



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**

22 August 2024

Dear Councillor,

Community Committee – Thursday 29th August 2024

You are summoned to attend a meeting of the Communities Committee to be held at Congleton Town Hall on **Thursday 29th August 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

Congleton
beartown
where friends are made

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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 27 June 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. 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 before the meeting.

- Question from Congleton Sustainable Travel about a potential Right of Way from the Bus Station to the Library

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 (verbal)

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

7. Updates from Previous Community Committee (enclosed)

To receive updates from the Community Committee held on the 27 June and note of outstanding items.

8. Equal Access Action Plan and Updates (enclosed)

To receive a presentation from Deborah Lawson, Chair of the Equal Access Advisory Group and discuss and approve a report on the next actions.

9. Health and Wellbeing Working Group (enclosed)

To receive the notes of the Health and Wellbeing Working Group meetings held on 11 July 2024 and receive a short report from the Chair.

10. Community Safety Working Group (enclosed)

To receive the notes of the Community Safety Working Group meetings held on 11 July 2024 and receive a short report from the Chair.

11. White Ribbon Working Group (enclosed)

To receive the notes of the White Ribbon Working Group meetings held on 28 May 2024 and receive a short report from the Chair.

12. CEC Library Consultation (enclosed)

To consider and agree on a response to the Cheshire East Council Library Strategy Consultation - closing date 15 September.

13. Civic Awards (enclosed)

To consider and approve a report on the introduction of Civic Awards for Congleton.

14. Town Crier (enclosed)

To comment on an update on recruiting a Town Crier.

15. 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 June - August 2024.

16. Speed Indication Devices (enclosed)

To consider recommendations for the Town Council's Business Plan with regard to Speed Indication Devices (SID).

17. Mayor's Hospitality and Retail Service Awards (enclosed)

To approve a scheme to introduce long-term service awards for the town's retail and hospitality businesses.

18. Resolution to Exclude the Public and Press from Item 19

To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting due to commercial sensitivities.

19. Congleton Community Projects (to follow)

To consider amendments to the Congleton Community Projects Service Level Agreement and consider a response.

To: Members of the Community Committee
CLls: Richard Walton (Chair), Glen Williams (Vice Chair)
Dawn Allen, David Brown, Mark Edwardson, Suzy Firkin, Emma Hall, Sally Holland, Susan Mead, Shaun Radcliffe.

Ex Officio: Cllr Kay Wesley (Mayor), Cllr Rob Brittain (Deputy 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
27 June 2024**

**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 27 June 2024](#)

PRESENT:

Committee members:

- Cllr Richard Walton (Chair)
- Cllr Glen Williams (Vice Chair)
- Cllr Dawn Allen
- Cllr Dave Brown
- Cllr Suzy Firkin
- Cllr Emma Hall
- Cllr Sally Ann Holland
- Cllr Susan Mead
- Cllr Shaun Radcliffe

Ex Officio: Mayor Cllr Kay Wesley, Deputy Mayor Cllr Robert Brittain

Non-Committee Members: Cllr Robert Moreton

Officers: Jackie MacArthur (DCO & Communities & Marketing Manager) and Ruth Burgess (Streetscape Development Manager)

Also in attendance: 1 member of the Public, no press

1. Apologies for Absence

Apologies were received from Cllr Mark Edwardson

2. Minutes of Previous Meetings

CO/01/2425 resolved to approve and sign the [Community Committee minutes](#) held on 29 February 2024 as a correct record.

3. Declaration of Interest

Declarations were received by: Cllrs David Brown, Emma Hall, Sally Ann Holland and Robert Moreton on matters relating to Cheshire East Borough Council

4. Questions from Members of the Public

John Whitelock asked a question about the effectiveness of the former Police and Crime Commissioner's Operation Park Safe in Congleton, whether there had been much uptake

and whether it had been publicised well enough. The police via correspondence confirmed that there had been a limited response in Congleton, that they would request that the scheme be publicised again and noted that parking issues had not been raised as a predominate community concern via the Resident's Voice Survey. The Town Council has received numerous complaints about inconsiderate parking and has a section on its website.

Action: Publish the Operation Park Safe link and instructions electronically and in the next Bear Necessities.

5. Urgent Items

Cllr Mead Urgent Items x 2 Caravans currently parked on or near Dale Crescent seeking support from CEC Councillors. Agreed to pick this up with item 13 – Community Safety Working Group.

6. Cheshire Police

A written report from Police Inspector Jim Adams was read out by the Deputy Chief Officer covering Operation Safe Street and additional patrols of Congleton Park. A further plea was given to report illegal activities by calling 101, reporting online or via Crime Stoppers.

A question was raised about a hate crime incident in the town centre, also concerns were raised about drug dealing around the town and in the town centre and the lack of visible police presence in the town. Further follow-up with the Police will be carried out on all items. Agreed to invite the new Police Crime Commissioner to a future meeting.

Action: Invite the Congleton Beat Inspector/ Sergeant to the next Community Safety Working Group working meeting to discuss dealing with Hate Crime, drug misuse and lack of policing in Congleton.

7. Updates from Previous Community Committee

The updates were received from the previous Community Committee.

8. Communications Update

Councillors received and noted a Communications update prepared by the Community and Marketing Officer, Debbie Coxon.

9. CEC Bus Consultation

CO/02/2425 resolved to approve the draft response circulated with the paper as the consultation response from Congleton Town Council's Community Committee. Add comments about

a) Importance of flexilink being easy to book

- b) Making it easier for older people to renew their lapsed bus pass
- c) Importance of buses being able to cater for people with disabilities and particularly wheelchair users.
- d) Planning needs to be more proactive on travel plans and ensure that public transport adequately serviced new developments.

Action: Request from CEC Statistics on current bus use from different areas within Congleton including neighbouring parishes.

10. Christmas 2024

CO/03/2425 resolved to receive and note report.

Action: The committee would like to see Christmas lights on West Street and Mill Street. Officers to work up a plan and follow the appropriate financial regulations to enable it to happen.

11. Christmas Lights Contract

CO/04/2425 resolved to approve the request to extend the Christmas Lights contract for 1 year and for work to commence on a bid for the installation, removal, storage and testing of the Christmas Lights for Christmas 2025 – 2027.

Action: Councillors would like a full breakdown of the Christmas expenditure.

12. Summer Play Days 2024

Councillors welcomed and noted the report.

13. Community Safety Working Group

CO/05/2425 Resolved to receive the notes from the Community Safety Working Group held on 14 May 2024.

14. Health and Wellbeing Working Group

CO/06/2425 Resolved to receive the notes of the Health and Wellbeing Working Group meeting held on 24 April 2024.

