



Congleton Town Council

Historic Market Town

Chief Officer: David McGifford CiLCA

1st July 2024

Dear Councillor,

Environment Committee – Thursday 11th July 2024

You are summoned to attend a meeting of the Environment Committee to be held at Congleton Town Hall on **Thursday 11th July 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

Tel: **01260 270350**

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 28th March 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 1st March 2024 including information regarding the RHS in Bloom 60th Anniversary Event held on 7th July 2024.

8. Streetscape Trading Account (Enclosed)

To receive the Streetscape Trading account report.

9. Streetscape Update (Enclosed)

To receive the report relating to the Streetscape Services.

10. Carbon Footprint Summary (Enclosed)

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

11. Paperless Council (Enclosed)

To receive update following on from previous report on Paperless Council

12. Biodiversity Update (Enclosed)

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

13. 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

Cllrs: 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 28th March 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 – 28th March 2024](#)

In attendance:

Committee members: Cllrs

Cllr Suzy Firkin (Chair)

Cllr David Brown

Cllr Susan Mead

Cllr Heather Seddon

Cllr Glen Williams

Cllr Charles Booth

Cllr Sally Ann Holland

Non-Committee Members : Cllrs

Cllr Kay Wesley

Congleton Town Council Officers:

- David McGifford – Chief Officer
- Ruth Burgess – Streetscape Development Manager
- No press
- One member of the public

Minutes

1. Apologies for absence

Apologies for absence were received from:

Committee Members: Cllrs Amanda Martin, Heather Pearce and Suzie Akers Smith

2. Minutes of Previous Meetings

ENV/66/2324 Resolved to approve and sign the [minutes of the Community and Environment Committee held on 11th January 2024](#) as a correct record

3. Declarations of Interest

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

4. Outstanding Actions

There was no outstanding action:

ENV/67/2324 Resolved to take item 6 before item 5

6. Questions from Members of the Public

Seven questions were received from Barry Speed relating to the methodology, ideology, details of the Town Council's carbon footprint calculations as well as questions relating to future plans for carbon reduction and offsetting/sequestration. A full copy of the questions and answers are available by clicking on the link:

[Public Questions to Environment Committee 28.3.2024](#)

5. Urgent Items

Councillors were informed that the Town Council has received a formal offer on the Salix Public Sector Decarbonisation bid and this will be discussed at an Emergency Council Meeting on the 4.4.24.

7. Congleton in Bloom Working Group

ENV/68/2324 resolved to receive the minutes of the Congleton in Bloom Working Group from 22nd January and receive notification of RHS Garden Festival event on 7th July at Congleton Park

Action 7a: Thank all the volunteers who helped in 2023 and already helping in 2024.

8. Congleton Green Working Group

ENV/69/2223 resolved to receive the notes of the Congleton Green Working Group held on 1st February 2024

9. Streetscape Trading Account

ENV/70/2324 Resolved to receive the Streetscape Trading Account

10. Streetscape Update

ENV/71/2324 Resolved to receive the updates on matters relating to Streetscape

Action 10a: Circulate details of fly-tipping by areas and circulate to Councillors

Action 10b: Circulate lists of Streetscape staff training to Councillors

Action 10c: Thank Streetscape staff for all the support and extra work they carry out

11. Carbon Footprint Summary

ENV/72/2324 Resolved to approve the updated methodology of calculating the carbon footprint and new way of showing the carbon footprint figures.

12. CEC Green Spaces consultation

ENV/73/2324 Resolved to receive the options on next steps on Green Spaces and agree to go forward with Option B Low Mow Town for Congleton.

13. Paperless Council

ENV/74/2324 Resolved to approve 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. Agreed committee papers will only be available for Councillors if requested in advance and a review should be carried out on the IT support available for councillors at home and at the meetings.

Action 13a: Publicise to Councillors the new arrangement with regard to committee papers and carry out a survey to establish IT hardware requirements.

