

# **Civic Sub-Committee**

## **Agenda**

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**Date:** Wednesday 7th September 2011  
**Time:** 2.00 pm  
**Venue:** Fred Flint Room, Westfields, Middlewich Road, Sandbach  
CW11 1HZ

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The agenda is divided into two parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Appointment of Chairman**
2. **Appointment of Vice-Chairman**
3. **Apologies for Absence**
4. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

5. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relevant to the work of the meeting. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

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For requests for further information

**Contact:** Paul Mountford  
**Tel:** 01270 686472  
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6. **The Queen's Diamond Jubilee Celebrations** (Pages 1 - 6)

To consider a report on the work being undertaken in relation to the Queen's Diamond Jubilee Celebrations

7. **Honorary Aldermen** (Pages 7 - 10)

To consider a report which recommends that the title of Honorary Alderman be conferred on former Members of the Council

8. **Historic and Ceremonial Regalia and Property of the Charter Trustees** (Pages 11 - 14)

To consider a report which requests authorisation for officers to continue negotiations with the Crewe and Macclesfield Charter Trustees concerning the historic and ceremonial regalia and property of the former Crewe and Nantwich and Macclesfield Borough Councils

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## CHESHIRE EAST COUNCIL

### Civic Sub Committee

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**Date of Meeting:** 7 September 2011  
**Report of:** Performance and Partnerships Manager  
**Subject/Title:** The Queen's Diamond Jubilee Celebrations

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#### 1.0 Report Summary

To advise the Committee on the work being undertaken in relation to the Queen's Diamond Jubilee Celebrations.

#### 2.0 Recommendation

That the Committee consider the information contained in the report.

#### 3.0 Financial Implications

3.1 The Officer Working Group and the Council will need to consider the financial implications for the Council and report on these as appropriate.

#### 4.0 Legal Implications

4.1 The Government has announced its plans for a special four-day Jubilee weekend in 2012 which is an excellent opportunity for communities to come together to celebrate and commemorate the Diamond Jubilee. This has entailed putting back the late May bank holiday to Monday 4 June and adding an additional Jubilee bank holiday on Tuesday 5 June.

4.2 In England, the Department for Education has made regulations to reduce the minimum length of the school year in 2011/2012 by one day: to a minimum of 378 half-day sessions, or 189 days. This will allow children and school staff to benefit from the extra bank holiday.

#### 5.0 Risk Management

5.1 No issues can be identified as arising from the proposals contained in this report.

#### 6.0 Background

6.1 The Diamond Jubilee celebrations will centre on an extended weekend on 2nd, 3rd, 4th and 5th June 2012. Buckingham Palace have issued plans for the celebrations and identified how they would like communities to be involved. **Appendix 1** provides an overview of the plans.

- 6.2 The Department for Culture Media and Sport is responsible for co-ordinating the Government's role for Her Majesty's Diamond Jubilee celebrations.
- 6.4 Local communities are being encouraged to organise and celebrate the Diamond Jubilee in their own way, in particular by organising community parties.
- 6.5 Local authorities in conjunction with their Lord Lieutenant will be expected able to provide details of any planned activities in each area. The Lord Lieutenant of Cheshire, David Briggs, is meeting with representatives of Councils across Cheshire.
- 6.6 An officer working group has been established, led by the Performance and Partnerships Team, to co-ordinate and promote activities and ensure that communities have as much information as possible to run events easily and safely. The Council will also be co-ordinating the lighting of Jubilee Beacons in Cheshire East, as well as ensuring a good involvement in all the initiatives identified in Appendix 1.
- 6.6 The Civic Sub-Committee's terms of reference have been extended to include the following function:-

"To make recommendations upon all matters relating to the Queen's Diamond Jubilee"

## **7.0 Access to Information**

- 7.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Juliet Blackburn

Designation: Performance and Partnerships Manager

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The Jubilee emblem was chosen after a national competition run by Blue Peter for children aged between 6 and 14. The winning design is 10-year-old Katherine Dewar, from Chester.

