

NORTHWICH TOWN COUNCIL

Chief Officer: Chris Shaw

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Northwich
town council

DATE: 2nd October 2024

To: The Members of Northwich Town Council

Dear Councillor

You are summoned to attend the meeting of the at the **Council Chamber, 78 Church Road, Northwich, CW9 5PB** held on **Monday 7th October at 6.00pm.**

Yours Sincerely

Chris Shaw

Chief Officer

AGENDA

1. Apologies for Absence

2. Declaration of interest

Members to declare any interest under the following categories:

*Pecuniary interest

*Outside bodies interest

*Family, friend, or close associate interest

3. Open Forum

Members of the public will be allowed to speak at the Open Forum section of this meeting on the understanding that any topics raised will have been forwarded in writing to the Chief Officer at the above address prior to the date of the meeting.

Public Question Time to be a maximum of 10 minutes.

4. Signing of the Minutes

4.1. Of the Town Council meeting held on Monday 2nd September 2024. Minutes attached.

[Members are required to approve the minutes as a true and accurate record.](#)

5. Reports of Committees

5.1 To note Finance & General Purposes Committee meeting held on 16th September 2024. (minutes attached)

[Members to note the minutes.](#)

5.2 To note Planning and Environment Committee meeting held on 23rd September 2024 (minutes attached)

[Members to note minutes.](#)

6. Town Mayors Communications

List of Civic Events that the Town mayor has attended during September 2024 (attached)

[Members to note the report.](#)

- 7. Chief Officers Report**
To receive a report from the Chief Officer (attached)
[Members to note the report.](#)
- 8. Police Update**
To receive a report from Northwich Police
- 9. Insurance Policy**
To approve Finance Committee recommendations.
[Decision of the Council is requested.](#)
- 10. Biodiversity**
To receive a report from Cllr Catriona Stewart
[Decision of the Council is requested.](#)
- 11. Christmas & New Year Opening Times**
Report attached.
[Decision of the Council is requested.](#)
- 12. Outside Bodies**
To receive an update from any member attending meetings of outside bodies.
- 13. CW&C Members**
To receive an update from CW&C ward members
- 14. Date of next meeting**
The next meeting will be on Monday 4th November at 6.00 pm.

Part B

In accordance with Local Government Act Public Admittance to Meetings Act 1960, the following agenda items are to be considered in the absence of Press and Public

- 15. Town Awards**
Reports to be given at the meeting.
[Decision of the Council is requested.](#)

NORTHWICH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL
HELD ON MONDAY 2nd SEPTEMBER 2024

Present:

Cllr Julie MacDonald Deputy Town Mayor

Councillors:

Cllr Andy Kent	Cllr Amy Lockett
Cllr Catriona Stewart	Cllr Andy Stott
Cllr Joanne Callaghan	Cllr Rachel Waterman
Cllr Arthur Neil	Cllr Jane Thomas
Cllr Sam Naylor	Cllr Olwyn Dean
Cllr Lee Siddall	Cllr Graham Emmett
Cllr Janet Illidge	Cllr Tom Melville

Also present:

Chris Shaw Chief Officer
Cath Kirwan Deputy Chief Officer/Responsible Finance Officer

NTC 24/26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Alison Gerrard, Cllr Kate Cernik, Cllr Bob Cernik, Cllr Catherine Fox and Cllr Patricia Parkes

NTC 24/27 CHEQUE PRESENTATION FROM MAYORS CHARITY 2023/2024

Cheque presented by Councillor Jane Thomas to Sarah Pickles, Butterfly Breast Cancer Charity and David Levins and Nic Davey from Cheshire Constabulary.

Councillor Sam Naylor commented on the high attendance of the Skate Park and feels this is well invested.

NTC 24/28 DECLARATIONS OF INTEREST

Members to declare any interest under the following categories:
Pecuniary Interest

Outside Bodies Interest
Family, Friend or Close Associate interest

Cllr Arthur Neil, Cllr Rachel Waterman and Cllr Sam Naylor declared an interest in any matters relating to Cheshire West and Chester Council.

Date.....

