



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

31<sup>st</sup> July 2020

Dear Councillor,

## **Town Hall, Assets & Services Committee – Thursday 6<sup>th</sup> August 2020**

You are requested to attend a meeting of the Town Hall, Assets & Services Committee, to be held on **Thursday 6<sup>th</sup> August 2020** commencing at **7.00pm**.

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

**Zoom Meeting ID:** 892 5966 3927

**Password:** 421704

- **The Public and Press are welcome to attend the meeting, please note** - There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally or at the meeting, including those which have been received in writing 7 days prior to 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 respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance.

### **2. Minutes of Previous Meetings (Enclosed)**

To approve and sign the minutes of the meetings held on **14<sup>th</sup> November 2019** and **18<sup>th</sup> June 2020**.

### **3. Declarations of Interest**

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



Congleton  
**beartown**  
where friends are made

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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 (Enclosed)**

To accept the Town Hall Trading account to 30<sup>th</sup> June 2020 and to note the content of the summary report.

**7. Streetscape Trading Account (Enclosed)**

To accept the Streetscape Trading account to 30<sup>th</sup> June 2020 and to note the content of the summary report.

**8. Minutes of the Town Hall Development Working Group (Enclosed)**

To receive the minutes of the Town Hall Development Working Group held on 16<sup>th</sup> July 2020.

**9. Minutes of the Streetscape Development Working Group (Enclosed)**

To receive the minutes of the Streetscape Development Working Group held on 9<sup>th</sup> July 2020.

**10. Minutes of the Business Support Working Group (Enclosed)**

To receive the minutes of the Business Support Working Group held on 24<sup>th</sup> July 2020.

**11. Congleton Cenotaph Progress Report (Enclosed)**

To receive an update on the Cenotaph Project and time scales.

**12. Market Street Public Toilets (Enclosed)**

To receive an update on the opening of the Public Toilets.

**13. Link Road Roundabouts (Enclosed)**

To consider options for the Link Road Roundabouts.

**14. Town Hall Statues Refurbishment Report (Enclosed)**

To receive an initial report regarding the potential refurbishment of the Town Hall Statues.

**15. Congleton Visitor Information Centre [\(Enclosed\)](#)**

To receive an update on the re-opening of the Congleton Visitor Information Centre and the work carried out.

**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 14<sup>th</sup> 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 25<sup>th</sup> July 2019 as a correct record.

**TH/08/1920 resolved** to approve the minutes of the meeting held on 25<sup>th</sup> 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 30<sup>th</sup> September 2019 and to note the content of the summary report.

**TH/09/1920 resolved** to accept the Town Hall Trading account to 30<sup>th</sup> 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

### Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 18th June 2020

Conducted via Zoom – Meeting ID: 848 2848 3028

In attendance

Committee members

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

Ex-Officio Members: Sally Ann Holland (Town Mayor)

Non Committee member: 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 note the minutes of the meeting held on 14<sup>th</sup> November 2019 as these were approved by the COVID-19 Emergency Powers Committee on the 23<sup>rd</sup> April 2020.

**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 Suzanne Akers Smith, David Brown, George Hayes, Sally Ann Holland (Town Mayor), Denis Murphy and Rob Moreton, all non-pecuniary on matters relating to Cheshire East Council.

**4. Outstanding actions**

Note Agenda Items 8 and 9 for general updates 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.

There were no questions from members of the public.- 6 in attendance

**6. Town Hall Trading Account**

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

**THAS/01/2021 Resolved to** accept the Town Hall Trading Account to 31<sup>st</sup> May 2020 and the content of the summary report.

**7. Streetscape Trading Account**

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

**THAS/02/2021 Resolved to** accept the Streetscape Trading Account to 31<sup>st</sup> May 2020 and to note the content of the report.

