



Congleton Town Council

Historic Market Town

Chief Officer: **David McGifford** CiLCA

7th October 2020

Dear Councillor,

Town Hall, Assets & Services Committee – Thursday 15th October 2020

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held on **Thursday 15th October 2020** commencing at **7.00pm**.

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

[Use this link to open the Town Hall, Assets & Services Committee meeting via Zoom on 15th October 2020.](#)

Meeting ID: 890 5069 5769

Passcode: 612825

- **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 in accordance with Section 100 (B) (2) of the Local Government Act 1972.

Yours sincerely,

David McGifford
Chief Officer



Congleton
beartown
where friends are made

Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

Tel: **01260 270350**

Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



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 meeting held on 6th August 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.

4. Outstanding Actions

To review any outstanding actions from previous meetings.

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 31st August 2020](#) and to note the content of the summary report.

7. Streetscape Trading Account (Enclosed)

To accept the [Streetscape Trading account to 31st August 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 10th September 2020](#).

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

To note the draft [minutes of the Streetscape Development Working Group held on 17th September 2020](#).

10. Minutes of the Business Support Working Group (To Follow)

To receive the minutes of the Business Support Working Group held on 1st October 2020.

11. [Link Road Roundabouts Update with Parish Councils](#) (Enclosed)

To receive an update from a meeting held with the Parish Councils regarding the Link Road Roundabout Designs.

12. [Streetscape -Environmental Changes](#) (Enclosed)

To receive an update on the Streetscape progress of new environmental plans and projects for 2021.

13. [Update on the Town Hall Statues Refurbishment/Replacement](#) (Enclosed)

To receive an update on the Town Hall Statues Refurbishment / replacement.

14. [Town Hall Foyer Lighting](#) (Enclosed)

To receive an update on the Town Hall Foyer Lighting.

15. [Town Council Hybrid Meetings](#) (Enclosed)

To receive an update report on the future Town Council hybrid meetings.

16. [Update on Congleton Cenotaph](#) (Verbal)

To receive a verbal update from the Chief Officer on the Congleton Cenotaph refurbishment.

17. [Town Hall Christmas Lights](#) (Enclosed)

To receive a proposal for dressing the Town Hall with Christmas lights.

18. [Resolution to exclude members of the press and public from item 18 due to Commercial Sensitivities](#)

19. [Update on the Future use of the Town Hall](#) (Enclosed)

To receive an update from the Chief Officer on matters relating to the future use of the Town Hall.

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 (3),
Congleton Library, Congleton Visitor Information Centre

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 6th August 2020

Conducted via Zoom – Meeting ID: 892 5966 3927

In attendance:

Committee members:

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

Non-Committee members: Councillors Russell Chadwick, Margaret Gartside and 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).

Apologies for absence were received from Committee members Councillors Suzanne Akers Smith and Dawn Allen and Ex-Officio member Councillor Sally Ann Holland (Town Mayor).

2. **Minutes of Previous Meetings**

THAS/08/2021 Resolved to approve and sign the minutes of the meetings held on [14th November 2019](#) and [18th June 2020](#).

Cllr Suzy Firkin – Chair proposed to swap items 14 and 15 on the agenda (15 Town Hall Statue Refurbishment) as councillors will have received additional information that is commercially sensitive with regards to this project. This information may help them in their decision making process

THAS/09/2021 Resolved to accept the proposal to receive the Town Hall Statue Refurbishment as the last item on the agenda and to suspend Standing Orders at that point which will exclude members of the public and press.

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 David Brown, George Hayes, 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 the Working Group minutes on the Town Hall, Assets and Streetscape and activity.

THAS/10/2021 Resolved that the Town Hall Development Working Group review the Grand Hall stage back drop and sound damping options which are still outstanding and that these items should be removed from this Committees’ action log.

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**

THAS/11/2021 Resolved to accept the Town Hall Trading Account to 30th June 2020 and to note the content of the summary report.

7. Streetscape Trading Account

THAS/12/2021 Resolved to accept the Streetscape Trading Account to 30th June 2020 and to note the content of the summary report.

8. Minutes of the Town Hall Development Working Group

THAS/13/2021 Resolved to receive the minutes of the Town Hall Development Working Group held on 16th July 2020.

9. Minutes of the Streetscape Development Working Group

THAS/14/2021 Resolved to receive the minutes of the Streetscape Development Working Group held on 9th July 2020.

10. Minutes of the Business Support Working Group

THAS/15/2021 Resolved to receive the minutes of the Business Support Working Group held on 24th July 2020.

11. Congleton Cenotaph Progress Report

THAS/16/2021 Resolved to receive the progress report on the Congleton Cenotaph.

12. Market Street Public Toilets

THAS/17/2021 Resolved to receive the update on the opening of Market Street public toilets.

