



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

21st December 2023

Dear Councillor,

Community Committee – Thursday 4th January 2024

You are summoned to attend a meeting of the Communities Committee to be held at Congleton Town Hall on **Thursday 4th January 2024 at 7.00 pm.**

- **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 in 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

AGENDA

1. Apologies for Absence

Members are reminded of the necessity to give apologies in advance of the meeting and to give reasons for absence.

2. Minutes of Previous Meetings (enclosed)

To approve and sign the [minutes of the Community Committee held on the 26 October](#) 2023 as a correct record.

3. Declarations of Interest

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

4. Questions from Members of the Public

There will be 15 minutes at each meeting to receive any questions from Members of the Public, either verbally at the meeting, including those which have been received in writing 7 days prior to the meeting.

5. Urgent Items

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

6. Cheshire Police (enclosed)

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

7. Mentell – Guest Presentation

To receive and consider a report from Nick Pimlott from the Congleton Mentell Circle updating on their activities and seeking support in the promotion of Men’s Mental health.

8. Updates from Previous Community and Environment Committee (enclosed)

To receive updates from the Community Committee held on the 3 August and note of outstanding items.

9. Communications Update (enclosed)

To receive and note a report from the Town Council’s Communications and Marketing Officer, Debbie Coxon, highlighting the Town Council’s Communications activities for November and December 2023

10. Key Events for 2024 (enclosed)

To receive and consider the outline plan for events and activities in Congleton for 2024.

11. Report back on the Christmas lights switch-on and Christmas lights (enclosed)

To receive a report from the Town Centre and Events Officer, Rachel McCarthy on the success of the Christmas 2023 campaign and some early thoughts on the 2024 campaign.

12. Community Safety Working Group (enclosed)

To receive the notes from the Community Safety Working Group held on 7 December 2023 and receive a short update from the Chair.

13. Health and Wellbeing Working Group (enclosed)

To receive the notes of the Health and Wellbeing Working Group meetings held on the 12 December 2023 and receive a short report from the Chair.

14. Integrated Transport Working Group (enclosed)

To receive the notes of the Integrated Transport Working Group held on 31st August 2023 and receive a short report from the Chair

15. White Ribbon Working Group (enclosed)

To receive the notes of the White Ribbon Working Group held on 12 December and a short update on the group's activities

To: Members of the Community Committee
Clrs: Kay Wesley (Chair), Emma Hall (Vice Chair)
David Brown, Mark Edwardson, Suzy Firkin, Arabella Holland, Sally Holland, Susan Mead, Shaun Radcliffe, Glen Williams.

Ex Officio: Cllr Rob Moreton (Mayor)
Other members of the Council for Information, Police, Honorary Burgess (5), Press (3), Congleton Library, Congleton Information Centre.

**MINUTES OF THE MEETING OF THE COMMUNITY COMMITTEE HELD ON
26 October 2023**

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

CONGLETON TOWN COUNCIL

For the papers discussed at the meeting, please see the [Agenda and Papers of the Community Committee on 26 October 2023](#)

PRESENT:

Committee members

- **Cllr Kay Wesley (Chair)**
- **Cllr Emma Hall (Vice Chair)**
- Cllr Dave Brown
- Cllr Mark Edwardson
- Cllr Suzy Firkin
- Cllr Susan Mead
- Cllr Glen Williams

Non-Committee Members: Cllr Richard Walton

Officers: Jackie MacArthur DCO & Communities & Marketing Manager and Mark Worthington, Town Hall Manager

Also in attendance: One Police Officer (left after item 9), 2 members of the press, 3 members of the public.

1. Apologies for Absence

Apologies were received from Cllr Arabella Holland, Cllr Sally Holland and Cllr Shaun Radcliffe

2. Minutes of Previous Meetings

CO/16/2324 resolved to approve and sign the Community Committee minutes held on 3 August 2023 as a correct record.

3. Declarations of Interest

Cllr Dave Brown and Cllr Emma Hall declared a non-pecuniary interest as Cheshire East Councillors.

4. Questions from Members of the Public

None

5. Urgent Items

None

6. Cheshire Police

PC Andrew Cornell updated members on the police activities based around the paper included in the agenda

7. CHErubs (Cheshire Really Useful Breastfeeding Support)

Emma Evans delivered a presentation on the importance of communities supporting and normalising breastfeeding. [See the CHErubs Presentation here.](#)

CO16/2324 resolved to

- a) Promote the 'Breastfeeding Welcome Award' through our communications channels
- b) Encourage other public buildings to become Breastfeeding Welcome venues
- c) Inform and encourage other businesses in Congleton which welcome the public into their building to join the scheme.

8. Updates from Previous Community Committee

The updates were received from the Community and Environment Committee held on 29 June 2023 and 3 August 2023.

9. Approve the Notes of the Community Safety Working Group

CO17/2324 resolved to accept the notes of the Community Safety Working group held on 12 October 2023.

10. Health and Wellbeing Working Group

CO18/2324 resolved to accept the notes of the Health and Wellbeing Working group held on 10 August and the 10 October 2023.

11. Congleton War Memorial Hospital

CO19/2324 resolved to accept

- a) Write to formally congratulate the East Cheshire Health Trust on gaining a grant to build a diagnostic centre at the Congleton War Memorial Hospital
- b) Establishing regular communication with the trust on plans for the hospital
- c) To engage with the trust on plans to get involved in the 100-year celebration of the hospital in 2024.

12. Disability Positive Congleton

CO20/2324 resolved to delegate responsibility to the Health and Wellbeing Group to deliver on the following tasks within existing resources and report back to the committee on progress.

Actions following the visual impairment awareness:

- A. Working with local businesses to de-clutter the town centre and make it more accessible for the visually impaired.
- B. Actions to make street furniture more visible to support people with visual impairment.

Disability Positive Agenda

1. A Survey of Congleton people with a disability to learn more the issues that they are facing in Congleton and what they believe the Town Council or other groups could do to make their lives easier.
2. Continue to develop and offer awareness-raising sessions for Councillors and staff to help build appreciation of the issues. The first visually impaired awareness session has happened and more are in the planning stage.
3. Set up a Consultation Group of experts representing different disabilities e.g. visual impaired, hearing impaired, neurodiversity, dementia, wheelchair users etc. and work with them to compile priority areas to work on for Congleton.
4. Create a disability Guide to Congleton – on paper and online- showing disability-friendly accessible buildings and facilities.
5. Investigate becoming a Disability Confident Council/Employer
6. Apply for funding (if possible) to progress these areas of work and consider providing a Changing Places Toilet within the town centre.
7. Plan further action based on input from the survey, the experience days, and the Consultation Group.

13. Integrated Transport Working Group

CO21/2324 resolved to accept the notes of the Integrated Transport Working Group on the 31 August 2023.

14. White Ribbon Working Group

CO22/2324 resolved to accept the notes of the White Ribbon Working Group held on 3 August and 19 September 2023.

15. Communications Update

Received and noted a report from the Communications and Marketing Officer on communication activity since the last committee.

16. Totally Locally Congleton Update

CO23/2324 resolved to actively promote Totally Locally and to encourage independent retailers to join in the initiative.

17. Change of Date for the next Community Committee

CO24/2324 resolved to change the date of the next Community Committee from 14 December to 4 January 2024.

