

Holmes Chapel Parish Council

Clerk of the Council: Nicola L Clarke

Email: clerk@holmeschapelparishcouncil.gov.uk

01477 533934

Assistant: Sue McKay

Email: admin@holmeschapelparishcouncil.gov.uk

01477 533934

1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend a meeting of the Parish Council on **Thursday 11 August 2016** at the Community Room, Holmes Chapel Library at **7.00 p.m.**

Russell Adams from Adams Planning + Development Ltd will attend at 7pm to give an update on the outcome of the Public Consultation and answer any questions on the proposed development on Manor Lane.

AGENDA

1. **Apologies** – To approve any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest.
3. **PUBLIC FORUM** - The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the Parish Council meeting.
4. **Council Minutes** - To approve the minutes of the meeting held on 30 June and 28 July 2016 (draft minutes circulated)
5. **To note the minutes of the committees which have met since the previous meeting and to approve any resolutions arising** (see Appendix 1)
 - Strategy and Partnerships Committee held on 7 July 2016 (draft minutes circulated)
 - Finance Committee held on 14 July 2016 (draft minutes circulated)
 - Amenities Committee held on 21 July 2016 (draft minutes circulated)
 - Technical Services Committee held on 28 July 2016 (draft minutes circulated)
6. **Matters arising** – To receive a verbal report of matters arising from the above minutes
 - **Neighbourhood Plan** – the plan has moved to Regulation 15
 - **16/0732C Victoria Mills planning application** – currently due to be heard at Southern Planning Committee on 31 August 2016
 - **Tour of Britain** – J18 group is co-ordinating events with Parish Council and Partnership involvement.
 - **16/3208C** – 45 Middlewich Road – due to be heard at Southern Planning Committee on 31 August 2016.
7. **Planning applications** - to determine a response to planning application no. 16/3514C, Outline permission for new residential development to create up to 114 dwelling houses.

8. **Holmes Chapel Community Centre – Lead – Cllr Bath** - to receive a report on refurbishment at the site and maintenance requirements as landlord. See separate report attached.
9. **CEC Local Plan – Examination of CE Local Plan Strategy proposed changes.** To note the revised timetable at Appendix 2.
10. **Skate park** – to receive the report on progress with the project. See separate papers attached and report at Appendix 3. **Recommendation by Amenities Committee** – to delegate authority to Amenities Committee to approve the recommended tender and submit a planning application to Cheshire East Council.
11. **ChALC AGM** – to determine whether to submit a motion to the AGM.
12. **Elm Drive Play Area – Goal posts**
Lead – Cllr Street - to note the quotes at Appendix 4 for 2 x 12ft x 6 ft goal posts for Elm Drive as per the specification from ANSA. **Recommendation by Cllr M Street** – to accept the quote from Maple Leaf Designs and instruct them to arrange purchase and installation.
13. **Ward Members report** - to suspend standing orders to receive a report from any Ward Members present.
14. **Finance:**
 - 14.1 **Bank reconciliation** – to note the reconciliation and balance at 31 July 2016 is £140,504.
 - 14.2 **Accounts for payment** – To approve the following payments as detailed in the schedule attached at Appendix 5
15. **Chairman and Clerk’s reports** – To receive reports:

Nicola Clarke
Clerk of the Council
5 August 2016

Appendix 1 - Resolutions

COMMITTEE ACTIONS AND RECOMMENDATIONS LOG 2016 – 2017

From 1st July to 11th August

Resolution	Description	Date
<u>Strategy Cttee</u> (s16/17/17)	<u>Governance Document</u> The committee reviewed the document and RESOLVED (s16/17/17) to recommend approval by Full Council	7/07/2016
(s16/17/18)	<u>Communications and Media Policy</u> The committee reviewed the document and RESOLVED (s16/17/18) to recommend approval by Full Council.	7/07/2016
(s16/17/19)	<u>Report on Chairman of the Council</u> Cllr Savage explained the rationale behind the report. RESOLVED (s16/17/19) to recommend approval to Full Council. Cllr Parry objected	7/07/2016
<u>Finance Cttee</u> (f16/17/04)	<u>s.137 Donations</u> The committee RESOLVED (f16/17/04) to advise full council that, under delegated powers, payments of donations have been made to: Viking Explorer Scout Unit - to purchase a camping fridge-£200 Holmes Chapel Pre-school - to provide financial assistance with decorating - £200 Holmes Chapel Singers - to assist the set up of a youth choir - £200	14/07/2016
(f16/17/06)	<u>Financial Regulations</u> The committee reviewed the Financial Regulations and RESOLVED (f16/17/06) to approve the document.	14/07/2016
(f16/17/07)	<u>Asset Register</u> The committee reviewed the Asset Register and noted the changes. RESOLVED (f16/17/07) to approve the document	14/07/2016
(f16/7/08)	<u>Risk Assessment</u> The committee reviewed the Risk Assessment and agreed small amendments. RESOLVED (f16/17/08) to approve the document.	14/07/2016
<u>Amenities Cttee</u> (a16/17/13)	<u>Goal Posts – Elm Drive Play Area</u> The Committee reviewed the revised information and quotes for the goal posts, and RESOLVED (a16/17/13) that Cllr Street obtains further information to bring to Full Council on 11 August 2016 in order to complete the project	21/07/2016
Tech Services (ts16/17/01)	<u>No recommendations to FC</u>	28/07/2016

