



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CILCA**

11th June 2020

Dear Councillor,

Town Hall, Assets & Services Committee – Thursday 18th June 2020

You are requested to attend a meeting of the Town Hall, Assets & Services Committee, to be held on **Thursday 18th June 2020** commencing at **7.00pm**.

This will be a virtual meeting which needs to be accessed via Zoom.

Zoom Meeting ID: 848 2848 3028

The Public and Press are welcome to attend the meeting. To access the meeting please contact the Chief Officer – David.mcgifford@congleton-tc.gov.uk for the relevant details.

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

Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

2. Minutes (Enclosed)

The minutes of the meeting held on 14th November 2019 were approved by the COVID-19 Emergency Powers Committee on the 23rd April 2020 and are attached for reference only.

3. Declarations of Interest

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



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4. Outstanding Actions

See agenda items 8 and 9 for general update reports on the Town Hall, Assets and Streetscape activity.

Grand Hall stage back drop and sound damping options – still to be reviewed.

5. Questions from Members of the Public

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

6. Town Hall Trading Account (To Follow)

To accept the Town Hall Trading account to 31st May 2020 and to note the content of the summary report.

7. Streetscape Trading Account (To Follow)

To accept the Streetscape Trading account to 31st May 2020 and to note the content of the summary report.

8. General Update on Town Hall and Assets Activity (Enclosed)

To receive an update report on the Town Hall and Assets activity.

9. General Update on Streetscape Activity (Enclosed)

To receive an update report on the Streetscape activity.

10. Terms of Reference – Streetscape Development Working Group (Enclosed)

To agree the Terms of Reference for the Streetscape Development Working Group.

11. Terms of Reference – Town Hall Development Working Group (Enclosed)

To agree the Terms of Reference for the Town Hall Development Working Group.

12. Terms of Reference - Town Centre & Business Revival Working Group (To Follow)

To agree the Terms of Reference for the Town Centre & Business Revival Working Group.

To: Members of the Town Hall, Assets & Services Committee

Cllrs:

Suzy Firkin (Chair), George Hayes (Vice Chair),

Suzie Akers Smith, Dawn Allen, Duncan Amies, David Brown, Robert Douglas,
Robert Hemsley, Rob Moreton, Denis Murphy.

Ccs: Appointed Member - Mr D A Parker (Honorary Burgess)
Other members of the Council and Honorary Burgesses (2) for Information; Press (2),
Congleton Library, Congleton Visitor Information Centre

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE TOWN HALL COMMITTEE HELD ON THURSDAY 14th November 2019

In attendance

Committee members

Suzie Akers Smith
Dawn Allen
Duncan Amies
David Brown
Robert Douglas
Suzy Firkin (Vice Chair)
George Hayes (Chair)
Robert Hemsley
Rob Moreton
Denis Murphy (Deputy Mayor)

Ex-Officio Members Sally Ann Holland (Town mayor)

Non Committee members

Martin Amies
Paul Duffy
James Smith
Kay Wesley

Minutes

1. **Apologies for absence.**

Apologies for absence (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

There were no apologies for absence.

2. **Minutes**

To confirm the minutes of the Meeting held on 25th July 2019 as a correct record.

TH/08/1920 resolved to approve the minutes of the meeting held on 25th July 2019.

3. **Declarations of Interest**

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

Declarations of interest were received from Councillors George Hayes, Suzie Akers Smith, David Brown and Denis Murphy all Cheshire East Council.

4. **Outstanding actions**

Grand Hall stage back drop and sound damping options – still to be reviewed.

5. **Questions from Members of the Public**

To receive any questions from Members of the Public including those received in writing 7 days prior to the meeting.

There were no questions from members of the public.

6. **Town Hall Trading Account**

To accept the Town Hall Trading account to 30th September 2019 and to note the content of the summary report.

TH/09/1920 resolved to accept the Town Hall Trading account to 30th September 2019 and the summary report.

7. **Grand Hall Toilet Refurbishment**

To receive an updated report on the refurbishment of the Grand Hall toilets.

TH/10/1920 resolved to delay any decision on refurbishment of the Grand Hall toilets until completion of the Council Business Plan in December 2019.

8. **Streetscape Reporting**

To receive a proposal from the Chief Officer for Streetscape to report to the Town Hall and Assets Committee.

TH/11/1920 resolved to receive the reporting of the Streetscape Service subject to Council approval.

9. **Committee Name and Terms of Reference**

To receive proposed changes to the name and terms of reference to the Committee.

TH/12/1920 resolved to receive the proposed change of the Committee name and terms of reference subject to approval of Council.

10. General update on other Operational Assets

To receive an update from the Town Hall Manager.