**8. General Update on Town Hall and Assets Activity**

**THAS/03/2021 Resolved to** receive the update on the Town Hall and Assets Activity.

**9. General Update on Streetscape Activity**

**THAS/04/2021 Resolved to** receive the update on Streetscape Activity.

**10. Terms of Reference – Streetscape Development Working Group**

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

**THAS/05/2021 Resolved to** approve the Terms of Reference for the Streetscape Development Working Group.

**11. Terms of Reference – Town Hall Development Working Group**

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

**THAS/06/2021 Resolved to** approve the Terms of Reference for the Town Hall Development Working Group.

**12. Terms of Reference – Town Centre & Business Revival Working Group**

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

**THAS/07/2021 Resolved to** approve the Terms of Reference for the Town Centre & Business Revival Working.

**Cllr Suzy Firkin  
(Chair)**

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	06/08/20 7pm	<b>LOCATION</b>	Remote via Zoom
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM</b>	6		
<b>REPORT TITLE</b>	Town Hall Trading account April – June 2020		
<b>Background</b>	Variance analysis of the Trading Account to June 2020 to accompany the spreadsheet.		
<b>Updates</b>	<p>This trading account is for the first 3 months of 2020/21 – so 25% of the budget would be used if expenditure was regular monthly. 40% of the budget has been used – unsurprising as most of the town hall bookings have been cancelled due to Coronavirus so the anticipated</p> <p><b><u>Income</u></b></p> <ul style="list-style-type: none"><li>• The Town Hall has been largely closed since the lockdown at the end of March. NHS Blood have still been using the Grand Hall for blood donation sessions and a key worker company had a training session. As a consequence only 8% of budgeted income has been received.</li></ul> <p><b><u>Expenditure</u></b></p> <p>Largely as expected for M3 20% of the budget has been used so a slight underspend.</p> <ul style="list-style-type: none"><li>• No spending yet on training and PPE</li><li>• Small marketing spend to date.</li><li>• Maintenance contracts have increased slightly over inflation, so a slight overspend is expected for this financial year.</li></ul>		
<b>Decision Requested</b>	To receive the Town Hall Trading Account for M2 April – June 2020		

**Congleton Town Council**

	<b>2020/21</b>				<b>2019/20</b>
	Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used	
<b><u>Town Hall</u></b>	<b>£</b>	<b>£</b>	<b>£</b>		<b>£</b>
4000 Staff Costs (re-allocated)	15,610	66,019	50,409	24%	18,578
4008 Training	0	1,000	1,000	0%	320
4009 Protective Clothing\H & Safety	0	500	500	0%	0
4010 Cleaners	1,350	8,000	6,650	17%	
4011 Rates	6,848	27,530	20,682	25%	6,741
4012 Water	669	6,000	5,331	11%	1,249
4014 Electricity	5,247	20,125	14,878	26%	5,522
4015 Gas	2,836	13,750	10,914	21%	2,910
4016 Cleaning materials	380	2,000	1,620	19%	466
4017 Refuse Disposal	778	3,000	2,222	26%	751
4020 Miscellaneous Office Costs	240	1,200	960	20%	193
4025 Insurance	1,856	8,000	6,144	23%	1,849
4033 Marketing/Promotions	180	3,500	3,320	5%	0
4040 Maintenance Contracts	1,809	6,500	4,691	28%	1,587
4041 Property Maintenance	793	15,000	14,207	5%	6,402
4064 Legal & Professional fees	0	100	100	0%	0
4068 Licences (incl PRS)	875	3,500	2,625	25%	600
3020 Catering Supplies (rechargeable)	0	10,000	10,000	0%	2,218
6000 Central Overheads Reallocated	1,422	6,046	4,624	24%	2,174
<b>Congleton Town Hall:-Expenditure</b>	<b>40,894</b>	<b>201,770</b>	<b>160,876</b>	<b>20%</b>	<b>51,561</b>
1009 Rent Rec'd - Museum Notional	1,125	4,500	3,375	25%	1,125
1010 Rent Received - 3rd Party (TIC, Partnership & rear office)	2,258	11,033	8,775	20%	2,758
1011 Rent Received - Internal CTC	4,254	17,017	12,763	25%	4,254
1013 Letting Income - Grand Hall	1,628	30,400	28,772	5%	6,998
1014 Letting Income - Bridestones	620	13,200	12,580	5%	2,708
1015 Letting Income -Spencer Suite	0	4,950	4,950	0%	1,982
1018 Letting Income - Campbell Suite	0	0	0	#DIV/0!	100
1016 Letting Income - Brasserie, Kitchen and Bar	0	15,000	15,000	0%	3,750
1021 Letting Income - Internal	260	9,000	8,740	3%	2,445
1022 Letting income - F&F	0	5,000	5,000	0%	167
1030 Service Charges - TIC	436	1,700	1,264	26%	482
1035 Service Charges - CTHEP	0	4,500	4,500	0%	1,006
1051 Catering Sales (recharges)	0	10,000	10,000	0%	2,318
1199 Misc Income	0	0	0	#DIV/0!	
<b>Congleton Town Hall :- Income</b>	<b>10,581</b>	<b>126,300</b>	<b>115,719</b>	<b>8%</b>	<b>30,093</b>
<b>Net Expenditure over Income</b>	<b>£30,313</b>	<b>£75,470</b>	<b>£45,157</b>	<b>40%</b>	<b>£21,468</b>