The meeting finished 8.29pm

Cllr Kay Wesley
Chair of Community Committee

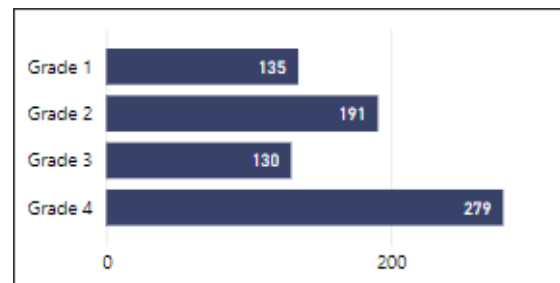
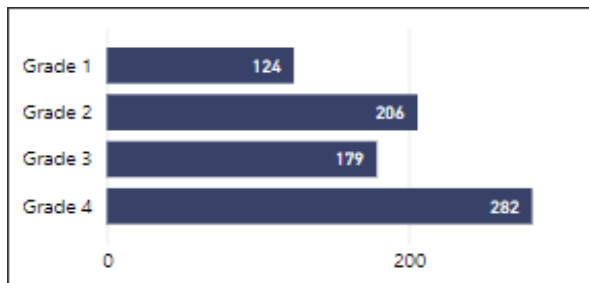
Congleton Police Report October to November 2023

This report has been prepared by Sergeant John Roberts from the Congleton Beat Team.

It is for noting.

Sergeant Roberts will attend the Community Committee on 4 January and will be able to answer any questions on the report. The report provides the Town Council with key Crime figures for the period between 01/10/2023 – 30/11/2023. It also provides a comparison for the same period in 2022. At the meeting, a verbal update will be given about activities over the Christmas period.

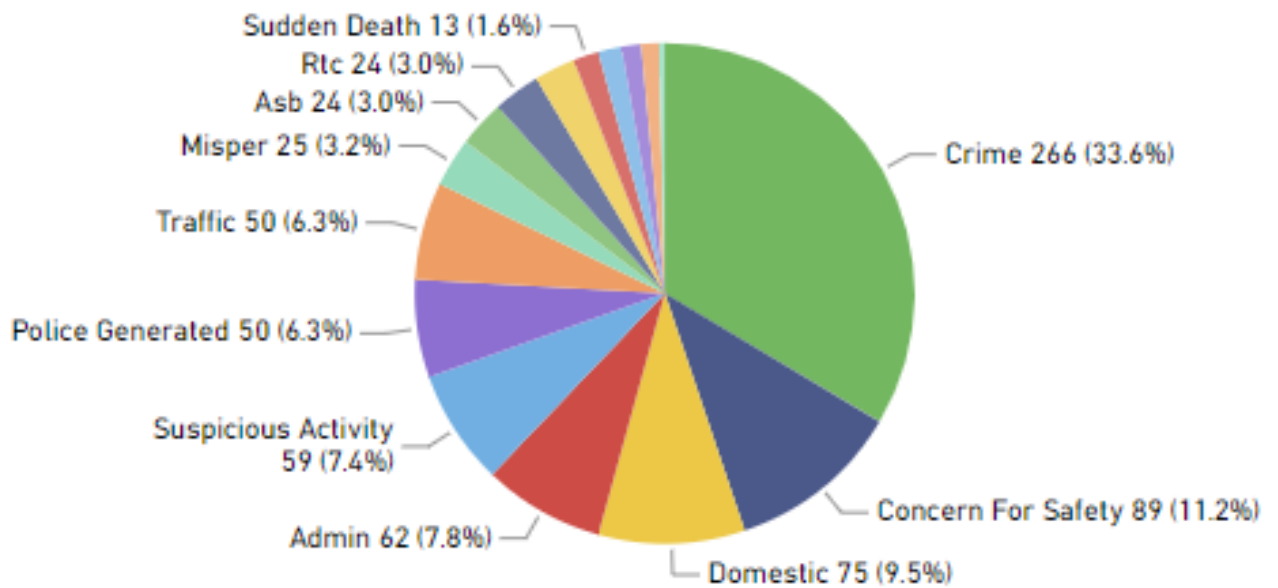
Total Reported incidents 01/10/2023 – 30/11/2023:-



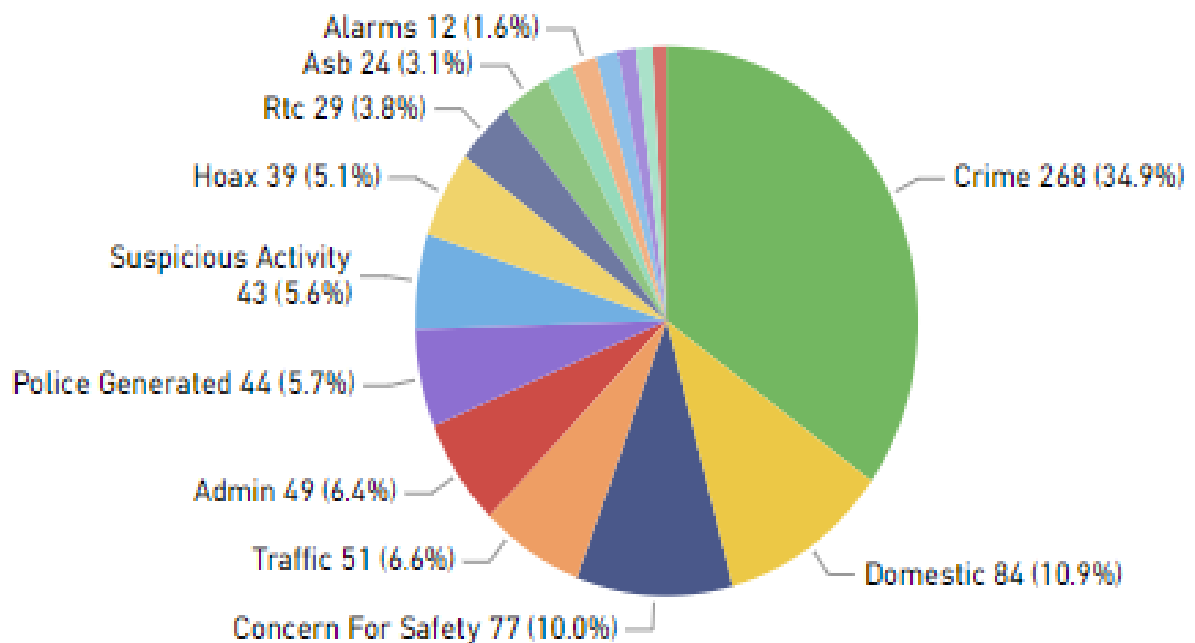
Opening Group	No. of Incidents
Admin	62
Advice	3
Alarms	9
Asb	24
Concern For Safety	89
Crime	266
Domestic	75
Hoax	21
Misper	25
Other	12
Police Generated	50
Public Order	10
Rtc	24
Sudden Death	13
Suspicious Activity	59
Traffic	50
Total	792

Opening Group	No. of Incidents
Admin	49
Advice	8
Alarms	12
Asb	24
Concern For Safety	77
Crime	268
Domestic	84
Hoax	39
Misper	14
Other	11
Police Generated	44
Public Order	9
Rtc	29
Sudden Death	7
Suspicious Activity	43
Traffic	51
Total	769

Crime activities October – November 2023

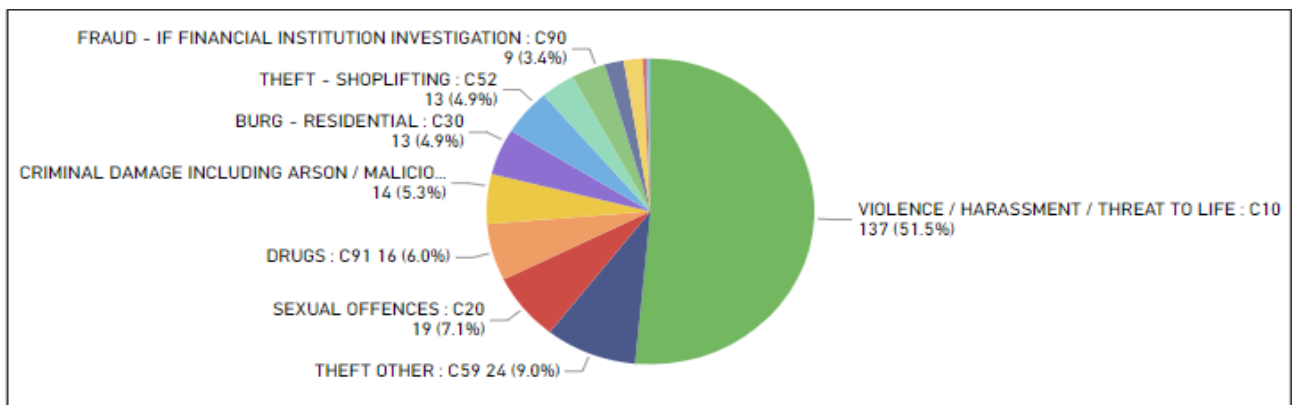


October – November 2022 Comparison:-



The total number of incidents reported has increased from the previous year, however, Crimes reported, ASB and Domestic incidents have remained the same or decreased, the increases seem to be in Admin, Missing people and Concern for Safety reports.

