

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270 756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

28th November 2023

To: Members of Crewe Town Council

Dear Councillor,

You are summoned to attend the meeting of **Full Council** to be held at 6:00pm on Tuesday 5th December 2023. The meeting will be held at the **Crewe Town Council offices, 1 Chantry Court, Crewe, CW1 2DL**.

In the interests of maintaining safety, adherence to guidance and to facilitate appropriate public access, the meeting will be recorded and shared on the Crewe Town Council youtube.com channel.

Yours sincerely,

Peter Turner
Town Clerk

Agenda

The meeting may be opened with an update from the Mayor on their civic engagements.

- 1** To receive apologies for absence
- 2** To note declarations of Members' interests
- 3** To confirm and sign the minutes of the Crewe Town Council Meeting held on 26th September 2023
- 4** Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items. Any member of the public wishing to participate should email support@crewetowncouncil.gov.uk by 4.00 p.m. on the day of the meeting, providing their name, email address and an indication of the subject of their question or comment. Alternatively, your comments or questions can be submitted in advance and read to the committee at the meeting by the clerk.

Attendance at the meeting in person is permitted, but space is limited. Please feel free to contact the office to discuss this in more detail if you would like to.

5. To receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 26th September 2023:-

a) Committee: Finance and Governance

Chair: Cllr Jill Rhodes

Meeting held: 31st November 2023

Items for consideration:

- i. That the reviewed governance documents (Bring Your Own device (BYOD) Policy, Child Protection & Vulnerable Persons Safeguarding Policy, Customer Care Policy & Complaints Code, Crewe Friendship & Twinning Policy, General Privacy Notice) are recommended for adoption

b) Committee: Operations and Improvement

Chair: Cllr Jamie Messent

Meetings held: 3rd October 2023

Items for consideration:

None

c) Committee: Marketing and Events

Chair: Cllr Martin Edwards

Meetings held: 6th November 2023

Items for consideration:

- i. That £20,000 allocation of 23/24 strategic events budget for bringing the Anti-Violence Bee to Crewe in May 2024 is recommended to Council for approval.
- ii. That an allocation of £30,000 of 23/24 Strategic events budget is recommended to Council to sponsor Krazy Racers bringing a soapbox derby to Crewe in July 2024 to celebrate Crewe day.

d) Committee: Planning

Chair: Cllr John Rhodes

Meetings held: 16th October & 20th November 2023

Items for consideration:

None

e) Committee: Community Plan

Chair: Cllr Dawn Clark

Meetings held: None

f) Committee: Personnel

Chair: Cllr Jill Rhodes

Meetings held: None

- 6.** To note any updates from members having attended external meetings
- 7.** To note, consider and approve payments between 1/04/2023 and 31/08/2023 as per governance to the value of £123,487.31, as recommended by the Finance & Governance Committee.
- 8.** To note the spend to date (to 31st October 2023) financial report
- 9.** To consider the draft council budget and to set the precept requirement for financial year 2024/25, as recommended by the Finance & Governance Committee
- 10.** To note the UKSPF grants update and approve the associated spend, as recommended by the Finance & Governance Committee.
- 11.** Member Items
 - 11.1 Cllr Simon Yates – Crewe Town Council’s role in town centre regeneration
- 12.** To note the date of the next meeting of Council – 26th March 2024

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MINUTES of the meeting held on 26th September 2023

In attendance: Cllr Joy Bratherton Cllr Dawn Clark Cllr Alan Coiley
 Cllr Martin Edwards Cllr Irene Faseyi Cllr Sally Graham
 Cllr Lena Hogben Cllr Steve Hogben Cllr Marilyn Houston
 Cllr Stuart Mackay Cllr Toni Mortimer Cllr Kev Murray
 Cllr Jill Rhodes Cllr John Rhodes Cllr Ben Wye

The meeting may be opened with an update from the Mayor on their civic engagements.

23/CTC/3/1 To receive apologies for absence
Cllrs Dennis Straine-Francis, Simon Yates, Clair Chapman, Jamie Messent, James Pratt

23/CTC/3/2 To note declarations of Members' interests
None

23/CTC/3/3 To confirm and sign the minutes of the Crewe Town Council Meeting held on 13th June 2023
RESOLVED: That the minutes are approved as a true record of the meeting

23/CTC/3/4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items.

Received via email:

Now that the Heritage Wall is on view to the public, what is the Town Council's opinion of the finished artwork?

It was clarified by the chair that the consultation provided the opportunity for all members to submit their individual comments and that Crewe Town Council had not sought a corporate position on this. Cllr Houston commented that having recently passed the installation whilst on the bus that their opinion of the heritage wall was positive.

Agenda Item 3

23/CTC/3/5. To receive updates from Committee Chairs in relation to meetings held since the Crewe Town Council meeting on 13th June 2023:-

a. Committee: Finance and Governance

Chair: Cllr Jill Rhodes

Meeting held: 12th September 2023

Items for consideration:

- i. That the reviewed governance documents (Document Management Policy; Emergency Plan; Personal Data Breach Policy; Equal Opportunities and Diversity policy; Councillor Code of Conduct; Sponsorship Policy; Treasury Management Policy) are recommended for adoption

RESOLVED: That the governance documents are approved and adopted

b. Committee: Operations and Improvement

Chair: Cllr Jamie Messent

Meetings held: 18th July 2023

Items for consideration:

None

c. Committee: Marketing and Events

Chair: Cllr Martin Edwards

Meetings held: 12th June and 11th September 2023

Items for consideration:

- i. That the provision of an Ear Marked Reserve (EMR) is established to build a fund for the purposes of developing and delivering Crewe Bicentennial events and activities.

RESOLVED: That the provision of an EMR for the purposes of delivering Crewe Bicentennial events and activities is established and this is included in the budget setting process annually up until delivery.

d. Committee: Planning

Chair: Cllr John Rhodes

Meetings held: 26th June, 24th July and 18th September 2023

Items for consideration:

None

e. Committee: Community Plan

Chair: Cllr Dawn Clark

Meetings held: 5th September 2023

Items for consideration:

- i. That the Grants Guidance Policy is recommended to Council for adoption

RESOLVED: That the Grants Guidance Policy is adopted

f. Committee: Personnel

Chair: Cllr Jill Rhodes

Meetings held: 4th September 2023

Items for consideration:

None

Agenda Item 3

- 23/CTC/3/6.** To note any updates from members having attended external meetings
None
- 23/CTC/3/7.** To note, consider and approve payments between 1/04/2023 and 31/08/2023 as per governance to the value of £297,602.02
RESOLVED: That the spend to date of £297,602.02 is approved
- 23/CTC/3/8.** To consider the adoption of the Corporate Strategy 2024-2028 as recommended by Finance & Governance Committee
RESOLVED: That the Corporate Strategy 2024-2028 is approved and adopted.
- 23/CTC/3/9.** To consider the adoption of the Medium Term Financial Plan 2024-2028 as recommended by Finance & Governance Committee
RESOLVED: That the Medium Term Financial Plan 2024-2028 is approved and adopted.
- 23/CTC/3/10.** To consider the budget setting process for financial year 2024/25, as recommended by the Finance & Governance Committee
The process and progress was agreed
- 23/CTC/3/11.** To receive and approve the successful completion of external audit – Annual Governance and Accountability Return (AGAR) 2022/23
RESOLVED: That the completion of the external audit – Annual Governance and Accountability Return (AGAR) 2022/23 is approved.
- 23/CTC/3/12.** To note the date of the next meeting of Council – 5th December 2023 at 6pm

Meeting closed at 6.24pm

Chair Cllr Dawn Clark
Clerk P Turner

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Submitted public question:

I would like to ask the following question to the council members relating to Active Travel in Crewe.

“What does the council think about the current state of cycling provisions in Crewe, and is there scope to make cycling safer?”

In mid-July 2023 I decided to take my car off the road via SORN and take up cycling. In that time, I have cycled nearly 300 kilometres around Crewe. I am 23 years old and a relatively fit male. This is an account of the state of cycling in Crewe and examples of dangerous driving between July 2023 and November 2023. These seven examples below demonstrate how unsafe cycling in Crewe is, and how dangerous some drivers choose to behave around vulnerable road users. In the context of the climate crisis, and the need to get more people out of cars and using active travel, it shows how far we need to go in order to make that happen. I am a relatively confident cyclist, so clearly people who are less confident are extremely unlikely to try cycling when this is the current experience:

- Cycling along Laidon Avenue towards Crewe Road, a female driver overtook me on the blind bend opposite Merrivale Road. This caused the driver coming in the opposite direction to perform an emergency stop, and for the female driver overtaking me to pull into my lane nearly hitting me.
- Cycling along Fuller Drive towards the junction at Laidon Avenue, I was close passed and overtaken by a male van driver as we were both approaching the junction. The driver was so close I could have touched the van with my arm. The van driver shouted out of the window that I shouldn't have been in the “middle of the road”, despite the fact I was approaching the junction and intending to turn right.
- Cycling along Broadleigh Way towards Fuller Drive a female driver overtook me on the blind bend near Melford Close, only to pull across back into the lane, break, and pull into their house. This caused me to have to stop and was a completely unnecessary manoeuvre disrupting my cycling flow.
- Cycling along Ernest Street towards the crossroads with Bedford St, I was cycling in the middle of the lane as there were parked cars either side. As I approached and stopped at the crossroads, a male driver pulled out from behind me, stopped on the wrong side of the road at the crossroads alongside me, and then shouted “cyclists should be on the left” and then pulled across the crossroads in front of me.
- Cycling along the cycle route along Mill Street towards the crossroads with Crewe Road, a male driver rolled his window down and shouted “it is illegal to cycle on the pavement” despite this being a cycle route.
- Cycling Vernon Way approaching the roundabout intending to turn down Mill Street, a male driver close passed me at the pinch point as you turn into Mill Street.

Agenda Item 4

- Cycling Vernon Way approaching the roundabout intending to turn down Mill Street, a male driver approached from behind me, drove into the right lane for crossing the roundabout to join the A5078, and then overtook me on the roundabout, cutting me off and close passing me by turning into Mill Street. I was in the left lane at the roundabout intending to turn down Mill Street.

I would appreciate if one or some of these examples could be highlighted as part of the question

[via email – contact information supplied]



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MINUTES Finance & Governance Committee 21 11 2023

In attendance: Cllr Dawn Clark Cllr Steve Hogben Cllr Toni Mortimer
Cllr Kevin Murray Cllr Jill Rhodes Cllr John Rhodes
Cllr Dennis Straine-Francis

- 1 To receive apologies for absence
Cllr Jamie Messent
- 2 To note declarations of Members' interests
Cllr Murray declared a non-pecuniary interest in agenda item 8 as a member of the Crewe Heritage Trust
- 3 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 12th September 2023
RESOLVED: That the minutes are approved as a true record of the meeting
- 4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items.

None
- 5 To review the year to date financial position for Crewe Town Council
Noted
- 6 To Consider and approve payments to date for recommendation to council between 01/09/2023 and 31/10/2023 To the value of £123,487.31
RESOLVED: That the payments are approved and recommended to council
- 7 To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 7.1 Bring Your Own device (BYOD) Policy
 - 7.2 Child Protection & Vulnerable Persons Safeguarding Policy
 - 7.3 Customer Care Policy & Complaints Code
 - 7.4 Crewe Friendship & Twinning Policy
 - 7.5 General Privacy Notice

RESOLVED: That the policies are reviewed and that those amended are recommended to council for approval

Agenda Item 5.a

8 To note the UKSPF grants update

RESOLVED:

- i. That the spend associated with the funding is recommended to council for approval
- ii. That the need to defray payment prior to applying for the funding draw down is noted.
- iii. That, should any additional funding associated with the projects be made available, it is recommended to council that it is accepted and delivered as per the submitted associated project profile

9 To review the current committee structure

RESOLVED: That a draft structure is agreed for broader engagement with members and officers

10 To review the budget setting update for financial year 2024/25 and make recommendation to council for adoption

RESOLVED: That the draft budget (v9) for 2024/25, having followed the budget setting process, is recommended to council for approval of the associate precept requirement

11 To note the proposed date of the next meeting Tuesday 16th January 2024 at 6pm.

Meeting closed at 6.57pm

Chair Cllr Jill Rhodes

Clerk P Turner

CREWE TOWN COUNCIL BRING YOUR OWN DEVICE (BYOD) POLICY

Agenda Item 5.a.i

Adopted by Council: 15th December 2020

Planned Review Date: ~~December 2022~~ March 2025

Introduction

Crewe Town Council ~~grants-permits~~ Councillors ~~and Officers~~ the use their own smartphones and tablets of their choosing for council business.

This policy is intended to protect the security and integrity of personal data controlled and processed by Crewe Town Council.

Crewe Town Council reserves the right to revoke this ~~privilege-permission~~ if Councillors and Officers do not abide by the policies and procedures outlined below.

Crewe Town Council Councillors ~~and Officers~~ must agree to the terms and conditions set forth in this Bring Your Own Device (BYOD) policy in order to be able to connect their devices to the company network.

Crewe Town Council officers are provided with digital devices solely for the purposes of their work. Use of private devices for processing council data and work is not permitted.

Devices and Support

- Smartphones including iPhone, Android, Blackberry and Windows phones are allowed
- Tablets including iPad and Android are allowed
- Laptops are allowed
- Connectivity issues may be supported by Crewe Town Council contracted ICT services but this will be on a case by case basis. In the first instance the connectivity issue should be reported to the Clerk
- The device manufacturer or their carrier should be contacted for operating system or hardware related issues.

Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the company council network.
- Passwords must be at least six characters and a combination of upper- and lower-case letters with at least a one number and a one symbol.
- Passwords must be kept confidential and must not be shared with family members or third parties.
- Passwords must be changed if it is disclosed to another person or discovered.
- Devices must be encrypted
- The device must lock itself with a password or PIN if it's idle for five minutes.
- Home Wi-Fi networks must be encrypted. Caution must be exercised when using public Wi-Fi networks as public Wi-Fi networks may not be secure.
- Public data backup and transfer services (eg Dropbox, Google Drive); must not be used
- Data must only be stored on internal memory, never on a removable memory cards
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.
- All data relating to Crewe Town Council will be erased at the end of a Councillor's term or in the case of an Officer at the end of his or her employment.
- All data relating to Crewe Town Council will be erased if there is a personal data breach
- All data relating to Crewe Town Council will be erased if there is a virus or similar threat to the security of data.

- Care must be taken to avoid using approved devices in a manner which could pose a risk to confidentiality, whether by clicking on links in suspicious emails, accessing potentially harmful websites, using potentially harmful application software, using Wi-Fi facilities in public places (e.g. coffee shops or airports), or otherwise. Some apps for smartphones and tablets may be capable of accessing sensitive information.

Risks/Liabilities/Disclaimers

- Lost or stolen devices must be reported to Crewe Town Council within 24 hours. Councillors ~~and officers~~ are responsible for notifying their mobile carrier immediately upon loss of a device.
- Councillors (and officers) to adhere to the Crewe Town Council's BYOD policy as outlined above.
- Councillors and officers are personally liable for all costs associated with ~~his or her~~their device.
- Crewe Town Council reserves the right to take appropriate disciplinary action (up to and including termination of employment for officers) for noncompliance with this policy.

CREWE TOWN COUNCIL CHILD PROTECTION AND VULNERABLE PERSONS SAFEGUARDING POLICY

Adopted by Council: 19th November 2019
Planned Review Date: ~~November 2022~~ March 2025

Introduction

Crewe Town Council is committed to ensuring that all employees, volunteers, service users, clients and visitors are safeguarded in line with the provisions of the Working Together 2014 of the Care Act 2014 and the Mental Capacity Act 2005 (PHSA 3.1, 3.7)

Safeguarding means protecting an individual's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that an individual's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action

It must be recognised that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances. People have complex lives and being safe is only one of the things they want for themselves

1. Scope of the Policy and Procedure

The aim of this policy and procedure is to ensure:-

- the safety of adults at risk by outlining clear procedures and
- that all employees, volunteers, service users, clients and visitors within Crewe Town Council are clear about their responsibilities and are trained adequately
- service plans consider the need to safeguard adults at risk (PHSA 2.4)

2. Definition of Adult at Risk

An adult at risk is a person aged 18 or over; who:-

- has needs for care and support (whether or not the local authority is meeting any of those needs), and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect ~~himself or herself~~ themselves against the abuse or neglect or the risk of it

This may include a person who:-

- is an older person who is frail due to ill health, physical disability or cognitive impairment;
- has a learning disability;
- has a physical disability and / or a sensory impairment / or communication difficulty ~~i.e.g.~~ autism;
- has mental health needs including dementia or a personality disorder;
- has a long-term illness / condition;
- misuses substances or alcohol;
- lacks capacity to make specific decisions ~~to make particular decisions~~;

Within the services provided by Crewe Town Council, adults at risk could be present in any group or session, at any time so this safeguarding policy statement is applicable throughout all of Crewe Town Council activities and provision. In the case of suspected abuse initially staff, trustees or volunteers should raise an alert and submit this to the named Safeguarding Lead who will contact the Cheshire East Adult Social Care see below, and other authorities as applicable. (PHSA 4.3)

What is abuse?

Abuse of an adult can take many forms. Abuse is a violation of an individual's human and civil rights by any other person or persons. It can take a variety of forms and can be both overt and covert. The following list is not exhaustive, but is illustrative of the kinds of abuse that might be experienced:-

- Physical (including Female Genital Mutilation and Honour Based Violence)
- Domestic Abuse
- Psychological
- Sexual abuse
- Financial or material abuse
- Modern Slavery and Human Trafficking
- Neglect and Acts of Omission
- Discrimination abuse
- Organisational abuse
- Self-Neglect
- Deprivation Of Liberty

3. Standards

(a) Crewe Town Council staff and contractors (*PHSA 2.3*) are required to:-

- Where appropriate and required by regulations have a Disclosure and Barring Service (DBS) check when they commence employment. Where this has not been undertaken staff will not be allowed to work with adults unless supervised by a member of staff who has had a clear DBS check. (*PHSA 7.2*).
- Demonstrate respect for all service users as individuals in all matters.
- Reflect on their own approach and style, recognising the inherent power their position bestows.
- Undertake relevant training in safeguarding, disclosure and diversity matters. Ask a senior member of staff if they have any uncertainties about how to deal with a specific service user. (*PHSA 7.1*).
- Ensure that all service users experience a suitable and supportive environment to encourage service user disclosure of any issues which might affect the way in which they should be treated.
- Ensure all service users are aware of our Equality and Diversity policy and that they know how to complain if they become victims of harassment bullying, unfair treatment or harassment.
- Ensure a diverse range of services and training that is sensitive to difference.
- Invite and encourage constructive feedback from service users about standards and styles of behaviour and promote an open and honest culture of respect for diversity.
- Deal with complaints of abuse, unfair treatment or harassment and bullying promptly, sensitively, confidentially and in accordance with procedures.
- Ensure that all persons working for or providing services to Crewe Town Council are provided with a briefing on these safeguarding policies and procedures before any work is undertaken or any services delivered.
- Report any incidents immediately to any relevant partners or commissioners.

(b) Service users, clients, volunteers and visitors are required to:-

- Help prevent inappropriate behaviour by challenging and reporting behaviour that appears to be causing distress to others.
- Support an open, constructive environment within which diversity is valued positively.

(c) Dealing with claims of abuse perpetrated by internal members of staff

This Policy makes it clear how staff are expected to perform when dealing with all service users including adults at risk. It specifically ensures that claims made of abuse by internal staff will be investigated and dealt with.

4. Safeguarding Lead

The details of the named contact for Crewe Town Council is the Town Clerk

The named person will have full awareness of the policy and procedures guidelines and have attended training on safeguarding endorsed by the local Safeguarding Board.

The named contact will be a single point of contact for the organisation in relation to:-

- Child Sexual Exploitation
- Female Genital Mutilation
- Prevent
- Domestic Abuse
- Honour Based Violence
- Forced Marriage
- Mental Capacity Act
- Deprivation of Liberty Safeguards
- Trafficking / Modern Slavery

Safeguarding Procedure

1. First Steps

If you think abuse has or may have occurred act immediately. It is the responsibility of the person first becoming aware of a situation where there may be an adult subject to, or at risk of, abuse to make safe and deal with the immediate needs of the person. This may mean taking reasonable steps to ensure the adult is in no immediate danger and seeking medical treatment if required as a matter of urgency.

Do NOT discuss the allegation of abuse with the alleged perpetrator.

Do NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash or bathe the person unless this is associated with first aid treatment necessary to prevent further harm.

Do NOT discuss concerns or disclosures with other members of staff other than the safeguarding lead. (PHSA 3.2)

If the allegation is about a staff member or volunteer of any organisation, ensure that the allegation is properly managed.

Contact the police if it is thought a crime has just been committed. Telephone 101 or 999 if an emergency Record details of the allegation as soon as possible somewhere that can be kept secure. Include:-

- a) The allegation or concerns, including the date and time of the incident,
- b) What the adult at risk said about the abuse and how it occurred or what has been reported to you.
- c) The appearance and behaviour of the victim.
- d) Any injuries observed.
- e) Whether any dependants are also at risk (PHSA 4.4) (PHSA 1.3)

2. If the allegation is against a member of staff a volunteer or a service user of Crewe Town Council (PHSA 3.6) Crewe Town Council will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:-

- The worker must ensure that that the vulnerable adult is safe and away from the person against whom the allegation is made.
- The named person for safeguarding should be informed immediately.

- In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.
(Note: this could be a committee member, director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).
- The named person should contact the local authority social services team for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and / or in the event of an emergency situation arising, the police.
- The individual who first received / witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident / receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and / or social services.
- Regardless of whether a police and / or social services investigation follows, Crewe Town Council will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.
- Whistle blowing will not prejudice the position or prospects of Crewe Town Council staff or volunteers (PHSA 3.3)

3. Bring the concern to the attention of your Safeguarding Lead

It is the responsibility of the Safeguarding Lead to:-

- 1) Decide without delay on the most appropriate course of action once the allegation or suspicion of abuse has been raised.
- 2) Deal with any immediate needs:-
 - a) Ensure that the victim of the alleged abuse is safe
 - b) Ensure that any necessary emergency medical treatment is arranged
 - c) Ensure that no forensic evidence is lost
 - d) If the alleged perpetrator is also an adult at risk, ensure that another member of staff / manager is allocated to attend to their needs and ensure that other service users are not put at risk.
- 3) Clarify the facts stated by the member of staff but do NOT in any circumstances discuss the allegation of abuse with the alleged perpetrator or, if possible, the victim.
- 4) Check that the circumstances fall within the safeguarding adult's procedure i.e. meeting the definition of abuse as defined in this Policy and Procedure.
- 5) Address issues of consent and confidentiality, taking care to not promise confidentiality
- 6) A formal referral must be made on the same day as the alert is raised when:
 - A crime has been, could have been, or yet could be committed.
 - There is a suspicion that an abuse has taken place.
 - The allegation involves a child
 - The alleged perpetrator is themselves an adult at risk.
 - They are unsure if abuse has taken place
- 7) Where a decision is made NOT to refer, the alert must be recorded, with the reasons for the decision not to refer.
- 8) All incidents, allegations of abuse and complaints must be recorded, monitored and available for internal and external audit. (PHSA 2.1, 2.2)

The Referral Stage

This involves bringing the concern regarding alleged abuse or potential abuse formally to the attention of the following authorities as appropriate:-

- All referrals should be made to: **Cheshire East Adult Social Care**. The following number should be called **0300 123 5010** or **0300 123 5500**
- The police if you think a crime may have been committed – Telephone **101** and specify it is a safeguarding issue (**999** in an emergency).
- If a child is also at risk contact **Cheshire East Children’s Services**. The following number should be called **0300 123 5012** or **0300 123 5500**
- Outside normal office hours, or on weekends or Bank Holidays, contact should be made for children’s and adults on the **out of hours** number **0300 123 5022** or **0300 123 5500**

The person making the referral should ideally have the following information available; however, the lack of any of this information should not delay the referral:-

- The name of the adult
- Date of birth and age
- Address and telephone number
- Why the adult is considered to be at risk
- Whether consent has been obtained for the referral, and if not the reasons e.g. the adult lacks mental capacity or there is an over-riding public interest (e.g. where other adults or children are at risk)
- What the person involved has said they want to happen next (the referral needs to be made, with details of those involved even if the person has not given consent, but this needs to be included in the information given)
- Whether there are any concerns or doubts about the mental capacity of the adult at risk
- Whether the police are aware of the allegation, and whether a police investigation is underway
- If possible, use the Cheshire East Safeguarding referral form (Appendix 2)

What happens next?

The designated lead should receive acknowledgement of the referral from the relevant agency, and be given feedback about what happens next. This will not always be appropriate to pass on to the person completing the first account report.

Agenda Item 5.a.i

**Appendix 1
Crewe Town Council
Safeguarding Action Plan**

Action	Responsible Person	Date to be completed by	Date completed	Evidence
Incidents, allegations and complaints are monitored and lessons learnt are fed into planning				
All staff and volunteers are trained on safeguarding [including who the lead is, how to act, Mental Capacity and Deprivation of Liberty] through induction training and mandatory refresher courses <i>(PSA 1.2, 1.3, 8.2)</i>				
Service developments are informed by the views of adults and carers <i>(PHSA 4.1, 4.2)</i>				
Staff and volunteers working with children and adults at risk receive regular support and supervision <i>(PHSA 8.3)</i>				
All staff understand the practical implications of the safeguarding policy and procedure				
Safer Recruitment policy for both staff and volunteers is in place				

Appendix 2
Cheshire East Council Adult Safeguarding Referral Form



ADULT SAFEGUARDING FIRST ACCOUNT REPORT

To be filled in by the person who heard, saw or suspects that abuse has happened.

- Crewe: Creweandnantwichadultsocialcareteam@cheshireeast.gov.uk
Congleton: Congletonandsandbachadultsocialcareteam@cheshireeast.gov.uk
Wilmslow: Wilmslowandknutsfordadultsocialcareteam@cheshireeast.gov.uk
Macclesfield: Macclesfieldadultsocialcareteam@cheshireeast.gov.uk
CMHT Macc: MentalhealthMaccAdmin@cheshireeast.gov.uk - 01625 505696
CMHT Crewe: MentalhealthCreweAdmin@cheshireeast.gov.uk - 01270 655287

For people already open to CMHT
Macclesfield Hospital Social Work Team / Leighton Hospital Social Work Team:
Macclesfield.hospital@cheshireeast.gov.uk
Leightonsocialworkteamadmin@cheshireeast.gov.uk

For people in hospital

Form fields: DATE, TIME, NAME OF ADULT AT RISK, D.O.B, PARIS ID, ADDRESS, POSTCODE

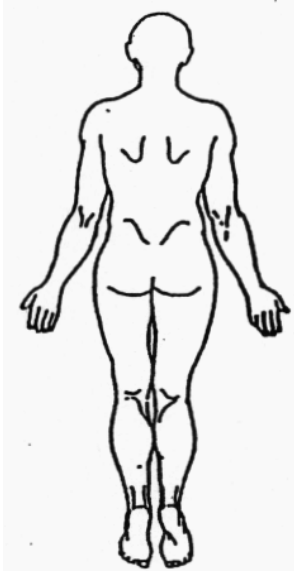
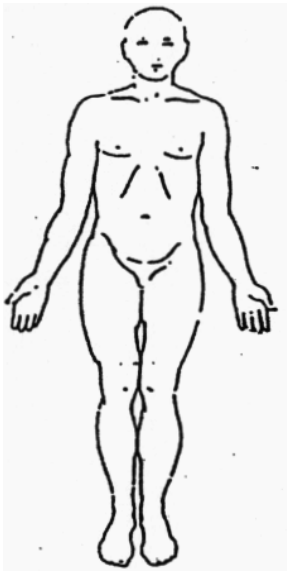
Form fields: NAME OF GP, ADDRESS, POSTCODE

Form fields: PERSON REPORTING THE INCIDENT, NAME, TEL, RELATIONSHIP TO ALLEGED PERSON AT RISK, Account, What happened?, When did it happen?

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Field Code Changed

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Office use only:
Action taken by receiving team:
S42 Enquiry Non S42 Complaint Quality of Care issue
Needs assessment / Carers assessment

CREWE TOWN COUNCIL

CUSTOMER CARE POLICY AND COMPLAINTS CODE

Agenda Item 5.a.i

Adopted by Council: 29th September 2020
Planned Review Date: ~~April 2022~~ March 2025

This policy was adopted by Council on 29th September 2020 and supersedes all previous versions.

Crewe Town Council strives to provide a high standard of service to the public. It will treat all members of the public in a courteous and professional manner. It will try hard to recognise their needs as an individual or as part of a local community. It will always try to offer a way forward on the particular issue being raised.

In particular, the Council will strive to:-

- Provide information in accordance with its Publication Scheme and Information and Data Protection Policy.
- Respect confidentiality unless it is legally required to disclose information.
- Deliver its services in accordance with stated standards and its Equal Opportunities and Diversity Policy.
- Be transparent in its dealings.
- Return telephone calls within 2 working days.
- Respond to letters and e-mails within 5 working days of receipt.
- Where it is unable to resolve an issue for a customer, it will advise where further help can be obtained or act as advocate by contacting the other organisation on the customer's behalf.

If a customer has a grievance against the Council, it will be dealt with in accordance with the Council's Complaints Code.

Please also look at our Quality Policy on our [website](#)

If things go right

Please tell the member of staff or councillor who has helped you that you are pleased. Everyone enjoys a "bouquet".

If you wish to write in or email with a compliment or a suggestion please contact the Town Clerk (see below)

If things don't go right

Crewe Town Council strives to offer a good standard of service, but from time to time the public or our service users have complaints about the administration or procedures of the Council. Sometimes the Council may be in the wrong but on occasions complaints may not be justified. The Council recognises that it is not currently subject to the jurisdiction of the Local Government Ombudsman but has adopted this Policy to ensure that complainants can feel satisfied that, at the very least their grievance has been properly and fully considered.

Where a complainant has made a complaint to an outside regulator such as the Monitoring Officer at Cheshire East Council, External Auditor, Police or Information Commissioner, it will not normally be appropriate for the Council to respond through this Complaints Policy, but to fully cooperate with that regulator.

There may be rare instances where a complainant unnecessarily takes up a large amount of resources. This can have a detrimental effect on the Council's ability to provide its services to others. At the end of this Procedure, the Council sets out what is considered to be acceptable levels of contact with it and how instances of unreasonably persistent or vexatious contact will be handled.

Contact Details:-

- The Town Clerk, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire CW1 2DL
- Telephone: 01270 756975
- Email: townclerk@crewetowncouncil.gov.uk

Informal Complaint

1. When a complaint is received, the complainant usually wants a quick fix and an apology if the Council is at fault. Examples are the late payment of an invoice or not responding to a letter in a timely manner. The Council will put things right as quickly as possible and admit fault if that is the case. If it is unable to help or disagrees with the complaint, it will state clearly why it takes that view.

