



# Holmes Chapel Parish Council

**Clerk of the Council: Sue Davies**

**Email:** clerk@holmeschapelparishcouncil.gov.uk  
01477 533934

**Admin: Sue McKay**

**Email:** admin@holmeschapelparishcouncil.gov.uk  
01477 533934



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

## STRATEGY AND FINANCE COMMITTEE

### TO ALL MEMBERS OF THE COMMITTEE -

You are summoned to attend a meeting of the Strategy and Finance Committee on **Thursday 4th January 2018** at the Academy Suite, Holmes Chapel Community Centre commencing at 7.00 p.m.

If members of the public are present there will be a period of question time at the beginning and end of the meeting.

### AGENDA:

1. **Apologies** – to receive any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest:
  - a) **disclosable pecuniary interests or**
  - b) **other disclosable interests**

**as required under Chapter 7 of the Localism Act 2011.**

3. **Public Speaking**-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 meeting.

Mr Alastair Cragg and Dr Stephen Smith (St Luke's Church) will be attending the meeting and will be speaking to the Council regarding their recent application for a grant.

4. **Committee minutes** – to approve the minutes of the meeting held on 7<sup>th</sup> December 2017 – copy circulated.
5. **Matters arising**– none.
6. **Planning applications** – To consider any applications on lists recently circulated by CEC.

**17/6332C – Holmes Chapel Primary School** – Single storey extensions to front and rear of Holmes Chapel Primary School to provide additional pupil WC facilities.  
*Comments deadline 11<sup>th</sup> January 2018.*

**17/6113D – Land off London Road, Holmes Chapel** – Discharge of various conditions on application 14/5921C, for a mixed use development including residential and commercial. *Comments deadline: 2<sup>nd</sup> January but agreement made that we can send comments to the Planning Officer on the 5<sup>th</sup> January.*

7. **Strategic Planning Task Group** – To receive the minutes of the meeting on the 5<sup>th</sup> December and matters arising. (See Appendix 1).
8. **Cheshire East Housing Strategy Consultation 2018-2023** – To receive and approve the response to the consultation compiled by the Clerk from comments submitted to her by the SPTG. (Circulated separately).
9. **British Legion Meeting** - To note and receive a verbal report on the meeting with the Royal British Legion on the 15<sup>th</sup> December 2017 to discuss organisation of the Remembrance Day parade, events for next year and funding.
10. **Finance**
  - 10.1. **To note the bank reconciliation for 31st December 2018** – deferred to the Full Council on the 11<sup>th</sup> January due to timing.
  - 10.2. **To receive financial reports including the cash flow forecast to 31<sup>st</sup> December 2017** - deferred to the Full Council on the 11<sup>th</sup> January due to timing.
  - 10.3. **To consider a request by St Luke’s Church** – To further consider the request for a donation towards development of a new cemetery, and support for on-going maintenance (copy of Church accounts circulated separately).
  - 10.4. **To note the legal requirement for the Clerk to be auto-enrolled onto the pension scheme.**
11. **Budget setting 2018/19:**
  - 11.1. To consider the GDPR and potential costs to the Council in 2018/2019 (See separate attachment).
  - 11.2. To review and comment on the draft budget preparation for 2018/19. (See separate attachment).
  - 11.3. To further review the updated draft 5 year plan. (See Appendix 2.)
12. **Public Speaking**
13. **Future Agenda items.**
  - 13.1. Review of Standing Orders and Financial Regulations to separate the roles of RFO and Clerk
  - 13.2. Data protection
  - 13.3. Update to the Quality Council Action Plan
  - 13.4. Consideration of a youth council
  - 13.5. Update to the website
  - 13.6. Consideration of formal request for boundary review
  - 13.7. Redesign of adult and older people’s specialist mental health services in Cheshire East
14. **Chairman’s and Clerk’s reports** – To receive reports.

