Crewe Town Council
1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975 www.crewetowncouncil.gov.uk



26<sup>th</sup> September 2023

#### To: Members of the Operations and Improvements Committee

Dear Councillor,

You are summoned to attend the meeting of the **Operations and Improvements Committee** to be held at 6:00pm on Tuesday 3<sup>rd</sup> October 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 Crewe Town Council

#### **Agenda**

- 1 To receive apologies for absence
- 2 To note declarations of Members' interests
- 3 To confirm and sign the minutes of the Operations and Improvements Committee meeting held on 18<sup>th</sup> July 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 <a href="mailto:support@crewetowncouncil.gov.uk">support@crewetowncouncil.gov.uk</a> 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 a presentation from the Local Economic Partnership (LEP) Sustainable & Inclusive Economic Plan.
- 6 To note the year-to-date financial position for the Operations and Improvements Committee.
- 7 To receive an update and consider matters related to the Regeneration Business Delivery Plan for 2022/23
- **8** To consider matters related to the allotments.
- **9** Member Items
  - 9.1 Community Involvement in Public Green Spaces Cllr Simon yates
  - 9.2 Town centre Regeneration Cllr Simon Yates
- 10 To consider an update and future delivery of the Cleaner Crewe Project and associated activities
- 11 To receive an update on the Heritage Delivery Plan
- 12 To consider an update on the Business Improvement District
- 13 To Consider the draft committee budget for 2024/25, providing a recommendation to Finance and Governance Committee.
- 14 To note the proposed date of the next meeting Tuesday 17<sup>th</sup> January 2024 at 6pm.

#### **Crewe Town Council**

1 Chantry Court Forge Street Crewe Cheshire CW12DL



T: 01270756975

www.crewetowncouncil.gov.uk

#### MINUTES of the meeting held 18/07/2023

In attendance: Cllr Jamie Messent Cllr Simon Yates Cllr Joy Bratherton

Cllr Stuart Mackay Cllr Steve Hogben Cllr Toni Mortimer
Cllr James Pratt Cllr Alan Coiley Cllr Kevin Murray

Cllr Dennis Straine-Francis

**OI/23/1/1** To elect a Chair of the Operations and Improvements Committee.

**RESOLVED:** That Cllr Messent is elected as chair of the committee

OI/23/1/2 To elect a Deputy Chair of the Operations and Improvements Committee.

**RESOLVED:** That Cllr Mackay is elected as deputy chair of the committee

OI/23/1/3 To receive apologies for absence

None

OI/23/1/4 To note declarations of Members' interests

Cllr Yates declared a non-pecuniary interest in agenda item 13 as a member of the associated steering group

Cllr Mackay declared a non-pecuniary interest in agenda item 8 as a member of the Crewe Heritage Centre

Cllr Kevin Murray declared a non-pecuniary interest in agenda item 8 as a member of the Crewe Heritage Centre

OI/23/1/5 To confirm and sign the minutes of the Operations and Improvements Committee meeting

held on the 7<sup>th</sup> March 2023

It was noted that only 1 member of the previous committee administration was present (Cllr Coiley)

Minutes accepted as drafted having been circulated and published

OI/23/1/6 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.

Mr Peter Kent addressed the committee about the heritage group, and recounted successes. He announced that he would step down as chair of the heritage group and was thanked by committee. He introduced Rev Rob Wykes as new chair.

OI/23/1/7 To note the year-to-date financial position for the Operations and Improvements
Committee
Noted

OI/23/1/8 To receive an update and consider matters related to the Heritage Delivery Plan for 2023/24

#### **RESOLVED:**

- i. That Heritage Group's nominations of Rob Wykes to the role of Chair and Peter Kent to the role of Vice Chair are approved.
- ii. That the request from Cheshire Wildlife Trust for funding of £1110 to run activities for the Heritage Open Days Festival from 473 7281 Heritage Community Support is approved.
- iii. That a contribution of £1,000 to Cheshire Women's Collaboration on behalf of the "A statue for Ada" group from 473 7281 Heritage Community Support is approved.