Crime Break Down 01/10/23 – 30/11/23

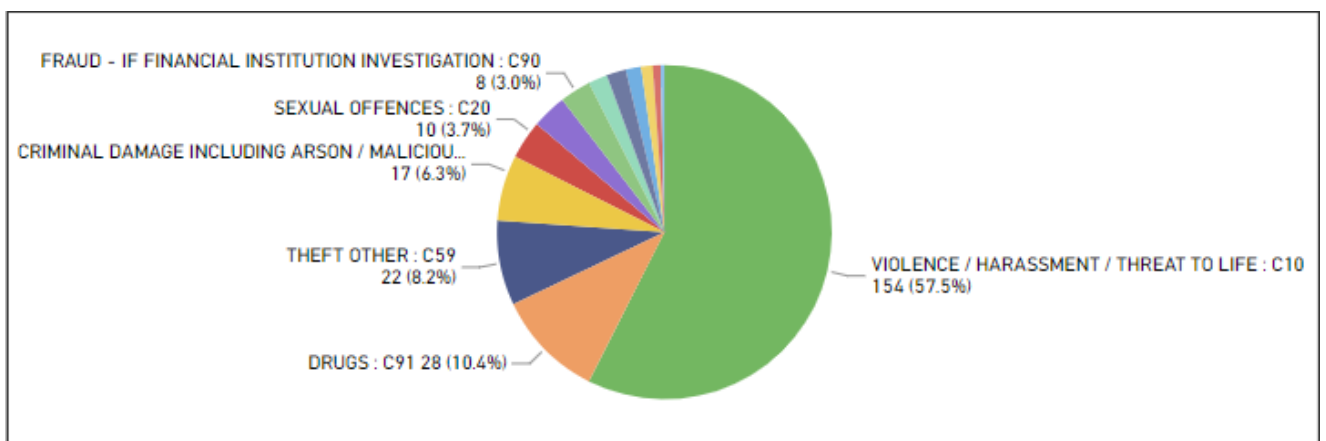


2023 figures

Violence = 137 Sexual Offences = 19 Burglary = 13 Residential Theft Shoplifting = 13

2022 figures

Violence = 154 Sexual Offences 10 Burglary = 9 Residential Theft (shoplifting) 4



2023 Sexual Offences Break Down

Of the 19 offences reported during October – November 2023, 7 of the reports were made by the high schools. There was also several Historical offences linked to an ongoing investigation and two incidents linked to a male who has exposed himself performing a sexual act (a media appeal was raised for these incidents).

Burglary Offences

Of the **13** residential Burglary offences, two are attempts which appear to be linked, two appear to be linked to mental health issues with the caller. A male was arrested and charged in relation trying a door handle at an address, he is currently in prison for this offence. No other links can be identified. The ask of our team is around preventing people becoming victims, particularly around leaving vehicles unattended while defrosting during cold nights.

Shop Lifting offences

13 offences recorded of those – 8 have been recorded at two locations one male has been arrested and has been bailed pending charges for a number of those theft offences. No other patterns have been noted.

Drugs

16 – Recorded incidents, these tend to be incidents recorded for our information and fed into the Police system as intelligence, from these my team look at, often it involves partnership work with housing. Nothing of note raised from this.

Domestic Incidents 01/10/23 – 30/11/23

Domestic Incidents **75** (84 in 2022) Domestic Arrests **32** (37 in 2022)

ASB in Congleton 1 October – 30 November 2023

24 incidents the same number as 2022

In November Congleton had 10 incidents of ASB recorded this is the joint lowest in three years and the lowest this year.

Roads Policing:- October – November 2023

Highway Disruptions 23 (18 in 2023) Reported Traffic Offences 27 (33 in 2023)

Summary:-

The pleasing part of this quarter is the low figures around ASB, with the reporting around Shoplifting are higher than previously, it is encouraging that on reviewing the statistics shoplifting does seem to have reduced in the town and those shops that have been targeted the team have worked hard in arresting and putting conditions on those perpetrators.

A jail sentence of a male who was in the town and was starting to cause issues for shopkeepers and the fact that another male who again was bringing issues to our town has now moved out of the area have no doubt contributed to the reduction of reports in the town centre.

Challenges remain around staffing and ensuring that my team are focusing on the right areas at the right time.



Again, as always, I encourage reporting via 101 or 999, alternatively to report online or to give information via Crimestoppers.

My Team's focus for the festive period will be around the Town Centre with assistance sought around our Nighttime Economy and the New Market Quarter, giving those new to the town confidence in the Police and CTC collaborative working.

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	4 January 2023 7.00 pm	LOCATION	Town Hall, Bridestones
REPORT FROM	Jackie MacArthur, Communities and Marketing Manager & DCO		
AGENDA ITEM REPORT TITLE	Item 8. Updates Paper		
Background	This paper gives members an update on actions from items discussed at the previous Community and Environment Committee. These items do not need a full paper and are either ongoing issues or confirmation of completion or resolution.		
Updates	<p><u>Previous</u></p> <p>CE45/2223 Dog agility. This action is still pending awaiting further information from CEC on possible funding available for such a project.</p> <p><u>From 27/6/23</u></p> <p>CO04/2324 – A Frames and Barriers –still working with Cheshire East on this area. ONGOING</p> <p>CO05/2324 – A training session was held around visual impairment, with more sessions to follow. A date is still to be set for the physical impairment training. ONGOING</p> <p>CO13/2324 – Engaging with Congleton Youth – ONGOING</p> <p>CO16/2324 Breast Feeding Friendly actions. The Town Hall is displaying its Breast Feeding Friendly sticker and staff are aware about how to react. The discussion received front page positive coverage in the Chronicle. An article will be in the next Bear Necessities. Letters and a questionnaire are prepared ready to go out to businesses in January.</p> <p>CO19/2324 – War Memorial Hospital Actions. An article has been drafted for Bear Necessities. Rachel Wallace and Simon Goff attended the health and wellbeing group and discussions have started on plans for the 100th anniversary of the War Memorial Hospital.</p> <p>CO20/2324 – Disability Positive Congleton. This was delegated to the health and well-being group. Conversations have been held with some local people who may be willing to form part of the critical friend panel. Work is underway on creating the survey. The second of the disability-positive workshop has been organised for the 11th January.</p> <p>CO23/2324 – Totally Locally Work has started with promoting Totally Locally and Rachel McCarthy, Town Centre and Events Officer is part of the steering group. Some graphics have been added to the Communications Paper.</p>		
PROPOSALS	To Note this Report		

