



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

21st March 2024

Dear Councillor,

Environment Committee – Thursday 28th March 2024

You are summoned to attend a meeting of the Environment Committee to be held at Congleton Town Hall on **Thursday 28th March 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 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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Email: info@congleton-tc.gov.uk www.congleton-tc.gov.uk



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 Environment Committee held on 11th January 2024](#) 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. Outstanding Actions

To review any outstanding actions from previous meetings.

5. 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.

6. Urgent Items

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

7. Congleton In Bloom Working Group (Enclosed)

To receive the notes of the Congleton in Bloom Working Group held on 22nd January 2024 including information regarding the RHS in Bloom 60th Anniversary Event.

8. Congleton Green Working Group (Enclosed)

To receive the minutes of the Congleton Green Working Group from the 1st February 2024.

9. Streetscape Trading Account (Enclosed)

To receive the Streetscape Trading account report.

10. Streetscape Update (Enclosed)

To receive the report relating to the Streetscape Services.

11. Carbon Footprint Summary (Enclosed)

To receive update and comments regarding the Town Council Carbon Footprint.

12. Green Spaces Consultation – Next Steps (Enclosed)

To review and consider the Green Spaces Consultation recommendations for Congleton.

13. Paperless Council (Enclosed)

To seek approval for **Change Management Committee** to undertake a pilot of 'paperless' meetings and, subject to the success of the pilot.

14. Biodiversity Update (Enclosed)

For the Environment Committee to note the work on the site-specific biodiversity plan.

15. Cheshire East Report (verbal update)

To receive a verbal update on items of interest from Cheshire East Environment and Communities Committee from the Ward Councillor.

To: Members of the Community Committee

Clrs: Suzy Firkin (Chair), Heather Pearce (Vice Chair)

Heather Seddon, Susan Mead, Suzie Akers Smith, Glen Williams, David Brown, Sally Ann Holland, Amanda Martin, Charles Booth

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

CONGLETON TOWN COUNCIL

Minutes of the meeting of the Environment Committee held on Thursday 11th January 2024

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 – 11th January 2024](#)

In attendance:

Committee members: Cllrs

Cllr Suzy Firkin (Chair)

Cllr Amanda Martin

Cllr Susan Mead

Cllr Heather Seddon

Cllr Glen Williams

Cllr Charles Booth

Cllr Heather Pearce

Cllr Sally Ann Holland

Cllr Suzie Akers Smith

Non Committee Members : Cllrs

Cllr Kay Wesley

Cllr Rob Moreton

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Ruth Burgess – Streetscape Development Manager

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllr David Brown,

2. Minutes of Previous Meetings

ENV/59/2324 Resolved to approve and sign the [minutes of the Environment Committee held on 2nd November 2023](#) as a correct record

3. Declarations of Interest

Declarations of interest were received from Cllrs Sally Ann Holland Cllr Rob Moreton and Heather Seddon, on any matters relating to Cheshire East Council.

4. Outstanding Actions

There was one outstanding action:

To arrange a meeting with all councillors to discuss further and approve the green spaces consultation CEC – Actioned meeting held on 23rd November

5. Questions from Members of the Public

There were no questions raised by members of the public.

6. Urgent Items

There were no urgent items raised at the meeting.

7. Congleton In Bloom Working Group (Enclosed)

ENV/60/2324 resolved to receive the minutes of the Congleton in Bloom Working Group from [3rd November](#)

8. Congleton Green Working Group (Enclosed)

ENV/61/2324 resolved to receive the minutes of the Green Working Group from [26th October](#)

9. Streetscape Trading Account (Enclosed)

ENV/62/2324 Resolved to receive the Streetscape Trading Account

10. Streetscape Update (Enclosed)

ENV/63/2324 Resolved to receive the updates on matters relating to Streetscape

11. Household Waste and Recycling Services (Enclosed)

ENV/64/2324 Resolved to receive the updates on matters relating to Household Waste and Recycling Services

12. Carbon Footprint Summary (Enclosed)

ENV/63/2324 Resolved to receive the updates on matters relating to Carbon Footprint Summary and the way it is reported.

Noted a praise of Thanks for the previous work and support from local resident towards the previous workings and figures

13. Cheshire East Report (verbal update)

No new current reports received from Cheshire East that affect this committee.

**Cllr Suzy Firkin
(Chair)**

Congleton In Bloom Working Group

22nd January 2024 Meeting, Minutes

Attendees: Cllr: D Brown, R Chadwick, G Williams, H Seddon, S Mead
Volunteers: P Pinto, B Edwards, M Gartside, S Conway,
Officers: R Burgess

- **Apologies for Absence:** None where received

- **Declarations of Interest:**

David Brown- Cheshire East

Patti Pinto- William Dean Trust, Congleton Partnership, Congleton Park FoCP, FoCG

Glen Williams- Bromley Farm, Congleton Partnership, Congleton Park FoCP

Margaret Gartside- Congleton Partnership, FoCG, Astbury Mere Trust

Bob Edwards- Congleton Partnership, Congleton Park FoCP, Astbury Mere Trust

Sue Conway – FoCP, FoCG

Heather Seddon- CEC

Russell Chadwick -CEC

- Judges Feedback report

See appendix A – for full report,

Total Score 96/100 Overall medal Award Gold,

Score broken down :

Horticulture 38.5 / 40

Environment 28.5/30

Community 29/30

Opening sentence on report feedback “ Jewel to Northwest Crown “

- Update from North West In Bloom

- a. Entry fee remaining the same
- b. Theme – Friendship and bringing people together
- c. Finalist put forward from NW to RHS Finals – Chippenham In Bloom, Hesham, Ainsdale, Altrincham, Spotland and Falinge,
- d. Bolton Stadium for 2024 awards days
- e. Urban Show 18-21 April Tatton Show 17-21 July
- f. IYN Scrapbooks for the judges as memoir
- g. Looking into a new school category with Ann Gunning
- h. Looking into options of vouchers scheme or further initiative for 5 years at level 5
- i. 5 x IYN groups across each region to be put forward for further recognition