## OI/23/1/9 To consider matters related to the Regeneration Delivery Plan for 2023/24 [Cllr Dennis Straine Francis joined the meeting during this item] RESOLVED:

- i. That approval is given to purchase additional self-watering baskets up to £3000 from 310 4180 Floral Schemes.
- ii. That approval is given to support the Cheshire Wildlife Trust wild flower project at Queens park to purchase and install interpretation materials up to the value of £800 from 473/4721 public realm.
- iii. That the committee supports the principle of investment and improvement at Victoria Square, but seeks that the responsible bodies as the landlord and the tenant (Cheshire East and ASDA respectively) are contacted to clarify their work towards addressing the dilapidation of the site and the anticipated future provision/works that are expected.
- iv. That approval is given to support animation and cultural activity in the Autumn half term £6000 from 307 4186 regeneration projects.
- v. That an offer of £250 match funding should an Arts Council application by Bent Architect be successful for a performance project in empty properties from 307 4186 regeneration projects is noted. (Support of additional development and realisation costs is subject to further approval if the application is successful).

### OI/23/1/10 Member Item: To consider matters related to adoption of devolved services RESOLVED:

- The Committee agrees with the principle of seeking to devolve appropriate local assets and services currently provided by CEC
- ii. The clerk informs CEC that it wishes to enter into discussions
- iii. The clerk identifies those functions and services which could be considered for devolution
- iv. That a project briefing group be formed comprising of Cllr Yates, Cllr Hogben, Cllr Mortimer, Cllr Murray.

**OI/23/1/11** To consider matters related to Parks and Play areas - Frank Webb Avenue and further play area investment.

#### **RESOLVED:**

- To delegate use of earmarked reserve of £771 to Regeneration Manager in consultation with Ward Councillors for community activity or contribution to seating at Frank Webb Avenue.
- ii. That investment in Brookhouse Drive (Pebblebrook) play area is chosen as the next park for investment funding

#### Additional:

**RESOLVED:** That standing orders are suspended to enable the meeting to complete the agenda beyond the 2 hour meeting threshold.

OI/23/1/12 To consider matters related to allotments Report noted

**OI/23/1/13** To consider matters related to the Business Improvement District project.

**RESOLVED:** That, while no success is guaranteed, Members support proceeding to ballot with all three areas included.

**OI/23/1/14** To consider and inform the draft budget for 24/25 Noted.

**OI/23/1/15** Date of next meeting is Tuesday 3<sup>rd</sup> October at 6pm

Meeting concluded at 8.27 pm

Chair: Cllr Messent

Clerk: Lindsay Lewis

07:35

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#### **Crewe Town Council Current Year**

Detailed Income & Expenditure by Budget Heading 26/09/2023

Month No: 6

**Committee Report** 

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Operati	ons and Improvement								
307	Town Centre Maintenance								
4170	Equipment Purchase/Repair/Hire	0	1,265	10,000	8,735		8,735	12.6%	
4180	CCTV	0	32,160	34,500	2,340		2,340	93.2%	
4184	Rangers Service	0	39,897	187,469	147,572		147,572	21.3%	
4186	Regeneration Projects	0	8,530	21,000	12,470		12,470	40.6%	
4188	Enforcement Officer	0	0	33,242	33,242		33,242	0.0%	
Town (	Centre Maintenance :- Indirect Expenditure	0	81,852	286,211	204,359	0	204,359	28.6%	0
	Net Expenditure	0	(81,852)	(286,211)	(204,359)				
<u>310</u>	Floral Schemes								
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)				
320	Parks and Allotments								
4179	Play Area Improvement Scheme	0	0	100,000	100,000		100,000	0.0%	
4420	Parks & Allotments	0	0	7,000	7,000		7,000	0.0%	
Р	arks and Allotments :- Indirect Expenditure	0	0	107,000	107,000	0	107,000	0.0%	0
	Net Expenditure	0	0	(107,000)	(107,000)				
473	Town Promotion								
	Miscellaneous Income	0	7,400	0	(7,400)			0.0%	
1000	-								
	Town Promotion :- Income	0	7,400	0	(7,400)				0
	Public Realm	0	23,800	25,000	1,200		1,200	95.2%	22,353
	Town Centre Promotion	0	14,086	0	(14,086)		(14,086)	0.0%	·
4/2/	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)						
Or	perations and Improvement :- Income	0	7,400	0	(7,400)			0.0%	
	Expenditure	0	166,254	473,211	306,957	0	306,957	35.1%	
	Net Income over Expenditure	0	(158,854)	(473,211)	(314,357)				
	plus Transfer From EM Reserves	0	44,964						
	Movement to/(from) Gen Reserve	0	(113,890)						