13. Link Road Roundabouts

THAS/18/2021 Resolved to make contact with all local Parishes involved.

14. Congleton Visitor Information Centre

THAS/19/2021 Resolved to receive the update on the re-opening of the Congleton Visitor Information Centre and the work carried out.

15. Town Hall Statues Refurbishment Report

THAS/20/2021 Resolved to develop a specification with the assistance of the Conservation Office/Architects and obtain three Architectural quotes with the objective being to move this project closer to a stage where it can be put out to Tender.

**Cllr Suzy Firkin
(Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	15/10/20 7pm	LOCATION	Remote via Zoom
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM REPORT TITLE	6 Town Hall Trading account April – August 2020		
Background	Variance analysis of the Trading Account to August 2020 to accompany the spreadsheet.		
Updates	<p>This trading account is for the first 5 months of 2020/21 – so 42% of the budget would be used if expenditure was regular monthly. 64% of the budget has currently been used – unsurprising as most of the town hall bookings have been cancelled due to Coronavirus.</p> <p><u>Income</u></p> <ul style="list-style-type: none">• 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 14% of budgeted income has been received. A few more socially distanced events are planned during the next few months but dependent on Covid 19 rules. <p><u>Expenditure</u></p> <p>Largely as expected for M5. 33% of the budget has been used so a slight underspend.</p> <ul style="list-style-type: none">• No spending yet on training and PPE• Underspend on utilities during the summer months• Small marketing spend to date• Maintenance contracts have increased slightly over inflation, so a slight overspend is expected for this financial year		
Decision Requested	To receive the Town Hall Trading Account for M5 April – August 2020.		

Congleton Town Council

Agenda Item 6

<u>2020/21</u>						<u>2019/20</u>	
		Actual Year To Date	Current Annual Bud	Variance Annual Total	% of Budget Used		
<u>Town Hall</u>		£	£	£		£	
4000	Staff Costs (re-allocated)	27,363	66,019	38,656	41%		27,824
4008	Training	0	1,000	1,000	0%		320
4009	Protective Clothing\H & Safety	0	500	500	0%		0
4010	Cleaners	2,350	8,000	5,650	29%		956
4011	Rates	11,413	27,530	16,117	41%		11,235
4012	Water	1,208	6,000	4,792	20%		2,156
4014	Electricity	4,864	20,125	15,261	24%		7,421
4015	Gas	2,569	13,750	11,181	19%		3,722
4016	Cleaning materials	834	2,000	1,166	42%		678
4017	Refuse Disposal	1,294	3,000	1,706	43%		1,245
4020	Miscellaneous Office Costs	580	1,200	620	48%		492
4025	Insurance	3,094	8,000	4,906	39%		3,082
4033	Marketing/Promotions	295	3,500	3,205	8%		485
4040	Maintenance Contracts	3,057	6,500	3,443	47%		2,644
4041	Property Maintenance	3,983	15,000	11,017	27%		6,853
4064	Legal & Professional fees	0	100	100	0%		0
4068	Licences (incl PRS)	1,458	3,500	2,042	42%		1,150
3020	Catering Supplies (rechargable)	0	10,000	10,000	0%		3,403
6000	Central Overheads Reallocated	2,053	6,046	3,993	34%		2,793
Congleton Town Hall:-Expenditure		66,415	201,770	135,355	33%		76,459
1009	Rent Rec'd - Museum Notional	1,875	4,500	2,625	42%		1,875
1010	Rent Received - 3rd Party (TIC, Partnership & rear office)	3,764	11,033	7,269	34%		4,597
1011	Rent Received - Internal CTC	7,090	17,017	9,927	42%		7,090
1013	Letting Income - Grand Hall	3,117	30,400	27,283	10%		10,529
1014	Letting Income - Bridestones	620	13,200	12,580	5%		4,198
1015	Letting Income -Spencer Suite	60	4,950	4,890	1%		2,012
1018	Letting Income - Campbell Suite	0	0	0	#DIV/0!		100
1016	Letting Income - Brasserie, Kitchen and Bar	0	15,000	15,000	0%		6,250
1021	Letting Income - Internal	704	9,000	8,296	8%		3,736
1022	Letting income - F&F	0	5,000	5,000	0%		667
1030	Service Charges - TIC	727	1,700	973	43%		803
1035	Service Charges - CTHEP	0	4,500	4,500	0%		1,677
1051	Catering Sales (recharges)	0	10,000	10,000	0%		3,600
1199	Misc Income	0	0	0	#DIV/0!		
Congleton Town Hall :- Income		17,956	126,300	108,344	14%		47,134
Net Expenditure over Income		£48,459	£75,470	£27,011	64%		£29,325

