



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CILCA

28th October 2021

Dear Councillor,

Town Hall, Assets & Services Committee – 4th November 2021

You are summoned to attend a meeting of the Town Hall, Assets & Services Committee, to be held at Congleton Town Hall on **Thursday 4th November 2021** commencing at **7.00pm**.

- **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

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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 of the Town Hall, Assets and Services Committee held on 16th September 2021](#).

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 (Enclosed)

To review the following outstanding actions from previous meetings and to receive an update on any work in progress.

- 4.1 Town Hall Statues (Chief Officer)
- 4.2 Hybrid Meetings (Town Hall Manager)
- 4.3 Provision of Services at the Town Hall (Town Hall Manager)
- 4.4 Market St Public Toilets (Town Hall Manager)
- 4.5 Inclusive Play Equipment (Streetscape Development Manager)
- 4.6 Tree Planting – Carbon footprint (Streetscape Development Manager))
- 4.7 Vehicles – Electric (Streetscape Development Manager))
- 4.8 Location of memorial plaques (Town Hall Manager)
- 4.9 Re-wilding Congleton Open spaces (Streetscape Development Manager))
- 4.10 Paddling Pool – re land lease (Chief Officer)

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. Urgent Items

Members may raise urgent items related to this committee, but no discussion or decisions may be taken at the meeting.

7. Town Hall Trading Account (Enclosed)

To accept the Town Hall Trading account to 30th September 2021 and to note the content of the summary report.

8. Streetscape Trading Account (Enclosed)

To accept the Streetscape Trading account to 30th September 2021 and to note the content of the summary report.

9. Carbon Footprint Actions and Objectives (Enclosed)

To receive a report from the Streetscape Development Manager regarding objectives, targets and actions being set for Congleton Town Council's Carbon Footprint.

10. Refurbishment of the Town Hall Cotton Club Area (Enclosed)

To receive a report from the Town Hall Manager on the refurbishment of the Town Hall area formerly used as the Cotton Club.

11. Resolution to exclude members of the press and public from items 12 and 13 due to Commercial Sensitivities.

12. Paddling Pool Operating Costs 2022/23 (Confidential)

To receive a report from the Town Hall Manager on the paddling pool costs for 2021 and projected costs going forward.

13. Streetscape Contract update with Cheshire East Council (Confidential)

To receive a report from the Streetscape Development Manager regarding the on-going contract between Congleton Town Council's Streetscape Team and Cheshire East Council, including the Mechanical Sweeper.

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

CLLrs: **Suzy Firkin (Chair), George Hayes (Vice Chair),**

Suzie Akers Smith, Dawn Allen, Duncan Amies, Martin Amies, David Brown,
Russell Chadwick, Robert Douglas, Robert Hemsley

Ccs: Appointed Member - Mr D A Parker (Honorary Burgess)
Other members of the Council and Honorary Burgesses (2)
Press (3), Congleton Library, Congleton Information Centre

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Town Hall, Assets & Services Committee held on Thursday 16th September 2021

**Please Note – These are draft minutes and will not be ratified until the next meeting of
this Committee**

For the papers discussed at the meeting, please see the [Agenda & Papers - 16th September 2021](#)

In attendance:

Committee members: Cllrs

George Hayes (Vice Chair)
Suzanne Akers Smith
Duncan Amies
Martin Amies
David Brown
Russell Chadwick
Robert Douglas
Robert Helmsley

Ex Officio: Margaret Gartside (Deputy Mayor)

Non-Committee member: Cllrs Amanda Martin

Also present: Congleton Town Council Officers: David McGifford (Chief Officer),
Mark Worthington (Town Hall Manager)

Minutes

1. Apologies for absence

Apologies for absence were received from:
Committee Member: Cllrs Suzy Firkin (Chair)
Ex-Officio Member: Cllr Denis Murphy

2. Minutes of Previous Meetings

THAS/09/2122 Resolved to approve and sign the [minutes of the meeting of the Town Hall, Assets and Services Committee held on 1st July 2021](#).