Formal Complaint

2. If a complainant is not satisfied, or the complaint is too serious for a "quick fix", the complaint will be recorded as a Formal Complaint. The complainant will be asked to confirm the complaint in writing (email is acceptable) to the Town Clerk, (or if the complaint is about an action of the Town Clerk, it can be forwarded directly to the Mayor).
3. The Town Clerk (or Mayor) will acknowledge receipt of the complaint and advise the complainant when the complaint will be considered and by whom.
4. The Town Clerk (or Mayor) will (except where the complaint is about his/her own actions) try to settle the complaint directly with the complainant, but will not do so in a case about the Town Clerk or a Councillor, without first giving that person an opportunity to comment on the matter and the manner in which it is intended to settle the complaint. Where the Town Clerk (or Mayor) receives a written complaint about his/her own actions, he/she will forthwith refer the complaint to the Council.
5. The Town Clerk (or Mayor) will report to the next meeting of the Council, any written formal complaint disposed of by direct action with the complainant. The Town Clerk (or Mayor) may, after consultation with the (Deputy) Mayor and another committee chairman, ask an independent person to investigate the complaint.
6. The Town Clerk (or Mayor) will bring any written formal complaint which cannot be settled to the next or a special meeting of an Appeals Committee and the Town Clerk (or Mayor) will notify the complainant of the date of the meeting and invite them to attend with a representative if they so wish.
7. Seven clear days prior to the meeting, the complainant will provide the Committee with copies of any documentation or other evidence which they wish to refer to the meeting. The Committee will similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.
8. The Appeals Committee will consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on a complaint will be announced at the meeting in public.
9. The Complainant may opt not to attend or to attend but not present a verbal case.
10. The Chairman will introduce everyone present and will explain the procedure.
11. The complainant or representative will outline the grounds for complaint
12. Members will ask any questions of the Complainant.

13. If relevant the Town Clerk or Mayor will explain the Council's position. Members may ask any questions of them. **Agenda Item 5.a.i**
14. The Town Clerk (or Mayor) and complainant will be offered the opportunity of having a last word (in that order).
15. The Town Clerk (or Mayor) and complainant will leave the room (along with any member who's actions are part of the complaint) while members decide whether or not the grounds for the complaint have been made. If a point of clarification is required, both parties will be invited back into the room.
16. The parties will be invited back to hear the decision.
17. As soon as possible after the decision has been made, it and the nature of any action to be taken, will be communicated in writing to the complainant.

Allegations that a councillor has breached the Code of Conduct should be forwarded to the Monitoring Officer of Cheshire East Council in writing via their online [form](#). If the Town Council receives such a complaint directly, it will advise the complainant to refer it directly to the Monitoring Officer

Unreasonably Persistent or Vexatious Complaints

The procedure will not be used to impede the ability of anyone to have reasonable access to services provided, nor will it be assumed that because a customer/complainant has submitted a large number of enquiries they are vexatious or unreasonably persistent. In some cases, their persistence may be necessary to receive sufficient response from the Council.

Unreasonably persistent and vexatious complainants are those individuals who, because of the nature or frequency of their contacts with the Council hinder our ability to effectively deliver services to our customers. Some examples of behaviour and actions taken by these individuals are listed below, however this is not an exhaustive list.

These are some of the actions and behaviours which can prove problematic. Single incidents may be unacceptable, but more often the difficulty is caused by unreasonably persistent behaviour that is time consuming to manage and interferes with proper handling of the issues being raised.

These behaviours can be:-

- Refusing to specify the grounds of the service request, despite offers of assistance.
- Refusing to co-operate with the process for handling service requests.
- Refusing to accept that certain issues are not within the scope of the Council.
- Insisting on the request being dealt with in ways which are incompatible with adopted procedure(s) or with good practice.
- Making unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced.
- Changing the basis of the service request as the issue proceeds.
- Denying or changing statements made at an earlier stage.
- Introducing trivial or irrelevant new information at a later stage.
- Raising numerous, detailed but unimportant questions and insisting they are all answered.
- Covertly recording meetings and conversations, otherwise than allowed by law at a public meeting.
- Submitting falsified documents from themselves or others.
- Adopting a 'scatter gun' approach: inappropriately pursuing parallel service requests on the same issue with a variety of organisations or with a variety of individuals within the Council
- Making excessive demands on the time and resources of staff with lengthy phone calls or e-mails to numerous council staff or detailed letters every few days, and expecting immediate responses.

- Submitting repeat requests with minor additions/variations that the service user insists make these 'new' issues. **Agenda Item 5.a.i**
- Refusing to accept the decision or outcome; repeatedly arguing points with no new evidence.
- Making numerous, repetitious and unreasonable contact because an individual is unable or unwilling to accept or agree with a policy decision or approach which has been adopted by the Council or individual services and functions.
- Adopting a violent or aggressive demeanour towards staff.

Any of the above behaviours will trigger the beginning of this process. The Town Clerk will normally write to the individual. The letter will clearly explain the actions the Council may take if their behaviour does not change.

Very rarely, in extreme or rapidly escalating cases, it may be necessary to immediately impose restrictions to ensure the safety of staff members. This is a decision which will be taken by the Town Clerk with the utmost consideration for circumstances surrounding the incident(s).

Any restrictions imposed will be appropriate and proportionate, and examples of some options most likely to be considered are:-

- Requesting contact in a particular format e.g. letters only
- Requiring contact to take place with a single named person only.
- Restricting telephone calls to specified days and times; and/or a particular member of staff.
- Restricting the amount of times a customer may be in contact over a certain time period.

The decision to restrict or stop a person's access to the Councils offices and officers can only be taken by the Council.

A letter will then be sent to the complainant outlining the decision. All letters will include:-

- Why the decision has been taken;
- What action will be taken;
- The duration of that action;
- The date of review for the action; if required;

Where the behaviour is so extreme that it threatens the immediate safety and welfare of the Councils staff, other options will be considered; for example, reporting the matter to the Police or taking legal action.

The Town Clerk will keep a record of all individuals who have had this procedure applied to them. Decisions taken under this procedure are subject to the Data Protection principles and the Human Rights Act. The position will be reviewed after 6 months if requested by the complainant.

CREWE TOWN COUNCIL

FRIENDSHIP AND TWINNING POLICY

Agenda Item 5.a.i

Adopted by Council: 18th September 2018
Planned Review Date: ~~September 2021~~ March 2025

Background

Twinning was widely promoted after World War Two to engender reconciliation and build relationships. Although twinning per se may not meet the needs of modern generations, the notion of friendship still has relevance in today's society. There are approximately 2,000 twinning arrangements in Britain and 75% are with French and German authorities

There is no fixed definition or model of town twinning or partnership arrangements. A twinning link is customarily defined as a friendship agreement involving co-operation between two communities in different countries, endorsed by both local authorities. The two twinned communities organise projects and activities around a range of issues and develop an understanding of historical, cultural and lifestyle similarities and differences. These activities should involve a wide range of community members and in keeping with any agreements which are in place

A 'friendship' can be seen as an affiliation between two communities that is considered and felt that it would be mutually beneficial to both parties

History of Twinning in Crewe

Crewe has been twinned with Mâcon, France, since 1957, and Dzierżoniów, Poland, and Bischofsheim, Germany, since 1991

With the historical connection at its foundation, Crewe Town Council hopes to practicably and effectively establish a sustainable civic and community friendship with Mâcon, Dzierżoniów and Bischofsheim

It will have the added value of strengthening relationships within Mâcon, Dzierżoniów and Bischofsheim as the Town Council engages with community groups to plan and deliver friendship projects

The Purpose and Benefits of Twinning and Friendships

- Increasing cultural awareness, including knowledge and understanding of the places of origin and understanding of the places of origin of the town's communities that can assist staff in their work and foster community cohesion;
- Instil a sense of community pride in Mâcon, Dzierżoniów, Bischofsheim and Crewe;
- Broaden horizons in all of the towns through understanding cultural, linguistic and social exchanges;
- Provide opportunities for younger people to acquire new skills and contribute positively to a partnership between all towns;

Management

Crewe Town Council ~~will formulate an official~~has a -working relationship with the Crewe and Nantwich Twinning Association (CANTA) ~~whereupon it will meet at regular intervals and submit~~and welcomes reports of their activities to Crewe Town Council. Therefore, it is expected that at least one Councillor and one Officer will have the informal oversight of this function

Principles and Visions of Twinning and Friendship

To promote and celebrate the culture and heritage of Mâcon, Dzierżoniów, Bischofsheim and Crewe through the following exchanges:-

- Arts, Culture, Recreation and Heritage;
- Twinning and International Relations;
- Health and Wellbeing;
- Environment and Wildlife;
- Young People and Families;
- Business and Enterprise;
- Education, Training, Volunteering and Employment;
- Vulnerable People;
- Supporting Community Organisations and Assets;
- To promote all towns and their surrounding areas as a place to be visited;

Whilst it is understood that Mâcon, Dzierżoniów and Bischofsheim are of particular importance, the Town Council requests that more activity is focussed on promoting the cultural diversity of Crewe and that CANTA engages with residents who have settled in the Town from other countries

Funding and Review

Crewe and Nantwich Twinning Association will need to be self-funded

However, from time to time Crewe Town Council will may make a financial contribution based on proposals submitted ~~to the Community Plan Committee~~ for the consideration of Councillors. Once any financial contribution is made then monies will be spent in accordance with agreed terms as stipulated by Crewe Town Council, or granted to CANTA.

The policy and all such agreement will be the subject of review on a periodical basis

Future scope

In order for twinning and friendships to survive, endure and become more relevant as society changes it is felt that the following aims and objectives must be considered and taken into account, where resources and capacity allow, when organising activities, events and projects:-

- To encourage and increase levels of engagement and involvement in line with the principles and vision listed above;
- Increased awareness and knowledge of twinning and friendships within all towns;
- To proactively foster additional friendships with a view to entering into additional friendships;

Any future aims and objectives will be determined on the basis of how twinning and friendships develop in the interests of all parties

CREWE TOWN COUNCIL GENERAL PRIVACY NOTICE

Agenda Item 5.a.i

Adopted by Council: 31st March 2020
Planned Review Date: ~~April 2022~~ March 2025

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of customers may contain individual ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the ~~General Data Protection Regulation (the “GDPR”),~~ Data Protection Act 2018 (DPA) and other legislation relating to personal data and rights such as the Human Rights Act

Who are we?

This Privacy Notice is provided to you by Crewe Town Council (CTC) which is the data controller for your data

Other Data Controllers the Council works with

CTC works together with:-

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Pension services providers
- Other Community organisations
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

CTC may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the Council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller

CTC will not share all of the information it holds on you with these organisations only that which is necessary for a legitimate purpose, contractual arrangement or legal obligation

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice

The Council will process some or all of the following personal data where necessary to perform its tasks:-

- Names, titles, and aliases, photographs; **Agenda Item 5.a.i**
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by the Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education / work history, academic / professional qualifications, hobbies, family composition, and dependants;
- Where you pay for products or services provided by the Council, financial identifiers such as bank account numbers, payment card numbers, payment / transaction identifiers, policy numbers, and claim numbers;
- Where we purchase goods or services from you, payment / transaction identifiers, bank account details
- Where we provide grants and donations
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication / treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation, only if this is relevant to the contact you have with us.

How we use sensitive personal data

We may process sensitive personal data including, as appropriate:-

- Information about your physical or mental health or condition in order to support you as a resident or look after your health and safety;
- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- In order to comply with legal requirements and obligations to third parties.

These types of data are described in the [Data Protection Act \(formerly related to the GDPR\)](#) as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:-

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with data protection law. This says that the personal data we hold about you must be:-

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:-

Agenda Item 5.a.i

- To deliver our services including to understand your needs to provide the services and products that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption;
- To enable us to meet all legal and statutory obligations;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling).
- To promote the interests of the Council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our services, and staff;
- To send you communications which you have requested and that may be of interest to you. These may include information about other new projects or services;
- To process relevant financial transactions including payments for goods and services supplied to the Council;
- To allow the statistical analysis of data so we can plan the provision of services and products;

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions. Sometimes when exercising these operations or duties it is necessary to process personal data of suppliers or people using the Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. Examples of this would be processing your data in connection with you obtaining a service or using a facility which we provide, or obtain if we are recruiting or training you.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary and for data which is necessary):-

- The data controllers listed above under the heading "Other data controllers the Council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to maintain our database software;
- On occasion, local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for our community.

How long do we keep your personal data?

Agenda Item 5.a.i

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently a legal requirement to keep financial records for a minimum period of 6 years to support VAT claims and payments. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

You have the following rights with respect to your personal data:-

The right to access personal data we hold on you

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

The right to object to processing of your personal data or to restrict it to certain purposes only

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

The right to lodge a complaint with the Information Commissioner's Office.

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You can contact the Information Commissioners Office on 0303 123 1113 or via [email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review. This Notice was last updated in March 2020.

CTC has thought carefully about whether it is required under DPA & ~~GDPR~~ to appoint a formal Data Protection Officer (DPO). In reaching its conclusion it has considered the guidance issued by Article 29 Working Party. It has decided to voluntarily to appoint a DPO the contact details of which are set out below.

CTC, as data controller, remains responsible for compliance with the data protection legislation ~~GDPR~~ including the ~~GDPR~~. All Councillors and staff are expected to apply data protection legislation in their work.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:-

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: townclerk@crewetowncouncil.gov.uk
- Phone: 01270 756975
- Address: The Town Clerk, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe CW1 2DL

The Town Council has also appointed an external **Data Protection Officer** to ensure compliance with Data Protection legislation who may be contacted at:

- Address: JDH Business services Limited, Carreg Lwyd, Cefn Bychan Road, Pantymwyn, CH7 5EW
- Email: john@jdhbs.co.uk

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CREWE
TOWN COUNCIL

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk

Minutes of the Operations and Improvements Committee Meeting 3rd October 2023

Present: Cllr Toni Mortimer Cllr James Pratt Cllr Kevin Murray
 Cllr Steve Hogben Cllr Stuart MacKay Cllr Alan Coiley

Also in attendance – Melissa Crellin, Local Enterprise Partnership Strategy and Public Affairs Director
Town Clerk

- 1 Apologies were received from:
Cllr Bratherton, Cllr Yates, Cllr Straine-Francis & Cllr Messent
- 2 To note declarations of Members' interests
Cllr Hogben stated non-pecuniary interest as member of the Railway Cottages residents Association
- 3 To confirm and sign the minutes of the Operations and Improvements Committee meeting held on 18th July 2023
RESOLVED: That the minutes are approved as a true record of the meeting

4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items.

[Cllr Coiley Joined the meeting at this point.]

- 5 To receive a presentation from the Local Economic Partnership (LEP) – Sustainable & Inclusive Economic Plan.
The presentation on behalf of the Local Enterprise Partnership was noted.
- 6 To note the year-to-date financial position for the Operations and Improvements Committee.
Noted
- 7 To receive an update and consider matters related to the Regeneration Business Delivery Plan for 2022/23
RESOLVED:
 - i. That the update report is noted
 - ii. That the considerations and recommendations relating to the next phase of play area improvements is addressed at the next meeting of the committee.

iii. That funding the purchase of litter signage utilising public realm budget is approved

Agenda Item 5.b

8 To consider matters related to the allotments.

Noted:

- i. That the work towards regularisation and progress so far is noted.
- ii. That there is no capacity for direct management.

9 Member Items

9.1 Community Involvement in Public Green Spaces – Cllr Simon Yates

It was noted that this forms part of the Corporate Strategy and will be discussed further when Cllr Yates is available to speak to it.

9.2 Town Centre Regeneration – Cllr Simon Yates

This item was deferred to be discussed when Cllr Yates is available to speak to it.

RESOLVED: That the discussion is deferred until the next meeting, and a time when Cllr Yates can join the meeting

10 To consider an update and future delivery of the Cleaner Crewe Project and associated activities

RESOLVED:

- i. That the project completion report is requested and awaited from Cheshire East Council
- ii. That the associated budget line is amended to show “Cleaner Crewe”

11 To receive an update on the Heritage Delivery Plan

The update report was noted and the officer thanked for their work delivery to date.

12 To consider an update on the Business Improvement District

RESOLVED:

- i. That the update report is noted
- ii. That provision is approved to fund the cost of ballot, estimated at £5,000, if called upon

RESOLVED: That Standing Orders for meeting length are suspended to facilitate completion of the published meeting agenda.

13 To Consider the draft committee budget for 2024/25, providing a recommendation to Finance and Governance Committee.

RESOLVED: That the draft budget is approved for onward recommendation within the council budget setting process

14 To note the proposed date of the next meeting **Wednesday 17th January 2024 at 6pm.**

Meeting closed at 8.06pm

Chair: Cllr S Mackay

Clerk: L Lewis

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk

Agenda Item 5.c



CREWE
TOWN COUNCIL

Minutes of the Members of the Marketing and Events Committee 6th November 2023

In attendance: Cllr Edwards, Cllr Faseyi, Cllr Graham, Cllr Mackay, Cllr Mortimer, Cllr Jill Rhodes, Cllr Wye

ME/23/3/1. To receive apologies for absence

Cllr Chapman, Cllr Straine-Francis

ME/23/3/2. To note declarations of Members' interests

No members interests declared.

ME/23/3/3. To confirm and sign the minutes of the Marketing and Events Committee meeting held on Monday 11th September 2023.

RESOLVED: That the minutes are approved as a true record of the meeting

ME/23/3/4. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items.

None

ME/23/3/5. To review the year to date financial position for the Marketing and Events Committee.

The year-to-date financial position was noted by members.

ME/23/3/6. To receive an update relating to progress towards the business delivery plan as it relates to this Committee.

RESOLVED:

- i. That the update of the business delivery plan is noted.
- ii. That identifying 4 dates in April – September 2024 for the 4 music events is approved.
- iii. That advertising for expressions of interest seeking potential options for a large scale cultural event project for delivery using the Strategic Event EMR is approved.

- iv. That £10,000 of the Strategic Event EMR being allocated to the newly created Bicentennial Event EMR is approved

Agenda Item 5.c

ME/23/3/7. To provide members with an update on bringing the Manchester Anti-Violence Bee to Crewe in May 2024.

RESOLVED:

- i. Members noted the update on the Anti-Violence Bee.
- ii. That £20,000 allocation of 23/24 strategic events budget for bringing the Anti-Violence Bee to Crewe in May 2024 is recommended to Council for approval.

ME/23/3/8. To consider bringing a soapbox derby to Crewe in July 2024 to celebrate Crewe Day.

RESOLVED:

- i. That an allocation of £30,000 of 23/24 Strategic events budget is recommended to Council to sponsor Krazy Racers bringing a soapbox derby to Crewe in July 2024 to celebrate Crewe day.
- ii. That operational detail is subject to confirmation, such as an options appraisal for locations, with consideration for benefitting the town centre by increasing footfall and further details on event management and RAMs.

ME/23/3/9 To receive an update on recommendation for UK Shared Prosperity Funding (UKSPF) for Crewe Town Centre Arts Development and Trail project.

RESOLVED:

- i. Members noted the recommendation to award UKSPF to Crewe Town Council.
- ii. Members approved £2000 match finding from the 23/23 strategic events budget.

ME/23/3/10. M&E Committee Budget Setting 2024/25

RESOLVED: That the draft budget is recommended to Council for adoption within the Council Budget for 2024/25

ME/23/3/11. Social media and Communications update

Members noted the update on social media and communications.

ME/23/2/12. Member items

None

ME/23/2/13. To note the proposed date of the next meeting Tuesday 30th January at 6:00pm.

Members noted the date and time of the next meeting.

Meeting closed at 18:52pm
Chair: Cllr Martin Edwards
Clerk: R Mason



CREWE
TOWN COUNCIL

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MINUTES of the meeting held 16th October 2023

In attendance Cllr Lena Hogben Cllr Steve Hogben Cllr Marilyn Houston
 Cllr Toni Mortimer Cllr Kevin Murray Cllr John Rhodes

PL/23/5/1 To receive apologies for absence
Cllrs Messent and Straine-Francis

PL/23/5/2 To note declarations of Members' interests
Cllr Houston declared a pecuniary interest in agenda item m8.1 and took no part in the discussion or decision
Cllr Steve Hogben declared a non-pecuniary interest in application 23/3773 as a member of the Railway Cottages Residents' Association

PL/23/5/3 To confirm and sign the minutes of the Planning Committee meeting held on 18th September 2023
RESOLVED: That the minutes are approved as a true record of the meeting

PL/23/5/4 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments that relate to the items within the agenda.

PL/23/5/5 *To consider making a response to the following planning applications:*

Application No: 23/3613N
Proposal: 1no building mounted fascia sign displaying company name and logo
Location: BASFORD WEST DEVELOPMENT SITE, JACK MILLS WAY, SHAVINGTON, CHESHIRE

No comments

Application No: 23/3065N
Proposal: Listed Building Consent for the replacement of 8 multi glazed windows in the main hall.
Location: Christadelphian Hall, 248, EDLESTON ROAD, CREWE, CW2 7EH

Whilst the committee supports the principle of repair and maintenance of the building, it was commented that the conservation officer's advice includes details of options for replacements. The application has not defined the details of the materials and heritage approach with regard to the replacement windows and without this detail the committee is

unable to support the application and seeks greater detail in the exact treatment, products and materials to be used.

Agenda Item 5.d

Application No: 23/3674N

Proposal: Change of use from office, light industrial to indoor swimming pool.

Location: UNIT 2 THE TRAINING CENTRE, Wistaston Road Business Centre, WISTASTO ROAD, CREWE, CW2 7RP

The application was welcomed, but the committee seeks assurances that on site safety concerns will be addressed

Application No: 23/3644N

Proposal: Non-material amendment to approved application 21/4382N: Demolitic existing buildings and erection of a residential development (Use Class C2) alongside a care home (Use Class C2) with associated access, parking, landscaping and infrastructure.

Location: HUNTERS LODGE HOTEL, 296, SYDNEY ROAD, CREWE, CW1 5LU

RESOLVED: That the committee objects to the proposals on the following grounds:

- i. Reduction in residential accommodation size provides for a lower standard in affordable accommodation
- ii. The apartments as defined as 1 bedroom is misleading as they show a lounge and a TV room, with the TV room misrepresented as it is will be a second bedroom in living practice. As such the designs demonstrate the intent to not meet and circumvent minimum technical housing standards

Application No: 23/3484N

Proposal: To convert premises from office with flat above to 3no. 1 bedroom flats and 2no. studios for providing residential accommodation for people in need of care (Use Class C2) with ancillary office accommodation at ground-floor.

Location: 1, LAWTON STREET, CREWE, CW2 7HZ

RESOLVED: That the committee objects to the proposals on the following grounds:

- i. 1st Floor layout proposes 2 separate living spaces. Neither conform to the minimum technical housing standard on space of providing a minimum gross internal living space area of 37m² for single occupancy (noting that single occupancy has not been specified and so could be used for multiple occupancy and therefore the proposals are further from compliance)
- ii. Ground Floor layout proposes 3 separate living spaces. 2 of which do not conform to the minimum technical housing standard on space of providing a minimum gross internal living space area of 50m² for occupancy by 2 people.
- iii. The application does not provide details of sustainable waste storage
- iv. The application does not provide details of secure cycle storage
- v. Safe emergency 1st floor egress across a flat roof has not been defined or discounted
- vi. The Design access statement references adequate on street parking provision available, which is not the case and evidenced by localised issues
- vii. The Design Access Statement references the site is in Macclesfield within its conclusion.
- viii. The proposals do not provide details of any external amenity space

- ix. The proposals are considered over development of the site **Agenda Item 5.d**

Application No: 23/3698N

Proposal: Change of use from mixed use D1 childcare and residential to residential use only (single dwelling)

Location: 18, OAK TREE DRIVE, CREWE, CW1 5LB

No comments

Application No: 23/3755N

Proposal: Single storey rear extension to the lower ground floor to provide 'granny flat' with internal alterations

Location: Cedar House, 195, ALTON STREET, CREWE, CW2 7PU

Whilst the committee does not object in principle to the proposals it is advised that, should planning consent be given, there will be such enforceable conditions, for the protection of the amenity of neighbouring properties, to ensure there is not fundamental subdivision of the property, such that it remains substantively a single dwelling with no aspects otherwise sub let or commercially available for rent.

Application No: 22/4693N

Proposal: Roof extension to add one additional floor, new roof, re-clad building and change of use to residential.

Location: 30, HIGH STREET, CREWE

RESOLVED: That the committee sustains its objection to the proposals on the following grounds:

- i. Over development of the site, demonstrated by Apt 3, 4 & 5 – not meeting technical minimum housing standard (showing gross internal area of 38m², not 50m² as is required)
- ii. Over development of the site, demonstrated by Apt 2 – not meeting technical minimum housing standard (showing gross internal area of 37m², not 50m² as is required)
- iii. Lack of external amenity space for residents and ground and first floor levels
- iv. Lack of sustainable energy production (eg solar electricity generation)
- v. Lack of net biodiversity gain
- vi. Lack of parking, which is against CEC planning policy

Application No: 23/3764N

Proposal: Proposed garage conversion

Location: 7, URSULINE WAY, CREWE, CW2 6LB

No comments

Application No: 23/3542N

Proposal: Certificate of lawful proposed use/ dev

Location: 73, Bedford Street, Crewe, Cheshire East, CW2 6JB

RESOLVED: That the committee objects to the proposals on the following grounds

- i. Overdevelopment of the site as the proposed units do not meet technical housing standards (all units gross internal areas of below 20m², with the minimum technical housing standard being 36m²) **Agenda Item 5.d**
- ii. The proposed office building would potentially be used as additional overnight accommodation and would be unsuitable and have negative impact on neighbouring properties' amenity
- iii. The area is subject to an Article 4 directive to reduce the impact of HMOs on the neighbourhood and the proposed development would not be in line with the intent of the Article 4 directive
- iv. No provision shown for sustainable waste storage
- v. No provision shown for secure cycle storage

Application No: 23/3725N

Proposal: Use of existing building (Class E) as a Restaurant/ Coffee Shop (Class E), and Roof Extension with Pergola

Location: 14, QUEENSWAY, CREWE, CW1 2HQ

The committee welcomes the proposal

PL/23/5/6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 23/3773N

Proposal: Demolition of existing buildings and erection of a 51 no. apartment retirement living development (Use Class C3), landscaping, car parking and all associated works.

Location: Crosville Social And Workingmens Club, CHESTER STREET, CREWE, CW1 :

The committee supports the principle of development but seeks the following aspects are highlighted as potential reasons for objection to the current proposals

- i. Lack of designated cycle parking and the potential for the provision of a bike shelter or shed
- ii. Review of the calculations used for parking provision to ensure it is adequate, including the provision of disabled parking spaces
- iii. Finessing of the aesthetic of the elevations with the aim of providing some representation to reflect the heritage setting
- iv. Consideration of financial contribution to facilitate the appropriate repairs of the railway cottages site boundary wall, adjoining the development site.

Application No: 23/3287N

Proposal: Variation of conditions on existing permission 20/1988N; Erect a single storey fast food drive-thru building and other associated works, including internally illuminated advertisements,

Location: Mcdonalds Restaurants Limited, WEST STREET, CREWE, CW1 2NH

No comments

Application No: 23/3824N

Proposal: Demolition of existing garage and creating of a new build 7 room HMO

Location: 173, MINSHULL NEW ROAD, CREWE, CW1 3PW

RESOLVED: That the committee objects to the proposals on the following grounds:

- i. The provision of an Article 4 directive for demonstrates the negative impact of the provision of HMOs as an unsustainable accommodation style
- ii. The proposals represent overdevelopment of the site, indicating that the potential occupancy could reasonably be expected to be around 14 individuals
- iii. That the proposals will adversely impact on the amenity of neighbouring properties due to noise and disturbance
- iv. That the proposals do not meet planning policy in terms of lack of off street parking provision
- v. The provision of this style of accommodation in this setting is out of keeping with the traditional residential nature of the area.

PL/23/5/7 To note responses submitted under delegation since the previous meeting
None

PL/23/5/8 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

8.1 Cheshire East Parking Charges consultation

1. Bus Station/Queensway Car park – the new car park at the bus station is not listed and as such it is unclear if that will be given a sustainable parking charge structure
2. Sandbach large common has not been listed, so therefore will remain free to use. Additionally, Sandbach car parks are not being set levies at the higher rate as seen in other towns, including Crewe
3. Crewe is the most economically and socially deprived town in the borough and as such consideration should be given to the accessibility of fees. A linear approach does not recognise the impact of inequalities on the town and will have a disproportionate negative impact on residents of Crewe in favour of more advantaged areas of the borough
4. Parking charges that are perceived as a barrier to access/use will negatively impact on the value of regenerative projects being delivered by CEC and as such undermine the potential value of regeneration in Crewe.
5. Sandbach centrally-located car parks (Brookhouse Road, Chapel Street & Westfields) priced lower than Crewe centrally-located car parks, therefore not demonstrating parity and further disadvantaging communities with the highest level of deprivation in the borough.

8.2 Proposed change to Foot Path (FP32)

No comments

[Agenda Items 8.3 and 8.4 were heard directly after agenda Item 4. Members received the presentation]

8.3 Consultation presentation relating to proposed development at 332 West Street and sought clarification on the following areas:

Waste storage and management

Lack of parking provision

Boundary treatments (to the benefit of wildlife)

Solar panels/sustainable energy production

Fire safety

8.4 Consultation presentation relating to proposed development at Chester Street

Members received the presentation and sought clarification on the following areas:

Members considered the application under agenda Item 6

8.5 Correspondence received regarding street name suggestions

The correspondence was noted and the street naming suggestions will be retained for consideration when future street naming consultations are received.

- PL/23/5/9** Completion of works at Lyceum Square
It was noted that works were nearing completion and materials were awaited for the remaining aspects of work. An observation was raised regarding the junction of Hill Street and Heath Street at Lyceum Square
- PL/23/5/10** To note correspondence associated with planning enforcement
10.1 23/00190E, 43A High Street
Noted
- PL/23/5/11** To note the proposed date of the next meeting 20th November at 6pm.

Meeting closed at 8pm
Chair Cllr John Rhodes
Clerk P Turner



Crewe Town Council

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CREWE
TOWN COUNCIL

MINUTES of the Planning Committee 20/11/2023

In attendance: Cllr Lena Hogben Cllr Steve Hogben Cllr John Rhodes
 Cllr Kevin Murray Cllr Toni Mortimer Cllr Dennis Straine-Francis

- 1 To receive apologies for absence
Cllr Marilyn Houston, Cllr Jamie Messent
- 2 To note declarations of Members' interests
Cllr S Hogben declared a non-pecuniary interest in agenda item 10 as a volunteer member of the Railway Cottages Residents Association.
Cllr L Hogben declared a non-pecuniary interest in agenda item 10 as a volunteer member of the Railway Cottages Residents Association.
- 3 To confirm and sign the minutes of the Planning Committee meeting held on 16th October 2023
RESOLVED: That the minutes are approved as a true record of the meeting
- 4 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments that relate to the items within the agenda.