- AOB

- Celebration events for the 60 years of RHS date to be set for event Garden Festival in Congleton Park suggested date of individual event on 30th June or joint event on 27th May 12-5pm
- Posters to be put in all shops re- celebrating 60 years RHS
- Organised trail around the different IYN groups for national gardening week April 29th – May 5th
- Bed by play area park gate to be dedicated to RHS 60 years

- Tesco Express Roundabout and Fire station planters – dedicated to 60 years
- St Stephens Entrance to bowling green bridge to be wild flowered
- Part of the regeneration working group via Cllr Chadwick to report any broken street furniture and public realm issues as they are looking into repairs
- Town Tidys: 10am – 12pm
 - 2nd March – Community Garden
 - 6th April – New life Church
 - 4th May – Congleton Park
- New bees sign as part of a trail to be added to the park leading the Just Bee Garden – Action by PP

Next meeting : will be on a Friday suggested date 23rd February 9.30am – 11am TBC

MINUTES – CONGLETON GREEN

Thursday 1st February 2024

@ 3.30pm-5pm

Join Zoom Meeting

<https://us02web.zoom.us/j/3169828607?omn=87133505832>

Meeting ID: 316 982 8607

Attendees: Councillors :Chair Heather P, Heather S, Suzy F, Kay W, Glen W, A Martin,

Volunteers : Margaret Gartside

Officers, Ruth Burgess and David McGifford

Invited guest Speaker Ross Harding (CWT)

1. Apologies for Absence

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

- None received

2. Declarations of Interest

Declarations of interest were received from Cllrs Heather Seddon, on any matters relating to Cheshire East Council.

3. Minutes of Previous Meetings

Approved minutes of the previous Green Working Group as a correct record (26.10.23)

4. Action Log

Date of Meeting	Item Number	Details of Action	By who	Latest Update	Progress
26.10.23	4.00	Chris Hilliard has offered a use of a Ecargo Bike (SF)	Cllr S Firkin & H Pearce	1.2.24 Loan for a trial bike Cllr Pearce to chase up	In Progress
26.10.23	5.00	New streetscape Carbon Footprint document	R Burgess	Date - Update Details	Complete
26.10.23	6.00	Margaret Gartside has an action speak to all the local Parish Council how they can help and join in with tree planting and also help bring more land opportunities for planting, (SF) would like to help contact the PC if needed	Cllr S Firkin & Margaret Gartside	1.2.24 Mg has already contact many Parish councils that attach to our boundary Cllr Firkin to have follow up at their next PC meetings	In Progress

26.10.23	6.00	Ruth Burgess to send copy of wildlife leaflet a to the group	R Burgess	resent with amendments 7.2.24	Complete
26.10.23	7.00	Carbon footprint methodology meeting - create a sub group and some ownership	Cllr S Firkin	Date - Update Details	In Progress
26.10.23	8.00	Green Fayre 2024 - HP to look in to the talks for next years	Cllr H Pearce	Date - Update Details	In Progress

5. **Green Marketing**

Verbal update received from Cllr K Wesley on the following subjects :

- Wider Cross Organisation Green Marketing meeting
- Stall dates sent out to all members for chosen subject in the pedestrian area
- Posters for shop windows and notice boards of green initiatives that month
- Calendar of dates now set for variety of events or subject topics to focus on

6. **Streetscape action plan update(RB)**

Updated Action Plan link [here](#) also included on the Town Council website under Streetscape Services

7. **Biodiversity**

Meetings have now been held with the dedicated Eco Operative and the Biodiversity sub group, see action list for Green WG Outstanding Actions

<https://docs.google.com/spreadsheets/d/1OYIN4DKmFPAPyY3W7bC9zdKvmD42FFtSBDDoSi2BtU/edit?usp=sharing>

Local Town and Parish Council Tree Conference and Local Farmers and Land owners held at Congleton Town Hall both very successful meetings with lots learned and experiences shared.

8. **Carbon footprint update**

Support from outside professional consultation, spreadsheet will be updated monthly, with reports going to the Environment Committee which will show various graphs and figures for all to see and compare. Officer within the Town Council now have the responsibility of the spreadsheet and upkeep.

9. **Eco Schools works**

Ongoing action to be added, various liaison needed with the local primary and high schools by Cllr Firkin and Margaret Gartside.

10. **Water Quality**

Take forward to next meeting agenda

11. **Offsetting (KW) to set up a sub group**

Take forward to next meeting agenda

12. Reports gone to Environment Committee for information

- Air Quality
- Green Space Consultation
- Town Hall Decarbonisation Grant
- Composting and reuse programme
- Carbon Footprint reporting

13. AOB

13.1 Congleton Moss

At the start of the meeting we invited Ross Harding from the Cheshire Wildlife Trust who spoke on local plans and moss's in Cheshire East Council, very informative information with more work needed to start any restoration of Congleton Moss Rooms.

13.2 Reminder of new Working groups as of May 2024

New groups will be formed in May please inform the Chief Officer of any interest going forward for this group.

14 Date of Next meeting

Thursday 21st March 2024 @ 1pm via zoom

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Environment		
MEETING DATE AND TIME	28 th March 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	9 Streetscape Services Trading Account		
Background	Variance analysis of the Trading Account to 31 st January 2024 to accompany the spreadsheet shown as Appendix 9.1.		
Updates	<p>This trading account is for 10 months of 2023/24, which equates to approximately 83.6% of the budget.</p> <p>There are some budget lines that have been approved to be overspent, Council approved this on 25th January 2024, and they are marked with an * on appendix 9.1.</p> <p><u>Income</u> 98.7%</p> <ul style="list-style-type: none">○ Cheshire East Council Income at 100% as this has been paid in full. <p><u>Expenditure</u> 84.7%</p> <p>Nothing further to add to the notes on the summary.</p>		
Decision Requested	To receive the Streetscape Trading Account for Month 10 to 31 st January 2024.		