**Clerk of the Council**  
**20<sup>th</sup> December 2017**



## **Strategic Village Planning Task Group Minutes of meeting on 5<sup>th</sup> December 2017, 2:00pm Academy Suite, Holmes Chapel Community Centre**



**Present: Cllr B Bath, Cllr S Ranger, Cllr D Savage, Cllr J Clowes, Cllr M Blomeley, CE Cllr Les Gilbert, Mr A Watkinson, Mr R Cooper, Mr T Evans (Neighbourhood Planning manager, CE Council), S Davies (Clerk to Holmes Chapel Parish Council)**

### **1. Apologies**

Cllr M Ranger

### **2. Declarations of Interest**

None

### **3. Minutes of Last meeting on 3<sup>rd</sup> October 2017**

Approved

### **4. General Update on Planning matters from Parish Council meetings**

The Clerk and Cllr Bath distributed a document containing planning applications still without a decision that have been considered at Holmes Chapel Parish Council meetings. The document will be updated monthly and circulated to members of the AVPTG as well as the members of the Parish Council.

### **5. CEC Updates**

#### **a. Local Plan and Site Allocations and Development Policies (SADPD) update from CEC Tom Evans and discussion on proposals for Holmes Chapel.**

Mr Tom Evans informed the group that it will now be late January or February before Cheshire East are able to discuss the SADPD proposals for Local Service Centres (LSC) with Parish Councils. It is envisaged that there will be a 'round table' discussion with each parish and local service centres to discuss issues from both sides including the results of the recent responses from landowners and developers to the 'Call for Sites'. He gave the indication that Holmes Chapel as a LSC may have satisfied the housing numbers but there may still be a need to ensure that the required employment sites are fully identified.

Cllr Clowes asked about the 'Beyond 2030' plan and it was felt that this should be brought to the discussion in February.

Cllr Gilbert asked about the commercial Manor Lane site that now has a 'for sale' sign and how the it can be ascertained the marketability study as a commercial site is completed correctly. TE answered that we need to ensure its appropriately marketed by doing a search ourselves.

Mr Evans commented that it is not in CE interests to lose employment sites as the housing strategy had highlighted jobs led growth.

#### **b. CEC 'Call for Sites' documents(circulated)**

Questions were asked of Mr Evans:

## Appendix 1

- It was commented that the Old Fisons building is not included as it wasn't submitted. Also, some sites that are wholly in Brereton are not shown.

### *Action – Tom Evans to send the Brereton List*

- Site MB 272 was discussed in relation to a future potential relief road. It was asked how factors such as this, still in the pipeline, will be considered when assessing the sites submitted. TE answered that the sites assessment will be based on 5-year housing plan, but the road process will take a long time to process. TE suggested feeding this into discussions in February.

Further to this, Mr Bath questioned how relief road funding can be considered in S106 agreements if the road is not yet a certainty. Mr Evans replied that this cannot be done but the number of housing that will be put forward for Holmes Chapel may not be significant enough anyway. It was also commented that the relief road could bring further development.

- The question was asked if large sites could be partitioned and TE answered that this is a possibility.
- It was also questioned if Cheshire East consider the long-term view of the parishes – how they will be seen in the future. Tom Evans explained that there will be a vision in part 2 of plan and that communication is important. (Part 2 (SADPD) will maybe out for consultation late summer 2018.)
- It was explained that it is not known if submitted sites are made by people with a valid option on the land.
- It was asked about infrastructure when the number of houses are considered for an area and Mr Evans explained that school and infrastructure along with roads and transport will be in the plan.
- Settlement boundaries were discussed. It was felt that set boundaries do help to see where open countryside starts so are still useful but that they need reviewing. Mr Evans explained that Holmes Chapel's settlement boundaries could spill into neighbouring parishes.
- It was asked about a potential Parish boundary reviews in light of this but Mr Evans suspects that won't happen yet. It was agreed that the push for boundary changes will need to be further into the future depending on which sites from those submitted are used.
- Mr Evans explained that, after discussions, the results will be collated with other communities until the final figures are known. It would seem like employment land may be wanted more in Holmes Chapel than house building land.
- Housing density was questioned. Much of Holmes Chapel is around 8 or 9 properties per acre but one site much higher. Cllr Gilbert asked about housing mix and this is in the housing policy document.