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Cllr Julie Macdonald
Deputy Town Mayor

NTC 24/29 OPEN FORUM

Presented by: Mark Sullivan and Steve James, Sustainable Northwich

Mark has been keeping an eye on LSEP and has dialogue with them and a group of 12 were invited to have a look around, the site has now had planning permission and a permit granted. Concerns raised are what the actual impact will be when it starts to operate. Sustainable Northwich would like to know what the air is around the plant before it starts to operate. They are trying to persuade CWAC for some monitoring around the site so they have a baseline. As far as they are aware it is scheduled to start in 2026 so they feel they have enough time to implement this. There will be a large number of vehicles entering the site which will affect air pollution. CWAC has six monitoring stations around the borough and can monitor the particles, unfortunately they are not near to Northwich. This is measured by biomarkers and can be taken from fruit trees, chickens and eggs to see what is coming out of the stack. They have written to CWAC to see if this monitoring can be done and they are waiting for an outcome. Mark has requested that Northwich Town Council support them in this.

Steve James commented that the one that makes all the smell is up for sale but no interest yet. The LSEP site has been granted by the government, so the waste is brought in by vehicles. Steve feels this isn't a healthy outlook with the fumes polluting the environment.

Councillor Graham Emmett confirmed how he has been working to stop this plant but unfortunately in having the permit makes it easier for them. Councillor Graham Emmett will support them and feels it is a disgrace the way the carbon capture is not happening.

Steve James informed members that an open day on 28th September will be happening and anybody can attend.

Cllr Siddall commented on the monitors that have been installed by CWAC and would like to see them in Northwich. Cllr Siddall would like to see the use of rail instead of road. We need to be aware of how much pollution is going into the environment. Cllr Siddall asked where they would like to see the monitors. Mark commented probably near the roundabout and said now it will be quite hard to gate. The LSEP plant is costing £700 million and if they can spend that much on building it then surely, they can spend more on monitoring the environment.

Councillor Catriona Stewart commented that 4 months ago we had a meeting with Peak Cluster and asked if Carbon Capturing was in that – Mark commented that it wasn't.

Proposed that Northwich Town Council write a letter to Cheshire West and Chester asking for Air Quality Monitoring.

Date.....

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Cllr Julie Macdonald
Deputy Town Mayor

*Proposed by 1st Cllr Arthur Neil seconded by Councillor Lee Siddall
All agreed.*

Councillor Sam Naylor asked where will be waste come from to fire up this incinerator as the public are very good at recycling now. We need to keep the population safe. The stack will be tallest structure in Northwich, nearly 300ft high and there will be two of them. We need to use the railway to alleviate the traffic. We still face the prospect of 600 HGV coming and going out each day on an unsuitable road.

Councillor Julie Macdonald thanked them for the presentation.

NTC 24/30 SIGNING OF THE MINUTES

4.1 The minutes of the Town Council Meeting held on Monday 1st July 2024 be confirmed and approved as a true and accurate record.

Proposed by Councillor Janet Illidge and seconded by Councillor Lee Siddall

All agreed.

Minutes to be signed by the Mayor.

NTC 24/31 REPORTS OF COMMITTEES

5.1 To note the Finance and General Purposes Committee Meeting held on Monday 15th July and Monday 19th August 2024.

5.2 To note the Planning and Environment Committee Meeting held on 22nd July 2024 and 27th August 2024.

Councillor Graham Emmett asked about the Waters Cross, changing the use from over 55s to lowering the age and mentioned that the residents living there at the moment have strongly disagreed with this change with the Planning Officer.

Councillor Sam Naylor commented that the building replaced the old social services office. The building has been criticised but the other designs were atrocious, two residents have also been in touch with Councillor Sam Naylor as they have brought the property with it being a retirement flat.

Members noted the minutes of the meetings.

Date.....

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**Cllr Julie Macdonald
Deputy Town Mayor**

NTC 24/32 TOWN MAYOR'S COMMUNICATIONS

Mayor's diary – July and August 2024

Town Mayor's Communications		
5 th July	Launch of the Visual Arts Cheshire Art Trail and Northwich LitFest	
7 th July	Northwich Musical Theatre Choir (Attended by Deputy Mayor)	
10 th July	Townbridge Court	
11 th July	Dementia Friendly Meeting	
20 th July	Northwich River Festival	
6 th August	Dementia Friendly Meeting	
25 th August	Creative Crafters Family Fun Day (Attended by Deputy Mayor)	

NTC 24/33 CHIEF OFFICERS REPORT

Members received a report from Chief Officer.

Weaver Square

Councillor Lee Siddall commented on the shutters in Weaver Square and who is responsible to close them in the evening. Chief Officer confirmed that the shutters have been out of action for two years and they were condemned. Northwich Town Council has installed the shutters through Colliers, the management company are they are now responsible to closing the shutters.