Congleton Town Council
Management Accounts 2023-24
STREETSCAPE
Jan-24

Month 10
Percentage 83.3%

	ANNUAL BUDGET	BUDGET TO M10	ACTUAL SPEND TO M10	£ VARIANCE OF M10 BUDGETS	% SPENT AGAINST M10 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M10 EXPECTED
STREETSCAPE							
4000 Staff Costs	539,468	449,557	469,736	-20,179	104.5%	87.1%	3.77%
4004 Agency Staff	13,500	11,250	0	11,250	0.0%	0.0%	-83.30%
4008 Training	3,000	2,500	35	2,465	1.4%	1.2%	-82.13%
4009 Protective Clothing\H & Safety	5,500	4,583	5,652	-1,069	123.3%	102.8%	19.46%
4013 Office rent	2,000	1,667	1,667	-0	100.0%	83.4%	0.05%
4016 Cleaning Materials	7,500	6,250	4,805	1,445	76.9%	64.1%	-19.23%
4021 Mobile Phones	1,100	917	502	415	54.8%	45.6%	-37.66%
4025 Insurance	8,500	7,083	7,922	-839	111.8%	93.2%	9.90%
4041 Property maintenance	2,000	1,667	454	1,213	27.2%	22.7%	-60.60%
4043 Horticultural etc Supplies	21,000	17,500	13,458	4,042	76.9%	64.1%	-19.21%
4047 Vehicle maintenance/Serv etc	12,000	10,000	12,777	-2,777	127.8%	106.5%	23.18%
4048 Vehicle fuel and oil	15,000	12,500	14,201	-1,701	113.6%	94.7%	11.37%
4049 Vehicle rental charges	68,800	57,333	62,829	-5,496	109.6%	91.3%	8.02%
4050 Street Cleansing	5,000	4,167	5,470	-1,303	131.3%	109.4%	26.10%
4162 General expenditure	5,000	4,167	3,941	226	94.6%	78.8%	-4.48%
6000 Central Overheads Reallocated	45,187	37,656	35,786	1,870	95.0%	79.2%	-4.10%
Streetscape Expenditure	754,555	628,796	639,235	-10,439	101.7%	84.7%	1.42%
3030 Purchases for recharging	0	0	2,953	-2,953			
1165 CEC - Income	-459,636	-383,030	-459,636	76,606	120.0%	100.0%	-36.70%
1167 External work income	-15,000	-12,500	-9,319	-3,181	74.6%	62.1%	8.75%
1040 Other income	0	0	0	0			
1199 Miscellaneous	-900	-750	-625	-125	83.3%	69.4%	-0.03%
Streetscape Income	-475,536	-396,280	-469,580	73,300	118.5%	98.7%	-35.20%
Net Expenditure over Income	279,019	232,516	172,608	59,908	74.2%	61.9%	9.07%

NOTES: *Overspend approved at Council 25JAN2024

Pav award finalised

*

New contracts not yet sourced
Paid at start of the year

* We are waiting on an insurance payout, approx £2,000.

* Monitored by RFO dependant on requirements.

* New costs due to replacement vehicles. one van returned 27th October 2023.

* Monitored by RFO includes Fly Tipping costs.

Paid in full

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Environment Committee																																																																																																																												
MEETING DATE AND TIME	28 th March 2024 7.00 pm	LOCATION	Town Hall																																																																																																																										
REPORT FROM	Streetscape Development Manager – Ruth Burgess																																																																																																																												
AGENDA ITEM REPORT TITLE	Item 10 Streetscape Services - Update																																																																																																																												
Update	<p><u>Fly Tipping</u></p> <p>As well as noting the quantity of fly tips per month and annually we are now calculating the cost for each specific fly tip over the course of a year. Below you will note the number of fly tips we have dealt with over the last two months, in comparison to previous years :</p> <table border="1"><thead><tr><th></th><th>2019</th><th>2020</th><th>2021</th><th>2022</th><th>2023</th><th>2024</th></tr></thead><tbody><tr><td>January</td><td>4</td><td>4</td><td>4</td><td>16</td><td>30</td><td>20</td></tr><tr><td>February</td><td>10</td><td>2</td><td>10</td><td>11</td><td>25</td><td>7</td></tr><tr><td>March</td><td>4</td><td>0</td><td>32</td><td>24</td><td>14</td><td></td></tr><tr><td>April</td><td>10</td><td>12</td><td>19</td><td>10</td><td>19</td><td></td></tr><tr><td>May</td><td>5</td><td>40</td><td>22</td><td>11</td><td>11</td><td></td></tr><tr><td>June</td><td>4</td><td>22</td><td>2</td><td>8</td><td>26</td><td></td></tr><tr><td>July</td><td>8</td><td>21</td><td>0</td><td>13</td><td>9</td><td></td></tr><tr><td>August</td><td>5</td><td>18</td><td>10</td><td>26</td><td>19</td><td></td></tr><tr><td>September</td><td>6</td><td>6</td><td>14</td><td>23</td><td>13</td><td></td></tr><tr><td>October</td><td>5</td><td>3</td><td>10</td><td>8</td><td>21</td><td></td></tr><tr><td>November</td><td>4</td><td>4</td><td>17</td><td>25</td><td>4</td><td></td></tr><tr><td>December</td><td>5</td><td>4</td><td>10</td><td>30</td><td>15</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total</td><td>70</td><td>136</td><td>150</td><td>205</td><td>206</td><td>27</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total Cost</td><td>2324.16</td><td>5380.52</td><td>2481.45</td><td>£12,300.87</td><td>£ 15,360.76</td><td>£1868.14</td></tr></tbody></table> <p><u>Budgets</u></p> <p>Our annual budget for street cleansing is £5,000 which covers the following activity</p> <ul style="list-style-type: none">• Fly tips where external contractors are required ie asbestos, builders waste• Bin bags for day to day waste collection <p><u>Vehicles</u></p> <p>CTC have now signed the new 3 year contract with CEC which enables us to look at different options for leasing vehicles. We have tender documents ready to go out to potential suppliers for a 3 year lease of Streetscape Vehicles.</p> <p>The vehicles we will be looking to get quotes for are as follows -</p>							2019	2020	2021	2022	2023	2024	January	4	4	4	16	30	20	February	10	2	10	11	25	7	March	4	0	32	24	14		April	10	12	19	10	19		May	5	40	22	11	11		June	4	22	2	8	26		July	8	21	0	13	9		August	5	18	10	26	19		September	6	6	14	23	13		October	5	3	10	8	21		November	4	4	17	25	4		December	5	4	10	30	15									Total	70	136	150	205	206	27								Total Cost	2324.16	5380.52	2481.45	£12,300.87	£ 15,360.76	£1868.14
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- 1 x Small Box Van Electric / Hybrid
- 6 x Ford transit Vans (1 with tail Lift)

There will be a line on the tender for all companies to quote both Electric / Hybrid and Diesel where possible, so we can compare prices.