Appendix 2

Representor ID: 459874

CESHIRE EAST COUNCIL – LOCAL DEVELOPMENT FRAMEWORK EXAMINATION OF THE CESHIRE EAST LOCAL PLAN STRATEGY – PROPOSED CHANGES SCHEDULE OF MATTERS, ISSUES AND QUESTIONS FOR EXAMINATION

I am writing to you because you made representations to either the originally submitted Cheshire East Local Plan Strategy, or the Proposed Changes version published earlier this year.

Following the consideration of the representations by the Council and the Inspector, the Inspector has now issued the Schedule of Matters, Issues & Questions for Examination (MIQs) which can be found here:

<http://cheshireeast-consult.limehouse.co.uk/portal/planning/cs/sub1>

This is designed to guide and focus the discussion at the forthcoming hearing sessions, which are scheduled to commence on Tuesday, 13 September 2016.

As you know, the Inspector has already arranged for a Procedural Meeting to discuss procedural and administrative matters to be held on Tuesday, 23 August 2016 at Macclesfield Town Hall.

It would be helpful if all participants could read the Schedule of MIQs and associated guidance from the Inspector. The Inspector has invited the Council to respond to all the MIQs, referring to existing evidence and documents, in statements limited to 3000 words per Matter or Town. If any other participant wishes to submit a further statement to the hearings, limited to 3000 words per Matter or Town, they should respond to specific Matters, Issues & Questions related to their original representation.

Since all evidence and material relevant to the representations should have been submitted at the consultation stage, **no new evidence or supplementary material** should be submitted at this stage, unless requested by the Inspector. The Planning Inspectorate's recently updated Procedural Guidance confirms that participants should not expect an opportunity to submit further material during the examination. The guidance can be downloaded here:

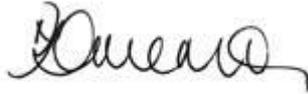
<https://www.gov.uk/government/publications/examining-local-plans-procedural-practice>

If further statements cover more than one Main Matter or Town, a separate copy is required for each and should be appropriately referenced. There is no need to submit any further statement if you merely wish to repeat points made in your original representation. Any further statements should be submitted to reach me by 4.00pm on **Friday 26 August 2016** (4 paper copies and one electronic copy for each Main Matter or Town). Any late or unsolicited information may be returned. All further statements, including those submitted by the Council, will be available in the Examination Library in due course.

The purpose of the resumed hearings is to focus on the main matters and issues that the Inspector considers are fundamental to the soundness of the revised Plan. The hearings will focus on key matters and issues arising from those policies which are subject to the Council's Proposed Changes to the submitted Plan, as well as those relating to the proposed strategic site allocations and strategic locations, which have not yet been discussed in detail. The Inspector does not intend to cover issues previously discussed about parts of the Plan that have not been altered, and will not delve into matters that do not fundamentally affect the soundness of the Plan. The Inspector confirms that he will consider all the representations and evidence, but these will not dictate the structure or focus of the hearings sessions.

I will shortly be issuing a summary programme for the forthcoming hearing sessions, and will contact you later about your participation.

Yours sincerely



Kerry Trueman
Programme Officer

Cheshire East Local Plan Programme Officer
E-mail: ProgrammeOfficer@cheshireeast.gov.uk
Telephone: 07582310364

Miss Kerry Trueman, Cheshire East Local Plan Programme Officer, C/O Spatial Planning Team,
1st Floor Westfields, C/O Municipal Buildings, Earle Street, Crewe, CW1 2BJ

Appendix 3

Report to Full Council – 11 August 2016 **Skate park Project**

Following extensive consultation, fund raising and meetings the Youth Facilities Group has issued the Invitation to Tender to design and build a concrete skate park to be sited at Holmes Chapel Community Centre. The budget for the design, provision and installation is £45,867 (ex VAT) made up of grants, fundraising and a £15,000 contribution from the Parish Council.