None

5 To consider making a response to the following planning applications:

Application No: 23/3946N
Proposal: Advertisement consent for 7 external signs.
Location: Co-operative Funeral Directors, MIDDLEWICH STREET, CREWE, CW1 4EA

No comments

Application No: 23/3961N
Proposal: Prior Approval of roof mounted solar PV
Location: BUILDING S1, BENTLEY MOTORS LTD, SUNNYBANK ROAD, CREWE, CW2 8WD

No comments

Application No: 23/3947N
Proposal: Reserved matters application for appearance, landscaping, layout and scale for one single dwelling following outline approval 22/1443N - Outline application for the erection of two detached dwellings with garages
Location: LAND ADJACENT TO 97, BROUGHTON ROAD, CREWE, CHESHIRE

No Comments

Application No: 23/3917N
Proposal: Advertisement consent for three internally illuminated signs - south, west and east elevation.
Location: The Royal Arcade Crewe, Entrances from Delamere Street and Lawrence Street, Crewe, CW1 2JE

No comments

Application No: 23/3899N
Proposal: The proposal includes 2 new fire exit doors, one for each side elevation.
Location: Cooperative Funeral Services, MIDDLEWICH STREET, CREWE, CW1 4EA

No comments

Application No: 23/3860N
Proposal: Installation of SPEN brick built substation within existing 3 parking spaces. Parking bays will accommodate new housing for substation and hatched out area installed for access and maintenance.
Location: CAR PARK, MARKET CENTRE, CREWE

No comments

Application No: 23/3849N
Proposal: Advertisement Consent for 15 no. Hoarding Signs
Location: CREWE LIBRARY, PRINCE ALBERT STREET, CREWE, CW1 2DH

No comments

Application No: 23/4059N
Proposal: Certificate of lawful existing use for floors 1 & 2 as living accommodation.
Location: 13, EARLE STREET, CREWE, CW1 2BS

The committee expressed its support for the principle of town centre living but commented:

- i. That the proposed development did not meet the minimum technical housing standard for a 2 bedroomed accommodation across 2 floors.
- ii. Suggested that the accommodation would be better suited to a 1 bedroomed development

Application No: 23/3881N
Proposal: Full planning application for the erection of a 24-Bed Specialist Care Unit (Use Class C2) with ancillary parking and servicing
Location: TELFORD COURT, DUNWOODY WAY, CREWE, CW1 3AW

The committee made the following observations:

- i. That the Cheshire Police observations and comments relating to designing out crime should be considered in detail for inclusion in the proposals
- ii. That the concerns of residents that have been raised relating to loss of amenity and over-development of the site should be considered and addressed where appropriate
- iii. That the development should provide for sustainable energy production (eg PV) to meet planning policy and sustainability targets
- iv. That the development should provide for Net Biodiversity Gain to meet planning policy
- v. That the development should provide for additional parking to meet planning policy

Application No: 23/4162N
Proposal: Disabled Facilities Grant, adaptations works to construct a new single storey, flat roof extension to the side elevation, providing bedroom and level access shower/wet room. Construction of new disabled access ramp with handrails and widening of front door aperture/fitting of new composite front door and frame.
Location: 14, BOWEN COOKE AVENUE, CREWE, CW1 3NR

No comments

Application No: 23/4092N
Proposal: The demolition of 4 no. brick built bins stores located within a housing estate and the construction of 4 no. timber framed bin stores to the same size and dimension. The use will stay the same.
Location: Land at, Goode Way, Ivatt Drive & Worsdell Close, Crewe, Cheshire East, CW2 6BF

No comments

Application No: 23/3998N
Proposal: The proposal is to convert the Municipal Building Annex into flexible workspaces. Works will include the demolition and remodelling of internal walls, reconfiguration of toilet facilities and replacement of ceilings. Externally, 5 windows and 2 doors will be removed to make way for a curtain wall and new frontage to the Annex via the courtyard. The works will also involve remodelling the existing and under-utilised service

yard into an outdoor courtyard
 Location: MUNICIPAL BUILDINGS, EARLE STREET, CREWE, CW1 2BJ

No comments

Application No: 23/4000N
Proposal: The proposal is to convert the Municipal Building Annex into flexible workspaces. Works will include the demolition and remodelling of internal walls, reconfiguration of toilet facilities and replacement of ceilings. Externally, 5 windows and 2 doors will be removed to make way for a curtain wall and new frontage to the Annex via the courtyard. The works will also involve remodelling the existing and under-utilised service yard into an outdoor courtyard
 Location: MUNICIPAL BUILDINGS, EARLE STREET, CREWE, CW1 2BJ

No comments

Application No: 23/4130N
Proposal: Extension to existing warehouse to provide additional storage, loading and unloading facilities.
 Location: Mornflake, THIRD AVENUE, CREWE

The committee welcomed the proposal and continued investment in the town

Application No: 23/4105N
Proposal: The creation of a cycleway and footway, through the Mill Street area of Crewe, along with public realm improvements and two pocket park areas with associated amenity planting and architectural lighting. The scheme would deliver a clear segregated, non-motorised route, creating a new active travel link into Crewe town centre from the south.
 Location: Pedley Street, Railway Street, Wesley Place, and Mill Street. CREWE

The committee made the following observations:

- i. That lighting plans should be sustainable and serviceable (noting that “architectural lighting” has previously been installed elsewhere and the maintenance and repair of such lighting has been poor due to the specialist nature of its design).
- ii. Signage to clarify highway user responsibilities is provided (for example, cyclists to dismount when the designated cycleway ends)
- iii. The northern end of the cycle way ceases at a point of high traffic volume and all safety concerns and issues should be considered for the anticipated usages and flow through to the town centre
- iv. That residents’ comments are considered and improvements made where practicable

6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 23/4256N
Proposal: Proposed Garden Shed and reinstatement of Garden Wall
 Location: 100, GAINSBOROUGH ROAD, CREWE, CW2 7PL

No comment

- 7** To note responses submitted under delegation since the previous meeting
None

- 8** To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items
 - 8.1** Final Draft Biodiversity Net Gain Supplementary Planning Document
Noted. It was commented that CEC should ensure that officers are resourced to appropriately scrutinise and interpret Biodiversity Assessments and Mitigation reports submitted by developers.
 - 8.2** West Street Traffic Calming
The committee supported the proposals and the principle of pedestrian safety, responding to local views and active travel

- 9** To note correspondence associated with planning enforcement
 - 10.1** 23/00573E – 11 Market Street, CW1 2EW
Noted

- 10** Conservation Area Review update
Noted

- 11** To note the proposed date of the next meeting 29th January 2024 at 6pm.

Meeting closed 7.17pm

Chair Cllr John Rhodes
Clerk P Turner

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31/10/2023

Crewe Town Council Current Year

Payments 01/09/23 to 31/10/23

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total
30/08/2023	1510	PHPROD	PH PRODUCTIONS	£1,000.00	£200.00	£1,200.00
30/08/2023	0640463A	CFCORP	CF CORPORATE	£332.85	£66.57	£399.42
31/08/2023	3626	MMCL01	MM CLEANING	£197.00	£39.40	£236.40
31/08/2023	5031	NGL01	NGL TECH	£50.00	£10.00	£60.00
31/08/2023	9886	LJPRINT	L J PRINT LIMITED	£55.00	£11.00	£66.00
31/08/2023	9887	LJPRINT	L J PRINT LIMITED	£586.00	£3.60	£589.60
31/08/2023	5290693	RIGHTFUEL	RIGHTFUEL	£35.00	£7.00	£42.00
01/09/2023	01092023C	BLOOMS	BLOOMS BEAM	£280.00	£0.00	£280.00
01/09/2023	10545407	BRIG01	BRIGHTER BILLS	£501.60	£100.32	£601.92
01/09/2023	2.54E+09	ADOBE01	ADOBE	£1,701.00	£340.20	£2,041.20
04/09/2023	54297	DG	DG OFFICE	£1,830.00	£366.00	£2,196.00
04/09/2023	64913	FIFI01	FIFIELD	£444.66	£0.00	£444.66
04/09/2023	NONE	NB	N BAGHURST	£1,384.13	£0.00	£1,384.13
04/09/2023	ON ACC 44	CRIM01	CRIME WATCH	£0.00	£0.00	£0.00
04/09/2023	ON ACC 44	STAF01	STAFFS	£0.00	£0.00	£0.00
04/09/2023	ON ACC 44	MELS	MELS KITCHEN	£0.00	£0.00	£0.00
04/09/2023	ON ACC 442	KHUGHES	KHUGHES	£0.00	£0.00	£0.00
04/09/2023	ON ACC 44	CABASA	CABASA	£0.00	£0.00	£0.00
05/09/2023	54306	DG	DG OFFICE	£74.50	£14.90	£89.40
06/09/2023	40409	LAKESIDE	LAKESIDE COACHES	£750.00	£0.00	£750.00
06/09/2023	111898734	SSE01	SOUTHERN ELECTRIC	£29.87	£1.49	£31.36
07/09/2023	113289	PETH01	PET HIRE	£49.28	£9.86	£59.14
07/09/2023	CI0246	FABULARIU M	FABULARIUM	£1,400.00	£0.00	£1,400.00
07/09/2023	CTC01	GOLDSMITH	DGOLDSMITH	£1,233.32	£0.00	£1,233.32
07/09/2023	GRANT2	MOTH01	MOTHERWELL	£2,481.00	£0.00	£2,481.00
08/09/2023	GRANT	CNATHLETIC AND N	ATHLETICS	£1,600.00	£0.00	£1,600.00
09/09/2023	631	ALICEBAND	ALICE BAND	£300.00	£0.00	£300.00
11/09/2023	11610	CWT	CHESH WILDLIFE	£1,591.67	£318.33	£1,910.00
11/09/2023	1.17E+10	CHES01	CEC	£180.00	£0.00	£180.00
11/09/2023	1.17E+10	CHES01	CEC	£70.00	£0.00	£70.00
11/09/2023	1.17E+10	CHES01	CEC	£70.00	£0.00	£70.00
12/09/2023	41	BENTARCHI	BENTARCHITECT	£250.00	£0.00	£250.00
12/09/2023	608	STAF01	STAFFS	£150.00	£0.00	£150.00
12/09/2023	632	GREENBU	GREEN BULLET	£250.00	£0.00	£250.00
12/09/2023	13141	WISH01	WISHING WELL	£66.00	£0.00	£66.00
12/09/2023	3305299	WATE02	WATERPLUS	£50.30	£2.48	£52.78
13/09/2023	54344	DG	DG OFFICE	£228.24	£45.65	£273.89
13/09/2023	GRANT	ALPHAWPS	ALPHA OMEGA WPS	£1,860.00	£0.00	£1,860.00
13/09/2023	GRANT	CAMS	CREWE AMS	£2,500.00	£0.00	£2,500.00
15/09/2023	2415	POWERHIV	POWERHIVE ELECTRICAL	£110.00	£0.00	£110.00
15/09/2023	2416	POWERHIV	POWERHIVE ELECTRICAL	£140.00	£0.00	£140.00
15/09/2023	2.01E+09	HMLR	LAND REG	£12.00	£0.00	£12.00
18/09/2023	29	COOP01	CO OP BANK	£8.05	£0.00	£8.05
18/09/2023	633	TRAINSET	TRAIN SET	£300.00	£0.00	£300.00
19/09/2023	54374	DG	DG OFFICE	£52.85	£10.57	£63.42
20/09/2023	CTC092301	NOMAD	WE ARE NOMAD	£200.00	£0.00	£200.00
22/09/2023	23-2758	COSMIC	COSMICFAERIE	£200.00	£0.00	£200.00
24/09/2023	1270	CABASA	CABASA	£307.00	£61.40	£368.40
25/09/2023	152638	SHEDS	MEN IN SHEDS	£110.00	£0.00	£110.00
28/09/2023	5210	NGL01	NGL TECH	£336.54	£67.31	£403.85
28/09/2023	54418	DG	DG OFFICE	£30.35	£4.77	£35.12
29/09/2023	10549	AUDI01	AUDIENCE	£3,250.00	£650.00	£3,900.00
29/09/2023	132897	FOUROAKS	FOUR OAKS	£805.20	£152.04	£957.24

29/09/2023	2.01E+09	HMLR	LAND REG	£6.00	£0.00	£6.00
30/09/2023	3651	MMCL01	MM CLEANING	£205.00	£41.00	£246.00
30/09/2023	5341015	RIGHTFUEL	RIGHTFUEL	£20.00	£4.00	£24.00
30/09/2023	COMM SLA	STANDREV	ST ANDREWS CHURCH	£4,272.50	£0.00	£4,272.50
01/10/2023	1045684	BRIG01	BRIGHTER BILLS	£312.51	£62.50	£375.01
02/10/2023	SLAOCT23	CCL001	CHANCE	£1,500.00	£0.00	£1,500.00
03/10/2023	25406	LONHEART	LONDON HEARTS	£1,211.00	£242.20	£1,453.20
04/10/2023	13226	WISH01	WISHING WELL	£1,000.00	£0.00	£1,000.00
04/10/2023	1.17E+10	ANSA01	ANSA	£132.86	£26.57	£159.43
05/10/2023	2023-0622	TURTLE	TURTLE ENG	£90.82	£18.16	£108.98
05/10/2023	54456	DG	DG OFFICE	£44.00	£8.80	£52.80
05/10/2023	111898734	SSE01	SOUTHERN ELECTRIC	£35.72	£1.78	£37.50
06/10/2023	1.17E+10	ANSA01	ANSA	£30,000.00	£6,000.00	£36,000.00
07/10/2023	18352	MICR01	MICROSHADE	£220.98	£44.20	£265.18
09/10/2023	5699	STPA01	ST PAUL'S CENTRE	£1,500.00	£0.00	£1,500.00
09/10/2023	PW504457	PWLB	PWLB	£7,019.19	£0.00	£7,019.19
10/10/2023	5710	STPA01	ST PAUL'S CENTRE	£500.00	£0.00	£500.00
10/10/2023	54489	DG	DG OFFICE	£39.00	£7.80	£46.80
10/10/2023	54491	DG	DG OFFICE	£39.57	£7.91	£47.48
10/10/2023	DIGNITYOC	CCL001	CHANCE	£500.00	£0.00	£500.00
10/10/2023	GRANT	CWCT	CHES WARR CARERS	£2,325.00	£0.00	£2,325.00
11/10/2023	279001	TUDO01	TUDOR	£109.24	£21.85	£131.09
11/10/2023	3599854	WATE02	WATERPLUS	£48.99	£2.43	£51.42
11/10/2023	1.17E+10	ANSA01	ANSA	£124.67	£24.93	£149.60
12/10/2023	10015	LJPRINT	L J PRINT LIMITED	£21.00	£4.20	£25.20
12/10/2023	EXPSEP	TURNP	EXP	£92.24	£0.00	£92.24
13/10/2023	54509	DG	DG OFFICE	£25.25	£5.05	£30.30
13/10/2023	2.01E+09	HMLR	LAND REG	£9.00	£0.00	£9.00
15/10/2023	ZA0360812	ICO	ICO	£40.00	£0.00	£40.00
16/10/2023	5300	NGL01	NGL TECH	£125.00	£25.00	£150.00
16/10/2023	279780	TUDO01	TUDOR	£48.99	£9.80	£58.79
16/10/2023	5.76E+11	PPG	PPG AC	£114.90	£22.98	£137.88
18/10/2023	30	COOP01	CO OP BANK	£8.75	£0.00	£8.75
18/10/2023	10085	LJPRINT	L J PRINT LIMITED	£176.00	£0.00	£176.00
18/10/2023	54530	DG	DG OFFICE	£115.20	£23.04	£138.24
18/10/2023	S2238823	NATALLSO	NATALLSOC	£55.00	£11.00	£66.00
20/10/2023	54541	DG	DG OFFICE	£35.85	£0.00	£35.85
20/10/2023	54542	DG	DG OFFICE	£6.29	£1.26	£7.55
20/10/2023	54546	DG	DG OFFICE	£25.50	£5.10	£30.60
20/10/2023	54547	DG	DG OFFICE	£82.20	£16.44	£98.64
20/10/2023	2.01E+09	HMLR	LAND REG	£6.00	£0.00	£6.00
23/10/2023	2	NATUREMA	NATURE MAKERS	£150.00	£0.00	£150.00
23/10/2023	54554	DG	DG OFFICE	£107.84	£21.57	£129.41
23/10/2023	54555	DG	DG OFFICE	£57.45	£11.49	£68.94
23/10/2023	1.17E+10	CHES01	CEC	£36,176.00	£0.00	£36,176.00
23/10/2023	1.17E+10	ANSA01	ANSA	£132.86	£26.57	£159.43
24/10/2023	5330	NGL01	NGL TECH	£12.00	£2.40	£14.40
24/10/2023	10126	LJPRINT	L J PRINT LIMITED	£225.00	£45.00	£270.00
24/10/2023	10127	LJPRINT	L J PRINT LIMITED	£237.00	£47.40	£284.40
25/10/2023	54576	DG	DG OFFICE	£29.99	£0.00	£29.99
27/10/2023	618	STAF01	STAFFS	£110.00	£0.00	£110.00
28/10/2023	5356	NGL01	NGL TECH	£336.54	£67.31	£403.85
28/10/2023	18377	FOOL01	FOOLS PARADISE	£3,910.00	£782.00	£4,692.00
30/10/2023	JAC160	JUNKA01	JUNK ART CREATIONS	£315.00	£0.00	£315.00
			TOTAL INVOICES	£123,487.31	£10,124.63	£133,611.94

Payments

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Payroll								
4000 Salaries & Wages	19,816	139,394	274,540	135,146		135,146	50.8%	
4005 Tax & NI	1,968	13,867	31,020	17,153		17,153	44.7%	
4010 Pension Contributions	4,379	30,806	63,144	32,338		32,338	48.8%	
4101 Accountancy Fees	0	940	1,400	460		460	67.1%	
Payroll :- Indirect Expenditure	26,163	185,007	370,104	185,097	0	185,097	50.0%	0
Net Expenditure	(26,163)	(185,007)	(370,104)	(185,097)				
203 Borrowing (PWLB)								
4046 Loan Repayments	7,019	14,117	14,300	183		183	98.7%	
Borrowing (PWLB) :- Indirect Expenditure	7,019	14,117	14,300	183	0	183	98.7%	0
Net Expenditure	(7,019)	(14,117)	(14,300)	(183)				
205 Administration								
1880 Interest (CCLA)	7,712	46,544	10,000	(36,544)			465.4%	
1900 Precept	0	1,265,115	1,265,115	0			100.0%	
1999 Miscellaneous Income	0	0	10,000	10,000			0.0%	
Administration :- Income	7,712	1,311,659	1,285,115	(26,544)			102.1%	0
4016 Bank Charges (Co-op)	63	391	1,600	1,209		1,209	24.5%	
4025 Employee Training	0	450	3,000	2,550		2,550	15.0%	
4030 Employee Travel/Subsistence	0	230	1,400	1,170		1,170	16.4%	
4060 Refreshments/Catering	66	227	200	(27)		(27)	113.7%	
4100 Audit Fees	0	2,745	3,500	755		755	78.4%	
4101 Accountancy Fees	0	1,900	3,750	1,850		1,850	50.7%	
4105 Legal & Professional Fees	0	804	1,000	196		196	80.4%	
4110 Insurance	0	5,187	6,000	813		813	86.5%	
4111 Subscriptions	221	5,259	5,750	491		491	91.5%	
4112 Postage	0	0	250	250		250	0.0%	
4115 Stationery	64	1,055	1,100	45		45	95.9%	
4116 Printing	0	1,399	3,000	1,601		1,601	46.6%	
4117 Cleaning	0	1,155	2,000	845		845	57.8%	
4120 Computer Equipment/Software	337	2,887	4,500	1,613		1,613	64.2%	
4123 Website	137	137	1,000	863		863	13.7%	
4130 Telephones	313	2,735	4,000	1,265		1,265	68.4%	
4155 Room Hire Costs	0	0	1,400	1,400		1,400	0.0%	
4170 Equipment Purchase/Repair/Hire	379	1,864	4,000	2,136		2,136	46.6%	
4175 Clothing/PPE	0	61	250	189		189	24.4%	
4183 Contractors - Professional	0	0	6,000	6,000		6,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4998 Strategic Allowance	76	4,245	24,500	20,255		20,255	17.3%	
Administration :- Indirect Expenditure	1,655	32,732	78,200	45,468	0	45,468	41.9%	0
Net Income over Expenditure	6,057	1,278,926	1,206,915	(72,011)				
<u>206 Accommodation</u>								
4160 Utilities	85	1,507	6,000	4,493		4,493	25.1%	
4181 Contractors - Services	125	1,526	6,000	4,475		4,475	25.4%	
4992 Sinking Fund	0	0	1,000	1,000		1,000	0.0%	
Accommodation :- Indirect Expenditure	209	3,033	13,000	9,967	0	9,967	23.3%	0
Net Expenditure	(209)	(3,033)	(13,000)	(9,967)				
<u>210 Civic Costs</u>								
4050 Mayor's Allowance	0	44	2,500	2,456		2,456	1.8%	
4999 Civic Expenses	0	787	2,000	1,213		1,213	39.4%	
Civic Costs :- Indirect Expenditure	0	832	4,500	3,668	0	3,668	18.5%	0
Net Expenditure	0	(832)	(4,500)	(3,668)				
<u>215 Members' Costs</u>								
4035 Member Training	0	90	500	410		410	18.0%	
4040 Member Travel/Subsistence	0	0	500	500		500	0.0%	
Members' Costs :- Indirect Expenditure	0	90	1,000	910	0	910	9.0%	0
Net Expenditure	0	(90)	(1,000)	(910)				
<u>300 Grants</u>								
4260 Grants Scheme	2,325	23,521	50,000	26,479		26,479	47.0%	
Grants :- Indirect Expenditure	2,325	23,521	50,000	26,479	0	26,479	47.0%	0
Net Expenditure	(2,325)	(23,521)	(50,000)	(26,479)				
<u>305 Town Centre (Strategy)</u>								
1310 Grants Received	6,947	6,947	0	(6,947)			0.0%	
Town Centre (Strategy) :- Income	6,947	6,947	0	(6,947)				0
Net Income	6,947	6,947	0	(6,947)				
<u>307 Town Centre Maintenance</u>								
4170 Equipment Purchase/Repair/Hire	133	2,336	10,000	7,664		7,664	23.4%	

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 CCTV	0	32,160	34,500	2,340		2,340	93.2%	
4184 Rangers Service	401	40,513	187,469	146,956		146,956	21.6%	
4186 Regeneration Projects	0	8,780	21,000	12,220		12,220	41.8%	
4188 Enforcement Officer	36,176	36,176	33,242	(2,934)		(2,934)	108.8%	14,200
Town Centre Maintenance :- Indirect Expenditure	36,710	119,965	286,211	166,246	0	166,246	41.9%	14,200
Net Expenditure	(36,710)	(119,965)	(286,211)	(166,246)				
6001 plus Transfer From EM Reserves	14,200	14,200						
Movement to/(from) Gen Reserve	(22,510)	(105,765)						
<u>310 Floral Schemes</u>								
4181 Contractors - Services	0	15,062	35,000	19,938		19,938	43.0%	
Floral Schemes :- Indirect Expenditure	0	15,062	35,000	19,938	0	19,938	43.0%	0
Net Expenditure	0	(15,062)	(35,000)	(19,938)				
<u>320 Parks and Allotments</u>								
4179 Play Area Improvement Scheme	0	0	100,000	100,000		100,000	0.0%	
4420 Parks & Allotments	30,055	30,055	7,000	(23,055)		(23,055)	429.4%	30,000
Parks and Allotments :- Indirect Expenditure	30,055	30,055	107,000	76,945	0	76,945	28.1%	30,000
Net Expenditure	(30,055)	(30,055)	(107,000)	(76,945)				
6001 plus Transfer From EM Reserves	30,000	30,000						
Movement to/(from) Gen Reserve	(55)	(55)						
<u>350 Events</u>								
1995 Event income	120	330	0	(330)			0.0%	
1999 Miscellaneous Income	0	10,000	0	(10,000)			0.0%	
Events :- Income	120	10,330	0	(10,330)				0
4258 Heritage Activities	0	17,731	0	(17,731)		(17,731)	0.0%	17,731
4259 Community Events	8,044	56,311	49,000	(7,311)		(7,311)	114.9%	14,083
4271 Event Matching Fund	0	5,000	10,000	5,000		5,000	50.0%	
Events :- Indirect Expenditure	8,044	79,042	59,000	(20,042)	0	(20,042)	134.0%	31,814
Net Income over Expenditure	(7,924)	(68,712)	(59,000)	9,712				
6001 plus Transfer From EM Reserves	3,250	31,814						
Movement to/(from) Gen Reserve	(4,674)	(36,898)						

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>352</u> <u>Christmas Programme</u>								
4274 Lumen	0	0	60,000	60,000		60,000	0.0%	
4275 Infrastructure (Christmas)	0	0	60,000	60,000		60,000	0.0%	
4287 Christmas Activities	0	0	25,000	25,000		25,000	0.0%	
4992 Sinking Fund	0	0	10,000	10,000		10,000	0.0%	
Christmas Programme :- Indirect Expenditure	0	0	155,000	155,000	0	155,000	0.0%	0
Net Expenditure	0	0	(155,000)	(155,000)				
<u>460</u> <u>M&E Projects</u>								
4288 Event Seed Funding/Income Gene	133	5,506	15,000	9,494		9,494	36.7%	5,240
M&E Projects :- Indirect Expenditure	133	5,506	15,000	9,494	0	9,494	36.7%	5,240
Net Expenditure	(133)	(5,506)	(15,000)	(9,494)				
6001 plus Transfer From EM Reserves	0	5,240						
Movement to/(from) Gen Reserve	(133)	(266)						
<u>470</u> <u>Community Plan</u>								
4252 Remembrance	225	428	6,000	5,573		5,573	7.1%	
4730 St Peters Community Developmen	0	0	5,000	5,000		5,000	0.0%	
4731 Sustaining Network	0	8,010	10,000	1,990		1,990	80.1%	
4754 Tree of Light	237	237	5,000	4,763		4,763	4.7%	
4767 Health and Wellbeing	6,661	29,223	40,000	10,777		10,777	73.1%	5,359
4768 Families/Early Intervention	0	500	0	(500)		(500)	0.0%	500
Community Plan :- Indirect Expenditure	7,123	38,397	66,000	27,603	0	27,603	58.2%	5,859
Net Expenditure	(7,123)	(38,397)	(66,000)	(27,603)				
6001 plus Transfer From EM Reserves	1,302	5,859						
Movement to/(from) Gen Reserve	(5,821)	(32,538)						
<u>473</u> <u>Town Promotion</u>								
1999 Miscellaneous Income	0	7,400	0	(7,400)			0.0%	
Town Promotion :- Income	0	7,400	0	(7,400)				0
4721 Public Realm	0	23,800	25,000	1,200		1,200	95.2%	22,353
4723 Town Centre Promotion	0	14,086	0	(14,086)		(14,086)	0.0%	14,086
4727 Heritage Projects	0	31,454	20,000	(11,454)		(11,454)	157.3%	8,744
Town Promotion :- Indirect Expenditure	0	69,340	45,000	(24,340)	0	(24,340)	154.1%	45,182
Net Income over Expenditure	0	(61,940)	(45,000)	16,940				
6001 plus Transfer From EM Reserves	0	44,964						
Movement to/(from) Gen Reserve	0	(16,976)						

Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>474 CP Projects</u>								
4742 Community Asset Projects	0	560	0	(560)		(560)	0.0%	560
4755 Heritage Strat	0	2,620	0	(2,620)		(2,620)	0.0%	2,620
CP Projects :- Indirect Expenditure	<u>0</u>	<u>3,180</u>	<u>0</u>	<u>(3,180)</u>	<u>0</u>	<u>(3,180)</u>		<u>3,180</u>
Net Expenditure	<u>0</u>	<u>(3,180)</u>	<u>0</u>	<u>3,180</u>				
6001 plus Transfer From EM Reserves	0	3,180						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	14,779	1,336,335	1,285,115	(51,220)			104.0%	
Expenditure	119,436	619,878	1,299,315	679,437	0	679,437	47.7%	
Net Income over Expenditure	<u>(104,657)</u>	<u>716,457</u>	<u>(14,200)</u>	<u>(730,657)</u>				
plus Transfer From EM Reserves	48,752	135,257						
Movement to/(from) Gen Reserve	<u>(55,905)</u>	<u>851,714</u>						

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REPORT STATEMENT

Meeting: Crewe Town Council 5th December 2023
Report Purpose: To provide the completed draft budget setting process
Version Control: v1
Author: Clerk

1. Summary:

The report provides the process for budget setting for 2024/25 and the draft budget resulting from that process, providing the proposed precept level for Crewe Town Council for the financial year 1st April 2024 to 31st March 2025.

2. Background

Crewe Town Council is the parish council for the municipality of Crewe. The council draws a precept from the community as part of the council tax collected by Cheshire East Council.

This council sets the precept amount based on anticipated revenue and project spend for the coming year balanced against potential income (such as interest and grant funding awards).

The budget setting process approved by the Finance & Governance committee in June 2023 has been progressed through member engagement, officer engagement and committee engagement.

3. Position:

The draft (version 9) attached shows the consensus view of committees, having reviewed the budgets twice. The draft also provides a view of sustainability in consideration of inflationary pressures and the Medium Term Financial Plan.

The draft budget has come to a position that allows for delivery of all current commitments, considers inflation and also absorbs new additional commitments, such as the commitment of the council to support the shortfall in funding from Cheshire East Council for local library services.

4. Equality Impact:

All services are delivered within the council's diversity and equality policy as well as associated legislation and regulation.

5. Sustainability Impact:

Financial: The draft budget provides a balanced budget that demonstrates financial sustainability and within the parameters of the Medium Term Financial Plan

Social: The draft budget provides a continuity in local service delivery, including those services that are facing shortfalls in Cheshire East Funding.

Environmental: Delivery will be within the council's sustainability policy.

6. Community Impact:

The delivery of local services for the benefit of the community of Crewe is the primary purpose of the town council.

7. Governance:

Crewe Town Council Corporate Strategy
Crewe Town Council Financial Regulations
Local Government Act 2011

8. Financial Impact:

The draft budget shows the following

Overall budgetary expenditure: £1,479,704

Budgeted income: £149,150

Balance / Precept requirement: £1,330,554

Impact:

Band D annual precept cost £92.34 (↑£4.39 per year = 4.99%)

Band A annual precept cost £61.56 (↑£2.93 per year = 4.99%)

(annualised inflation 6.3% - source ONS as of 18/10/2023)

9. Resource Impact:

Budgetary management with the Responsible Financial Officer

10. Consultation/Engagement:

As per the approved budget setting process

11. Wards Affected:

All

12. Conclusions:

- i. That the budget setting process for 2024/25 has concluded
- ii. That the draft budget for 2024/25 takes in to consideration the newly adopted corporate strategy
- iii. That the draft budget for 2024/25 is within the tolerances of the Medium Term Financial Plan as adopted.
- iv. That the impact of ongoing inflation on the cost of living has been considered
- v. That the draft budget for 2024/25 takes in to consideration the need for additional funding to meet a shortfall as advised by Cheshire East with regard to local library services.
- vi. That the proposed draft budget represents a below inflationary increase

13. Consideration Sought:

- i. That council considers the draft 2024/25 budget, as recommended by the Finance & Governance Committee, which has followed the budget setting process, and reaches a consensus on the final draft.
- ii. That the associated precept requirement of £1,330,554 is approved and set.