Bench repairs update

Throughout the winter period we have carried out many bench repairs within the public realm and local parks. These repairs have involved some benches having full new wooden slat replacement whilst some have only needed a sand down and re-varnish. In total we have completed 14 benches with 8 more in this financial year work schedule with materials already purchased. So a total of 22 have been completed. We still have more to do which will fall within the next financial budget.

There is an issue with regards to the responsibility for maintaining benches / public realm which are the responsibility of Cheshire East Council and not within our Streetscape contract. We do recognise that this is an area where CEC are unlikely to continue to maintain our public realm and we are pro-actively undertaking works of this nature outside of the grass cutting season.

The costs to date for bench repairs are as follows :

Wood = £ 752.98
 Varnishing materials = £ 183.84
 Total £ 936.82
 Cost per bench (22) £42.58

Private Works Budget £15,000

External income from Parish Councils and private companies	£9,319
Any other income / streetscape / in Bloom to date	£6,524
Total additional income	£15,843
Work in progress	£7813

Staffing

We currently have one member of the Streetscape team currently off work due to ill health.

Training schedule update

Streetscape Development Manager :

- | | |
|---|-------------------|
| - Carbon Literacy for Local Authorities | Completed |
| - Climate Action for Smaller Councils | Completed |
| - Public Versus Climate Action | Completed |
| - Conservation and Biodiversity Diploma | Upcoming May 2024 |

	<p>Streetscape Operatives :</p> <ul style="list-style-type: none"> - Environmental Awareness Training Completed (5) - Diversity in Nature within local Parks Completed (2) - Nature and Wildlife Conservation Diploma May (2) - RHS Planting in the new word for public sectors August (2) - Biodiversity within a local council Upcoming September (2) - Sustainable Planting schemes-Upcoming September (2) - Conservation and Biodiversity – Upcoming September (2)
Financial Considerations	<p>Will be looking to align replacement vehicles to budgets Concerns over financial impact of fly tipping.</p>
Environmental Considerations	<p>Low mow town initiative and delivery of biodiversity sites will help to generate environmental benefits across the town. Vehicle tendering will be establishing the best options for both finance and the environment, most likely this will go to council due to the overall value of the contract. Additional training of staff will help to progress environmental initiatives</p>
Equality Considerations	<p>Access to high quality green open space is important for all sectors of the community to ensure attractive living environments and public spaces that support good mental and physical health. Good quality benches are particularly important to help those with disabilities, certain health conditions or reduced mobility to access and enjoy our green spaces.</p>
Decision Requested	<p>To receive the report.</p>

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Environment Committee		
MEETING DATE AND TIME	28th March 2023 7.00 pm	LOCATION	Town Hall
REPORT FROM	Ruth Burgess – Streetscape Development Manager		
AGENDA ITEM	Item 11		
REPORT TITLE	Carbon Footprint Summary		
Update	<p><u>CONGLETON TOWN COUNCIL</u></p> <p><u>Carbon Footprint Summary Update</u></p> <p>The previous summary, calculations and target areas has been used as the template for the Carbon Footprint going forward. The work and detail undertaken in the initial set up has been a good base to move forward, some of the formulas are still being used.</p> <p>Statement of Principles – Congleton Town Council Carbon Footprint</p> <p>Since the development of the initial carbon footprint for Congleton Town Council, revisions to the model based on other sources of data, including work done by other Town Councils, and changes to conversion factors impacting the calculations have been carried out, and hence the model and presentation of the output continues to develop and iterate.</p> <p>The current revision has included some fundamental changes in principles to reflect ownership of the carbon footprint over a lifecycle, or on a day to day basis, as follows:</p> <p><u>The use of commercial purchase factors in Carbon footprint analysis</u> The Carbon footprint of an item (car / van / hedge cutter etc) is not driven by the purchase price of that item; whilst this factor has been used as a proxy in the past, it has been removed.</p> <p><u>The use of asset depreciation as a factor in Carbon footprint analysis</u> Following on from the principle above, ongoing depreciation of an asset is also not an indicator of its' lifetime carbon footprint. This includes the buildings themselves. This has been removed.</p> <p><u>For equipment / materials purchased</u> We will count the carbon footprint by the usage of an item on a day to day basis, as opposed to estimating the carbon footprint in the manufacture of the item, i.e. only the recurring carbon usage. For example, we would count the carbon footprint for using a hedge cutter (electric or 2 stroke) in its daily activities, but not the carbon footprint for the manufacture of the hedge cutter in the first place – that would sit with the manufacturer. This has been removed.</p> <p><u>For staff travel to and from their place of work</u></p>		

The carbon footprint for individual staff member travelling to and from their place of work is a matter for the individual, and not for the Town Council, and hence this will not be counted. This has been removed.

Clearly, where a member of staff travels from their normal place of work on Council business, then that carbon footprint will be counted, either by mileage or fuel usage.

Information

Utilities: The annual Co2 has been noted directly from the supplier's website rather than by using meter reading. This refers to Gas and Electric, supplier is West Mercia. Water has been calculated by meter reading using a calculation formula of cubic meters x 0.3 to provide Co2 total. (M3 converted to kg CO2eq using 0.3g/l ie. Cf = 0.3 Supplier – Water Plus)

Fuel: Petrol and Diesel. Co2 is calculated according to the litres used which has been taken from invoices and receipts. (Previous sheet calculated by using cost in £) Expectation in year 2021-22 where the information is not available. This for the time being has been calculated £ spend converted to litres by using the average cost of each lite which was taken from the AA website. This will be updated once the information is obtained. See below links for conversion data.