### **The Queen's Diamond Jubilee Weekend of Celebrations 2012**

#### **Saturday 2<sup>nd</sup> June 2012**

The Queen will attend the Epsom Derby

#### **Sunday 3<sup>rd</sup> June 2012**

##### **The Big Jubilee Lunch**

People will be encouraged to share lunch with neighbours and friends, as part of the Jubilee celebrations. This may take the form of a traditional street party or picnic lunch in small or larger groups. Below is an extract from the Big Lunch website:-

'The beauty of The Big Lunch is that people themselves decide everything about their own event. The venue can be wherever you want or have space, the theme whatever you fancy - food and people are the key ingredients. For example, if you want to raise money for charity do it, if you want to play music feel free (just so long as other neighbours are happy!). You can close your road if you fancy a big street party or use a local park for a small community BBQ - it really is up to you.

Quite simply we want to get as many people as possible to sit down and have lunch with their neighbours on the first Sunday in June. The Big Lunch is all about community, friendship and fun!

The event is being organised by the Big Lunch. <http://www.thebiglunch.com/>

##### **The Thames Diamond Jubilee Pageant**

This event will take place on the Thames. The Queen will lead a flotilla of up to 1,000 boats assembled from across the UK, the Commonwealth and around the world. The flotilla, expected to measure 7.5 miles long from end to end – will be one of the major focal points of the celebrations over the weekend and will integrate music, fireworks and special effects. It aims to capture the diversity of Britain and the Commonwealth's proud maritime history. The event organisers are planning for well over one million people to line the banks of the Thames, to witness the event and join in the festivities. This event is being organised by the Thames Diamond Jubilee Foundation. [www.thamesdiamondjubileepageant.org](http://www.thamesdiamondjubileepageant.org)

### **Monday 4<sup>th</sup> June 2012**

#### **BBC Concert at Buckingham Palace**

There will be a televised Diamond Jubilee Concert at Buckingham Palace with tickets being available to UK residents by public ballot. The musical programme for the concert is still being planned and is expected to feature British and Commonwealth musicians. Details of how to apply for the concert will be available in due course. The event is being organised by the BBC.

#### **The Queen's Diamond Jubilee Beacons**

In 1897 beacons were lit nationally to celebrate Queen Victoria's Diamond Jubilee. In 1977 and 2002 beacons were lit to celebrate The Queen's Silver and Golden Jubilees. On Monday 4th June 2012, the aim is to light 2,012 (or more) beacons - the length and breadth of the United Kingdom, Channel Islands, Isle of Man, the Commonwealth and other countries around the world to mark this important and historic moment in The Queen's Reign. As in 2002, the Queen will light the National Beacon. Local Authorities have been asked to organise the lighting of 1 official beacon in their area, and to work with local groups and town and parish councils to ensure that at least 6 beacons are lit in each local authority area.

The national event is being organised by

[http://www.diamondjubileebeacons.co.uk/Diamond\\_Jubilee\\_Beacons/HOME.html](http://www.diamondjubileebeacons.co.uk/Diamond_Jubilee_Beacons/HOME.html)

### **Tuesday 5<sup>th</sup> June 2012**

#### **Service of Thanksgiving and Carriage Procession**

The Queen and other members of the Royal Family will attend the service at St Paul's Cathedral and a formal carriage procession by The Queen.

#### **Celebration Projects**

##### **Queen Elizabeth II Fields Challenge**

The Queen Elizabeth II Fields Challenge, operated by Fields in Trust, is a fantastic new campaign to protect 2012 outdoor recreational spaces in communities all across the country as a permanent living legacy of this great event. From sports pitches to woodlands, children's play areas to gardens and bicycle trails to parks, the Queen Elizabeth II Fields Challenge will protect a diverse range of outdoor spaces ensuring that there is something to appeal to everyone.

The Queen Elizabeth II Fields Challenge will give communities an opportunity to vote for an outdoor space in their area to become part of the scheme and be permanently protected as a tribute to the Diamond Jubilee.

<http://www.qe2fields.com/>

### **Woodland Trust – Jubilee Woods Project**

The Jubilee Woods Project was launched by The Woodlands Trust in February 2011. It aims to plant six million trees across the UK, creating hundreds of new woodlands. As part of this project, 60 'Diamond Woods' of at least 60 acres each will be planted to mark each year of the Queen's reign. They are also looking to encourage Jubilee Woods which are anything from an acre upwards. The planting will begin in autumn 2011 and run to the end of 2012.