CREWE TOWN COUNCIL DRAFT BUDGET REQUIREMENT CALCULATION 2024/25				
2023/24 Budget expenditure	2023/24 Budget Income	2024/25 Draft Budget Expenditure	2024/25 Draft Budget Income	NET OPERATING EXPENDITURE & INCOME 2024/25
FINANCE AND GOVERNANCE COMMITTEE			£	£
Payroll				
Salaries & Wages		274540	286743	286743
Tax & NI		31020	32756	32756
Pension Contributions		63144	65951	65951
Payroll administration costs		1400	1000	1000
Heritage Centre Manager			39150	29150
Borrowing (Int)				0
Loan Repayments		14300	14198	14198
Administration				
Bank interest received			0	0
Interest CCLA		10000		40000
Miscellaneous Income		10000		10000
Bank Charges		1600	1750	1750
Employee Training		3000	3000	3000
Employee Travel/Subsistence		1400	850	850
Refreshments/Catering		200	200	200
Audit Fees		3500	3750	3750
Accountancy Fees		3750	4000	4000
Legal & Professional Fees		1000	1000	1000
Insurance		6000	6500	6500
Subscriptions		5750	6000	6000
Postages		250	100	100

Stationery	1100		1300		1300
Printing	3000		3000		3000
Janitorial	2000		2000		2000
Computer Equipment/Software	4500		4500		4500
Website	1000		1000		1000
Advertising / Publicity	0		0		0
Telephones	4000		4000		4000
Room Hire Costs	1400		1000		1000
Equipment Purchase/Repair/Hire	4000		4000		4000
Clothing/PPE	250		250		250
Contractors - Professional	6000		6000		6000
Election Costs	0		0		0
Strategic Allowance	24500		6250		6250
Accommodation					
Utilities	6000		6500		6500
Contractors - Services	6000		6000		6000
Sinking Fund	1000		1000		1000
Members' Costs					0
Member Training	500		500		500
Member Travel/Subsistence	500		200		200
Total Administrative Costs	476604	20000	514447	79150	435297

MARKETING AND EVENTS COMMITTEE

Events

Community Events & Summer Programme	49000	50000		50000
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Event Sustainability	10000	12000		12000
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Christmas Programme				0
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Strategic Event	60000	60000		60000
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Infrastructure (Christmas)	60000	60000		60000
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Christmans Activities	25000	27000		27000
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Sinking Fund	10000	10000		10000
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M&E Projects				0
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Event Seed Funding/income generation	15000	0		0
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UKSPF Arts Trail/Engagement		70000	70000	
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Evaluation		10000		
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Total M&E Committee Costs	229000	0	299000	70000	229000
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COMMUNITY PLAN				
Civic Costs				
Mayor's Allowance	2500	0	0	
Civic Expenses	2000	2500	2500	
Grants				0
Grants Scheme	50000	30000	30000	
Community Plan				0
Sustaining Network	10000	15000	15000	
Community Development Commissioning	5000	10000	10000	
Tree of Light	5000	5000	5000	
Health & Wellbeing	40000	60000	60000	
Remembrance	6000	6000	6000	
Libraries				0
Library Funding		38809	38809	
Total Community Plan Costs	120500	0	167309	0
Planning				
Contractors - professional	0	0		
Total Planning Committee	0	0	0	0

OPERATIONS & IMPROVEMENTS

Operations

Equipment Purchase/Repair/Hire	10000		10000		10000
CCTV	34500		37456		37456
Ranger Service	187469		206215		206215
Cleaner Crewe	33242		37277		37277
Floral Scheme	35000		35000		35000
Green Spaces					0
Play Area Improvement Scheme	100000		100000		100000
Allotments	7000		7000		7000
Regeneration					0
Public Realm	25000		25000		25000
Heritage Projects	20000		20000		20000
Regen Projects	21000		21000		21000

Total O&I Committee	473211	0	498948	0	498948
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Total Operational Costs	1299315	20000	1479704	149150	1330554
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BUDGET REQUIREMENT	1299315	20000	1479704	149150	1330554
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Tax Base (Band D Equivalent)					14,409.43
Illustrative Council Tax	2022/23				
	£87.95		£4.39		£92.34
			4.99 %		

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REPORT STATEMENT

Meeting: Crewe Town Council 5th December 2023
 Report Purpose: To provide an update on the progress of UK Shared Prosperity Fund (UKSPF) applications
 Version Control: v1
 Author: Clerk

1. Summary:

Crewe Town Council submitted 3 applications for UKSPF funding, of which 2 were successful. This report seeks confirmation of approval to spend as per the applications and funding agreements to be issued.

Approval to accept the grants was given at the meeting of the Finance & Governance Committee on 12th September 2023.

2. Background

UK Shared Prosperity Funding is a central government funding source allocated on a local authority basis and is competitively applied for, administered by Cheshire east Council.

Crewe Town Council submitted 3 applications during the brief call for expressions of interest in July/September.

3. Position:

Of the 3 submission, we have been notified the 2 projects are to be awarded (as yet offer letters have not been issued) funding in financial years 2023/24 and 2024/25

- i. Crewe Heritage Centre Feasibility Study – the heritage centre, operated by the Crewe Heritage Trust and supported by Crewe Town Council, is identified as an opportunity for the provision of a modern and accessible heritage leisure destination. To achieve this the site would require significant capital funding for wholesale redevelopment and improvement. The funding would need to be external, such as associated lottery grant funding sources, and likely to be in excess of £5,000,000 to achieve full redevelopment. To achieve a successful application a detailed business case and feasibility is required and the UKSPF grant will be used for the first phase of the feasibility and business case work. The total value of that funding is £45,000 and must be spent by 31/3/2024. It may be that more funding will become available and this would create the opportunity to potentially complete the feasibility study.
- ii. Town Centre Arts Development and Trail – This project is progress engagement with and development of delivery of community arts and for the development of an arts trail in the town centre. The project includes for the provision of a resource to build capacity as well as deliver the project.
 The total value of the project is £92,000 made up of £2,000 Crewe Town Council match funding in 2023/24 (approved at Marketing and Events Committee 06/11/23); £20,000

UKSPF in 2023/24 and £70,000 UKSPF in 2024/25.

We also applied for a town centre improvements and accessibility project, but this was not awarded any funding.

In total Crewe Town Council has been awarded £135,000, leveraged with £2,000 match funding from the Crewe Town Council revenue budget for 2023/24

UKSPF Breakdown for 2023/24 and 2024/25:

- The total allocated UKSPF allocation within this round of applications was £4,755,557
- CEC awarded their own projects £3,857,132 of that fund (81%)
- Crewe Projects (including the Crewe Town Council projects with a total value of £135,000) were awarded £952,327 (20%). Of that £700,000 was awarded to the ongoing CEC Mill Street Corridor project.
- Macclesfield Projects were awarded £1,887,887 (40%)

4. Equality Impact:

All services are delivered within the council's diversity and equality policy as well as associated legislation and regulation.

5. Sustainability Impact:

Financial: The funding is awarded with minimal match funding from Crewe Town Council so is seen as a positive income for delivery of projects.

Social: Delivery of the projects supports the town council's corporate strategy, delivering work towards the feasibility of the Crewe Heritage Centre as well as building community capacity within arts and culture.

Environmental: Delivery will be within the council's sustainability policy.

6. Community Impact:

The delivery of the projects will support third sector sustainability of the Crewe Heritage Trust, its many volunteers and seek to provide a more sustainable facility for the benefit of the community of Crewe. Additionally the arts and culture project will invest community engagement and capacity building for arts and culture.

7. Governance:

Crewe Town Council Corporate Strategy
Crewe Town Council Financial Regulations
Local Government Act 2011

8. Financial Impact:

£2,000 from the Marketing & Events Committee budget as match funding for the arts trail and engagement project. Approved by Marketing and Events Committee 06/11/2023

Grant funding, once awarded, is paid on defrayed spend, or after the council has paid for the work. Therefore the council must commit to the spend profile of the projects as approved and apply for the grant after it has expended (defrayed) the funds.

9. Resource Impact:

The projects require project management time on behalf of officers.

10. Consultation/Engagement:

The feasibility study will engage with the Crewe Heritage Trust and its volunteers as well as potential audiences for the completed development, should it be successful in securing external funding.

The arts trail and community development project will engage with the local community as well as schools in the development of any skills and works to be delivered.

11. Wards Affected:

All, although delivery will mostly be within Crewe Central Ward.

12. Conclusions:

- i. That the award of UKSPF to the two identified projects at minimal match funding is a positive opportunity for the town.
- ii. That the spend and resource requirements associated with the projects will need to be approved in accordance with the applications submitted
- iii. That delivery of the projects is within a very tight timescale and reporting on the projects to the responsible body (CEC) is expected to be very involved
- iv. That it is a requirement of the funding for the council to defray payment prior to applying for the associated funding reimbursement.
- v. That the application for the town centre funding has been declined, but that may be reflective of the funding prioritisation of CEC as the responsible body.
- vi. Should more funding be made available for the awarded projects, it should be accepted to enable greater delivery.

13. Consideration Sought:

- i. That the spend associated with the funding is approved
- ii. That the need to defray payment prior to applying for the funding draw down is noted.
- iii. That, should any additional funding associated with the projects be made available, it should be accepted and delivery as per the project profile is approved

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**Cheshire East UK Shared Prosperity
Fund (UKSPF)
Call for Projects**

July 2023

Introduction

Cheshire East Council is inviting bids from organisations to deliver projects under the UK Shared Prosperity Fund (UKSPF). This document provides background to the call, information about the bid process and key considerations for potential applicants.

Background

The UKSPF was launched in April 2022 and succeeds the old European Structural Funds. The fund is a central pillar of the UK government's Levelling Up agenda and seeks to target funding where it is needed most to build pride in place, support high quality skills training, support pay, employment and productivity growth, and increase life chances. Funding allocations have been made to local authority areas across England.

Cheshire East Council (CEC) is the lead authority for the UKSPF in Cheshire East. It has overall accountability for how the Fund is administered in the borough, including allocating funds to individual project proposals and managing the funding in accordance with national guidelines.

The Cheshire East UKSPF Investment Plan was developed with input from a range of local stakeholders. The Investment Plan sets out the opportunities and challenges that interventions are intended to address, how the funding will be spent and the outputs and outcomes it is hoped will be delivered. A copy is available [here](#). All applicants must familiarise themselves with this document to ensure the project proposals they develop are strategically aligned and responsive to identified local opportunities and challenges.

Project requirements and available funding

The UKSPF is structured around three Investment Priorities, two of which are covered by this call:

- Communities and Place; and
- Supporting Local Business.

All bids must align with one of these priority areas.

Funding is available to allocate to the following intervention types through this call for projects:

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UKSPF Investment Priority	UKSPF Intervention Type	Funding available ¹				Indicative Outputs	Indicative Outcomes
		2023/24		2024/25			
		Capital	Revenue	Capital	Revenue		
Communities and Place	E1: Improvements to town centres and high streets including better accessibility for disabled people, capital spend and running costs		£182,800	£100,000	£2,025,100	<ul style="list-style-type: none"> Number and m² of commercial building developed or improved Number and m² of rehabilitated land or premises M² of public realm created or improved 	<ul style="list-style-type: none"> Reduced vacancy rates Increased footfall Greenhouse gas reductions Improved engagement numbers Increased number of web searches for a place Number of improved community facilities as a result of support Volunteering numbers as a result of support
	E6: Local arts, cultural, heritage and creative activities		£102,000		£114,000	<ul style="list-style-type: none"> Number of organisations receiving grants Number of local events or activities supported 	
	E7: Support for active travel enhancements in local area	£250,500		£449,500		<ul style="list-style-type: none"> Number and m² of new or improved cycleways or paths 	
	E8: Development and promotion of wider campaigns which encourage people to visit and explore the local area		£143,000		£95,000	<ul style="list-style-type: none"> Number of organisations receiving grants Number of people reached 	
	E13: Community measures to reduce the cost of living, including through measures to improve energy efficiency, combat fuel poverty and climate change		£94,300		£96,000	<ul style="list-style-type: none"> Number of organisations receiving grants Number of organisations receiving non-financial support 	
	E14: Relevant feasibility studies		£350,900			<ul style="list-style-type: none"> Number of feasibility studies supported 	

¹ Please note there is flexibility for the capital and revenue allocations to be amended if required. As stipulated in UKSPF guidance, a minimum of 13% of the total UKSPF funding allocated to Cheshire East in 2023/24 must be capital and this increases to 20% in 2024/25.

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UKSPF Investment Priority	UKSPF Intervention Type	Funding available ¹				Indicative Outputs	Indicative Outcomes
		2023/24		2024/25			
		Capital	Revenue	Capital	Revenue		
Supporting Local Business	E19: Increasing investment in R&D at the local level. Investment to support the diffusion of innovation knowledge and activities. Support the commercialisation of ideas, encouraging collaboration and accelerating the path to market so that more ideas translate into industrial and commercial practices.		£209,800		£366,200	<ul style="list-style-type: none"> Number of businesses receiving non-financial support 	<ul style="list-style-type: none"> Jobs created Jobs safeguarded Number of businesses adopting new to the firm technologies or processes Increased amount of investment Number of new businesses created Increased business sustainability Number of businesses in new knowledge transfer activity Number of businesses with improved productivity
	E22: Investing in enterprise infrastructure & employment / innovation sites development projects. This can help unlock development projects which support growth in places.			£200,000	£40,000	<ul style="list-style-type: none"> Number of businesses receiving grants Number and m² of commercial buildings developed or improved 	
	E23: Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks		£92,000		£247,800	<ul style="list-style-type: none"> Number of businesses receiving non-financial support Number of potential entrepreneurs provided assistance to be business ready 	
	E30: Business support measures to drive employment growth, particularly in areas of higher unemployment		£80,900		£179,500	<ul style="list-style-type: none"> Number of businesses receiving non-financial support 	

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Further detail on the objectives for each Intervention Type and examples of the types of projects which can be funded within each Intervention Type can be viewed in the UK Government Publication [UKSPF Interventions, Objectives, Outcomes and Outputs Table – England](#) and in [Cheshire East UKSPF Investment Plan](#).

A minimum bid level is in place for each intervention type to recognise:

- the scale of funds available;
- the nature of activities to be supported under each element of the programme; and
- the administrative requirements of delivering and managing UKSPF allocations.

For this call for projects, the minimum bid levels are:

Intervention Theme	Minimum Bid
E1	£200,000
E6	£40,000
E7	£140,000
E8	£20,000
E13	£40,000

Intervention Theme	Minimum Bid
E14	£10,000
E19	£115,000
E22	£100,000
E23	£100,000
E30	£100,000

All applicants are encouraged to apply for an appropriate level of funding to allow their project to be deliverable. It is a critical requirement that all projects supported can be delivered within the timeframe for UKSPF, i.e. by the end of March 2025 and **it is critical that any allocated funds can be spent in the year that they are allocated (i.e. funds allocated for 23/24 must be spent by 31st March 2024 and funds allocated for 24/25 must be spent by 31st March 2025).**

It should also be noted that any funding awarded will be conditional not only on the above, but also be subject to grant funding conditions which will require all projects to be delivered in a manner which adheres to specific requirements around procurement, branding, record keeping etc. Please do not put forward projects for consideration if your organisation is not able to formally commit to adhering to all requirements set centrally. The current requirements can be viewed here:

<https://www.gov.uk/government/collections/uk-shared-prosperity-fund-additional-information>

The application process

Anyone wishing to deliver a UKSPF supported project is required to complete a project application outlining their proposal and alignment with fund objectives and wider requirements. A separate application should be completed for each stand alone proposal. Where an individual proposal is seeking support across more than one intervention type, a single application which specifies the activities, costs, funding requirement and outputs against each intervention type can be used. If you require clarification on whether a single or multiple application(s) are required for your proposal please contact: UKSPFenquiries@cheshireeast.gov.uk.

An application template has been developed for all applicants to complete. A copy can be accessed [here](#). Applications will not be accepted in any other format.

The application form provides question specific guidance within it to help applicants provide the required information while this note provides overarching bid information. Cheshire East Council staff are unable to comment or advise on individual applications but if you do have any questions please contact:

UKSPFenquiries@cheshireeast.gov.uk.

Applications should be submitted to UKSPFsubmissions@cheshireeast.gov.uk by 5pm on Friday 18th August. Applications submitted after this deadline will not be considered.

The assessment process

All project proposals received in the required format by the submission deadline will be assessed against a common set of gateway and prioritisation selection criteria. Any projects that fail to satisfy gateway criteria will not be considered to form part of the programme.

Key considerations for the assessment of proposals will include:

- Compliance with fund requirements
- Alignment with fund objectives and local strategic objectives
- Deliverability within the fund timescales
- The eligibility of proposed activities
- The forecast achievement of fund outputs and outcomes and value for money
- Scale of risk
- The overall affordability of the programme of activity

It is anticipated that the bids received may exceed the available funding allowance. A prioritisation process will therefore be required to assess the relative merits of all project proposals received. Prioritisation will consider the merits of projects proposed under each intervention type in turn to utilise the available allocations at this level.

CEC have appointed an independent consultant to support the application and assessment process. They will complete the assessment of all project proposals and present their evidenced recommendations to the Local Partnership Group and CEC UKSPF Programme Board. The assessment template is provided at **Annex A**.

Applicant information will be stored and shared as part of the application and assessment process in accordance with the details set out in the [Council's Privacy Notice](#).

Timescales

Important dates to note are:

- Friday 21st July – call for projects issued
- Friday 18th August at 5pm – deadline for applications to be submitted
- Late September / early October 2023 – anticipated date for applicants to be notified of the outcome of their application
- October 2023 – earliest anticipated project start date
- 31st March 2024 – all 2023/24 funding allocations to be spent
- 31st March 2025 – all UKSPF supported activity to conclude, with all funds spent and outputs achieved

Important considerations

The award of UKSPF funding comes with a series of requirements of applicants. Please ensure that you are aware of the implications of receiving funds ahead of making an application.

Points to consider when preparing an application include:

- All applicants should familiarise themselves with UKSPF guidance issued by UK Government and requirements placed on recipients of public funding, including (but not limited to) compliance with Subsidy Control and procurement guidelines. The current guidance can be viewed here: [UK Shared Prosperity Fund: additional information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-additional-information)
- Strong alignment with the priorities identified in the Cheshire East UKSPF Investment Plan must be demonstrated. Demonstrating fit with wider local policy objectives is also required.
- Allocations can only be made for activity proposed within the Cheshire East local authority area through this call for projects. If any activity is proposed to extend beyond the local authority boundary, separate applications should be made to the relevant authority/authorities and dependencies noted as part of your submissions.
- All allocated funds must be spent within the year they have been allocated. Projects allocated funds for 23/24 must have spent those funds by 31st March 2024, and there can be no roll over of unspent funding to 24/25. All allocated funding for 24/25 must be spent by 31st March 25 with no exceptions. It is also expected that outputs will have been delivered by the same dates. There is no flexibility to extend these deadlines and any funds not expended by these dates will be lost to the area.
- Match funding is not required but value for money is a consideration. Where other funding sources are proposed to complete a project's funding package, details must be provided to give confidence of deliverability.
- Where allocations are made, funding may be recovered in cases where beneficiaries do not comply with fund parameters, UK law or any local requirements. All projects awarded funding where the recipient is an

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organisation external to CEC should expect to be required to enter into a formal funding agreement obligating them to adhere to requirements.

It should be noted that formal funding agreements are likely to require applicants to commit to covering any project cost over and above the funding awarded from UKSPF including potential cost overruns and the underwriting of any funding contributions expected from third parties. Further UKSPF guidance can be accessed [here](#) and all applicants should familiarise themselves with it.

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Annex A: Assessment Template

The template below sets out the criteria CEC intend to apply to assess all bids received under this call for projects. While the overall scope of assessments will remain unchanged, CEC reserves the right to make minor adjustments, if found to be necessary.

Project Details	Assessor response		Application form question reference(s)
Project name:			Q2.4
Project location:			Q2.5
UKSPF Priority Area:	Communities & Place		Q2.9
	Supporting Local Business		
UKSPF Intervention Type:			Q2.9
Project description:			Q2.7
Applicant and any delivery partners:			Q2.1, Q2.3
Lead applicant type:			Q2.2
Proposed start date:			Q2.12
Proposed end date:			Q2.12
Funding package and scalability:			Q2.11, Q5.1 and Q5.8
Forecast outputs:			Q4.1

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Gateway Criteria (Section 1 and 2)

Projects will need to demonstrate that they satisfy the gateway criteria outlined below to be considered for inclusion in the Cheshire East UKSPF programme. Failure to satisfy any of the criteria will result in projects not being eligible for inclusion in the programme.

Gateway criteria	Assessor response	Application form question reference(s)
Is the project compliant with all criteria set out in Section 1 (Compliance Criteria)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Section 1 (Compliance Criteria)
Is the project's location (capital schemes), or beneficiaries of the project (revenue schemes) fully or in part within the Cheshire East local authority boundary?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Q2.5
Does the project deliver against Cheshire East UKSPF objectives and deliver identified UKSPF outputs and outcomes within the March 2025 timescale?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Q2.9 Q4.1
Is the applicant able to provide adequate assurance that there are no significant barriers to the project's deliverability within the March 2025 timescale? If funds are allocated for 2023/24 is there adequate assurance that these funds can be spend by the end of March 2024?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Assessor to take a reasoned view based on responses within Sections 5-7.
Does the project meet the gateway criteria?	Yes <input type="checkbox"/> <i>If the project meets the Gateway Criteria, please move to Section 3.</i> No <input type="checkbox"/> <i>If not, please go straight to Section 8.</i>	

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Prioritisation Selection Criteria

The assessment will provide a narrative against the criteria outlined below. A RAG rating and score will also be applied – based on the narrative findings – to support the prioritisation process. This will be guided by the following overarching framework, with the precise criteria for each assessment consideration set out in the tables below:

Strategic and Economic Cases	Financial, Commercial and management cases	RAG Rating and Scoring
- Strong direct response presented	- Strong plans in place or confirmed, project is ready to proceed	8
- Moderate direct response presented	- Strong plans presented, some further development work required	6
- Minor and/or indirect response presented	- Reasonable plans presented with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval	4
- Weak response presented	- Limited plans presented - major gaps/risks identified requiring further work	2
- No direct response presented	- No / inappropriate plans presented – major concerns identified	0

Cheshire East Council will prioritise projects to be funded by UKSPF that can clearly demonstrate deliverability within the timeframe of the UKSPF funding. Therefore, as part of the project assessment and prioritisation process, any project that is rated as ‘no direct response presented’ or ‘no/inappropriate plans presented’ against any of the delivery cases, after clarifications have been sought – where appropriate, will not be recommended for funding.

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Section 3 – Strategic Fit

Assessment considerations	Assessor comments				Application form question reference(s)
Response to local UKSPF strategic priorities: how well does the project contribute to the Cheshire East UKSPF Investment Plan?					Q3.1
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)					
Strong direct contribution <input type="checkbox"/>	Moderate direct contribution <input type="checkbox"/>	Minor and/or indirect contribution <input type="checkbox"/>	Weak contribution <input type="checkbox"/>	No direct contribution <input type="checkbox"/>	

Assessment considerations	Assessor comments				Application form question reference(s)
Response to other local strategic priorities: how well does the project respond to local needs/opportunities set out in other relevant local plans/strategies?					Q3.2
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)					
Strong direct response <input type="checkbox"/>	Moderate direct response <input type="checkbox"/>	Minor and/or indirect response <input type="checkbox"/>	Weak response <input type="checkbox"/>	No direct response <input type="checkbox"/>	

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Assessment considerations	Assessor comments	Application reference(s)	form	question
Case for investment: has the case for investment been appropriately made, underpinned by evidence of need and/or demand?		Q3.3		
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)				
Strong direct case for investment <input type="checkbox"/>	Moderate direct case for investment <input type="checkbox"/>	Minor and/or indirect case for investment <input type="checkbox"/>	Weak case for investment <input type="checkbox"/>	No direct case for investment <input type="checkbox"/>

Assessment considerations	Assessor comments	Application reference(s)	form	question
Wider strategic contribution – net zero and equalities: how well does the project contribute towards achieving net zero ambitions and in meeting Cheshire East’s statutory duty to uphold the Equality Act 2010?		Q3.4 – Q3.5		
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)				
Strong direct contribution <input type="checkbox"/>	Moderate direct contribution <input type="checkbox"/>	Minor and/or indirect contribution <input type="checkbox"/>	Weak contribution <input type="checkbox"/>	No direct contribution <input type="checkbox"/>

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Assessment considerations	Assessor comments	Application form question reference(s)		
Wider strategic contribution – inclusive growth: to what extent does the project help to tackle health inequalities and/or deprivation in areas of need within the borough?		Q3.6		
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)				
Strong direct contribution <input type="checkbox"/>	Moderate direct contribution <input type="checkbox"/>	Minor and/or indirect contribution <input type="checkbox"/>	Weak contribution <input type="checkbox"/>	No direct contribution <input type="checkbox"/>

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Section 4 – Economic Case

Assessment considerations	Assessor comments			Application reference(s)	form	question
Alignment of activities, outputs and outcomes: are identified output and outcome measures in line with UKSPF measures and clearly attributable to project activities? Have appropriate assumptions been applied? Are they considered deliverable?				Q4.1 – Q4.2		
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)						
Strong direct case for investment <input type="checkbox"/>	Moderate direct case for investment <input type="checkbox"/>	Minor and/or indirect case for investment <input type="checkbox"/>	Weak case for investment <input type="checkbox"/>	No direct case for investment <input type="checkbox"/>		

Assessment considerations	Assessor comments			Application reference(s)	form	question
Value for money: Are the target output and outcome levels commensurate with the level of funding requested?				Q4.1 – Q4.2 (Taking account of scale of UKSPF funding request set out in Section 5) and Q4.4		
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)						
Strong direct case for investment <input type="checkbox"/>	Moderate direct case for investment <input type="checkbox"/>	Minor and/or indirect case for investment <input type="checkbox"/>	Weak case for investment <input type="checkbox"/>	No direct case or ineligible <input type="checkbox"/>		

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Assessment considerations	Assessor comments	Application form question reference(s)
Option consideration: has the applicant explored appropriate alternative options? Is it clear how the preferred option has been determined and that activity would not proceed or could only be delivered on a smaller scale without UKSPF support?		Q4.3 – Q4.4
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
Strong direct case for investment <input type="checkbox"/>	Moderate direct case for investment <input type="checkbox"/>	Minor and/or indirect case for investment <input type="checkbox"/>
		Weak case for investment <input type="checkbox"/>
		No direct case for investment <input type="checkbox"/>

Assessment considerations	Assessor comments	Application form question reference(s)
Additionality: how does the project add value to existing activities/services? Is there a risk of any existing activities being displaced / duplicated as a result of project delivery?		Q4.5 – Q4.6
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
Strong direct case for investment <input type="checkbox"/>	Moderate direct case for investment <input type="checkbox"/>	Minor and/or indirect case for investment <input type="checkbox"/>
		Weak case for investment <input type="checkbox"/>
		No direct case for investment <input type="checkbox"/>

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Section 5 – Financial Case

Assessment considerations	Assessor comments	Application form question reference(s)
Clarity and confidence in project costs: are identified project costs eligible for support? Has a robust process been followed to determine project costs and their profile?		Q5.1 – Q5.3
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
Robust response provided, project would be ready to proceed with these costs <input type="checkbox"/>	Robust response provided, with some further development required <input type="checkbox"/>	Reasonable response provided with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval <input type="checkbox"/>
Limited response provided – major gaps/risks identified requiring further work <input type="checkbox"/>	No / very poor response <input type="checkbox"/>	
Assessment considerations	Assessor comments	Application form question reference(s)
Certainty of the funding package: what is the status of the project's funding package? What is the likelihood of any outstanding funds being secured?		Q5.4
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
Very high level of certainty, with rest of the funding package in place <input type="checkbox"/>	High level of certainty, with high likelihood of securing remaining funds <input type="checkbox"/>	Reasonable level of certainty, with potential for remaining funds to be secured <input type="checkbox"/>
Limited level of certainty <input type="checkbox"/>	No certainty <input type="checkbox"/>	

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Assessment considerations	Assessor comments				Application form question reference(s)
Future plans and contingency: where applicable, are appropriate plans in place to protect investments/continue services beyond the UKSPF funding period? What contingencies are in place, if costs rise?					Q5.5 and Q6.7
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)					
Strong, appropriate plans are in place / confirmed <input type="checkbox"/>	Strong, appropriate plans are outlined with some further development required <input type="checkbox"/>	Appropriate plans presented with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval <input type="checkbox"/>	Limited plans provided - major gaps/risks identified requiring further work <input type="checkbox"/>	No/ inappropriate plans provided <input type="checkbox"/>	

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Section 6 – Commercial Case

Assessment considerations	Assessor comments	Application form question reference(s)
Overarching management: are appropriate overarching delivery arrangements proposed for the nature and scale of activity? Where multiple partners are involved, is there clarity of working relationships and how these will be formalised?		Q6.1 – Q6.2
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
Strong, appropriate arrangements are in place / confirmed <input type="checkbox"/>	Strong, appropriate arrangements are outlined with some further development required <input type="checkbox"/>	Appropriate arrangements presented with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval <input type="checkbox"/>
		Limited arrangements provided - major gaps/risks identified requiring further work <input type="checkbox"/>
No/ inappropriate arrangements provided <input type="checkbox"/>		

Assessment considerations	Assessor comments	Application form question reference(s)
Procurement: where applicable, does the applicant understand the requirement to comply with procurement regulations? Have appropriate proposals been identified?		Q6.3 – Q6.4
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
Strong, appropriate proposals are in place / confirmed <input type="checkbox"/>	Strong, appropriate proposals are outlined with some further development required <input type="checkbox"/>	Appropriate proposals presented with information gaps or issues identified, but potential for these to be resolved ahead of final approval <input type="checkbox"/>
		Limited proposals provided - major gaps/risks identified requiring further work <input type="checkbox"/>
No/ inappropriate proposals provided <input type="checkbox"/>		

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Assessment considerations	Assessor comments	Application form question reference(s)
Consultation: has appropriate consultation taken place or is planned to inform the project?		Q6.5 – Q6.6
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
Strong, appropriate arrangements are in place / confirmed <input type="checkbox"/>	Strong, appropriate arrangements are outlined with some further development required <input type="checkbox"/>	Appropriate arrangements presented with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval <input type="checkbox"/>
	Limited arrangements provided - major gaps/risks identified requiring further work <input type="checkbox"/>	No/ inappropriate arrangements provided <input type="checkbox"/>