Cllr Richard Walton
Chair of Community Committee

meeting finished 8.48pm

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	29 August 2024 7.00 pm	LOCATION	Town Hall, Bridestones
REPORT FROM	Jackie MacArthur, Communities and Marketing Manager & DCO		
AGENDA ITEM	7		
REPORT TITLE	Updates Paper		
Background	This paper has been written to update members on progress on actions from items discussed at the previous Community Committee. These items do not need a full paper and are either ongoing issues or confirmation of completion or resolution.		
Updates	<p>CO/02/2425 The Bus consultation was amended to include points raised by councillors and sent to Cheshire East Council. A question has been submitted asking for details of the bus service patronage in and around Congleton.</p> <p>CO/03/2425 – Christmas Lights are in the process of being ordered for West Street and Mill Street. The Merry Christmas Congleton light has been moved to the Poly tunnels for the Repair Café to see if it is possible to repair the light on behalf of for the Congleton Market Quarter. The Christmas lights switch on plans are developing well for the 29 November 2024.</p> <p>A spread sheet of all the Christmas costs will be provided to Councillors as part of budget setting and business planning.</p> <p>CO/04/2425 – The contractor accepted the year’s extension and work has commenced on a new bid for the installation and removal, testing and basic repair of the lights, testing of anchor points and storage of our Christmas Lights for 2025-2027.</p> <p>Summer Play Days – by the time of the Committee all six play days will have taken place. The Town Centre and Events Officer has received positive comments from the public and the businesses. The days have achieved their objective of increasing spend in the town, bringing more people into town and creating a positive vibe.</p>		
PROPOSALS	To Note this Report		

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	29 August 2024 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Dr Deborah Lawson, Cllr Kay Wesley Mayor and Jackie MacArthur – Equal Access Advisory Group		
AGENDA ITEM REPORT TITLE	8 Progress Report of the Equal Access Advisory Group		
Summary	<p>In October 2023 the Community Committee delegated responsibility to the Health and Wellbeing working group for seven actions relating to understanding, promoting and improving conditions for disabled people in Congleton. An Equal Access Advisory Group was formed made up of Congleton people with a wide range of disabilities. The Chair of the group, disability advocate Dr Deborah Lawson, will present an update on the group's work.</p> <p>A copy of her presentation can be downloaded from this link (takes you to the Town Council's website)</p>		
Background	<p>The group has been developing project plans informed by the findings of an Equal Access in Congleton survey, alongside research, members' expertise, and input from the public and the 40-strong Equal Access Interest Group. The subjects covered include access to the Town Centre, Businesses, Events, Publicity and Education, Transportation and Council actions.</p> <p>The Town Council is already taking action: Introducing a SEND (Special Education Needs and Disability) weekly session at the Paddling Pool, working with event organisers to make events more accessible, making our communications more legible, carrying out an audit of the car parks and uploading more relevant information related disabilities both on the Town Council website and other national websites which inform people with a disability about accessible places.</p> <p>According to the 2023 Department of Works and Pension data, 26% of people in the North West have a disability – applying that fact to our population means there would be 7,410 people in Congleton living with a disability.</p> <p>By improving our events, communications, transport options, buildings, and facilities to cater for those with a disability, we can raise standards for the benefit of everyone.</p>		
Next Steps	<p>In order to start delivering change, the group will need to commission work, through the Town Council, that has costs associated with it.</p> <p>Some funding can be made available via the existing Community Development marketing budget, but the group may also need to apply for some match funding or request additional funding from the Council. At budget setting we would like to see a budget created for Accessibility within Community Development in the same way as we have a budget for Green Campaigns.</p>		

	<p>The main aims are to create:</p> <ul style="list-style-type: none"> • Promotional Campaign for the public - including social media, advertorials, press and high-quality video. £1000 • Disability Guide to Congleton - featuring an accessibility map, information on shops, places to eat and drink, toilets and transport options. £1000 • Business (Shop/Pub) 'Disability Welcome' Scheme - certificates & stickers. £250
Financial Implications	<p>The group estimates that £2250 is required to complete the three pieces of work it would like to commission. At least 50% of this can be met from the Community Development Marketing budget. The group will apply for match funding to complete the tasks. It would like the Town Council to consider creating an Accessibility campaign budget in the same way the Council has a Green Campaigns budget for 2025/26. With 16.2% of the population having some form of disability, positive steps that we can take to improve and promote the offer could increase footfall and spending in the town.</p>
Environmental Implications	<p>The group's work focuses on improving the built environment for everyone. Promotional activities will adhere to the town council's usual publicity guidelines, using environmentally responsible paper and inks.</p>
Equality and Diversity	<p>Equality and diversity are at the very heart of this campaign. We want to make Congleton as accessible as possible and communicate the town's offer so that disabled people can plan visits to Congleton with confidence.</p>
Decision Requested	<ol style="list-style-type: none"> 1. To confirm support for the Equal Access Group 2. Support to the group in implementing <ul style="list-style-type: none"> • Promotional Campaign for the Public (including social media and high-quality video) £1000 • Disability Guide to Congleton £1000 Business (Shop/Pub) 'Disability Welcome' Scheme (certificates & stickers) £250 3. Include ongoing accessibility work in the Council's forthcoming Business Plan 4. Support expenditure as outlined for the above

Health and Wellbeing Working Group Minutes

Thursday 11 July 2024 TEAMS Meeting (Virtual) 3.30pm – 5pm

Present CTC: Cllr Suzy Firkin, Cllr Amanda Martin, Cllr Heather Pearce (teams), Cllr Richard Walton (teams), Cllr Liz Wardlaw, Cllr Kay Wesley (teams), Jackie MacArthur (CTC), Cathy Dean (CTC)

Guest: Kate Fallon (NHS Choc Community) – will add as a regular attendee

1. **Apologies** Cllr Emma Hall, Dr Paul Bishop, Dr Vicky Buckley, Rachel Wallace, Head of Communications and Engagement NHS Cheshire East Trust (technical issue) and Usman Ashiq, Plus Dane Community Engagement Officer
2. **Draft Agenda Approval** – approved
3. **Future Chair and Meetings:** Approved Cllr Liz Wardlaw as chair of this working group for the next Civic Year. The group will meet in person and have an online option. Guests to be invited if they have an agenda item to discuss. Suggested Thursdays for meetings.

ACTION:

- 3.1 Jackie to check best timings with doctors and then send invites for rest of the civic year, based on meetings every other month.

4. ACTION LOG ITEMS:

Update on Primary Care Network - work ongoing around the technicalities of a same day access service. Currently a pilot at Waters Green in Macclesfield.

Action:

- 4.1 Contact Paul and Vicky re the commissioning and what lessons are being learnt from Waters Green. (Jackie)
- 4.2 Write to the Chief Officer of the Health Care Trust about being kept up to date.(Jackie/Liz)
- 4.3 Check if information from the CEC Adult Health Committee relating to Congleton can help build evidence (Liz)
- 4.4 Integrated Care Board – how are they delivering services for the increasing population. (Kate)

Wellbeing Hub - Plus Dane continuing to work on logistics and legalities.