14. Biodiversity Update

ENV/75/2324 Resolved to receive the information on the Site Specific Biodiversity Plans and the works both Streetscape and the Volunteers have completed so far

15. Cheshire East Report

ENV/76/2324 Resolved to receive the verbal update on items of interest from Cheshire East Environment and Communities Committee from Ward Councillor Cllr Heather Seddon.

To Note

- Cheshire East Council has reached 54% carbon neutral and has extended the end date to 2027
- 2nd Solar Farm planned within CEC area, 1st farm nearly complete
- Household Waste and Recycling Centres – CEC will be temporarily closing Bollington, Middlewich and Poynton in the next three months
- New draft Highways Tree Policy will be completed soon

**Cllr Suzy Firkin
(Chair)**

Congleton In Bloom Working Group

1st March 2024 Meeting, Minutes

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

1. **Apologies for Absence:** Cllr S Mead

2. **Declarations of Interest:**

- David Brown- Cheshire East and Astbury Mere Trust
- 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

3. **Minutes from the Previous Meeting held on 22nd January 2024 – approved**

4. **Actions from previous meeting**

- a. Create a sub group for the RHS 60th Anniversary Event – The group have met once and final details confirmed to the group see agenda item 7.

5. **Hanging Baskets**

- a. This will now fall under the responsibility of the in bloom group to speak to the shops and promote the in bloom work and encourage further business to be involved, date set for 2.4.24

6. **IYN Entries reminder**

- a. A reminder to all involved with any of the IYN groups that entry forms need to be completed and sent to either Ruth or RHS North West In Bloom

7. **Calendar of Meeting Dates**

- a. Dates to be preset in the diary for 2024 in bloom meeting the meetings will be held alternative Fridays and Mondays at 9.30am-11am

8. **Update on RHS 60th Park Event**

- a. Date Confirmed for 7th July 2024 12pm-4pm
- b. Location Congleton Park
- c. Joint working with Congleton Lions, Friends of Congleton Park and Congleton in Bloom
- d. Variety of stall, refreshments live music and work shops from the IYN and community groups
- e. Free event for all the family

9. **AOB**

- a. **Rood Hill Planters**

A variety of plants and planters have been donated to the IN Bloom group from Green Gables Care home some of these will be re-sited at the section of Rood Hill behind the trip rail fence . A letter to be sent to residents near of the project and the supporting information of the land ownership

b. Pick Fit Scheme 2024

A scheme ran by ANSA environmental Services and Everybody Leisure encourage the public to go out and litter pick, with an everybody leisure incentive for a 1 day gym day pass – further information to be sent to all councillors and staff

c. National Garden Week w/c 29th April

to liaise with all IYN groups for a gardening session to welcome new volunteers

d. Staff carrying out RHS Duties

A vote to decide that the work by the two members of staff who are now RHS Judges for the North West Region is a great achievement and added bonus for Congleton In Bloom the group fully support the work they have done and will carrying on doing across the North West each year .

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Environment		
MEETING DATE AND TIME	11 th July 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Serena Van Schepdael – Responsible Financial Officer (RFO)		
AGENDA ITEM REPORT TITLE	8 Streetscape Services Trading Account		
Background	Variance analysis of the Trading Account for year ending 31 st March 2024 to accompany the spreadsheet shown as Appendix 1, and to 31 st May 2024 for the current financial year, see Appendix 2.		
Updates	<p><u>2023-2024</u> This trading account is for 12 months of 2023/24, which equates to 100% 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 1. They all came in within the approved amounts.</p> <p>Income 99%</p> <ul style="list-style-type: none">○ Cheshire East Council Income at 100% as this has been paid in full.○ External Income 75%○ Other Income 90% <p>Expenditure 101%</p> <p>Nothing further to add to the notes on the summary.</p> <p><u>2024-2025</u> This is the current financial year up to the end of month 2, this equates to 16.6% of the budget.</p> <p>The first quarter Income from CEC has been received, and is regular monthly income from other contracts.</p> <p>We are at the start of the budget year so there is nothing additional to add to the notes on the summary with regards to expenditure.</p>		
Decision Requested	To receive the Streetscape Trading Account for Month 12 to 31 st March 2024 and for to 31 st May 2024 (Month 2) of the 2024-2025 financial year.		