Belmont Road & Rose Meadow Play Area Improvements

Councillor Andy Kent asked if we knew what the hold up is on Rose Meadow regarding the play area and feels it is getting quite embarrassing as residents have asked numerous questions to what is going on. Councillor Rachel Waterman commented that the agreement will be signed this month and is due a catch up and will update members as Councillor Waterman is also receiving numerous enquires about Rose Meadow. Chief Officer confirmed that when the consultation first started, he was informed that it would be 6 months until a decision was made.

Solar Farm Leaflets

Members to approve that Northwich Town Council pay the invoice of £260.50 for leaflets and not individual Councillors.

Decision of the Council is requested.

Proposed by Councillor Graham Emmett and seconded by Councillor Tom Melville.

All agreed

Date.....

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Clr Julie Macdonald
Deputy Town Mayor

NTC 24/34 EVENTS UPDATE

Members received an update from Chief Officer on past and upcoming events. Councillor Lee Siddall commented on how fantastic Pina Colada Event and what a great boost for businesses and thank you to Northwich Town Council staff and BID Northwich.

Councillor Andy Kent updated members on the towpath near and a meeting will be happening with CRT as they have a budget to repair this.
7.00pm – Councillor Jane Thomas left.

NTC 24/35 POLICE UPDATE

David Levins Neighbourhood Inspector LPU introduced himself and has been in post since January 2024. He commented on how Northwich is a safe town and that residents want to make it a better place. We have had a new PCC this year and has already promised to invest and tackle ASB and has been to Northwich and will be returning. The police always want to hear from the residents and has been dealing with complaints from Victoria House and tackling any problems with them. He opened an invitation to any Councillors to come out and see what they do and how they go about their duties. Retail theft is also on the increase as it is nationally too. Sainsburys, Tesco, Boots and Asda are popular sites with this crime. They are having great success with AI face recognition. There are pockets of ASB in the area. Priority for the Police will be concentrating on supporting victims of crime and protecting vulnerable people and how crime is reported.

Councillor Rachel Waterman reported on the high level of activity at Leftwich Green and had called 999 three times over the weekend and wondered if this was the right action to take. David Levins confirmed to keep calling 999 and reporting the crime.

PCSO Nic Davey talked about the Crucial Crew – where they go and deliver a drugs workshop but not many schools attend this due to cost.

Proposed to look at funding these Crucial Crew workshops for the five schools in Northwich. PCSO Nic Davey will confirm costs as this will be very beneficial to the children.

Date.....

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**Cllr Julie Macdonald
Deputy Town Mayor**

PCSO Nic Davey updated members on the Football Sessions when over 20 children have joined this these and has been good to see. PCSO have arranged knife sweeps and have worked with the Ministry of Metal Detection, and it was great that no knives were found. They also supported the community safety event in Barons Quay and a great turnout from the community attended. A couple of crime prevention session will be happening in the next few months, and this will involve educating the elderly community with safeguarding. Shoplifting has been on the increase, but this is happening nationally too. There will be a week in October for Crime Prevention week where plain clothed officers will be around time trying to tackle ASB behavior over the summer has been greatly reduced compared to previous years. Weaver Square has now been secured thanks to Northwich Town Council to stop people breaking in and anti-vandal paint will be painted. Business needs to be responsible for clearing their rubbish and will be working with the BID to resolve this.

NTC 24/36 OUTSIDE FORUM

Councillor Graham Emmett updated members on the Navigation Road, Dockyard site. He attended a meeting last Friday from a Charity who will be delivering a social housing site. He would like to form a sub-committee working group on this.

7.35pm Councillor Arthur Neil left the meeting.

Propose to create a sub committee

Proposed by Councillor Andy Kent and seconded by Councillor Lee Siddall

Committee members will be Councillor Arthur Neil, Councillor Sam Naylor, Councillor Catriona Stewart, Councillor Jo Callaghan, Councillor Lee Siddall, Councillor Janet Illidge, Councillor Graham Emmett and Councillor Rachel Waterman. Dates to be confirmed.