Action:

- 4.5 Further Updates from Usman. See if next meeting could be held at the Hub(Jackie)

4.6 Create a full picture of Congleton hubs and update information on what is available in Congleton – Ruby’s Fund, LOL Café, Mind, Body and Sole, Mentell, Visyon, Old Saw Mill, Cricket Club Cosy Club, luncheon clubs etc (Action Cathy)

5. Update from CHOC (Congleton and Holmes Chapel) Care Community

Change for Health Project – funding is available to reduce health inequalities. Healthy lifestyles in relation to weight management. Working closely with the GPs who will send out the invitations to appropriate patients.

Also have a bid in with the Eastern Care Communities to help with the proactive management of the high dependency unit based on Frailty level. Funding for frailty assessment would go to the GPs.

Hypertension – project to encourage more people to have blood pressure checks. Particularly targeting young men who are often missed from health checks.

ACTION:

5.1 Agreed group would support the Know your numbers campaign. Jackie and Kate to have an initial meeting and share plans with the group.

6. War Memorial Hospital Update

Rachel Wallace was unable to attend the meeting. Cllrs Kay Wesley and Suzy Firkin had attend the East Cheshire Health Care Trust AGM and keen to establish closer links over the War Memorial hospital.

7. Supported Living

There are a number of queries over various supported living schemes in Congleton

- Bradshaw House: - Renovations underway
- Mountview – tender has closed, awaiting output from the strategic housing team
- Green Gables – Planning application submitted to change from a Care Home (closed 6 months ago) to assisted living
- Newcastle Road – Supported Living – a second facility has been approved.
- Moody Hall – still unclear on plans

Action:

7.1 To arrange a TEAMS or subgroup meeting with Helen Charlesworth to get a forward looking view of the plans for Congleton. (Liz)

7.2 Make sure that inclusivity and sustainability of assisted and supported living built into the emerging draft Neighbourhood Plan (Kay, Suzy, Jackie) -

also in relation to the NP consider the density of takeaways (National Food Strategy)

8. Update on Disability Positive within Congleton

Cllr Wesley gave an update on the work of the Equal Access Group. Positive meetings on Events and Transport both areas have identified a wide range of long, medium and short term issues. Some good work happening around making events more inclusive and accessible.

Action

8.1 Setting up a meeting to discuss public transport and the diagnostic centre with public transport, Cheshire East and the Health Trust.

9. Feedback from CEC Health and Wellbeing Scrutiny Group

Work taking place on the Mental Health Development Plan - this will be delivered via Cheshire and Wirral Mental Health Trust.

Huge deficit in the SEND budget

Good for Towns and Parishes to lobby for the Integrated Care Commissioning Board and the Clinical Commissioning Group with their needs for their communities. The local voice is really important.

10. Well-Being Campaigns 2024 (Jackie)

Since the last meeting the NHS Bus has been in town on the 18th May, 15th June and 10th July.

The Our Future Health research unit is on Tesco's Car Park from 18th June until 1 August and as of the 2 July was operating a full capacity.

On 26 June Communities Connect had a stall in town to promote Time Out Group, Space for Autism, Speak Up Speak Out and Friends for Leisure.

Social Media messages have been sent out for key awareness weeks.

Work starting on Know your Numbers campaign for September

Messages about Disability Pride needed for July.

Air Quality Campaigns when Schools return in September – linked to health

11. Items to go forward for Town Council Business Planning

- Preventative health important – CTC can help raise awareness
- Supported Living support
- Disability Access
- Awareness Days (staff time)
- Funding gaps – lobbying for Congleton

- Time to gain knowledge and understand gaps eg/ Breast Screening vehicle doesn't come to Congleton – why not?
- Importance of giving time to this subject and lobbying for Congleton to receive its fair share of health services and provision.

12. AOB

Nothing raised

13. Date of Next Meeting

SUGGESTED: Thursday 3 October – Jackie to check timings with the GP

**_Draft Minutes of Meeting
Community Safety Working Group
Tuesday 11th July 2024 3pm – 4.30pm**

Present: Cllr Kay Wesley (Chair), Cllr Shaun Radcliffe, Cllr Richard Walton, Cllr Rob Moreton, Linda Webber (Street Pastors), Jackie MacArthur, Rachel McCarthy.

Via Zoom Cllr Susan Mead, Cllr Glen Williams, Inspector Jim Adams, Laura Woodrow-Hirst (CEC)

1. **Apologies for Absence:** Cllr Robert Brittain
2. **Notes of the meeting** of 14 May 2024 were accepted as correct
3. **Draft Agenda approved**
4. **Agree on a Chair for 2024-2025** - Cllr Kay Wesley was nominated, elected and accepted
5. **Action Log** - extra updates
 - a) Police Crime Commissioner – a letter has been sent from the Chair of the Group re policing numbers for Congleton.
 - b) Caravans in Dale Crescent and Edinburgh Road. Dale Crescent Caravan was moved before the meeting. Edinburgh Road caravan concern about the cable across the pavement – to be raised with Plus Dane and Highways. Cllr Mead sent information from Copeland Council about how they manage caravans on the road. Laura to look into this.
 - c) Hate Crime incident in town. Quoting directly from the Bible is allowed. Causing alarm and distress to individuals is a hate crime. Police will follow up with the victims and give a full explanation. (Action Jim). Town Council officers concerned as this is a regular occurrence in the Town Centre and appears to be nothing that officers can do when complaints are received at the Town Hall.
 - d) Crime day to be organised with the Police in the Town Centre – was to be in June.
6. **Police update on Crime (Inspector Jim Adams)**

The figures covered the period 14th May to the 10th July.

6a Shoplifting has increased in town. 14 incidents reported. Tesco and Home Bargains have reported the most incidents. To action item 5a from May's meeting – encourage shops to use the new Police reporting line to upload images to the police system where face recognition can be used.

ACTION – agreed a joint letter from the Police and Town Council and a Design Out Crime day. The letter will reference and give instructions for a system that the police use where shops can directly load CCTV footage onto the system. A training session/sessions will be organised.

Note residential burglaries - encourage residents to get property marked – then it is easier to return.

5b Drug and Alcohol - 8 drugs offences reported – 7 personal use and 1 for supply. Hotspots were Congleton Park. Council remains concerned about under-reporting raised. Inspector encouraged all residents to keep reporting concerns regarding drugs via 101.

5c Antisocial Behaviour – 36 incidents reported in past 59 days. Hotspot was Bridestones areas and Congleton Park.

5d Domestic Violence - 26 incidents, 43% arrested. Remains a high priority for the Beat team.

5e Sexual Offences has seen a spike from 23 to 51. 16 of these cases are historic abuse reported following the arrest of a wanted sexual abuser who returned to the UK after decades out of the country.

5f Hate Crime – 12 incidents. 41% positive outcome. 6 relate to public offences and 6 to assaults. (5 race, 2 homophobic and 5 disability) .

