 After Event Report”.
- Members ***noted*** the update.
- 19/03/09 To receive and consider an update on Lumen 2019 and the overall Lumen Programme**
Edwina Rigby updated Members with regards to the Lumen 2019 event and the overall Lumen Programme.
- Members ***noted*** the update.
- 19/03/10 To receive and consider an update on Crewe Place Brand project**
The Marketing and Events Officer briefed Members updated Members on the Crewe Place Brand Project.
- Members ***noted*** the update.
- 19/03/11 Any other business**
Members requested an update with regards to the arrangements in place to cover the Maternity Leave of one of the staff.
- The Marketing and Events Officer briefed Members and referred them to the Personnel Committee for further details.
- 19/03/12 To note the date of the next meetings –Tuesday 10th March 2020**
Members ***noted*** the dates of the next meeting³

³ Meeting finished at 2145 hrs
Chairman’s initials.....

Crewe Town Council

Marketing and Events Committee

1 Chantry Court,
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Crewe,
Cheshire,
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Minutes of the Meeting held on Tuesday 10th March 2020

Present Councillors J. Cosby, P. Morrissey, H. Faddes, T. Dunlop,

In attendance: Lindsay Lewis, Edwina Rigby

19/04/01 To receive apologies for absence ¹

Apologies were received and accepted from Cllr J. Messent, Jill Rhodes. D.Straine Francis, Paul Howes.

19/04/02 To note declarations of Members' interests

No declarations of interest were raised.

19/04/03 To confirm and sign the minutes of the meeting held on 21st January 2020

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

19/04/04 Public Participation

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

There were no questions or comments raised.

19/04/05 To review the year to date financial position for the Marketing and Events Committee and to commit underspent cost centre and committed funds towards next years' budget.

The Town Centre Projects Officer updated Members on the YTD financial position of the Committee.

Members **noted** the update. They commented that the projected income from square bookings is likely to decrease over the coming year, and **resolved** to earmark and commit the remaining 2019/20 budgets as follows:

Remembrance £1027 to earmarked reserves to cover invoices still awaited.

M&E Projects to earmarked reserves, in order to make the final scheduled payment to Hemmingway Design.

Christmas Programme Infrastructure and sinking fund to earmarked reserves for invoices still awaited and future investment in the lights scheme.

19/04/06 To consider matters relating to Lumen 2020 including a tender for the management of the programme.

Members **noted** the Events Officer's report

Members **resolved** to recommend to Council to go out to tender for the management of the programme for Lumen 2020 totalling £52,000 is opened.

Members **resolved** that the authority to enter into a contract with the supplier is delegated to the Acting Town Clerk or Responsible Financial Officer in consultation with the Chair of Marketing and Events Committee and the Chair of Finance and Governance Committee providing that the tender and contract is within budget for the event and that the Financial Regulations and Standard Orders for Contracts is adhered to.

¹ Meeting started at 19.07 hrs

Chairman's initials.....

19/04/07 To consider matters relating to the Nativity Display for Christmas 2020

Members **resolved** to form a working group to help to address the replacement of the nativity display and its incorporation in to the Lumen Event. Cllr Cosby agreed to introduce the Events Officer to residents who have expressed interest in assisting.

19/04/08 To receive an update and consider matters relating to TrAction 2020

Members **noted** the update and **resolved** to delegate authority to the Events Officer in collaboration with the Chair, to engage content provision for up to £6000 per activity should it be required so long as the total does not exceed the event budget.

Members requested that the Events officer provide a breakdown of costs for the previous Traction events

19/04/09 To receive an update on the Crewe Events Programme 2020

Members **noted** the update.

19/04/10 To receive an update on the Crewe Place brand Project.

Members **noted** the update.

19/04/11 To note the date of the next meeting: Tuesday 5th May 2020 ²

Members **noted** the date of the next meeting.

² Meeting finished at 20.38 hrs

Crewe Town Council

Town Development Committee

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

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Tel: 01270 756975



Minutes of the Meeting held on Tuesday 13th August 2019

Present Councillors; Cosby, Faddes¹, Hogben, Messent, Minshall, Morrissey², Walton

In attendance:

Councillor Dunlop, Lindsay Lewis (Town Centre Project Officer).

19/01/01 To elect a Chair and Vice-Chair
Cllr Jamie Messent was elected Chair.
Cllr Joe Cosby was elected Vice-Chair.

19/01/02 To receive apologies for absence.
Apologies were received and accepted from Cllr Palin and Cllr Howes
Councillors Faddes and Morrissey joined the meeting.

19/01/03 To note declarations of Members' interests.
No declarations were made.

19/01/04 To note the terms of reference of the committee.
Members **noted** the terms of reference for the Committee.

19/01/05 Public Participation

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

Mr S. Yates addressed members with regard to the paper in item 8:

He requested that Crewe Town Council seek to influence Cheshire East Council and introduce measures to set a standard to support and take action on animal welfare. Information and evidence in his proposal had been obtained from charities and local authorities which were already developing strategies and new practices to overcome such issues.

Mr P. Kent spoke as Chairman of the Heritage Working Group to observe and thank the Town Council for its interest in Heritage. It was stated that there has been an untapped vein of local pride which it was intended to develop through celebrating and promoting Crewe's History. It was hoped that this would in turn support an improved sense of wellbeing for residents. The Heritage strategy is intended to be shared and consulted upon with the wider community to help determine and present priorities. This is the foundation for work to do in the future and connects with the Cultural Strategy being enabled by Cheshire East Council,

¹ Arrived at 7.10pm

² Arrived at 7.10pm

Chairman's initials.....

and has been met with overwhelming support from local stakeholders.

Mr K. Edwards spoke as Chairman of the Residents' Association for the Railway cottages. They have identified a scheme of projects which they would like to develop. The initial project is to restore the gates and the intention to make a grant application for which he requested support.

The Chair thanked all of the speakers for their contributions and stated that he would change the order of agenda to respond to their comments.

19/01/06 To note the year to date financial position for the Operations and Improvement Committee.

It was pointed out that the allotments were still managed by the Town Clerk
There may be revisions to cost centres included subject to discussion with the Marketing and Events Officer.

Amendments: bookings figure should transfer to Events and Marketing Budget.

Members **noted** the year to date financial position for the Operations and Improvement Committee.

19/01/07 To consider Matters related to the draft Heritage Strategy produced by the Heritage Working Group.³

Members expressed thanks to the Heritage Working Group for their hard work in producing an excellent strategy.

Members **resolved** to recommend that the Strategy be adopted by the Town Council subject to public consultation.

Members noted that in order to deliver the Strategy, additional officer time would be required and **resolved** that this should be considered during the 2020/21 budget process.

19/01/08 To consider matters related to a paper on Animal Welfare Protection submitted by Mr S. Yates.⁴

Members expressed thanks to Mr Yates for his submission.

Mr Yates was allowed to respond to Cllrs Cosby regarding the use of glyphosates.

Members **resolved** to request that the planning committee supports the recommendations to enable the free movement of hedgehogs in its response to the consultation on the Cheshire East Local Plan Site allocations and development policies document.

Members **resolved** to send a letter to Cheshire East Council, and Ansa to request that they:

- Investigate the use of alternatives to glyphosate pesticides in the town.
- Ban the use of animal snares on council land.
- Facilitate the re-wilding of verges.

19/01/09 To receive an update on the project to create a Parks and Open Spaces Masterplan for the Crewe area.

The Town Centre Projects Officer updated members on the Open Spaces Masterplan for the Crewe area.

Members **noted** the update and requested support for people in those areas which do not have organised groups, to become involved in plans for improvements.

³ On request of members and to respond to presentations from the public, this item was discussed immediately after item 8

⁴ On request of members and to respond to presentations from the public, this item was discussed immediately after item 5

19/01/10 To receive an update on the Valley Park project.

The Town Centre Projects Officer updated members on the Valley Park Project

Members **noted** the update

Cllr Messent announced the Valley Park festival in August and requested that members supported this.

19/01/11 To consider matters related to supporting the re-development of Christ Church.

The Town Centre Projects Officer updated members on the project to re-develop Christ Church.

Members **resolved** to support an application to the Architectural Heritage Fund to develop the next stage of the project including employment of a project support officer, and requested that the Town Centre Project Officers liaise with the Christ Church project team to produce this.

19/01/12 To consider matters related to improving the planting scheme Vernon Way.

Members **resolved** to support investment in to the new planting scheme and requested that the Town Centre Projects Officer made arrangements with Ansa, and looked to extend the scheme benefits in to the permanent planters.

19/01/13 To receive an update on the work of the Rangers and Street Scene Improvement Officers.

Members **noted** the update

The Chair asked for a note of thanks to the volunteers who have supported efforts to help with regard to Beechmere Residential home.

Members expressed thanks for the team's rapid response to issues.

Thanks for yellow park it has been noticed by residents and had never looked so tidy.

19/01/14 To receive an update on the Town Centre Regeneration

The Town Centre Project Officer provided a verbal update on the Town Centre Regeneration including:

- Future High Streets Fund
- Royal Arcade installation of signage
- Market Hall – Procurement of Operator
- Meeting with Arriva by Cllrs Messent and Minshall.

Members **noted** the update and requested that the Town Centre Improvement Officer liaised with Arriva and CEC officers to investigate visual improvements to the presentation of the bus station.

They expressed appreciation of the on – going support from Arriva.

19/01/15 To consider matters relating to lighting a Christmas Tree on Crewe Green Roundabout.

Members **resolved** to support the proposal to light a Christmas Tree on Crewe Green Roundabout. Members requested that the Town Centre Project Officer investigate the costs of an additional tree, which would be agreed via a call-in process. They **resolved** to support the installation of a sculpture on the roundabout in the future.

19/01/16 To agree the date of the next meeting.

Members **resolved** to hold the next Operations and Improvement meeting on the **8th October** and noted future dates for discussion at the next meeting:

9th December, 20th January 2020, 24th March 2020

Members discussed holding meetings without the use of paper for the future and requested that this be added to the next Agenda.⁵

⁵ Meeting finished at 20.25 hours

Crewe Town Council

Operations and Improvements Committee

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

www.crewetowncouncil.gov.uk

Tel: 01270 756975



Minutes of the Meeting held on Tuesday 8th October 2019

Present Councillors; Messent, Cosby, Faddes, Morrissey, Hogben, Walton Toth, Minshall

In attendance:

Councillor Brian Roberts* Lindsay Lewis (Town Centre Project Officer).