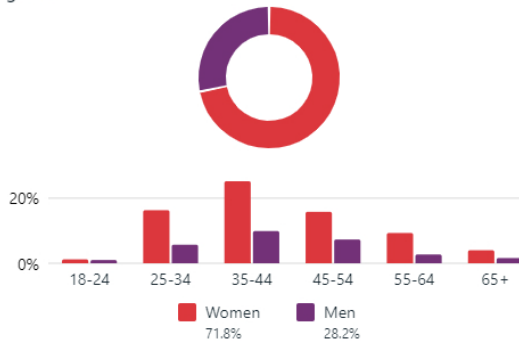
CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	4 January 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Debbie Coxon, Marketing and Communications Officer		
AGENDA ITEM REPORT TITLE	Item 9. Communications Update		
Background	This paper has been prepared to give committee members an update on the communications activities that took place between 17 October to 15 December.		
Details	<p>Social Media Overview</p> <p>Facebook Followers: 4.6K</p> <p>Twitter Followers: 3.5K</p> <p>Instagram Followers: 1K</p> <p>FB Posts: 354</p> <div style="float: right; text-align: right;"> <p>Visits</p> <p>Facebook visits ⓘ</p> <p>7,782 ↑ 108.9%</p> </div> <p>Highest reach on a post – 8 Dec</p> <p><i>“The town council's Streetscape team have been out & about clearing leaf mulch from Padgbury Lane”</i></p>  <p>This post's reach (25,251) is 5,827% higher than the median post reach (426) on Facebook.</p> <p>Highest reactions on a post – 12 Nov</p> <p><i>“Congleton will Never Forget 🇬🇧 #RemembranceSunday”</i></p>  <p>This post received 29,700% more reactions (298 reactions) than the median post (1 reaction) on Facebook.</p> <p>Highest comments on a post – 8 Dec</p> <p><i>“The town council's Streetscape team have been out & about clearing leaf mulch from Padgbury Lane”</i> This post received 62 comments compared to the median post (0 comments) on Facebook.</p> <p>Facebook & Insta reports</p> <p>The profiling for our insta and facebook accounts are similar, with slightly more men on Instagram.</p>		

Instagram followers ⓘ

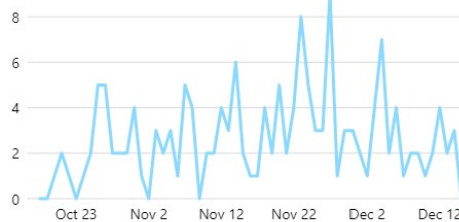
1,043

Age & gender ⓘ



Instagram profile visits ⓘ

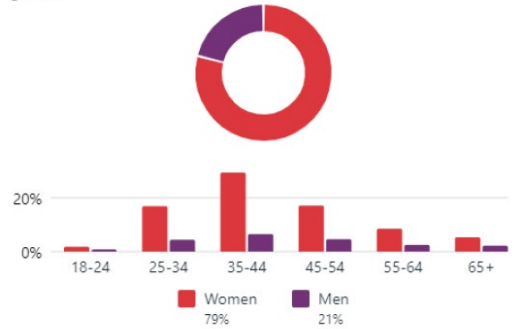
156 ↑ 62.5%



Facebook followers ⓘ

4,598

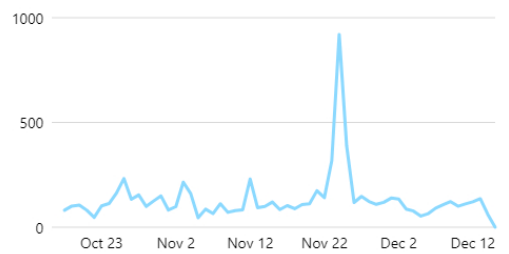
Age & gender ⓘ



Visits

Facebook visits ⓘ

7,782 ↑ 108.9%



CTC social posts are usually shared to:

Congleton Chat's Back	26.9K members
Congleton News & Views	13.2K members
Congleton Radio	1.1k followers

CTC Website

Key points:

- Total number of visits: 13,894
- The Homepage (1,283), Park (1,116) and Lights Switch-On (1,048) are commanding the top spot in terms of site visits now that the paddling pool is closed.
- 84% of visits are generated organically (via search engines such as google/bing etc), 9% direct (via the URL) and 7% through social links
- Average engagement times of 54 seconds

Top 10 pages (largest numbers of visits)

	%	#
Welcome to Congleton - Congleton Town Council	9.2	1283
Congleton Park - Congleton Town Council	8.0	1116
Christmas Lights Switch-On - Congleton Town Council	7.5	1048

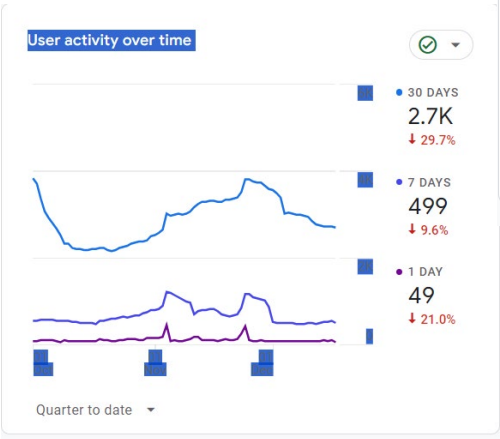
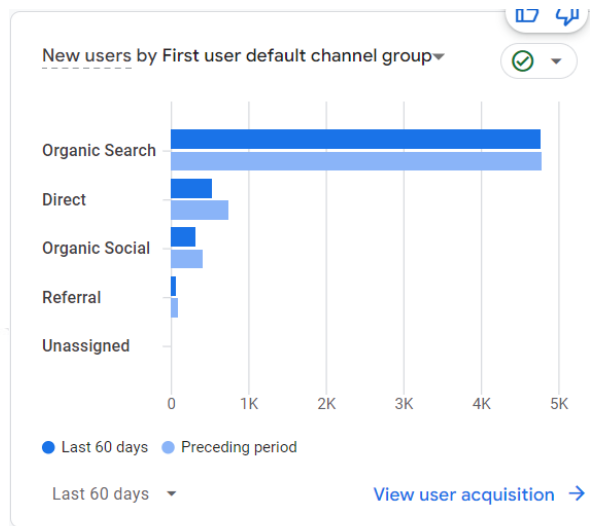
Christmas In Congleton - Congleton Town Council	3.6	505
Committee Meetings - Congleton Town Council	2.7	372
Annual Congleton Rotary Bonfire & Firework Night	2.2	303
Events in the Town Hall - Congleton Town Council	2.1	288
What's On - Congleton Town Council	2.1	287
Contact Us - Congleton Town Council	1.8	254
Shopping In Congleton - Congleton Town Council	1.6	223
		TOTAL
		5679

The Homepage, Lights switch-on and Congleton Park pages are the most common landing pages, however only the homepage has a significant increase in engagement time at 71s, followed by the town hall what's-on page at 60s.

Site visit time is generally similar for searched and direct landings at 39s and 41s whereas social links are slightly below at 29s.

Devices Used

Devices	%	#
Mobile	71.44	4125
Desktop	24.92	1,439
Tablet	3.64	210
	100.00	5774



Noticeboards

The six town noticeboards and the CIC What's on Window are updated weekly to promote town council events and activities organised by local organisations and community groups.