5g Speeding – 7 incidents of excessive speed.

Current Police Team for Congleton

West Ward – PCSO Karen Linton and PC Helen Weeks

East Ward - PC Matt Steel (recently returned) PC James Rowell about to start.

PC Sarah Taylor about to start to cover Odd Rode area.

Beat team also managing Alsager

7. **Police Priorities** – Bike thefts have been on the increase. PC Helen Weeks and PCSO Karen Linton have been running bike-marking events. When house searches take place Police will check for marked property.

Action: 7a Inspector Jim to approach Helen and Karen about marking bikes at the Green Fayre.

8. **CEC ASB Team** – Attended by Team Leader Laura Woodrow-Hirst. No major updates. Market Area and Park remain key areas. No recent alerts. Not easy to catch in action, good CCTV footage helps. When people can be identified there is a clear action plan with regards to youth ASB.

9. **Street Pastors** - Linda, Congleton's Co-ordinator reported:

January to March the group supported 80 people, diffused 3 situations, Emotional Support for 10 people, removed 11 bottles or cans, swept up 8 lots of glass.

April to June - the group supported 94 people, diffused 3 situations, gave emotional support to 30 people, removed 27 bottles and cans and cleared up 3 lots of broken glass.

Members of PubWatch have a number to contact the Street Pastors. They have been going out 9 x per quarter.

10. **CCTV Updates** - Work booked in for the cameras in the Park.

Action 10.1 : Jackie to check what number shops and Street Pastors can use to make contact with CCTV when there is a person they are concerned about

Action 10.2 : Jackie to arrange visits to CCTV head-quarters for Richard, Susan, Rachel, Linda, Kay, Robert Douglas, Glen Williams

11. **Community Safety Charter** – regular checks and updates on the website

12. **ShopWatch** – Rachel covered with Shoplifting in the first section. Group is offering good support for each other. Two new members have just joined.

13. **AOB:** Question was raised about whether it would be possible to apply for a Public Space Protection Order for the Market area. Laura (CEC) confirmed that as most of the issues are youth related a PSPO would not be of any benefit and would not be granted by the courts. CEC has a robust way of dealing with youth ASB and effective CCTV in this area (which the new owners are planning to add) will help with deterring ASB.

14. **Date of Next Meeting Thursday 12 September 3pm– 4.30pm - Spencer Suite and Zoom option Finished 4.29pm**

Meeting notes from White Ribbon Group
28th May – 10 am

In attendance: R Walton (chair), K Wesley, Mike Wesley, Peter Munroe, David McGifford, Rachel MaCarthy< Nick Pimlott (Mentel)

1. Apologies

Were received from J Dakin, S Radcliffe, M Edwardson

2. Last minutes / Notes

Were approved by the group

3. Astbury School update

J Dakin and Yacob attended and a report sent to members of the group. The ambassadors were well received and pleased with the outcome of the event

4. Town Centre stalls

Looking to have a stall at the Pride event on the 20th of July - need to check on ambassador availability as some are already committed to helping and managing the event. Mentel expressed an interest in sharing a stall at future events.

5. Talking to men

Nick P provided an overview of the Mentel Service which is about creating space for all individuals and facilitating a controlled listening and sharing environment.

6. myCWA update on Congleton services

Funding has been withdrawn by CEC creating a shortage of £15-£20k to maintain current services in Congleton.

7. Video for WRD2024

Prickley Peach will be developing the promotional video in August 2024
Ambassadors to be approached about support messaging within the video.

8. AOB

Mayors Civic Parade – Flags and representatives from groups are welcome
Action Plan – Kay to update and hand it to Rachel

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community		
MEETING DATE AND TIME	29 August 2024 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	12 Committee Response to the CEC Library Consultation		
BACKGROUND INFORMATION	<p>Cheshire East Council is looking to save £615k on library services over the next two years. This is part of a larger medium-term financial strategy (MTFS) 2024-2028 where CEC is seeking to save £100 million over four years in order to prevent the Council from going into Section 114.</p> <p>Cheshire East Council is consulting on a draft strategy on how to deliver library services on less budget. The consultation closes on 15 September. A report will go to CEC Community and Environment Committee on 14 November for a final decision.</p> <p>Anyone can respond to the consultation which can be found at: https://cheshireeast.gov.uk/libraries/Libraries-strategy-consultation.aspx</p> <p>This paper seeks to see if:</p> <ol style="list-style-type: none"> 1. The Community Committee wishes to respond to the consultation and the proposals for Congleton Library 2. The Community Committee agrees with the way that CEC has graded the libraries 3. The Community Committee has any ideas it wishes to put forward to strengthen Congleton Library <p>Officers suggest that the Committee response should be in the form of a letter, rather than the standard survey, and should concentrate on Congleton's library's future rather than changes to other towns.</p>		
How the Strategy may impact on Congleton library	<p>Cheshire East Council proposes to divide the borough's libraries into three tiers. The tier allocated is based on core metrics (visitors, active users, issues), Library usage criteria (computer use, event attendance for adults, event attendance for children, registered users) and Public Health matters. (more details on the assessment matrix scoring can be downloaded via this link – CTC website)</p> <p>CEC supports 15 libraries. Congleton's metrics made it the fourth busiest library – after Crewe, Macclesfield and Nantwich- and puts us in Tier One Library Hubs along with the towns above and Wilmslow.</p> <p>Tier Two is proposed to consist of Alsager, Holmes Chapel, Knutsford, Poynton and Sandbach.</p> <p>Tier Three is proposed to be Alderley Edge, Bollington, Disley and Handford.</p> <p>The proposal is to call Tier One Libraries - Library Hubs, modelled on 'Community Hubs.' The focus will be on investment to maximise their potential as a hub. In addition to core</p>		