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	06/08/20 7pm	<b>LOCATION</b>	Remote via Zoom
<b>REPORT FROM</b>	Jackie Potts – Support Manager		
<b>AGENDA ITEM</b>	7		
<b>REPORT TITLE</b>	Streetscape Trading account April – June 2020		
<b>Background</b>	Variance analysis of the Trading Account to June 2020 to accompany the spreadsheet.		
<b>Updates</b>	<p>This trading account is for the first 3 months of 2020/21 – so 25% of the budget would be used if expenditure was regular monthly. 17% of the budget has been used to 30/06/20.</p> <p><b><u>Income</u></b></p> <p>The income for Streetscape is largely fixed by the SLA payment that is received from CEC £366,702. The external work is budgeted to bring in £15,000. This was stopped during April and May due to Coronavirus but has started up again from June so should not have a significant effect on the income by the end of the financial year.</p> <p><b><u>Expenditure</u></b></p> <p>Largely as expected for M3 22% of the budget has been used, so a slight underspend to date.</p> <ul style="list-style-type: none"><li>• Agency staff showing 34% of budget used – this is a seasonal worker covering for staff sickness.</li><li>• Nothing spent to date on training.</li><li>• Vehicle maintenance/servicing underspent to date but this mostly takes place in the quieter winter months.</li></ul>		
<b>Decision Requested</b>	To receive the Streetscape Trading Account for M3 April – June 2020		

**2020/21**

Actual Year	Current	Variance	% of
To Date	Annual Budget	Annual Total	Budget

**Streetscape**

Staff Costs	100,136	438,814	338,678	23%
Agency Staff	2,068	6,000	3,932	34%
Training	0	3,000	3,000	0%
Protective Clothing\H & Safety	496	4,500	4,004	11%
Office rent	767	3,067	2,300	25%
Cleaning Materials	680	5,000	4,320	14%
Telephones	163	700	537	23%
Insurance	1,392	6,000	4,608	23%
Property maintenance	0	1,200	1,200	0%
Horticultural etc Supplies	2,190	18,000	15,810	12%
Winter Bedding	0	1,000	1,000	0%
Vehicle maintenance/Serv etc	507	10,000	9,493	5%
Vehicle fuel and oil	2,127	13,000	10,873	16%
Vehicle rental charges	9,020	39,000	29,980	23%
Street Cleansing	41	3,500	3,459	1%
General expenditure	34	4,000	3,966	1%
Central Overheads Reallocated	9,450	40,188	30,738	24%
Rechargable expenses	250	0	250	#DIV/0!

Streetscape Expenditure	<b>129,321</b>	<b>596,969</b>	<b>467,648</b>	22%
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CEC - Income	-91,676	-366,702	-275,027	25%
External work income	-492	-15,000	-14,508	3%
Other income	-233	0	233	#DIV/0!
Astbury Mere Income	-225	-900	-675	25%

0	-92,626	-382,602	-289,977	24%
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Net Expenditure over Income	0	36,696	214,367	177,671	17%
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## Virtual Congleton Town Hall Development Working Group Meeting