The Trust is making available free Jubilee Tree Packs for community groups to plant, and will provide packs and guidance for schools later on in the year. They will also list all the Jubilee Woods in our special Jubilee Woods commemorative report to The Queen and Government and provide a special certificate of recognition. <http://www.woodlandtrust.org.uk>

### **Jubilee Time Capsule**

The Royal Commonwealth Society has organised a special Jubilee Time Capsule, a digital archive of the Queen's reign. You can contribute to this by picking a day and adding your memories and stories of that day. You can use photos, words or videos and talk about anything you want. <http://www.jubileetimecapsule.org/>

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## CHESHIRE EAST COUNCIL

### Civic Sub Committee

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**Date of Meeting:** 7 September 2011  
**Report of:** Democratic and Registration Services Manager  
**Subject/Title:** Honorary Aldermen

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#### 1.0 Report Summary

- 1.1 To make recommendations that the title of Honorary Alderman be conferred on former Members of the Council.

#### 2.0 Recommendations

- 2.1 That

- (1) the Constitution Committee be asked to recommend to Council that the title of Honorary Alderman be conferred on the following former Members of the Council:

Mr Ainsley Arnold  
Mr David Cannon  
Mr Ray Westwood  
Mr Andrew Knowles  
Mr Tony Ranfield  
Mr John Goddard

- (2) the Sub-Committee indicate when the Council meeting should take place and consider the form of ceremony.

#### 3.0 Financial Implications

- 3.1 Under the provisions of Section 249 of the Local Government Act 1972 Councils are allowed to spend 'such reasonable sum as they think fit' on presenting an address or casket containing the address to the Honorary Alderman. Any costs can be met by the Civic budget.

#### 4.0 Legal Implications

- 4.1 Under the provisions of Section 249 of the Local Government Act 1972, "a principal council may, by a resolution passed by not less than two-thirds of the members voting thereon at a meeting of the council specially convened for the purpose with notice of the object, confer the title of Honorary Alderman on persons who have, in the opinion of the council, rendered eminent services to the council as past members of that council, but who are not then members of that council".

## **5.0 Risk Management**

5.1 No issues have been identified.

## **6.0 Background**

6.1 Every Council should have its own criteria for the appointment of Honorary Aldermen, a list of rights and duties for Honorary Aldermen and its own ceremony for their Admission. At the meetings of Council held on 14 October 2010 and 12 December 2010 the Council approved a scheme relating to the appointment, rights and privileges of Honorary Aldermen.

6.2 For the purposes of the Council's scheme it was resolved that the term 'eminent service' should mean a minimum of 12 years' service, whether consecutive or otherwise. Where a Member had served on one or more predecessor authorities of Cheshire East, whether concurrently or otherwise, including the shadow authority, the service with each authority should be taken into account separately for the purpose of determining eminent service.

6.3 The Council's records indicate that former Councillors Arnold, Cannon, Westwood, Knowles, Ranfield and Goddard have served the minimum of 12 years and are eligible to be appointed as Honorary Aldermen of the Council. Other than Mr Knowles each has confirmed that he would accept the title of Alderman if the Civic Sub Committee nominated him. The position in respect of Mr Knowles will be given at the meeting.

6.4 As this is a formal civic ceremony all Cheshire East Alderman and Freeman will be invited to attend. At the ceremony, those upon whom the title is to be conferred will be presented with a framed scroll and a medallion.

6.5 After consulting with the Group Leaders on the date for the ceremony the recommendation is that a special meeting of Council and a short civic reception should be held on the same day as an ordinary meeting of the Council. The next ordinary meetings of Council will be held in Crewe Town Hall on 13 October and Congleton Town Hall on 15 December.

6.6 The following ceremonial procedure is suggested:

1. The Mayor will open and welcome those present to the Meeting
2. The Leader will propose a formal motion
3. The Mayor will invite a Member to second the motion
4. The Leader will give a tribute to those upon whom the title is to be conferred

5. The Mayor will invite other members to give similar tributes
  6. The Mayor will invite the Council to pass the formal resolution
  7. The Mayor will invite the recipient(s) to come forward and sign the Roll of Honorary Alderman and Freeman
  8. The Mayor will present a scroll and medallion to the recipient
  9. The recipient will give a response
  10. The Mayor will conclude proceedings
- 6.7 The Civic Sub Committee is asked to indicate when the Council meeting should take place and consider the form of ceremony at which the titles will be conferred.