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

Month 12
Percentage 100.0%

	ANNUAL BUDGET	BUDGET TO M12	ACTUAL SPEND TO M12	£ VARIANCE OF M12 BUDGETS	% SPENT AGAINST M12 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M12 EXPECTED
STREETSCAPE							
4000 Staff Costs	539,468	539,468	560,632	-21,164	103.9%	103.9%	3.92%
4004 Aqencv Staff	13,500	13,500	0	13,500	0.0%	0.0%	-100.00%
4008 Training	3,000	3,000	591	2,409	19.7%	19.7%	-80.30%
4009 Protective Clothing\H & Safety	5,500	5,500	5,997	-497	109.0%	109.0%	9.04%
4013 Office rent	2,000	2,000	2,000	0	100.0%	100.0%	0.00%
4016 Cleaning Materials	7,500	7,500	5,763	1,737	76.8%	76.8%	-23.16%
4021 Mobile Phones	1,100	1,100	594	506	54.0%	54.0%	-46.00%
4025 Insurance	8,500	8,500	7,922	578	93.2%	93.2%	-6.80%
4041 Property maintenance	2,000	2,000	529	1,471	26.5%	26.5%	-73.55%
4043 Horticultural etc Supplies	21,000	21,000	15,309	5,691	72.9%	72.9%	-27.10%
4047 Vehicle maintenance/Serv etc	12,000	12,000	14,865	-2,865	123.9%	123.9%	23.88%
4048 Vehicle fuel and oil	15,000	15,000	16,940	-1,940	112.9%	112.9%	12.93%
4049 Vehicle rental charges	68,800	68,800	76,449	-7,649	111.1%	111.1%	11.12%
4050 Street Cleansing	5,000	5,000	6,608	-1,608	132.2%	132.2%	32.16%
4162 General expenditure	5,000	5,000	4,667	333	93.3%	93.3%	-6.66%
6000 Central Overheads Reallocated	45,187	45,187	42,216	2,971	93.4%	93.4%	-6.57%
Streetscape Expenditure	754,555	754,555	761,082	-6,527	100.9%	100.9%	0.87%
3030 Purchases for recharging	0	0	3,602	-3,602			
		0					
1165 CEC - Income	-459,636	-459,636	-459,636	0	100.0%	100.0%	0.00%
1167 External work income	-15,000	-15,000	-11,232	-3,768	74.9%	74.9%	25.12%
1040 Other income	0	0	0	0			
1199 Miscellaneous	-900	-900	-813	-87	90.3%	90.3%	9.67%
Streetscape Income	-475,536	-475,536	-471,681	-3,855	99.2%	99.2%	0.81%
Net Expenditure over Income	279,019	279,019	293,003	-13,984	105.0%	105.0%	-5.01%

NOTES: *Overspend approved at Council 25JAN2024

- * We are waiting on an insurance payout, approx £2,000. Thi swa snot received by 31st March.
- * New costs due to replacement vehicles. one van returned 27th October 2023.
- * Includes Flv Tipping costs.