Councillor Andy Kent updated members on Northwich Railway Station. Councillor Andy Kent had a meeting with Andrew Cooper MP and is waiting for an update on the Station. The ticket office will be closed up until at least June 2025 due to the refurbishment. Andrew Cooper MP will be chasing this up. No update on the BIDS for Northwich and if declined an explanation will be sent. There will be a further meeting with a friends group who have been litter picking on a regular basis at the Penny Black, Northwich. On the 18th October at 10.30am, Northwich Town Mayor and Andrew Cooper will be coming to open the stations artwork which will make the station look more cared for and will be a nice welcome to visitors to the town. This artwork has been done by local school children and this will also be displayed in Church Walk Paddling Pool but on a smaller scale.

Councillor Rachel Waterman commented on how the Town Centre looked good and has suggested to CWaC that we have a pilot scheme to show how a town council can look after the town centre. Chief Officer reported that he has a meeting with BID to discuss the ongoing upkeep of the town.

Councillor Sam Naylor updated members on the library will be opening in 2026.

Date.....

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Cllr Julie Macdonald
Deputy Town Mayor

NTC 24/37 DATE OF NEXT MEETING

The date of the next Council meeting will be Monday 7th October 2024 at 6.00 pm

Meeting closed 7.58pm.

Date.....

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Cllr Julie Macdonald
Deputy Town Mayor

NORTHWICH TOWN COUNCIL
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING HELD ON MONDAY 16th SEPTEMBER 2024 at 6.00pm

Members Present : Cllr J Macdonald
Cllr T Melville
Cllr R Waterman
Cllr C Fox
Cllr K Cernik

Also Present : Chris Shaw – Chief Officer
Cath Kirwan – Deputy Chief Officer/RFO

FIN24/14 **APOLOGIES FOR ABSENCE OR ABSENCE**

Apologies were received from Cllr L Siddall, Cllr S Naylor and Cllr A Gerrard

FIN 24/15 **DECLARATIONS OF INTEREST**

Declarations of interest were given by Cllr J Macdonald to Northwich Metals and Cllr R Waterman to Cheshire West and Chester.

FIN 24/16 **SIGNING OF THE MINUTES**

Minutes of the Finance and General Purposes Committee meeting held on 15th July and noted at Full Council meeting on Monday 2nd September 2024.

Proposed Cllr J Macdonald, seconded Cllr R Waterman, all agreed

FIN 24/17 **DETAILED INCOME & EXPENDITURE BY BUDGET**

RFO answered various members questions relating to budget headings.

Proposed Cllr K Cernik, seconded Cllr J Macdonald, all agreed

FIN 24/18 **BACS DUE FOR PAYMENT**

Bacs payments and direct debit figure approved £126,872.11.

Proposed Cllr K Cernik, seconded Cllr J Macdonald, all agreed

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Date

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Cllr Catherine Fox
Chair

FIN 24/19 FINANCE COMMITTEE TO CHECK PAYMENTS

Members chose two payments from July 2024 payments. DCO/RFO provided the evidence for:

Northwich Tree Surgery – £5160.00
Amberol - £667.46

FIN 25/20 ANNUAL INSURANCE RENEWAL

Members agreed of the renewal amount of £14,148.61 with Zurich Insurance for 24/25.

FIN 25/21 DATE OF NEXT MEETING

Date of the next meeting Monday 21st October at 6.00pm.

There being no further business the Chairman declared the meeting closed at 6.35pm

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Date

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**Cllr Catherine Fox
Chair**

Cllr Catherine Fox
Chair

PL 24/23 PLANNING APPLICATIONS

1. Theatre Court London Road Northwich CW9 5HB

Proposal - 1- (&1A) Maple - Fell (1A fell suckers). 2 - Dead Elder stems – Remove overhang only. 3 - Sycamore - Fell. 4 - Group (similar to 3) – Fell Elder and reduce overhang on Theatre Court side by 2 to 4m. 5 Regrowth from previously felled Sycamore - Fell. 6 - Cherry - Reduce throughout by 1.5 to 2m. Clear camera view of entrance. 7 - Cherry - Fell. 8 - Birch (dying) - Remove major dead sections and monitor. Clear around lights.

Reference Number: 24/02454/CAT

Refer to Tree Officer

2. Site Address: 1 Gordale Close Northwich CW8 4XT

Proposal: 2x Mature Sycamore - Request to crown lift to 5m and crown reduce by 1.5m to reduce chance of failure and allow light into over crowded garden. 1x Lime - Request to reduce height by 3m as overcrowding neighbouring property. 1x Beech - Request to reduce extruding lateral limbs by 2m to retain shape and reduce chance of failure.