	<p>New print</p> <ul style="list-style-type: none"> • Congleton Cares Leaflet (via Congleton Partnership) • Young at Heart Activities (via Congleton Partnership) • Car Parking Consultation material • Remembrance Service • CTC Free Car Parking • Lights Switch-On • Christmas Card (electronic and small print run) • Mayor’s Ball Invitation <p>Press Releases – 15</p> <p>Editorial</p> <ul style="list-style-type: none"> • Effective Directories (double page) Oct, Nov, Dec (circl. 11k) • Beartown Voice (double page Christmas) (circl. 12k) <p>Advertising</p> <ul style="list-style-type: none"> • Christmas feature in the Chronicle <p>Town Council Events & Activities</p> <p>7 Nov – In Bloom Celebration 12 Nov – Remembrance 24 Nov – Lights Switch-On 25 Nov – White Ribbon Day 1 Dec – Electromantics, Town Hall</p> <p>Key events supported</p> <p>4 Nov – Rotary Bonfire 17 Nov -CMQ Launch 21 Nov – Mentell Community Event 25 Nov – Rotary Tree of Light Nov-Dec - NSPCC Toy Appeal</p>
	<p>For Councillors to note the report and for the officer team to take on board suggestions and recommendations from Councillors.</p>
<p>Financial Implications</p>	<p>Work is delivered within the annual budgets set by the Town Council</p>
<p>Environmental Implications</p>	<p>Considered as part of each piece of work. Carbon-neutral certificates are obtained for Bear Necessities and paper from sustainably managed sources used for other work.</p>
<p>Inclusivity Diversity Impact</p>	<p>The team uses different channels and communications tools to meet different audiences.</p>
<p>PROPOSALS</p>	<p>That Councillors note this report.</p>

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	4 January 2024	LOCATION	Congleton Town Hall
REPORT FROM	Rachel McCarthy, Town Centre and Events Officer and Jackie MacArthur, Communities and Marketing Manager/Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	Item 10. Congleton Events for 2024		
Background	<p>This paper is provided to give Members an update on the larger public events taking place in Congleton in 2024 along with details of the organisers. It also contains details of events in discussions for the coming year and beyond. It does not include details of charity events, concerts, performances, displays and exhibitions. As we become aware of these events they are included on the What's on Calendar on the Town Council website.</p>		
Calendar of Events	<p style="text-align: center;">Key Events –Main Events</p> <p>Appendix 1 – Overview of 2024 events .</p> <p>Town Hall Tribute Series – Stephen Holbrook (27 Feb) Organised by Congleton Town Council.</p> <p>Town Hall Tribute Series – UK Bjorn Again – ABBA Tribute Band (1 March) Organised by Congleton Town Council.</p> <p>Congleton Swimathon (15 & 16 March) Organised by Congleton Rotary and raising funds for charities.</p> <p>Congleton Unplugged (15 -17 March) - run by the Congleton Live Community Interest Company. 40 gigs in a wide range of Congleton Town Centre venues. Free for the public.</p> <p>Congleton Health & Wellbeing Fayre (26 March) – organised by the Congleton Partnership bringing lots of groups involved in Health and Wellbeing into the Town Hall for a public event.</p> <p>Easter Activities (March-April) – Hop around the Shops Easter Trail run by the Town Council from 30 March to 13 April. Easter Treats day – games in the Town Centre on 9 April.</p> <p>Easter Service in the Town Centre – Good Friday – Churches partnership.</p> <p>Mayor’s Civic Ball (26 April) - Organised by Congleton Town Council. Raising money for Mayor’s Charities.</p> <p>Mayor Making & Annual Town Meeting (16 May) - organised by Congleton Town Council. Election of the 2024/25 Mayor, Organised by Town Council.</p>		

Congleton Paddling Pool Opens (25 May) Organised by Town Council.

The Mayor's Parade & Civic Service – June date TBC

D-Day 80th Anniversary (6 June) – tbc what will happen for this event

Food and Drink Festival (9 June) now in its 15th year – organised by Congleton Community Projects along with a dedicated Food and Drink team. This year the group has invested a great deal of time in making the event more environmentally friendly.

Congleton Pride (20 July) – organised by Congleton Pride Group. Town Centre all-day event and an evening event.

Congleton Summer Specials - organised by Congleton Town Council, weekly activities to bring people into the town centre during the school summer holidays.

Jazz and Blues Festival (24-25 August) – Organised by Jazz and Blues group volunteer team. Attracts thousands of people to Congleton's pubs and venues for some excellent music. Now in its 12th year.

Congleton Paddling Pool Closes (1 September)

Congleton Horticultural Society Show (7 September)

Town Hall Tribute Series – Electromantics – 80s Tribute Band (27 September)
Organised by Congleton Town Council.

Green Fayre (28 September) – Organised by Congleton Town Council/ Congleton Partnership. Free event in the Town Centre and Town Hall promoting environmentally friendly activities, products and lifestyles.

Congleton Half Marathon (???) – organised by Congleton Harriers – raises money for good causes and attracts around 500 runners. Now in its 37th year.

Congleton Halloween Trail (26 October – 3 November)

Witchy Wednesday (30 October) Organised by Congleton Town Council.

Town Hall Tribute Series – Rule the World – Take That Tribute Band (1 November) Organised by Congleton Town Council.

Congleton Bonfire and Fireworks (2 November) – organised by Congleton Rotary raising funds for local charities.

Congleton Remembrance Sunday (10 November) – organised by Congleton Town Council and supported by the Congleton branch of the Royal British Legion.

	<p>Congleton Christmas Lights and switch-on (29 November) organised by Congleton Town Council, Congleton Community Projects and a team of volunteers.</p> <p>Tree of Light (?? November) organised by Congleton Rotary. Raising funds for local charities. Tree now in a permanent location in the Community Garden.</p> <p>In addition, there will be 12 Makers Markets taking place in the pedestrian area on the last Saturday of the month. The Town Council can offer two free of charge community stalls at each market.</p> <p>A monthly Repair Café is held on the last Saturday of the month at Old Saw Mill.</p> <p>The new Congleton Market Quarter will be organising regular Friday evening markets and Saturday markets.</p> <p>The Totally Locally team is looking to organise some regular events including Totally Tenner Wednesdays to encourage people into town on Wednesday evenings and Fiver Fest February.</p> <p>Congleton War Memorial Hospital is 100 years old on Sunday 4th August, and the East Cheshire NHS Trust is beginning to plan a number of centenary celebrations. Congleton Town Council has said it will support this.</p> <p>There will be a number of activities around the North West in Bloom 2024 competition. In Bloom creates its own events such as two kids plant up events per year.</p>
Financial implications	<p>The Town Council contributes £16k towards the cost of events and their promotion. £6k is ring-fenced towards Christmas and £10k towards tourism. The Town Council also supports other organisations with grants. The team at the Town Hall also apply for external grants and sponsorship towards events. Tribute acts in the Town Hall were new for 2023-24 and surplus profits from these events will contribute towards community events in the town.</p>
Environmental Implications	<p>Steps are being taken to reduce the carbon footprint around events through sustainable signage, waste collection and agreements with those exhibiting or selling at the events.</p>
Equality and Diversity	<p>Creating events where all members of our community feel welcome, engaged and connected is the aim of events. We are also looking at the programme across the year to try and cater, entertain and educate for towards a kinder society.</p>
Proposal	<p>To note this report and to act on any actions raised in the Committee Meeting.</p>