TH/13/1920 resolved to approve the repair of the paddling pool surface as per option 2 within the report provided.

11. Elizabeth Group

Request to include Town Hall in Heritage Trail.

TH/14/1920 resolved to agree to the inclusion of the Town Hall as part of the Heritage Trail subject to approval of wording on any signage.

12. Resolution to exclude the Public and Press

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that public and press be excluded from the meeting for the matters Set out below on the grounds that it could involve the likely disclosure of private and Confidential information or staff matters.

13. Toilet Cleaning

To receive a proposal for the award of a 12 month contract for the cleaning of the Town Hall and Public Toilets.

TH/15/1920 resolved to approve a 12 month cleaning contract for DC Assist to continue the cleaning of Market Street Public Toilets and the Town Hall toilets.

**George Hayes
(Chairman)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee		
MEETING DATE AND TIME	18th June 2020	Location	Virtual Meeting Via Zoom
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	8 General Update on Town Hall & Assets Activity		
Background	<p>Due to the restrictions of Coronavirus, most Town Hall bookings between 17th March and 8th June were either moved or cancelled by Congleton Town Council (CTC). The only events which have gone ahead during this period are 3 x NHS Blood Donation sessions and 3 x training sessions by Oracle Care Ltd for keyworkers. Both organisations have been informed that CTC are happy to support any additional or last-minute booking requirements they may require.</p> <p>CTC staff are in the process of moving/cancelling events which were scheduled to take place after 8th June 2020, although we currently have no guidelines on how long these cancellations will go on for.</p> <p>During the lockdown period the Town Hall has been used as the location for a Food Hub which was set up by local volunteers to deliver food parcels to vulnerable people in the area. Town Hall staff and caretakers were involved with the logistics of this food hub, collecting food orders from Aldi, making up food parcels and delivering these items. Due to operational differences, the Food Hub was relocated after operating from the Town Hall for four weeks.</p> <p>Town Hall staff and caretakers have taken the opportunity during this quieter period to paint areas of the Town Hall where it is safe to do so. Concentrating on the Grand Hall, the lower walls, wood work and skirtings are receiving a fresh coat of paint. Work is being carried out by caretaking staff in the Visitor Information Centre to store all stock in preparation for the installation of safety screens, a deep clean will then be carried out before re-opening.</p> <p>Town Hall staff and caretakers are also working alongside Simon Bailey of “Vanilla for All Seasons” and Peter Houldsworth to deliver 106 ‘Meals on Wheels’ to local luncheon club members every Friday. This initiative is set to continue, with the help of CTC funding, until 26th June 2020.</p> <p>Repair work to the Paddling Pool surface and annual servicing, which was scheduled to start 14th April 2020, were cancelled and will be re-scheduled to be completed for the start of the next season.</p> <p>Market Street Ladies and Gents toilets are currently still closed, although Market Street disabled toilet is open for use by people with a Radar key and is being cleaned daily.</p>		

Updates	<p>Repairs to the commercial kitchen flooring and service of the overhead extractor canopy are scheduled to be arranged for week commencing 15th June 2020 when the companies involved return from furlough.</p> <p>Work towards reducing the carbon footprint of the Town Hall is ongoing with the help of Barry Speed. This includes the cataloguing of all cleaning products and chemicals used within the Town Hall and Paddling Pool to ascertain if there are more environmentally friendly products available. Hero Renewables of Middlewich have also visited the Town Hall to offer advice on renewable energy and how we could reduce our carbon footprint using this technology. Discussions are ongoing however, initial ideas included the replacement of the existing boilers with an Air Source Heat Pump system. Hero Renewables will be providing a quote and figures to back up the reduction of our carbon footprint based on this technology.</p>
Decision Request	<p>Members are requested to note this report.</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee		
MEETING DATE AND TIME	18 th June 2020	LOCATION	Virtual Meeting via Zoom
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	Agenda Item 9 General Update on Streetscape Activity		
Update	<p>Covid – 19 Update and the effect it has had on streetscape</p> <p>Streetscape Staff, at the height of the virus we had 4 staff carrying out some grass cutting in areas across Congleton, this was due Government guidance of members of the public to have one type of exercise each day, by keeping the grass areas mown the public could go out in the wider open spaces rather than being close together of pathways. It also helped when the lockdown was lifted slightly as the grass was not long and in a state which made our town look neglected.</p> <p>In total, 7 staff members were working, however they were only working early morning through to around 11am when it gets a bit busier, this helped with their social distancing so they did not bump into or interact with anyone else, this was also part of our risk assessment for all staff. Furthermore, each member of staff now carries a Letter from the Town Council which informs anyone that asks why they are out working, at the time the police were pulling up vehicles and asking people why they are out etc.</p> <p>We currently have all the staff back in work on full duties apart from two members of staff due to COVID-19 shielding requirements. Our teams are now working to their schedules as well extra ad-hoc requests.</p> <p>Street Cleansing</p> <ul style="list-style-type: none">• Emptying on average 160 litter bins a day, also litter picks around the town, including potentially dangerous items like hypodermic needles – which are also reported to the police.• Litter picked 14 car parks each week.• 16.57km litter picking within Congleton each week.• Rural Litter (Astbury, Alsager, Middlewich, Sandbach, Holmes Chapel, and Goostrey) weekly basis each town rural roads are litter picked over a four week rota 78.53km.• Cleared 40 fly tip in last month (May 2020). <p>Grounds Maintenance</p> <ul style="list-style-type: none">• Area of flower beds stripped of their winter bedding and recycled throughout Congleton: 844 sq.m• Congleton Park mowed weekly: 10 hectares• Area of Playing Fields grass cut weekly: 120,732 sq.m• Amenity Area/ Public Open Space in Congleton grass cut fortnightly: 179,016 sq. m <p>Ad-Hoc Work</p> <ul style="list-style-type: none">• Initial Cut at St Peters Closed Yard team of 6 full day 8th June 2020• Hanging Baskets planted and brought on in the polytunnels ready to be put out in the Town.		