26/09/2023

**Crewe Town Council Current Year** 

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07:35

#### Detailed Income & Expenditure by Budget Heading 26/09/2023

Month No: 6

#### **Committee Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent Transfer to/from EMR
Grand Totals:- Income	0	7,400	0	(7,400)			0.0%
Expenditure	0	166,254	473,211	306,957	0	306,957	35.1%
Net Income over Expenditure	0	(158,854)	(473,211)	(314,357)			
plus Transfer From EM Reserves	0	44,964					
Movement to/(from) Gen Reserve	0	(113,890)					



#### **REPORT STATEMENT O&I 2 Item 7**

Meeting Operations and Improvements Committee ( Date)

Report Purpose: To provide an update on Regeneration Projects and delivery plan

Version Control: v1

Author: Regeneration Manager

#### Report Summary

Work is proceeding against the delivery plans with some additional activity as highlighted in the attached

2. Background

The 2023/24 budget was approved by council on 6<sup>th</sup> December 2022 and was further informed by O&I meetings in January and March 2023.

#### 3. Position

Item and budget code	Status	comments
Business Improvement District 353 EMR £33,204	In process with Ballot in November and target completion March 2024	See report – Item 12
CCTV EMR 362 £21,500 Knife Angel	Additional cameras installed for Cleaner Crewe project. Project delivered May 2023	Note £2340 in EMR for data costs
Play area equipment Frank Webb Avenue. 359 EMR £100,749	In progress. Response awaited from CEC regarding additional seating area.	Target completion, Mid- October.
356 EMR Town Capital Projects	Rolling Programme of improvements identified and approved in July 2022.  • Tree lighting scheme Victoria St.  • Re- paint phase 3 under way.  • Additional paving repairs and maintenance – quote awaited.  • Heritage light restoration including feasibility and costing	Completed  under way.  quote awaited.  Highways testing of heritage light awaited.
Repurposing the High Street	Images being collated for shop	CEC now wish to use

358 EMR	window designs to decorate up to	Repurposing High St
Hoardings and Frontages	5 properties.	funds for this project.
£21,487		Regeneration Manager
		will complete work on
		M&S building and
		remainder to be
		completed by CEC.

The budget and delivery plan for 2023/24 is as follows:

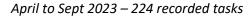
Item	Budget	Definition	Comments/Status
Operations			
Equipment Purchase/Repair/Hire	10000	Expenditure on resources for Ranger activity etc.	On- going as required.
CCTV	34500	3- year contract expires 31st March 2024 for delivery by Cheshire East Council CCTV unit.  Maintenance of new cameras mobile cameras including Wi-Fi for q1 2024 onwards.  Plus EMR of £2340 contribution to Data costs	£32,160 for CCTV support, plus possible additional costs for maintenance or additional movement of the mobile cameras (additional contract requires further definition). Additional mobile camera purchase may be feasible within budget to support Cleaner Crewe or Town Centre security.
Ranger Service	187469	Service Level Agreement with ANSA to provide for 4 rangers, dedicated to Crewe and responsible to Crewe Town Council, supported by 2 vehicles (2 transit style flat- bed vans) Increased service with associated costs.	On- going
Enforcement officer	33242	Contribution to Cleaner Crewe Project. Total Cost £36,176 See Public realm re shortfall.	To be reviewed by committee- measuring value and future recommendation to council. <b>See Item 10</b>
Floral Scheme	35000	Provision of the floral schemes through Ansa contract and additional planting enhancements – Summer and Winter displays.	New pole planters and baskets to be purchased £3000
Play Area Improvement Scheme	100000	With reference to Parks Strategy: Delivery of capital improvement to	To be considered for approval when detailed