The group is using the services of the Holmes Chapel Partnership Project Manager, Glyn Chambers to co-ordinate the project. He is an experienced Project Manager and has worked with the Parish Council on work at the Dane Meadow and both play areas in Holmes Chapel. He is also a consultant for other town and parish councils around the UK.

Acting on advice from our planning consultant, it was decided not to separate the contract into two parts (ground works, and the skate park construction) as this could lead to issues with warranties should there be any claims. The tender is a Selective Single Stage Tender and not an Open Tender, which has been sent to 4 companies who specialise in concrete skate parks.

The timetable for the project is as follows:

Stage	Description	Key Dates
Stage 1: Tender	The tenderer is to design the skatepark based upon the design brief in section.	Tenderers will be invited to a bidders consultation day at an early stage expected to be in the week commencing 8 th August 2016. Submission of Tender 12:00 (noon) 1 September 2016
Evaluation:	Responsibility of Youth Facilities Working Group	The tender submissions are assessed by Youth Facilities Working Group, and the preferred bidder. Cllr John Clowes will join the Working group (as Chair of the Committee) to take part in the tender assessment. recommendation on Friday 2 nd September 2016
Council Approval	Formal approval of tender selection	Parish Council Amenities Committee 15 th September 2016

Stage 2: Planning Permission	The winning tenderer(s) is to produce detailed drawings including location plans, site plans, a design and access statement, noise assessment report, elevation drawings & any other information required by the Planning Section at Cheshire East Council. Holmes Chapel Parish Council is responsible for submitting the planning application to Cheshire East Council and paying associated fees. Upon confirmed submission of the planning application a decision is expected to be made within 6-8 weeks.	Planning Application submitted by 19 th September 2016. (Estimated Planning Outcome, 31 st October 2016)
Stage 3: Order & Build	Subject to planning permission, the winning tenderer is to construct the new skatepark in accordance with the contract	Letting of contract 2 nd November 2016
	Build work to commence on site – assuming minimum of 4 weeks from acceptance of order to commencement of build	Earliest possible construction start date 1 st December 2016
	Completion of build – assuming minimum of 2 weeks to construct	Earliest possible completion date 14 th December 2016
	Snagging and RoSPA inspection	Week following build completion
Stage 4: Formal Opening	Opening Ceremony	Minimum of 1 week after completion of build and RoSPA inspection.

Appendix 4

Goal post costs

Company	Price – ex vat Supply and installation
The Playground company	1,475.00
Stadia Sports	1,626.50
Maple Leaf Designs	1,058.60

Appendix 5

Schedule of Payments: July 1st – August 5th 2016

Number	Payee	Description	Amount £
16053	BT Payment Services	Phone and Internet June 2016	118.70
16054	Paul Hodgkinson (Ironbridge)	new PC for office	960.00
16055	Cheshire East Council	Room Hire Council Mtg	30.00
16056	Office Depot	N-Plan Stationery	52.19
16057	Scottish Power	Streetlighting Apr-Jun16	186.35
16058	Cheshire Pension Fund	Pension July 2016	480.88
16059	Standard Life	Pension AVC July 2016	125.00
16060	Scottish Power	Church Floodlights Apr-Jun16	132.14
16061	Community Payback	Dane Meadow Maintenance	120.00
16062	J A Clowes	Laptop for SID data	25.00
16063	Holmes Chapel Singers	s137 Donation	200.00
16064	HC Community Pre-School	s137 Donation	200.00
16065	V E Scout Unit	s137 Donation	200.00
16066	J A Clowes	Mileage & N-Plan printing	56.55
16067	Salaries July2016	Salaries July2016	2,059.01
16068	Nicola Clarke	Expenses July2016	55.02
16069	Green Contract Services	Asbestos removal HCCC	12,450.00
16070	P Capps Village Mag	N-Plan July/Aug 2016	75.00
16071	P Capps Village Mag	July/Aug 2016 Edition	75.00
16072	J18 Business Group	Support Tour of Britain Cycle Event	750.00
Forthcoming Payments:			
	Shield	Asbestos certification	£2,000 est

Receipts: : July 1st – August 5th 2016

Number	Payee	Description	Amount £
R1608	HM Revenue & Customs	VAT repayment 01/03/16 – 30/06/16	1,874.75
NC	Unity Trust Bank	Bank Interest Payment	66.16