	<p>library services they are likely to offer free support around Employment, Skills and Education opportunities, personal finance, third-party community services and health services.</p> <p>Two town councils with larger libraries are already funding additional opening hours. The consultation at least implies that CEC will be looking to work with others on top-up funding and use of volunteers to provide access to some parts of services outside of 'staffed hours.'</p> <p>Officers initial thoughts, recommendations, observations and questions:</p> <ol style="list-style-type: none"> 1. Welcome the work that Cheshire East Library services have carried out in evaluating the services and commitment to providing library services. 2. Regret the position that the Borough Council is in that such drastic cuts are needed. 3. Approve the core principles: <ul style="list-style-type: none"> • Maintain the service offer for all and enhance it through the introduction of other complimentary council services focussed on enabling customers and public health and well-being - in locations where it is needed the most • Actively promote the service, increasing visitors and becoming more accessible to residents through the use of new technologies • Offer a library service delivered in partnership with local councils, communities and organisations with similar aims • Ensure that the service continues to be affordable for the residents of Cheshire East 4. In the previous consultation CTC expressed concerns about volunteers getting involved in core library roles. This is mentioned again in this consultation as a way of keeping library services operating. It appears to relate to tiers two and three. Does the Council wish to make a comment on this consultation? 5. Approve the assessment scoring matrix as a fair way to make a difficult decision. 6. Suggest in the scoring that they also consider, if they haven't already, accessibility of the libraries – in terms of transport networks and parking near the library and in terms of physical accessibility for the 16.2% of people with a disability. 7. Based on our knowledge of Congleton Library we wholeheartedly agree that Congleton Library should be a tier-one library. We are not aware of how the other libraries are used by their communities so would not want to comment on the suitability of their tier. 8. Emphasis that Congleton Town Council is keen to negotiate with CEC about further potential community use of the Congleton Library and see this service and building as fundamental for the vitality of the town. 9. Emphasis that Congleton is a rapidly growing key service centre, with the population in its immediate surrounds set to grow by almost 10,000. It is important to plan for the future and keep services local. 10. Contact has already been made to the Head of this service about the potential of CTC renting the ground floor of the library from CEC. This would include the toilet facilities which could, with some modifications, become formal public toilets
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	under the control of the town council. There has been no response to this proposal which would require some feasibility work. The basic principle would be we would pay a rent for the whole of the ground floor which would be additional income for CEC rather than contributing a sum of money with no additional benefit to the town.
Environmental Considerations	Providing local services in local hubs saves travel miles. Libraries are environmentally friendly with re-using resources.
Equality Considerations	Libraries are hubs for the community, servicing all ages and providing a safe and warm space for some of the people most in need in our community.
Financial Considerations	Conversations are ongoing at an officer level to understand the ask. This will be discussed at Business Planning and Budget Setting in September.
PROPOSAL	To respond to the Cheshire East Council consultation on the library strategy consultation using points 1-10 above, plus any additional points the committee wants included or points to exclude. Advice is sought on if you wish to respond to the point about volunteers working in libraries.

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community		
MEETING DATE AND TIME	29 August 2024 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	13 Annual Civic Awards Scheme		
BACKGROUND INFORMATION	<p>In Congleton, there are many individuals who volunteer their time and expertise for the good of their neighbours or the community or add social, cultural, economic or environmental value to our town.</p> <p>After COVID in 2021, the Town Council ran a 'community involvement' awards scheme to recognise those who had made a particular contribution to the community during this difficult time. This was very well-received by local people and a 'good news' story for Congleton.</p> <p>The Council resolution at the time was:</p> <p><i>"To introduce a Civic Award scheme starting with Community Involvement Awards for 2021. The development of the 2021 scheme will be delegated to the Chief Officer, Deputy Chief Officer, Mayor, Deputy Mayor and Chair of Community and Environment Committee with a report on the development of a larger scheme for 2022 to come back to Committee."</i></p> <p>This paper is the next step for this initiative. The Town Council has an opportunity to recognise local volunteers, celebrate their contributions, and encourage others to step up and volunteer for their community.</p> <p>Almost all the neighbouring towns (including Macclesfield, Sandbach, Alsager, Bollington, Poynton, Wilmslow, Knutsford) have ongoing annual Civic Awards schemes (sometimes called the Mayor's Awards, Town Awards or Community Awards) that recognise significant contributions from local people.</p> <p>The awards are presented at the Town Meeting or on Civic Sunday, or sometimes at a specific Awards Evening Event.</p> <p>The awards presented in other towns are divided into categories and are all based on public nomination and decided by a small judging panel.</p>		
THIS PROPOSAL	<p>Congleton Town Council should introduce an annual Civic Awards Scheme.</p> <p>This scheme should be designed by a small team consisting of the Mayor, Deputy Mayor and Chairs of the Community and Environment Committees, supported by the Chief Officer and Deputy Chief Officer.</p>		

	<p>It is expected that this same team will become the judging panel for the first awards, although they may suggest other judges based on the scheme's design.</p> <p>The team should:</p> <ol style="list-style-type: none"> 1. Decide on a proposed name for the scheme 2. Come up with a list of categories, and how many awards should be possible per category. <p>Some examples might be (inspired by categories used in other towns):</p> <ul style="list-style-type: none"> • Community Volunteer • Good Neighbour • Young Volunteer • Sport and Leisure • Art and Culture • Environment • Diversity and Inclusion • Town Ambassador • Pride of the Town • Lifetime Achievement <ol style="list-style-type: none"> 3. Agree on the prize to be awarded (certificate and lapel badge are typical) 4. Design the nomination form and judging criteria for the awards. 5. Agree on how the awards will be presented – suggest at the Annual Town Meeting in early May. 6. Draft a Civic Awards Scheme Policy to include all of the above. 7. Present the Policy to full Council in October for ratification. <p>Note: there are a good number of policies and documents about neighbouring towns' schemes that CTC can draw from in designing our own scheme.</p>
Environmental Considerations	An Annual Civic Awards scheme would include rewarding local people for their environmental projects and contributions, and highlight the importance of this work. The team can propose what award categories will cover this. Any prizes should be made with sustainable materials.
Equality Considerations	The Annual Civic Awards will help reward those who support the more vulnerable in our community, which will promote equality. In addition, there could be particular award(s) for people who work to improve equality, diversity and inclusion. These awards should encourage more people to come forward and volunteer which is good for our community overall.
Financial Considerations	Estimated budget of £500 to cover promotion and production of award certificates and commemorative badges, plus light refreshments at the awards ceremony. To be confirmed and presented for approval when the scheme has been designed.
PROPOSAL	That the Chief Officer/Deputy Chief Officer works with the Mayor, Deputy Mayor and Chairs of Community and Environment to help design the Annual Civic Awards Scheme and present this as a Policy for approval at the next Full Council meeting.

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community		
MEETING DATE AND TIME	29 August 2024 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Deputy Chief Officer		
AGENDA ITEM REPORT TITLE	14 Congleton Town Crier Update Paper – for discussion and noting		
BACKGROUND INFORMATION	<p>This paper is to update the Committee on the recruitment of a Town Crier for Congleton.</p> <p><i>CO08/2324 resolved to appoint Cllr Suzy Firkin to be part of a small task and finish group with officers tasked with leading on the appointment of the Town Crier. A volunteer agreement was attached to the paper.</i></p> <p>As agreed previously, this is a voluntary role, part of Congleton’s rich tradition. The article in Bear Necessities has already attracted interest and the role has been further promoted to ensure knowledge of the post. We have also taken guidance from other towns that have recently been through the process.</p> <p>We are accepting applications until 24 September. Those shortlisted will be asked to perform a public cry at the Green Fayre on Saturday 29 September. We will then be in a position to offer the role.</p> <p>It is expected that the Town Council will need to:</p> <ul style="list-style-type: none"> • Provide the outfit. We have one Town Crier outfit, but there is no guarantee that it will fit the appointed person. A local talented costume maker has agreed to help with creating the outfit – but it is still expected to require a budget of around £400. • Pay the Town Crier for out-of-pocket expenses when carrying out approved Civic events on behalf of the Town Council • Add the role of voluntary Town Crier to our annual insurance. We have been advised that there is no additional charge for this. • Arrange membership of the Ancient and Honourable Guild of Town Criers and expenses to attend a regional and national competition if the Crier wishes to do so. <p>These costs will be met from the Community Development budget for this year and will need to be added to the Civic Budget in the future.</p>		
Environmental Considerations	The Town Council will re-use the costume if possible, or if not make best use of local skills to adapt a uniform befitting of the Town Crier.		

