



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



30th September 2016

Dear Councillor,

Community, Environment and Services Committee – Thursday 6th October 2016

You are requested to attend a meeting of the Community, Environment & Services Committee, to be held in the Town Hall, High Street, Congleton **on Thursday 6th October 2016 at 7.00pm.**

The Public and Press are welcome to attend the meeting. There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

Yours sincerely,

David McGifford
CHIEF OFFICER

AGENDA

1. **Apologies for absence.** (Members are reminded of the necessity to give apologies in Advance of the meeting and to give reasons for absence).

2. **Minutes of Last Meeting** (Enclosed)

To confirm the minutes of the meeting held on 11th August 2016 as a correct record.

3. **Declarations of Interest**

Members are requested to declare both “pecuniary” and “non pecuniary” interests as early in the meeting as they become known.

4. **Outstanding Actions**

None.

5. **Cheshire Police** (Verbal Update)

To receive and consider a verbal report from a representative of Cheshire Police on Policing matters affecting Congleton.



Congleton
beartown
where friends are made

6. Floral Arrangement Working Group (Enclosed)

To receive the minutes of the Floral Arrangement Working Group held on 12th August

7. PCSO Amie Gillett (Enclosed)

Recognition of PCSO Amie Gillett achieving Cheshire Excellence for Community Engagement.

8. Congleton In Bloom (Enclosed)

To receive a report from the Town Centre and Marketing Manager regarding Membership of the In Bloom Working Group.

9. Update on Christmas 2016 (Enclosed)

To receive an update from the Town Centre and Marketing Manager on activity for Christmas 2016.

10. Bringing Big Data Small User Initiative (Enclosed)

To note the update from the Town Centre and Marketing Manager on the Big Data Small User initiative.

11. Hankinson's Field Leisure Centre (Enclosed)

To receive an update from the Chief Officer on the Leisure Centre and works on Hankinson's Field.

12. West Heath Shopping Centre Toilets (Enclosed)

To note the update on West Heath Shopping Centre Toilets from the Facilities and Operations Manager.

13. Market Street Public Toilets (Enclosed)

To note the update on the Market Street Public Toilets from the Chief Officer.

14. Congleton Gulley Cleansing (Enclosed)

To note the update on Gulley Cleansing in Congleton from the Facilities and Operations Manager.

15. Rope Walk (Enclosed)

To note the update on Rope Walk from the Facilities and Operations Manager.

16. St Peter's Church - Grounds Maintenance Update (Enclosed)

To note the update on St Peters Church Grounds Maintenance from the Facilities and Operations Manager.

17. Fellowship House (Enclosed)

To receive an update from the Chief Officer on the Fellowship House Luncheon Club.

To: Members of the Community, Environment and Services Committee

Cllrs: Mrs S A Holland (Chairman), C H Booth (Vice Chairman)
Mrs A L Armitt, R Boston, P Broom, G P Hayes, Mrs A M Martin, Mrs A E Morrison,
Mrs J Parry, G S Williams

Ex-Officio Members: Cllrs D T Brown (Town Mayor) and G R Edwards

Ccs: Appointed Members - Mr G Baxendale (Honorary Burgess)
Mr E Clarke (Honorary Burgess)
Mr D Murphy (Honorary Burgess)

Other members of the Council and Honorary Burgesses (2) for Information; Press (2)
Congleton Library, Congleton Tourist Information Centre.

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 11th August 2016

PRESENT: Councillors

Mrs S Akers Smith
Mrs A L Armitt
P Bates
C H Booth (Deputy Mayor and Vice Chairman)
P Broom
D T Brown (Town Mayor)
G R Edwards
Mrs S A Holland (Chairman)
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
G S Williams

1. Apologies for absence.

Apologies for absence were received from Cllrs R Boston and G P Hayes, apologies were also received from Cllr Mrs D S Allen who is not a member of this particular committee.

2. Minutes of Last Meeting

CES/16/1617 Resolved that the minutes of the meeting held on 30th June 2016 be confirmed as a correct record and signed by the Chairman.

3. Declarations of Interest

Members are requested to declare both "pecuniary" and "non pecuniary" interests as early in the meeting as they become known.

Cllrs P Bates, DT Brown, G.S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. Outstanding Actions

Double parking at Langdown Road and Delamere Road -CES/12/1617

- Send a letter to all schools outlining the issues and request that they advise parents of this issue.
- To write to bus companies via TSS, advising them to phone 101 to make them aware of any obstructions.