Events 2024

January 2024				February 2024				March 2024			
Date	Event	Venue	Event	Date	Event	Venue	Event	Date	Event	Venue	Event
	Bear Necessities to Print		CTC	27 February	Steven Holbrook	Town Hall	CTC	1 March	UK Bjorn Again	Town Hall	CTC
								15-16 March	Congleton Rotary Swimathon	Congleton Leisure Centre	General
								15-17 March	Congleton Unplugged	Various	General
								23 March	World Bear Day		General
								26 March	Health & Wellbeing Fair	Town Hall	CTC Sponsored
								30 March +	Easter Trail	Town Centre	CTC
April 2024				May 2024				June 2024			
Date	Event	Venue	Event	Date	Event	Venue	Event	Date	Event	Venue	Event
1-13 April	Easter Trail	Town Centre	CTC	16 May	Mayor Making & Town Council AGM	Town Hall	CTC	2 June	Mayor Making	Town Hall	CTC
9 April	Easter Treats Day	Town Centre	CTC	25 May	Paddling Pool Opens		CTC	6 June	80th Anniversary D-Day	Town Centre	General
23 April	St George's Day	FLAG						9 June	Food & Drink Festival	Town Centre	General
26 April	Mayors Civic Ball	Town Hall	CTC					20 June	Congleton Pride	Town Centre	General
								Date TBC	Mayor's Parade & Civic Service		CTC
July 2024				August 2024				September 2024			
Date	Event	Venue	Event	Date	Event	Venue	Event	Date	Event	Venue	Event
20 July	Pride	Town Hall	General	24 - 25 August	Jazz & Blues	Town	General	1 September	Paddling Pool Closes		CTC
								7 September	Horticultural Society	Town Hall	General
								27 September	Electromantics	Town Hall	CTC
								28 September	Green Fayre	Town Centre	CTC Sponsored
October 2024				November 2024				December 2024			
Date	Event	Venue	Event	Date	Event	Venue	Event	Date	Event	Venue	Event
10 October	World Mental Health Day		General	1 November	Take That Tribute Band	Town Hall	CTC	1 December	World Aids Day	Flag TH	General
	Halloween Trail		CTC	2 November	Mankind Day of Action		General				
30 October	Witchy Wednesday	Town Hall	CTC	2 November	Rotary Bonfire	Congleton Park	CTC Sponsored				
				10 November	Remembrance Reception	Town Hall	CTC				
				22/29 November	Christmas Lights	Town Centre	CTC				
				25 November	White Ribbon Day		General				
					Rotary Tree Of Light	Community Garden	General				

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	4 January 2024	LOCATION	Congleton Town Hall
REPORT FROM	Rachel McCarthy, Town Centre and Events Officer and Jackie MacArthur, Communities and Marketing Manager/Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	Item 11. Christmas Lights Switch-on and Christmas Lights		
Background	<p>This paper is to update Councillors on the Christmas Activities for 2023 and highlight some issues that the group will work on for 2024. It is also an opportunity for Committee members to make any suggestions</p> <p>We are seeking a couple of Councillors to join the 2024 Christmas working group.</p>		
Scope of Project:	<p>1. Christmas Lights: The Town Council owns all the Christmas lights. They are all LED. Lights are only in warranty for 12 months, and with proper care and attention we expect them to last at least 5-7 years – although do start to lose their lustre. New lights are purchased from capital expenditure. It is hoped that in 2024 the lights that were not used in 2023 can be repaired via the Repair café and be re-used.</p> <p>1.2 The light near the craft shop on West Street is from the old stock and needs to be replaced, but generally the stock is in good shape so any capital expenditure in 2024 would be for an expansion rather than replacement.</p> <p>1.3 Christmas 2023 was the final year of a three-year contract with PME Lighting with a contract to store, check, repair, install and remove the lights as well as supply the main Christmas Tree. Work on the documents to seek a partner for the next three years will need to be organised early in 2024.</p> <p>2. Christmas Lights Switch on.</p> <p>This took place on Friday 24 November from 4 pm – 8 pm. Road closures were from 12 noon to 10 pm.</p> <p>2.1 Cost: The total budget was £12,767. Total spend was £12,667 – with £100 surplus.</p> <p>£6,000 from the Town Council, £3,000 from sponsors, £1776 income from stalls and £1991 income from small trees (£552 profit which is the costs from Streetscape installing the trees). This does not include the funds for the lantern parade and workshops which are run and organised by Congleton Community Projects.</p> <p>2.3 Number of acts: 19</p>		

2.4 Number of stalls: 28 craft stalls, 12 charity stalls, 5 food trailers and 2 food stalls.

2.5 Support on the night: 27 volunteers and 11 members of staff

2.6 Number of attendees: 5000 - 7000 (best estimate)

2.7 Included: Free Santa's Grotto, Real Cairngorm Reindeer, Main Stage entertainment, Community Stage entertainment, street disco, lantern parade with 200+ children, craft and charity stalls in the Town Hall, the pedestrian area and Swan Bank.

2.8 The Town Hall team coordinated the putting up of the main Christmas lights and the selling and installation of 95 small trees which were purchased by shops and businesses.

2.9 Positive:

a. Increased the footprint of the area by closing Swan Bank and Mill Street – also lots of people at the stalls and entertainment in the Congleton Market Quarter.

b. Police Safety Bus and 6 uniformed police and one plain clothes at the event helped with community policing. No reports of any issues.

c. Medical Team: - only dealt with a few minor injuries – nothing to report.

d. Weather was perfect – so lots of people stayed for longer

e. Moving Santa's grotto to the Cygnet Club enabled space around the town hall for people to visit stalls.

f. Large stage and a popular act after the switch on encouraged more people to stay longer.

g. The Community supported the event in their thousands!

h. All the acts that responded to the survey monkey wanted to return next year.

i. 83% of the stall holders said the organisation on the day was excellent, one commenting it was the 'best run and helpful market they have ever attended', 92% would like to return next year. 96% thought the pre-event communications were excellent or good. The declared income from the charity stalls ranged from £892 to £100.

2.10 To Work on

a. The Congleton Market Quarter made Victoria Street much busier (past Spec Savers), making the area by the Elizabeth Statue not suitable for large choirs and dance acts. The new route of the parade also went past this area. The community stage needs a new location, although important to still have music in this area.

	<p>b. The large stage, whilst great for visibility, did cause a pinch point and so may be better to relocate to nearer the Town Hall to create a large space for the crowds.</p> <p>c. The stalls in the pedestrian area facing the shops did not do as well as the stalls facing into the pedestrian area – possibly need to look at just one row of traders with the back of the stalls kept as a walkway for those needing to get to the shops or just walking fast? This has cost implications.</p> <p>d. How to cater for prams, pushchairs, wheelchairs and mobility scooters at a packed event.</p> <p>e. How to attract more volunteers –to be in a position to offer shorter stints and a variety of roles.</p> <p>f. More public toilets are needed, depending on what is happening with the market quarter may need to hire event toilets in 2024</p> <p>f. The preferred date coming through for next year is Friday 29th November.</p> <p>3. Window Dressing Competition</p> <p>20 shops entered the competition and a further 9 were recognised as having a great window and encouraged to enter next time. The winners were: 1st place – Bare Health, 2nd place Hair Project in Lawton Street and 3rd place Vinny Brennan in the pedestrian area.</p> <p>4. Christmas Card from the Mayor and all at the Town Council</p> <p>The Town Council produced an electronic Christmas Card that was sent out to approximately 400 email contacts. A limited number of printed cards were also delivered by the Mayor, Mayoress and town hall team.</p> <p>5. NSPCC Toy Appeal</p> <p>The Town Council supported the Toy Appeal by collecting toys from the Town Hall, Boots Barn Road, Chronicle Office and Hammond McNulty and liaising with Plus Dane. A report will come out early in the new year, but local people were once again beyond generous with hundreds of toys donated and issued to parents who were not in a position to purchase toys for their children.</p>
Financial implications	The Christmas project was delivered to budget for 2023-24.
Environmental Implications	There is a carbon footprint to hosting events, although the team is trying to reduce the footprint through measures around waste reduction and energy consumption.
Equality and Diversity	The Christmas lights is a busy and noisy event and more work will take place for 2024 to see how best to tailor the event to make it more attractive for those with mobility or sensory or other needs. This is a free event open to all.
Decision Requested	<ol style="list-style-type: none"> 1. A request for 2-3 Councillors to join the Christmas working group – suggest that each year the Deputy Mayor joins in January so that they are fully aware of the event for their Mayoral year (assuming normal traditions)

	<ol style="list-style-type: none"><li data-bbox="454 103 1469 248">2. Are Councillors happy for Friday 29th November to be put forward as the preferred date? This is the date recommended by most of the staff and volunteers that are needed to work the event – plus preferred by the stall holders.<li data-bbox="454 259 1182 293">3. To note this report and any actions coming out of it.
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Minutes Community Safety Working Group

Zoom Meeting –Thursday 7 December 2023

Present: Cllr Kay Wesley (Chair) Cllr Susan Mead, Cllr Shaun Radcliffe, Cllr Richard Walton, Cllr Glen Williams, Sgt John Roberts (Cheshire Police), Julia Hassell Pestall (CEC) Jackie MacArthur (CTC). Rachel McCarthy from item ..