Assessment considerations	Assessor comments	Application form question reference(s)
Subsidy control: have any areas of concern been identified in relation to subsidy control compliance?		Q6.8
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
No concerns identified <input type="checkbox"/>	Minor concerns identified <input type="checkbox"/>	Moderate concerns identified <input type="checkbox"/>
	Strong concerns identified <input type="checkbox"/>	Major concerns identified <input type="checkbox"/>

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Section 7 – Management Case

Assessment considerations	Assessor comments	Application form question reference(s)
<p>Project scheduling: have sufficient milestones for the project been provided? Are they reflective of the scope of activity to be delivered and are they realistic? Are there any key issues likely to delay or put at risk successful project delivery? Is the project in a strong position to proceed?</p>		Q7.1
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		
Strong, appropriate plans are in place / confirmed – project is ready to proceed <input type="checkbox"/>	Strong, appropriate plans are outlined with some further development required <input type="checkbox"/>	Appropriate plans presented with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval <input type="checkbox"/>
	Limited plans provided - major gaps/risks identified requiring further work <input type="checkbox"/>	No/ inappropriate plans provided <input type="checkbox"/>
Assessment considerations	Assessor comments	Application form question reference(s)
<p>Delivery responsibilities: are the day to day project delivery arrangements appropriate to the nature and scale of activity proposed? Do the organisations and individuals involved have the necessary skills, experience and capacity needed to deliver the project successfully?</p>		Q7.2 – Q7.3
Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)		

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Strong, appropriate delivery arrangements are in place / confirmed <input type="checkbox"/>	Strong, appropriate delivery arrangements are outlined with some further development required <input type="checkbox"/>	Appropriate delivery arrangements presented with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval <input type="checkbox"/>	Limited delivery arrangements provided - major gaps/risks identified requiring further work <input type="checkbox"/>	No/ inappropriate delivery arrangements provided <input type="checkbox"/>
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Assessment considerations	Assessor comments	Application form question reference(s)
Risk: have project risks been identified and is there appropriate mitigation in place to minimise and manage them? What is the overall level of anticipated risk?		Q7.4 – Q7.5

Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)				
Very low level of risk <input type="checkbox"/>	Low level of risk <input type="checkbox"/>	Medium level of risk <input type="checkbox"/>	High level of risk <input type="checkbox"/>	Very high level of risk <input type="checkbox"/>

Assessment considerations	Assessor comments	Application form question reference(s)
Monitoring and evaluation: has the applicant demonstrated an effective process for monitoring and evaluation? Are all anticipated indicators captured?		Q7.6

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Overall RAG assessment (select one and shade cell according to the colour scheme outlined above)				
Strong, appropriate processes are in place / confirmed <input type="checkbox"/>	Strong, appropriate processes are outlined with some further development required <input type="checkbox"/>	Appropriate processes presented with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval <input type="checkbox"/>	Limited processes provided - major gaps/risks identified requiring further work <input type="checkbox"/>	No/ inappropriate processes provided <input type="checkbox"/>

Section 8 - Recommendation

Section	RAG rating
Gateway Criteria (Section 1 and 2)	
Section 3 – Strategic Case	
<ul style="list-style-type: none"> Contribution to local UKSPF strategic priorities 	
<ul style="list-style-type: none"> Response to other local strategic priorities 	
<ul style="list-style-type: none"> Case for investment 	
<ul style="list-style-type: none"> Wider strategic contribution – net zero and equalities 	
<ul style="list-style-type: none"> Wider strategic contribution – inclusive growth 	
Section 4 – Economic Case	
<ul style="list-style-type: none"> Alignment of activities, outputs and outcomes 	
<ul style="list-style-type: none"> Value for money 	
<ul style="list-style-type: none"> Option consideration 	
<ul style="list-style-type: none"> Additionality 	
Section 5 – Financial Case	
<ul style="list-style-type: none"> Clarity and confidence in project costs 	
<ul style="list-style-type: none"> Certainty of the funding package 	
<ul style="list-style-type: none"> Future plans and contingency 	
Section 6 – Commercial Case	
<ul style="list-style-type: none"> Overarching management 	
<ul style="list-style-type: none"> Procurement 	
<ul style="list-style-type: none"> Consultation 	
<ul style="list-style-type: none"> Subsidy control 	
Section 7 – Management Case	
<ul style="list-style-type: none"> Project scheduling 	
<ul style="list-style-type: none"> Delivery responsibilities 	
<ul style="list-style-type: none"> Risk 	
<ul style="list-style-type: none"> Monitoring and evaluation 	

Strategic and Economic Cases	Financial, Commercial and management cases	
- Strong direct response presented	- Strong plans in place or confirmed, project is ready to proceed	
- Moderate direct response presented	- Strong plans presented, some further development work required	
- Minor and/or indirect response presented	- Reasonable plans presented with information gaps or issues identified, but there is potential for these to be resolved ahead of final approval	
- Weak response presented	- Limited plans presented - major gaps/risks identified requiring further work	
- No direct response presented	- No / inappropriate plans presented	

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Overall assessment comments and recommendation	RAG rating
<i>Final recommendation to be made once the full portfolio of projects has been assessed to allow recommendations to be made within the scope of available resources</i>	

UK Shared Prosperity Fund Monitoring & Evaluation Guidance Output and Outcome Indicator Lists

Introduction

As explained in the UKSPF Additional Information document, funding recipients are required to report every 6 months on their project outputs and outcomes. There is no requirement to report against all of the output and outcome indicators listed - only those identified as relevant to the activities undertaken.

Purpose of this document

The purpose of this document is to provide further detail on the output and outcome indicators, and highlight refinements.

For each of the indicators, the following information is provided:

- The original indicator name
- The updated indicator name for reporting
- The unit of measurement
- The definition of the indicator

Please note: This is a reference document only, and should not be used to submit your 6-monthly report.

Navigation

Please use the links below to navigate to the relevant indicator lists:

[UKSPF Output Indicators](#)

[UKSPF Outcome Indicators](#)

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Greenhouse gas reductions (% decrease in Tonnes of Co2e)	Estimated Carbon dioxide equivalent reductions as a result of support	Tonnes of CO2e	<p>Carbon dioxide equivalent (CO2e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO2e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.</p> <p>The estimate is based on the amount of CO2e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.</p> <p>Reporting will also facilitate the option to report an increase metric.</p>	NA
Improved engagement numbers (% increase)	Improved engagement numbers	Number of people	<p>The increase in number of individuals engaged in the local area / activity during the last 12 months. Engagement can include physical and digital engagements.</p> <p>What is classed as the 'local area' where events are recorded should remain consistent throughout the collection e.g. should not include/ exclude events in neighbouring locations which were excluded/included in previous returns.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	<p>If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.</p>
Improved perceived/experienced accessibility (% increase)	Improved perceived/experienced accessibility	Number of people	<p>The number of individuals who report perceived/experienced accessibility as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the perceived/experienced accessibility previously existed and isn't new). Measurement should directly relate to the change perceived/experienced through the UKSPF project (e.g., the building impacted). Accessibility refers to public space having facilities required for disabled pedestrians. These include, but are not limited to: the provision of dropped kerbs, tactile paving, audible and tactile signals, ramps and lifts.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	<p>If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.</p>

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Improved perception of events (% increase)	Improved perception of events	Number of people	The number of individuals who report their perception of the event(s) as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the event existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the event impacted). Events mean activities enabling people to gather, undertake an activity and share knowledge. They include, but are not limited to: conferences, sports tournaments, and educational courses. Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.
Improved perception of facilities/amenities (% increase)	Improved perception of facilities/amenities	Number of people	The number of individuals who report their perception of facilities/amenities as good or very good. As this is aiming to measure change, it will only be relevant where the user could experience it previously (i.e. the perception of facilities/amenities existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the facilities/amenities impacted). Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets. Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.
Improved perception of facility/infrastructure project (% increase)	Improved perception of facility/infrastructure project	Number of people	The number of people who report their perception of the facility/infrastructure project(s) as good or very good. This means projects aiming at improving or creating facilities and infrastructure. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. it existed previously and isn't new). Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be
Increased users of facilities/amenities (% increase)	Increased users of facilities/amenities	Number of users	The increase in number of users of facilities/amenities. Users are the people using facilities/amenities. Amenity/facility means any service contained within a physical structure, including, but not limited to, magistrates courts, police stations, town halls, cultural institutions, hospitals and public toilets. Reporting will also facilitate the option to report a decrease metric.	NA

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Improved perception of safety (% increase)	Improved perception of safety	Number of people	The number of individuals who report their perception of feeling safe as being either safe or very safe. Perception of safety means the condition of feeling protected from danger, risk, or injury. Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.
Increased affordability of events/entry (% increase)	Increased affordability of events/entry	Affordability in £	Increased affordability means the decrease in price of events as a direct result of an intervention. This may be the result of a change in the following: - Standard price of entry which may reflect actual change in prices or the value of a subsidy. Standard price of entry is defined as the mode entry price for an adult. - Lowest price of entry. Lowest price of entry is defined as the lowest entry price for an adult (excluding offers). - Average price of entry. Average price of entry is defined as the mode entry price. - Price of entry for a specified visitor category (student, child, senior citizen, low wage/in receipt of benefits etc.). Reporting will also facilitate the option to report a decrease metric.	Places should maintain an understanding of the individual contribution of changes to the 'standard price' vs. 'lowest price' vs. 'entry price for a specified group' where relevant, so that the indicator can be disaggregated if required.
Number of new or improved community facilities as a result of support (numerical value)	*Discontinued*	*Discontinued*	*Discontinued*	NA
Increased footfall (% increase)	Increased footfall	Number of people	Increased footfall is the increase in count of people (e.g., using an electronic people counter) within a given area over a given time (e.g. total people in a month). Reporting will also facilitate the option to report a decrease metric.	NA
Increased number of web searches for a place (% increase)	Increased number of web searches for a place	Number of web searches	The increase in number of web searches for the target location, compared with a baseline measurement. This may be measured by analytics evidence based on keywords relevant to the place. Reporting will also facilitate the option to report a decrease metric.	NA
Increased take up of energy efficiency measures (% increase)	Increased take up of energy efficiency measures	Number of households	The increase in number of households taking up energy efficient measures following support. - A 'household', as defined in the 2011 Census is: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area', includes houses, bungalows, flats, and maisonettes. - Energy efficiency means any measures which could improve a households Energy Performance Certificate rating. It is not required to shift the letter rating, only to make progress towards this. Reporting will also facilitate the option to report a decrease metric. ☑	NA
Increased use of cycleways or paths (% increase)	Increased use of cycleways or foot paths	Number of cyclists or pedestrians	The increase in number of cyclists or pedestrians over a set period of time (e.g. weekly flow) along the specified length of cycleway or foot path that has been created or improved. Reporting will also facilitate the option to report a decrease metric.	Places should maintain an understanding of the individual contribution of 'cycle ways' vs 'foot paths' where relevant, so that the indicator can be disaggregated if required.

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Jobs created (numerical value)	Jobs created as a result of support	Number of Full time equivalent (FTE)	<p>The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.</p> <ul style="list-style-type: none"> - New means it should not have existed with that employer before the intervention. - Created jobs exclude those created solely to deliver the intervention (e.g. construction). - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created. - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) - FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek 	NA
Jobs safeguarded (numerical value)	Jobs safeguarded as a result of support	Number of full time equivalent (FTE)	<p>A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.</p> <p>Safeguarded jobs exclude those created solely to deliver the intervention (e.g., construction).</p> <p>This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE).</p> <ul style="list-style-type: none"> - FTE should be based on the standard full-time hours of the employer. - At risk is defined as being forecast to be lost within 6 months. - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year) - FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time workweek 	NA
Number of community-led arts, cultural, heritage and creative programmes as a result of support (numerical value)	Number of community-led arts, cultural, heritage and creative programmes as a result of support	Number of programmes	<p>Number of programmes started because of support provided by UKSPF interventions. This indicator focuses on programmes that are led by the community groups (self-governing and not for profit group or organisation which works for the public benefit) and focuses on the topics of arts, culture, heritage.</p>	NA
Reduced vacancy rates (% decrease)	Number of vacant units filled	Number of vacant units filled	<p>The number of residential or commercial units within a specified area that are filled as a result of support at the time of measurement.</p> <ul style="list-style-type: none"> - Residential unit means a dwelling unit for residential use and occupancy, and includes the structure or part of a structure that is used as a home, residence, or sleeping place by one person who maintains a household or two or more persons who maintain a common household. - Vacant means that the unit is not occupied and is empty. <p>The geography that the measurement relates to should remain the same over time.</p> <p>The time at which the measurement is made should be regular (e.g., at 6-monthly intervals) and consistent (e.g., on the first day of the calendar month), where possible.</p>	Places should aim to record, where possible, the total number of residential or commercial units within the measurement area and the total number of vacant properties
Reduction in neighbourhood crime (% decrease)	Neighbourhood crimes	Number of crimes reported	<p>Decrease in number of neighbourhood crimes reported within a specified area.</p> <ul style="list-style-type: none"> - Neighbourhood crime include domestic burglary, theft from the person, robbery and vehicle crime. <p>The geography over which a neighbourhood is measured, and hence data is collected, should remain consistent throughout. Reporting will also facilitate the option to report an increase metric.</p>	NA
Volunteering numbers as a result of support (numerical value)	Number of volunteering opportunities created as a result of support	Number of volunteering roles created	<p>The number of organised volunteering roles created as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering.</p> <ul style="list-style-type: none"> - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people. 	NA
Number of adults achieving maths qualifications up to, and including, Level 2 equivalent (numerical value)	Number of adults achieving maths qualifications up to, and including, Level 2 equivalent	Number of adults	<p>Number of adults achieving maths qualifications up to, and including, Level 2 equivalent.</p>	NA

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Number of adults participating in maths qualifications and courses up to, and including, Level 2 equivalent (numerical value)	Number of adults participating in maths qualifications and courses up to, and including, Level 2 equivalent	Number of adults	Number of adults participating in maths qualifications and courses up to, and including, Level 2 equivalent.	NA
Number of people engaged in life skills support following interventions (numerical value)	People engaged in life skills support following interventions	Number of people	Number of people engaged in life skills support following interventions. - Life skills support is defined as additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours.	NA
Number of people gaining qualifications, licences and skills (numerical value)	Number of people gaining qualifications, licences and skills	Number of people	The number of people gaining qualifications or licences (e.g. vocational licences).	NA
Number of people gaining a qualification or completing a course following support (numerical value)	People gaining a qualification or completing a course following support	Number of people	Number of people who have received support to gain a qualification or completed a course following that support.	NA
Number of active or sustained participants in community groups as a result of support (numerical value)	Number of active or sustained participants in community groups as a result of support	Number of participants	The number of people actively participating in community groups over a sustained period. - Active participation means attending 50% or more sessions in a minimum period of no less than three months. - Community group means a self-governing and not for profit group or organisation which works for the benefit of the public.	NA
Number of economically active individuals engaged in mainstream skills education and training (numerical value)	Number of economically active individuals engaged in mainstream skills education and training	Number of individuals	Number of economically active individuals engaged in mainstream skills education and training as result of support. Economically active individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes: -Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). -Self-employed. -Family workers (unpaid). -People on government-supported training programmes, engaging in any form of work, work experience or work-related training. - Education or training is defined as a structured and agreed programme of: • lifelong learning • formal education • educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed). Mandatory training (e.g., job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as education or vocational training in this context (even though such activities may, of course, be useful and important support measures).	NA
Number of economically inactive individuals in receipt of benefits they are entitled to following support (numerical value)	Number of economically inactive individuals engaging with benefits system following support	Number of people	The number of economically inactive people not previously on benefits who have received support and are now in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those within specific conditionality regimes in UC including "Planning for work" or "Preparing for work" following that support. There is no length of time on inactivity required. People count if they are 16+.	NA

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Number of people engaged in job-searching following support (numerical value)	Number of people engaged in job-searching following support	Number of people	Economically inactive people who have received support and who are newly engaged in job searching activities following that support. - Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either "legacy" benefits or those within specific conditionality regimes in Universal Credit. The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes. There is no length of time on inactivity required. People count if they are 16+.	NA
Number of people engaging with mainstream healthcare services (numerical value)	Number of people engaging with mainstream healthcare services	Number of people	Number of people undergoing any type of NHS treatment.	NA
Number of people experiencing reduced structural barriers into employment and into skills provision (numerical value)	Number of people experiencing reduced structural barriers into employment and into skills provision	Number of people	The number of people who have been supported by UKSPF funded activity to reduce barriers to employment and skills. These barriers can take a variety of forms and will interact with other characteristics of labour market disadvantage such as gender, age, health, disability and ethnicity to reduce their likelihood of labour market and skills engagement. While not exhaustive, types of commonly experienced barriers might include homelessness, being an ex-offender, being a care leaver or having substance dependency issues. Other types of barriers might relate to access to services such as care services including childcare, transport, digital and financial. Barriers may also relate to lack of interpersonal and employability skills such as confidence, motivation and behavioural issues.	NA
Number of people familiarised with employers expectations, including, standards of behaviour in the workplace (numerical value)	Number of people familiarised with employers expectations, including, standards of behaviour in the workplace	Number of people	The number of people who have been supported by UKSPF funded activity to be familiarised with or acquire improved awareness and understanding of behaviours and attitudes appropriate to employment and skills settings, including but not limited to, standards of workplace behaviour and conduct, working with others, health and safety, diversity and inclusion, etc. This can include pre-employment or skills activity as well as activity undertaken on joining such as formal inductions and training.	NA
Number of people in education/training (numerical value)	Number of people in education/training following support	Number of people	People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving the project.	NA
Number of people in employment, including self-employment, following support (numerical value)	Number of people in employment, including self-employment, following support	Number of people	The number of people who were previously unemployed or economically inactive, who have received support, and who have been in employment, including self-employment, for at least a 2 week of a four week period following that support. This includes those moving into the "Working with requirements" or the "Working enough i.e. no working requirements" regimes on Universal Credit system. - Unemployed individuals, as defined by the International Labour Organisation (ILO) are those: - Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks. - Out of work, have found a job and are waiting to start it in the next two weeks. - Economically inactive people are those not in work and not actively seeking work.	NA
Number of people in supported employment (numerical value)	Number of people in supported employment	Number of people	The number of people who have received UKSPF funded in-work support that enables them to remain in work and develop or progress in work. This might take a variety of forms including training, skills and support with access to work (such as reasonable adjustments) and / or work-related costs such as equipment, childcare or transport.	NA
Number of people reporting increased employability through development of interpersonal skills funded by UKSPF (numerical value)	Number of people reporting increased employability through development of interpersonal skills funded by UKSPF	Number of people	The number of people who have been supported by UKSPF funded activity who have reported increased employability through the acquisition or improvement of interpersonal skills relevant to employment and skills settings, including but not limited to confidence, communication skills, working with others, time management, motivation to work or do training.	NA

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Number of people sustaining employment for 6 months (numerical value)	Number of people sustaining employment for 6 months	Number of people	<p>Number of people sustaining employment for 6 months after receiving support. Sustaining employment means being employed.</p> <p>Employed refers to people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> -Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). -Self-employed. -People on government-supported training programmes, engaging in any form of work, work experience or work-related training. - Persons on maternity or paternity leave. 	NA
Number of people sustaining engagement with keyworker support and additional services (numerical value)	Number of people sustaining engagement with keyworker support and additional services	Number of people	<p>Number of people sustaining engagement with keyworker support and additional services.</p> <ul style="list-style-type: none"> - Keyworkers are frontline staff supporting residents as part of the UKSPF intervention. - Additional services include, for example, local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support. - Sustaining engagement means continuous support 6 months after first contact with the keyworker or additional service. 	
Number of people with basic skills (English, maths, digital and ESOL) (numerical value)	Number of people with basic skills following support	Number of people	<p>Number of people with basic skills as a result of support.</p> <ul style="list-style-type: none"> - Basic skills means skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages). 	NA
Number of people with proficiency in pre-employment and interpersonal skills (relationship, organisational and anger-management, interviewing, CV and job application writing)	Number of people with proficiency in pre-employment and interpersonal skills	Number of people	<p>The number of people who have been supported by UKSPF funded activity to become proficient in employability (including but not limited to, numeracy and literacy skills, time management, communication, motivation and other relevant interpersonal skills) and job search efficacy skills (including but not limited to, online job searching, CV writing, application and interview skills) has increased.</p>	NA
Improved perception of attractions (% increase)	Improved perception of attractions	Number of people	<p>The number of individuals who report their perception of the attraction(s) as good or very good. As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. the attraction existed previously and isn't new). Measurement should directly relate to the perception change through the UKSPF project (e.g., the attraction impacted). Attractions mean any public facility or space attracting visitors. These include, but are not limited to: parks, town centres and sports facilities.</p> <p>Reporting will also facilitate the option to report a decrease metric.</p>	<p>If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.</p>

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Improved perception of markets (% increase)	Improved perception of markets	Number of people	The number of individuals who report their perception of open air market(s) as good or very good. Measurement should directly relate to the perception change through the UKSPF project (e.g., the market impacted). As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. it existed previously and isn't new). Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke surveys for either the general population (i.e. the entire group you want to draw conclusions about) or target groups affected by UKSPF interventions. The sample should be large enough to enable accurate results based on the population size. There are tools online which can be used to calculate what suitable sample size is for a given population. It must be ensured that respondents are representative of the local population as a whole, in terms of age, sex, etc. If places report on this indicator, they may be asked to share information relating to the population size, the definition of population, the number of individuals who responded to the survey and the survey questions. This may help with evaluation of the programme. Reporting should be proportionate to the intervention size.
Increase in visitor spending (% increase)	Increase in visitor spending	Amount of visitor spend in £	The increase in visitor spend at venues. This is actual spend at venues and should not include induced or second order spend. For example, credit card transaction data could be used to understand levels/trends in consumer spending or gross revenue as recorded by venues. If gross revenue is used, other sources of revenue should be excluded to ensure only visitor spend is captured. Only one method to estimate consumer spending should be used and this should remain consistent for all data collection periods. Where possible, ensure all major venues are included and tracked. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included. Reporting will also facilitate the option to report a decrease metric.	NA
Increased amount of investment (£)	Increased amount of investment	£	The increase in amount of tangible investment made by the private sector within a specified area over the reporting period. - Tangible means something physical, for example, buildings, machinery, fixtures and fittings, etc. It excludes financial investments such as stocks or bonds. - Investments should only be included in the measurement once there is a contractual commitment. Investments that have only been announced should not be included. - The area of measurement needs to be specified prior to the first measurement being taken, and this area should remain consistent over the lifetime of the programme.	NA
Increased amount of low or zero carbon energy infrastructure installed (% increase)	Increased amount of low or zero carbon energy infrastructure installed	Square metres (M2)	The increase in amount of space containing low or zero carbon infrastructure completed. This may be within existing residential units, non-domestic buildings or other. - Low or Zero Carbon Infrastructure means any improvements to the units that reduce energy demand, promote the diversification of energy sources, or drive more appropriate use of energy. - A residential unit means a home to a 'household', which is defined in the 2011 Census as: 'one person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area'. This includes houses, bungalows, flats, and maisonettes. - A non-residential building means any building that is not used as permanent or semi-permanent accommodation. This includes, but is not limited to: hospitals, universities, hostels, hotels, retail, and offices. - Completed means physical completion of the low or zero carbon infrastructure and space is ready for occupancy immediately. Reporting will also facilitate the option to report a decrease metric.	NA
Increased business sustainability (% increase)	Increased business sustainability	Number of enterprises	The increase in number of enterprises with improved sustainability. Business sustainability refers to doing business without negatively impacting the environment, community, or society as a whole. Reporting will also facilitate the option to report a decrease metric.	If places want to track this outcome, they are encouraged to create bespoke methods to measure this outcome (e.g., survey) for either the general population or target groups affected by UKSPF interventions.

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Increased number of businesses supported (% increase)	Increased number of enterprises supported	Number of enterprises	The increase in number of enterprises supported. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. Reporting will also facilitate the option to report a decrease metric.	NA
Increased number of innovation active SMEs (numerical value)	Increased number of innovation active SMEs (Small and medium-sized enterprises)	Number of enterprises	The increase in number of innovation active SMEs (Small and medium-sized enterprises) supported, compared with a baseline measurement prior to the intervention. SMEs are usually defined as having fewer than 250 workers. The UK definition of innovation active is based on an Organisation for Economic Co-operation and Development (OECD) definition. This definition includes any of the following activities, if they occurred as a result of the intervention: 1. The introduction of a new or significantly improved product (good or service) or process; 2. Engagement in innovation projects not yet complete, scaled back, or abandoned; 3. New and significantly improved forms of organisation, business structures or practices, and marketing concepts or strategies. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.	NA
Increased number of projects arising from funded feasibility studies (% increase)	The number of projects arising from funded feasibility studies	Number of projects	The number of projects that have arisen as a result of feasibility studies funded by UKSPF. Funding for projects does not need to be sourced from UKSPF to be eligible.	NA
Increased number of properties better protected from flooding and coastal erosion (% increase)	Increased number of properties better protected from flooding and coastal erosion	Number of properties	The increase in number of properties better protected from flooding and coastal erosion due to the intervention. - Better protected means a reduced likelihood of flooding as a result of the project. Reporting will also facilitate the option to report a decrease metric.	NA
Increased visitor numbers (% increase)	Increased visitor numbers	Number of people	The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues. The count of attendance should be based on tickets / entry figures, where applicable. The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included. Reporting will also facilitate the option to report a decrease metric.	NA
Number of businesses adopting new or improved products or services (numerical value)	Number of enterprises adopting new or improved products or services	Number of enterprises	The number of enterprises introducing a new product or service. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - A product or service is new if the enterprise has not previously made this product or service available to the market before. - Support must be for a enterprises to introduce one of the following: • Product - when it is either at pre-launch or launched to the market • Service - when it has been introduced to the market	NA
Number of businesses adopting new to the firm technologies or processes (numerical value)	Number of enterprises adopting new to the firm technologies or processes	Number of enterprises	The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement). - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible. - If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise.	NA

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Number of businesses engaged in new markets (numerical value)	Number of enterprises engaged in new markets	Number of enterprises	Number of enterprises engaged in new markets following support. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - Engaged means they have launched a product or service into a new domestic or overseas market or have undertaken research or attended conferences or events to prepare a launch into a new market. - New market refers to a new product market (i.e. creation of a product/service that doesn't compete or replace previous products produced by the business) or geographic market (i.e. operating in a new area which could be, for example, a new region or country)	NA
Number of businesses increasing their export capability (numerical value)	Number of enterprises increasing their export capability	Number of enterprises	The number of enterprises engaged in new or enhanced export-readiness activity, including but not limited to production of an export strategy for the firm, undertaking research into overseas markets or actively preparing a product or service for export. - New means activity that was not undertaken prior to the UKSPF support. Enhanced means additional activity to deepen or widen activity already underway. - Appropriate evidence may include a declaration from the enterprise owner or senior leader that they have undertaken export-readiness activity as a result of UKSPF support.	NA
Number of businesses with improved productivity (numerical value)	Number of enterprises with improved productivity	Number of enterprises	Number of enterprises with improved productivity. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - Productivity refers to the gross value added per hour worked or gross value added per worker.	NA
Number of businesses introducing new products to the firm (numerical value)	*Discontinued*	*Discontinued*	*Discontinued*	Please use indicator 'Number of enterprises adopting new or improved products or services' (line 36) instead.
Number of early stage firms which increase their revenue following support (numerical value)	Number of early stage enterprises which increase their revenue following support	Number of enterprises	Number of early stage enterprises which increase their revenue following support. - Early stage firm means a start-up or new enterprise. - Revenue means income generated by the firm. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity	NA
Number of new businesses created (numerical value)	Number of new enterprises created as a result of support	Number of new enterprises	A new enterprise is one which has been registered at Companies House or HMRC as a result of the support provided. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.	NA
Number of new to market products (numerical value)	Number of new to market products	Number of products	A product is new to the market if there is no other product available on a market that offers the same functionality, or the design or technology that the new product uses is fundamentally different from the design or technology of already existing products. Products can be tangible or intangible (incl. services and processes). Support must be for a business to introduce one of the following: • Product - when it is either at pre-launch or launched to the market • Process - when it has been introduced into the business • Service - when it has been introduced to the market	NA
Number of organisations engaged in new knowledge transfer activity (numerical value)	Number of organisations engaged in knowledge transfer activity following support	Number of Organisations	This focuses on collaborations which are about transferring good ideas, research results and skills between the knowledge base and businesses to enable innovative new products and services to be developed and includes but is not exclusively limited to: • Research collaborations and free dissemination of research. • Joint and long-term development of new business or services. • Formation of joint ventures and spin-out companies.	NA
Number of premises with improved digital connectivity (numerical value)	Premises with improved digital connectivity as a result of support	Number of premises	The number of supported premises where the broadband speed accessible is increased. - Premises means a house or building, together with its land and outbuildings.	NA

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Original Outcome Indicator	Updated Outcome Indicator for Reporting	Unit of Measurement	Definition	Notes
Number of R&D active businesses (numerical value)	Number of R&D (Research & Development) active enterprises	Number of enterprises	<p>Increase in number of enterprises engaged in scientific and technological development to improve their competitive performance.</p> <ul style="list-style-type: none"> - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity - R&D stands for Research and Development, it is a narrower definition than innovation active and should be used for enterprises actively working to develop new products or services, either internally or externally through research and development activities. - It may be measured by a declaration from the enterprise that they are investing in internal R&D activity, and/or claiming R&D tax-credits from government. 	NA

UK Shared Prosperity Fund Cheshire East Call for Projects Application Proforma

It is critical that all projects supported can be delivered within the timeframe for UKSPF.

Please do not put forward any projects which you are not confident can be delivered by the end of March 2025 as you will be diverting finite funds from other deliverable projects.