19/02/01 To Receive Apologies for absence

Apologies were received and accepted from Councillor G. Palin, Councillor P. Howes and Councillor D. Flude.

19/02/02 To note declarations of Members' interests.

No declarations were received.

19/02/03 To confirm and sign the minutes of the meeting held on the 13th August 2019

The minutes were agreed and signed.

19/02/04 Public Participation

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

It was agreed to suspend standing order for members of the bus users group to comment on item 12.

19/02/06 To receive and consider a report from a representative of Crewe and Nantwich Gymnastics Club.*

Mr Stuart Deeley D provided an update on the progress since the last meeting with Crewe Town Council and asked members if they supported the club remaining in Crewe.

Members **resolved** to support the maintenance Crewe and Nantwich Gymnastics and Community Activities Centre in Crewe, and delegated responsibility to the Town Centre Projects Officer and Chair to assist the club with their enquiries, and to facilitate meetings to explore options with other parties.

*Councillor B.Roberts joined the meeting at the beginning of item 6.

19/02/07

To consider Matters related to Town Centre lighting enhancements.
The Town Centre Projects Officer reported on the meeting held to discuss the future lighting schemes for the Christmas lights and permanent lighting enhancements.

Members noted the report and **resolved** to support the purchase of LED lights and the installation of a temporary sound and lighting scheme for Christ Church over the Lumen period and to delegate responsibility to the Project Officer to approve expenditure within the Range of £3000. They agreed consider the Market Square lighting scheme when a quotation was available.

19/02/08 To receive an update on the Parks and Open Spaces Masterplan and Valley Park Project.

The Town Centre Project Officer briefed members on the progress in ordering items of equipment for Valley Park and plans for community involvement in planting bulbs, as well as support given to the Valley Park Festival. Also reported was the intention to hold a meeting at Queens Park on the 28th October for all residents wishing to be involved in the Master Plan and support for local parks.

Members noted the update.

19/02/09 To receive an update on the work of the Street Scene Improvement Officers.

Members **noted** the update and gave a vote of thanks for their work and attention to detail. They asked for a detailed discussion of waste matters at a future meeting.

19/02/10 To consider matters relating to Market Hall Improvements.

Item removed from the Agenda, to be discussed at the next meeting.

19/02/11 To Receive an update on the work of the Crewe Rangers.

The Town Centre Projects Officer delivered a briefing on the current work of the Rangers. Members **noted** the update and passed their thanks to the Rangers for their hard work.

Standing orders were suspended to continue the meeting beyond 9pm and to allow members of the public to address the committee.

19/02/12 To consider matters related to environmental improvements to Crewe Bus Station.

Members of Crewe Bus Users Group addressed the Committee and raised their concerns regarding the safety of the bus station. It was acknowledged that such issues were beyond the control of Crewe Town Council and should be raised with Arriva. The Town Centre Projects Officer then reported on the discussions had with Arriva and Cheshire East Council to improve the appearance of the bus station (as requested at the meeting on the 13th August).

Members **resolved** to support environmental improvements by purchasing planters and decorative information boards with a contribution of £1000 to be matched by Arriva and Cheshire East Council. This contribution to be held until confirmation of a start date for work on the new bus station is confirmed so that the information could be shared on the boards.

19/02/13 To consider the response to Cheshire East Council's Economic Strategy Consultation.

The Town Centre Projects Officer presented the proposed response to the consultation. *Members resolved to support the response to be sent to CEC and requested that additional points were made: **Objective 2** – that they would like to see more detail from Cheshire East council on how they propose to deal with the issues raised with regard to the specific housing problems in Crewe.*

Objective 6 – that more emphasis would be welcomed on engagement with and support for people with disabilities to access and stay in work.

19/02/14 To consider a proposal to make the Operations and Improvements Committee paper-free.

The Town Centre Projects Officer and Chair of the Committee reported to members on the requirements to enable paper – free meetings and the quotation obtained by the Town Clerk to achieve this.

Members **resolved** to conduct paper- free meetings in the future, with exceptions to be made where members were unable to access or use information electronically. They requested a detailed report with options for the equipment needed to facilitate this for the next meeting.

19/02/15 To consider a proposal to hold a planning workshop ahead of the next committee meeting.

Members **resolved** to hold a planning meeting and asked the Town Centre Projects officer to circulate the suggested dates:

28th, 29th, or 30th October
20th or 21st November

19/02/16 To agree the date of the next meeting.

Members **resolved** to hold the next Operations and Improvement meetings on the
Monday 9th December
Tuesday 20th January 2020
Tuesday 24th March 2020

The meeting closed at 10.07pm

Crewe Town Council Operations and Improvements Committee

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

www.crewetowncouncil.gov.uk

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Minutes of the Meeting held on Monday 9th December 2019

The Chair of the Committee called for a minute's silence in memory of Councillor Dorothy Flude who sadly passed away last week. Members expressed their heartfelt sympathy and condolences to Dorothy's family, colleagues and friends at this sad time. The Chair acknowledged everything she had done for Crewe and for the Town Council.

Present Councillors; Jamie Messent, Joe Cosby, Phoenix Morrissey, Lena Hogben, Hazel Faddes, Nanette Walton.

In attendance:
Lindsay Lewis (Town Centre Project Officer).

19/03/01 To Receive apologies for absence

Apologies were received and accepted from: Cllr Gary Palin, Benn Minshall, Paul Howes.

19/03/02 To note declarations of Members' interests.

No declarations were received.

19/03/03 To confirm and sign the minutes of the meeting held on the 18th October 2019

The minutes were agreed and signed.

19/03/04 Public Participation

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

No members of the public attended.

19/03/05 To note the year to date financial position for the Operations and Improvements Committee.

Members **noted** the financial position of the committee.

19/03/06 To consider matters relating to the budget for 2020/21.
Councillor Cosby declared an interest in the budget item for parks and allotments.
Members **resolved** to support the proposed budget with the following comments:
The Town Centre Projects Officer was asked to make enquiries to clarify the criteria for the allocation of allotments funds.
With regard to lighting schemes, it was requested that Vernon Way be added to the next agenda.
With regard to heritage, it was requested that a discussion be held at the next meeting to consider a tribute to Councillor Flude.
The addition of a budget of £2000 for Transport Consultancy to inform a response to the pending Cheshire East Council Crewe Parking Strategy.

Members also **resolved** to support the proposal from CAT radio to carry out 8 events in the town centre over 2020/21 including one in the build up to Christmas, @ £550 per event.

19/03/07 To consider matters relating to delivery of the Heritage Strategy and redevelopment of Christ Church.
Members **noted** the update and **resolved** to support the employment of a full-time Heritage Officer for three years, if the application to the Architectural Heritage Fund was successful. They also delegated responsibility to the Town Centre Projects Officer to bring forward a press release, in the event of the funds being awarded.

19/03/08 To receive an update on the work of the Rangers and Street Scene Improvement Officers. The Town Centre Projects Officer gave a verbal update.
Members **noted** the update and passed their thanks to the Rangers and SSIOs for their hard work and additional support given to recent town centre events.

19/03/09 To consider matters related to the delivery of a suspended art display for Crewe Town Centre.

Members **resolved** to support the project as previously requested by the Town Development Committee to the value of £15,000, and delegated powers for the selection of the supplier following an open tender process to a panel made from the Cultural Forum, with final ratification by Crewe Town Council.

19/03/10 To note the date of the next meeting.

Members **noted** the date of the next Operations and Improvement meetings on the Monday 20th January 2020.

The meeting closed at 8.45 pm

Crewe Town Council

Operations and Improvement Committee

1 Chantry Court,
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Cheshire,
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/15th January 2020

Minutes of the Meeting held on Monday 20th January 2020

Present:

In attendance: Town Centre Projects Officer .

- 19/04/01** To **receive** apologies for absence.
Apologies were received from:
Councillor J. Cosby
- 19/04/02** To **note** declarations of members interests.
- 19/04/03** To confirm and sign the minutes of the meeting held on the 9th December 2019 (**attached**).
- 19/04/04** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
- 19/04/05** To **note** the year to date financial position for the Operations and Improvement Committee (**attached**).
- 19/04/06** To **receive** an update on the work of the Rangers and SIOs.
Members noted the update.
- 19/04/07** To **receive** an update on the Valley Park project and Green Spaces Masterplan.
Members noted the update.
- 19/04/08** To **consider** matters relating to the Heritage Working Group.
- Members resolved to recommend to Council to take forward the recruitment of a part- time Heritage Officer.
 - Members resolved to continue with their plan to develop an application to the AHF to fund to provide a part-time officer to support the Christ Church Project.
- 19/04/09** To **consider** a proposal to purchase new self- watering planters to improve the town centre scheme.
Members resolved to allocate the Public Realm budget of £4150 to provision of planters and baskets and delegated power to the TC projects Officer to select and order these items.
- 19/04/10** To **consider** matters relating to the regeneration of Crewe town centre.
- Members resolved to support the re-development of the Market Hall through the use of Earmarked reserves and requested that the TCPO reported back to the Committee with an outline of items and costs which were outside the scope of the existing Cheshire East funding and Regional Growth Funding.
 - Members resolved to support the provision of accurate footfall data and requested that the TCPO report back to Committee with detail of data currently available and options for the purchase of the necessary equipment to provide the required information for the whole town centre. Funds for which would be allocated from the regeneration projects budget.

19/04/11 To **consider** a proposal for a spring event in the town centre.
Members resolved to support the proposal for a Spring Event and allocated £10,000 from the Town Promotion and Animation budgets for this purpose.

19/04/12 To **consider** a suitable form of tribute to the late Councillor Dorothy Flude.

Members resolved to provide a tribute and requested that

The (members) / TCPO investigated the following options:

These options to be reported back to Committee.

19/04/13 To **consider** and agree the dates of the next meeting.
Members to meet on Tuesday 24th March.

Crewe Town Council

Personnel Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



Minutes of the meeting held on 28th January 2020

Present Councillors Buckley, Houston, Jill Rhodes, Straine-Francis, Toth and Walton.

In attendance: Councillor Minshall, Rob Mackenzie (Deputy Town Clerk) and Jackie Weaver (ChALC).

19/1/01 To elect a Chair and Vice Chair.

It was resolved to elect Councillor Jill Rhodes to be Chair and Councillor Messent to be Vice-Chair.

19/1/02 To receive apologies for absence

Apologies were received from Councillor Messent (prior commitment).

19/1/03 To note declarations of Members' interests.

There were no declarations made.