Reference Number: 24/02650/TPO

Refer to Tree Officer

3. Site Address: 20 Woodlea Court Northwich CW8 4TG

Proposal: Removal of existing garden wall and erection of a fence

Reference Number: 24/02215/FUL

No comment – providing the proposed boundary falls within the curtilage of No 20 Woodlea Court, Northwich

4. Site Address: 53 Hatton Lane Northwich CW8 1JZ

Proposal: Demolition of existing side extension and replacement with two storey side extension

Reference Number: 24/02552/FUL

No comment

5. Site Address: Sir John Deanes College Monarch Drive Northwich CW9 8AF

Proposal: Common Lime (T1) - Prune away from building to give at least 2m clearance and prune away from lamp columns to give at 1m clearance.

Reference Number: 24/02688/CAT

Refer to Tree Officer

Date

Cllr Catherine Fox
Chair

6. Site Address: 25 Marple Road Northwich CW9 7AU

Proposal: Demolition of side extension and removal of rear conservatory,
erection of single storey rear and side extension

Reference Number: 24/02484/FUL

No comment

7. Site Address: 4 Lime Court Northwich CW9 8DR

Proposal: 1x horse chestnut - request to fell

Reference Number: 24/02486/TPO

Refer to Tree Officer

**8. Site Address: Land Off Station Road and Leicester Street Northwich
Cheshire**

Proposal: Extension to car parking area to include 6 no. dedicated EV
charging spaces and associated works. (Amendment to previous planning
permission 22/03738/FUL)

Reference Number: 24/02567/FUL

No comment

9. Site Address: 93 Carlton Road Northwich CW9 5PW

Proposal: Demolition of existing side extension, erection of part single and two storey
side extension

Reference Number: 24/02612/FUL

No comment

10. 180 Chester Road Northwich CW8 4AS

Proposal: Variation of condition 2 (approved plans) of 22/04167/FUL (Subdivision of
dwelling into 4 dwellings with new vehicle access)

Reference Number: 24/02507/S73

Need Highways to advise

11. 2 Balmoral Avenue Northwich CW9 8BH

Proposal: Removal of Chimney and demolition of rear single storey extension, new
two storey side extension with roof lights.

Reference Number: 24/01966/FUL

No comment

PL 24/19 NEXT MEETING

The next meeting will be held on Monday 28th October 2024 at 5pm.

There being no further business, the meeting closed at 5.40pm

Date **Cllr Catherine Fox**

Chair

Date

**Cllr Andy Stott
Chair**

Report to : Full Council

Meeting Date : 7th October

Agenda Item : 6

Prepared By : Cath Kirwan

Subject : Town Mayor's Communications



Town Mayor's Communications	
5 th September	The Daniel Adamson
7 th September	Super Box Boxing Club
14 th September	Davenham RBL Veterans
20 th September	Northwich Beer Festival
22 nd September	Northwich Rowing Club Awards
26 th September	St. Lukes Open Day

Report to : Full Council

Meeting Date : 7th October 2024

Agenda Item : 7

Prepared By : Chris Shaw

Subject : Chief Officers Report



Belmont Road Play Area Improvements

We were delighted to learn that our funding application to FCC Communities was successful which will enable us to now proceed with the refurbishment.

All documents that were requested were sent over and we are now waiting on the finance agreement, once this is done we can then instruct the contractor to pencil in a date and order the play equipment from suppliers.

As the site has relatively good drainage and we can install in a way that we will not damage the site we can hopefully start the works in January.

Rose Meadow Play Area

Following the last Full council meeting where members raised concerns on the length of time it was taking since the consultation to see a start on this project I have since had a meeting with officers from CW&C Council. Progress is being made and the agreements should all be in place within the next few weeks, I have also contacted Bellway Homes and arranged a site meeting to discuss final position of the play area. I will keep members updated once final agreements have been agreed.

Dates for Diary

Civic service – Sunday 6th October 1.30 St Helens Church

Remembrance – Sunday 10th November 9.30 from Crumb Hill, Church Service at 10.00 am, Act of Remembrance 10.50 at the Cenotaph

Christmas Extravaganza – Saturday 23rd November 12.00 noon Northwich Town Centre, switch on and fireworks at 5.00 pm

Christmas Ice Rink – Saturday 30th November/Sunday 1st November in Barons Quay

Tree of Lights – Friday 6th December – 6.00 pm Witton Cemetery.