Fellowship House - CES/15/1617

To form a small working group to include 2 Burgesses and 3 Councillors.

5. Cheshire Police (Report Attached)

To receive and consider a verbal report from a representative of Cheshire Police on Policing matters affecting Congleton.

6. Floral Arrangement Working Group

To receive the minutes of the Floral Arrangement Working Group held on 29th June 4th, 15th and 29th July 2016.

CES/17/1617 Resolved to receive the minutes of the Floral Arrangement Working Group dated as above.

7. North West in Bloom and Britain in Bloom Competitions

To receive an update on the North West in Bloom and Britain in Bloom competitions.

CES/18/1617 Resolved to receive the update of the North West in Bloom and Britain in Bloom competitions.

8. 150 Year Town Hall Celebrations

To receive an update on the 150 Year Town Hall celebrations.

CES/19/1617 Resolved to receive the update on the 150 Year Town Hall Celebrations and made comment upon the contribution of J Unsworth and volunteers.

9. Market Street Public Toilets

To receive an update with regards to the refurbishment of the Public Toilets.

This item was discussed in the Extraordinary Meeting of the Council prior to this meeting

West Heath Toilets - Issues raised by residents and commented within the media about the need for toilets in the precinct. **Action** – Chief Officer to make contact with the owners / developers to establish future plans.

10. Tour of Britain Cycling Race 2016

To receive an update on hosting the start of the Tour of Britain Cycle Race scheduled for September 6th 2016.

Cllr S Akers Smith and the Chief Officer advised that the pre-race promotion activity had been well supported by businesses both in sponsorship and in kind contributions. Focus was now on race day activity and communicating what will be happening on the day, in the Town Hall and with the road network.

It was suggested that we communicate the road closures through to health providers – i.e. hospital, dentists, doctors etc. to ensure that arrangements can be made between themselves and patients.

Full information will start to appear on the Congleton Town Council website
<http://www.congleton-tc.gov.uk>

11. Cheshire East Council (CEC) - Gulley Cleansing

To receive the response to a gulley cleansing issue and be aware of the programme for 2016/17.

The information provided showed high level figures about the quantity of Gulley Cleansing days there would be across the towns of Cheshire East. It was clarified that any gulleys causing a highway danger needed to be reported to Cheshire East Highways Department.

Action for Chief Officer method of reporting needs to be on the council website and in the next addition of the Bear Necessities.

Action for Chief Officer to invite CEC to present the background information at the next CE&S meeting.

12. Buxton Road Speed Indicator Device (SID)

To review the positioning of the SID on Buxton Road.

It was proposed that the positioning of the SID was possibly not in the most appropriate place and that cars were speeding down the hill once they had passed it.

It was agreed that the SID was best suited to the current location due to its proximity to the school.

Advice was provided that there was a Community Speedwatch Initiative developing and this could be a good place to start. This will be fed back to relevant officers at Cheshire Police.

It was stated that there was a need for volunteers to be involved in this scheme and it was proposed that this should be advertised in Bear Necessities.

**Mrs S A Holland
(Chairman)**

In Bloom Minutes

Friday 12th August, Spencer Suite, 9.00am

Present: Cllr Amanda Martin- AMartin
Cllr Bob Edwards- BE
Cllr David Brown- DB
Cllr Glen Williams- GW
Jackie MacArthur- JMac
Martha Hayes- MH
Patti Pinto- PP
Ruth Burgess- RB

1. **Apologies:** Cllr Anna Morrison- AMorrison
Margaret Gartside- MG
2. **Minutes of the last meeting:** To approve the minutes of the last meeting held on 29th July 2016 as a correct record.
 - Approved.
3. **Declarations of Interest:** Members are requested to declare both “pecuniary” and “non-pecuniary” interests as early in the meeting as they become known.
 - Nothing declared.
4. **Feedback from NW and BinB Judging 2016:**
 - Both sets of judges were very favourable and said that the horticultural effort was definitely stronger.
 - The only negative feedback from the judges would have been the Raspberry bushes at St. Mary’s and that at the nursing homes it was mainly staff and not many residents.
 - Appreciated speaking to the volunteers at the different places and at the lunch.
 - Impressed by the recycling etc- next time suggested to have someone from the recycling side at the lunches.
 - Both of the judges had seen the work at Tatton and impressed with the efforts there too.
 - Complimentary about the cleanliness in general and especially the walkway by Weatherspoon’s
 - Edging in the park and roundabouts looked great.
5. **Volunteer Ceremony & Certificates:**
 - Date approved: Tuesday 1st November 2016, Congleton Town Hall, 6.00pm – 8.00pm
 - ACTION MH- to get certificates sorted for the event- look at budget and sort with CHS print room.
 - ACTION PP- putting in a grant for the cost of certificates etc.
6. **What needs to be done for 2017:**
 - Back2Back Gardens theme for 2017 will be: Saving Planet Earth- need to look into where these can go as Cheshire East will be taking over this Poly Tunnel in the first or second week of August.
 - Clayton Bypass- weed kill the area and possibly gravelled?
 - Weed Killing- spray 5 weeks before judging dates