3. Declarations of Interest

Declarations of interest were received from Councillors Brown, Hayes and Akers Smith on all non-pecuniary matters relating to Cheshire East Council.

4. Outstanding Actions

There were no outstanding actions from the previous meeting.

5. Questions from Members of the Public

There were no questions from members of the public.

6. Urgent Items

There were no urgent items

7. Town Hall Trading Account

THAS/10/2122 Resolved to receive the Town Hall Trading account to 30th June 2021 and to note the content of the summary report.

8. Streetscape Trading Account

THAS/11/2122 Resolved to receive the Town Hall Trading account to 30th June 2021 and to note the content of the summary report.

9. Roof Repairs Drone Survey

THAS/12/2122 Resolved to accept the report relating to the drone survey into the condition of the Town Hall roof.

Action – To confirm that the areas highlighted within the drone survey do actually relate to areas of water ingress within the Town Hall. On confirmation of this, move forward with the repairs to the damaged areas of roof.

10. Paddling Pool Update

THAS/13/2122 Resolved to accept the report relating to the Paddling Pool Update.

Action 1 - For the Chief Officer to review the lease with Cheshire East to establish if charging for bookings or use is an option for CTC to recover operating costs.

Action 2 - For the Town Hall to investigate the booking system to establish if it can provide priority to residents with a CW12 postcode.

11. Hybrid Meeting Update

THAS/14/2122 Resolved to accept the report relating to the Hybrid Meeting Update.

Action – For the Town Hall Manager to continue to source demo hybrid equipment and update the Committee.

12. NHS Vaccination Booking Update

THAS/15/2122 Resolved to accept the report relating to the NHS Vaccination Update.

Action – To continue to liaise with NHS and Readesmoor Medical Centre throughout their booking period, and to confirm as soon as is possible whether the Town Hall will be used as part of the vaccination booster rollout.

13. Resolution to exclude members of the press and public

THAS/16/2122 Resolved to exclude members of the press and public from item 14 due to Commercial Sensitivities.

14. Mechanical Sweeping Update

THAS/17/2122 Resolved to accept the report relating to the Mechanical Sweeper Update.

Action - To give delegated authority to the Chief Officer to begin negotiations with Cheshire East Council and ANSA to take over the contract for mechanical sweeping routes in the Congleton area.

**Cllr George Hayes
(Vice Chair in the Chair)**

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Assets and Services		
MEETING DATE AND TIME	4 th November 2021 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	4 Outstanding Actions		
Update	<p>1. Town Hall Statues (Chief Officer) We have received an alternative figure for the replacement of the statues on the Town Hall. A report will be presented at the next Council meeting to decide on the next steps, as to progress this project professional fees will be required to support it.</p> <p>2. Hybrid Meetings (Town Hall Manager) Still awaiting demonstration equipment from companies previously contacted about potential solutions as well as continuing to explore alternatives.</p> <p>3. Provision of Services at the Town Hall (Town Hall Manager) A verbal update will be provided at the meeting as we will hopefully have met some of the business that have expressed an interest.</p> <p>4. Market St Public Toilets (Town Hall Manager) The Market toilets on Princess Street are still being used while the Capitol walk developers are investigating with Cheshire East Council regarding the lease agreements for the toilets at Capitol walk / bus station.</p> <p>5. Inclusive Play Equipment (Streetscape Development Manager) Mike Smith, Congleton Partnership Co-Ordinator is contacting different grant bodes to research possible funding options.</p> <p>6. Tree Planting – Carbon footprint (Streetscape Development Manager) Our current tree figures are: 3521 Planted Trees (August 2021) 2153 Planted Hedgerow Plants (August 2021) 2999 Planted Shrubs (August 2021) Total 8673</p>		