Note: This proforma remains a working document and may be refined and amended as the UKSPF progresses

Section 1	Compliance	
	<p>Before proceeding with your application, you must confirm whether – in line with current UKSPF guidance – you can fulfil the requirements set out below.</p> <p>IF YOU CANNOT MEET THESE REQUIREMENTS THEN YOUR APPLICATION WILL NOT BE CONSIDERED FURTHER.</p> <p>Please confirm that:</p>	
1.1	The project will be delivered by an organisation that can receive public funds, as set out at 7.1 of the UKSPF prospectus .	Yes ✓ <input type="checkbox"/>
1.2	No funds will be spent on items or activities excluded from UKSPF support, as set out at 7.5.1 of the UKSPF prospectus .	Yes ✓
1.3	You have read and will comply with all aspects of the UKSPF requirements (covering nine topics) as set out in UK Shared Prosperity Fund: additional information - GOV.UK (www.gov.uk) . This includes branding and publicity requirements , and providing the information necessary for Cheshire East Council to submit monitoring returns, as set out in the UKSPF reporting and performance management requirements .	Yes ✓
1.4	The level of UKSPF funding requested is above the minimum bid level for the Intervention Type, stated in the call for projects	Yes ✓
1.5	All allocated funds will be spent within the year they have been allocated and all outputs and outcomes will be captured in the same period. Projects allocated funds for 23/24 must have spent funds by the 31st March 2024. Projects allocated funding for 24/25 must have spent funds by 31st March 2025.	Yes ✓

2.3	<p>Does the project have any delivery partners?</p> <p>Yes</p> <p>Crewe Heritage Trust (Crewe Heritage Centre)</p>																												
2.4	<p>Project Name</p> <p>Crewe Heritage Centre Capital Redevelopment Feasibility Project</p>																												
2.5	<p>Project location</p> <p>Revenue Project Delivered by Crewe Town Council</p> <p>For the benefit of the Crewe Heritage Centre, Vernon Way, CW1 2DB</p>																												
2.6	<p>Does the proposed project span multiple local authority areas?</p> <p>No</p> <table border="1" data-bbox="359 996 1388 1915"> <thead> <tr> <th></th> <th>Total</th> <th>Cheshire East share</th> </tr> </thead> <tbody> <tr> <td>Total spend (£)</td> <td></td> <td></td> </tr> <tr> <td>UKSPF requested (£)</td> <td>£84,000</td> <td>100%</td> </tr> <tr> <td><i>please provide breakdown by UKSPF intervention area if relevant</i></td> <td>E14 – Relevant Feasibility Studies</td> <td>100%</td> </tr> <tr> <td>Match funding (£)</td> <td>£40,000</td> <td>100%</td> </tr> <tr> <td>Target outputs</td> <td>1 Feasibility study delivered</td> <td>100%</td> </tr> <tr> <td><i>please list UKSPF indicators</i></td> <td>As a result of feasibility, the site will seek to secure significant capital funding for full redevelopment and delivery as a modern museum status heritage attraction delivering the following indicators: <ul style="list-style-type: none"> Number of feasibility studies supported (numerical value) </td> <td>100%</td> </tr> <tr> <td>Target outcomes</td> <td></td> <td></td> </tr> <tr> <td><i>please list UKSPF indicators</i></td> <td> <ul style="list-style-type: none"> Greenhouse gas reductions (% decrease) </td> <td>100%</td> </tr> </tbody> </table>			Total	Cheshire East share	Total spend (£)			UKSPF requested (£)	£84,000	100%	<i>please provide breakdown by UKSPF intervention area if relevant</i>	E14 – Relevant Feasibility Studies	100%	Match funding (£)	£40,000	100%	Target outputs	1 Feasibility study delivered	100%	<i>please list UKSPF indicators</i>	As a result of feasibility, the site will seek to secure significant capital funding for full redevelopment and delivery as a modern museum status heritage attraction delivering the following indicators: <ul style="list-style-type: none"> Number of feasibility studies supported (numerical value) 	100%	Target outcomes			<i>please list UKSPF indicators</i>	<ul style="list-style-type: none"> Greenhouse gas reductions (% decrease) 	100%
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Target outcomes																													
<i>please list UKSPF indicators</i>	<ul style="list-style-type: none"> Greenhouse gas reductions (% decrease) 	100%																											

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		<p>in Tonnes of Co2e) – feasibility to determine current status and future improvement following investment</p> <ul style="list-style-type: none">• Improved engagement numbers (% increase)• Improved perceived/experienced accessibility (% increase)• Improved perception of facilities/amenities (% increase)• Improved perception of facility/infrastructure project (% increase)• Increased users of facilities/amenities (% increase)• Increased footfall (% increase)• Jobs safeguarded (numerical value)• Volunteering numbers as a result of support (numerical value)• Increase in visitor spending (% increase)		
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2.7	<p>Headline project description (<i>max. 100 words</i>)</p> <p>To create a complete and detailed project feasibility study, plan and recommendations associated with the complete redevelopment of Crewe Heritage Centre to be transformed as a modern museum accredited heritage attraction showcasing the rail, engineering and social history of Crewe, associated activities and surrounding area.</p> <p>The project will provide current baseline understanding and capacity, identify needs and actions associated with the opportunity to radically upgrade the site and develop deliverable design and site proposals that will support the engagement of significant external funding to achieve the capital investment.</p>
2.8	<p>Does the project have dependencies on any other projects? <i>This may include other projects seeking support under this call for projects, wider activities planned by the organisation and/or existing commitments.</i></p> <p>No</p>

2.9

Which UKSPF investment priority does this project support?

Projects should clearly fall within one or more of the Intervention types listed below.

*If you are seeking support for **multiple stand alone projects** please complete a separate application for each one.*

*If you are seeking support for an **individual project that requires support from more than one intervention area** please complete a single application, specifying the activities, costs, funding requirements and outputs against each intervention type within your responses to the relevant questions that follow.*

Further guidance about UKSPF interventions can be found [here](#).

UKSPF Priority Area	UKSPF Intervention Type	
Communities & Place	E1: Improvements to town centres & high streets	
Communities & Place	E6: Local arts, cultural, heritage & creative activities	
Communities & Place	E7: Support for active travel enhancements in local area	
Communities & Place	E8: Campaigns to encourage visits and exploring of local area	
Communities & Place	E13: Community measures to reduce the cost of living	
Communities & Place	E14: Relevant feasibility studies	✓
Supporting Local Business	E19: Investment in research & development at the local level	
Supporting Local Business	E22: Enterprise infrastructure & employment / innovation sites	
Supporting Local Business	E23: Strengthening local entrepreneurial ecosystems	
Supporting Local Business	E30: Business support measures to drive employment growth	

<p>2.10</p>	<p>What are the specific activities that will be undertaken as part of the project?</p> <p>Prior to 2024/25</p> <ol style="list-style-type: none"> 1. Project initiation, project board, engagement plan 2. Capital project funder engagement 3. Definition of project governance, brief, scale, context, scope and end purpose 4. Procurement 5. Appointment <p>During 2024/25</p> <ol style="list-style-type: none"> 6. Project commencement [the following to be defined in agreement with appointed contractor but anticipated to be in line with:] 7. Baseline establishment, clarity and local context 8. National context 9. Capacity and opportunity 10. Market Appraisal 11. Gap analysis 12. Options appraisals 13. Initial findings review 14. Progress to concept design options 15. Deliverable options 16. Cost analysis 17. Benefit analysis 18. Initial Business Plan 19. Feasibility report delivery 										
<p>2.11</p>	<p>What is the total amount of Cheshire East UKSPF funding requested (£). <i>(Questions in Section 5 will ask for further detail regarding the capital/revenue and annual breakdown of the request).</i></p> <table border="1" data-bbox="359 1261 1485 1440"> <tr> <td>UKSPF requested (£):</td> <td>£45,000</td> </tr> <tr> <td colspan="2">Please provide breakdown by UKSPF Intervention Type where relevant:</td> </tr> <tr> <td>Intervention Type – See list in Q2.9</td> <td>£</td> </tr> <tr> <td>E14: Relevant feasibility studies</td> <td>£45,000</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	UKSPF requested (£):	£45,000	Please provide breakdown by UKSPF Intervention Type where relevant:		Intervention Type – See list in Q2.9	£	E14: Relevant feasibility studies	£45,000		
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Intervention Type – See list in Q2.9	£										
E14: Relevant feasibility studies	£45,000										
<p>2.12</p>	<p>Project Start and End Dates <i>Please do not put forward any projects which you are not confident can be delivered in full by the end of March 2025.</i></p> <table border="1" data-bbox="359 1641 1385 1713"> <tr> <td>Proposed start date for project activities:</td> <td>January 2024</td> </tr> <tr> <td>Proposed end date for project activities:</td> <td>March 2024</td> </tr> </table>	Proposed start date for project activities:	January 2024	Proposed end date for project activities:	March 2024						
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Section 3	Strategic Case – What is the case for change?
3.1	<p>Please explain how the proposed project would address need and/or capitalise on opportunities linked to the Local Challenges and Local Opportunities outlined in the Cheshire East UKSPF Investment Plan and the Investment Plan’s overarching strategic ambitions.</p> <p>A feasibility study to provide the detailed evidence base and considerations for a large-scale capital investment in the site will address opportunities and strategic ambitions in the following ways:</p> <p>CHALLENGES Inequalities in life chances: Of the three priority local challenges that were identified, Crewe can clearly be identified as the town of greatest deprivation and need in Cheshire East, with wards in the town represented within the most deprived communities in the UK. Large scale ambitious investment in the town’s heritage and culture infrastructure will provide for accessibility to heritage and culture, engagement with schools and community groups and build interest in the town that will provide opportunities over time.</p> <p>The changing role of town centres: Crewe Heritage Centre sits on the edge of the town centre, readily accessible to retail and leisure aspects. It is also part of the gateway approach to much of the planned regeneration (Youth Zone, Mill Street Corridor, Valley Brook Corridor, Southern Gateway and History Centre). As such, the capital development of the site will provide added value to the changing role of the town centre as a leisure, cultural and commercial centre, building the critical mass and calling on the opportunities of improved accessibility and active travel being delivered by current projects around the town.</p> <p>The climate emergency: The Heritage Centre is currently very traditional and also inconsistent in it’s build style, quality and infrastructure. The redevelopment of the attraction in to a modern museum provision will greatly enhance the environmental sustainability and reduce the impact of the site once completed. Additionally, these are key criteria in achieving museum status.</p> <p>OPPORTUNITIES Boosting the visitor economy and cultural offer to drive town centre footfall: A feasibility study to evidence the viability and identify the deliverable investment for the site is key to ensure that drawing in large-scale funding for the capital redevelopment of the site and facilities. This detailed evidence based approach will provide for cultural attraction of scale on the edge of the town centre that will provide a significant draw for visits to the town and by extension the town centre.</p> <p>Harnessing Social and Community Infrastructure: The development of the site in to a modern museum attraction of scale will build on the social capital of the Heritage Trust, the town’s social and engineering history and invest in the heritage and cultural infrastructure of Crewe. The added value of a developed attraction site will include improved volunteering skills pathways (including provision at NR, VTC, Visitor Management course at Cheshire College)</p>

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	<p>Active Travel: The site is considered as occupying a sustainable location, being positioned within easy access of multiple public transport routes and facilities as well as being accessible through active travel routes (current and in development).</p>
<p>3.2</p>	<p>How does this project align with and support other local policies and recognised priorities? (max. 350 words) <i>Examples may include alignment with the CEC Corporate Plan, CEC Environment Strategy, Town Centre Vitality Plans, Towards a Sustainable and Inclusive Cheshire and Warrington, Macclesfield Town Centre Strategic Regeneration Framework, Crewe Town Centre Regeneration Programme. Other local published strategies may also be relevant.</i></p> <p><u>A Heritage Strategy for Crewe:</u> Addressing potential negative perception that there is little or no local heritage – this type of ambitious and contemporary development demonstrates that we have, value and care to reserve it</p> <p>Protection of heritage assets – The development of the site will protect heritage assets and contexts to a nationally recognised standard, bringing professional skills to the town to assist local organisations and interest groups to care appropriately (which also applies the promotion of good custodianship and to secure existing collections).</p> <p>Develop a solid partnership with the National Railway Museum to enable Crewe artefacts to be displayed locally – Star objects could be displayed locally as directly relating to local heritage.</p> <p>Create opportunities to engage with and appreciate heritage – improved school and community offer; share traditional skills; increased heritage events and exhibitions; museum space; augment and compliment the history centre development and offer adding capacity and critical mass.</p> <p><u>Cheshire East Corporate Plan - A thriving and sustainable place:</u> Continue to grow the Cheshire East visitor economy – investment in the Crewe Heritage Centre will support its development to becoming a key cultural and heritage attraction in the borough and wider region., benefitting the community of Crewe as well as businesses and visitors. To make best use of our surplus buildings and assets to support the borough and our partners – The sustainable development of the site fulfils all aspects of sustainability. Environmental sustainability through more efficient energy use due to improved and modernised infrastructure as well as the aim to ensure net biodiversity gain; social sustainability by providing enhanced and additional cultural facilities for the town and visitors as well as opportunities for engagement in heritage and culture and volunteering; Improved and modernised facilities to meet contemporary expectations will enhance visitor figures and provide increased local spend as well as increased on site economic sustainability. To improve biodiversity and natural habitats in the borough – redevelopment of the site will include for net biodiversity gain and information on local biodiversity.</p>

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	<p>Delivery of a strategic regeneration plan for Crewe – Crewe’s Heritage Centre is strategically positioned to enhance the critical mass of regenerational development in Crewe already highlighted above.</p> <p>Maximise the commercial and regeneration opportunities associated with HS2 for the whole borough – the clear rail links between HS2 and the heritage of Crewe remain obvious, this includes the railway heritage of the town and the existing assets on the site that would be more appropriately displayed, accessible and improved interpretation. This can include for responsibility for future heritage representation, such as HS2 works and social history</p> <p><u>Crewe Cultural Strategy</u> Crewe will have a new cultural confidence and distinctiveness – A clear a key element to Crewe’s culture is its past and heritage. Rooting the development of culture in the town’s unique past will ensure distinctiveness of offer. The heritage centre is pivotal in providing accessible and engaging resources and setting for the long term future of cultural activity in the town. Crewe’s unique history and heritage will be celebrated, promoted and protected for the future – The heritage centre will provide a site that reflects town’s ambition as well as its heritage, providing cultural infrastructure for all generations.</p> <p><u>Local Planning Policy</u> Sustainable use of existing infrastructure – the redevelopment of the site, facilitated by a detailed and evidenced feasibility study, provides for reuse of and investment in existing infrastructure Net Biodiversity Gain for new and strategic developments – the redevelopment of the site following feasibility will include for bio diversity gain and ecological awareness.</p> <p><u>Crewe Town Centre Business Improvement District</u> The potential development and delivery of a Business Improvement District for Crewe is considered to be relevant in the future promotion and engagement of the town centre and would benefit from the added value of a redeveloped heritage centre providing a modern visitor attraction on the edge of the town centre.</p> <p><u>Crewe Town Board</u> The town board consultation has highlighted Crewe’s heritage as a key priority</p>
<p>3.3</p>	<p>What is the evidenced need and demand for the project? Why is public funding needed to deliver the plans? What would happen in the absence of public funding? Please outline how you have determined the requirement for the project and the evidence that underpins the submission</p> <p>Through engagement and capacity building with the Crewe Heritage Trust, the site is now demonstrating a level of delivery that reflects expectations related to regulation and visitor experience.</p> <p>Positive feedback and visitor numbers are informing the need to enhance the facility and the regeneration of the town is evidence of opportunity to add value to the site as well as add value to the strategic regeneration of Crewe.</p>

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	<p>The site is progressing through the process of achieving Museum Accreditation. In doing this the expectations beyond accreditation are demonstrating the opportunity to provide a heritage, leisure and culture facility of scale in Crewe. It is in a sustainable location, hosts nationally significant heritage assets and already provides cultural activities through the year.</p> <p>There has also been significant stakeholder demand demonstrated and expressed from businesses, council and the town board</p>
3.4	<p>Would the project support local targets for carbon neutrality? Yes</p> <p>If Yes, please describe how</p> <p>Following feasibility, the securing of large-scale funding for full site redevelopment would provide for a far more environmentally sustainable site. Facilities would include for heating, lighting and water infrastructure that reduces the CO2 emissions of the site. The feasibility study will provide the data to demonstrate current emissions and the potential CO2 savings through sustainable development.</p>

<p>3.5</p>	<p>Equalities impacts Local authorities in Great Britain are required to meet their statutory public sector duty under the Equality Act 2010 in carrying out their duties related to the UKSPF (see UKSPF guidance).</p> <p>What equalities impacts have been considered in the development and subsequent delivery of your proposed project? <i>Please outline who the relevant affected groups are based on protected characteristics, anticipated impacts and what, if any, measures have been identified in response to these impacts.</i></p> <p>The feasibility project as a primary delivery does not directly deliver inequality outputs.</p> <p>However, the feasibility study informing the onward development of the site will provide for consideration, mitigation, engagement and representation of the following protected characteristics:</p> <ul style="list-style-type: none"> • Ensuring capital delivery is physically accessible to all • Ensuring interpretation and information is accessible to all • Ensuring representation of all communities in Crewe and the wider area, including those historically relevant to the town and the heritage being represented. • Providing space for community use that will be accessible to all • Providing opportunities for community involvement through volunteering for older people, those with physical mobility and accessibility challenges and under-represented minorities <p>These measures will include, but not exclusively, physical adaptations to ensure access to facilities; multi-media options that facilitate different means of access to information; quiet spaces; representation of minority and underrepresented groups and their contributions to local heritage and culture, additional and varied volunteering opportunities and community spaces.</p>
<p>3.6</p>	<p>Inclusivity Assessment The Cheshire and Warrington Sustainable and Inclusive Growth Commission has an ambition for the subregion to become the most sustainable and inclusive in the UK. In view of this, how would your project would help address inequality and support inclusivity within the borough? <i>Please explain how your project would impact on inequalities within the borough. The following resources may be useful:</i></p> <ul style="list-style-type: none"> • Indices of Multiple Deprivation: http://dclgapps.communities.gov.uk/imd/iod_index.html. Please note that overall IMD rankings may mask specific issues, please refer to the icons at the top of the linked page to view more detailed data such as barriers to housing and services, employment deprivation, education skills and training etc. • Health inequality data: https://www.cheshireeast.gov.uk/council_and_democracy/council_information/jsna/overviews-of-health-and-wellbeing.aspx

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	<p>As the town most impacted by deprivation and health inequalities, investment in the site will be of greatest benefit to those with the greatest need within the borough.</p> <p>The feasibility study will provide for evidence-based opportunities for greater engagement in culture and heritage at the site following capital redevelopment. Additionally, the local benefits of social and economic value will be most accessible to the local community, thereby benefitting those in the borough with the greatest need.</p>
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Section 4	Economic Case – Why this proposal and how does it add value?																																																							
4.1	<p>What outputs and outcomes will the project deliver? Please indicate an estimate of when outputs will be delivered. Please refer to the indicative Outcomes and Outputs list within the accompanying guidance note and the Cheshire East UKSPF Investment Plan. Please note that anything stated here would need to be monitored and recorded as part of the project and will therefore be subject to the UKSPF monitoring and reporting requirements as part of a six monthly cycle (see Section 7). If you are developing a cross-local authority bid, please include details for the Cheshire East element <u>only</u> here.</p> <p>Contribution to Indicative Outputs in the Investment Plan</p> <table border="1"> <thead> <tr> <th style="background-color: #f4a460;">Output Indicator</th> <th style="background-color: #f4a460;">2023/24</th> <th style="background-color: #f4a460;">2024/25</th> <th style="background-color: #f4a460;">Beyond 2024/25</th> <th style="background-color: #f4a460;">Total</th> </tr> </thead> <tbody> <tr> <td><i>Enter response here</i></td> <td><i>Enter response here</i></td> <td><i>Enter response here</i></td> <td><i>Enter response here</i></td> <td><i>Enter response here</i></td> </tr> <tr> <td>Feasibility Study</td> <td></td> <td>1</td> <td></td> <td>1</td> </tr> </tbody> </table> <p>Contribution to Indicative Outcomes in the Investment Plan</p> <table border="1"> <thead> <tr> <th style="background-color: #f4a460;">Outcome Indicator</th> <th style="background-color: #f4a460;">2023/24</th> <th style="background-color: #f4a460;">2024/25</th> <th style="background-color: #f4a460;">Beyond 2024/25</th> <th style="background-color: #f4a460;">Total</th> </tr> </thead> <tbody> <tr> <td><i>Enter response here</i></td> <td><i>Enter response here</i></td> <td><i>Enter response here</i></td> <td><i>Enter response here</i></td> <td><i>Enter response here</i></td> </tr> <tr> <td>Increased footfall</td> <td></td> <td>1000</td> <td>10000</td> <td>11000</td> </tr> <tr> <td>Greenhouse gas reductions</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Improved engagement numbers</td> <td></td> <td>100</td> <td>250</td> <td>350</td> </tr> <tr> <td>Increased number of web searches for a place</td> <td></td> <td>1000</td> <td>10000</td> <td>11000</td> </tr> <tr> <td>Number of improved community facilities as a result of support</td> <td></td> <td></td> <td>1</td> <td>1</td> </tr> <tr> <td>Volunteering numbers as a result of support</td> <td></td> <td>20</td> <td>50</td> <td>70</td> </tr> </tbody> </table>	Output Indicator	2023/24	2024/25	Beyond 2024/25	Total	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	Feasibility Study		1		1	Outcome Indicator	2023/24	2024/25	Beyond 2024/25	Total	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	Increased footfall		1000	10000	11000	Greenhouse gas reductions					Improved engagement numbers		100	250	350	Increased number of web searches for a place		1000	10000	11000	Number of improved community facilities as a result of support			1	1	Volunteering numbers as a result of support		20	50	70
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<p>4.2</p>	<p>Please explain how these outputs and outcomes have been determined. <i>Please ensure that clarity is provided regarding how the proposed activity will lead to the identified outputs and outcomes – considering both the types of outputs and outcomes and the scale. Please provide details of any assumptions applied, the ability to draw on previous experience of delivering at a similar scale and the extent to which the outputs and outcomes could be achieved without UKSPF funding.</i></p> <p>Outputs: The feasibility Study will be representative of the scaled ambition for the site.</p> <p>Outcomes: Increased footfall – Current visitor numbers are 3498 (ticket sales inclusive of family and season tickets and does not account for free admissions associated with events and special activities). Once the feasibility study progresses, and supported by the ongoing promotion of museum development work on site, it is anticipated numbers will grow in proportion as represented in the figures. Once large-scale capital investment is secured, drawing on the value of the feasibility study, visitor number growth will accelerate year on year to reflect the improved provision of cultural and heritage facilities on site proportionate to investment. The ongoing development of the site, of which the feasibility study is key, will also increase public opening times and dates and thereby increase access for visitors.</p> <p>Greenhouse gas reductions – The value is an estimation and will be more accurately calculated by the findings of the feasibility study</p> <p>Improved engagement numbers – engagement numbers reflect visitor numbers, however, once capital works have been completed, engagement could be demonstrated to be far greater due to potential outreach, schools work and cultural events associated with improved facilities.</p> <p>Increased number of web searches for a place – current figures are 459,000 site visits and once the feasibility study progresses, and supported by the ongoing promotion of museum development work on site, it is anticipated numbers will grow in proportion as represented in the figures. Once large-scale capital investment is secured, drawing on the value of the feasibility study, interest in the heritage centre will grow year on year and accelerate to reflect the improved provision of cultural and heritage facilities on site proportionate to investment</p> <p>Number of improved community facilities as a result of support – based on the detailed feasibility report, funding will be leveraged to deliver a large scale investment and redevelopment project of the site.</p> <p>Volunteering numbers as a result of support – based on current figures of 50 active volunteers, the project will attract interest during its delivery due to greater awareness and growing opportunities and variety of roles. Once completed, the attraction will generate greater interest in volunteering opportunities proportionate to the investment scale, including providing facilities and capacity development of volunteers, such as community and schools outreach.</p>
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4.3	<p>Please explain the options you have considered for addressing the challenges and opportunities set out in Section 3 and why this project represents the favoured option? <i>This may include consideration of alternative delivery models, scales of activity, timings and quality of materials/provision. A do nothing option whereby no UKSPF funding is awarded should be included in the assessment.</i> (Max 500 words)</p> <p>Crewe Heritage Centre has been the focus of the rail and engineering heritage of the town and delivers practical and traditional access to attractions and facilities. The site does not fulfil the potential of the site as visitor attraction heritage resource and cultural centre and does not meet modern expectations of a leisure attraction. The site also does not meet the ambition of the town and its partners to properly represent the town's heritage and culture and does not deliver on providing an attraction that could sustain interest from broad sections of the community.</p> <p>To deliver a redeveloped site that provides a modern museum and leisure attraction of scale and dwell time would require considerable grant capital funding. The securing of this funding must be evidenced for applications to be successful, options appraisals, context and a clear understanding of potential benefits and sustainability.</p> <p>Therefore, to achieve this, a feasibility study is required, but, due to the complexity and scale of the ambition and opportunity, the feasibility study will need to be of a scale reflective of that opportunity and ambition.</p>
4.4	<p>Please explain why this project represents value for money as the preferred option. (Max 350 words)</p> <p>The feasibility study will be used to secure external funding for the site, which will be of benefit for the town, its communities, business and visitors, as well as adding value to the regenerational suite of projects being delivered within the town.</p> <p>It is anticipated that the capital redevelopment of the site will be in excess of £3,000,000 (there are additional complexities and sensitivities in relation to proximity to active rail infrastructure), therefore the feasibility study costs would represent proportionate value for money for the funding attracted for the project.</p>
4.5	<p>Does this project build on previous activity? Yes</p> <p>If so, can you provide any evidence of value added by previous activity and how the project proposal will add further value?</p> <p>Governance review – led to improved governance and successful application for museum accreditation scheme (full application scheduled for September 2025)</p> <p>The Crewe Works 180 exhibition has led to improved visitor satisfaction responses and positive comments as well as increased visitor numbers</p>

<p>4.6</p>	<p>How does this project complement any existing projects and avoid duplication within the existing landscape of services in Cheshire East? <i>Please outline the steps have you taken to ensure that your project will not duplicate existing services and how it adds value to the offer.</i></p> <p>The proposals for a feasibility study provide no overlapping or duplication, having never been commissioned previously and also not in process or proposal elsewhere.</p> <p>The development of the site to become a visitor attraction of scale only enhances and supports the current service delivery and priorities of Cheshire East Council, particularly as it relates to cultural economy, growth and development of visitor attractions in the area and the multiple regeneration projects being delivered and developed in Crewe.</p> <p>The project, in its whole, reflects national interest in rail travel both past and future (eg HS2) and is not otherwise represented within Cheshire East.</p> <p>Additionally, the future focus for town centres towards leisure and recreation is reflected in providing enhanced heritage and culture facilities at the site , which will serve local communities as well as drive visits to the town and by extension the town centre.</p>
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Section 5	Financial Case – Is the project viable?																												
<p>5.1</p>	<p>What is the project’s proposed funding package by financial year? <i>Cheshire East’s UKSPF Investment Plan sets out funding allocations for each intervention type, by year and type of funding (capital or revenue). Please refer to the accompanying call for projects guidance note for more information about this. Please complete this table and others in the financial case with reference to activity planned in Cheshire East only.</i></p> <table border="1" data-bbox="360 488 1390 801"> <thead> <tr> <th>UKSPF requested</th> <th>2023-24</th> <th>2024-25</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Revenue (R)</td> <td>45000</td> <td></td> <td>45000</td> </tr> <tr> <td>Capital (C)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total UKSPF Investment Requested (R+C)</td> <td>45000</td> <td></td> <td>45000</td> </tr> <tr> <th>Match Funding</th> <th>2023-24</th> <th>2024-25</th> <th>Total</th> </tr> <tr> <td>Match Funding already secured</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Unsecured Match Funding</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	UKSPF requested	2023-24	2024-25	Total	Revenue (R)	45000		45000	Capital (C)				Total UKSPF Investment Requested (R+C)	45000		45000	Match Funding	2023-24	2024-25	Total	Match Funding already secured				Unsecured Match Funding			
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<p>5.2</p>	<p>Please provide a breakdown of how funds will be spent. <i>Please provide details of the proposed breakdown of spend by key cost heading, tailored to the scope of your project (e.g. staff costs, construction costs, consultant fees, room hire, travel and expenses etc). Add additional rows, if required</i></p> <table border="1" data-bbox="360 1173 1458 1487"> <thead> <tr> <th>Cost heading</th> <th>Amount of proposed spend (£)</th> </tr> </thead> <tbody> <tr> <td><i>Feasibility Study – delivered by lead consultant</i></td> <td>£45,000</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Made up of estimates:</td> <td></td> </tr> <tr> <td><i>Benchmarking and context</i></td> <td><i>£14,000</i></td> </tr> <tr> <td><i>Site surveys – Infrastructure & Assets</i></td> <td><i>£10,000</i></td> </tr> <tr> <td><i>Audiences</i></td> <td><i>£17,500</i></td> </tr> <tr> <td><i>Added value business case data</i></td> <td><i>£3,500</i></td> </tr> </tbody> </table>	Cost heading	Amount of proposed spend (£)	<i>Feasibility Study – delivered by lead consultant</i>	£45,000			Made up of estimates:		<i>Benchmarking and context</i>	<i>£14,000</i>	<i>Site surveys – Infrastructure & Assets</i>	<i>£10,000</i>	<i>Audiences</i>	<i>£17,500</i>	<i>Added value business case data</i>	<i>£3,500</i>												
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<p>5.3</p>	<p>What work has been done to arrive at this cost estimate? <i>Please provide confidence that the cost estimates are robust and are underpinned by appropriate assumptions and evidence. Sources used to inform the figures should be stated.</i></p> <p>Estimates based on current projects and associated costs. Current projects include: Crewe Town Centre regeneration Projects (multiple projects and associated consultancy and support costs providing confidence in professional costs) Crewe Conservation Area review (£70,000) Crewe BID (£50,000) The scale of the capital project associated represents a strong understanding of the complexity of the required feasibility study.</p>												
<p>5.4</p>	<p>Please provide a breakdown and description of any co-funding/match funding sources. <i>Add additional tables below, if required.</i></p> <p>Co-funding/match funding source 1:</p> <table border="1" data-bbox="359 790 1436 1216"> <tr> <td>Source of co-funding/match funding:</td> <td>Crewe Heritage Trust</td> </tr> <tr> <td>Public or private sector?</td> <td>Third Sector</td> </tr> <tr> <td>Secured or unsecured?</td> <td>Secured</td> </tr> <tr> <td>If unsecured, key dates for anticipated decision</td> <td>NA</td> </tr> <tr> <td>If unsecured, what is the likelihood of funds being secured?</td> <td>NA</td> </tr> <tr> <td>Detail of any conditions on funding sources, if relevant</td> <td>NA</td> </tr> </table>	Source of co-funding/match funding:	Crewe Heritage Trust	Public or private sector?	Third Sector	Secured or unsecured?	Secured	If unsecured, key dates for anticipated decision	NA	If unsecured, what is the likelihood of funds being secured?	NA	Detail of any conditions on funding sources, if relevant	NA
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<p>5.5</p>	<p>How would any cost overrun be funded?</p> <p>Crewe Heritage Trust available reserves from legacies</p>												
<p>5.6</p>	<p>Are there any ongoing costs which would arise following delivery beyond the end March 2025/the project’s UKSPF support end date, if earlier?</p> <p>No</p>												
<p>5.7</p>	<p>Please give details of any savings/cost avoidance/additional income generation which may be relevant to considering the value for money/ sustainability of your project proposal.</p> <p>The project will deliver a feasibility study that will be used to engage with and draw down leveraged funds from large scale grant bodies.</p>												