- Mini Sweeper- make sure again that they have the judging routes to make sure this is in practice ahead of judging. Look into Congleton having own mini-sweeper. ACTION DB- to compose letter to apply for a sweeper.
- Railway Station- Something needs to be sorted here, possible renovation, need to speak to Cheshire East re: plans for this.
- Waggon and Horses Roundabout- needs weed killing and sorting for next year.
- Rotary Crocus Planting- 5000- asked for swaves to be planted on the riverbank in between the two bridges on Hankinsons' Field. See if possible to get more for primary school children to plant up. If more is possible could the purple colour also be added to the swaves of daffodils on Rood Hill.
- Facts and Figures sheet- in case the judges ask questions, then there is consistency with answers. Includes: volunteer hours, bulbs planted, trees planted, precept & budget, sponsorship figures, hanging baskets (sold & watered etc) all the different neighbourhoods.
- Look into Buglawton In Bloom- what needs to be done to improve, will this still go ahead due to lack of volunteers in that area.

7. Judging Award Ceremonies:

- a.) **RHS North West in Bloom Judging-** Awards at Southport Centre in late October 2016
(Table 10)

1	Cllr David Brown
2	Cllr Bob Edwards
3	Cllr Glen Williams
4	Cllr Amanda Martin
5	Cllr Anna Morrison
6	Jackie MacArthur
7	Patti Pinto
8	Margaret Gartside
9	Ruth Burgess
10	Martha Hayes/ David McGifford

Next meeting- need to decide on the 10th place and transport for the day

- b.) **RHS Britain in Bloom UK-** Finals Awards Ceremony in Birmingham on 14th October
(4 Tickets)

1	Cllr David Brown
2	Cllr Bob Edwards
3	Cllr Glen Williams
4	Patti Pinto

8. AOB:

- Is Tatton a distraction?- it's a difficult time, but it always is- as it has been picked up with the judges, its possibly a good thing to keep doing, but arrange transport same as this year.
- Press Releases- sent to Chronicle
- Front Garden Competition- all gardens have been sent gift vouchers and thank you letters/ certificates.
- Margaret Williamson Recognition- ACTION Mike Smith
- Photos of the Park- sent to Jim Goodwin as soon as received from the Chronicle the next day.

- f.) Letter of thanks needs to be sent to all volunteers and people on route, also to Cheshire East for the works they did ahead of judging dates.
 - g.) Get hold of the portfolios of the other towns to see what they have done/ put into the portfolio to see if there are areas we need to improve on. Towns: Perth, Coleraine, Kendal, Colwyn Bay.
9. **Committee Membership Refresh:** Would like to get more people involved- see what the CES Committee think at their next meeting?
10. **Date of Next Meeting:** Thursday 29th September, Spencer Suite, 9.00am – 10.30am