19/1/04 To note the terms of reference of the committee

The terms of reference for the committee were noted.

19/1/05 Public Participation

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

There were no questions or statements made.

19/1/06 It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 7-12 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

It was resolved under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 7-12 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

Chairman's Initials.....

- 19/1/07 To consider honoraria for officers taking on additional duties in the absence of the Town Clerk**
Members **resolved** to award honoraria as recommended in the report from ChALC commencing on 1st January 2020 and continuing until a new Town Clerk is in post. (The Deputy Town Clerk left the meeting during the discussion of this item.)
- 19/1/08 To consider the creation of a temporary post of Administration Officer**
Members resolved to create a temporary part-time post of Administration Officer graded scp 13-17, for an initial period of 6 months, and that authority be delegated to the Acting Town Clerk to prepare a contract, including job description and person specification based on the information in his report, and to appoint to the post.
- 19/1/09 To consider arrangements for cover during maternity leave**
Members approved the proposed arrangements for maternity cover and recommend to Finance and Governance Committee that the contract for the supply of the Events Officer be extended until January 31 2021.
- 19/1/10 To consider a job description and person specification for the post of Town Clerk.**
Members resolved to approve the job description and person specification for the post of Town Clerk, subject to the amendment of para 2 of the job description with the insertion of “manage the Council’s staff” after “To”.
- 19/1/11 To consider arrangements for the advertisement and recruitment of a Town Clerk**
Members resolved to
1. Advertise the vacancy on the Council’s website, through ChALC, SLCC, Local Council Review, WM Jobs (subject to cost note exceeding £1500) and the Crewe and Newcastle under Lyme Job Centres.
 2. ChALC will draft an advert and consult members of the Committee on the text.
 3. A long list of candidates will be drawn up by the Acting Town Clerk in consultation with ChALC,
 4. From the longlist a shortlist will be drawn up by the Chair and Vice Chair of Personnel Committee together with the Mayor and Deputy Mayor,
 5. The shortlist will be interviewed by Personnel Committee plus the Mayor.
 6. The appointment of a selected candidate will be confirmed by Council
- 19/1/12 To consider a report from ChALC making recommendations to update the Employee Handbook, Officer Code of Conduct and Dignity at work**
Members resolved
1. to adopt the revised Dignity at Work Policy and Employee Handbook subject to amendments to
 - a) Allow employees to carry forward up to 5 days holiday entitlement into the following leave year at the Town Clerk’s discretion.

Chairman’s Initials.....

- b) Alter the page footers to include an issue number
- 2. To recommend to Council that the revised Officer Code of Conduct be adopted.

19/1/13 To note the date of the next meeting

Members agreed the date of the next meeting as Monday 9th March 2020

Meeting closed: 8.30 p.m.

Crewe Town Council

Personnel Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

www.crewetowncouncil.gov.uk

01270 756975



Minutes of the meeting held on 9th March 2020

Present Councillors Buckley, Houston, Jill Rhodes, and Messent.

In attendance: Rob Mackenzie (Deputy Town Clerk).

19/2/01 To receive apologies for absence

Apologies were received from Councillor Straine-Francis (prior engagement).

19/2/02 To note declarations of Members' interests.

There were no declarations made.

19/2/03 To confirm and sign the minutes of the meeting held on 28th January 2020

Members approved the minutes of the previous meeting for signing by the Chair.

19/2/04 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.

19/2/05 To consider a model contract of employment for future employees

Members **resolved** to:

1. To amend the draft model contract as follows
 - a. Re-order the sentences in para 23.1 and delete "also"
 - b. Move the last sentence of para 26.3 to para 26.2. The remainder of para 26.3 will apply only if it is necessary for the role. Delete "without notice....lieu".
 - c. Insert "your driving is impaired by" in the last sentence of para 2.64
 - d. Amend 27.1 to make clear that periods of notice will be determined according to the grade of the post in line with standard conditions of service.
2. Adopt the new model contract as a basis for future staff contracts, amended as appropriate to the post.

Chairman's Initials.....

- 19/2/06 To consider a report from ChALC on Pension Discretions**
Members resolved to adopt the Pensions Discretion Policy contained in the report to Committee, to notify The Cheshire Pension Fund, and to inform all employees.
- 19/2/07 It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 8 and 9 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**
It was resolved under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 8 and 9 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.
- 19/2/08 To consider a report on progress with the recruitment of a Town Clerk**
Members noted the report and **resolved** to commission personality profiling of shortlisted candidates.
- 19/2/09 To consider salaries for 2020/21**
Members **resolved** to approve the proposed salaries for 2020/21.
- 19/2/10 To note the date of the next meeting**
Members agreed:
 1. To meet on Wednesday 25th March 2020 as an interview panel for the selection of a Town Clerk.
 2. The date of the next regular meeting as 7 July 2020

Meeting closed: 8:10 p.m.

Crewe Town Council

Planning Committee

1 Chantry Court,
Forge Street,
Crewe
CW1 2DL

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01270 756975



16th May 2019

Minutes of the meeting held on 21st May 2019

- 19/1/01** Present
Cllrs Dunlop, Houston, John Rhodes, Roberts, Straine-Francis and Toth.

In attendance: Rob Mackenzie (Deputy Town Clerk)
- 19/1/02** To elect a Chair and Deputy Chair
Members **resolved** to elect Councillor John Rhodes and Councillor Houston as Chair and Deputy Chair respectively.
- 19/1/03** To note the terms of reference for the Committee
Members noted the Terms of Reference.
- 19/1/04** To receive apologies for absence.
Apologies were received and accept from Councillors Cosby and Howes.
- 19/1/05** To note declarations of Members' interests.
There were no declarations made.
- 19/1/06** To confirm and sign the minutes of the meeting held on 18th December 2018
The minutes of the previous meeting were agreed and signed as an accurate record.
- 19/1/07** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions asked.
- 19/1/08** To consider member requirements in relation to training needs.
It was resolved that the Deputy Town Clerk gauge interest in training sessions on the planning system and dealing with planning applications to be open to all Town Council members, and that quotations be obtained
- 19/1/09** To consider making a response to the following planning applications:

Chairman's Initials.....

- **19/2242N** - Single story building with a footprint of approximately 250 square meters. The building will comprise of Community space, Kitchen, Office, Meeting room, Lobby and 4 toilets, one of which will be a disabled toilet. A car park to service this building is also proposed- Derelict site on Delamere Street

The Town Council has no objection to the revised scheme and welcomes the improved design

- **18/2111N** (planning) and **18/2112N** (listed building consent) Proposed Change of Use and alterations of Webb House to form 18 Class 'C2' extra care apartments, proposed erection of a new three storey block to the rear comprising 36 Class 'C2' apartments, together with associated demolitions and extensions to provide a 'Wellbeing' Hub linking the two developments, new pavilion/garden store, two bin/mobility stores together with associated landscaping and car parking. (Total 54 units) - WEBB HOUSE, VICTORIA AVENUE, CREWE, CREWE, CHESHIRE, CW2 7SQ

The Town Council welcomes the revised scheme, which satisfies the concerns it had expressed about the previous proposal. The Town Council supports the comments of Cheshire East officers in relation to the need to approve samples of materials before development commences. In view of the vulnerable nature of the future residents, the Town Council would welcome a contribution towards a traffic speed indicator warning sign on Victoria Avenue.

- **19/1954N** - Creation of new first floor office and warehouse space and associated alterations including formation of new windows and door, and a new external fire escape - UNIT 13, ORION WAY, CREWE, CW1 6NG

Crewe Town Council welcomes the proposed expansion of an existing employer and the creation of an additional 30 jobs. However, it is concerned that there is no additional parking provision, and there is a risk that this will result in parking on verges and streets within the business park and adjoining areas. Accordingly the developer should be required to put in place measures to address this through reducing the number of cars used by employees.

Members **resolved** to approve the comments set out in italics below each of the above applications.

19/1/10

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

Chairman's Initials.....

- **19/2178N** Outline planning approval for the development of up to 850 residential units (Use Class C3), land reserved for new primary school, a local centre (Use Class A1-A4, AA, B1a, C3 and D1) and associated infrastructure and open space. **Land Off Minshull New Road And, FLOWERS LANE, LEIGHTON**

It was **resolved** to ask for extension of time to respond to this complex application, and defer consideration until the next meeting of the Committee.

- **19/2260N** Increase of 834sqm. to mezzanine floor totalling 1,198sqm. **Dunelm Mill, FORGE STREET, CREWE, CHESHIRE, CW1 2DU**

Crewe Town Council does not object in principle to the additional floorspace, and welcomes the upgrading of the existing building but notes that the additional floorspace and associated footfall will increase demand for car parking. The car park is already under pressure, but there is scope to increase the amount of available parking by opening up the unused area to the rear of the Home Bargain Unit which is edged blue on the site plan, and therefore presumably in the applicant's control.

- **19/2432N** The Re-development and change of use of the former Public House (use class A4) to new retail store (use class A1) including retention of existing accesses, reconfiguration of car park and associated external works **The Merlin, Bradfield Road, CREWE, CREWE, CW1 3RH**

The Town Council has no objection to the principle of the proposed change of use which could provide a useful local amenity. However, given the site's proximity to residential properties, any approval should be accompanied by a condition limiting the times of deliveries. It is suggested that no deliveries should take place before 7.30 a.m. or after 8.00 p.m. Monday to Saturday, and that no deliveries be permitted on Sundays and Bank Holidays.

Members **resolved** to approve the comments set out in italics below each of the above applications.

19/1/11 To note responses approved under delegation since the December meeting
Members noted the response made.

19/1/12 **To note the date of the next meeting – 18th June 2019**
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 18th June 2019

Present Councillors Dunlop, Houston, Palin, John Rhodes, Roberts and Straine-Francis

In attendance: Rob Mackenzie (Deputy Town Clerk)

19/2/01 To receive apologies for absence.

Apologies were received and accepted from Councillors Cosby, Flude, Howes and Toth.

10/2/02 To note declarations of Members' interests.

There were no declarations made.

19/2/03 To confirm and sign the minutes of the meeting held on 21st May 2019.

Members reviewed the minutes and agreed they be signed as an accurate record.

19/2/04 Public Participation

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

There were no matters raised.

19/2/05 To receive a presentation from Mr Jeremy Owens of Cheshire East Council on the Draft Cheshire East Site Allocations and Development Policies Document, and to consider responding to the public consultation.