<p>5.8</p>	<p>Project scalability To ensure an appropriate range of activities and delivery within the available funding allocation, Cheshire East reserves the right to fund scaled down projects with a reduced UKSPF funding allocation. Equally, there may be opportunities to fund scaled up projects. Is this project scalable?</p> <p>Yes</p> <p>If yes, please describe the potential extent of scalability and changes to the project that would result from it being scaled either down or up (e.g. delivery from additional sites, wider target audience, changes to delivery models etc).</p> <p>Up-scaling – the project can include for operational practices being design and applied to the site as part of the demonstration of progress towards museum status as well as best practice compliance.</p> <p>Additional resource in terms of on site project management would add significant value. This could be defined and designed as well as appointed for the period if applicable as part of the feasibility being that it would provide more detailed insight and delivery during the project.</p> <p>Down-scaling – To secure the significant external capital funding of a scale to deliver the required investment, reduction in the scope of the feasibility would challenge the evidence base and detailed reporting required. However, if it was a requirement, consideration could be given to the procurement process to define the project and its available funding in the aim to reduce costs, but the above represents a reasonable expectation for a project of this scale.</p>
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Section 6	Commercial Case – How will activities be taken forward and delivered?
6.1	<p>Who would deliver the project? <i>Please provide details of proposed delivery structures, the roles and responsibilities of each organisation for multi-organisation proposals and how these would be formalised, the key posts involved (including noting posts that are already filled and those to be recruited to) and primary reporting lines.</i></p> <p>Responsible body – Crewe Town Council</p> <p>Executive officer – Town Clerk</p> <p>Responsible officer (lead officer/project manager)– Crewe Town Council Heritage Manager</p> <p>Oversight – project board</p> <p>Project board stakeholders – Crewe Town Council, Crewe Heritage Trust, Network Rail, Cheshire East Council</p> <p>Practical delivery – principal appointed contractor</p> <p>On site engagement and delivery – Heritage Centre Manager</p>
6.2	<p>If the project involves delivery partners, please provide details of arrangements as they stand at present. <i>For example, have they already been alerted to the opportunity? Have they committed to play their identified role, subject to resources being identified? Where arrangements remain to be formalised, please include target details in the question relating to project milestones (7.1).</i></p> <p>Crewe Town Council – engaged and governance in place – has an executive role in operational delivery</p> <p>Crewe Heritage Trust – site body – fully engaged and understanding of their role as well as funding requirements</p> <p>Network Rail – property owner and responsible body for neighbouring active rail lines – engaged and aware of project development and site ambitions</p> <p>Cheshire East Council – regeneration projects lead; responsible body for potential funding</p>
6.3	<p>Will the project’s activity(ies) involve procurement? Yes</p>
6.4	<p>If the project involves procurement, please describe the proposed procurement route(s) and demonstrate how this is compliant with the UKSPF guidance on procurement. <i>Please confirm the number of procurement exercises that will fall within the project scope and the procurement route to be taken for each.</i></p>

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	<p>Procurement will be delivered via the governance of Crewe Town Council. This is regulated by the associated statute and public spending regulations.</p> <p>Procurement will be carried out via the UK Government Contract Finder process, delivered digitally and managed externally by engaged procurement contractors.</p> <p>This process is followed by Crewe Town Council with all large scale procurement projects, meeting the compliance requirements of public sector spending.</p> <p>If preferred and within costings, CEC procurement process can be used but would require CEC commitment and support.</p>
<p>6.5</p>	<p>What consultation is required to inform the design of the project? <i>This may include consultations required with facility or service users and discussions with relevant organisations (e.g. statutory authorities, the planning authority), as examples</i> <i>Enter response here</i></p> <p>The feasibility project includes for full engagement with the site, users, external information (eg audience development and insight, museum technical requirements, tourism operational management).</p> <p>Additionally, the Heritage Trust is engaged and will continue to be engaged and consulted as a lead partner.</p> <p>As a feasibility study, the project is not capital delivery but will deliver positive engagement and consultation that will inform the design of the capital project to be delivered.</p>
<p>6.6</p>	<p>Has any such consultation been undertaken to inform this project to date? Yes</p> <p>If yes, please detail below the nature and outcome of the consultation and how it is has informed the project's design</p> <p>The Crewe Heritage Trust, its membership and volunteers have been engaged over the past 2 years to establish the aims and needs for the trust and the site. Over that time feedback has been received from site visitors and users to understand their expectations and interests.</p>
<p>6.7</p>	<p>What are your proposals to sustain assets and services beyond UKSPF support? <i>This is particularly important for project's seeking capital investment that will create assets with a lifetime beyond the funding period.</i></p> <p>This is a feasibility study and as such that aspect will be completed and requires no further sustainability. The product of the feasibility will be a detailed and evidenced plan for the funding and delivery of a large scale capital investment project on the site for the benefit of its sustained delivery as well as the community.</p>

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6.8	<p>Subsidy Control</p> <p>All applicants must consider how they will deliver in line with subsidy control as per UKSPF guidance.</p> <p>Based on the UKSPF guidance, would the award of UKSPF funds to you (as the applicant) be considered a subsidy?</p> <p>No</p> <p>Please explain the rationale for your response</p> <p>Crewe Town Council is a local council and public body. The feasibility study will provide the necessary information to support the delivery of a capital project on public land on behalf of a heritage trust</p> <p>These aspects do not fall within subsidy control compliance parameters.</p>
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Section 7	Management Case – Are there robust delivery plans?																																														
7.1	<p>What are the key activities/milestones for the project’s delivery? <i>Please outline any milestones that need to be achieved before the project can start (e.g. business case development, planning permission, buildings regulations approval, further stakeholder engagement, approval of other funding sources, engaging a contractor) including those that have already been achieved to demonstrate deliverability as well as key milestones once the project is live.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f4a460;"> <th>Pre-project delivery milestone</th> <th>Date Achieved/Target Date</th> </tr> </thead> <tbody> <tr> <td><i>Enter response here</i></td> <td><i>Enter response here mm/yy</i></td> </tr> <tr> <td>Appoint Heritage Manager</td> <td>03/2021</td> </tr> <tr> <td>Engage Heritage Trust</td> <td>04/2021</td> </tr> <tr> <td>Secure executive delivery agreement</td> <td>07/2023</td> </tr> <tr> <td>Agree ambitions for the site</td> <td>09/2022</td> </tr> <tr> <td>Apply for museum status and progress actions</td> <td>09/2021</td> </tr> <tr> <td>Build site operational compliance</td> <td>08/2022 (ongoing)</td> </tr> <tr> <td>Define roles and responsibilities on site</td> <td>08/2023</td> </tr> <tr> <td>Secure legacy funds and provide for EMR</td> <td>12/2022</td> </tr> <tr> <td>Appoint full time site manager</td> <td>10/2023</td> </tr> <tr> <td>Engage Network Rail as a strategic partner</td> <td>08/2022</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr style="background-color: #f4a460;"> <th>Project delivery milestone</th> <th>Target Date</th> </tr> <tr> <td><i>Enter response here</i></td> <td><i>Enter response here mm/yy</i></td> </tr> <tr> <td>Secure External Funding</td> <td>01/2024</td> </tr> <tr> <td>Establish project board</td> <td>01/2024</td> </tr> <tr> <td>Project Initiation</td> <td>01/2024</td> </tr> <tr> <td>Procurement completed</td> <td>03/2024</td> </tr> <tr> <td>Project phasing agreed</td> <td>04/2024</td> </tr> <tr> <td>Phase 1 delivery</td> <td>09/2024</td> </tr> <tr> <td>Phase 2 delivery</td> <td>12/2024</td> </tr> <tr> <td>Project completed and signed off</td> <td>03/2025</td> </tr> </tbody> </table> <p>Please outline the key assumptions and dependencies to allow these milestones to be realised.</p> <ol style="list-style-type: none"> 1. Funding approved in time for pre project set up. More time in advance of project start will support delivery to timescale and improve project quality. 2. Recruitment of full time site manager is successful 3. Procurement is not delayed 	Pre-project delivery milestone	Date Achieved/Target Date	<i>Enter response here</i>	<i>Enter response here mm/yy</i>	Appoint Heritage Manager	03/2021	Engage Heritage Trust	04/2021	Secure executive delivery agreement	07/2023	Agree ambitions for the site	09/2022	Apply for museum status and progress actions	09/2021	Build site operational compliance	08/2022 (ongoing)	Define roles and responsibilities on site	08/2023	Secure legacy funds and provide for EMR	12/2022	Appoint full time site manager	10/2023	Engage Network Rail as a strategic partner	08/2022			Project delivery milestone	Target Date	<i>Enter response here</i>	<i>Enter response here mm/yy</i>	Secure External Funding	01/2024	Establish project board	01/2024	Project Initiation	01/2024	Procurement completed	03/2024	Project phasing agreed	04/2024	Phase 1 delivery	09/2024	Phase 2 delivery	12/2024	Project completed and signed off	03/2025
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7.2	<p>Please outline the proposed project management and governance structures. <i>Provide details of who will have responsibility for the project's day to day management and proposed governance arrangements (e.g. proposed structures, membership of groups, headline remit) to support the project's smooth delivery and support any required issue resolution.</i></p> <p>The project manager on a day to day basis will be Crewe Town Council Heritage Manager</p> <p>The project will be run under Crewe Town Council governance</p> <p>The project board will meet regularly to oversee progress and inform issue resolution</p> <p>The project board will consist of Crewe Town Council, Crewe Heritage Trust, Network Rail, Cheshire East Council, Lead contractor and all other such value added stakeholders as are required at times relevant to their inclusion.</p>
7.3	<p>Can you provide any evidence/details of the lead/sponsor having previously delivered similar projects and/or of your organisation's (and partners, where applicable) ability to successfully deliver the project?</p> <ol style="list-style-type: none"> 1. Street Scene Improvements – CEC funded project for engagement and project feasibility to tackle on street waste and fly tipping – informed the Cleaner Crewe Project – now in delivery 2. Architectural Heritage Fund – development of Crewe's Heritage awareness and engagement – 2 year funded project for the development of the resources for heritage in Crewe – delivered and now has a permanent Heritage Manager progressing the projects developed during that time 3. Crewe Conservation Area review – large-scale procurement and contract management project to develop a review of the built heritage in Crewe and means of protection and enhancement 4. Within the team of Crewe Town Council – multi-million capital regeneration strategic package; Museum development and mentoring; attraction director; Officers Prince 2 qualified. 5. Procurement process of Crewe Town Council has been reviewed and renewed through appointed procurement specialists. 6. Crewe Heritage Trust – trustees include experienced and credible large organisation directors 7. Network Rail – large public sector body with extensive resources and experience in public projects and contracts.

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7.4	Please outline key project risks. Add additional tables below, if required.	
	Risk description:	<i>Delay in Funding confirmation</i>
	Risk owner (who is responsible for managing the risk):	<i>Town Clerk – Crewe Town Council</i>
	Probability of the risk occurring (high, medium or low):	<i>Medium</i>
	Impact of the risk materialising (high, medium or low):	<i>Medium</i>
	Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:	<i>Eol submitted. Responsible body aware of the timeframe requirements. Call out for Eol issued in appropriate time</i>
	Risk description:	<i>Delays in procurement</i>
	Risk owner (who is responsible for managing the risk):	<i>Heritage Manager – Crewe Town Council</i>
	Probability of the risk occurring (high, medium or low):	<i>Medium</i>
	Impact of the risk materialising (high, medium or low):	<i>Medium</i>
	Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:	<i>Highlighted earlier High priority for progression identified Clarity of procurement route to be established early (CTC or CEC routes) Template documentation and formatting exists</i>
	Risk description:	<i>Lead contractor quality</i>
	Risk owner (who is responsible for managing the risk):	<i>Heritage Manager – Crewe Town Council</i>
	Probability of the risk occurring (high, medium or low):	<i>Medium</i>
	Impact of the risk materialising (high, medium or low):	<i>Medium</i>
	Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:	<i>Realistic budgeting to seek highly competitive submissions from procurement References and past relevance to be demonstrated Success factors understood Clear procurement and scoring process</i>
	Risk description:	<i>Key person continuity</i>
	Risk owner (who is responsible for managing the risk):	<i>Heritage Manager – Crewe Town Council</i>
	Probability of the risk occurring (high, medium or low):	<i>Medium</i>
	Impact of the risk materialising (high, medium or low):	<i>Low</i>
Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:	<i>Key person list identified Succession plan to be established for all key people</i>	

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #FFD700; width: 30%;">Risk description:</td> <td><i>Feasibility does not engage large-scale external funding for onward project</i></td> </tr> <tr> <td style="background-color: #FFD700;">Risk owner (who is responsible for managing the risk):</td> <td><i>Heritage Manager – Crewe Town Council</i></td> </tr> <tr> <td style="background-color: #FFD700;">Probability of the risk occurring (high, medium or low):</td> <td><i>Low</i></td> </tr> <tr> <td style="background-color: #FFD700;">Impact of the risk materialising (high, medium or low):</td> <td><i>High</i></td> </tr> <tr> <td style="background-color: #FFD700;">Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:</td> <td><i>Engagement will begin at the point that feasibility funding is confirmed Potential funders have been identified Project oversight to include for directions to make the end report of value to external funders. Major funders already engaged and informing the process appropriately</i></td> </tr> </table>	Risk description:	<i>Feasibility does not engage large-scale external funding for onward project</i>	Risk owner (who is responsible for managing the risk):	<i>Heritage Manager – Crewe Town Council</i>	Probability of the risk occurring (high, medium or low):	<i>Low</i>	Impact of the risk materialising (high, medium or low):	<i>High</i>	Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:	<i>Engagement will begin at the point that feasibility funding is confirmed Potential funders have been identified Project oversight to include for directions to make the end report of value to external funders. Major funders already engaged and informing the process appropriately</i>
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<p>7.5</p>	<p>Please describe the process that will be used to monitor and manage project risks.</p> <ol style="list-style-type: none"> 1. The project manager will design and maintain a risk register 2. The project board will oversee and monitor the risk register 3. The project manager will design and maintain a project monitor form 4. The project board will oversee and monitor the project monitor form 5. All project risks will be escalated to the project board and Town Clerk 6. The project time frame will be clearly communicated to all stakeholders and contractors and the exclusion of overrun will be contracted. 										
<p>7.6</p>	<p>How would outputs and outcomes be monitored and evaluated and who would be responsible for ensuring this is undertaken and reported to the CEC UKSPF Programme Board? <i>Please outline the indicators to be measured, how information will be collected and recorded, the frequency of data collection etc. Please also outline any plans you have to evaluate your activities.</i></p> <p>The project manager (Heritage Manager) will include in all project monitoring metrics associated with outcomes and outputs. This will include for those defined at application as well as potential added value outputs and outcomes.</p> <p>The Heritage Manager will report to the Programme Board on progress and achievement</p>										

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UK Shared Prosperity Fund Cheshire East Call for Projects Application Proforma

It is critical that all projects supported can be delivered within the timeframe for UKSPF.

Please do not put forward any projects which you are not confident can be delivered by the end of March 2025 as you will be diverting finite funds from other deliverable projects.

Note: This proforma remains a working document and may be refined and amended as the UKSPF progresses

Section 1	Compliance	
	<p>Before proceeding with your application, you must confirm whether – in line with current UKSPF guidance – you can fulfil the requirements set out below.</p> <p>IF YOU CANNOT MEET THESE REQUIREMENTS THEN YOUR APPLICATION WILL NOT BE CONSIDERED FURTHER.</p> <p>Please confirm that:</p>	
1.1	The project will be delivered by an organisation that can receive public funds, as set out at 7.1 of the UKSPF prospectus .	Yes ✓ <input type="checkbox"/>
1.2	No funds will be spent on items or activities excluded from UKSPF support, as set out at 7.5.1 of the UKSPF prospectus .	Yes ✓
1.3	You have read and will comply with all aspects of the UKSPF requirements (covering nine topics) as set out in UK Shared Prosperity Fund: additional information - GOV.UK (www.gov.uk) . This includes branding and publicity requirements , and providing the information necessary for Cheshire East Council to submit monitoring returns, as set out in the UKSPF reporting and performance management requirements .	Yes ✓
1.4	The level of UKSPF funding requested is above the minimum bid level for the Intervention Type, stated in the call for projects	Yes ✓
1.5	All allocated funds will be spent within the year they have been allocated and all outputs and outcomes will be captured in the same period. Projects allocated funds for 23/24 must have spent funds by the 31st March 2024. Projects allocated funding for 24/25 must have spent funds by 31st March 2025.	Yes ✓

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1.6	You will retain all relevant data on your project, including beneficiary data, and provide this on request to CEC, for monitoring or evaluation purposes.	Yes ✓
1.7	Activities will be delivered within the Cheshire East local authority area.	Yes ✓

Section 2	Project Details – What is the proposition?												
2.1	<p>Applicant details Organisation Name and Department (where applicable) submitting the application: Crewe Town Council</p> <p>Company or Charity Registration Number (if applicable):</p> <p>Project Lead/Sponsor</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f4a460; width: 30%;">Name:</td> <td>Rosie Mason</td> </tr> <tr> <td style="background-color: #f4a460;">Email:</td> <td>events@crewetowncouncil.gov.uk</td> </tr> <tr> <td style="background-color: #f4a460;">Contact telephone:</td> <td>01270756975</td> </tr> </table> <p>Person completing this application form</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f4a460; width: 30%;">Name:</td> <td>Pete Turner</td> </tr> <tr> <td style="background-color: #f4a460;">Email:</td> <td>townclerk@crewetowncouncil.gov.uk</td> </tr> <tr> <td style="background-color: #f4a460;">Contact telephone:</td> <td>01270756975</td> </tr> </table>	Name:	Rosie Mason	Email:	events@crewetowncouncil.gov.uk	Contact telephone:	01270756975	Name:	Pete Turner	Email:	townclerk@crewetowncouncil.gov.uk	Contact telephone:	01270756975
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Email:	townclerk@crewetowncouncil.gov.uk												
Contact telephone:	01270756975												
2.2	<p>Please confirm the type of organisation submitting the application</p> <p>Local council</p> <hr/> <p>If other, please provide details of the organisation type:</p>												

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<p>2.3</p>	<p>Does the project have any delivery partners?</p> <p>Yes</p> <p>Cheshire East Council – public realm assets owner Crewe Cultural Forum Crewe Local Cultural Education Partnership</p>																											
<p>2.4</p>	<p>Project Name</p> <p>Crewe Town Centre Arts Development & Trail</p>																											
<p>2.5</p>	<p>Project location</p> <p>Crewe Town Centre</p>																											
<p>2.6</p>	<p>Does the proposed project span multiple local authority areas?</p> <p>No</p> <table border="1" data-bbox="357 960 1390 1897"> <thead> <tr> <th></th> <th>Total</th> <th>Cheshire East share</th> </tr> </thead> <tbody> <tr> <td>Total spend (£)</td> <td></td> <td></td> </tr> <tr> <td>UKSPF requested (£)</td> <td>£90,000</td> <td>100%</td> </tr> <tr> <td><i>please provide breakdown by UKSPF intervention area if relevant</i></td> <td>E6: Local arts, cultural, heritage and creative activities</td> <td>100%</td> </tr> <tr> <td>Match funding (£)</td> <td>£2,000</td> <td>100%</td> </tr> <tr> <td>Target outputs</td> <td> <ul style="list-style-type: none"> • Number of organisations receiving grants • Number of local events or activities supported </td> <td>100%</td> </tr> <tr> <td><i>please list UKSPF indicators</i></td> <td> <ul style="list-style-type: none"> • Number of organisations receiving grants • Number of local events or activities supported </td> <td>100%</td> </tr> <tr> <td>Target outcomes</td> <td> <ul style="list-style-type: none"> • Increased footfall • Improved engagement numbers • Volunteering numbers as a result of support </td> <td>100%</td> </tr> <tr> <td><i>please list UKSPF indicators</i></td> <td> <ul style="list-style-type: none"> • Increased footfall • Improved engagement numbers • Number of volunteering opportunities created as a result of support </td> <td>100%</td> </tr> </tbody> </table>		Total	Cheshire East share	Total spend (£)			UKSPF requested (£)	£90,000	100%	<i>please provide breakdown by UKSPF intervention area if relevant</i>	E6: Local arts, cultural, heritage and creative activities	100%	Match funding (£)	£2,000	100%	Target outputs	<ul style="list-style-type: none"> • Number of organisations receiving grants • Number of local events or activities supported 	100%	<i>please list UKSPF indicators</i>	<ul style="list-style-type: none"> • Number of organisations receiving grants • Number of local events or activities supported 	100%	Target outcomes	<ul style="list-style-type: none"> • Increased footfall • Improved engagement numbers • Volunteering numbers as a result of support 	100%	<i>please list UKSPF indicators</i>	<ul style="list-style-type: none"> • Increased footfall • Improved engagement numbers • Number of volunteering opportunities created as a result of support 	100%
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2.7	<p>Headline project description (<i>max. 100 words</i>)</p> <p>To build community capacity, participation and leadership in the cultural delivery in Crewe and to create a locally relevant and engaging arts trail around the town centre including interpretation and guidance.</p>																																	
2.8	<p>Does the project have dependencies on any other projects? <i>This may include other projects seeking support under this call for projects, wider activities planned by the organisation and/or existing commitments.</i></p> <p>No</p>																																	
2.9	<p>Which UKSPF investment priority does this project support? <i>Projects should clearly fall within one or more of the Intervention types listed below.</i></p> <p><i>If you are seeking support for multiple stand alone projects please complete a separate application for each one.</i></p> <p><i>If you are seeking support for an individual project that requires support from more than one intervention area please complete a single application, specifying the activities, costs, funding requirements and outputs against each intervention type within your responses to the relevant questions that follow.</i></p> <p><i>Further guidance about UKSPF interventions can be found here.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">UKSPF Priority Area</th> <th style="width: 60%;">UKSPF Intervention Type</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Communities & Place</td> <td>E1: Improvements to town centres & high streets</td> <td></td> </tr> <tr> <td>Communities & Place</td> <td>E6: Local arts, cultural, heritage & creative activities</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Communities & Place</td> <td>E7: Support for active travel enhancements in local area</td> <td></td> </tr> <tr> <td>Communities & Place</td> <td>E8: Campaigns to encourage visits and exploring of local area</td> <td></td> </tr> <tr> <td>Communities & Place</td> <td>E13: Community measures to reduce the cost of living</td> <td></td> </tr> <tr> <td>Communities & Place</td> <td>E14: Relevant feasibility studies</td> <td></td> </tr> <tr> <td>Supporting Local Business</td> <td>E19: Investment in research & development at the local level</td> <td></td> </tr> <tr> <td>Supporting Local Business</td> <td>E22: Enterprise infrastructure & employment / innovation sites</td> <td></td> </tr> <tr> <td>Supporting Local Business</td> <td>E23: Strengthening local entrepreneurial ecosystems</td> <td></td> </tr> <tr> <td>Supporting Local Business</td> <td>E30: Business support measures to drive employment growth</td> <td></td> </tr> </tbody> </table>	UKSPF Priority Area	UKSPF Intervention Type		Communities & Place	E1: Improvements to town centres & high streets		Communities & Place	E6: Local arts, cultural, heritage & creative activities	✓	Communities & Place	E7: Support for active travel enhancements in local area		Communities & Place	E8: Campaigns to encourage visits and exploring of local area		Communities & Place	E13: Community measures to reduce the cost of living		Communities & Place	E14: Relevant feasibility studies		Supporting Local Business	E19: Investment in research & development at the local level		Supporting Local Business	E22: Enterprise infrastructure & employment / innovation sites		Supporting Local Business	E23: Strengthening local entrepreneurial ecosystems		Supporting Local Business	E30: Business support measures to drive employment growth	
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<p>2.10</p>	<p>What are the specific activities that will be undertaken as part of the project?</p> <p>2023/24</p> <ol style="list-style-type: none"> 1. Specific and focussed community consultation 2. Definition of scope and brief 3. Project delivery appointment 4. Project commencement, skills/capacity audit and initial engagement <p>2024/25</p> <ol style="list-style-type: none"> 5. Define and plan activities 6. Programme activities with community leadership 7. Design and progress Art Trail 8. Interpretation & Guidance 9. Delivery and installation 10. Promotion 11. Community sustainability plan 														
<p>2.11</p>	<p>What is the total amount of Cheshire East UKSPF funding requested (£). <i>(Questions in Section 5 will ask for further detail regarding the capital/revenue and annual breakdown of the request).</i></p> <table border="1" data-bbox="357 925 1485 1173"> <tr> <td>UKSPF requested (£):</td> <td align="right">£90,000</td> </tr> <tr> <td colspan="2">Please provide breakdown by UKSPF Intervention Type where relevant:</td> </tr> <tr> <td>Intervention Type – See list in Q2.9</td> <td align="right">£</td> </tr> <tr> <td>E6: Local arts, cultural, heritage & creative activities</td> <td align="right">£90,000</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	UKSPF requested (£):	£90,000	Please provide breakdown by UKSPF Intervention Type where relevant:		Intervention Type – See list in Q2.9	£	E6: Local arts, cultural, heritage & creative activities	£90,000						
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Intervention Type – See list in Q2.9	£														
E6: Local arts, cultural, heritage & creative activities	£90,000														
<p>2.12</p>	<p>Project Start and End Dates <i>Please do not put forward any projects which you are not confident can be delivered in full by the end of March 2025.</i></p> <table border="1" data-bbox="357 1308 1385 1379"> <tr> <td>Proposed start date for project activities:</td> <td>January 2024</td> </tr> <tr> <td>Proposed end date for project activities:</td> <td>March 2025</td> </tr> </table>	Proposed start date for project activities:	January 2024	Proposed end date for project activities:	March 2025										
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Section 3	Strategic Case – What is the case for change?
3.1	<p>Please explain how the proposed project would address need and/or capitalise on opportunities linked to the Local Challenges and Local Opportunities outlined in the Cheshire East UKSPF Investment Plan and the Investment Plan’s overarching strategic ambitions.</p> <p>CHALLENGES</p> <p>Inequalities in life chances: Crewe is the most deprived area of Cheshire and remains within the most deprived communities in England as measured on the IMD. Therefore inequalities remain a feature of the community. Improvements proposed support local regeneration efforts as well as building civic pride. Opportunities for engagement and inclusion in cultural activities will be increased and pushed to encourage engagement from all areas of the community.</p> <p>The changing role of town centres: Crewe Town Centre remains significantly challenged by the changing role of town centres. That said recent work has identified that the shape of the town centre as well as its function can be considered as amended. As a location for leisure dwell time, enhancing this offer with cultural improvements adds value. The provision of an arts trail supports diversity of opportunity as well as cultural improvement and provides for an attraction for the town centre. Building community sustainability will provide longer-term benefits in terms of accessible cultural activities and opportunities.</p> <p>The climate emergency: Procurement will include consideration of sustainability and potential supporting messaging. Art Trails will make active travel routes more attractive by adding interest points which could lead to a reduction in CO2 emissions produced by road users. Providing cultural opportunities locally will reduce the need to travel further afield to engage with arts and culture.</p> <p>OPPORTUNITIES</p> <p>Boosting the visitor economy and cultural offer to drive town centre footfall: Evaluation and feedback associated with the recent Knife Angel installation clearly identified public art as a positive inclusion for the town centre and that public art is valued. It also evidenced that high quality public art provides an interest that attracts footfall to a location. It also clarified that public interest in cultural activities locally was sustainable but at risk of being unfulfilled. This project provides for a catalytic opportunity to build community engagement and sustainability.</p> <p>Harnessing Social and Community Infrastructure: Working with the engaged community groups has generated a sustainable level of support and interest from the community. The project would focus on the public realm and shared spaces and use community assets as sites for activities, especially the newly enhanced LY2 facilities.</p>

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	<p>Active Travel: A trail promotes active travel between sites as well as adding value to active travel routes which will enhance their interest and therefore increase user numbers.</p>
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<p>3.2</p>	<p>How does this project align with and support other local policies and recognised priorities? (max. 350 words) <i>Examples may include alignment with the CEC Corporate Plan, CEC Environment Strategy, Town Centre Vitality Plans, Towards a Sustainable and Inclusive Cheshire and Warrington, Macclesfield Town Centre Strategic Regeneration Framework, Crewe Town Centre Regeneration Programme. Other local published strategies may also be relevant.</i></p> <p><u>Cheshire East Corporate Plan - A thriving and sustainable place:</u></p> <p>Delivery of a strategic regeneration plan for Crewe – The intervention will be within the focussed area of Crewe’s regenerational suite of projects and will add value at the point of interaction with the town centre.</p> <p>A thriving and sustainable place – Added provision for place making supports this aim of the CEC Corporate Plan. Providing the community with cultural activity supports sustainable communities.</p> <p>The project will provide positive opportunities for commercial/business engagement with culture that will allow organisations to see its value.</p> <p>The mixture of permanent and temporary installations will provide a legacy of the project that along with resources generated, monitoring and evaluation will enable future events, activities and follow on projects from both Crewe Town Council, partner organisations and the community.</p> <p><u>Local Planning Policy</u> Town Centre Public Realm Improvements - Proposals that improve the quality of the public spaces and routes across the town centre for pedestrians and cyclists, and links between the town centre and Crewe Railway Station, will be supported. – Taken from CEC planning policy.</p> <p>Connectivity between the Town Centre and Grand Junction Retail Park - The council will support and implement a range of measures to improve pedestrian and cycle connectivity between the town centre and Grand Junction Retail Park, including through developer contributions, where justified. – Taken from CEC planning policy.</p> <p><u>Crewe Town Centre Business Improvement District</u> The potential development and delivery of a Business Improvement District for Crewe is relevant in the future promotion and engagement of the town centre and would benefit from the added value of an art trail, providing contemporary interest and long standing value.</p> <p><u>Crewe Town Council Heritage Strategy for Crewe</u> Encourage the use of art in the public realm, drawing from the past to create installations or sculptures – Rooting a trail in the town’s heritage would ensure a unique offer which enhances placemaking.</p>
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Cheshire East Council Crewe Cultural Strategy

Young people will have a strong sense of cultural identity, have opportunities to develop skills and pathways into work and showcase talent – by working with the LCEP, the project enables young people to develop their own pieces and see them publicly celebrated and recognised. Training in the process of delivery will develop skills and showcase potential pathways into the creative industry.

Crewe's distinctive heritage will be celebrated, promoted and protected for the future – this identifies celebrating Crewe's heritage through public realm and particularly through public art. The trail would deliver opportunities to create pieces that respond to this and improve placemaking.

The transformational role of culture in promoting positive health and wellbeing will be well recognised – The project looks to include participation opportunities for targeted groups

Crewe will be a culturally vibrant place, where culture and creativity are at the heart of its economic success and appeal – the trail would provide a clear cultural offer to promote to both residents and domestic audiences.