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager Jackie MacArthur		
AGENDA ITEM REPORT TITLE	7 PCSO Amie Gillett – Achieving Cheshire Excellence for Community Engagement		
Background	<p>On the 15th September Congleton PCSO Amie Gillett was awarded an ACE (Achieving Cheshire Excellence) Award for Community Engagement. ACE Awards are the Cheshire Constabulary's highest accolades. They recognise officers, staff and volunteers who have gone above and beyond the 'normal' line of duty. Amie's citation stated:</p> <p>PCSO Amie Gillett demonstrates her commitment to the community of Congleton every day. In addition to her work in the community, she identifies and provides reassurance to some of our most vulnerable members of the community, while still finding time to visit youth groups and school forums across the area. Amie works closely with her colleagues, providing a close and essential link between victims, witnesses, the wider community and our local policing team. Amie excels in her day-to-day tasks and fully deserves this recognition.</p>		
Updates	This is a great honour for a Congleton PCSO. Congleton Town Council helps to fund the town's PCSOs.		
Decision Requested	Recommend that the Town Mayor, on behalf of Congleton Town Council, writes and congratulates PCSO Amie Gillett on this prestigious award.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager Jackie MacArthur		
AGENDA ITEM REPORT TITLE	8 Congleton in Bloom – Membership of Working Group		
Background	<p>As Community, Environment and Services Committee (CES) receives the minutes and notes of the Congleton in Bloom working group. Item 9 notes from the meeting on the 12th August recommends that the CES Committee is asked if they are aware of or wish to nominate other people onto the working group. This can be councillors or other interested parties as it's a mixed working group.</p> <p>The Working Group is currently made up on the following: Cllr David Brown (Chairman), Cllr Bob Edwards, Cllr Amanda Martin, Cllr Glen Williams, Cllr Anna Morrison, Patti Pinto, Margaret Gartside and Town Council officers Ruth Burgess, Jackie MacArthur and Martha Hayes.</p>		
Updates			
Decision Requested	Recommend that names of people potentially interested in serving on the Congleton In Bloom working group 2017 are given to the Chairman of Communities Environment and Services to be passed to the Chairman of the In Bloom group before the next In Bloom meeting on the 27 th October 2016		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager Jackie MacArthur		
AGENDA ITEM REPORT TITLE	9 Update on Christmas 2016		
Background	<p>A 'Christmas Crackers' working group has been pulling together the details of the Christmas activities for 2016. The Town Council gives a grant of £4,000 towards the Christmas activities. Around £6,000 additional funds is brought in through putting sales, adverts and sponsorship. The Streetscape team support the activities in advance and on the day.</p> <p>The costs of installing and removing the main town Christmas Lights comes from a separate grants budget.</p> <p>Members of the steering group are: Cllr Bob Edwards, Cllr Anna Morrison, Chris Booth, Douglas Parker, Linda Speakman, Linda Ward, Jackie MacArthur, Jo Money, Martha Hayes and Sue Trow.</p> <p>The Christmas project that the group undertakes includes:</p> <ul style="list-style-type: none">• Producing a Christmas booklet to promote all Congleton's Christmas activities• Organising and arranging Christmas trees for shops in town• Funding and co-ordinating the installation and removal of the main Christmas Tree for the town centre• Co-ordinating the erection and removing of the town's main lights.• Organising the activities around the Christmas Lights Switch-on including the lantern parade and associated work-shops.• Co-ordinating other Christmas related activities and competitions in the town centres on Saturdays leading up to Christmas• Sorting the Mayor's Christmas Card		
Updates	<p>Letters have been sent to businesses about advertising in the Congleton Christmas Guide. 5,000 copies of the guide will be distributed from the 31 October.</p> <p>Letters and an advert have been circulated about the charity/organisational stalls in the street and quality gift and craft stalls in the Town Hall on the evening of the lights switch-on – stalls have started to book.</p> <p>Letters have been sent and the team is in the process of chasing up about Christmas sponsorship packages.</p> <p>Road closures have been submitted for Friday 25th November 2pm – 9pm with the Lights Switch-on event from 4pm – 7.30pm (lights at 5.30pm)</p> <p>Negotiating price on the small trees for shops with letters due out – orders by 31st October.</p> <p>Contracted ANSA to supply the 22-24 ft tree for the town centre</p> <p>Requested Highways to install equipment in three more lamp-posts for Christmas Lights.</p> <p>Lantern Making Workshops organised for the 5th, 12th and 19th November</p> <p>Key entertainment booked.</p>		
Decision Requested	Recommend that the Committee notes the report.		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Marketing Manager Jackie MacArthur		
AGENDA ITEM	10		
REPORT TITLE	Bringing Big Data Small Users - report to note		
Background	<p>Congleton is one of seven towns and 10 academic or professional organisations involved in a two year project entitled 'Bringing Big Data to Small Users'. The project is funded by Innovate UK. The project is building on the High Street UK2020 project that Congleton was a partner in and is seeking to understand footfall and sales patterns in Town Centres and to learn how various factors influence them. The findings from this study will be used to help town centres to develop strategies to help optimise performances.</p> <p>Many large city centres and shopping centres have access to this professional data, but it is not something that smaller town centres have had the luxury of affording. To date our footfall counts have been very basic.</p> <p>A footfall camera will be installed in the pedestrian area and this will capture footfall data 24 hours a day 7 days a week. It will not identify faces, just human shapes crossing a line. Sales data will also be submitted by a number of town centre shops and businesses – both food and drink and other retail shops. The shops will remain anonymous and will be submitting the percentage change in sales. Springboard UK, Cardiff University and Manchester Metropolitan University (MMU) will be studying the data for patterns.</p> <p>The Town Centre and Marketing Manager will be sent weekly data reports. Through the project there will also be an opportunity to try some marketing initiatives to see the impact that they have on both footfall and sales.</p> <p>Being part of the project also gives Congleton Town Council access to academics and professional organisations.</p> <p>The project went live in August 2016 and will last for two years.</p>		
Updates	<p>Jackie MacArthur and Martha Hayes attended the first user group meeting at MMU on Thursday 15th September to meet all the partners in the group.</p> <p>The Responsible Financial Officer has entered the predicted spending forecasts for the two years. The Town Council will be able to recoup the cost of the Town Centre Managers's time, travel expenses and other costs associated with the project to a maximum of £7456 over the two years. This is claimed quarterly.</p> <p>Springboard UK will be installing the camera and starting the sales data collecting imminently.</p> <p>More project information can be seen at www.placemanagement.org/BDSU</p>		
Decision Requested	That this update report on 'Bringing Big Data to Small Users is noted		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer David McGifford		
AGENDA ITEM REPORT TITLE	11 Hankinson's Field and Lifestyle Centre update		
Background	Queries have come via residents with regards to bore holes and activity on Hankinson's Field as well as trying to establish progress on the Leisure Centre redevelopment.		
Updates	<p>Cheshire East Press release</p> <p>Cheshire East Council will be carrying out ground condition surveys across the whole of the site where Peter Mason Leisure Centre (Congleton) is located; this will also incorporate elements of Hankinson's Field and the car park. The work is anticipated to be carried out over three days during the first two weeks of August 2016. This work is being carried out following feedback from the marketplace at the recent supplier engagement days held in June 2016. The marketplace has indicated that there may be the potential for a brand new facility to be constructed within the existing budget envelope (<i>subject to the outcome of the ground condition surveys</i>). Any such proposals would require consultation with any groups impacted and would also be required to meet statutory planning conditions and would include the retention of a playing pitch on that site.</p> <p>Congleton Rugby Club currently use the rugby pitch on Hankinson's Field and have informally been given notice to vacate Hankinson's Field from the end of the 2016/17 season, a formal notice is imminent. The Council is currently working with the Rugby Club to relocate on a temporary basis, committing significant expenditure to remedial works on the alternative pitches identified to improve the drainage.</p> <p>In carrying out these surveys the project team will be able to consider a whole range of options for the site which may or may not result in the building of a brand new facility outside of the current footprint of the current facility. The Council is committed to ensuring the best outcome for its residents, securing value for money and a facility for generations to come. A press release will follow early next week.</p> <p>In terms of timings we don't yet have start & finish dates but we are now in the process of procuring the development partner and will have designs and so on as and when we come to award the contract (prior to planning approval) early next year.</p>		
Decision Requested	To receive the update from the Chief Officer		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Facilities & Operations Manager Chris Jones		
AGENDA ITEM	12		
REPORT TITLE	West Heath Toilets Update		
Background	<p>At the meeting of the council on the 22nd September 2016 the Facilities & Operations Manager was asked to make contact with the company that owns West Heath shopping centre to see if they had any intentions to install public toilets on the site.</p>		
Updates	<p>The facilities & Operations Manager made contact with the shopping centre owners as requested to see if they had any intentions of installing a set of toilets for the public to use. The company is called the Hollins Murray Group Ltd and the person dealt with through email is called Paul McCallum who is the Facilities & Property Manager whose response is shown below:</p> <p>Hi Chris,</p> <p>Thanks for your e-mail.</p> <p>There are no plans to install public WCs in the development.</p> <p>Thanks,</p> <p>PAUL MCCALLUM BSc MBIFM FACILITIES AND PROPERTY MANAGER pmccallum@hollinsmurray.co.uk hollinsmurray.co.uk</p>		
Decision Requested	To receive the update from the Operations and Facilities Manager		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer David McGifford		
AGENDA ITEM REPORT TITLE	13 Market Street Public Toilets Update		
Background	At the meeting of the Council on the 22 nd September 2016 the Chief Officer advised that this item will be deferred to the Community Services and Environment Committee meeting which will be held on 6th October 2016		
Updates	<p>As reported at the Council meeting quotes had been received for full refurbishments from four companies, two of which were deemed to be competitive.</p> <p>It was outlined at the meeting that we would request a cost from the two companies for a partial refurbishment cost as originally proposed when looking at the refurbishment of the toilets.</p> <p>The specification for this was to provide –</p> <p>New sanitary wear in stainless steel as specified Replace broken wall and floor tiles as required Replace single door casing Replace all electrical goods Paint all surfaces – ceiling emulsion and gloss of all woodwork</p> <p>Both contractors have stated that they are not willing to undertake this project on a partial refurbishment basis as there are potentially many variables when involved in partial refurbishment projects and they are also concerned of reputational damage.</p> <p>Officers are now looking into the feasibility of another alternative which is project managing smaller individual contractors to undertake this work</p> <p>Key skill sets required- Electricians, Plumbers, plasters and tilers, joiners, and painters and decorators</p> <p>It is hoped to have this information available for either the next Finance and policy meeting on the 20th October or the Council meeting on the 27th October 2016</p>		
Decision Requested	To request that the proposal for the refurbishment of the toilets is deferred to either the 20 th or 27 th of October 2016		