Members welcomed Mr Owens to the meeting. He summarised the purpose of the plan and the main policies in it that relate to Crewe. Following consultation on an initial draft earlier in 2019, Cheshire East Council's Cabinet will soon be asked to approve a revised draft for formal consultation over a minimum of 6 weeks. After consideration of the responses to that consultation, the plan will be subject to examination by an independent examiner. Mr. Owens answered questions from members.

Mr Owens was thanked for his presentation and the Committee noted the current position

Councillor Palin left the meeting after the conclusion of this item.

Chairman's Initials.....

19/2/06 To consider making a response to the following planning application:

- **19/2178N** Outline planning approval for the development of up to 850 residential units (Use Class C3), land reserved for new primary school, a local centre (Use Class A1-A4, AA, B1a, C3 and D1) and associated infrastructure and open space. **Land Off Minshull New Road And, FLOWERS LANE, LEIGHTON**

Members **resolved** that:

- (1) the Town Council has no objection to the principle of the development of this land, but objects to the current application; and
- (2) the Deputy Town Clerk submit detailed comments as set out in the appendix to these minutes.

19/2/07 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published.

Members **resolved** to submit the following response:

- **19/1121N** - Conversion of Residential Apartments (C3) into Aparthotel/ Serviced Apartments (C1) - **Nantwich House, NANTWICH ROAD, CREWE**

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

- (1) There is no provision for parking within the application. The occupants of the 27 proposed aparthotel apartments would have different characteristics to the occupants of the bed-sits allowed under permitted development, and are more likely to own cars. Because of parking restrictions, and pressure from existing residents, there is no practically available on-street parking within the vicinity. Off-street parking provision is aimed at rail-travellers and would be prohibitively expensive for residents. The development may therefore result in illegal parking with consequences for road safety.*
- (2) There is no provision for pick up and drop off of visitors to the aparthotel.*
- (3) There is no detail in the application as to how waste will be stored and collected from the development*
- (4) There is no noise assessment to demonstrate that residents will be not be affected by noise from traffic, the station or surrounding uses;*
- (5) There is no air quality assessment to demonstrate that residents will not suffer adverse health effects from high levels of air pollution given that there is an Air Quality Management Area in the vicinity.*

19/2/08 To note responses approved under delegation since the May meeting.

Members noted the following responses had been submitted:

- 19/2462N Change of use from offices to an 8-bed House of Multiple Occupation (HMO) 1, BROAD STREET, CREWE, CW1 3DE
This proposal is for the conversion of offices into an HMO comprising 8 double bedrooms, with 4 off street parking spaces and off street bin storage. The Town Council would like confirmation that the proposed on-site bin storage will be adequate for up to 16 occupants.
- 19/2479N Subdivision of existing 2 bedroom flat to create 2 number new 1 bedroom flats - no external alterations to existing elevations. FLAT 3, 60, LORD STREET, CREWE, CW2 7DL
The proposal is for the subdivision of a 2-bedroom flat into two 1-bedroom flats. Both the existing and the proposed flats can only be accessed from the street. There is no provision for bin storage on the submitted plans. This is an area which has been a hotspot for litter and fly tipping, and confirmation is required that the occupants will have access to off street bin storage facilities to avoid the need for waste bins to be left permanently on the street. The conversion could lead to an increased demand for parking, and confirmation is also required that the occupants will have access to the off street parking to the side of the premises.

19/2/9 To consider member requirements in relation to training needs.

Members received an update from the Deputy Town Clerk and determined to arrange bespoke training for Crewe Town Councillors after the summer break, subject to confirmation of cost. It was **resolved** that the Deputy Town Clerk

- (1) Investigate the cost of bespoke training provision; and
- (2) As an interim circulate a briefing note to members on the planning process as it affects the Town Council.

19/2/10 To note the date of the next meeting – 16th July 2019

Members noted the date of the next meeting.

Meeting closed: 8:50 p.m.

APPENDIX TO MINUTE 19/2/06

Application 19/2178N Land off Minshull New Road and Flowers Lane – Draft response.

The principle of residential development on the area of this site established through the Cheshire East Local Plan Strategy (CELPs) which was adopted in 2017. Policy LPS 4 sets out the policy for the development of the Leighton West strategic site south of Flowers Lane which is expected to deliver around 850 homes as well as land for employment to the south and hospital expansion in the north. The area to the North of Flowers Lane included in this application is allocated for the development of about 500 homes in Policy LPS 5. Policies LPS 4 and LPS 5 set out in detail how the strategic sites should be developed and include detailed site specific principles of development.

The submitted outline application, and its indicative plans and supporting statements fail to address many of the requirements of Policies LPS 4 and 5:

- (i) A masterplan is required for the whole of Leighton West (LPS 4), including a design code, to ensure that the development as a whole is well planned and meets the requirements of LPS 4 (*Policy LPS 4(2)*). An illustrative masterplan is included within the applications, but it does not cover the whole of the LPS 4 allocation. The Design and Access Statement (p. 30) refers to a separate Spatial Design Code, but we are unable to find this within the submitted documents. Any outline approval should require that the reserved matters layout and design creates a true sense of place, with distinctive “neighbourhoods”, and spaces for informal recreation such as walking which are not just land left over under electricity pylons.
- (ii) In the absence of a masterplan for the whole of the LPS 4 allocation, which includes the hospital expansion and Bentley expansion, it is not possible to see how this phase of the site contributes to requirements in LPS4 for the provision of :
 - a. Key worker housing for Leighton Hospital;
 - b. A bus interchange;
 - c. Geothermal infrastructure and district heating; or
 - d. 5 ha. of employment land (although some development has been approved through separate applications.

In the absence of detail, it is not clear how the housing will relate to the adjoining developments or what pedestrian, cycle and other links will be made.

The area left for the expansion of Leighton Hospital on the illustrative masterplan does not correspond to the area hatched as land required for hospital expansion on the plan accompanying LPS 4.

- (iii) Policies LPS 4 and 5 make reference to the need for specific highway improvements. These are the subject of a separate application (resolved to be approved subject to conditions on 27 March 2019). Given that the applicant for the adjoining LPS 4 site (19/1371N) is a wholly owned subsidiary of Cheshire East Council, there should be an assessment by an independent body of the impact of the proposed development, cumulatively with other development in the area, upon the highway network taking into account the North West Crewe Package. The Town Council has particular

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concerns about the impact of all the development upon Middlewich Road, taken together with the proposed closure of Pym's Lane.

- (iv) Policies LPS 4 and LPS 5 require safe and secure pedestrian and cycle routes within the development site, and to connect the site to existing and proposed residential areas, employment areas, shops schools and health facilities, Crewe Town Centre and the Connect2 link to Nantwich. How will this application deliver or contribute to the delivery of these requirements?
- (v) Policies LPS4 and LPS 5 also require improved public transport links to Leighton Hospital, Crewe town centre and major employment areas. How will this application deliver or contribute to this requirement? The Transport Assessment (page 23) notes that the existing bus services start at 7.03 arriving in Crewe at 7.15 and the last bus departs Crewe at 19.05. There is therefore no public transport provision for evening leisure activities, for workers who work staggered hours or shifts. The conclusion that the proposed development is "highly accessible by bus" is therefore incorrect.
- (vi) Policies LPS 4, LPS 5 and Policy SC5 of the CELPS require at least 30% of the homes to be affordable. The application proposes no affordable housing, and 100% market housing. There is no viability assessment to justify the absence of affordable housing. In addition to the affordable housing provision, the Town Council would like to see an area set aside for the sale of plots for self-build houses.

The Town Council would like to see this site developed as an exemplar carbon neutral or low carbon development, using geothermal energy, carbon neutral or very energy efficient buildings, and carbon offset planting.

The Town Council therefore has no objection to the principle of the development of this area, but objects to this particular application in its current form for the following reasons:

1. The absence of affordable housing clearly breaches the 30% requirement of Policy LPS 4, LPS 5 and SC5 of the Local Plan Strategy.
2. The application should not be considered until there has been an open and transparent process to agree a masterplan for the entire LPS 4 and LPS 5 Strategic allocations to ensure that the development of the site as a whole is coherent and co-ordinated, and that all the requirements of policy LPS 4 and LPS 5 are met in a way that meets the needs of the existing and future occupiers and neighbours of the strategic site.
3. The Town Council has concerns that the development will add to existing traffic congestion on Middlewich Road, notwithstanding the proposed North West Crewe Package, and would like to see an independent review of the applicant's assessment of the impact of the development on the highway network.
4. Provision needs to be made within the application site or the adjoining phase to the south for drop off and pick up car parking for the Leighton Academy School. Even if Minshull New Road is closed to through traffic, pick up and drop off parking along the road will continue to cause traffic problems and safety concerns.

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Subject to the above objections being satisfied, any outline planning permission should be accompanied by:

- a. Conditions requiring the provision of a wildlife friendly design and layout.
- b. A comprehensive funded plan for cycle, pedestrian, public transport improvements linking the development to the Town Centre and major employment centres to meet the employment and leisure needs of residents.
- c. Contributions to health education and community infrastructure within Crewe.
- d. A requirement that the provision of public facilities such as the local centre, allotments, sports and play areas, together with contributions to other services such as health and education must be phased as the development progresses, and not left until it is completed or substantially completed.
- e. A commitment that the development will not be commence until the full NW Crewe Package of highway infrastructure is in place.
- f. A commitment to a carbon neutral or low carbon development.

Crewe Town Council

Planning Committee

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Minutes of the meeting held on 16th July 2019

Present Councillors Flude, Houston, John Rhodes, Roberts, Straine-Francis and Toth.

In attendance: Councillors Coiley and Faddes
Rob Mackenzie (Deputy Town Clerk)

19/3/01 To receive apologies for absence.

Apologies were received and accepted from Councillors Cosby, Dunlop, Howes and Palin

19/3/02 To note declarations of Members' interests.

There were no declarations made.

19/3/03 To confirm and sign the minutes of the meeting held on 18th June 2019.

Members reviewed the minutes and agreed they be signed as an accurate record.

19/3/04 Public Participation

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

It was **resolved** to suspend Standing Order 1(d) to allow questions and comments after agenda item 5.

19/3/05 To consider a presentation about the Crewe Station Hub Area Action Plan from Mr Paul Griffiths, Infrastructure Delivery Manager, and Mr. Tom Evans, Neighbourhood Planning Manager both of Cheshire East Council.