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	15/10/20 7pm	LOCATION	Remote via Zoom
REPORT FROM	Jackie Potts – Support Manager		
AGENDA ITEM	7		
REPORT TITLE	Streetscape Trading account April – August 2020		
Background	Variance analysis of the Trading Account to August 2020 to accompany the spreadsheet.		
Updates	<p>This trading account is for the first 5 months of 2020/21 – so 42% of the budget would be used if expenditure was regular monthly. 31% of the budget has been used to 31/07/20.</p> <p><u>Income</u></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><u>Expenditure</u></p> <p>Largely as expected for M5 37% of the budget has been used, so a slight underspend to date.</p> <ul style="list-style-type: none">• Agency staff is showing an overspend – this is a seasonal worker covering for staff sickness. Taken with the Staffing budget it is still within budget.• Nothing spent to date on training.• Invoices still to be received for summer bedding and baskets.• Vehicle maintenance/servicing underspent to date but this mostly takes place in the quieter winter months.		
Decision Requested	To receive the Streetscape Trading Account for M5 April – August 2020		

2020/21**Agenda Item 7**

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

Streetscape

Staff Costs	168,711	438,814	270,103	38%
Agency Staff	6,775	6,000	775	113%
Training	0	3,000	3,000	0%
Protective Clothing\H & Safety	1,098	4,500	3,402	24%
Office rent	1,278	3,067	1,789	42%
Cleaning Materials	1,940	5,000	3,060	39%
Telephones	274	700	426	39%
Insurance	2,320	6,000	3,680	39%
Property maintenance	122	1,200	1,078	10%
Horticultural etc Supplies	3,071	18,000	14,929	17%
Winter Bedding	0	1,000	1,000	0%
Vehicle maintenance/Serv etc	2,810	10,000	7,190	28%
Vehicle fuel and oil	3,606	13,000	9,394	28%
Vehicle rental charges	14,742	39,000	24,258	38%
Street Cleansing	130	3,500	3,370	4%
General expenditure	62	4,000	3,938	2%
Central Overheads Reallocated	13,646	40,188	26,542	34%
Rechargable expenses	289	0	289	#DIV/0!

Streetscape Expenditure	220,874	596,969	376,095	37%
-------------------------	----------------	----------------	----------------	-----

CEC - Income	-152,793	-366,702	-213,910	42%
External work income	-2,045	-15,000	-12,955	14%
Other income	-278	0	278	#DIV/0!
Astbury Mere Income	-375	-900	-525	42%

	-155,491	-382,602	-227,112	41%
--	-----------------	-----------------	-----------------	-----

Net Expenditure over Income	65,384	214,367	148,983	31%
-----------------------------	---------------	----------------	----------------	-----

Virtual Streetscape Development Working Group Meeting

NOTES OF MEETING

Date: Thursday 17th September 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 Martin Aimes

David McGifford, Ruth Burgess

Item	What was discussed / description	Actions	By who	By when
1.	Apologies			
2.	Declarations	- Cllr D Brown (CE)		
3.	Minutes and Actions from Previous Meeting	- Dane Housing Contract	DB	
4.	Update and Establishing priorities and next steps for the Streetscape Contract	- General update from x2 meeting with CEC regarding the renewal of contract ACTION- tie in new contract with vehicle leasing contract length. ACTION – put a proposal letter forward to CEC ACTION – start talks with ANSA regarding job allocation throughout Congleton LAP, joint working partnership for positive end result and also optimise efficiency	DM DM RB	
5.	AOB Letter from residents regarding contract and to have more sustainable approach to how we work.	Response back to resident acknowledge letter and where we are up to with contract Sustainability report to go to the next THAS committee	MG RB	
6.	Dates of Next Meeting	TBC		

Virtual Congleton Town Hall Development Working Group Meeting

NOTES OF MEETING

Date: Thursday 10th September 2020

Time: 3.00pm

Location: Via Zoom Meeting ID: 811 1076 3131

Committee Members: Councillor Suzy Firkin (Chair), Councillor Margaret Gartside (Vice Chair), Councillor David Brown, Councillor Russell Chadwick, Councillor Robert Douglas, Councillor Robert Hemsley, David McGifford, Mark Worthington, Sue Trow and Andrea Morris-Wild

Apologies: Councillor Robert Douglas, Andrea Morris-Wild

Guests: Jackie Potts

Item	What was discussed / description	Actions	By who	By when
1.	Apologies Councillor Robert Douglas, Andrea Morris-Wild			
2.	Minutes <ul style="list-style-type: none">Minutes from the meeting on 16th July were not on the agenda for this meeting. Agree to approve the minutes from meeting on 16th July and 10th September at the next meeting	<ul style="list-style-type: none">Action – Send out minutes to Working Group members for meetings on 16th July and 10th September.	MJW	15/09/20
3.	Air Source Heat Pump <ul style="list-style-type: none">MJW updated the Working Group on the quote provided by Hero renewables for the installation of an Air Source Heat Pump to replace the existing Town Hall boilers	<ul style="list-style-type: none">Action - No further action regarding the quotation for the Air Source Heat Pump. It was agreed this type of system was not best suited to the structure and heating demands of the Town Hall		