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services																		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall																
REPORT FROM	Facilities & Operations Manager Chris Jones																		
AGENDA ITEM REPORT TITLE	14 Gulley Cleansing Update																		
Background	Concerns were raised at the last Community, Environment & Services Committee Meeting regarding the frequency of the gulleys being emptied and Congleton not having any cleaned until early next year in 2017.																		
Updates	<p>Based on concerns raised at the last meeting from members and adverse weather conditions which caused localised flooding, highways have undertaken additional gully emptying in Congleton</p> <p>The additional programme of works is as follows (Route map attached)</p> <table><tr><td>Route</td><td>Date</td></tr><tr><td>Route 1</td><td>17.8.16</td></tr><tr><td>Route 2</td><td>24.8.16</td></tr><tr><td>Route 3</td><td>31.8.16</td></tr><tr><td>Route 4</td><td>14.9.16</td></tr><tr><td>Route 5</td><td>21.9.16</td></tr><tr><td>Route 6</td><td>28.9.16</td></tr><tr><td>Route7</td><td>1.10.16</td></tr></table>			Route	Date	Route 1	17.8.16	Route 2	24.8.16	Route 3	31.8.16	Route 4	14.9.16	Route 5	21.9.16	Route 6	28.9.16	Route7	1.10.16
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Route 5	21.9.16																		
Route 6	28.9.16																		
Route7	1.10.16																		
Decision Requested	To receive the update from the Facilities and Operations Manager																		


CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Facilities and Operations Manager – Chris Jones		
AGENDA ITEM	15		
REPORT TITLE	Rope Walk		
Background	<p>Rope walk has recently been upgraded however we have received reports of problems with both the fencing and the overall condition of the site, primarily caused by the fencing.</p> 		
Updates	<p>We have spoken to the company that owned the site and following a visit they agreed to remove the fencing and make the area safe, all these works have been completed plus, through the streetscape / handyman service, all weeds and overhanging branches have been cleared.</p> 		
Decision Requested	To note the update from the Facilities and Operations Manager		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Facilities & Operations Manager Chris Jones		
AGENDA ITEM REPORT TITLE	16 St Peters Church Grounds Maintenance Update		
Background	Due to the church yard being a closed burial ground the local Council has a duty to help out with the grounds maintenance under Where a Church of England churchyard is closed to further burials in accordance with an Order in Council under the Burial Act 1853, responsibility for maintenance may at the request of the Church be transferred to the relevant local authority. The transfer is compulsory, not dependent on the condition of the churchyard in question, and not dependent on the local authority's ability to meet the additional maintenance costs.		
Updates	<p>Historically the maintenance work has been done by the probationary service, however 2 weeks ago we received an email stating-</p> <p><i>"When we last visited Congleton Cemetery, we broke 3 pieces of equipment while cutting the grass. Because of this, I no longer think we can continue with the work at the cemetery. The supervisors aren't happy to continue with the work due to the tool problems"</i></p> <p>The Streetscape maintenance team this week have been in the church grounds strimming the grassed areas, we have sprayed all the pathways, the cock shoots, and around the church with weed killer, and overall looks quite tidy and better than before.</p> <p>Please notice Pauline Drew's comments (church warden)</p> <p><i>"I have been to the churchyard today and had a look at it all. The Georgian yard is looking the best I have seen it for a while. So thanks very much to your team."</i></p> <p>There is a meeting planned with the Church on 30.9.2016 with the church to establish the best way forward on the maintenance of this area – The Chief Officer will provide a verbal update on any developments on the evening of the CE&S meeting</p> 		
Decision Requested	To receive the update from the Facilities & Operations Manager		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Environment and Services		
MEETING DATE AND TIME	6 th October 2016 7.00pm	LOCATION	Congleton Town Hall
REPORT FROM	Chief Officer David McGifford		
AGENDA ITEM REPORT TITLE	17 Fellowship House Luncheon Club		
Background	<p>In 2012, at the request of the Town Trust, Congleton Town Council took over the responsibility for supporting the luncheon club which had operated from Fellowship House premises for numerous years. The luncheon club was designed to support isolated older people and where required their carers, they met twice a week and paid for the cost of lunches provided through this service.</p> <p>In June 2016 The Town Council were advised by Visyon who are the leaseholders for Fellowship House, that they wished to serve notice to the council due to increased demand for their services, the requirement for additional space and also the increase of costs to themselves in supporting the club</p> <p>The only option provided for the Council was to accept an increase in its quarterly contribution from £200 per quarter up to £2,000 per quarter plus additional maintenance requirements for their kitchen. The cost to the Town Council including the £200 per quarter was currently £11,000 pa this would rise to £18,200pa</p> <p>Ongoing work has been undertaken by officers and a Councillor / Burgess working group to find an alternative location for the Fellowship House Luncheon Club following the decision by Visyon to serve notice to the Town Council for the use of their facility.</p> <p>As part of the review of options we asked both staff members, attendees of the club and the working group of Councillors and Burgesses to suggest potential locations for this service.</p> <p>Key requirements to replicate the service</p> <ul style="list-style-type: none"> •The use of an adequate shared kitchen able to generate hot meals •Available 2 days a week 5 hours a day – ideally Wednesday or a Friday (as current provision) •Adequate access and facilities <p>Locations proposed and considered</p> <p>Of all of the proposed organisations visited none were able to meet all of the requirements laid down with the main reasons provided being –</p> <ul style="list-style-type: none"> •Frequency of the service (some provide a similar service via volunteers once a month) •Health and safety issues and insurance risk of operating a shared kitchen •Not able to offer 10 hours a week without payment towards overheads and room hire costs – this could range between an additional £5,000 and £10,000 per annum. <p>In summary we have not been able to successfully relocate the luncheon club and operate it on the same basis as before – the impact of which is the likelihood of redundancy for 2 part time members of staff.</p>		