**7.0 Access to Information**

- 7.1 The background papers relating to this report can be inspected by contacting the report writer:

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## CHESHIRE EAST COUNCIL

### Civic Sub Committee

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**Date of Meeting:** 7 September 2011  
**Report of:** Democratic and Registration Services Manager  
**Subject/Title:** Historic and Ceremonial Regalia and Property of the Charter Trustees

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#### 1.0 Report Summary

- 1.1 To invite the Sub Committee to authorise officers to continue negotiations with the Crewe and Macclesfield Charter Trustees concerning the historic and ceremonial regalia and property of the former Crewe and Nantwich and Macclesfield Borough Councils, such regalia and property now being in the possession of Cheshire East Council.

#### 2.0 Recommendations

- 2.1 That the Civic Sub Committee authorise officers to continue to negotiate with the Crewe and Macclesfield Charter Trustees, and any other relevant body, and to prepare a draft agreement dealing with all issues surrounding the transfer and security of historic and ceremonial regalia and property to those bodies.

#### 3.0 Financial Implications

- 3.1 The Charter Trustees, and other bodies, would be responsible for insurance and care of historic and ceremonial regalia and property transferred to them.

#### 4.0 Legal Implications

- 4.1 Under the Charter Trustees Regulations 2009, Charter Trustees were created to maintain and preserve the historic rights and privileges (including Ceremonial Rights and privileges) and traditions (historic rights) associated with Local Authority districts which became part of a larger Local Government area as a result of Local Government Reorganisation and where a Parish did not exist to preserve those rights. The creation of this Charter Trustee status preserved the historic status of the area until such time as a Parish could be created.

#### 5.0 Risk Management

- 5.1 No issues have been identified.

## 6.0 Background

- 6.1 Regulation 3 of the Regulations provides that Charters, Insignia Plate and Property which are **historic** and **ceremonial** in nature and which relate to the Charter Trustee area shall vest in the Charter Trustees on the reorganisation date rather than transferring to a single tier Council, subject to there being no disagreement on the part of the new Council, in this case Cheshire East Council. The regulations provide that an agreement should be reached between the Charter Trustees and the Council. In the meantime the property remains in the ownership of the new Council.
- 6.2 The Department of Communities and Local Government has issued guidance in relation to this issue on what is historic and ceremonial property and has indicated that the property transferred can be a matter of local agreement but stresses that to meet the definition of 'historic and ceremonial', the property should be 'both historic and ceremonial'. It is not enough that the property is simply old: it needs to have a ceremonial connection. Examples given are charters or other grants under Her Majesty's prerogative (market charters), insignia, mace, badges, ropes and plates, chains of offices, swords, mayoral property etc. This should not include land and buildings and any property held for the purposes of any statutory function of the successor Local Authority. The Town Halls are the property of the Council.
- 6.3 To facilitate the negotiations towards agreement, the Asset Management Team of the Council commissioned inventories of the two Town Halls. These have been shared with the Charter Trustees. Officers from the Asset Management Team and Democratic Services will attempt to reach provisional agreement as to what property would be property of the Trust, and what would be the property of the Council, taking reference from the Regulations and guidance. There may also be property which may vest in other bodies, such as parish or town councils.
- 6.4 Other matters to consider will be:-
- Whether the Charter Trustees or any new Parish will retain the regalia in the current town halls. Any decision to remove them will leave historic buildings without the furnishings. Retaining the regalia will add to the attraction and history of the town halls.
  - Whether the Charter Trustees and any subsequent Parish Council or body have the resources required to repair, insure and curate the property. This would be a matter for them, but some may find the financial burden of secure storage and insurance too great.

- The inheritance of the obligations to look after this property may be burdensome on any new Parish Council or may inflate the precept from such a Council to reflect that burden.

## **7.0 Access to Information**

- 7.1 The background papers relating to this report can be inspected by contacting the report writer:

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