New for 2020/2021 – Sustainability and the Environment

Within Streetscape and Congleton in Bloom

In September 2019 Congleton Town Council declared a Climate Change Emergency. Prior to this the Town Council had included many green policies and working practices within Congleton Town Hall, Streetscape and general procedures.

This page explores some of the future plans for the further greening of the Congleton Environment through the Town Council's Streetscape Service and also the successful Congleton in Bloom group which works closely with the Town Council.

Wildflower Strips on the Roadside

Wildflower strips are areas of grass that are purposely not cut and where wildflowers are allowed to self-seed and grow. Wildflower strips are planned for the following areas in Congleton:

- Mountbatten Way from Soapy Joes to MAC Tool Hire
- Clayton Bypass
- Newcastle Rd from Padbury Lane junction heading into town
- Sandbach Road Service Road
- Holmes Chapel Road Service Road

During COVID-19 establishing these wildflower strips was not considered an essential service and the plan is now to have the strips planted ready for 2021. The Project will be led by Congleton In Bloom.

Meadow Strips in Open Green Spaces

Congleton Town Council is working with Cheshire East Council on locations for large areas of open space where meadow strips can be formed. These are areas where some of the grass will be cut on a specific site but then there will be strips left for wildlife. As you can see from the image below there will still be grass which is mown fortnightly to enable children to play and families to enjoy picnics, alongside swaths of grass strips left thick and long for local wildlife and insects to inhabit.

Peat Free Compost

The Town Council has committed to using Peat Free Compost for the vast majority of its work. This includes:

- **250 town centre hanging baskets** – lined with moss and then filled with plants.
- **30 solid baskets** - filled with Peat Free compost, then filled with plants.
- **24 kids' tubs** - equipment supplied by CTC for the school children to plant up the town centre pots.
- **30 large planters & 180 troughs**– this is a mix of normal compost and peat compost we use peat compost as it has the benefit of holding moisture well and releasing nutrients slowly and over a long period of time, which is ideal for planters and containers.

	<ul style="list-style-type: none"> • Roundabouts and park beds– used to be totally peat beds, since Congleton Town Council has managed the Streetscape Service (2014) the beds have been topped up with peat- free compost. They may not be totally peat-free yet as it would be too costly to replace all the beds, but it is slowly being replaced. <p>Weed Spraying in Congleton</p> <p>The majority of weed spraying across Congleton is undertaken by Cheshire East Highways. This is considered necessary as otherwise we would have harmful weeds and significantly deteriorating roads and pavements.</p> <p>Purpose of weed spraying, the main points being:</p> <ul style="list-style-type: none"> • Weeds if left can damage road and pathway surfaces • Weeds left on road junctions and crossing points could cause safety concerns as sight lines could be impacted • One of our main complaints throughout the summer leading into Autumn is the poor condition of play area fence lines, roads, kerb lines and pathways due to the number of weeds • Weed spraying is carried out twice a year, the alternative would be strimming the areas which would be every fortnight which is more costly and time intensive. <p>Responsibilities:</p> <ul style="list-style-type: none"> • Cheshire East Highways: Road Verges, Kerb Line Paths adjacent to any roads • Cheshire East Rangers: Astbury Mere Country Park, Biddulph Valley Way, Dane in Shaw Meadow • Congleton Town Council: Congleton Park, Open Spaces, Play Areas, Ornamental Gardens and Roundabouts, <p>Going Forward:</p> <p>It was decided that CTC would meet, discuss and identify areas of open space where we could carry out less mowing and leave swaths of grass to grow which would provide more habitats for wildlife and bees. We will work collectively with representatives from appropriate organisations to look at alternative methods of treating.</p> <p>Congleton Town Council are committed to restoring lost habitats, not using unnecessary chemicals that are detrimental to the health of its residents and the wider environment.</p> <p>The Town Council will continue working with Cheshire East and Congleton Tree Group on sites for mini woodlands, in these woodlands the grass will be left for wildlife.</p> <p>Congleton Tree Group has already planted many trees across Congleton, and there are plans to plant even more in Autumn.</p>
Decision Request	Members are requested to note this report