### NOTES OF MEETING

**Date:** Thursday 16<sup>th</sup> July 2020

**Location:** Via Zoom

**Time:** 3.30pm

**Present:** Councillor Margaret Gartside, Councillor David Brown, Councillor Robert Hemsley, Councillor Robert Douglas, Councillor Russell Chadwick, Councillor Suzy Firkin, David McGifford, Mark Worthington, Sue Trow and Andrea Morris-Wild

**Guests:**

Item	What was discussed / description	Actions	By who	By when
1.	<b>Apologies</b>			
2.	<b>Nominations and selection of Chair</b> – Decision was made – Councillor Suzy Firkin – Chair Councillor Margaret Gartside – Vice Chair			
3.	<b>Confirmation of objectives</b> <ul style="list-style-type: none"><li>• To achieve a safe, professionally staffed environment for hirers of the Town Hall and to continually improve the services provided</li><li>• Ensure that health and safety is at the forefront of Town Council's services</li><li>• Through a review of potential use and focused marketing look to reduce the operating deficit of the Town Hall</li><li>• To create a capital investment plan to cover the ongoing maintenance and development of the Town Hall and Assets</li></ul>	<ul style="list-style-type: none"><li>• Action - Add the following items to the Terms of Reference: Actively market the history of the Town Hall and Town Treasures</li></ul>	MJW	Done – 17.07.20



6.	<p><b>Future use of Town Hall</b></p> <ul style="list-style-type: none"> <li>Councillor Robert Hemsley suggested the Town Hall and Museum could be opened for a number of days a year as an attraction for members of the public. Museum access would be from the Town Hall to highlight the link between the two buildings</li> <li>Andrea Morris Wild provided a detailed list of initial ideas to generate future bookings within the Town Hall</li> <li>Research types of events/bookings at Nantwich Town Hall and Sandbach Town Hall</li> </ul> <p>[REDACTED]</p>	<ul style="list-style-type: none"> <li>To be discussed at separate Marketing meeting (date to be confirmed)</li> <li>To be discussed at separate Marketing meeting (date to be confirmed)</li> <li>Action – Research events/bookings at Nantwich Town Hall and Sandbach Town Hall</li> <li>[REDACTED]</li> </ul>	<p>ST AMW</p> <p>DM</p>	<p>Marketing Meeting (date to be confirmed)</p> <p>[REDACTED]</p>
7.	<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>It was agreed that there needed to be focused marketing for the use of the town hall. This would need to be reviewed once clarity on both short- and medium-term usage had been established</li> </ul>	<ul style="list-style-type: none"> <li>Action – review marketing meeting date following the next meeting</li> </ul>	<p>DM CII:SF MJW</p>	<p>Marketing Meeting (date to be confirmed)</p>

8.	<b>Preliminary review of Commercial Partner Contract</b> <ul style="list-style-type: none"> <li>David McGifford updated members of the working group with initial conversations with our Commercial Partner</li> </ul>	<ul style="list-style-type: none"> <li>Action - Circulate current contract with our Commercial Partner to members of this working group</li> </ul>	MJW	Done – 17.07.20
9.	<b>Establishing priorities and next steps</b> <ul style="list-style-type: none"> <li>To arrange a separate meeting to discuss areas of use of the Town Hall</li> </ul>	<ul style="list-style-type: none"> <li>Action – Arrange date meeting</li> </ul>	DM Cll:SF MJW	Meeting (date to be confirmed)

**Date of Next Meeting** – TBC by DM, Cll SF, MJW

## Virtual Streetscape Development Working Group Meeting

### NOTES OF MEETING

**Date:** Thursday 9<sup>th</sup> July 2020

**Location:** Via Zoom

**Time:** 3.30pm

**Present:** Councillor Margaret Gartside (Chair), Councillor David Brown (Chair), Councillor Amanda Martin, Councillor Robert Douglas, Councillor Duncan Aimes. Councillor Suzy Firkin, David McGifford, Ruth Burgess