Equality Considerations	We aim to be as inclusive as possible in the recruitment. We are encouraging applications from people of all races, religions, genders, sexual orientations and gender identities, as well as individuals with a disability or neurodiversity.
Financial Considerations	There will be some costs associated with this role, particularly in the first year if a new outfit is required, but believe this can be met within current budgets.
PROPOSAL	As the recruitment of this post was agreed at a previous Community Committee this paper is for any questions and noting.



Please return completed forms to info@congleton-tc.gov.uk marked **Town Crier Application**

Congleton Town Crier - Terms & Conditions

- *It is desirable that applicants possess the following:*
 - *Strong ties to Congleton*
 - *Knowledge of Congleton (or ability to source information)*
 - *Full drivers licence or ability to get to locations independently*
 - *Ability to project voice*
 - *Outgoing personality*
- *All applicants must complete the application form. Congleton Town Council aims to be as inclusive as possible and encourages nominations from people of all races, religions, genders, sexual orientations and gender identities, as well as individuals with a disability or neurodiversity.*
- *Shortlisted applicants will be provided with a Cry for public performance at the Green Fayre on Saturday 29 September. The decision made by the appointed judging panel at this event will be final.*
- *The successful applicant is encouraged to become a member of the Ancient and Honourable Guild of Town Criers (information will be provided) and obtain support and guidance relating to the ancient calling and in order to maintain the highest standards of conduct and dress code.*
- *You are responsible for producing a relevant and suitable cry for each engagement. Guidance on theme and word count is provided by the event organiser (circa 100-125 words). Cries must be non-political, non-religious and in good taste; in the spirit of the role.*
- *All items of uniform purchased by the Town Council for the successful applicant will remain property of Congleton Town Council and must be returned at the end of appointment.*
- *The appointee represents Congleton and must maintain a high standard of appropriate behaviour and courtesy during attendance and participation at competitions.*
- *In discussion with the Council's Chief Officer, you will be asked to diarise and attend various local Civic and Community events.*
- *You will maintain your own diary of events and activities.*
- *The position is included within Congleton Town Council's Public Liability Insurance.*
- *The post is unpaid however the post holder will be able to claim expenses for travel and out of pocket expenses in line with the Council's employee handbook.*
- *Any person found by the Town Council to be in breach of the above conditions, or considered to have brought the position into disrepute, will be immediately removed from the role of Congleton Town Crier.*