	<ul style="list-style-type: none"> Councillor MG and Councillor DB suggested contacting the Conservation Officer and identifying a company who could give advice on how to reduce the Town Hall carbon footprint Councillor MG suggested researching solar panels that can be positioned on polytunnels at the Park to offset the carbon footprint of the Town Hall 	<ul style="list-style-type: none"> Action - Contact Conservation Officer to discuss options available for reducing the carbon footprint of the Town Hall Action - Identify company who can advise on identify options available for reducing the carbon footprint of the Town Hall Action - Research greenhouse which are also solar panels 	MJW MJW RB	12/11/20 12/11/20 12/11/20
4. Town Hall Statue Refurbishment	<ul style="list-style-type: none"> MJW updated the Working Group on progress with regarding the quotation process for the refurbishment of the Town Hall statues. 	<ul style="list-style-type: none"> Action - Keep Working Group updated on progress as we receive quotations and ongoing discussions with the Conservation Office 	MJW	12/11/20
5. Future Use of Town Hall	<ul style="list-style-type: none"> Councillor SF presented details of a vision for the Town Hall aligned with the Council Business Plan ST provided report on events hosted in the Town Hall and also how we compare to other venues (Sandbach and Nantwich) in the area DM presented details of the option for future use of the Town Hall 	<ul style="list-style-type: none"> Action - Send out report provided by ST to Councillors Action - Further investigate options presented by DM for future use of the Town Hall 	MJW DM	12/11/20 12/11/20
6. Marketing	<ul style="list-style-type: none"> Agreed to align Marketing with the ongoing discussion of future use of the Town Hall 	<ul style="list-style-type: none"> Action - No further action at this time 		

CONGLETON TOWN COUNCIL


COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	15.10.2020	LOCATION	Zoom
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM	11		
REPORT TITLE	Link Road Roundabouts Update with Parish Councils		
Update	<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. 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>From this we have now met with the four Parish Councils, Astbury PC, Somerford PC, Hulme Walfield PC and Eaton PC. A very positive meeting with some pleasing comments and ideas, The Parish Councils will be going back to their Committees to discuss further with the aim to get back to us at the Town Council at the end of October.</p> <p>Moving from South to North:</p> <ol style="list-style-type: none">1. Wall Hill Roundabout2. Loach brook Roundabout3. Radnor Roundabout4. Dane Valley Roundabout5. Quarry Roundabout6. Eaton Bank Roundabout. <p>The main points and factors to be considered whilst we are all thinking about designs and schemes were:</p> <ul style="list-style-type: none">• Low maintenance as any task which take a long time to carry out would involve the need for closures• No solid structures on the roundabout• Nothing to impact visibility <p>We are pleased to have received comments of acceptance from New Bold Astbury Cum Moreton and Somerford Parish Council to be involved in the 'set up 'and future maintenance costs of the roundabouts which fall within their parishes, this has been favourably accepted in both parishes.</p>		

	<p>Both Parish Councils did not go into the details of the design, just the principal of taking ownership of the initial design, the future maintenance and hence the financial responsibility . Ruth and David will carry on liaising with both parishes regarding the designs and maintenance, from this they will then report to highways for final approval.</p> <p>We will carry on with our discussions with the remaining parish councils as we would like them on board similar to Astbury and Somerford PC</p>
Decision Request	To receive this report on the ongoing work with the Parish Council on the Link Road Roundabouts.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community and Environment Committee		
MEETING DATE AND TIME	15.10.20	LOCATION	
REPORT FROM	Ruth Burgees – Streetscape and Development Manager		
AGENDA ITEM	12		
REPORT TITLE	Streetscape - Environmental Changes		
Current Situation	In the ever-changing environment we are all living in, Streetscape alongside Congleton Town Council and Cheshire East Council have been looking at ways we can be more environmentally friendly and sustainable, but also keeping the high standards and all year compliments which, we receive.		
Going Forward:	<ol style="list-style-type: none">1. Wild flower strips are planned, a project led by Congleton in Bloom<ul style="list-style-type: none">○ Mountbatten Way from Soapy Joes to MAC Tool Hire○ Clayton Bypass○ Newcastle Rd from Padbury lane Junction heading into town○ Sandbach Rd Service Rd○ Holmes Chapel Rd Service Rd2. We are currently working with Cheshire East on which large areas of open space we can create meadow strips, this is where some of the grass will be cut on a specific site but then there will be strips left on the open space so the grass will be 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, as well as strips of grass strips left thick and long for local wildlife and insects to habitat. 		
	<ol style="list-style-type: none">3. Streetscape only use Peat Free compost as of 2020 *		