Congleton Town Council
 Management Accounts 2023-24
 STREETScape
 May-24



Month 2
 Percentage 16.6%

	ANNUAL BUDGET	BUDGET TO M2	ACTUAL SPEND TO M2	£ VARIANCE OF M2 BUDGETS	% SPENT AGAINST M2 BUDGETS	% SPENT OF ANNUAL BUDGET	% VARIANCE AGAINST M2 EXPECTED
STREETScape							
4000 Staff Costs	577,073	96,179	86,614	9,565	90.1%	15.0%	-1.59%
4008 Training	3,200	533	0	533	0.0%	0.0%	-16.60%
4009 Protective Clothing/H & Safety	5,900	983	1,123	-140	114.2%	19.0%	2.43%
4013 Office rent	2,000	333	333	0	100.0%	16.7%	0.05%
4016 Cleaning Materials	8,000	1,333	884	449	66.3%	11.1%	-5.55%
4021 Mobile Phones	1,175	196	94	102	48.0%	8.0%	-8.60%
4025 Insurance	9,150	1,525	2,762	-1,237	181.1%	30.2%	13.59%
4041 Property maintenance	1,500	250	4	246	1.6%	0.3%	-16.33%
4043 Horticultural etc Supplies	14,000	2,333	1,465	868	62.8%	10.5%	-6.14%
4047 Vehicle maintenance/Serv etc	12,800	2,133	1,731	402	81.1%	13.5%	-3.08%
4048 Vehicle fuel and oil	16,285	2,714	2,591	123	95.5%	15.9%	-0.69%
4049 Vehicle rental charges	77,880	12,980	10,521	2,459	81.1%	13.5%	-3.09%
4050 Street Cleansing	8,000	1,333	2,222	-889	166.7%	27.8%	11.18%
4162 General expenditure	5,300	883	418	465	47.3%	7.9%	-8.71%
4168 Other Expenditure	0	0	10,550	-10,550	0.0%	0.0%	-16.60%
6000 Central Overheads Reallocated	44,832	7,472	10,227	-2,755	136.9%	22.8%	6.21%
Streetscape Expenditure	787,095	131,183	131,539	-357	100.3%	16.7%	0.11%
3030 Purchases for recharging	0	0	595	-595	0.0%	0.0%	0.00%
1165 CEC - Income	-419,256	-69,876	-104,814	34,938	150.0%	25.0%	166.60%
1167 External work income	-15,000	-2,500	-1,786	-714	71.4%	11.9%	88.04%
1184 Other income	-12,000	-2,000	0	-2,000	0.0%	0.0%	16.60%
1199 Miscellaneous	-900	-150	-125	-25	83.3%	13.9%	99.93%
1040 Recharges	0	0	-36	36	0.0%	0.0%	16.60%
Streetscape Income	-447,156	-74,526	-106,761	32,235	143.3%	23.9%	159.85%
Net Expenditure over Income	339,939	56,656	25,373	31,284	44.8%	7.5%	-28.18%

Paid at start of the year.

Flytip invoice cost: £1380

Roundabout works, grant due in.