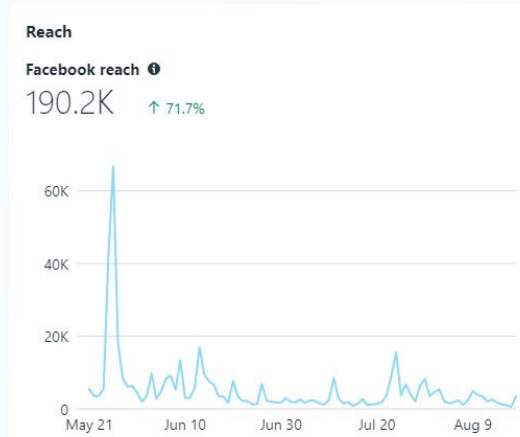


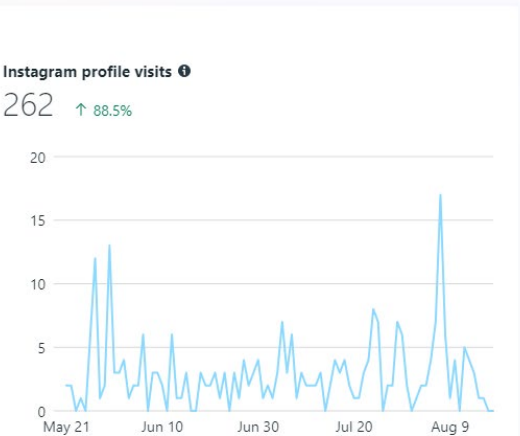


Congleton Town Council, Town Hall, High Street, Congleton, Cheshire CW12 1BN

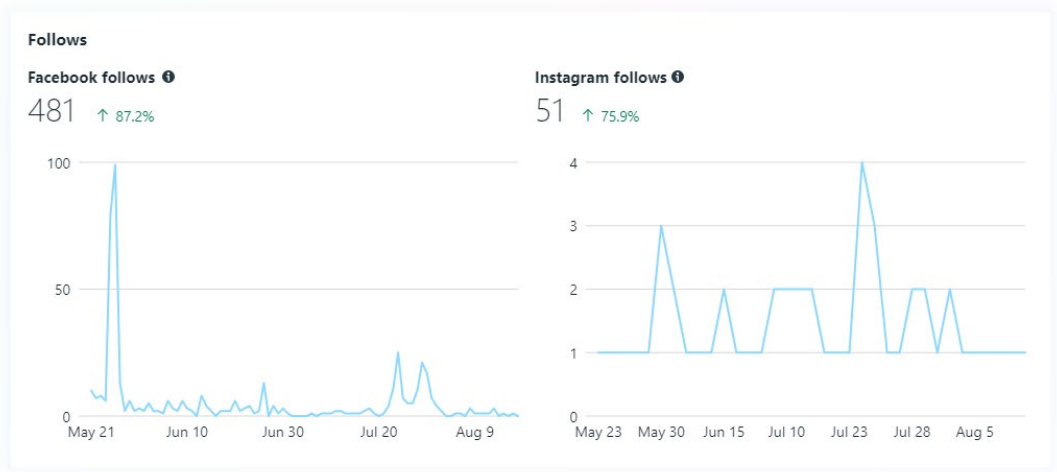
Tel: 01260 270350

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

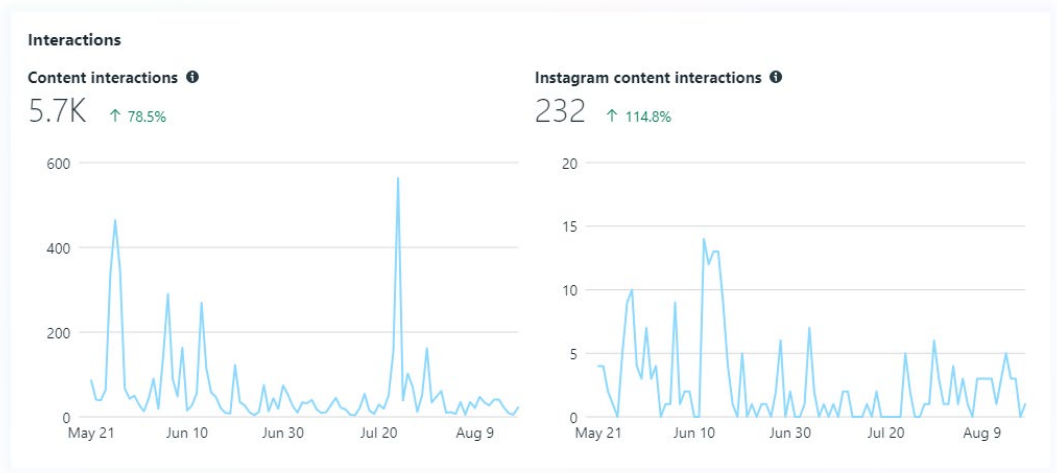
CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	29 August 2024 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Debbie Coxon, Marketing and Communications Officer		
AGENDA ITEM	15		
REPORT TITLE	Communications Update		
Background	This paper has been prepared to give committee members an update on the communications activities that took place over the last 90 days (21 May – 18 Aug)		
Details	<p>Social Media Overview</p> <p>Facebook Followers: 5.4K Instagram Followers: 1.1K Twitter: 3.5K</p> <p>Performance Overview</p> <p>Reach: 190.2K +71.7%</p> <div>   </div> <p>Visits: 16.9K +108.7%</p> <div>   </div>		

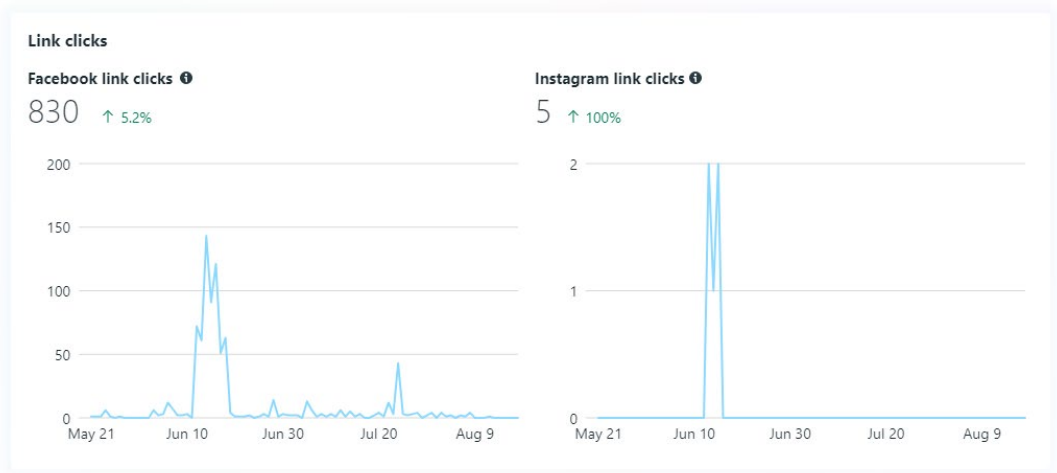
Follows: 481 +87.2



Content Interactions: 5.7K +78.5%



Link Clicks: 830 +5.2%



Social media posts issued (excluding shared posts): **397 +34.6%**

Top 5 Posts:

24 July – Paddling Pool reopen (after toilet blockage)

Reach: 16.6K, Likes: 165, Comments: 128, Shares: 50

23 July – Join the drumming workshop (first Play Day)

Reach: 9K, Likes: 50, Comments: 15, Shares: 10

26 July – Notice that the Pool will be closed for Ruby’s SEND session

Reach: 8.5K, Likes: 74, Comments: 17, Shares: 7

11 July – Paddling Pool closed due to bad weather

Reach: 8.4K, Likes: 12, Comments: 13, Shares: 2

8 Aug - In Bloom Town Tidy ready for judging day

Reach: 7.2K, Likes: 33, Comments: 1, Shares: 5

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

- 17 July – Co-Creation workshop held. Attended by 10 members of the public.
- Thrive working on the new structure & visuals – managed by Cathy Dean.
- Co-Creation follow-up workshop planned for 30 August

Key Statistics for the website:

Views: 28K, Users: 11,700, Views per user: 2 pages, Av engagement time: 52sec

Organic searches (**9.7K visits**) continue to generate the highest traffic, via search engines such as google/bing etc.

Top 10 pages (largest numbers of visits)

Page	Views	Users	Eng Time (s)
Discover Cong/Paddling Pool	6687	4236	28
Home Page	2445	1023	36
Paddling Pool FAQ	2437	1763	33

Events/What's On	1010	781	30
Committee Meet	481	79	46
Meet the Cllrs	457	254	71
Shopping in Cong	455	351	24
Discover Cong/What's On	435	338	23
Town Hall/What's On	366	252	22
Contact Us	341	249	67

Users by City: the paddling pool is attracting a high proportion of out of town visitors, and featured in a national newspaper (The Sun). Possibly reflected in these figures.

City	Users (K)
London	3.5
Congleton	1.2
S-O-T	838
Manchester	496
Macc	353

Devices used:

Mobile	9.3K
Desktop	2K
Tablet	270

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.