Cleaning Supplies: Using the original formula based on £ spent, using the original formula of x 1 per £1.00.

Conversion factor of 0.03 kg/£ for detergents, from Ref 1.

Conversion factor of 0.5 for car cleaning chemicals, from Ref 1.

Cf of 1.4 for soap/detergents, from Ref 2. Use 1.0 as an average.

Plants: Using original formula of x1.4 per £1.00. Locally grown.

Conversion factor of 1.4 kg/£, from Ref 1.

Chemicals: Using original formula of x1 per £1.00.

Pool: Pool cleansing chemicals. 1.6 for 'other chemicals', from Ref 2. Ref 2. emissions 2011:

Horticultural Waste: Taken from old sheet. Streetscape green waste – 40cu yd skip emptied once per month. Assume average 20cu yd per month, or 240 cu yd per year.

Assume 0.75 tonne per cu m, ie 0.75 tonnes per 1.3 cu yds. From Ref 5.

Assuming industrial composting or anaerobic digestion, the CO2eq is 10kg/tonne (Ref 3)

Conversion factor is $10 \times 0.75 / 1.3 = 5.8$

NB a lot of assumptions here Ref 5. Weight to volume conversion.

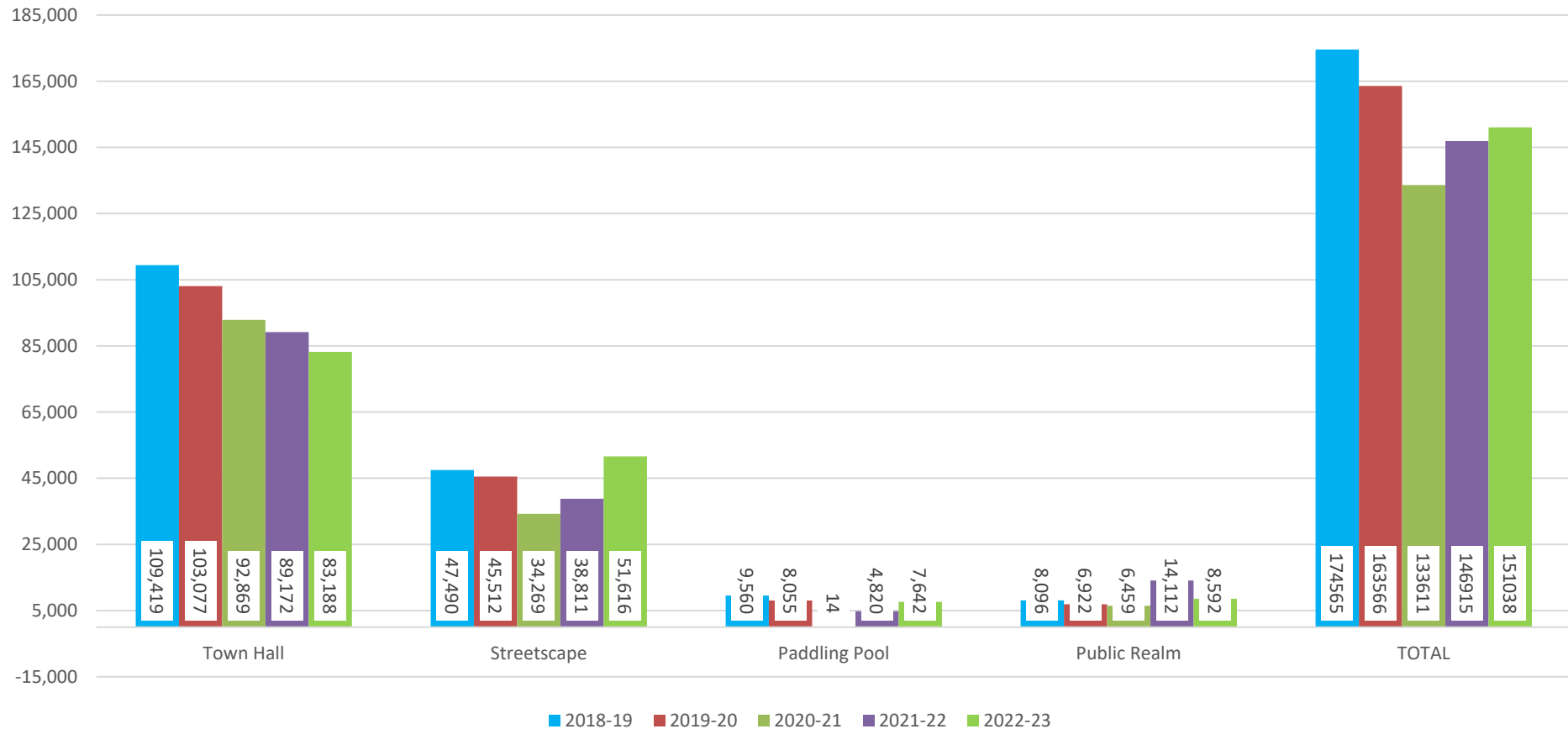
https://www.sustainabilityexchange.ac.uk/conversion_factors_for_calculation_of_weight_to_volume