	<p>250 Town centre hanging baskets - lined with moss and then filled with plants soil used – Peat Free Compost.</p> <p>30 x solid baskets this is filled with Peat Free compost, then filled with plants</p> <p>*30 x Large Planters and 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. However when the planters require topping up, we will then be using Peat Free Compost.</p> <p>Roundabouts and park beds, these use to be totally peat beds as this was something that Cheshire East and the former Congleton Borough had, however when they have needed topping up over the past 5 years, (since CTC), we have topped up with Peat free compost and Mushroom Compost, we cannot say they are peat free yet, but we are getting there slowly as it would cost too much to totally replace all beds with Peat Free Compost / Mushroom Compost A 50:50 mix of certified green waste compost with manure based mushroom compost. Both elements provide vital nutrients</p> <p>4. Weed Spraying:</p> <p>As of 18th June 2020, Congleton Town Council does not carry out any weed spraying within any of the Congleton Play areas, however the majority of the weed spraying is undertaken by Cheshire East Highways and is necessary. Otherwise we would have harmful weeds and significantly deteriorating roads and pavements.</p> <p>Responsibilities:</p> <p>Cheshire East Highways: Road Verges, Kerb Line Paths adjacent to any roads.</p> <p>Cheshire East Rangers: Astbury Mere Country Park, Biddulph Valley Way, Dane in Shaw Meadow.</p> <p>Congleton Town Council: Congleton Park, Open Spaces, Play Areas, Ornamental Gardens and Roundabouts.</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 as well as cost cutting.</p>
Proposal	To receive the update report