	<p>7. Vehicles – Electric (Streetscape Development Manager)</p> <p>We have now been advised of the cost for leasing 1 small electric box van per month which are available with a 6-month lead time, however the Transit Tipper vans are still not on the market.</p> <p>The Town Hall Manager and the Streetscape Development Manager are researching the possibility of obtaining charging points at Congleton Town Hall and Congleton Park depot area ready for when the electric vehicles are available.</p> <p>A Bio-diesel option is also being investigated as a possible short-term solution.</p> <p>8. Location of Memorial Plaques (Streetscape Development Manager)</p> <p>A Planning application with Cheshire East Council (Listed Building Consent) -re location in foyer after the reception area, includes installation and lighting</p> <p>9. Re-wilding Congleton Open Spaces (Streetscape Development Manager)</p> <p>8 sites plans are now complete with 4 being approved by local residents, a further 2 sites are now complete/in progress. Windsor Place and Stirling Close, the remaining 2 sites, are currently in consultation with local residents to approve or object.</p>
Financial Considerations	Financial considerations will be included separately for each project which progresses, and a decision will be requested from the Committee.
Environmental Considerations	Environmental considerations will be included separately for each project which progresses, and a decision will be requested from the Committee.
Equality Considerations	Equality considerations will be included separately for each project which progresses, and a decision will be requested from the Committee.
Decision Request	To receive the updates and make comments as appropriate.

Congleton Town Council

Town Hall Monthly Accounts

Sep-21

Expected spending for M6 is 50%

Agenda Item 7

2021/22

Town Hall

		Actual Year To Date to 30SEP21	Current Annual Bud	Variance Annual Total	% of Budget Used	2020/21
		£	£	£		£
4000	Staff Costs (re-allocated)	33,128	66,784	33,656	50%	64,833
4008	Training	0	1,000	1,000	0%	375
4009	Protective Clothing\H & Safety	19	500	481	4%	0
4010	Cleaners	3,325	8,000	4,675	42%	5,988
4011	Rates	13,696	27,692	13,996	49%	27,392
4012	Water	831	6,000	5,169	14%	7,203
4014	Electricity	5,700	20,125	14,425	28%	13,042
4015	Gas	3,226	13,750	10,524	23%	10,546
4016	Cleaning materials	856	2,000	1,144	43%	2,162
4017	Refuse Disposal	1,438	3,100	1,662	46%	3,005
4020	Miscellaneous Office Costs	1,084	1,300	216	83%	998
4025	Insurance	3,989	8,000	4,011	50%	7,551
4033	Marketing/Promotions	437	3,500	3,063	12%	1,828
4040	Maintenance Contracts	4,858	7,400	2,542	66%	7,416
4041	Property Maintenance	9,017	15,000	5,983	60%	14,719
4064	Legal & Professional fees	340	100	240	340%	595
4068	Licences (incl PRS)	365	3,500	3,135	10%	877
3020	Catering costs (rechargeable)	1	10,000	10,000	0%	0
6000	Central Overheads Reallocated	3,217	5,699	2,482	56%	5,001
Congleton Town Hall:-Expenditure		85,527	203,450	117,924	42%	173,531
1009	Rent Rec'd - Museum Notional	2,250	4,500	2,250	50%	4,500
1010	Rent Received - 3rd Party	767	1,533	766	50%	9,033
1011	Rent Received - Internal CTC	13,259	26,517	13,258	50%	17,017
1013	Letting Income - Grand Hall	16,627	25,400	8,773	65%	30,002
1014	Letting Income - Bridestones	445	13,200	12,755	3%	1,240
1015	Letting Income - Spencer Suite	75	4,950	4,875	2%	919
1018	Letting Income - Campbell Suite	0	0	0	#DIV/0!	0
1016	Letting Income - Brasserie, Kitchen and Bar	1,915	15,000	13,085	13%	0
1021	Letting Income - Internal	0	9,000	9,000	0%	1,749
1022	Letting income - F&F	0	3,000	3,000	0%	0
1035	Service Charges - Brasserie	0	4,500	4,500	0%	1,608
1051	Catering Sales (recharges)	80	10,000	9,920	1%	0
1199	Misc Income	0	0	0	#DIV/0!	292
Congleton Town Hall :- Income		35,418	117,600	82,182	30%	66,360
Net Expenditure over Income		£50,109	£85,850	£35,742	58%	£107,171