Agenda item	Subject /Issue	Action	By Whom	When
1.	Receive Apologies for meeting	Cllr Sally Holland, Cllr Robert Brittian, Cllr Amanda Martin, Cllr Robert Moreton		
2.	Approved notes of meeting 12/10/23	Approved notes.		
3.	Approve Draft Agenda – any changes needed	Added Swan Street Parking to 5e, added Transgender stickers to hate crime article.		
4.	<p>Action Log Liked the action log. –</p> <p>Focused on issues around the Meadows as from the public perspective nothing has changed. Still a concern for residents and businesses in the locality.</p> <p>Noted work on the Community Safety Charter is progressing and should be available on the website this month</p> <p>Still some funding to spend from the Crime Commissioner on encouraging Neighbourhood Watch.</p> <p>Trading Standards needs more information about the Vaping sales to get authorisation for test sales.</p>	<p>Send out an Action Log with each agenda/minutes</p> <p>Extend contact in Cheshire East to include licensing and building control. Write to CEC asking for answers on what is happening. Offer roundtable meeting at CTH with site visit – alternatively a meeting with Cllrs Wesley and Walton. Find out where to advise people to add complaints. Compile public update statement</p> <p>Continue to add Community Safety Information to Website</p> <p>Consider this in the New Year</p> <p>Shaun and Jackie to put together information</p>	<p>Jackie</p> <p>Jackie</p> <p>Jackie</p>	

Agenda item	Subject /Issue	Action	By Whom	When
5.	<p>Police Report - John Roberts talked the group through the report for October and November. In the 2 month period dealt with 792 crimes compared to 769 in the same period last year. Increase in sexual offences and significant work around sexting.</p> <p>Uplift of theft from cars and cars during very cold spells.</p> <p>Shoplifting – 13 cases – a couple of prolific offenders.</p> <p>Drugs – every town has issues – noticeable because of the size of the town.</p> <p>Domestic Abuse – violence against women and girls remains the number one priority. 75 incidents in Oct/ Nov and 32 arrests. (compared to 84 incidents and 37 arrests in Oct/Nov</p> <p>No major issues with ASB – lowest for 3 years. Not reoccurring sites.</p> <p>Issue raised about parking problems around Swan Street and Nelson Street – double parking means bins are not being emptied and concerns for emergency vehicles.</p>	<p>PC Andy Cornell and White Ribbon team going into schools to talk to young people on the 19th December.</p> <p>Social media posts to warn people not to leave cars when defrosting.</p> <p>Police hoping to be able to take action on one PO very soon – need the support of CPS to prosecute. Encourage shops to report theft.</p> <p>Encourage people to report issues to 101 to help the police to build a fuller picture. All evidence helps.</p> <p>More of a civil than criminal offence. Publicise the problem – but people need to be more considerate.</p> <p>Police may be able to put this area forward for a residents voice event – knock on doors.</p>	<p>Debbie</p> <p>Rach</p> <p>BN</p> <p>BN</p>	<p>Next cold snap</p> <p>Ongoing</p> <p>Ongoing</p> <p>Next edition</p>
6.	<p>Police Team – Currently only one PCSO – Karen Linton. Scott Watson on sick leave. New PC Matt Steele joining in January but losing PC Anna ***</p>			
7.	<p>CEC ASB Team updates - No updates to add. Has been a quiet</p>			

Agenda item	Subject /Issue	Action	By Whom	When
8.	CEC – CCTV Updates - Congleton being upgraded before Christmas. New cameras should be in place on Lawton Street and West Street.	Arrange visits to the CCTV HQ in January/ February – 3-4 people at a time. When Q3 report comes through send to group	Jackie Jackie	Jan/ Feb 2024
9.	Community Safety Charter - We have received details about the 'Be the Change' module.	Deferred to next meeting	Jackie	Before next meeting
10.	ShopWatch - Less cases in past two months. In Jan looking to expand to outlying areas. Police praised the work that CTC and shops doing on this.	Rachel to continue to support the traders to help the scheme grow.	Rachel	Jan/Feb
11.	AOB a) Hate Crime Stickers - spate of hateful stickers added around the town around Remembrance time. Not able to tell who from CCTV. Be aware that it may happen again at key dates in the pride calendar and be prepared to remove and look for culprits.	To be alert to key dates.	Police/ CTC	
10	Suggested Next Meeting	Thursday 2 nd February 3.30pm – 5pm	Jackie	

Health and Wellbeing Working Group Minutes

Tuesday 13th December 2023 Hybrid Meeting

Present: Cllr Suzy Firkin (Chair), Cllr Emma Hall, Cllr Amanda Martin, Cllr Heather Pearce, Cllr Richard Walton, Cllr Liz Wardlaw, Cllr Kay Wesley, Cathy Dean (Congleton Partnership Officer), Jackie MacArthur (CTC)

Guests: Rachel Wallace, Head of Communications and Engagement NHS Cheshire East Trust, Simon Goff Operations Manager NHS Cheshire East, Usman Ashiq, Plus Dane Community Engagement Officer and Anita Mottershead NHS Cheshire and Warrington.

1. **Apologies** - Cllr Emma Hall said may join later as at an appointment.
2. **Draft Agenda Approval** – approved. Cllr Firkin explained items may be taken in a slightly different order to accommodate guest presentations.
3. **Update on Plus Dane Wellbeing Hub.** – Usman Ashiq from Plus Dane updated the group on the progress being made towards the development of a well-being hub for delivery partners to use in the now unused top floor of Shepherd’s Mill in Worrall Street. Usman will be presenting a paper to the Exec board of Plus Dane in January to get sign-off. Working on
 - a) A lead organisation to deliver the practicalities of project managing the space
 - b) 10 delivery partners who wish to deliver services within the space, initially this will be during office hours.
 - c) A project steering group, which could be delivery partners and other interested parties to manage the long-term viability of the project.

Initial costs and a certain amount of running costs will be funded by Plus Dane. No charge to delivery partners for the space. Looking at funding opportunities for long-term running costs. Recognised as a beneficial addition for Congleton and a long-term ambition of many groups including the Town Council and Congleton Partnership.

Action: Keep in contact with Usman. Prepare to help when green light given.

4. **Update on the War Memorial 100 years celebrations – Rachel Wallace, NHS East Cheshire**

Rachel spoke to the group about the East Cheshire NHS Trust and exciting plans to celebrate 100 years of Congleton War Memorial Hospital.

 - a) Great news about the diagnostic centre – waiting for an ecological report before applying for planning permission. Subject to planning permission likely to open March 2025.
 - b) 100th birthday is 4th August 2024. Would like to see a year of celebrations and work with the community. Keen to link in with other key events. Programme to be agreed.
 - c) Also keen to raise funds via the NHS Trust for improvements to the War Memorial hospital – more thoughts needed on what the fund raising is to deliver.

Actions:

4.1 Jackie to liaise with Rachel re events and contacts, media contacts, ideas.

- 4.2 Rachel to contact Hospital League of Friends re the fund raising
- 4.3 Rachel to present at a Community Committee – either January or April
- 4.4 Potentially set up a sub-group - Cllrs Kay, Richard and Suzy expressed an interest in being involved.
- 4.5 Publicity about the year and the diagnostic centre to be included in Bear Necessities

Change to agenda – Item 7 with Anita Mottershead.