Report to : Full Council

Meeting Date : 7th October

Agenda Item : 9

Prepared By : Chris Shaw

Subject : NTC Insurance Renewal



Background

Each year Northwich Town Council review and renew its annual insurance at a meeting of the Finance Committee.

Proposal

Members to approve Finance Committee recommendations to accept Zurich Insurance as I provider for 2024/25 at a total cost of £ £ 14,148.61.

Decision of the Council is requested,

Chris Shaw

Chief Officer

Report to : Full Council

Meeting Date : 7th October 2024

Agenda Item : 10

Prepared By : Cllr Catorina Stewert

Subject : Biodiversity



Councillors will have received an email I forwarded from Rupert Adams, Chair Cheshire and The Wirral branch of Butterfly Conservation on the crisis in butterfly populations. As Rupert said, this is more than butterflies, it is indicative of population collapse of invertebrates and amphibians.

Town and Parish Councils do not have responsibility to act on the climate crisis, something in my opinion that would warrant reform. However, in terms of promoting biodiversity, we do have defined responsibility. We also live in an area of Cheshire that has been among the most biodiverse, with the flashes and old industrial brownfield sites that often provide a better home for wildlife than monocultural and degraded farmland. It should be noted that with the regeneration of areas like Winnington Urban Village, much of this brownfield site has and is subject to development. This reduces the habitat and food sources the wildlife we should be sharing our locality with need to survive and to thrive.

Wildlife and nature are known to enhance health and wellbeing, engagement with the outdoors is good for everybody. Northwich Town Council supported a Butterfly event in Vickersway Park in 2023; had this event taken place this Summer it is likely there would have been more knitted butterflies than those flying about the park. I am aware of natural planting at Verdin Park and wildlife friendly lavenders and other plants in the friendship bench at Vickersway. The Growzone also offers habitats and places for small animals. Some years ago local schools (Kingsmead, Leftwich Charles Darwin and Hartford Manor) teamed up with the Lion Salt Works in the PolliNation project. The aim was to provide floral pathways across the town. Pollinating insects from bees to butterflies need connected spaces that they can fly between. This is why isolated wild areas can look beautiful but lack impact on overall populations. The initial project had a lasting impact on Kingsmead Primary School grounds where governors were persuaded to turn more and more of the grounds into wildlife friendly places. Children found and recorded a rare ladybird, thought to be extinct in Cheshire causing real pride in their place of learning and their contribution as citizen scientists. Voters visiting the ballot box in June noticed the buzz and beauty and the Parish Council there went on to turn over more space to wildflower planting. One of the concerns of a less tidy verges was overcome and while not 100% approval rate, is valued and supported by most residents. Our locality is not starting from scratch.

Grass verges in Kingsmead are different to our town in Northwich but planting for pollinators can be interpreted and acted on. I know Rupert and Chris, our chief officer, have already been talking about what we can do in our formal planting spaces as well as less formal places to increase wildlife.

Proposal

I ask Northwich Town Councillors to support the Chief Officer and his staff in working with Rupert Adams and others with the expertise to develop a medium and long term plan to put Northwich and its public spaces on the map as the biodiversity capital for Mid Cheshire and Cheshire West and Chester.

LINK - Wild Spaces

Decision of the Council is requested.

Chris Shaw – Chief Officer

Report to : Full Council

Meeting Date : 7th October 2024

Agenda Item : 11

Prepared By : Chris Shaw

Subject : Christmas & New Year 2024/25



Proposed Christmas & New Year Opening/ & Closing Times

Tuesday 24th December Christmas Eve – Office closed.

Wednesday 25th December Christmas Day – Office closed.

Thursday 26th December Boxing Day - Office closed.

Friday 27th December - Office closed.

Monday 30th December - Office closed.

Tuesday 31st December - Office closed.

Wednesday 1st January New Years Day – Office closed.

Thursday 2nd January – Office closed

Friday 3rd January – Office closed.

Staff will be in over the Christmas period to carry out daily duties such as litterbin emptying, feeding of animals in Vickersway Park and daily inspections.

All funerals and funeral enquiries will be covered by the Chief Officer over the Christmas Period to ensure our bereavement services continue to be delivered.

Emergency mobile numbers will be added to the answerphone machine.

Vickersway Park & Church Walk Play Area will be open throughout the Christmas period including Christmas Day, Boxing Day and New Years Day.

Members to agree the above office closing times for 2024/25.

Decision of the Council is requested.

Chris Shaw

Chief Officer