**Guests:**

Item	What was discussed / description	Actions	By who	By when
1.	<b>Apologies</b>	Councillor Martin Aimes		
2.	<b>Nominations and selection of Chair</b> – Decision was made to have joint chair to start with – Cllr M Gartside and Cllr D Brown			
3.	<b>Nominated liaison with Congleton Green regarding Sustainability</b> – Decision for Cllr M Gartside to be liaison			
4.	<b>Confirmation of objectives:</b> <ul style="list-style-type: none"> <li>To review the current operating model of the Streetscape Services, which includes: <ul style="list-style-type: none"> <li>Route Reviews for Street Cleansing Duties and Grounds Maintenance Duties</li> <li>Operational methods</li> </ul> </li> <li>To review with Cheshire East Council the Streetscape Contact, (Renewal date 2021)</li> <li>To establish a Sustainability Streetscape Policy which will include a plan for reducing the Carbon footprint for the service to agreed targets</li> <li>Establish further Streetscape Private Works to local businesses and Town and Parish Council's</li> </ul>	Action : Liaise with Dane Housing regarding grass cutting contract and how we can work together on schedules or to carry out their maintenance for them in certain areas.	RB + DB	End of Aug '20

	<ul style="list-style-type: none"> <li>Ensure the Health and Safety of all Streetscape Staff and the roles they carry out are kept within legislation and legal requirements</li> </ul>			
5.	<p>Objectives all agreed.</p> <p><b>Preliminary review of CEC Streetscape Contract- RB</b> sent contract documents to Cllrs before meeting to review and prepare questions,</p>	<p>Action – To liaise with ANSA Environmental Services regarding joint services.</p> <p>Action – Start a Draft new contract,</p> <p>Action – Create the following documents and information:</p> <ul style="list-style-type: none"> <li>- What we need to do</li> <li>- Operations route revised</li> <li>- Seasonal work</li> <li>- Standards</li> <li>- Private works</li> <li>- Actions joint working with sustainability plan</li> <li>- Cost saving through carbon footprint</li> </ul> <p>Action – Send standards to Cllrs</p> <p>Action- Mini Sweeper working under separate contract</p>	<p>RB + DMC</p> <p>RB + DMC</p> <p>RB</p> <p>RB</p> <p>RB + DMC</p>	<p>End of Aug '20</p> <p>End of Aug '20</p> <p>End of Aug '20</p> <p>ASAP</p> <p>End of Aug '20</p>
6.	<b>Establishing priorities and next steps</b>	As above		
7.	<b>Dates of Next Meeting</b>	End of Aug '20		



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

## Business Support Working Group

### Minutes

24<sup>th</sup> July 2020 1pm Virtual Meeting

**The Chair of this Working Group:** Cllr R Chadwick

**Members:** Cllr D Brown, Cllr R Chadwick, Cllr R Douglas, Cllr S Firkin, Cllr S Holland, Cllr K Wesley

**The Council Officer(s) supporting this Working Group:** David McGifford, Jackie MacArthur, Martha Hayes

1. **Apologies:** Cllr D Brown, Cllr S Holland
2. **Appointment of Chair:** Cllr R Chadwick appointed as Chair, proposed by Cllr S Firkin, seconded by Cllr K Wesley.
3. **Agreed Terms of Reference:** Group agreed to the original terms of reference
4. **Objectives:** ACTION DMcG & RC to set SMART targets and present to group at the next meeting.
5. **Requirement of External Membership:** Suggested for an officer to join from the Cheshire East Regeneration team, Chair of the Beartown Business Collective (BBC) Geoff Baggott, who will represent the views of the traders group. Possibility of a local property owner to join the group on an ad-hoc basis. ACTION DMcG to invite the suggested people to the appropriate meeting.
6. **Town Centre/ Business Support:**
  - 6.1 **Advisory Scheme Update:** A new Business Support page is now live on the Town Council website, on here is a link to a Survey Monkey Business Support questionnaire; so far there are 18 responses, three of the completed questionnaires have asked for help from the Business Advisory Group (made up of five local business contacts). These questionnaires have gone out as a paper copy to all Town Centre businesses, also via email (twice), social media posts, CTC website, advertised twice in the Chronicle. Initial responses to the questionnaire, the main concern was Town Centre parking- this is being looked into. R Douglas is raising this with Cheshire East  
ACTION MH- to post out on social media more, as posts can easily get lost, also email to all Cllrs to get them to share with their email links.  
ACTION MH- to create a leaflet with the link to the CTC website page and survey and drop these to the main entrance of business buildings in Congleton (Dane Mill, Riverside etc.)
  - 6.2 **Traders Group/ BBC:** Having a traders group enables them to pool their ideas and collectively bring them to the Council to see where they can seek help, guidance and potential funding. Enables traders to work with the Town Council as a group instead of CTC dealing with individual ideas/ needs. Chair of the group is Geoff Baggott from Malbon Townsend with Vice Chair Maurice Walker from Walker Strings Music Shop. This group has adopted a constitution. Currently approx. 30 members in the group, not always this many at the meetings.  
Noted that the BBC Marketing group need to incorporate all businesses into their branding.



# Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

## 6.3 Shop Vinyls, Flags:

**Vinyls:** Work has started at looking into the empty units in Congleton and finding the landlord. This has also been put out to the BBC group to investigate in case anyone knows of any details for the empty units. Looking into vinyl coverings for the shops to either cover with fake shop fronts or to have information to advertise Congleton and its many events. S Firkin suggested contracting a local artist to help with this, the vinyls would need designing and installing professionally. JMac looking into costings for this, ACTION JMac- to forward on quotes to the group.

**Flags:** These would work in the Christmas tree brackets above the shops, but as previously discovered, bright and bold colours work best. Flags for Mountbatten Way can also be looked into with company Bay Media for the fittings and TMC on the design- JMac previously worked on these.

## 6.4 Marketing Strategy: Congleton has unique selling points which need to be explored and advertised more- to be looked into.

## 6.5 Council funding from COVID-19 Budget: Suggested to cost out short term projects to be carried out whilst looking into the long term.

## 7. Regeneration Areas for Review- Key Sites: These are projects that will start to come together with smaller pieces of work leading to larger outcomes.

- **Scarborough-** ACTION DMcG & R Chadwick propose to meet with Scarborough to hear their detailed views and plans regarding the site.
- **Capitol Walk-** Would ideally like to see a replica of Macclesfield Picturedrome/ Food Hall- to be explored. Another option, as previously applied for would be housing.
- **Post Office-** Needs to be looked into and advertised for, to find a potential place in town for a post office, currently only Hightown and West Heath.

## 8. Regeneration - Infrastructure: Both points would be long terms plans for the town.

### 8.1 Sports Hub

### 8.2 Link Road Extension

## 9. Next Steps: To be discussed at the next meeting.

## 10. Date of Next Meeting: Thursday 13<sup>th</sup> August 2020- time TBC

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hal, Assets and Services		
<b>MEETING DATE AND TIME</b>	6 <sup>th</sup> August 2020 7.00pm	<b>LOCATION</b>	Zoom
<b>REPORT FROM</b>	David McGifford Chief Officer		
<b>AGENDA ITEM REPORT TITLE</b>	11 Congleton Cenotaph progress report		

#### Key points

1. Construction is in line with the plan.
2. There are no budget issues, only minor variations well within Contingency.
3. Works are on programme as of Monday 27th July and next Key Stage is construction of the curved retaining wall.
4. No issues of concern have arisen





## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall, Assets & Services Committee		
<b>MEETING DATE AND TIME</b>	06.08.20	<b>LOCATION</b>	Zoom
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM</b>	12		
<b>REPORT TITLE</b>	Market Street Public Toilets Opening		
<b>Background</b>	Due to the Coronavirus pandemic and following Government guidelines, all public toilets in the town centre and park were closed from 20 <sup>th</sup> March 2020.		
<b>Updates</b>	<p>As Government guidelines were updated and restrictions eased, a decision was taken to re-open Market Street disabled toilet only from 20<sup>th</sup> June 2020, Councillors were informed of this decision in the report for the Town Hall, Assets and Services Committee meeting on 18<sup>th</sup> June 2020. The decision to open the disabled toilet was taken to support shops in the town centre who were re-opening after lockdown and to encourage members of public back into the town centre.</p> <p>Under Government guidelines the toilets were required to have an operative located at the disabled public toilet throughout opening hours to control the flow of people using the facilities and to clean/sanitize not only the sanitary ware, but also all touch points after each use. Signage is in place to encourage social distancing and to inform members of the public how the facilities are being operated at this time.</p> <p>DC Assist staff, who currently have the contract to provide cleaning at the public toilets and town hall toilets, have been operating the Market Street disabled public toilet from 10am – 4pm Monday to Saturday since 20<sup>th</sup> June 2020.</p> <p>Following the relaxation of Government guidelines around the opening of public toilets, all ladies, gents and disabled toilets at Market Street will be open from Saturday 1<sup>st</sup> August 2020. The toilets will not have an operative on site during opening hours, but will be cleaned each morning before opening and then sanitized at regular intervals throughout the day. Wall mounted hand sanitizers will be available in each toilet block along with signage to encourage social distancing and hand sanitizing.</p>		
<b>Decision Request</b>	To receive this updated report.		