Key Events

9 June: Food & Drink Festival

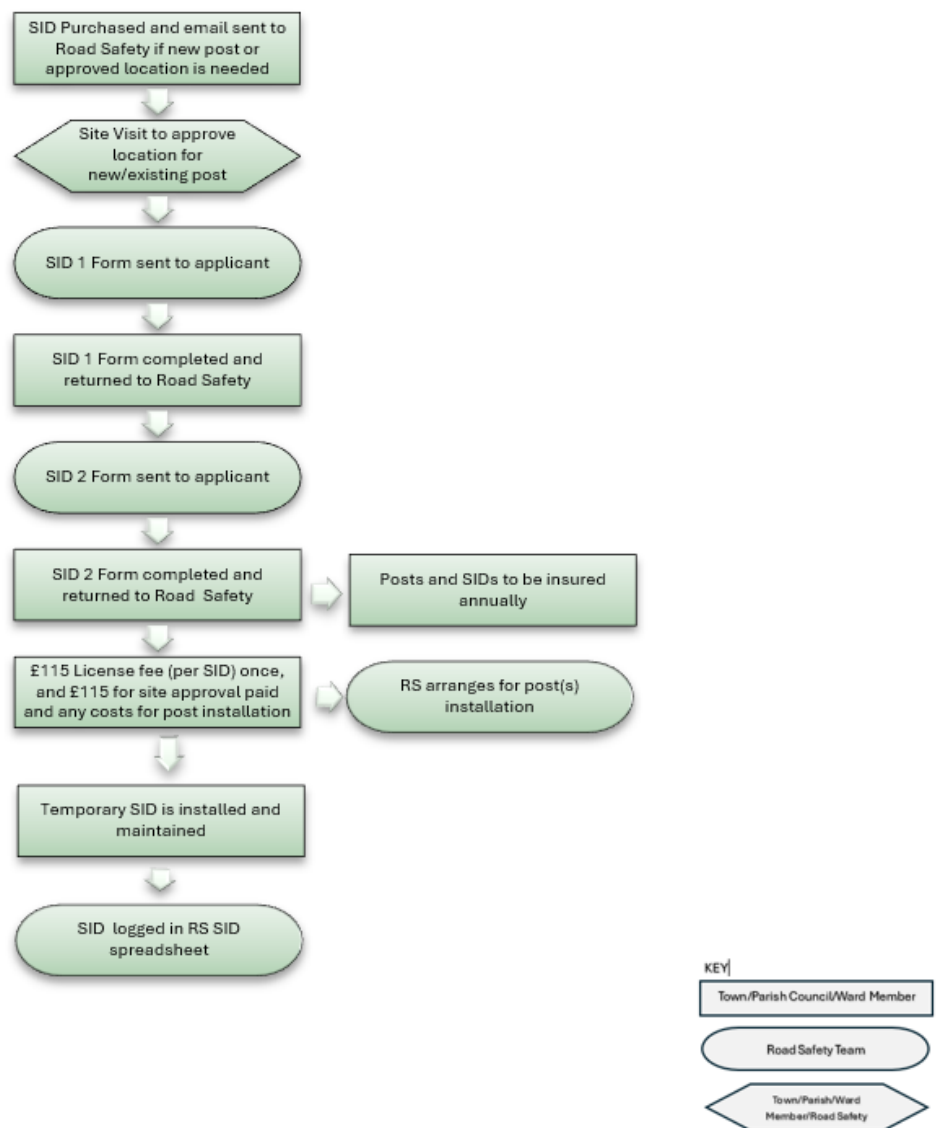
7 July: In Bloom's community event for the 60th anniversary of the RHS

	<p>20 July: Congleton Pride</p> <p>23 July: Summer Play Days x 6 in the town centre</p> <p>28 July: Love Parks Week (Scavenger Hunt & quiz in the park)</p> <p>14 Aug: In Bloom Judging</p> <p>New publications:</p> <ul style="list-style-type: none"> • Annual Report • Bear Necessities (Summer 2024) <p>Press Releases – 15</p> <p>Radio Interviews - 5</p> <p>Editorial - Effective Directories, June - Aug (circl. 11k)</p>
Proposal	For Councillors to note the report and for the officer team to take on board suggestions and recommendations from Councillors.
Financial Implications	Work is delivered within the annual budgets set by the Town Council
Environmental Implications	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.
Inclusivity Diversity Impact	The team uses different channels and communication tools to meet different audiences.
Decision Required	That Councillors note this report.

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community Committee		
MEETING DATE AND TIME	29 August 2024 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Jackie MacArthur – Communities and Marketing Manager and DCO		
AGENDA ITEM REPORT TITLE	16 Speed Indication Device		
Summary	<p>The Town Council has received several requests from people wanting Speed Indication Devices (SIDs) fitted on their roads. Although Road Safety is a Cheshire East function, and speeding is a criminal offence dealt with by the Police, the requests find their way to Town and Parish Councils.</p> <p>The Town Council does not currently own any working Speed Indication Devices and those in existence in Congleton are owned by CEC (Park Lane, Padgbury Road, Biddulph Road, Leek Road, Sandbach Road).</p> <p>Speed Indication Devices are effective in warning drivers about their speed and usually result in drivers slowing down.</p> <p>The cost of purchasing a solar-operated device is around £3.5k. Gaining a suitable site with a power source is not practicable, which means that a solar-operated device is best. CEC Highways will charge £115 for a licence for the SID, and £115 for a consultation if the SID is to be relocated. CTC would be responsible for attaching the device and for insuring the device and the post. – see chart on the reverse of this paper.</p> <p>Road Safety is dealt with by this committee under the terms of reference and the purpose of this paper is to alert Councillors to the demand for SIDs and to seek guidance from the committee about whether the provision of SID cameras is something that they would like to see added to the business planning and budget setting. We do not currently have a budget for Speed Indication Devices. We have £1,000 in the Crime Prevention budget on top of the cost of paying for the CCTV cameras around the town to be monitored. Purchasing SIDs would be a capital expenditure, but this budget is also under pressure.</p>		
Next Steps	For Councillors to consider if we should be making budget provisions for adding Speed Indication Devices around Congleton.		
Financial Implications	Each camera is going to cost around £3.5k to purchase, with costs of around £500 assuming it is moved 4 times a year.		
Environmental Implications	The device would be solar-powered, but there will still be a carbon cost for the manufacturer and movement.		
Equality and Diversity	The product is aimed at reducing speeds, which has positive benefits for all sectors of our community, but especially for pedestrians and cyclists.		
Decision Requested	A view on whether Speed Indication Devices should be added to budget and business planning.		



Cheshire East Council's flow chart for managing Speed Indication Devices. (April 2024)

CONGLETON TOWN COUNCIL
COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Community		
MEETING DATE AND TIME	29th August 2024 7 pm	LOCATION	Congleton Town Hall
REPORT FROM	Town Centre and Events Officer		
AGENDA ITEM REPORT TITLE	17 Mayor's Retail and Hospitality Service Awards		
PROPOSAL	<p>This paper is to seek approval to introduce a Congleton Mayor's Retail Award and a Mayor's Hospitality Award. These would be awards that the Mayor, on behalf of the Town Council would give to businesses in recognition of their long-standing commitment to the town.</p> <p>It is proposed that a certificate and window sticker should be issued to recognise 5, 10, 15, 20, 30, 40, 50, 75 and 100+ years of service in Congleton.</p> <p>It would be for residents/workers/owners to nominate businesses with proof that they have existed for the time stated.</p> <p>Congleton in the Year 2000, a snap-shot at the Millenium can be used to help collaborate information about businesses in operation 25 years ago.</p> <p>It is designed to recognise the business's commitment to the town, create good news stories about the High Street and instil community pride.</p> <p>The awards would be presented to the shops by the Mayor. Applications will be received and validated via the Town Centre and Events Officer and a record of awards kept which will be reported to the committee for information.</p> <p>Such schemes have worked well in other towns.</p>		
Environmental Considerations	Stickers and certificates will be produced using recyclable materials where possible. There are minimal carbon footprint implications. The Town Council encourages local businesses to make a positive contribution to the environment, where possible.		
Equality Considerations	The Town Council encourages local businesses to make a positive contribution to inclusion and community wellbeing, where possible.		
Financial Considerations	Certificates will be produced in-house and the cost of the window stickers can be met within current budgets.		
PROPOSAL	That the Committee approves the introduction of a Congleton Mayor's Retail Awards and Congleton Mayor's Hospitality awards		