First quarter received

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	9 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 four 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>27</td></tr><tr><td>April</td><td>10</td><td>12</td><td>19</td><td>10</td><td>19</td><td>24</td></tr><tr><td>May</td><td>5</td><td>40</td><td>22</td><td>11</td><td>11</td><td>24</td></tr><tr><td>June</td><td>4</td><td>22</td><td>2</td><td>8</td><td>26</td><td>20</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>122</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>£7432.38</td></tr></tbody></table> <p><u>Budgets</u> 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>Public Realm Street Furniture</u></p> <p>As you are all aware throughout the winter period Streetscape have carried out many bench repairs within the public realm and local parks. These repairs have involved some benches having full new wooden slat replacements whilst some have only needed sand down and re-varnish. Carry on from this we are now looking at the rest of the street furniture, which includes, electric boxes, lamp</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	27	April	10	12	19	10	19	24	May	5	40	22	11	11	24	June	4	22	2	8	26	20	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	122								Total Cost	2324.16	5380.52	2481.45	£12,300.87	£ 15,360.76	£7432.38
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	<p>posts, bollards etc our first area to cover will be the Pedestrian Area through to the Community Garden Entrance Lawton Street. Quotes have been requested from two local companies for this work and will be built into the business plan.</p> <p><u>Private Works Budget £15,000</u></p> <table data-bbox="405 331 1337 555"> <tr> <td>External income from Parish Councils and private companies</td> <td>£9,319</td> </tr> <tr> <td>Any other income/streetscape/in Bloom to date</td> <td>£6,524</td> </tr> <tr> <td>Total additional income</td> <td>£15,843</td> </tr> <tr> <td>Work in progress</td> <td>£7,813</td> </tr> </table> <p><u>Staffing</u></p> <p>We currently have one member of the Streetscape team currently off work due to ill health.</p> <p><u>Training schedule update</u></p> <p>Streetscape Development Manager :</p> <table data-bbox="453 904 1283 1057"> <tr> <td>- Carbon Literacy for Local Authorities</td> <td>Completed</td> </tr> <tr> <td>- Climate Action for Smaller Councils</td> <td>Completed</td> </tr> <tr> <td>- Public Versus Climate Action</td> <td>Completed</td> </tr> <tr> <td>- Conservation and Biodiversity Diploma</td> <td>Ongoing</td> </tr> </table> <p>Streetscape Operatives :</p> <table data-bbox="453 1178 1406 1447"> <tr> <td>- Environmental Awareness Training</td> <td>Completed (5)</td> </tr> <tr> <td>- Diversity in Nature within local Parks</td> <td>Completed (2)</td> </tr> <tr> <td>- Nature and Wildlife Conservation Diploma</td> <td>Completed (2) (2)</td> </tr> <tr> <td>- RHS Planting in the new word for public sectors</td> <td>August (2)</td> </tr> <tr> <td>- Biodiversity within a local council Upcoming</td> <td>September (2)</td> </tr> <tr> <td>- Sustainable Planting schemes-Upcoming</td> <td>September (2)</td> </tr> <tr> <td>- Conservation and Biodiversity – Upcoming</td> <td>September (1)</td> </tr> </table>	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	£7,813	- Carbon Literacy for Local Authorities	Completed	- Climate Action for Smaller Councils	Completed	- Public Versus Climate Action	Completed	- Conservation and Biodiversity Diploma	Ongoing	- Environmental Awareness Training	Completed (5)	- Diversity in Nature within local Parks	Completed (2)	- Nature and Wildlife Conservation Diploma	Completed (2) (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 (1)
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Any other income/streetscape/in Bloom to date	£6,524																														
Total additional income	£15,843																														
Work in progress	£7,813																														
- Carbon Literacy for Local Authorities	Completed																														
- Climate Action for Smaller Councils	Completed																														
- Public Versus Climate Action	Completed																														
- Conservation and Biodiversity Diploma	Ongoing																														
- Environmental Awareness Training	Completed (5)																														
- Diversity in Nature within local Parks	Completed (2)																														
- Nature and Wildlife Conservation Diploma	Completed (2) (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 (1)																														
Financial Considerations	We will be looking to align public realm refurbishment to budgets and the business plan. Concerns over the financial impact of fly-tipping.																														
Environmental Considerations	Additional training of staff will help to progress environmental initiatives.																														
Equality Considerations	Good quality benches are particularly important to help those with disabilities, certain health conditions or reduced mobility to access and enjoy our green spaces.																														
Decision Requested	To receive the report.																														

**CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES**

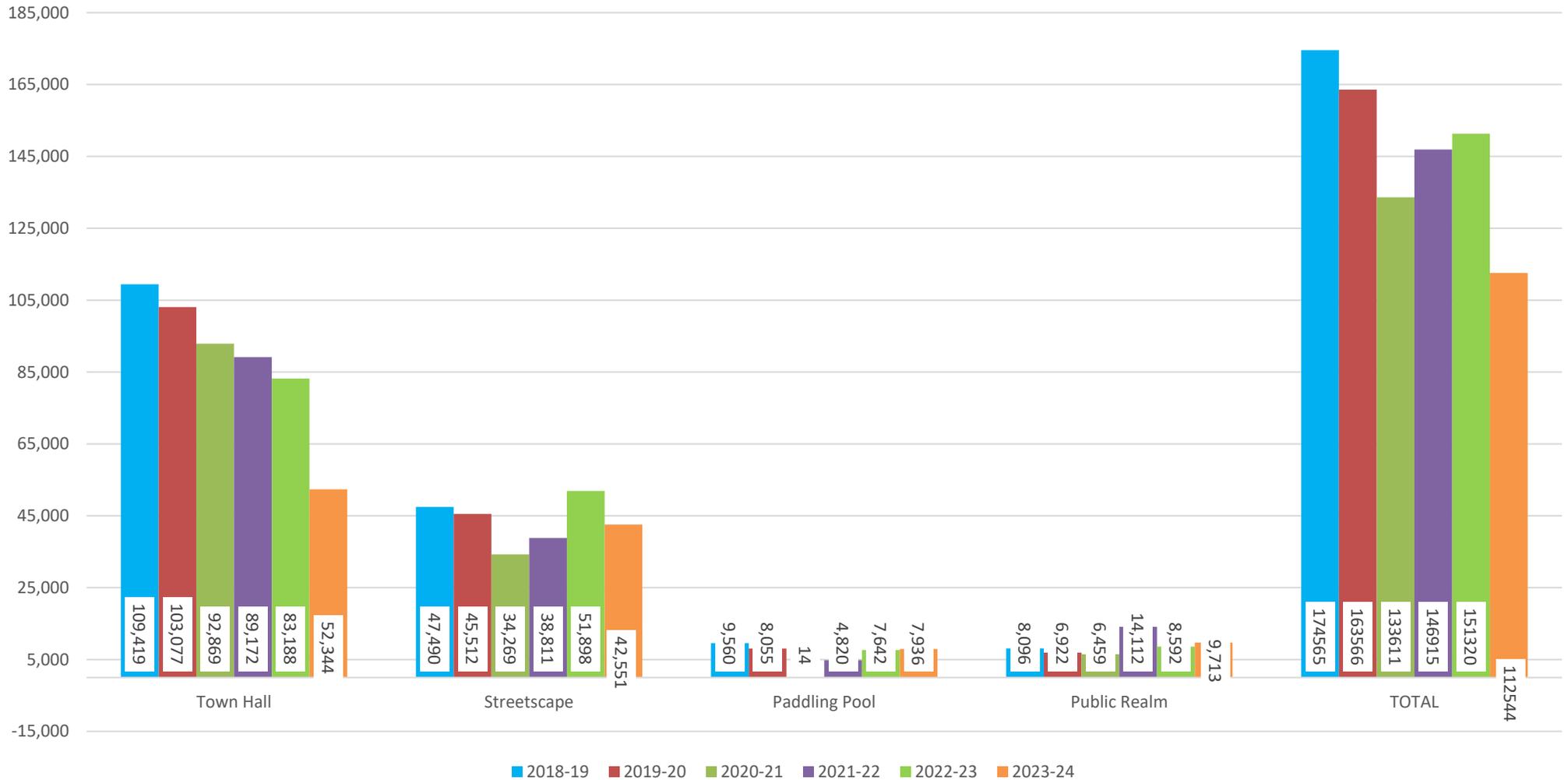
COMMITTEE:	Environment Committee		
MEETING DATE AND TIME	11th July 2024 7.00 pm	LOCATION	Town Hall
REPORT FROM	Ruth Burgess – Streetscape Development Manager		
AGENDA ITEM	10		
REPORT TITLE	Carbon Footprint Summary		
Update	<p><u>CONGLETON TOWN COUNCIL</u></p> <p><u>Carbon Footprint Summary Update</u></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.</p> <p>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> <p>The carbon footprint for individual staff members 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.</p> <p>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.</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 <p>Latest Figures shown in graph Appendix A</p>
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

NB 6th June 24: Unable to update Carbon Emission from WME as not yet available on our account for Q4 - We have been advised by our energy supplier WME that there is no I



CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

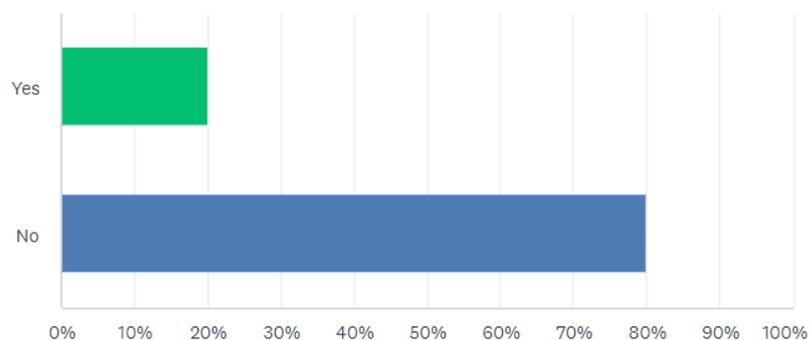
COMMITTEE:	Environment Committee		
MEETING DATE AND TIME	11th July 2024 7.00 pm	LOCATION	Town Hall
REPORT FROM	Ruth Burgess – Streetscape Development Manager		
AGENDA ITEM	11		
REPORT TITLE	Update - Paperless Council Meetings		
Background	<p>In light of ongoing financial and environmental pressures, 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>		
Update	<p>A survey has been sent out to all Councillors asking 4 key questions:</p> <ol style="list-style-type: none"> 1. Need the town council to provide me with access to a tablet during meetings? 2. Bring my own tablet/laptop to meetings. 3. Need some training to help me access documents efficiently? 4. Would continue to use printed documents which I would request ahead of each meeting? <p>Below within Appendix A, you will find the results.</p>		
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.

APPENDIX A.

Need the town council to provide me with access to a tablet during meetings

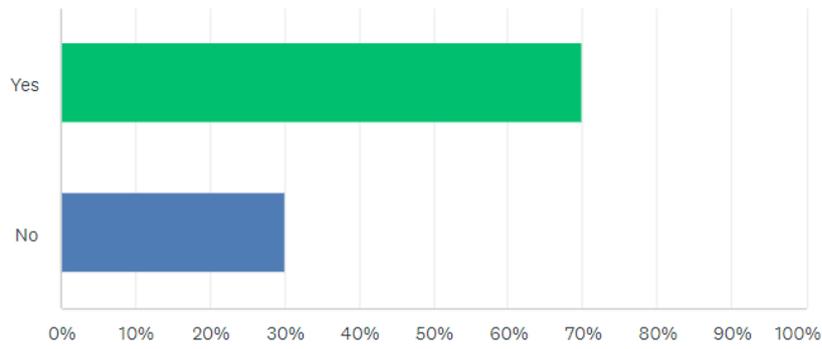
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	20.00%	2
▼ No	80.00%	8
TOTAL		10

Bring my own tablet/laptop to meetings

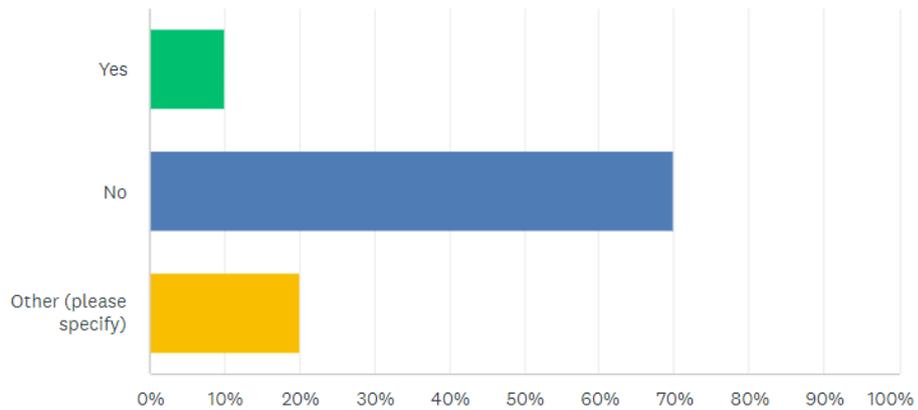
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	70.00% 7
No	30.00% 3
TOTAL	10