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

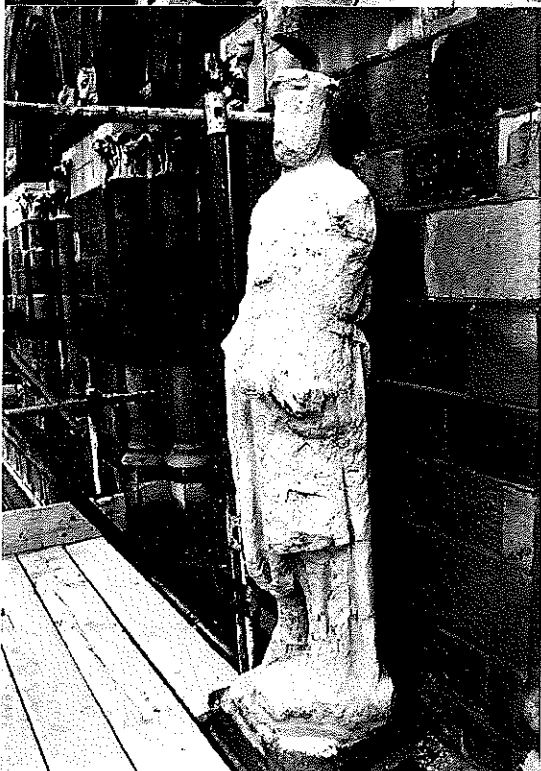
<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	6.8.2020	<b>LOCATION</b>	Zoom
<b>REPORT FROM</b>	Streetscape Development Manager – Ruth Burgess		
<b>AGENDA ITEM</b>	<b>13</b>		
<b>REPORT TITLE</b>	<b>Link Road Roundabouts</b>		
	<p>The new Link Road will have 5 roundabouts which fall under neighbouring Parish Councils boundary and not in the boundary of Congleton Town Council.</p> <p>There have been some initial discussions with Cheshire East Council to establish how the new roundabouts will be presented and maintained. We have been advised that plans is to have the roundabouts just laid to grass and mown twice a year, similar to the grass verges you see as you enter many of the Towns in Cheshire East.</p> <p>It is well known that we take enormous pride in our roundabouts, and whilst we understand that these do not sit within our boundary we feel it would be beneficial to have discussions with the relative Parish Councils to discuss working in Partnership in the design, planting and maintenance of them. The roundabouts need to be seen as gateways to both the Town and the Parish's and need to be attractive to both residents and everyday commuters.</p> <p>For information Cheshire East Council refer to the roundabouts based on their geographical location which are as follows :-</p> <p>Moving from South to North:</p> <ol style="list-style-type: none"><li>1. Wall Hill Roundabout</li><li>2. Loach brook Roundabout</li><li>3. Radnor Roundabout</li><li>4. Dane Valley Roundabout</li><li>5. Quarry Roundabout</li><li>6. Eaton Bank Roundabout.</li></ol> <p>The main points and factors to be considered whilst we are all thinking about designs and schemes is:</p> <ul style="list-style-type: none"><li>• Low maintenance as any task which take a long time to carry out would involve the need for closures</li><li>• No solid structures on the roundabout</li><li>• Nothing to impact visibility</li></ul> <p>A copy of this report is being sent to the relevant Parish Councils ahead of our meeting as the report will be in the public domain</p>		
<b>Decision Request</b>	To receive this report on the ongoing work with the Parish Council on the Link Road Roundabout		