Members welcomed Messrs. Evans and Griffiths to the meeting. Mr Evans gave a presentation on the Crewe Station Hub Area Action Plan. The latest version of the plan will be available for public consultation between 22nd July and 3rd September 2019. Letters will be sent to residents over a wide area and there will be a series of public events for residents and businesses.

Mr Griffiths gave a presentation on the associated transport proposals in the Crewe Station Hub Access Package which includes the Southern Link Road Bridge.

Messrs. Evans and Griffiths answered questions from a member of the public, and Town Councillors. They were thanked for the presentation. It was **resolved** to give

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further consideration to the Town Council's response to the consultation at a future meeting.

19/3/06 To consider making a response to the following planning application:

- **19/3137N** Proposed change of use to existing shop unit from A1 use class to Sui Generis, **111-113, NANTWICH ROAD, CREWE, CW2 6BA**

Members **resolved** to comment as follows:

The applicant states on page 11 of the application form that the proposed use is a bookmakers. This should appear in the description of development. Any permission should be for a specific use, and not for any sui generis use.

Nantwich Rd is an important approach to the town, and will become more important with the development of the HS2 station hub. The existing building's elevations to Nantwich Rd and Edleston Rd should be enhanced to contribute to the street scene as part of any approved scheme.

19/3/07 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published.

Members **resolved** to submit the following response:

- **19/2983N** Change of Use from residential accommodation to Residential Children's Home (C2) 18 CATHERINE STREET, CREWE, CW2 6HD

Members resolved to object for the following reasons:

- (1) *It is an unsuitable location for a children's' facility being within the only stop and search area within Cheshire. It is therefore inappropriate on community safety grounds which is a material consideration..*
- (2) *There is no facility for outdoor recreation within the property and limited local amenities for vulnerable young people.*
- (3) *Given the proximity of adjacent properties there is potential for adverse impact on the amenity of adjoining residents as a result of noise and disturbance.*

19/2/08 To note responses approved under delegation since the May meeting.

It was noted that no such responses had been made.

19/2/9 To consider member requirements in relation to training needs.

It was **resolved** to engage Mr John Knight to run 2 training sessions for members.

19/2/10 To note the date of the next meeting – 10th September 2019

Members noted the date of the next meeting, and agreed to hold an additional meeting at 7.00 pm on Friday 23 August to consider the Crewe Hub Station Action Area Plan.

Meeting closed 9.00 p.m.

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Crewe Town Council

Planning Committee

1 Chantry Court,
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Minutes of the meeting held on 10th September 2019

- 19/4/01** Present
Councillors, Dunlop, Houston, John Rhodes, Roberts, Straine-Francis and Toth.

Rob Mackenzie (Deputy Town Clerk)
- 19/4/02** To receive apologies for absence.
Apologies were received and accepted from Cllrs Cosby, Flude, Howes and Palin.
- 19/4/03** To note declarations of Members' interests.
There were no declarations of interest.
- 19/4/04** To confirm and sign the minutes of the meeting held on 16th July 2019
Members agreed the minutes as an accurate record.
- 19/4/05** Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
There were no questions or statements made.
- 19/4/06** To consider a response to a consultation on the Cheshire East Local Plan Site Allocations and Development Policies Document (<https://cheshireeast-consult.objective.co.uk/file/5442084>)

Members reviewed the Policies presented and **resolved** to submit the following comments:

GEN1 Design Principles	Additional references to climate change and arrangements for recycling and waste management including storage and collection are supported.
ENV12 Air Quality	Former Policy ENV 12 has now been split between ENV12 (developments likely to have an impact on air quality) and ENV15 (New development and existing uses). The policy makes it clear that new uses likely to

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	<p>be affected by an existing facility must demonstrate that the new development is acceptable and if necessary provide suitable mitigation measures. The policy needs to be clarified to make clear that applies to new development likely to be a receptor for pollution from nearby road traffic particularly but not exclusively in AQMAs (i.e. that roads are “existing facilities”). It must make clear that mitigation must not result in undue loss of amenity for future occupants by explicit cross reference to HOU10, and by making clear that mitigation involving an absence of natural ventilation in habitable rooms is unacceptable. Residents must be able to open a window on a hot day.</p>
HER 1 Heritage Assets	<p>Whilst welcoming the commitment to a review of listed buildings, the Town Council would like to see a commitment to an urgent review of all of Crewe’s heritage and a strategy for its future interpretation and conservation. The town has a rich industrial and architectural heritage which is rapidly vanishing, and has received little protection through the planning system to date, save for the recent Crewe Hub Area Action Plan.</p>
HER 3 Non-designated heritage assets	<p>The increased emphasis on avoiding, minimising or mitigating the impact of development on non-designated heritage assets is welcomed. However, the policy should still make clear that where a heritage asset cannot be saved, it should be replaced by a building of equal or greater architectural quality.</p>
EMP 1 Strategic Employment Areas	<p>Proposals for the re-use of the former MMU campus have progressed since the previous draft of the plan, but there is still a degree of uncertainty about future plans for the whole site. The Town Council, and Cheshire East Council, have expressed a desire to see higher education provision continue on the site. Crewe has a below average participation rate in higher education, and a lower proportion of graduates in the population than average for Cheshire East or the rest of the country. The presence of a university in the town can help to address this, and may also increase the attractiveness of the area for business investment, both through the availability of a more skilled workforce and the other benefits such an institution can bring. If it proves impossible to find a higher</p>

	<p>education user for some or all of the site, any unused land should be retained for business and business related activities. The last plot of land on the successful Crewe Business Park has now been sold for development, meaning that there are now no available sites for office development in Crewe, despite a steady ongoing demand. This is of critical importance in view of the growth potential brought by HS2. To that end the site should be allocated for use higher educational uses or B1 uses (office) and ancillary activities such as a conference centre and hotel.</p>
HOU1 and HOU2 Housing Mix and Specialist provision	<p>Crewe Town Council welcomes these policies in principle but objects to the current wording. A table has now been added to the text setting out indicative house type tenures and sizes as a starting point for analysis of housing mix. The table is based on a Cheshire East wide average. The policy refers to the need to assess the local housing market. The text should make it clearer what “local” means in this context, and that there are wide variations in need between towns and villages in the Borough. An appropriate mix for Crewe might be very different to an appropriate mix in Wilmslow.</p>
HOU4 Houses in Multiple Occupation	<p>The text supporting this policy now states that “particular scrutiny of the issue of concentration will be made where HMOs comprise more than 10% of properties in any street or road”. The permitted development rights for small HMOs have been clarified; and a sentence has been added stating that the council will consider the use of Article 4 directions in areas where there is clear evidence that a high concentration of HMOs is having an unacceptable impact on the amenity of the area.</p> <p>These changes are supported, but the commitment to “consider” Article 4 Directions is too weak. The policy should state that if there is clear evidence of unacceptable impact on amenity, the council will use Article 4 directions.</p>
HOU 6 Optional Technical Standards	<p>Policy HOU6 now includes requirements for accessibility and wheel chair access</p>

	New housing development should meet the nationally described space standards. Whilst this does not cover conversions of existing buildings, but HMOs will be covered by the licencing minimum space requirements. These additions are supported.
HOU 7 Subdivision of dwellings	The Town Council supports the addition of requirements relating to parking and waste.
RET 6 Neighbourhood Parades of Shops	The Town Council supports the addition of Crewe's local parades to the policy.
RET 8 Residential accommodation in the town centre	The Town Council supports the addition of references to safe access, bin and cycle storage.
RET10 Crewe Town Centre	<p>The policy should include specific reference and commitment to both a public realm strategy and a heritage strategy for Crewe Town Centre.</p> <p>An additional sentence should be added to Para 6(i) to make it clearer that additional green spaces, and the use of features such as green walls will be supported.</p>

19/4/07 To consider making a response to the following planning applications:

There were no applications to be considered.

19/4/08 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published. It was **resolved** to submit the responses set out in italics below:

- 19/4112N** Proposed Change of Use of Existing Joinery Workshop (Use Class B1 and B8) to Builder's Hardware Store and Storage Yard (Use Class A1 and B8) 247, BROAD STREET, CREWE

The Town Council objects to a change to A1 retail use unless permission can be strictly restricted to the narrow range of trade only products described in the design and access statement. The site is unsuitable for general retail use because of the poor access and lack of parking.
- 19/0249N** Demolition of existing motor repair and MOT workshop and redevelopment with erection of 5no. dwellings and parking. EDWARD STREET GARAGE, EDWARD STREET, CREWE, CW2 6HQ

No objection to the revised plans.

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19/4/09 To note responses approved under delegation since the previous meeting.

- **19/3772N** - Prior approval for change of use 22 Gainsborough Road Crewe

This is not a valid application for prior approval. The last use of the premises was as a café (A3) as permitted by application 17/0852N, trading as “Milkshakes and More”. This is referred to in the delegated officer report on application 18/0241N (Change of use from A3 to pre-school and out-of-school club), and confirmed by local residents. Contrary to the applicant’s Design and Access Statement, there is no uncertainty at all as to whether permission reference 17/0852N was implemented. It was. As such, the building does not benefit from any permitted development rights for change of use to apartments (Class A3 to C3), and a full planning application is required.

In the event of a planning application for the scheme as now submitted, the Town Council will raise the following objections and concerns:

- 1. There is no provision for bin storage, and this is likely to result in bins being left on the pavement or at the front of the property, to the detriment of the appearance of the area and the amenity of local residents..*
- 2. There is no off-street parking provision for these additional units. On street parking is already over-subscribed in this area, and funding has been approved for double yellow lines at the junction of Gainsborough Road and Stamford Avenue*
- 3. There is no amenity space for the residents of the apartments.*

- **19/3529N** - Outline application for 5 pairs of semi-detached dwellings with vehicular access off Lewis Street. The Yard, Land off LEWIS STREET, CREWE

Crewe Town Council has no objection in principle to the residential development of this site. However, the illustrative layout fails to demonstrate that this number of dwellings can be satisfactorily accommodated. The main concerns are:

- 1. Parking provision. Flag Lane and Wistaston Road have extensive parking restrictions (double yellow lines) which force residents to park on adjoining streets such as Lewis Street. During evenings and weekends there are no available on-street parking spaces in Lewis Street, and residents have to drive around other streets to find a space. It is therefore imperative that the new development has adequate parking for residents and visitors. The illustrative layout shows 2 spaces per dwelling. In all but one instance, these are laid out in tandem. This is always an unpopular and impractical arrangements because of the need to shuffle cars around (for example if 2 adult occupants work different*

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shifts). This tends to result in one car being left on the road. The illustrative layout leaves little space for safe on-street parking, which will also be required for visitors.