7. Anita Mottershead, Project Manager (Transformation), Thriving and Prevention, Cheshire East Place, NHS Cheshire and Merseyside.

Anita talked through a presentation that was delivered at a recent neighbourhood meeting for Congleton. The presentation includes updated health figures - replacing the previous 'tartan rug' that had been used to develop health programmes. Clear patterns and relationships between pockets of deprivation and poor mental and physical health. Some key areas for Congleton around smoking cessation, obesity, mental health, social isolation.

Anita is happy for the data to be shared and used to help target programmes. [A copy of the presentation can be found via this link](#). Basis of the evidence is to encourage change to turn the tide on poor health. Team thanks Anita for the very detailed work

ACTIONS:

- 7.1 Check the current tartan rug against the previous one to monitor change (Jackie)
- 7.2 All to spend more time digesting the detailed information in the report.
- 7.3 Check with CEC about the Wellbeing Bus and if still operational
- 7.4 Link with Kate Fallon about CHOC well-being/ health projects for 2024
- 7.5 Include CHOC health projects in the CTC Health and Wellbeing google docs calendar

8 Disability Positive – Cllr Kay Wesley updated the group

A committee paper went to Community Committee in October and was approved. Starting to set up a consultation group to help with the development of the programme. More attention will be devoted to this area in the new year, but work going on behind the scenes.

5. Action Log

this will be looked at in more detail at the next meeting, along with the log from this meeting

6. Update on Mount View and other Supported Living Sites in Congleton.
Little information has been given by Cheshire East Council on the progress. Aware that the procurement process was programmed to be finished by the end of November

Action:

- 8.1 Cllr Suzy Firkin to write to Cheshire East Council asking for a update on the procurement

9. Health and Wellbeing Fayre - Cathy Dean Partnership Officer

Cathy confirmed that work has started on the 2024 Health and Wellbeing Fayre that will be held in the Town Hall on Tuesday 26th March 2024. Cathy was looking at ideas for workshops that could be held as part of the fayre.

10. Well-Being Campaigns 2024 - Jackie MacArthur

A copy of the Google Docs calendar was shared ahead of the meeting. More time will be spent on this at the next meeting.

Actions

10.1 Check with CHOC and add in dates related to key campaigns – obesity, smoking cessation, diabetes and other campaigns where research shows Congleton residents have poorer health than average.

10.2 For all to check the calendar and recommend any actions or involvement where they could add value to a campaign.

11. Update from Primary Care Network

Dr Paul Bishop was not able to attend.

Action:

11.1 Jackle to make contact about the next meeting on the 13th February 2024. If unable to attend then arrange a pre-meet where councillors can feedback.

12. AOB – Cllr Liz Wardlaw reported that CEC had been requesting that the diagnostic centre should be 7 not 5 days a week. The next scrutiny committee in on Thursday this week.

Action: Jackie to add – CEC Update on Scrutiny and Health and Wellbeing Matters to the agenda as a regular item when Cllr Wardlaw can feedback.

13. Date of Next meetings

Tuesday 13 February - 3.30 – 5pm

Tuesday 9 April 3.30 – 5pm

Meeting finished at 5pm

Congleton Integrated Transport Working Group Meeting

NOTES OF MEETING

Date: Thursday 26 October 2023

Location: Bridestones

Time 4pm – 5.30pm

Present: Cllr Suzy Firkin , Cllr Kay Wesley, Cllr Amanda Martin, Cllr Heather Pearce, Jackie MacArthur.

Item	What was discussed / description	Actions	By whom	By when
1.	Apologies	Cllr Glen Williams, Cllr David Brown, Cllr Suzie Akers Smith		
2.	Approve Draft Agenda	Approved		
3.	Appoint a Chair	As Chair given apologies, Cllr Kay Wesley chaired the meeting		
	Outstanding Items from previous notes not on the agenda			
4	<p>Flexi Bus Consultation A consultation response was sent to CEC. Not received any feedback.</p> <p>20mph zone – shared response from CEC – looks as though the Town council request for the whole town minus the main A roads will not be placed very high on the list of priorities. Group discussed ways to move forward.</p>	<p>Shared feedback when received</p> <p>Potential that a new paper on the 20 mph will come to Council? ITWG thought the concentration should be on the Town Centre. Look to engage with Chris Hillier, Ward Councillors, CEC Highways and Transportation group.</p>	<p>Jackie</p> <p>Jackie</p> <p>Marketing</p>	<p>15/9</p> <p>Immediate</p>
5.	<p>Improving Bus Services Congleton continues to be poorly served. Believe CEC should be doing more to meet Transport for New Homes. Should be funding from HS2 money. Congleton TC has commented on the improvements needed for many years but not breaking through. Discussed setting up a Transport Partnership – need to get key influencers together.</p>	<p>Look into setting up a Transport Partnership, or if one exists for the area can CTC have a seat at it. Feel that we are missing out on opportunities for much needed improvements for the town that should be happening with its rapid growth.</p> <p>Can anything be done to help Bath Vale with access to buses?</p>	<p>Jackie</p>	

7.	<p>Stephen Joseph Report - draft report shared with the group. Noted that Stephen had suggested some quick wins. Overarching theme was around partnerships and forum.</p> <p>Stephen requested feedback from the group – group to look through the report over the next couple of weeks and report back any changes to Jackie to report to Stephen.</p>	<p>Jackie to collate feedback and send to Stephen Joseph. Comments should be received by the 14th November.</p>		
8	<p>AOB</p> <p>Concern that we need help to achieve any transport improvements for Congleton. Need to make more noise about transport.</p>	<p>Continue to comment on transport issues for all new large developments</p> <p>Ask questions about whether travel plans promised with Planning Applications are being delivered</p> <p>Make more use of our Ward Councillors</p> <p>Amanda to research which ward councillors sit on which committees so that we can make sure that they are aware of working group issues.</p>		
	<p>Date of Next Meeting to be confirmed. Jackie and Cllr SAS to meet first to look at the walking and cycling routes, any updates that have happened and report back at the next meeting.</p>			

White Ribbon Working Group Meeting
12th December 2023
2.30 pm Spencer Suite

Draft Minutes

In Attendance: Richard Walton (Chair), Mike Wesley, Mark Edwardson, Kay Wesley, Peter Munroe and Jonathan Dakin,

Apologies received from Stuart Nield Shaun Radcliffe, Robert Moreton

1. WR Campaign update – all
 - Not major benefits at Makers Market, more leaflets would be beneficial to handout and bring engagement
 - Letters to the press were good
 - General campaign went very well as programme provided to officers was very clear and easy to follow
2. PubWatch feedback – not discussed
3. Feedback from national and Cheshire Conferences –
 - Nalc conference attended by Richard W reported that it was worthwhile with good regional schemes to learn from and potentially bring them into Congleton.
 - Cheshire - Mike Taggart MBE – powerful presentation, maybe invite to Congleton to present
Action Richard
4. Presentation at Parliament – Mark Edwardson, positive feedback from the event and good media coverage
5. Feedback from NALC presentation – Went very well as reported in the local press
6. Presentation to Congleton High School 19th December by Jonathan, Mike and Kay
7. Next steps for 2024
 - Agreed workshop 16th January 2.00pm
 - DM to advise room
8. **Other items** – Membership of Group is a per attendees group today plus those making apologies
 - David M to communicate with those listed as working group members but yet to attend a meeting. The intention is to establish if they are looking to become ambassadors and attend future meetings, if not agree to remove them from membership on the website.
 - Noted that there are members/ambassadors who do not want to attend meetings but are willing to help promote White Ribbon at events etc Those are –
Yacob, Robert Douglas, Mark Rogan, Robert Helmsley and Marcus Wesley
9. **Date of Next meeting** as per workshop 16th January 2024

Richard to make contact with Mike Taggart MBE and invite to Congleton.