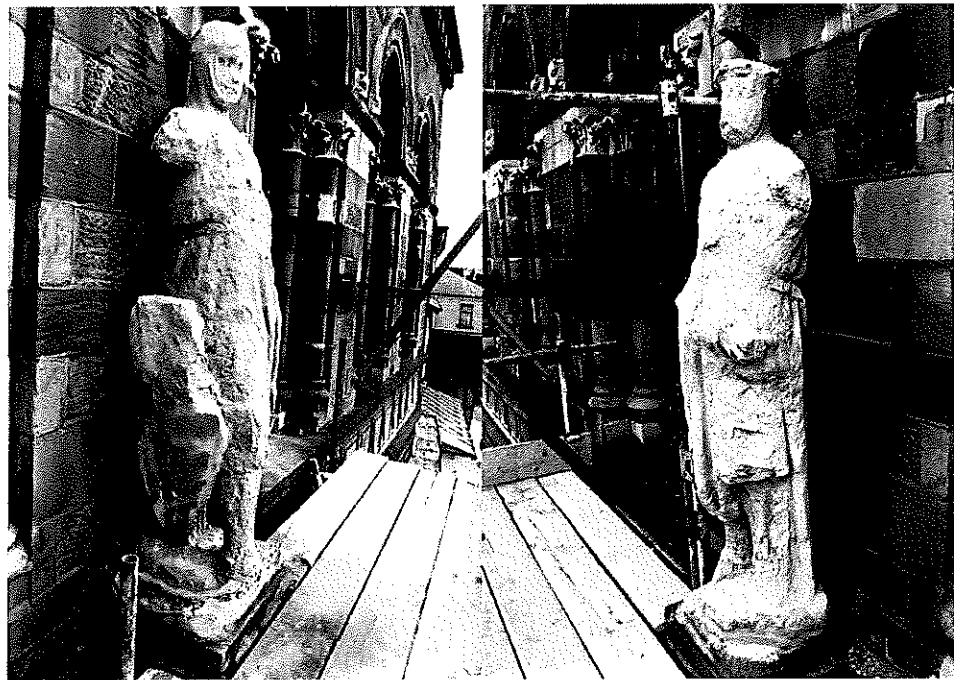
CONGLETON TOWN COUNCIL

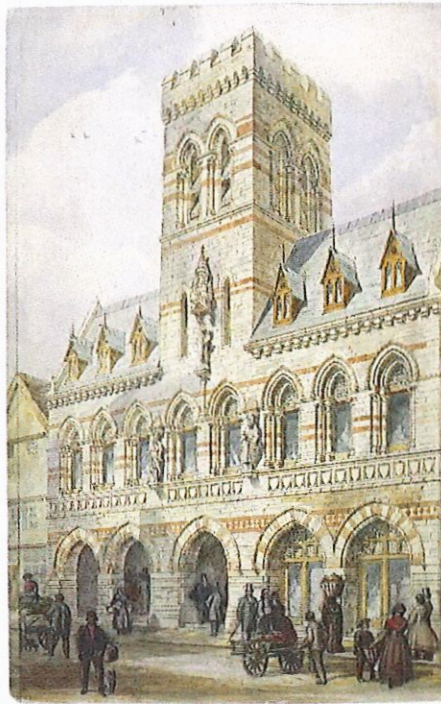
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	15 th October 2020	LOCATION	Zoom
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	13		
REPORT TITLE	Update on the Town Hall Statues Refurbishment / Replacement		
Background	<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>		
Updates	<p>Following receipt of the initial guide price, a number of companies have been contacted to provide quotes for the refurbishment of all three statues. All companies are specialist conservation companies who have extensive experience in this field. From our meetings so far, it is the opinion of these specialist companies that the statues of Henry de Lacy and King Edward I are beyond repair and will need to be replaced rather than refurbished. The small amount of detail remaining is on the rear of the statues, this consists of a small area of Fleur-de-Lis design. There are no details remaining of the facial features, crown or headwear of King Edward I or Henry de Lacy and their arms have been removed at some point. The arms were removed before the statues themselves were removed from their position on the front of the Town Hall, as you can see from the pictures below. We believe, originally, the statue of King Edward I featured a sword and scroll and the statue of Henry de Lacy featured a shield. These features have been eroded over time or removed at the same time as the arms, however, they can be seen on the original artists' impression of the Town Hall below.</p>		

The statue of Queen Victoria, which is still in position on the front of the Town Hall, is in much better condition due to a cowl positioned above the statue. This has given some protection from the elements and preserved the statue to a higher standard. These will be areas of discussion with the Conservation Officer as to what we will be allowed to repair/replace and how all three statues will appear if they are not all of a similar level of repair.

Our local Conservation Officer is working alongside Congleton Town Council on this project and have advised the next step would be to update the Conservation Office with any proposed details in the quotes for them to assess. Historic England now charge for pre-approval advice so we have the choice of waiting for the advice of the Conservation Office or paying for advice from Heritage England.





Decision Request

To accept this report and await details from the quoting process and subsequent assessment from the Conservation Officer as to how we move forward with the refurbishment/replacement of the three Town Hall statues.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	15 th October 2020	LOCATION	Zoom
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	14		
REPORT TITLE	Town Hall Foyer Lighting		
Background	<p>The entrance and foyer areas of any building should always be a focal point for guests when arriving at the venue. The entrance and foyer areas of the Town Hall feature five Gothic, pointed archways leading to the Grand Hall and the main stairway and the stone work is of a variety of colours and styles to highlight the craftsmanship of the stonemasons who worked on the building. These features are not best displayed due to the style of lighting which has been installed over the years. The current lighting is LED floodlighting, and while it does its job of lighting the entrance, it does not enhance the features within the Town Hall entrance or give any flexibility on how the entrance can be lit during events. There is also a large, flat screen tv positioned in front of one of the main archways which detracts from the grandeur of the foyer entrance.</p>		
Updates	<p>A local company has been contacted to provide quotes for Christmas lighting around the Town Centre and also for the front elevation of the Town Hall. The company involved specialise in providing temporary and permanent lighting for marquees and venues of every type around the UK and abroad. They have a wealth of design experience to transform any space and enhance any theme or mood and have been asked to quote for permanent lighting in the foyer area of the Town Hall. Any lighting would be permanently fixed to a track suspended from the joists in the ceiling of the foyer areas. These lights would be positioned to enhance the lighting by creating a wash effect down the walls to highlight the stonework. The lights would be fully adjustable with a range of colours to suit any type of event hosted within the Town Hall. The large, flat screen TV would be removed from the foyer and re-positioned in the Visitor Information Centre, this would open up one of the Gothic archways in the foyer to enhance the entrance and the route into the Grand Hall. The Visitor Information Centre operate as a reception for Congleton Town Council, therefore, it would make sense to have the flat screen TV positioned inside the Visitor Information Centre where visitors signing in could view event information.</p> <p>At the time of writing the report, we are waiting for specification details and indicative prices for this project. This information should be available for the Town Hall, Streetscape & Assets Committee meeting on 15.10.20.</p>		
Decision Request	<p>To receive the report and agree to research options for improved lighting within the Town Hall entrance and foyer, this will not only enhance the features of these areas, but also give flexibility to change the lighting to suit events within the Town Hall.</p>		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	15 th October 2020	LOCATION	Zoom
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM	15		
REPORT TITLE	Town Hall Hybrid Meetings		
Background	<p>Congleton Town Council committee meetings are traditionally conducted face-to-face, however, due to the COVID-19 pandemic, meetings of a face to face nature were unable to take place.</p> <p>During the coronavirus pandemic, the Government temporarily removed the legal requirement for local authorities to hold public meetings in person until May 2021 and gave Councils the powers to hold public meetings virtually via video or telephone conferencing technology. Since the Government made this decision, many of the Congleton Town Council committee meetings and working groups have been carried out using the 'Zoom' platform. After initial teething issues, the 'Zoom' platform has worked well and allowed meetings to continue whilst Councillors, the Press and the Public, were in 'lockdown' and unable to meet in the Town Hall.</p> <p>As lockdown restrictions have eased, Staff and Councillors, who were working remotely, have gradually started to return to a mix of office based and remote working. This has raised the issue of future COVID19 secure 'hybrid' meetings where a number of Councillors and Staff may attend in person, while others choose to attend remotely via Zoom or some other virtual platform.</p>		
Updates	<p>Traditionally, Council and Committee meetings are held in the Bridestones Suite while smaller Working Group meetings are held in the Spencer Suite. The purchase of a webcam has resolved the issue for smaller 'hybrid' meetings held in the Spencer Suite. The webcam is connected to the wall mounted Interactive Touch Screen and the user signs into their Zoom account using the built in PC on the screen. Any documents being shared during the meeting would need to be downloaded to the screen via USB memory stick. There would be no need for a laptop to be connected as everything would be operated via the wireless keyboard and mouse connected to the screen. Under normal circumstances this set up would give the option of seven delegates around the Spencer Suite table for a hybrid meeting. For a COVID19 secure socially distanced hybrid meeting, this number would be reduced to four delegates.</p> <p>Due to the size of room and issues with audio quality, it would not be possible to use the set up described above in the Bridestones Suite.</p> <p>Under normal circumstances the room would be set up in a U-shape for twenty Councillors attending meetings with members of the public sitting at the rear or sides of the room. This would need to be reduced to a U-shape for twelve</p>		