Congleton Town Council

Streetscape Monthly Accounts

Sep-21

Expected spending for M6 is 50%

Agenda Item 8

	Actual Year To Date	Current Annual Budget	Variance Annual Total	% of Budget
4000 Staff Costs	212,870	438,885	226,015	49%
4004 Agency Staff	20,726	6,000	14,726	345%
4008 Training	1,692	3,000	1,308	56%
4009 Protective Clothing\H & Safety	3,134	4,500	1,366	70%
4013 Office rent	1,000	2,000	1,000	50%
4016 Cleaning Materials	4,028	5,000	972	81%
4021 Mobile Phones	404	700	296	58%
4025 Insurance	6,063	6,000	63	101%
4041 Property maintenance	145	1,200	1,055	12%
4043 Horticultural etc Supplies	11,456	18,000	6,544	64%
4046 Winter Bedding	0	1,000	1,000	0%
4047 Vehicle maintenance/Serv etc	6,086	10,000	3,914	61%
4048 Vehicle fuel and oil	7,041	13,000	5,959	54%
4049 Vehicle rental charges	19,267	37,000	17,733	52%
4050 Street Cleansing	1,271	3,000	1,729	42%
4070 Covid 19 Expenditure	285			
4162 General expenditure	3,695	4,000	305	92%
6000 Central Overheads Reallocated	21,138	37,449	16,311	56%
3030 Purchases for recharging	1,024	0	1,024	#DIV/0!
Streetscape Expenditure	321,325	590,734	269,694	54%
1165 CEC - Income	-186,351	-372,702	-186,351	50%
1167 External work income	-5,789	-15,000	-9,211	39%
1040 Other income	-24	0	24	#DIV/0!
1199 Astbury Mere Income	-450	-900	-450	50%
	-192,614	-388,602	-195,988	50%
Net Expenditure over Income	128,711	202,132	73,706	64%

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall Assets and Services		
MEETING DATE AND TIME	4 th November 2021 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM	9		
REPORT TITLE	Carbon Footprint Actions and Objectives		
Update	<p>The Congleton Green Working Group was set up in response to Congleton Town Council signing a Climate Change Emergency. The Working Group reports into the Town Council's Community and Environment Committee.</p> <p>The Congleton Green Working Group have come up with 10 key headings as objectives for Congleton Town Council, these objectives will fit under the Town Hall Development Working Group or Streetscape Development Working Group.</p> <p>See appendix 1 for the Draft Objectives and 10 x chosen headings.</p> <p>Further to these objectives, Congleton Green Working Group will be working closely with:</p> <ul style="list-style-type: none">• Cheshire East Council and other bodies focussed on the same objectives• Local Businesses and the Chamber of Commerce• Congleton Sustainability Group (Partnership)• Integrated Transport Working Group (Town Council)• Plastic Free Congleton (Voluntary Group)• Trees for Congleton (Independent Group) <p>The Groups objectives are in line with the Town Council's Business Plan Strategic Objective 6 (SO6) Congleton Town Council to reduce its Carbon Footprint to neutral by 2025 and work towards creating a sustainable and carbon neutral town.</p> <p>6.1 Reduce the net Carbon footprint for the Town Council's Assets and Streetscape Service</p> <p>6.2 Through partnership working and engagement with the adjoining parishes plant and maintain 30,00 new trees by 2024 (Trees for Congleton)</p> <p>6.3 Review existing facilities for recycling and develop new where necessary</p> <p>6.4 Develop and deliver a campaign(s) for promoting the need and facilities for recycling</p> <p>6.5 Create awareness of training opportunities</p> <p>6.6 Maximise opportunities for the retention and enhancement of Green Open Spaces (Neighbourhood Plan)</p> <p>6.7 Support the development and delivery of the Congleton Sustainability Group's Initiatives</p> <p>6.8 To work with partners on recycling initiatives</p> <p>6.9 To improve the air quality in Congleton.</p>		

Financial Considerations	The financial impact still needs to be calculated in each of the above areas.
Environmental Considerations	All actions being considered are to have a positive impact on the environment.
Equality Considerations	There should be no negative equality impact however this needs to be taken into consideration in each of the areas being investigated.
Decision Request	To receive the report and provide comment where applicable.