CONVERSION FACTOR LINKS

	<p>Defra for Fuel</p> <p>2018-19 Conversion Factors 2018 - Condensed set for most users v01-01.xls (live.com)</p> <p>2019-20 conversion-factors-2019-condensed-set-v01-02.xls (live.com)</p> <p>2020-21 Conversion Factors 2020 - Condensed set for most users .xlsx (live.com)</p> <p>2021-22 conversion-factors-2021-condensed-set-most-users.xls (live.com)</p> <p>2022-23 ghg-conversion-factors-2022-condensed-set.xls (live.com)</p> <p>2023-24 ghg-conversion-factors-2023-full-file-update.xlsx (live.com)</p> <p><u>Findings</u></p> <p>Based on the updated methodology above we have attached Appendix A which shows the current carbon figures for the Town Council, which is split under the 4 main headings:</p> <ul style="list-style-type: none"> • Town Hall • Streetscape • Paddling Pool • Public Realm
Environmental	Reducing carbon is key to the Council's response to the Climate Emergency and its responsible Environmental Management approach.
Equality	The impact of Climate Change is predicted to affect the most vulnerable in society and those already living in poverty. The town council must show leadership in addressing climate change and decarbonising our assets and services where possible.
Financial	Driving down our carbon footprint will also have the benefit of reducing fuel and energy consumption which will in turn save the council money in the long term. However, in some cases investment in equipment and infrastructure may increase short-term costs and the balance of these two opposing trends must be carefully assessed.
Decision Requested	To receive updated methodology of carbon footprint and new way of showing the carbon footprint figures

Appendix A

Congleton Town Council
Carbon Footprint
Kg CO2
Per Cost Centre
Per Year
Baseline 2018-2019



CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Environment Committee		
MEETING DATE AND TIME	28 th March 2024 7.00 pm	LOCATION	Town Hall
REPORT FROM	Streetscape Development Manager – Ruth Burgess		
AGENDA ITEM REPORT TITLE	Item 12 Green Spaces Consultation – Next Steps		
Background	<p>On the 1st February 2024 the Cheshire East Council Environment and Communities Committee met to discuss and finalise the recommendation set by Tom Shuttleworth, Interim Director Environment and Neighbourhoods the <i>Green Spaces Maintenance Review</i>. The purpose of the agenda item for members was : To update Members on the progress of the implementation of the Cheshire East Green Spaces Maintenance Review following the approval of the Council’s Medium Term Financial Strategy 2023-27 (MTFS) at Full Council on 22 February 2023. To update the Committee as to how the Green Spaces Maintenance Review proposal has been amended to reflect that feedback and results of a public consultation on the developed detail, undertaken during October and November 2023. And then to finally seeks Committee approval to implement the policy from 1st April 2024 whilst having considered and taken due regard to the output of the consultation process.</p>		
Update	<p>The final decisions RESOLVED (by majority) of CEC Members : <i>That the Environment and Communities Committee:</i> <i>Approve the final details of the proposed Green Spaces Maintenance Policy and associated schedules contained at Appendices A, B and C and their implementation as of 1st April 2024, To Delegate authority to the Interim Director Environment and Neighbourhoods to take all necessary steps to:</i></p> <p><i>a. Implement the Green Spaces Maintenance Policy;</i> <i>b. Make all consequent changes to service provision and;</i> <i>c. Make technical amendments to the implementation of the Green Spaces Maintenance Policy, specifically for those sites contained within the site schedule at Appendix B, as required and to update the Committee on any significant changes at a future meeting</i></p> <p>As per the new CEC Policy The Open Spaces Have been split down into different groups /typologies :</p> <p>A: Formal Parks & Gardens (Example Congleton Park) B: Outdoor Sport (Back Lane Playing Fields, Congleton) C: Community Green Infrastructure (none in Congleton) D: Urban Open Space (none in Congleton) E: Rural Open Space (Example Townsend Rd / Thames Close OS) F: Cemeteries, Church Yards & Memorials (Example St Peter Church and Closed Sections) G: Inspection only (This typology includes sites where there is no proposed planned maintenance but inspections from a safety perspective will be undertaken, most often related to the presence of mature trees- Verge On Townsend Rd) H: No inspection or maintenance</p> <p>A set of three zones has also been developed to group standards under specific descriptions and to further refine how individual sites will be maintained. They are as follows:</p> <ul style="list-style-type: none"> • 1: High amenity (high maintenance) • 2: General/medium amenity (standard maintenance) • 3: Low amenity (low maintenance) 		

Next Steps

Following the final decisions from CEC we are now seeking to confirm how CTC would like to proceed with the grass maintenance in the Congleton Area, we have the following options

Option A

Agree to follow the new CEC Policy and change the current schedule of grass-cutting to the new maintenance Policy

Schedule No. 1 (Appendix B) denotes sites which are owned and maintained by the Council and how these have been classified under the Policy.

[Appendix B Site Schedule.pdf \(cheshireeast.gov.uk\)](#)

Schedule No. 2 (Appendix C) denotes sites which are not registered in the Council's ownership but are currently maintained by the Council and what the proposals are for future maintenance activity, post 1st April 2024.

[Appendix C - Site Schedule 2.pdf \(cheshireeast.gov.uk\)](#)

Examples:

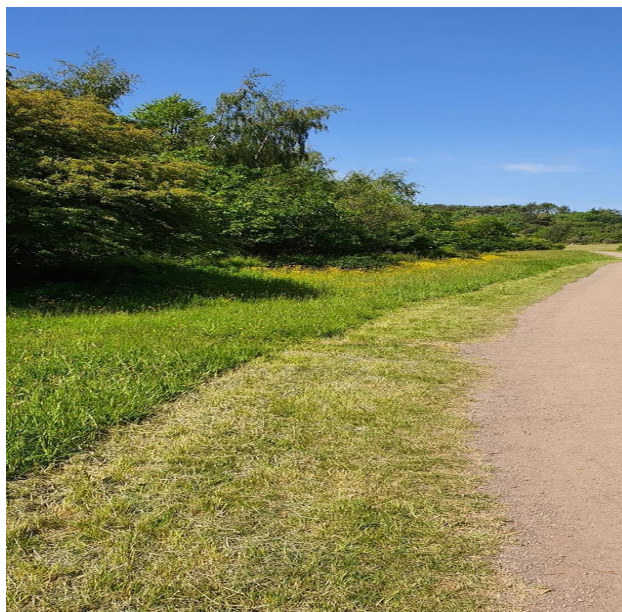
- Low = 2 visits annually
- Medium = 4-6 visits annually