## 6. S106 Research

### a. Analysis of information provided by CEC through CllrLes Gilbert

The list of S106 agreements was discussed. It was noted that some seem more specific than others. It was also commented that S106 doesn't necessarily get spent in an area unless stipulated/defined. It was agreed that the list needs exploring further. Cllr Gilbert informed that he is collating ideas from other parties such as the partnership, so he can submit requests to Cheshire East. It was agreed that the group needs to decide what they would like and to fit to S106 money but that clarification about which money is available is needed.

*Actions:*

*Cllr Bath to rearrange the list into a more logical order.*

*The Clerk to write to the Cheshire East S106 officer requesting information about sites which appear and ask for clarification on the 'ecological spend' item where this may be available for HC to identify where this could be spent.*

*Cllr Blomeley to liaise with the Partnership.*

### b. Bernard Court S106 monies used in Middlewich

It was agreed that the Clerk try to obtain the S106 agreement perhaps by using a Freedom of Information request. It was also commented that it could be recommended to the council that money be allocated to get legal advice. It needs to be ascertained first that the S106 did stipulate that the sum for affordable houses should be spent in Holmes Chapel.

*Action: The Clerk to endeavour to obtain a copy of the S106 agreement.*

### c. Analysis of all other current developments

Discussed in a.

## 7. Cheshire East Housing Strategy Consultation 2018-2023

The housing strategy was discussed and the following points raised.

- Affordable houses are 30% across borough. It was questioned whether it should be a smaller % in some areas and significantly cheaper. In relation to Holmes Chapel, options were raised such as less houses but bigger discount, affordable houses should be based on need and that maybe a requirement not established.
- Retirement flats: don't sell well second time round – generally nobody wants to go and live in these properties at the moment.
- Jobs led growth – doesn't mention keeping land available for employment
- Who will help – mention CE but not Parish Councils.
- Affordable not affordable.
- Social housing obligations aren't covered – seems to be in the affordable housing.
- Traffic isn't in the document. Health care and schools appear once.

*Actions:*

*All to forward their thoughts to the Clerk*

*The Clerk to draft a response for review.*

## Appendix 1

*That the item, with a draft report, be put on the Strategy and Finance meeting for the 4<sup>th</sup> January.*

### **8. Beyond 2030 draft document**

Postpone to next meeting as no comment from Tom Evans has yet been received.

### **9. Project Plan – Review tasks and dates**

It was reported that this is on track except for 1, Cllr Bath will pursue, put to quarter 1 2018. All other tasks are due next year. Cllr Clowes has completed the countryside item.

### **10. T&T Group meeting update – MB (Report circulated)**

It was agreed that this report will be discussed at the next meeting on the 9<sup>th</sup> January. There is a transport meeting planned on the 8<sup>th</sup> but this will wait until the week after. If anyone has comments they can email them before then.

### **11. Publicity recommendations to S&F committee**

None at present

### **12. Any other business**

None

### **13. Date of next meeting**

9<sup>th</sup> January, 2:00pm, location to be confirmed.

### **Future Meeting Dates:**

All meetings on a Tuesday unless otherwise stated.