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

Working Group Webpage Content

Agenda Item 10

Streetscape Development Working Group

Members: Cllrs

Ruth Burgess Streetscape Development Manager, David McGifford Chief Officer

Purpose

The Town Council took over the Streetscape services in 2014 from Cheshire East borough Council with the aim to improve Congleton's environment and assets with the same budget. The working group has been set up to help improve the Streetscape Services for the residents of Congleton whilst ensuring the team are meeting the quality standards set and working within Health and Safety Guidelines. Whilst the teams grow encourage further work from nearby Parish Councils and local business to help them improve their surrounds and environment.

Budget

We receive £366,702 from Cheshire East (unfortunately this hasn't increased to take into account inflation, wage increases, pension increases etc) £15,000 expected from private works and £900 from Astbury Mere Trust for litter picking. We budget to spend £596,969 so CTC budget to subsidise the service by £214,367.

Objectives

- To review the current operating model of the Streetscape Services, which includes
 - Route Reviews for Street Cleansing Duties and Grounds Maintenance Duties
 - Operational methods
- To review with Cheshire East Council the Streetscape Contract, (Renewal date 2021)
- To establish a Sustainability Streetscape Policy which will include a plan for reducing the Carbon footprint for the service to agreed targets
- Establish further Streetscape Private works to local Business and Town and Parish Council's
- Ensure the Health and Safety of all Streetscape Staff and the roles they carry out are kept within legislation and legal requirements

Achievements

Congleton In Bloom Awards for both the North West and Britain in Bloom

Green Flag accreditation for Congleton Park

Next Steps

The growth of the Streetscape Services and what we can offer and achieve for the residents of Congleton.



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford CILCA**

Partners

- Cheshire East Council
- Ansa Environmental Services (Cheshire East Council)

Meeting Minutes

Here will be links to all recent minutes of Working Group meetings, once they have been approved by the parent Council committee

Contact

Please get in touch if you have any suggestions or ideas.

The Chair of this Working Group is Cllr TBA

The Council Officer supporting this Working Group is Ruth Burgess – Streetscape Development Manager



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

Working Group Webpage Content

Agenda Item 11

Town Hall Development Working Group

Members:

Mark Worthington – Town Hall Manager

Purpose

This working group exists to deliver 8.2 through to 8.6 of the Town Council's Business Plan for 2020-2023. Through a capital investment plan, maintain and develop the current Town Council's built assets including the Town Hall, Cenotaph, Paddling Pool, Public Toilets and Allotments.

Budget

To be provided by the RFO.

Objectives

- To achieve a safe, professionally staffed environment for hirers of the Town Hall and to continually improve the services provided
- Ensure that health and safety is at the forefront of Town Council's services
- Through a review of potential use and focused marketing look to reduce the operating deficit of the Town Hall
- To create a capital investment plan to cover the ongoing maintenance and development of the Town Hall and Assets
- To reduce the carbon footprint of the Town Hall and Assets wherever possible within the constraints imposed by a Grade II* listed building

Recent Projects

- Installation of a 13 camera CCTV system around the Town Hall and Car Park
- Purchase of Bosch Dicentis conference system
- Refurbishment of Spencer Suite meeting room
- Update and installation of Emergency Lighting System
- Base level measurement of the Town Halls Carbon Footprint



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

Next Steps

- To discuss future use and operational model of the Town Hall and the potential future impact of the Coronavirus restrictions
- To review the existing contract with our Commercial Partner, Congleton Town Hall Events and Parties (existing contract expires 31/03.2021)
- Generate a plan to reduce the carbon footprint of the Town Hall

Partners

- To be agreed

Meeting Minutes

Here will be links to all recent minutes of Working Group meetings, once they have been approved by the parent Council committee. Please note that there may be redaction of the minutes due to commercial sensitivities

Contact

Please get in touch if you have any suggestions or ideas.

The Chair of this Working Group is TBA

The Council Officer supporting this Working Group is David McGifford - Chief Officer and Mark Worthington