Councillors attending a COVID 19 socially distanced hybrid meeting and members of the public sitting at the rear or sides of the room.

We have experimented hybrid meetings in the Bridestones Suite using the equipment we currently have available; however, the results are not of a good enough standard to confidently Chair hybrid meetings at this time.

Options for change below are detailed below.

Option 1 – Do Nothing – This option is to remain conducting the committee meetings remotely using the 'Zoom' platform.

Benefits – Option 1

- Councillors are now ofay with the technology and conducting meetings remotely
- Conducting the meetings remotely means that we observe social distancing
- Conducting meeting remotely helps with the Councils' green pledge saving on heating /lighting and traveling
- Reduced carbon footprint
- Conducting the meetings remotely saves on staffing costs
- People who have other commitments outside of the Council (ie Childcare / work/caring etc.) can balance work & life
- It meets the expectation of the public that in this day and age meetings should also be held online
- No printing costs associated with the meetings
- Reduced use of the Town Hall for council business

Disadvantages – Option 1

- Chairs of the meetings have expressed the difficulty of Chairing the meeting from a screen (needing to look at participants lists and documents simultaneously)
- Not all users are comfortable with remote meetings
- Conducting a video enabled call 'allows' members of the public to see into private residences – This can be mitigated against by disabling video on Zoom
- Some users find it hard to follow an online meeting

Risks – Option 1

- Inclusivity – There is a risk that continuing with remote meetings might not be seen as the Council being inclusive
- The Governments' decision – There is a risk that the Government reverses its decision on Councils conducting remote meetings

Option 2 – Return to face-to-face meetings at the Town Hall – This option is to stop remote meetings via Zoom and return to face-to-face meeting at the Town Hall.

Benefits – Option 2

- Some people prefer face-to-face meetings and find it easier than meetings conducted remotely
- Serendipitous conversations had at meetings can help with progressing business
- A break from the 'norm' can help wellbeing and morale
- Social interaction and networking will be restored

Disadvantages – Option 2

- There is not sufficient room to accommodate Councillors, Officers and members of the public and press in the Bridestone Suite
- In order to maintain social distancing, tables would need to be spaced out meaning that some people would be at opposite ends of the room. This would make it hard to hear people and to see any presentations
- We do not have enough microphones for one per table (based on full attendance)
- Anyone who needs / wants to self-isolate would be unable to participate in meetings
- Returning to face-to-face meetings might not be seen by members of the public as being Green and helping the environment
- People who have other commitments outside of the Council (ie Childcare / work / caring etc) might find it hard to balance work & life
- People who do not have transport might find it hard to attend
- People who have reduced mobility or other challenges might find it hard to attend.
- There would be a resource needed to open / close the Town Hall for meetings
- There would be a cost to clean the Town Hall after meetings to help with the prevention of spread of Covid19
- There is a public expectation that meetings are held online
- Businesses hiring the Town Hall meeting rooms might expect technology available to conduct face-to-face/online meetings

Risks – Option 2

- Social distancing – There is a risk that social distancing would not be able to be adhered to if meetings were held at the Town Hall. Currently the Bridestones Suite would be able seat 8 Councillors and Officers and 4 members of the public and press
- Social distancing – There is a risk that some people might become complacent with social distancing putting others at risk of Covid19
- Inclusivity – There is a risk that returning to face-to-face meetings might not be seen as the Council being inclusive

Option 2.1 – Return to face-to-face meetings at the Town Hall and ‘stream’ the meeting online. This option is to build on option 2, to stop remote meetings via ‘Zoom’ and return to face-to-face meetings at the Town Hall with the meeting ‘streamed’ online via ‘Zoom’. Attendees of the meetings would need to attend the Town Hall in person for the meetings, but people could watch the meeting online but could not participate.