Land corner of Canal Road & Derwent Drive Cong	Rural Open Space	Low
Land off Solly Crescent in front of the bungalows	Rural Open Space	Low
Land piece rear of 34 Newcastle Road Congleton	Rural Open Space	Low
Congleton Leisure Centre (Hankinsons Field)	B - Outdoor Sport	Medium
Land at Newcastle Rd Congleton 5026	Rural Open Space	Medium
Land between 122 Chestnut Drive & 71 Longdown	Rural Open Space	Medium
Land between 29 & 31 Derwent Drive & canal Co	Rural Open Space	Medium
Land between end Worsley Drive & end Telford C	Rural Open Space	Medium
Land by 7 Maple Close & 97 Chestnut Drive to pa	Rural Open Space	Medium
Land by 81 Longdown Road & 6 Maple Close to p	Rural Open Space	Medium
Land east of Thirlmere Court Congleton	Rural Open Space	Medium
Land near 71 Longdown Road bounded by paths	B - Outdoor Sport	Medium
Land north west of Newcastle Road Congleton	Rural Open Space	Medium
Land off & west of Bankyfields Crescent Congleton	Rural Open Space	Medium
Land off Lower Heath Avenue & Tidnock Avenue	C Community Green Infrastructure	Medium
Quinta Park and Play Area	Rural Open Space	Medium
St Johns Road Playing Fields	C Community Green Infrastructure	Medium

Option B

Carry on with the Low Mow Town Congleton Town Council Initiative, where we have a mix of grass left for nature and for residents to enjoy as well as short grass to allow for ball games etc.

We have now leave 58649sqm of grass for wildlife which is only cut at the end of season which equates to 27.9% of the grass we cut.



<p>Financial Considerations</p>	<p>There are potential financial savings on staff hours with option A (reduction in grass cutting) however in this instance, we would advocate utilising any streetscape capacity for either more environmental projects or public realm maintenance which is currently being neglected by CEC due to their financial situation.</p> <p>Option B is “business as usual” so no financial implications</p>
<p>Environmental Considerations</p>	<p>With option A there will be an increase in litter and potential dog fouling which needs to be taken into account alongside the environmental benefits, furthermore extremely good for biodiversity as no mowing at all in some areas. We will ensure that we are following the latest environmental guidelines to see where we can improve and help sustain the environment for both the public and local wildlife.</p> <p>Option B – very good for biodiversity as limited mowing in most areas, with more access through grassy pathways to help deal with litter and dog fouling.</p>
<p>Equality Considerations</p>	<p>Leaving entire areas uncut as in Option A will make them inaccessible for many people, including the elderly, those using mobility aids, children who wish to play or people wishing to walk, especially with pushchairs.</p> <p>Option B will create more spaces to play and more accessible throughways for people, whilst maintaining a high level of biodiversity.</p> <p>Reducing mowing is not popular with everyone, but is essential in order to address the climate and biodiversity emergencies. Sequestering carbon from the air and increasing biodiversity will have well-being benefits for all our residents.</p>
<p>Decision Requested</p>	<p>To receive the report and to agree next steps of following the CEC New Green Space Policy (A) or to carry on with our Low Mow Town Initiative (B)</p>

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Environment Committee		
MEETING DATE AND TIME	28th March 2023 7.00 pm	LOCATION	Town Hall
REPORT FROM	Ruth Burgess – Streetscape Development Manager		
AGENDA ITEM	Item 13		
REPORT TITLE	Paperless Council Meetings		
Background	<p>In light of ongoing financial and environmental pressures, the Council continues to look at identifying ways of doing more with less. Part of the Council’s Business Plan is to achieve this through the implementation of smarter ways of working in a digital age through its implementing new ways of working and delivering services.</p> <p>A number of Councils have completed a transition to paperless meetings over recent years and there is a clear direction of travel in this regard, such that over the course of the next few years it is expected to become standard practice in local government. Across a wide number of Cheshire East service areas, the Council is increasingly encouraging its residents to access services electronically. Moving to paperless meetings provides Members with an opportunity to lead by example in this regard and demonstrate that they too are prepared to embrace new forms of technology to deliver savings, embrace more efficient working practices and reduce the Council’s carbon footprint.</p> <p>Advantages</p> <p>There are a number of potential benefits associated with a move to paperless meetings, which include:</p> <p>Environmental Benefits The primary benefit of paperless meetings is the reduction of the Council’s carbon footprint, highlighting the authority as being environmentally responsible. Paper and stationery usage is reduced, less energy is used to produce printed papers, less printing equipment is required and less transport is involved.</p> <p>Reduced Printing & Postage Costs It is not possible to determine the exact year-on-year spend on printing of meeting papers because departmental recharges for printing do not differentiate between the various types of printing. However, as an indicative guide, the estimated costs for the Council’s 6 principal Committees during 2023 are outlined as follows. These figures are based on the current cost of paper purchase, colour printing at around 4.5 pence per to each Committee Member. The total estimated cost of producing Committee papers during 2023 was just under £571 for approximately 12,690 pages. The frequency of Council and Committee meetings and the size of agendas can vary significantly, and with the addition of ad-hoc Committees, extraordinary meetings, Sub Committees and Working Groups, it is difficult to project a definitive cost saving that paperless</p>		

	<p>meetings would offer going forward, the paperless initiative will still deliver a moderate cost saving.</p> <p>Taking the UK government’s conversion factors for carbon emissions, just 100,000 sheets of A4 paper have a carbon footprint of 6,000kg and require eight trees and 2,000kWh of energy</p> <p>1 x box of 500 sheets is 150kg carbon our 12,690 for 2023/24 financial year is to date around 3,750kg carbon</p> <ul style="list-style-type: none"> - The tablet which will be set up ready for each members at the committee meeting will also be able not only have access to the meeting they are in attendance at, but access to any Council meeting previous they wish to receive. Dual-hatted members are also able to access Cheshire East Council meeting information through their website so will be able to look at other agendas and minutes whilst at a particular meeting
Proposal	To seek approval for Change Management Committee to undertake a pilot of ‘paperless’ meetings and, subject to the success of the pilot, to extend this approach to all Council and Committee meetings on a phased basis.
Environmental	Removal of paper documents will reduce the Council’s carbon footprint.
Equality	<p>Tablets should improve accessibility for many, due to the ease of zooming in on particular text relative to paper documents. Use of a screen-reader software should be possible on any equipment we select so that those with significant visual impairment can access the content.</p> <p>Spare tablets should be available so that public attendees can access the content. The tablets must be sufficiently easy to use that training is not required and even those with limited digital confidence or tablet experience can easily access the content.</p> <p>Another project is developing a new website for CTC and this must also meet the latest accessibility standards to enable this work to succeed.</p>
Financial	<p>This action will cost (x), but this cost will be recovered within (y) months due to the reduced paper usage.</p> <p>Please note if the above proposal does go forward the financial consideration due to the costings being in around £5K, would require the paper then going on to Full Council for financial approval, The budget line for the purchase is currently £5K a year, Using the full £5K for this project would no room operational replacements (laptops etc)</p>
Decision Requested	To approve.

**CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Environment Committee		
MEETING DATE AND TIME	28th March 2023 7.00 pm	LOCATION	Town Hall
REPORT FROM	Ruth Burgess – Streetscape Development Manager		
AGENDA ITEM	Item 14		
REPORT TITLE	Biodiversity update		
Background	<p>At the January 2023 Community and Environment Committee, the committee agreed to move forward with creating the Site-Specific Biodiversity Plans for 30 sites across Congleton.</p> <p>30 Biodiversity Sites: (view plans on CTC website)</p> <p><u>West Heath</u></p> <p>1 Padgbury Lane/Langdale Close/Rydal Close (CTC rewilding site) 2 Thirlmere Close 3 Newcastle Road linear green space</p> <p>4 Quinta Park Play Area</p> <p>5 Sycamore Avenue-Chestnut Drive 6 Longdown Road-Chestnut Ave (CTC rewilding site) 7 Bowness Court 8 Newcastle Road-Solly Crescent</p> <p>9 Back Lane/Hawthorne Close group of small green spaces</p> <p><u>Central</u></p> <p>10 Hankinson’s Field (CTC rewilding site) 11 Banky Fields (CTC rewilding site) 12 Thames Close-Townsend Road? 13 Quayside-Goldfinch Road 14 West Road (former Danesford frontage) 15 Stirling Close (CTC rewilding site)</p> <p><u>Lower Heath</u></p> <p>16 Land off Hillfields Close (CTC rewilding site) 17 Lower Heath Play Area 18 Hertford Close-Riverdane Road 19 Lady Warburton’s Walk. Ownership unclear (CTC rewilding site)</p> <p><u>Buglawton</u></p> <p>20 Mardale Close 21 Havannah Lane/St John’s Road 22 St John’s Recreation Ground, Play Area and River Dane floodplain 23 Redfern Avenue-Buxton Road (CTC rewilding site)</p>		

Update

Bromley Farm

24 Bromley Woods (has an old management plan)

25 Bromley Farm Play Area

26 Windsor Place

Mossley, Astbury Lane Ends, upper Canal St

27 Derwent Drive (CTC rewilding site)

28 Isis Close-Tamar Close (CTC rewilding site)

29 Bridgewater Close (CTC rewilding site)

30 Blackshaw Close? Marshall Grove is larger but not owned by CEC.

Please note the sites in bold are the priority sites.

Our parks and open spaces are valued in Congleton and used by hundreds of residents and visitors. The current climate emergency presents the Council and the community with challenges that we cannot ignore. Our parks and open spaces are essential to helping us address the impact of global warming thus we need to take positive actions to tackle this head-on. Cheshire East and the Town Council need to make sure that our parks and open spaces are managed and maintained sustainably, and the Town Council intends to lead by example to influence positive change.

Congleton Town Council have been working with Cheshire East to adopt more sustainable methods of managing our open spaces. We are committed to making our approaches to the management and maintenance of the park and other areas more sustainable. This year we will be again leaving some areas of the parks and open spaces unmown. This is a simple way to provide a more diverse landscape for wildlife such as birds, small mammals, and pollinating insects

The majority of the sites are now either complete or in progress with all the sites having had either new meadows created, hedges and trees planted. Our next step is to be based around surveys and signage to ensure there is public awareness of the work that we are doing as well as well looking into further habitats which can be created or purchased.

In January Congleton Town Council paid for a Public Hedge Laying course at Stirling Close which was very well received and fully booked in February, we are hoping to run this course each year for the public.

There has also been two very successfully meetings which provided a great wealth of knowledge for both officers and the many councillors that attended. The first meeting held was - ***Cheshire East Tree Conference - Congleton Town Hall 17th January 2024 7pm to 9.30pm***, this was joint meeting organised by Transition Wilmslow and Congleton Town Council, The aim of the meeting was to bring together interested parties to share knowledge and experience so we can accelerate tree planting across Cheshire East and devise strategies for accelerating tree cover in and around towns.

Moving onto the next day we held a Farmers and land owner meeting at the Town Hall, we welcomed a guest speaker from a local farm in Winkle who is leading the way in farm biodiversity, at the meeting we also spoke about how Trees for Congleton are happy to discuss any planting ideas and to see how/ if they can help with expert advice and/or volunteer-power. There is also an

	opportunity to host company away-day planting sessions, supported by CTC and the Trees for Congleton Group.
Proposal	For the Environment Committee to note the work on the site-specific biodiversity plan and to support Streetscape and volunteers with the ongoing site-specific plan and working with local business's and land owners
Environmental	This paper is fundamentally about the Town Council's response to the Climate and Nature emergency and actions to encourage greater Biodiversity in Congleton.
Equality	Tackling environmental issues is to the benefit of everyone, and there will be opportunities for the community to get involved with planting and maintaining these sites, which has shown to be good for community cohesion and mental well-being. We will consult the Equal Access Congleton group to ensure the plans for the bio diversity sites need consider accessibility for all where practical.
Financial	Funding for the development of the sites is currently being covered via grants, streetscape labour and volunteer time .
Decision Requested	For the Environment Committee to note the 30 areas where site-specific Biodiversity Plans are being developed and support Streetscape and the volunteers in adopting the new approach and working with local business's and land owners