9 January 2018

6 February 2018

6 March 2018

3 April 2018

1 May 2018

## Appendix 2

| PROJECTS and COMMITMENTS        | Cost  | Spent to Date    | Grant Funding or Loan | 2018/19 Budget   | Budget           |                  |                  |                  |
|---------------------------------|---|------------------|-----------------------|------------------|------------------|------------------|------------------|------------------|
|                                 |   |                  |                       |                  | 2019/20          | 2020/21          | 2021/22          | 2022/23          |
| Additions to Capital Reserves   | 100,000.00                                    |                  |                       | 20,000.00        | 20,000.00        | 20,000.00        | 20,000.00        | 20,000.00        |
| River Croco Path (4)            | 39,919.00                                     | 20,245.00        | 7,258.00              |                  | 12,426.00        |                  |                  |                  |
| HCCC Grounds/ Car Parks (5)     | 350,000.00                                    |                  | 320,000.00            | 30,000.00        |                  |                  |                  |                  |
| Signage for Cons Area (11)      | 5,000.00                                      |                  | 2,000.00              | 3,000.00         |                  |                  |                  |                  |
| Play Area Strathmore Close (12) | 10,000.00                                     |                  | 5,000.00              |                  | 5,000.00         |                  |                  |                  |
| Phase 2 Village Centre (14)     | 80,000.00                                     |                  | 30,000.00             |                  |                  |                  | 50,000.00        |                  |
| Extend Christmas Lights (16)    | 5,000.00                                      | 2,000.00         |                       | 3,000.00         |                  |                  |                  |                  |
| Chester Rd/Brookfield Dr (17)   | 5,000.00                                      |                  |                       |                  |                  |                  | 5,000.00         |                  |
| HCCC Conservatory roof (21)     | 8,000.00                                      |                  |                       | 8,000.00         |                  |                  |                  |                  |
| Upgrade path near Library (22)  | 3,000.00                                      |                  |                       | 3,000.00         |                  |                  |                  |                  |
| Picton Square improvements (23) | 5,000.00                                      |                  | 2,000.00              |                  |                  | 3,000.00         |                  |                  |
| Church Walk (24)                | 25,000.00                                     |                  | 15,000.00             |                  | 10,000.00        |                  |                  |                  |
| Elm Drive paths (25)            | 20,000.00                                     |                  |                       |                  |                  |                  |                  | 20,000.00        |
| Bus Stop Seats (26)             | 1,000.00                                      |                  | 1,000.00              | 1,000.00         |                  |                  |                  |                  |
| SID posts and new SID (46)      | 8,000.00                                      |                  |                       | 4,000.00         | 5,000.00         | 2,000.00         |                  |                  |
| <b>Capital Expenditure</b>      | <b>664,919.00</b>                             | <b>22,245.00</b> | <b>382,258.00</b>     | <b>72,000.00</b> | <b>47,426.00</b> | <b>23,000.00</b> | <b>75,000.00</b> | <b>40,000.00</b> |
| <b>Council Capital Funds</b>    |   |                  |                       |                  |                  |                  |                  |                  |
|                                 | Capital Additions (budget decision each year) |                  |                       | 41,500.00        | 41,500.00        | 41,500.00        | 41,500.00        | 41,500.00        |
|                                 | Capital Fund brought forward*                 |                  |                       | 37,610.00        | 7,110.00         | 1,184.00         | 19,684.00        | -13,816.00       |
|                                 | Less Capital Expenditure as above             |                  |                       | 72,000.00        | 47,426.00        | 23,000.00        | 75,000.00        | 40,000.00        |
|                                 | Capital Balance                               |                  |                       | 7,110.00         | 1,184.00         | 19,684.00        | -13,816.00       | -12,316.00       |
| <b>Council Reserves</b>         |   |                  |                       |                  |                  |                  |                  |                  |
|                                 | Revenue Reserves brought forward              |                  |                       | 25,000.00        | 25,000.00        | 25,000.00        | 25,000.00        | 25,000.00        |
|                                 | Capital Reserves at end of year               |                  |                       | 40,000.00        | 60,000.00        | 80,000.00        | 100,000.00       | 120,000.00       |
|                                 |   |                  |                       |                  |                  |                  |                  |                  |
|                                 |   |                  |                       |                  |                  |                  |                  |                  |
|                                 | *Capital B/F in 2018/19 is an estimate        |                  |                       |                  |                  |                  |                  |                  |