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	6 <sup>th</sup> August 2020	<b>LOCATION</b>	Zoom
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM</b>	<b>14</b>		
<b>REPORT TITLE</b>	<b>Town Hall Statues Refurbishment Report</b>		
<b>Background</b>	<p>Congleton developed in Anglo-Saxon times and is mentioned in the Domesday Book. In the 13th century Congleton belonged to the de Lacy family and Henry de Lacy, granted its first charter in 1272, during the reign of Edward I. This made it a free borough with the right to elect a mayor and ale taster, have a merchant guild and behead known felons. The people were allowed to travel throughout Cheshire without paying tolls, dig turves, keep pigs and were obliged to have their corn ground at the town mill 'on payment of the twentieth grain'.</p> <p>The earliest mention of a 'Town Hall' in Congleton is reference to a 'Moot Hall' in the 15th century. The Ancient timber framed hall (possibly the Moot Hall) was replaced in 1804-5 when the Corporation built a new brick and stone hall. The current Town Hall was built in 1864 and opened in July 1866. The impressive building was designed by Edward William Godwin and is based on his design of Northampton Town Hall. The Victorian Gothic building was built to impress and to reflect Congleton's status. The building is grade 2* listed.</p> <p>A major refurbishment of £975,000 in 1996 saw most of the interior brought back to its original design. The three statues that have presided over Congleton residents since 1866 of Queen Victoria, King Edward I and Henry de Lacy the Lord of the Manor, unfortunately did not receive any attention from the corrosion over the preceding years, they were removed in 2007 due to health and safety concerns and now reside in pieces within a shed in the town park.</p>		
<b>Updates</b>	<p>Our proposal is to refurbish all three statues in good time to celebrate the 750<sup>th</sup> signing of the Congleton Charter in 2022. This would be a magnificent renewal of our Town Hall and a wonderful celebration of our history during this period of uncertainty. The legacy this project will have will be seen by our fellow residents for decades to come.</p> <p>Congleton Town Council are working with the Cheshire East Heritage Officer who is delighted we are considering this project. Also, with the help of the Cheshire East Heritage department we are seeking information on grant funding to help offset the cost of the project.</p> <p>We will obtain financial quotations to cover the full renovation of the statues, along with the cost of reinstating all three statues on the plinths built for each in 1864.</p> <p>Our local Conservation Officer is aware of our progress and has been asked to provide details for the next stage in the process to refurbish the Town Hall statues.</p>		

The pictures below highlight the corrosion that has taken place prior to removal of the statues in 2007.



**Decision  
Request**

To receive this initial report and to approve further research into the options available to the Council, inclusive of grant funding, to support the delivery of this project.

**CONGLETON TOWN COUNCIL**

**COMMITTEE REPORTS AND UPDATES**

<b>COMMITTEE:</b>	Town Hall, Assets and Services		
<b>MEETING DATE AND TIME</b>	6 <sup>th</sup> August 2020	<b>LOCATION</b>	Zoom
<b>REPORT FROM</b>	Town Hall Manager – Mark Worthington		
<b>AGENDA ITEM REPORT TITLE</b>	<b>15 Congleton Visitor Information Centre</b>		
<b>Background</b>	Congleton Visitor Information Centre, located at the entrance of the Town Hall, was closed to members of the public from 23 <sup>rd</sup> March 2020 due to the Coronavirus pandemic.		
<b>Updates</b>	<p>As lockdown restrictions were eased and Cheshire East Council planned the re-opening date for the Visitor Information Centre, it was requested that a deep clean of the area be carried out before opening. Whilst the area was completely empty of all stock it was decided to make the most of this opportunity and carry out necessary repairs and refurbishments.</p> <p>The aged florescent lighting has been removed and replaced with modern LED lighting and all walls and windows have been decorated before a disinfectant deep clean was carried out.</p> <p>The Visitor Information Centre has now re-opened to members of the public from Monday 27<sup>th</sup> July 2020 and is operating on a 'one in, one out' system for people who wish to use their services.</p>		
<b>Decision Request</b>	To receive this update		