Need some training to help me access documents efficiently

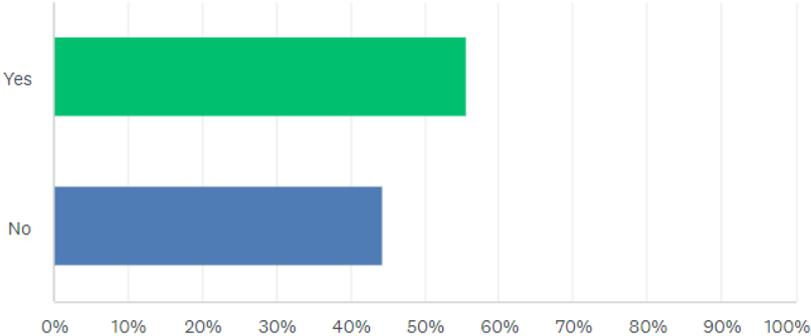
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	10.00% 1
No	70.00% 7
Other (please specify)	Responses 20.00% 2
TOTAL	10

Would continue to use printed documents which I would request ahead of each meeting.

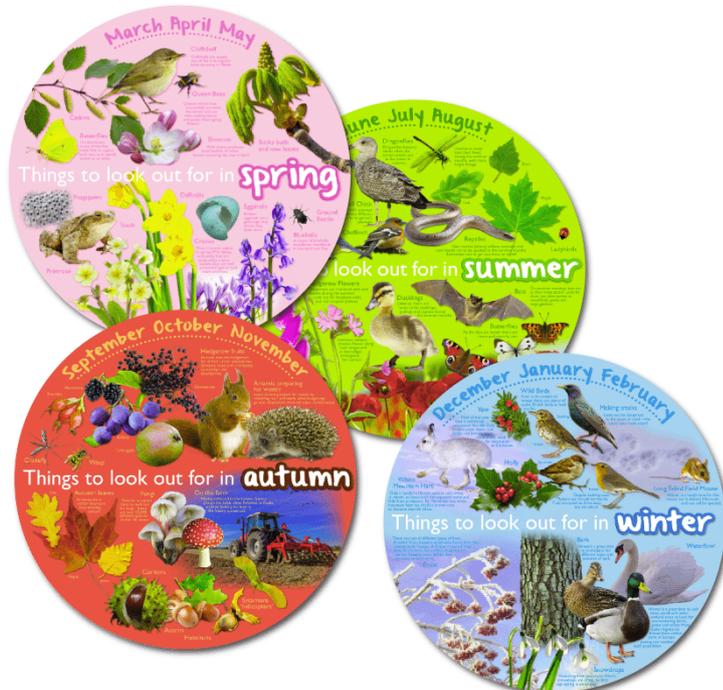
Answered: 9 Skipped: 1



ANSWER CHOICES	RESPONSES
Yes	55.56% 5
No	44.44% 4
TOTAL	9

**CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES**

COMMITTEE:	Environment Committee		
MEETING DATE AND TIME	11th July 2024 7.00 pm	LOCATION	Town Hall
REPORT FROM	Ruth Burgess – Streetscape Development Manager		
AGENDA ITEM	Item 12		
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>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.</p> <p><i>Congleton Town Council have been working with Cheshire East to adopt more sustainable methods of managing our open spaces.</i></p>		
Next Steps	<p>We are hoping to hold another Site Launch at the end of August or Early September, to encourage more members of the community to get involved, ready for the dormant season, we would like to hold the next event within Mossley. We will be encourage other volunteers groups to join us on the day, so they can promote the work they do for Congelton as well as spread the word around being more sustainable and greener.</p> <p>We also have ordered many new signs for some of the 30 x site-specific sites, these new signs are child-friendly and allow both young and old to learn more about what is happening on the site they are visiting and also what types of wildlife can be seen both trees, plants and animals.</p> <p>See the image below of just some of the new signs we have now:</p>		





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 businesses 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 is 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 to 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 businesses and land owners.