2. Vehicle turning. There is no turning head in Lewis Street, so it is important that the layout provides adequate turning for all vehicles using the street. This needs to be kept free of parked cars.
3. Bin storage. There must be provision for bins to be stored in a suitably screened location, preferably to the rear of the houses, with provision for them to be wheeled out for collection.
4. Amenity Space. It is important that each dwelling has sufficient private amenity space in accordance with the policies in the local plan. This should take into account overhanging trees etc.

- **19/2849N** - Change of use of retail unit to retail unit, hot food takeaway and two flats 123-125, EDLESTON ROAD, CREWE –

Crewe Town Council welcomes the proposal to bring this disused property back into use, and is pleased to see that there is access from the residential units to both the front and rear of the property, with bin and cycle storage to the rear. Bin storage for the takeaway and the retail unit are also to the rear. The only access for refuse to be removed from the rear is along a narrow alley, access to which depends upon the consent of a neighbour. If this is not forthcoming or sustained, it would result in bins being left on the pavement which would be unacceptable. Therefore any consent must be subject to a condition or legal agreement ensuring that there is adequate access to the rear of the property for the removal of waste, and that it can be guaranteed that this access will be maintained for the life of the property.

The Town Council also notes that the photographs included in the design and access statement show vehicles parked on the pavement in front of the shop units. Is this consistent with pedestrian safety?

Members noted and approved the above responses.

- 19/4/10** To note the response submitted to the draft Crewe Hub Area Action Plan (see footnote 1) AND Southern Link Road Bridge Consultation.

Response to Southern Link Road Bridge Consultation:

The Town Council supports the provision of the SLRB to alleviate congestion on the Nantwich Road Bridge, and reduce pollution in that area. However, the information in the consultation leaflet is not detailed enough to enable a considered choice between the junction options. The Town Council's main priorities for the choice of route are that the impact on nearby residential and business properties be kept to the minimum possible.

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Members noted and approved the above responses.

- 19/4/11** To consider a street naming consultation for new streets off Sydney Road (SNN000001953). Correspondence circulated relating to planning application 18/4050N (Land off Sydney Road) requesting eleven names for streets/roads.

Members considered the request for street names and **resolved** to propose the following names:

Ada Nield Chew
Charles Sullivan

Members would like to draw up a list of potential names in advance of future requests.

- 19/4/12** To note a response to a street naming consultation for New streets off West Street submitted under delegation.
Members noted the response submitted.

- 19/4/13** To consider member requirements in relation to training needs. Training has been provisionally booked for Monday 7th and Monday 14th October between 19.00 and 21.00. (Note that each session will cover different topics).
Members noted the date of the training sessions.

- 19/4/13** **To note the date of the next meeting – 15th October 2019**
Members noted the date of the next meeting.

Meeting Closed: 21.55 pm

Footnote: 1 – CREWE HUB ACTION AREA PLAN: CREWE TOWN COUNCIL COMMENTS

Crewe Town Council welcomes the latest version of the CHAAP. HS2 provides a unique opportunity to re-energise the local economy and to attract investment and jobs to the town. The CHAAP sets out a framework for this which respects the heritage of the town, ensures that local residents will benefit, and promotes sustainable development with improved pedestrian, cycle and public transport facilities. The Town Council has the following detailed comments:

- a. **Policy GD 1: Plan Boundary.** In order to create a comprehensive scheme for Mill Street and Gresty Road, the western frontages of these streets should be included within the plan boundary, so that Design and Heritage policies would apply to these frontages.
- b. **Policy GD2: Development Strategy.** The Town Council supports the growth ambitions in the Constellation Growth Strategy and the Crewe Masterplan Vision for the Crewe Hub “Campus”. It would like to see more detail on how the proposed additional housing and employment will be accommodated with in the AAP, given

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that the AAP boundary has been quite narrowly defined, the campus could extend further if there is insufficient capacity within the AAP boundary.

- c. **Policy DH2: Safeguarding Crewe's Railway and Built Heritage.** Support the emphasis on the town's heritage.
- d. **Policy TH1: Accessible Car Parks.** The design and appearance of new car parks is an important consideration, and the Town Council would like to see this emphasised in the policy with a reference to DH1.
- e. **Policy TH5: Car Parking Standards.** The Town Council has serious concerns about Policy TH5. The wording of the policy does not make clear whether the parking ratios are maxima or minima, although the supporting text implies that they are maxima. The Local Plan sets minimum standards. Moreover, the provision proposed is much lower than that in the Local Plan. For example, office provision is set at a maximum of 1 space per 40 sqm. In a call centre, 40 sqm would accommodate 5 staff, and in a financial services office it would accommodate 4 staff.¹ Whilst the Town Council supports efforts to increase the use of sustainable modes of transport, and decrease car use, it is evident from existing developments close to the station and well served by public transport (e.g. Crewe Business Park) that the Local Plan parking ratios for office use (a minimum of 1 space per 30 sq m) are inadequate and lead to overflow parking on pavements, verges, and in nearby residential areas. Further, enforced reduction in the standards of provision would create serious problems in the local area. The number of proposed additional jobs inevitably means an increase in inward commuting, much of which may come from areas not well served by train or bus services to the station area. Crewe Station is not a commuter hub. The advent of HS2 will improve inter-regional services rather than local commuter services. The number of proposed jobs will far exceed the local labour supply, so a significant element of car use is inevitable.

Similar concerns apply to the proposed imposition of reduced parking standards to residential development. Provision for a 2 bed house or apartment is set at a maximum of 1 space, whereas the Local Plan standard is a minimum of 2 spaces. On street parking in the nearby residential areas is already at a premium, and under-provision for new dwellings in Mill Street for example would cause serious problems. The CBRE report (paras 2.90 and 2.91) refers to 2011 car ownership in Crewe being lower than the Cheshire East average, and uses this as justification for low parking provision. This is a simplistic approach. The occupational profile of the Crewe population in 2011 does not match the type of business that it is hoped to attract to the commercial hub. Moreover, it is a key premise of the growth strategy that there will be population growth through inward migration. For the same reasons, Jacobs' use of 2011 modal share (Transport Evidence Base section 4.10) is inappropriate, and the adoption of Milton Keynes and Reading's residential parking

¹ CHAAP Delivering Employment, Skills and Training July 2019 Appendix C – Employment Densities
Chairman's Initials.....

standards is arbitrary. Parking provision should look at the characteristics of intended occupiers (both employment and residential) not the existing profile.

- f. **Policy DA1: Mill Street.** The policy (para 2 second bullet) refers to a non-existent Policy TH6. Para 3, first bullet refers to the “west of the site closer to the railway lines”. Should this be the east of the site?
- g. **Policy DA2: Gresty Road.** The Town Council would like to see reference to redevelopment of Nantwich House as well as to Rail House (section 3, third bullet). Consideration should be given to an Article 4 direction to withdraw future permitted development rights to change these buildings from B1 to C3 uses.
- h. **Policy DA5: Commercial Hub.** Section 2 refers to a multi storey car park on the eastern edge of the area. Should this be the western edge (nearer to the station)? In section, 3 reference is made to landmark buildings on the frontage of University Way. This is welcome, but it is outside the plan boundary.
- i. **Nantwich Road Retail Area.** The Town Council would like the plan to include some reference and consideration to the retail area of Nantwich Road west of the station but outside the proposed CHAAP boundary, in the same way that consideration is given to the Town Centre which is also outside the plan boundary. The retail area along Nantwich Road west of the station can potentially benefit from the new development. However, the greater part of it, west of the Mill Street Junction is outside the plan boundary and so not covered by policies within the plan. Unlike the Town Centre, there is no policy or commentary within the plan aimed at protecting and enhancing this locally valued shopping area, and it is not clear how it might be affected by the retail provision within the plan. Further consideration is needed as to how this area might develop
- j. **Southern Link Road Bridge** The Town Council supports the provision of the SLRB to alleviate congestion on the Nantwich Road Bridge, and reduce pollution in that area. However, the information in the consultation leaflet is not detailed enough to enable a considered choice between the junction options. The Town Council’s main priorities for the choice of route are that the impact on nearby residential and business properties be kept to the minimum possible.

Crewe Town Council

Planning Committee

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Minutes of the meeting held on 12th November 2019

- Present** Councillors Dunlop, Houston, John Rhodes, Roberts, Straine-Francis.
Rob Mackenzie (Deputy Town Clerk)
- 19/5/01 To receive apologies for absence.**
Apologies were received from Cllrs Flude, Howe, Palin and Toth.
- 19/5/02 To note declarations of Members' interests.**
There were no declarations made.
- 19/5/03 To confirm and sign the minutes of the meeting held on 10th September 2019¹**
The minutes of the previous meeting were agreed and signed as an accurate record.
- 19/5/04 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.
- 19/5/05 To consider a submission from the Crewe Clean Team entitled "Towards Greener Developments in Crewe".**
Members reviewed the submission and
1. **Resolved** that in considering Planning Applications, the Council would include comments where appropriate based on the proposals in Appendix 3 of the submission.
 2. **Recommended** that the Council should consider developing a "Green Council" Policy.

¹ Note: There was no quorum at the October meeting.

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19/5/06

To consider making a response to the following planning applications:

- **19/4896N** - Erection of 74 dwellings, comprising 42 independent living apartments and 32 houses (all affordable homes) with associated access and landscaping - **Land At Former Crewe L M R Sports Club, GODDARD STREET, CREWE**

Crewe Town Council welcomes the application as a significant improvement on the previous scheme.

- *It is requested that consideration be given to the relationship between the houses at the western edge of the site and the neighbouring 4 storey flats with reference to possible overlooking and loss of privacy of occupants of the new dwellings*
 - *Parking restrictions will be required on Goddard Street at the entrance to the site to protect sightlines for traffic emerging from the site.*
 - *The existing granite setts in Goddard Street should be retained and relayed and the existing tarmac patches replaced with matching setts to preserve the local heritage and act as a traffic calming measure.*
 - *The scheme should incorporate appropriate measures as set out in Appendix 3 to the "Towards Greener Developments in Crewe" referred to in minute 19/5/05 above to achieve a net gain in biodiversity in accordance with NPPF para 175 (d) and Policy Env 2 of the Publication Draft SADPD.*
- **19/4674N** - 3 maisonettes with integral garages - **180, NANTWICH ROAD, CREWE, CW2 6BS**

The Town Council objects to this proposal because:

- 1. The design is not in keeping with the surrounding buildings, having garages in the front elevation, first floor patio style windows and a flat roof.*
- 2. The access into the garages is unsatisfactory being directly from the street endangering pedestrians as vehicles reverse from the garage and requiring cars to stop across the pavement and carriageway whilst opening the garage doors. Since off-street parking provision is essential due to the existing pressure on on-street parking this layout does not appear capable of satisfactory modification.*
- 3. The only entrance and exit to the dwellings is through the garage which means the main means of escape in an emergency is through a high fire-risk area.*

Members **resolved** to submit the comments as set out above under each application.