Appendix 1

Carbon Footprint Objectives for Town Hall Assets and Services Committee

Climate change

Key Performance Indicator: To reduce greenhouse gas emissions by increasing efficiency and obtaining energy from renewable sources.

Building upon our work to date, the priority over the course of this plan will be to drive further efficiency improvements by continuously reducing our energy demand. We believe that generating and purchasing renewable electricity can make an important contribution to reducing our CO2 emissions and we will seek to increase the generation of energy from renewable sources on-site, where it is practical to do so.

Waste

Key Performance Indicator: By 2025 the airport will achieve 100% waste diversion from landfill.

We will manage our waste along the principles of the waste hierarchy (Reduce waste generation, Re-use, Recycle, Recovery, Disposal), work with our business partners to minimise the production of waste where possible and promote the re-use and recycling of waste materials. Waste which is collected by local disposable companies to ensure is not sent to landfill by being recycled for re-use or energy.

Local Air Quality

Key Performance Indicator: The Council will not breach any local air quality limit.

Air pollution can pose a risk to human health and National Air Quality Standards have been set for a range of pollutants. Sources of air pollutants include Building emissions, operational equipment, and vehicles. We will:

- develop a Strategy that promotes a modal change away from Diesel/Petrol fuel vehicles to less environmentally damaging forms of travel;
- adopt operational practices that seek to minimise the polluting emissions from streetscape work;
- undertake regular monitoring for key pollutants, within the wider context of the Air Quality Strategy for England to contribute to the control of local air quality; and

- make the results of air quality monitoring publicly available

Landscape and Ecology

Key Performance Indicator: The area of land under active ecological and landscape management and enhancement will not be reduced.

Cheshire East Council is a significant landowner. Any development that takes place requires mitigation and compensation measures to be undertaken either in advance, during or immediately following development. We will further develop and work with CEC so developers achieve the standards in which we want to help keep our landscape and ecological system working, within the constraints imposed by the normal operation of the CTC, we will promote the development of rich and varied habitats, to try and integrate the new developments within its rural setting

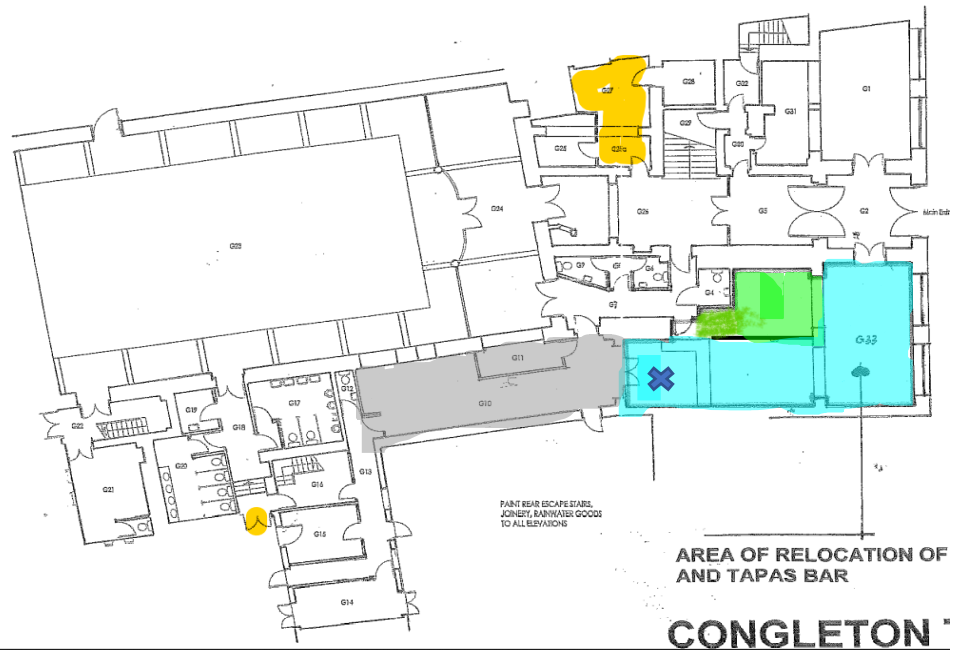
The below categories are Congleton Town Council's agreed 10 headings with objectives now being set against each title :