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3.3	<p>What is the evidenced need and demand for the project? Why is public funding needed to deliver the plans? What would happen in the absence of public funding? Please outline how you have determined the requirement for the project and the evidence that underpins the submission</p> <p>Evidence for regenerational projects supported by the Crewe TIP; Future High Streets; Resident feedback and informal comment.</p> <p>Installation of the Knife Angel demonstrated through feedback and evaluation that the provision of accessible public art and cultural activities is of interest, value and positive impact on footfall and visitor numbers.</p> <p>Evaluation and audience segmentation insight suggests that people in Crewe like events which involve: Doing, making, family orientated and low – cost or free entry to events. Creation of a trail involving community input would provide a low – cost visitor and local attraction with opportunities to engage in its creation and develop activities which respond to it. If funding is not available the project will not be delivered.</p>
3.4	<p>Would the project support local targets for carbon neutrality? Yes</p> <p>If Yes, please describe how</p> <p>Art Trails will make active travel routes more attractive by adding interest points which could lead to a reduction in CO2 emissions produced by road users. Providing cultural opportunities locally will reduce the communities need to travel further afield to engage with arts and culture. Arts and cultural activity also provides opportunity to communicate messaging of sustainability and positive climate action in an accessible and digestible way to the community.</p>
3.5	<p>Equalities impacts Local authorities in Great Britain are required to meet their statutory public sector duty under the Equality Act 2010 in carrying out their duties related to the UKSPF (see UKSPF guidance).</p> <p>What equalities impacts have been considered in the development and subsequent delivery of your proposed project? Please outline who the relevant affected groups are based on protected characteristics, anticipated impacts and what, if any, measures have been identified in response to these impacts.</p> <ol style="list-style-type: none"> 1. Accessible location – Ensuring that activities are sited appropriately and physically accessible to all. 2. Accessible interpretation – As well as ensuring content of interpretation is easily understood, the interpretation will be available in various formats to assist accessibility, including virtually (providing for audio interpretation), printed and printed for accessibility. 3. Consideration for neuro-diversity and sensory accessibility will form part of the procurement briefing.

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	<ol style="list-style-type: none">4. Art and Culture is an accessible medium that can be experienced and enjoyed by people of all education levels.5. Visual arts such as art trails can be accessed by people of any nationality and English proficiency.6. Providing more arts and culture activity in Crewe will provide opportunities that would not ordinarily be available without traveling outside of the area which is not an option from many people living in Crewe.
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3.6

Inclusivity Assessment

The [Cheshire and Warrington Sustainable and Inclusive Growth Commission](#) has an ambition for the subregion to become the most sustainable and inclusive in the UK. In view of this, **how would your project would help address inequality and support inclusivity within the borough?**

Please explain how your project would impact on inequalities within the borough. The following resources may be useful:

- Indices of Multiple Deprivation: http://dclgapps.communities.gov.uk/imd/iod_index.html. Please note that overall IMD rankings may mask specific issues, please refer to the icons at the top of the linked page to view more detailed data such as barriers to housing and services, employment deprivation, education skills and training etc.
- Health inequality data: https://www.cheshireeast.gov.uk/council_and_democracy/council_information/js/na/overviews-of-health-and-wellbeing.aspx

As the town most impacted by deprivation and health inequalities, investment in this project will be of greatest benefit to those with the greatest health and wellbeing need within the borough.

Public realm enhancements will provide greater engagement with active travel.

Building community capacity in cultural activities provides for social sustainability.

Section 4 Economic Case – Why this proposal and how does it add value?

4.1

What outputs and outcomes will the project deliver? Please indicate an estimate of when outputs will be delivered. *Please refer to the indicative Outcomes and Outputs list within the accompanying guidance note and the [Cheshire East UKSPF Investment Plan](#). Please note that anything stated here would need to be monitored and recorded as part of the project and will therefore be subject to the UKSPF monitoring and reporting requirements as part of a six monthly cycle (see Section 7). If you are developing a cross-local authority bid, please include details for the Cheshire East element only here.*

Contribution to Indicative Outputs in the Investment Plan

Output Indicator	2023/24	2024/25	Beyond 2024/25	Total
<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>
• Number of organisations receiving grants	1	2	2	5
• Number of local events or activities supported		10	10	20

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Contribution to Indicative Outcomes in the Investment Plan				
Outcome Indicator	2023/24	2024/25	Beyond 2024/25	Total
<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>	<i>Enter response here</i>
<ul style="list-style-type: none"> • Increased footfall 		1000	5000	6000
<ul style="list-style-type: none"> • Improved engagement numbers 	10	500	1000	1510
<ul style="list-style-type: none"> • Number of volunteering opportunities created as a result of support 	10	50	100	160
4.2	<p>Please explain how these outputs and outcomes have been determined. Please ensure that clarity is provided regarding how the proposed activity will lead to the identified outputs and outcomes – considering both the types of outputs and outcomes and the scale. Please provide details of any assumptions applied, the ability to draw on previous experience of delivering at a similar scale and the extent to which the outputs and outcomes could be achieved without UKSPF funding.</p> <p>Outputs:</p> <ul style="list-style-type: none"> • Number of organisations receiving grants – Crewe Town Council initially. Then community grants awarded to community groups with increased capacity and capability as well as opportunity to deliver. • Number of local events or activities supported – As well as the development of an arts trail, new community-led activities will be delivered. <p>Outcomes:</p> <ul style="list-style-type: none"> • Increased footfall – Figures available from Cheshire East will be monitored. If additional data is required it can be sourced. May 2023 footfall saw an increase of 20% y-o-y with the engagement and installation of public art and cultural activities. • Improved engagement numbers – Currently low numbers of cultural engagement due to lack of sustainability. The figures represent active engagement in the development and delivery of events as well as participation. Lumen Light during C19 created an arts trail that generated measured interest. • Number of volunteering opportunities created as a result of support – Initially led from those already motivated and seeking cultural volunteering opportunities in Crewe. Then, through development work, opportunities for involvement will increase in line with activities being delivered. 			
4.3	<p>Please explain the options you have considered for addressing the challenges and opportunities set out in Section 3 and why this project represents the favoured option? This may include consideration of alternative delivery models, scales of activity, timings and quality of materials/provision. A do nothing option whereby no UKSPF funding is awarded should be included in the assessment.</p>			

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(Max 500 words)

Past cultural activity has generated strong interest but has not been sustained as it is public sector-led. This approach builds on the work of the public sector but provides a route for building community capacity as well as ownership with the opportunity for a sustainable community led-cultural offer.

In the past investment in current town centre sites has been explored in detail but has not provided deliverability. In particular the potential redevelopment and investment in Christ Church, which has now been shelved due to deliverability concerns.

Ongoing projects include multiple events activities.

In direct relevance to this application and following the Knife Angel installation, the town will be welcoming the Manchester Bee in May 2024 and this would support the formal launch of the arts trail project as additional accessible public art.

The provision of a short-term dedicated resource will:

- Build sustainable infrastructure, capacity and skills while encouraging best practices.
- Empower and resource the community to be able to deliver their own projects.
- Remove barriers to community production.
- Identify NPO development opportunities.
- Foster links with the education sector.
- Develop pathways to careers in the creative arts.
- In association with Crewe Town Council, manage budgets and administer a small grants scheme to deliver the project.
- Develop a specific creative project as an example to test and try ideas.

Facilitate opportunities in volunteering and placements, and identify opportunities for progression. The project officer will have:

- Experience of place – based programming.
- Experience of community arts and engagement.
- Experience of active listening and developing projects in a responsive way.
- Experience and knowledge of practical creative skills
- Be able to teach or convey an understanding of local audience interests, needs and motivations.
- Able to work with under-represented or seldom–heard communities.

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4.4	<p>Please explain why this project represents value for money as the preferred option. (Max 350 words)</p> <ol style="list-style-type: none"> 1. Permanence – The provision will be available for the long-term, adding benefit for the community and visitors on an ongoing basis through community sustainability. 2. The costs represent value for money in the long term based on ongoing outputs in terms of new activities, volunteering opportunities and community engagement. 3. Accessible art and interpretation will ensure as many beneficiaries as is practicable. 4. Delivery is supported by existing officer provision. 5. Procurement to achieve best value.
4.5	<p>Does this project build on previous activity? Yes</p> <p>If so, can you provide any evidence of value added by previous activity and how the project proposal will add further value?</p> <ul style="list-style-type: none"> - The current Cultural Forum an engaged group of volunteers and stakeholders', Crewe Cultural Strategy and Heritage Strategy for Crewe have identified public art as of value and an ambition for Crewe. - Knife Angel feedback, engagement and evaluation identified public art is of value, interest and also a footfall driver as a catalyst for visitors. - Traction/Lumen –Demonstrated large scale local engagement in public art and its benefits.
4.6	<p>How does this project complement any existing projects and avoid duplication within the existing landscape of services in Cheshire East? <i>Please outline the steps have you taken to ensure that your project will not duplicate existing services and how it adds value to the offer.</i></p> <ol style="list-style-type: none"> 1. The placemaking nature of public art provision supports the regenerational work and provides no duplication 2. Provides new aspects of interest for areas of strategic and cultural relevance, which will enhance interest and increase footfall to targeted areas. 3. Public realm improvements (Southern Gateway, History Centre, Royal Arcade, Mill Street Corridor, Valley Brook Project) can be enhanced by public art provision and provide a link to enhance connectivity of projects 4. Crewe Cultural Strategy 5. Cultural economy objectives

Section 5	Financial Case – Is the project viable?																												
<p>5.1</p>	<p>What is the project’s proposed funding package by financial year? <i>Cheshire East’s UKSPF Investment Plan sets out funding allocations for each intervention type, by year and type of funding (capital or revenue). Please refer to the accompanying call for projects guidance note for more information about this. Please complete this table and others in the financial case with reference to activity planned in Cheshire East only.</i></p> <table border="1" data-bbox="360 488 1390 801"> <thead> <tr> <th data-bbox="360 488 895 533">UKSPF requested</th> <th data-bbox="895 488 1066 533">2023-24</th> <th data-bbox="1066 488 1236 533">2024-25</th> <th data-bbox="1236 488 1390 533">Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 533 895 577">Revenue (R)</td> <td data-bbox="895 533 1066 577">£20,000</td> <td data-bbox="1066 533 1236 577">£70,000</td> <td data-bbox="1236 533 1390 577">£90,000</td> </tr> <tr> <td data-bbox="360 577 895 611">Capital (C)</td> <td data-bbox="895 577 1066 611"></td> <td data-bbox="1066 577 1236 611"></td> <td data-bbox="1236 577 1390 611"></td> </tr> <tr> <td data-bbox="360 611 895 678">Total UKSPF Investment Requested (R+C)</td> <td data-bbox="895 611 1066 678">£20,000</td> <td data-bbox="1066 611 1236 678">£70,000</td> <td data-bbox="1236 611 1390 678">£90,000</td> </tr> <tr> <th data-bbox="360 678 895 723">Match Funding</th> <th data-bbox="895 678 1066 723">2023-24</th> <th data-bbox="1066 678 1236 723">2024-25</th> <th data-bbox="1236 678 1390 723">Total</th> </tr> <tr> <td data-bbox="360 723 895 768">Match Funding already secured</td> <td data-bbox="895 723 1066 768">£2,000</td> <td data-bbox="1066 723 1236 768"></td> <td data-bbox="1236 723 1390 768">£2,000</td> </tr> <tr> <td data-bbox="360 768 895 801">Unsecured Match Funding</td> <td data-bbox="895 768 1066 801"></td> <td data-bbox="1066 768 1236 801"></td> <td data-bbox="1236 768 1390 801"></td> </tr> </tbody> </table>	UKSPF requested	2023-24	2024-25	Total	Revenue (R)	£20,000	£70,000	£90,000	Capital (C)				Total UKSPF Investment Requested (R+C)	£20,000	£70,000	£90,000	Match Funding	2023-24	2024-25	Total	Match Funding already secured	£2,000		£2,000	Unsecured Match Funding			
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<p>5.2</p>	<p>Please provide a breakdown of how funds will be spent. <i>Please provide details of the proposed breakdown of spend by key cost heading, tailored to the scope of your project (e.g. staff costs, construction costs, consultant fees, room hire, travel and expenses etc). Add additional rows, if required</i></p> <table border="1" data-bbox="360 1039 1458 1249"> <thead> <tr> <th data-bbox="360 1039 1166 1106">Cost heading</th> <th data-bbox="1166 1039 1458 1106">Amount of proposed spend (£)</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1106 1166 1151">Project Officer</td> <td data-bbox="1166 1106 1458 1151">£60,000</td> </tr> <tr> <td data-bbox="360 1151 1166 1196">Event Activities</td> <td data-bbox="1166 1151 1458 1196">£20,000</td> </tr> <tr> <td data-bbox="360 1196 1166 1240">Materials and resources</td> <td data-bbox="1166 1196 1458 1240">£10,000</td> </tr> <tr> <td data-bbox="360 1240 1166 1285">Interpretation</td> <td data-bbox="1166 1240 1458 1285">£2,000</td> </tr> </tbody> </table>	Cost heading	Amount of proposed spend (£)	Project Officer	£60,000	Event Activities	£20,000	Materials and resources	£10,000	Interpretation	£2,000																		
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<p>5.3</p>	<p>What work has been done to arrive at this cost estimate? <i>Please provide confidence that the cost estimates are robust and are underpinned by appropriate assumptions and evidence. Sources used to inform the figures should be stated.</i></p> <ul style="list-style-type: none"> - Operation Summer, Easter, Autumn & Winter arts and activities in Crewe providing cost and resource understanding. - Provision of community engagement and capability/capacity development is a time resource and initially requires provision of dedicated project lead officer. - Interpretation design – Comparable projects associated with heritage projects, events delivery of scale and the Knife Angel project. - Accessibility design – Work with representative organisations and provision of accessible resources associated with previous council projects. 																												

<p>5.4</p>	<p>Please provide a breakdown and description of any co-funding/match funding sources. Add additional tables below, if required.</p> <p>Co-funding/match funding source 1:</p> <table border="1" data-bbox="359 387 1436 768"> <tr> <td>Source of co-funding/match funding:</td> <td><i>Crewe Town Council</i></td> </tr> <tr> <td>Public or private sector?</td> <td><i>Public</i></td> </tr> <tr> <td>Secured or unsecured?</td> <td><i>Secured</i></td> </tr> <tr> <td>If unsecured, key dates for anticipated decision</td> <td><i>NA</i></td> </tr> <tr> <td>If unsecured, what is the likelihood of funds being secured?</td> <td><i>NA</i></td> </tr> <tr> <td>Detail of any conditions on funding sources, if relevant</td> <td><i>NA</i></td> </tr> </table>	Source of co-funding/match funding:	<i>Crewe Town Council</i>	Public or private sector?	<i>Public</i>	Secured or unsecured?	<i>Secured</i>	If unsecured, key dates for anticipated decision	<i>NA</i>	If unsecured, what is the likelihood of funds being secured?	<i>NA</i>	Detail of any conditions on funding sources, if relevant	<i>NA</i>
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<p>5.5</p>	<p>How would any cost overrun be funded?</p> <p>The above costings represent a realistic delivery cost model. Any potential cost overrun is unlikely but procurement would be re-addressed if occurred.</p>												
<p>5.6</p>	<p>Are there any ongoing costs which would arise following delivery beyond the end March 2025/the project’s UKSPF support end date, if earlier?</p> <p>No</p>												
<p>5.7</p>	<p>Please give details of any savings/cost avoidance/additional income generation which may be relevant to considering the value for money/ sustainability of your project proposal.</p> <p>Procurement will clearly identify cost parameters of the project. Potential for a slightly reduced number of outputs and outcomes that would still ensure delivery of a positive cultural development project.</p>												
<p>5.8</p>	<p>Project scalability</p> <p>To ensure an appropriate range of activities and delivery within the available funding allocation, Cheshire East reserves the right to fund scaled down projects with a reduced UKSPF funding allocation. Equally, there may be opportunities to fund scaled up projects. Is this project scalable?</p> <p>Yes</p> <p>If yes, please describe the potential extent of scalability and changes to the project that would result from it being scaled either down or up (e.g. delivery from additional sites, wider target audience, changes to delivery models etc).</p> <p>Up-scaling – Additional provision is possible, although time constraints must be considered.</p>												

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	Down-scaling – reduced provision is possible, but risks to critical mass impact would need to be considered.
Section 6	Commercial Case – How will activities be taken forward and delivered?
6.1	<p>Who would deliver the project? <i>Please provide details of proposed delivery structures, the roles and responsibilities of each organisation for multi-organisation proposals and how these would be formalised, the key posts involved (including noting posts that are already filled and those to be recruited to) and primary reporting lines.</i></p> <p>Responsible body – Crewe Town Council</p> <p>Executive officer – Town Clerk</p> <p>Responsible officer (lead officer/project manager)– Crewe Town Council Events Manager</p>
6.2	<p>If the project involves delivery partners, please provide details of arrangements as they stand at present. <i>For example, have they already been alerted to the opportunity? Have they committed to play their identified role, subject to resources being identified? Where arrangements remain to be formalised, please include target details in the question relating to project milestones (7.1).</i></p> <p>NA</p>
6.3	<p>Will the project’s activity(ies) involve procurement?</p> <p>Yes</p>
6.4	<p>If the project involves procurement, please describe the proposed procurement route(s) and demonstrate how this is compliant with the UKSPF guidance on procurement. <i>Please confirm the number of procurement exercises that will fall within the project scope and the procurement route to be taken for each.</i></p> <p>Procurement will be delivered via the governance of Crewe Town Council. This is regulated by the associated statute and public spending regulations.</p> <p>If preferred and within costings, CEC procurement process can be used but would require CEC commitment and support.</p>
6.5	<p>What consultation is required to inform the design of the project? <i>This may include consultations required with facility or service users and discussions with relevant organisations (e.g. statutory authorities, the planning authority), as examples</i></p> <p>Engagement with stakeholder groups as represented within the Cultural Forum and LCEP; elected members.</p>

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6.6	<p>Has any such consultation been undertaken to inform this project to date? Yes</p> <p>If yes, please detail below the nature and outcome of the consultation and how it is has informed the project's design</p> <ul style="list-style-type: none">- Crewe Town Brand – extensive consultation.- Evaluation of past cultural activities- Engagement with the Crewe Cultural Forum
6.7	<p>What are your proposals to sustain assets and services beyond UKSPF support? <i>This is particularly important for project's seeking capital investment that will create assets with a lifetime beyond the funding period.</i></p> <p>A constituted community-led group will be established to build the capacity and sustainability of community cultural activities and engagement. This will be able to secure funding and sponsorship on an ongoing basis, including community grants from Crewe Town Council.</p>
6.8	<p>Subsidy Control All applicants must consider how they will deliver in line with subsidy control as per UKSPF guidance. Based on the UKSPF guidance, would the award of UKSPF funds to you (as the applicant) be considered a subsidy? No</p> <p>Please explain the rationale for your response</p> <p>Crewe Town Council is a local council and public body.</p>

Section 7	Management Case – Are there robust delivery plans?																																		
7.1	<p>What are the key activities/milestones for the project’s delivery? <i>Please outline any milestones that need to be achieved before the project can start (e.g. business case development, planning permission, buildings regulations approval, further stakeholder engagement, approval of other funding sources, engaging a contractor) including those that have already been achieved to demonstrate deliverability as well as key milestones once the project is live.</i></p> <table border="1" data-bbox="357 546 1508 1211"> <thead> <tr> <th data-bbox="357 546 1107 584">Pre-project delivery milestone</th> <th data-bbox="1107 546 1508 584">Date Achieved/Target Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="357 584 1107 622"><i>Enter response here</i></td> <td data-bbox="1107 584 1508 622"><i>Enter response here mm/yy</i></td> </tr> <tr> <td data-bbox="357 622 1107 660">Funding approval confirmed</td> <td data-bbox="1107 622 1508 660">10/2023</td> </tr> <tr> <td data-bbox="357 660 1107 723">Specific and focussed community consultation /engagement</td> <td data-bbox="1107 660 1508 723">10/2023</td> </tr> <tr> <td data-bbox="357 723 1107 761">Definition of scope and brief</td> <td data-bbox="1107 723 1508 761">11/2023</td> </tr> <tr> <td data-bbox="357 761 1107 799">Project delivery appointment</td> <td data-bbox="1107 761 1508 799">01/2024</td> </tr> <tr> <th data-bbox="357 799 1107 837">Project delivery milestone</th> <th data-bbox="1107 799 1508 837">Target Date</th> </tr> <tr> <td data-bbox="357 837 1107 875"><i>Enter response here</i></td> <td data-bbox="1107 837 1508 875"><i>Enter response here mm/yy</i></td> </tr> <tr> <td data-bbox="357 875 1107 938">Project commencement, skills/capacity audit and initial engagement</td> <td data-bbox="1107 875 1508 938">01/2024</td> </tr> <tr> <td data-bbox="357 938 1107 976">Define and plan activities</td> <td data-bbox="1107 938 1508 976">03/2024</td> </tr> <tr> <td data-bbox="357 976 1107 1014">Programme activities with community leadership</td> <td data-bbox="1107 976 1508 1014">04/2024</td> </tr> <tr> <td data-bbox="357 1014 1107 1052">Design and progress activities and Art Trail</td> <td data-bbox="1107 1014 1508 1052">04/2024</td> </tr> <tr> <td data-bbox="357 1052 1107 1090">Interpretation & Guidance</td> <td data-bbox="1107 1052 1508 1090">05/2024</td> </tr> <tr> <td data-bbox="357 1090 1107 1128">Delivery of activities and trail</td> <td data-bbox="1107 1090 1508 1128">08/2024</td> </tr> <tr> <td data-bbox="357 1128 1107 1167">Promotion</td> <td data-bbox="1107 1128 1508 1167">06/2024</td> </tr> <tr> <td data-bbox="357 1167 1107 1205">Community sustainability plan</td> <td data-bbox="1107 1167 1508 1205">09/2024</td> </tr> <tr> <td data-bbox="357 1205 1107 1243">Community empowerment</td> <td data-bbox="1107 1205 1508 1243">10/2024</td> </tr> </tbody> </table> <p>Please outline the key assumptions and dependencies to allow these milestones to be realised.</p> <ol style="list-style-type: none"> 1. Funding approved in time for pre project set up. More time in advance of project start will support delivery to timescale and improve project quality. 2. Appointment is not delayed. 	Pre-project delivery milestone	Date Achieved/Target Date	<i>Enter response here</i>	<i>Enter response here mm/yy</i>	Funding approval confirmed	10/2023	Specific and focussed community consultation /engagement	10/2023	Definition of scope and brief	11/2023	Project delivery appointment	01/2024	Project delivery milestone	Target Date	<i>Enter response here</i>	<i>Enter response here mm/yy</i>	Project commencement, skills/capacity audit and initial engagement	01/2024	Define and plan activities	03/2024	Programme activities with community leadership	04/2024	Design and progress activities and Art Trail	04/2024	Interpretation & Guidance	05/2024	Delivery of activities and trail	08/2024	Promotion	06/2024	Community sustainability plan	09/2024	Community empowerment	10/2024
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7.2	<p>Please outline the proposed project management and governance structures. <i>Provide details of who will have responsibility for the project’s day to day management and proposed governance arrangements (e.g. proposed structures, membership of groups, headline remit) to support the project’s smooth delivery and support any required issue resolution.</i></p> <p>The project manager on a day to day basis will be Crewe Town Council Events Manager overseeing a short-term project appointment for development and engagement.</p> <p>The project will be run under Crewe Town Council governance.</p>																																		

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7.3	<p>Can you provide any evidence/details of the lead/sponsor having previously delivered similar projects and/or of your organisation’s (and partners, where applicable) ability to successfully deliver the project?</p> <ol style="list-style-type: none"> 1. AHF-funded heritage project officer – now a sustained permanent provision. 2. Community support officers – associated with community response to on-street waste – now the Cleaner Crewe Project and sustained 3. Knife Angel installation and engagement 4. Arts events delivery – Lumen, Traction 5. Community events delivery – Operation Summer, Easter, Autumn and Winter 																														
7.4	<p>Please outline key project risks. Add additional tables below, if required.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 45%; background-color: #FFD700;">Risk description:</td> <td>Delay in Funding confirmation</td> </tr> <tr> <td style="background-color: #FFD700;">Risk owner (who is responsible for managing the risk):</td> <td>Town Clerk – Crewe Town Council</td> </tr> <tr> <td style="background-color: #FFD700;">Probability of the risk occurring (high, medium or low):</td> <td>Medium</td> </tr> <tr> <td style="background-color: #FFD700;">Impact of the risk materialising (high, medium or low):</td> <td>Low</td> </tr> <tr> <td style="background-color: #FFD700;">Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:</td> <td>Eol submitted. Responsible body aware of the timeframe requirements. Call out for Eol issued in appropriate time</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 45%; background-color: #FFD700;">Risk description:</td> <td>Delays in appointment</td> </tr> <tr> <td style="background-color: #FFD700;">Risk owner (who is responsible for managing the risk):</td> <td>Events Manager – Crewe Town Council</td> </tr> <tr> <td style="background-color: #FFD700;">Probability of the risk occurring (high, medium or low):</td> <td>Medium</td> </tr> <tr> <td style="background-color: #FFD700;">Impact of the risk materialising (high, medium or low):</td> <td>Low</td> </tr> <tr> <td style="background-color: #FFD700;">Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:</td> <td>Highlighted early Template documentation and formatting exists</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; background-color: #FFD700;">Risk description:</td> <td>Supplier delivery failures</td> </tr> <tr> <td style="background-color: #FFD700;">Risk owner (who is responsible for managing the risk):</td> <td>Events Manager – Crewe Town Council</td> </tr> <tr> <td style="background-color: #FFD700;">Probability of the risk occurring (high, medium or low):</td> <td>Medium</td> </tr> <tr> <td style="background-color: #FFD700;">Impact of the risk materialising (high, medium or low):</td> <td>Low</td> </tr> <tr> <td style="background-color: #FFD700;">Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:</td> <td>Time frame for delivery is entirely realistic and based on extensive past experience of similar projects</td> </tr> </table>	Risk description:	Delay in Funding confirmation	Risk owner (who is responsible for managing the risk):	Town Clerk – Crewe Town Council	Probability of the risk occurring (high, medium or low):	Medium	Impact of the risk materialising (high, medium or low):	Low	Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:	Eol submitted. Responsible body aware of the timeframe requirements. Call out for Eol issued in appropriate time	Risk description:	Delays in appointment	Risk owner (who is responsible for managing the risk):	Events Manager – Crewe Town Council	Probability of the risk occurring (high, medium or low):	Medium	Impact of the risk materialising (high, medium or low):	Low	Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:	Highlighted early Template documentation and formatting exists	Risk description:	Supplier delivery failures	Risk owner (who is responsible for managing the risk):	Events Manager – Crewe Town Council	Probability of the risk occurring (high, medium or low):	Medium	Impact of the risk materialising (high, medium or low):	Low	Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur:	Time frame for delivery is entirely realistic and based on extensive past experience of similar projects
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	<p>Risk description: Lack of community engagement</p> <p>Risk owner (who is responsible for managing the risk): Events Manager – Crewe Town Council</p> <p>Probability of the risk occurring (high, medium or low): Low</p> <p>Impact of the risk materialising (high, medium or low): Medium</p> <p>Mitigation plans in place to manage the risk occurring or to deal with the risk if it does occur: Past engagement through Knife Angel has been sustained Continued engagement with strategic partners Sustained multi-format and channel communications</p>
7.5	<p>Please describe the process that will be used to monitor and manage project risks.</p> <ol style="list-style-type: none"> 1. Project Risks monitored by the project manager. 2. Any critical issues escalated to the town clerk and CEC as the responsible funding body.
7.6	<p>How would outputs and outcomes be monitored and evaluated and who would be responsible for ensuring this is undertaken and reported to the CEC UKSPF Programme Board? Please outline the indicators to be measured, how information will be collected and recorded, the frequency of data collection etc. Please also outline any plans you have to evaluate your activities.</p> <p>The project manager will include in all project monitoring metrics associated with outcomes and outputs. This will include for those defined at application as well as potential added value outputs and outcomes.</p>

O&I 2 item 9.2

Town Centre regeneration - an enhanced focus for the Town Council

Introduction

Ever since the Town Council was established in 2013, contrary to the wishes of both the M.P. and the Cheshire East Council administration, the regeneration of the Town centre has been at the heart of its activities, effectiveness growing as experience and resources have developed.

Of major concern throughout has been the changing environment within which the Town Council and its partners have had to operate including banking crises, the Covid pandemic, shifting Government priorities, a complex pattern of land and building ownership and the dramatic change in retail and consumer preferences that has impacted on all town centres.

The Crewe experiences

For those who have a long enough memory the Crewe Town Centre experience includes:

1. Failed Town Centre development in 2008 as a consequence of the banking crisis
2. Taking into public ownership the Royal Arcade – a welcomed attempt by CEC to pump prime the Town Centre regeneration
3. Wide distribution of land and building ownership together with a long-term lease held by ASDA on CEC owned land
4. Vacant buildings resulting from the opening of the Lifestyle Centre
5. Master planning undertaken by Arup on behalf of CEC
6. The Royal Arcade scheme – the publicly funded part of which is currently being built
7. Towns Fund and Future High Streets Funds which have helped develop a closer collaboration between the public sector, business and the charitable sector in the Town and which have already delivered LY2 and grants for High Street businesses
8. A very successful Market Hall
9. Progress on the Cheshire Archives being built on the library site
10. The more recent transfer of retail businesses to the Grand Junction Retail Park

Role of the Town Council

Two of the Town Council's strategic aims are:

1. A Town to Live In - We want to ensure we make Crewe a clean, attractive and sustainable environment.
2. A Town to Enjoy - Provide an environment and activities for residents to enjoy a variety of experiences.

To these ends the Town Council has focussed its limited resources on:

1. Improving the public realm – cleaning, flower displays etc

2. An ever extending and developing programme of events and activities designed to attract visitors to the Town Centre and support local businesses
3. Collaborations and partnerships with CEC, Crewe Town Board, Chamber of Commerce, key businesses and community groups
4. Employing its “soft power” to influence investments and new interests in the Town

The Town Clerk and his Officers have created a wealth of knowledge, experience and relationships which continually explore the opportunities to do more despite the fact that the Town Council owns no land or buildings in the Town Centre.

A changing environment

The position of the Town Centre in 2023 is very different to that which the Town Council was working with in 2019. Substantial development programmes are now underway and there are funded projects commencing or about to, most of which are publicly funded and with matching finances from other public bodies, charities and foundations. What is missing is the private sector investment which, despite the public funding improving the environment for private investment has responded negatively to the economic conditions which have developed in the last 12 months in terms of inflation and interest rates. Private investors are clear that returns currently are not sufficient to attract investments in Town Centres.

The Town Council cannot control ownership, leases, business rates or rents and it cannot change the economic conditions which have drastically reduced footfall in the Town Centre or made the Retail Park a more attractive proposition for businesses. It cannot provide the incentives to encourage retailers such as Primark to be based in the Town or prevent the collapse or retraction of national businesses. However, it can apply pressure to find solutions, bid for central government funds and act as a facilitator bringing together partners who can make bigger contributions.

Proposal

Crewe Town Council resolves to:

1. Recognise the need for the development of both a short term and a longer- term plan for the Town Centre to complement the investments that are already being implemented
2. Call upon Cheshire East Council and Crewe Town Board to join the Town Council, together with other stakeholders in determining a plan for the Victoria Centre and rest of the Town Centre
3. Consider how Town Council resources be applied in the 2024/25 Business Plan which could improve the environment for Town Centre users and businesses in the meantime