19/5/07

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

- **19/4628N** Change of use A3 (cafe) into 2 ground floor apartments (C3) **22, GAINSBOROUGH ROAD, CREWE, CW2 7PH**

Crewe Town Council objects to this proposal for the following reasons:

- 1. The proposed provision for bin storage, at the front of the property, is insufficient for the number of bins required for the 2 units and will be to the detriment of the appearance of the area and the amenity of local residents.*
- 2. There is no off-street parking provision for these additional units. On street parking is already over-subscribed in this area, and funding has been approved for double yellow lines at the junction of Gainsborough Road and Stamford Avenue*
- 3. There is no amenity space for the residents of the apartments*

Members **resolved** to submit the comments as set out above under each application

19/5/08

To note responses submitted under delegation since the previous meeting:

19/4337N Land North of, SYDNEY ROAD, CREWE, CW1 5NF

Crewe Town Council has concerns about surface water which already collects in the area fronting Maw Green Lane, and at times of heavy rainfall the Lane floods under the railway bridge and for some distance eastwards. Local residents report that the road has flooded 4 times this year. The scheme should be carefully evaluated to ensure that it does not worsen this problem, and if at all possible measures be included to provide relief such as a contribution to a pumping station.

To maintain and enhance biodiversity, the Town Council recommends that the plans be amended or conditions imposed to:

- 1) Ensure that the recommendations of the CES Ecology report submitted by the applicant are implemented including holes/gaps in fencing or walls for the passage of hedgehogs.
- 2) Include measures to achieve a net gain in biodiversity in accordance with NPPF para 175 (d) and Policy Env 2 of the Publication Draft SADPD, for example through the provision of swift, bee and bat bricks and house martin cups.

19/3515N LAND TO THE EAST OF, BROUGHTON ROAD, CREWE, CHESHIRE, CW1 4NS

To maintain and enhance biodiversity, Crewe Town Council recommends that the plans be amended or conditions imposed to incorporate measures to achieve a net gain in biodiversity in accordance with NPPF para 175 (d) and Policy Env 2 of the Publication Draft SADPD. Conditions could require the inclusion of

holes/gaps in fencing or walls for the passage of hedgehogs and the provision of swift, bee and bat bricks and house martin cups.

19/4258N - 5, EDLESTON ROAD, CREWE, CW2 7HJ

The Town Council objects to this proposal because of the lack of off-street parking. In fact the proposal removes two off street spaces. The applicant's assertion in the Design and Access statement that there is "ample" on street parking is incorrect. On-street parking is heavily oversubscribed in this area due to the existing density of occupation and parking restrictions on Edleston Road. It is not clear where the reference to Ripple Road in the design and access statement refers to.

Members noted the submission of the comments set out above.

19/5/09 To note actions arising from and submissions made in relation to the HS2 review.

Members noted the information presented.

19/5/10 To consider matters related to - Coppenhall House enforcement appeal - 17/00084E Coppenhall House & stables, Groby Road, Crewe, CW1 4PE

The Deputy Town Clerk updated members on the appeal and members determined to submit the comments made on the last application as nothing has changed.

19/5/11 To consider a street naming consultation for new streets off Sydney Road (SNN000001953).

Correspondence had been circulated relating to planning application 18/4050N (Land off Sydney Road) requesting eleven names for streets/roads². Members declined to submit any further names. It was agreed to include an item on the next agenda of the Planning Committee to draw up a list of names for future use.

19/5/12 To consider responding to the consultation on Crewe Cycle and Walking Route Extension A530.

Councillor Roberts declared an interest as portfolio holder at Cheshire East Council and took no part in the discussion.

Members welcomed the initiative and asked the Deputy Town Clerk to submit a formal expression of support.

19/5/13 To consider making a recommendation in relation to the committee budget for 2020/21. A copy of the year to date income and expenditure report, this sets out the current budget lines under Committee and members are asked to consider whether those budgets need to be increased/decreased and whether there are any new lines needed to meet growth and expansion anticipated in

² Members will note the submission of two suggestions in relation to this matter, however Cheshire East have asked for more names.

the next financial year.

The Deputy Town Clerk provided an update to the report on expenditure in the current financial year. Members noted the budget alongside the spending for the year to date and requested that the budget remain unchanged with no growth for the next financial year.

19/5/14 To note the date of the next meeting – 10th December 2019

Members noted the date of the next meeting.

Meeting closed: 8.40 p.m.

FINAL

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 14th January 2020

Present Councillors Dunlop, Houston, John Rhodes, Straine-Francis, and Toth.

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

19/6/01 To receive apologies for absence.

Apologies were received from Councillor Cosby (work commitments), Palin (work commitment), and Roberts (ill health).

19/6/02 To note declarations of Members' interests.

Councillor Straine-Francis declared an interest in item 5 as a resident of Sydney Road.

19/6/03 To confirm and sign the minutes of the meeting held on 12th November 2019

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

19/6/04 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.

19/6/05 To receive a presentation from Mr. Andrew Taylor, Planning Director Barratt and David Wilson Homes North West, regarding proposed development on land at Sydney Road adjacent to the Sydney Road Roundabout.

Members thanked Mr Taylor for his presentation and asked a number of questions including on traffic congestion and noise.

19/6/06 To consider making a response to the following planning applications:

- **19/4366N** Extension of existing car park to deliver additional parking spaces Emerald, WESTMERE DRIVE, CREWE, CW1 6UN

Chairman's Initials.....

The Town Council accepts that there is a pressing need for additional car parking for this and other businesses on the site. However, this proposal results in the loss of woodland and natural habitat in a development which was designed as an ecological business park. The Town Council notes the comments of Cheshire East's arboriculture officer and on balance objects to the proposal and would like to see a more imaginative solution to the provision of additional parking which does not result in a loss of habitat.

- **19/5947N** Removal of existing steel containers and the subsequent proposed erection of a new 5 bay modular building. Progress Works, STEWART STREET, CREWE, CW2 7RW
No comment.

Members **resolved** to submit the comments as set out above under each application.

19/6/07 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published.

- **20/0033N** Two storey side extension 21, MARY STREET, CREWE, CHESHIRE, CW1 4AJ
It is not possible to establish from the submitted plans the relationship of the proposal to the adjoining property. The Town council would like assurance that it will not compromise the amenity of adjoining residents or create a terracing effect.
- **19/4674N** 3 maisonettes with integral garages 180, NANTWICH ROAD, CREWE, CW2 6BS
The Town Council has considered the amended plans, but continues to object to this proposal on the grounds previously stated. The removal of the garage doors will still result in cars reversing unsighted across the pavement into the road, there is the potential for the car ports to have an adverse impact on the streetscene through the storage of bins, and other possessions, and there is a security risk of vandalism or antisocial behaviour.
- **19/5830N** Proposed change of use of ground floor from public house (A4) to residential (C3) to form 2 No. Units with internal alterations 79, Victoria Street, CREWE, Crewe, CW1 2JH
No objections

Members **resolved** to submit the comments as set out above under each application

19/6/08 To note responses submitted under delegation since the previous meeting:

- **19/4778N** Rear extension with portable openable and closeable roof system for a beer garden and smoking. 31, MILL STREET, CREWE
Crewe Town Council has concerns about the impact of noise on residents of flats above nearby properties, and supports the recommendation of Cheshire East Council's Environmental Protection Officer that the use be limited to 9.00-11.00 on every day of the week.
- **19/5861N** Two storey side extension, replacement single storey rear extension and proposed new access to provide off-road parking 25, SALISBURY AVENUE, CREWE, CW2 6JW
Crewe Town Council has no objection in principle to the extensions, but is concerned about the highway safety implications of creating a new access so close to the junction of Salisbury Avenue and Bedford Place.

Members noted the submission of the comments set out above.

19/6/09 To consider a public consultation on Community Governance from Cheshire East Council <https://surveys.cheshireeast.gov.uk/s/CGRPartOne/>
Members resolved not to respond to the consultation.

19/6/10 To consider creating a list of potential street names for use in response to street naming requests as they arise. (The Council's street naming policy is available [via this link](#)).
Members agreed to submit suggested road names to the Acting Town Clerk for consideration at a future meeting.

19/6/11 To note the date of the next meeting 11th February 2020
Members noted the date of the next meeting.

Meeting closed: 9.00 p.m.

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 11th February 2020

Present Councillors Cosby, Dunlop, Houston, Howes, Palin, Straine-Francis, and Toth.

In attendance: Rob Mackenzie (Deputy Town Clerk).

19/6/01 To receive apologies for absence.

Apologies were received from Councillors John Rhodes and Straine-Francis (both attending a local cultural event).

19/6/02 To note declarations of Members' interests.

No declarations were made

19/6/03 To confirm and sign the minutes of the meeting held on 14th January 2020

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

19/6/04 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.

19/6/05 To receive and consider a presentation Mr Tom Evans, Cheshire East Council on progress with the Crewe Hub Station Area Action Plan.

Members thanked Mr Evans for his presentation and asked a number of questions. There is to be a period of consultation commencing 17th March, and Mr Evans was invited to the next meeting of the Committee to present the consultation draft plan.

Chairman's Initials.....