- 1. Plant purchasing (Streetscape and In Bloom)**
- 2. Councillor and Staff Travel**
- 3. Town Hall Waste**
- 4. Town Hall Plastic Use**
- 5. Reduce Paper Use**
- 6. Electricity usage in the Town Hall**
- 7. Gas Usage in the Town Hall** – mainly heating the building, small amount in the kitchen.
- 8. Cleaning chemicals** usage in the Town Hall and Public Toilets including Congleton Park
- 9. Lease of Vehicles** – Streetscape vans
- 10. Fuel Emission from leased vehicles and equipment**_(note 1% from the equipment)

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets and Services		
MEETING DATE AND TIME	4th November 2021 7pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	10 Refurbishment of the Town Hall Cotton Club Area		
Background	<p>The area at the entrance of the Town Hall, The Cotton Club, formed part of the rental agreement with our previous commercial partner. The commercial partner provided catering and bar services exclusively for events within the Town Hall and also rented the Cotton Club area as part of their lease agreement. The lease agreement included the Cotton Club area, the storeroom adjacent to the Cotton Club area, the commercial kitchen, bar and beer cellar. The area was originally opened as a prohibition style evening bar and private dining club, The Cotton Club, and later as a daytime café.</p> <p>The lease agreement with our former commercial partner has expired, and for this reason, it has been agreed that all items belonging to the former commercial partner, located in the Cotton Club area, storeroom and commercial kitchen, will be removed from the Town Hall premises no later than 5th November 2021.</p>		
Update	<p>The area at the entrance to the Town Hall, formerly known as The Cotton Club, is in need of selective decoration, however, it is an excellent commercial space. The drawback of the existing room layout is the location of the commercial kitchen and how it could be shared by two, separate parties. If an event taking place in the Town Hall requires use of the commercial kitchen, this limits access to the kitchen for users of the commercial space at the entrance of the Town Hall. The plans below highlight the layout issue.</p>		



Blue area – Cotton Club

Green Area – Storeroom (Chair Store)

Grey Area – Commercial Kitchen

✕ - New small kitchen and counter

An option would be to remove the stud walls between the Cotton Club and storeroom to open out the area into one space as it was pre 2010. Removal of the stud walls would create a larger, more usable space and maximise the potential of the area rather than being partially used for storage. To alleviate the issue of shared kitchen space; an additional, smaller kitchen and counter could be installed to the rear of the area to allow for use as a commercial catering enterprise, without impacting on catering operations taking place in the Town Hall commercial kitchen. The adjoining storeroom is currently used to store 150 chairs. Due to the limited storage space within the Town Hall, additional storage would need to be created to accommodate the chairs. An option would be to install a theatre style backdrop curtain beneath the Minstrels' Gallery in the Grand Hall. The curtain would be located approximately 3ft from the wall and would create a storage area for the chairs and also form a theatrical backdrop for the stage. Officers are currently investigating match funding grant opportunities which could be used to deliver these proposals.

Decision Request

To receive the report on proposals for refurbishment of the Cotton Club area and Grand Hall theatre style backdrop curtain, and to agree if this proposal is a viable option worth progressing.