Benefits – Option 2.1

- Members of the public and press could watch the meeting remotely
- It would meet the expectations of members of the public
- Documents which are being discussed could be viewed online

Disadvantages – Option 2.1

- The Officers would have an additional system to manage for the meeting
- The meeting would be ‘streamed’ so online viewers could not participate
- Video quality might be poor due to the fact the camera has to be located some distance away from people so that the whole room is captured.

Costs – Option 2.1

The process for how the meeting would be setup needs to be considered in terms of cost as additional TV screens may be required to show online attendees, and additional microphones might be required to help pick up the audio.

Outline costs for this option would be;

- Zoom Webinar feature £384 per annum (£32 per month) – Zoom Webinar gives greater functionality and control over the meeting
- Wide angled webcam
- TV
- Microphones

If this option was chosen, further research would be required to understand if there were additional costs associated with connecting the online audio with the Town Hall audio.

Option 3 – Have Committee meetings held at the Town Hall with remote login via 'Zoom' – This option would be to conduct meetings at the Town Hall for anyone who wishes to attend in person while still allowing people to participate remotely via 'Zoom'.

Benefits – Option 3

- A happy medium between face-to-face and remote meetings
- Serendipitous conversations can be had at meetings
- A break from the 'norm' can help wellbeing and morale
- Social distancing can be adhered to
- Those who do not feel comfortable with remote or face-to-face meetings can still participate
- Enabling people to remotely access the meetings helps with the Councils green pledge saving on heating / lighting and traveling
- Reduced carbon footprint
- It meets the expectation of the public that in this day and age meetings should also be online
- Any technology purchased to enable this might be able to be used by people / businesses renting Town Hall rooms
- Increased meeting attendance
- Social interaction and networking will be restored
- Reduced printing costs associated with the meeting

Disadvantages – Option 3

- There would be a cost for new technology and licenses to enable this
- Initial tests have been conducted and have been successful in the Spencer Suite, but the current technology was not effective in the Bridestones Suite.
- Compared to Option 1 there would be staffing resources to open the Town Hall and set up the room
- Compared to Option 1 There would be a cost to clean the Town Hall after each meeting to help with the prevention of spread of Covid19
- Facilitating

Risks – Option 3

- Governments' decision – There is a risk that the Government reverses its decision on Councils conducting remote meetings, meaning that we might not be able to use the technology we invest in.
- Costs – At this moment the costs for this option are not fully explored. There is a risk that this option could be costly.
- Facilitation – There is a risk that this approach to meetings might be too complex to effectively manage, resulting in either face-to-face or remote meetings.

	<p>Costs – Option 3</p> <p>Costs for technology and licenses for this option would need to be researched to ensure that an investment would be beneficial and fit for the future and presented back to the Council for a final decision.</p> <p>The process for how the meeting would be setup needs to be considered in the costing as additional TV screens may be required to show online attendees, and additional microphones might be needed to help pick up the audio.</p> <p>The outline costs for this option would be;</p> <ul style="list-style-type: none"> • Zoom Webinar feature £384 per annum (£32 per month) – Zoom Webinar gives greater functionality and control over the meeting • Wide angled webcam • Audio connectivity • TV screen • Microphones •
Decision Request	<p>To receive the report and agree which option is most suited to the needs of the Council, how any potential purchase would impact positively or negatively on future hybrid meetings and potential bookings within the Town Hall.</p>

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Assets and Services		
MEETING DATE AND TIME	15 th October 2020	LOCATION	Zoom
REPORT FROM	Chief Officer		
AGENDA ITEM REPORT TITLE	17 Christmas lights on the Town Hall		
Background	<p>Discussions have taken place with regards to having Christmas lights on the front of the Town Hall. We have to be mindful of the fact that it is a listed building and we cannot undertake these types of projects without consulting with the Conservation Officer from Cheshire East Council. We have been provided some imagery from the company that has been contracted in to provide the Christmas lighting for the town centre which could be clamped to the Town Hall rather than having drilled fixings. We have been provided with indicative prices for the provision of lights and attaching them to the Town Hall</p>		



Proposal	<p>We are currently seeking other quotations / designs for dressing the front of the Town Hall to establish value for money and would request that the committee approves the principle of dressing the Town Hall with Christmas lighting.</p> <p>The Chief Officer will either utilise his delegated power of up to £2,000 for non-budgeted expenditure or up to £5,000 on budgeted expenditure. If the project does not sit within his delegated authority it will be taken to the relevant committee</p>
-----------------	---