19/6/06

To consider making a response to the following planning application:

- **20/0394N** Outline application for 5 pairs of semi-detached dwellings with vehicular access off Lewis Street. THE YARD, LEWIS STREET, CREWE

Members **resolved** to comment as follows:

Crewe Town Council has no objection in principle to the residential development of this site. However, the illustrative layout fails to demonstrate that this number of dwellings can be satisfactorily accommodated. The main concerns are:

1. *Parking provision. Flag Lane and Wistaston Road have extensive parking restrictions (double yellow lines) which force residents to park on adjoining streets such as Lewis Street. During evenings and weekends there are no available on-street parking spaces in Lewis Street, and residents have to drive around other streets to find a space. It is therefore imperative that the new development has adequate parking for residents and visitors. The illustrative layout shows 2 spaces per dwelling. In all but two instances, these are laid out in tandem. This is always an unpopular and impractical arrangements because of the need to shuffle cars around (for example if 2 adult occupants work different shifts). This tends to result in one car being left on the road. The illustrative layout leaves little space for safe on-street parking, which will also be required for visitors.*
2. *Vehicle turning. There is no turning head in Lewis Street, so it is important that the layout provides adequate turning for all vehicles using the street. This needs to be kept free of parked cars (see above).*

19/6/07

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

- **19/4337N** Application for approval of reserved matters (appearance, landscaping, layout and scale) for the erection of 245 dwellings together with associated access, landscaping, car parking and public open space reserved following the grant of planning permission 19/2859N (as originally granted under permission 15/0184N) The development was not EIA development Land North of, SYDNEY ROAD, CREWE, CW1 5NF

Members **resolved** to draw attention to the Town Council's previous comments on this application which still stand

19/6/08

To note responses submitted under delegation since the previous meeting:

Members noted the submission of the response to the following application as set out in italics:

- **20/0159N** Outline planning permission for a new detached bungalow Land Adjacent to 14, SWINBURNEDRIVE, CREWE, CW1 5JE
Crewe Town Council objects to this proposal. The side elevations of the proposed new bungalow are, at the narrowest point, only 3.9 m away from the rear elevation of 14 Swinburne Avenue. There appears to be at least one window on that elevation of the existing bungalow. On the opposite side, at its closest point, the side elevation is approximately 5.4m away from the side

elevation of 2 Scott Avenue. This elevation of 2 Scott Avenue contains two windows which appear to be non-habitable rooms. The proximity of the proposed bungalow to the adjoining properties will be prejudicial to the amenity of the present and future occupiers of those properties, and the Town Council therefore objects to this application as it is overdevelopment of the site. The minor changes to the proposed plans do not overcome the reasons for the refusal of application 19/1792N.

19/6/09 To consider creating a list of potential street names for use in response to street naming requests as they arise

Members agreed to defer this item to the next meeting.

19/6/10 To note the date of the next meeting 17th March 2020

Members noted the date of the next meeting.

Meeting closed: 8.34 p.m.

Crewe Town Council

Town Development Committee

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

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Tel: 01270 756975



Minutes of the Meeting held on Tuesday 28th May 2019

Present Councillors Cosby, Faddes, Hogben, Messent, Minshall, Morrissey, Roberts and Walton

In attendance: Cllrs Dunlop, Straine-Francis, Howes, Houston, Jill Rhodes.
Simona Garner (Marketing and Events Officer), Lindsay Lewis (Town Centre Project Officer),

19/01/01 To elect a Chair and Vice-Chair¹

Cllr Messent was elected Chair.

Members **resolved** to defer the election of the Vice-Chair to the next Town Development Committee

19/01/02 To receive apologies for absence

Apologies were received and accepted from Cllrs Palin and Coiley

19/01/03 To note declarations of Members' interests

Cllr Roberts declared a non-pecuniary interest on item 14

Members **resolved** to recommend to F&G to apply some changes on the Town Development Committee's Members list. It was **noted** that due to his nomination as Portfolio Holder for Highways and Waste for Cheshire East Council, Cllr Robert requested to be removed from the Town Development Committee's Members list.

19/01/04 To note the terms of reference of the committee

Members **noted** the terms of reference for the Committee.

19/01/05 To consider to establish and appoint an Events Sub Committee for the purpose of discharging any of the Town Development Committee's functions related with the events in Crewe, this include expenditures within budget in all these areas.

Members **resolved** to recommend to F&G the establishment and appointment of a new Event Committee.

19/01/06 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 raised

19/01/07 To review the year to date financial position for the Town Development Committee

Members **noted** the year to date financial position of the Town Development Committee

19/01/08 To receive an update on the Events Programme 2019/2020

The Marketing and Events Officer provided an update to Members of the Town Development Committee regarding the events programme.

Members **noted** the update. Members requested the Marketing and Events Officer to carry on discussions

¹ Meeting started at 1900 hrs
Chairman's initials.....

for an Outdoor Cinema event in Crewe to be held on the last Bank Holiday weekend of August.

Standing Orders were suspended to allow a local resident to share her issues and concerns related with the shortage of public transport services in Crewe on weekends and Bank Holidays. This affects the chance of local residents to attend Community events in Town.

Standing Orders were re-established.

Members requested Officers to seek further legal advices on offering free bus or extra bus services at the main events in Town.

19/01/09 To consider matters related to LUMEN and the Crewe Winter Programme 2019

The Marketing and Event Officer updated Members on the LUMEN and Crewe Winter Programme 2019.

Members **resolved** to sign off the Winter event programme and resolved to delegate to the Marketing and Events officer the authority to sign off the contracts with the appointed suppliers.

19/01/10 To receive an update related to trAction 19

The Marketing and Events Officer updated Members on trAction 19.

Members **noted** the update

19/01/11 To receive an update on the Crewe Place Branding Project

The Marketing and Events Officer provided a briefing on the Crewe Place Branding Project.

Members **noted** the update

19/01/12 To receive an update on the CTC and TheCat107.9FM partnership

The Marketing and Events Officer updated Members on TheCat107.9FM partnership

Members **noted** the update

19/01/13 To receive an update on the suspended art display

The Marketing and Events Officer briefed Members with regards to the Suspended art display

Members **noted** the update

19/01/14 To receive an update on the Town Centre Regeneration

The Town Centre Project Officer provided a briefing on the Town Centre Regeneration

Members **noted** the update ²

19/01/15 To note the date of the next meeting – Tuesday 25th June

Members **resolved** to reschedule the date of the next Committee to allow the changes requested to the Committee structure to be in place before the next meeting is held.

Officers will liaise with the Chair and communicate Members the agreed date of the next Town Development Committee meeting as soon as possible³

² Cllr Minshall left the room at 21:00 – back at 21:03

³ Meeting closed at 21:13 hrs

Chairman's initials.....

Crewe Town Council

Town Development Committee

1 Chantry Court,
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Crewe,
Cheshire,
CW1 2DL

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Minutes of the Meeting held on Wednesday 26th June 2019

Present Councillors Coiley, Cosby, Messent, Morrissey, Hazel Faddes, Walton, Roberts

In attendance: Cllrs Houston, Straine- Francis

Simona Garner (Marketing and Events Officer), Lindsay Lewis (Town Centre Project Officer),

19/02/01 To receive apologies for absence¹

Apologies were received and accepted from Cllrs Minshall and Palin

19/02/02 To note declarations of Members' interests

Cllr Roberts declared a non-pecuniary interest on item 7 and 9

19/02/03 To confirm and sign the minutes of the previous meetings

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

19/02/04 To elect the Deputy Chair

Members **resolved** to defer the election of the Vice-Chair to the next Town Development Committee

19/02/05 Public Participation

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

A Member of the Public invited Members to attend Armed Forces Day on Sunday 30th June.

A Member of the Public shared her pride for Crewe to host a Pride event and to support the LGBTQ community in Crewe. She invited Members to attend the Pride in the Park event on Saturday 29th June.

Members wished that both events are attended and supported.

A Member of the Public informed Members that she was going to attend a meeting with Arriva Bus to discuss their service during events in Town and any chance to improve on these occasions.

A Member of the Public shared her pride for the great support and participation at one event organised at Crewe Alexandra, which was aimed to discuss issues and opportunities for the Town.

19/02/06 To receive and consider an update on Town Development Committee's Annual Plan

The Town Centre Project Officer provided an update on a Town Development Committee's Annual Plan.

Members **noted** the Annual Plan. Members asked the Town Centre Project officer to convey to ANSA and to the Park Working Group, their suggestions of volunteer groups which might be included in the projects. They also asked that the group explored ways in which volunteers might be enabled to work in the parks more easily with an agreed policy and 'umbrella' scheme of insurance cover.

¹ Meeting started at 1901 hrs
Chairman's initials.....

- 19/02/07 To receive an update on Valley Park project and expenditure of New Home Bonus**
The Town Centre Project Officer updated Members on Valley Park project and on the expenditure of New Home Bonus.
- Members **noted** the update and asked the Town Centre Project Officer to consider a climbing wall rather than climbing equipment used in other parks. Members agreed to support additional costs with the match funding budget already allocated from the TD Committee toward the project.
- 19/02/08 To receive and consider an update on High Street Clean Fund's activities**
The Town Centre Project Officer provided an update to Members of the Town Development Committee regarding the High Street Clean Fund's activities.
- Members **noted** the update and **resolved** to delegate the Town Centre Project Officer in consultation with the Chair of the TD Committee and Cllr Palin and Mr McDonald (representative of the Crewe Clean Team) to agree on how the funds are spent in line with the criteria
- 19/02/09 To receive an update on Town Centre realm**
The Town Centre Project Officer updated Members with regard to the Town Centre public realm.
- Members **noted** the update.
- 19/02/10 To consider an update from the Heritage Working Group**
The Town Centre Project Officer updated Members on the Heritage Working Group
- Members **noted** the update
- 19/02/11 To receive and consider an update on the Crewe Ranger Project and on Street Scene Improvement Project**
The Town Centre Project Officer provided a briefing on the Crewe Ranger Project and Street Scene Improvement Project.
- Members **noted** the update
- 19/02/12 To consider a proposal to become a Paper-free Committee**
The Marketing and Event Officer briefed Members on a proposal to become a Paper-Free Committee.
- Members **noted** the update and **resolved** to move towards paper free distribution of committee agendas.
- The Marketing and Events Officer will contact Members of the Town Development Committee to request their preference in regards electronic or paper agenda packs, and for their preference to be actioned for all future TD Committees. Whether needed, Members should be offered an IT refresher training to access committee papers though Crewe Town Council website. The Marketing and Events Officer with the Chair of the TD Committee were asked to look at the current IT equipment offered to elected Members and to consider whether this is adequate to allow them to access to electronic committee papers and to report this back to the TD Committee for further decision.
- 19/02/13 To consider a proposal to replace broken or vandalised Welcome to Crewe's signs in Town**
The Marketing and Events Officer updated Members on a proposal to replace broken and vandalised Welcome to Crewe signs in Town.
- Members **resolved** to replace and fix those Welcome to Crewe signs that have been vandalised.
- 19/02/14 To consider the date of the next meeting in August 2019²**
Members **resolved** to hold the next TD Committee meeting on 13th August

² Meeting finished at 21.19hrs
Chairman's initials.....