<p>Future options</p>	<p>The Fellowship House Luncheon Club has been in operation for a number of years and whilst it is not our decision to withdraw this facility, through investigations into alternative solutions there is an opportunity to support current attendees of the club as well as the wider Congleton community who could benefit from this type of service by utilising the current budget allocation for this service in a different way. We have had more advanced discussions with two of the locations who did express an interest in supporting this type of service in a different way as they both had major concerns on both the shared kitchens issue and overhead recovery. Our Current budget supports the generation of 2576 dinners per annum through the Fellowship House Luncheon Club. – To help ease the stress of the closure of the Fellowship House club we have spoken to two of the locations who are prepared to offer the frequency of service as before and meals at similar prices. We are drawing proposals together to utilise the existing budget in a different way which would support community organisations to provide subsidised meals for residents in need of this type of support.</p> <p>It is envisaged it will be a grant towards each meal provided funded from the current budget – this will act as a contribution towards the running costs of these community organisations and could generate up to 3 times the amounts of meals currently being provided.</p> <p>Eligibility is currently being discussed with potential providers and we are looking to work with community groups who are already supporting residents in need and people experiencing social isolation.</p> <p>Summary</p> <p>It is felt by officers that an alternative service can be developed for the current attendees of the luncheon club and potentially provide additional support for the wider community utilising the existing budget. This could be developed and agreed through the current Luncheon Club working group which includes Councillors and Burgesses.</p>
<p>Decision Requested</p>	<p>To receive the report from the Chief Officer and the proposal to develop alternative options for the current luncheon club and the wider community, agreed through the current Luncheon Club Working Group and within the existing budget in</p>