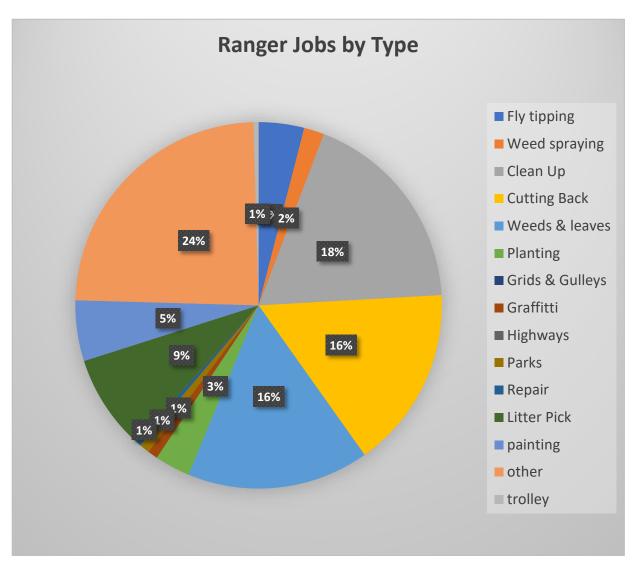
		Brook house Drive Play area. Working	proposals are
		in partnership with ANSA in delivery.	completed.
		Council will be asked to approve final	oompreted.
		proposals recommended by	See below
		members when they are defined.	
Allotments	7000	,	See Item 8
Regeneration			
Public Realm	25000	Design services and purchase of	Requested approval July
		Street furniture, signage, painting,	2023 to support Victoria
		lighting and equipment to be defined,	Square improvements.
		to support the town Centre	
		regeneration and activities	Asda area carrying out
		to support environmental	repairs and the
		improvements.	Regeneration Manager
			has requested
			discussions about potential additional
			improvements once the
			repairs are completed.
			repairs are completed.
		O&I 31.1.23 Cleaner Crewe support –	
		contribution to	
		Enforcement Officer Role	
		£2934.	
		Wildlife Trust interpretation	
		materials for wildflower meadow	
		£800	
Regeneration Projects	21000	December and president recognition	I no many imposition and
		Resource and project management support for new and existing	Improving visitor and trading environment in
		regeneration projects to be further	town, with potential
		defined and agreed. Incorporates	support for short – to
		previous town animation budget.	medium term actions
		1	identified through
		O&I 31.1.23	BID development,
		The committee supported further	surveys and data:
		investigation of resources and	Investment may include:
		funding to develop delivery of the	Purchase of data.
		Cultural Strategy and gives	Town Animation and
		permission for regeneration projects	Cultural activities
		funds to be utilised to support town	including:
		centre cultural activities.	Christmas Animation £5000
		Half Term Animation £6000	Tackling empty
			properties and engaging
		Match funding for Arts Council	with landlords.
		project ( Bent Architect production)	Shop front
		£250	improvements.
			Branding and marketing

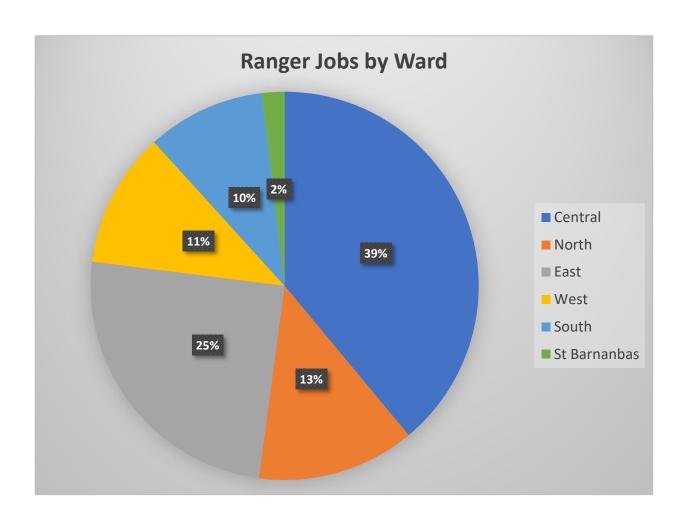
	support or training,
	Town Signage or
	banners
	Security measures.
	Community involvement
	in regeneration projects
	and environmental
	improvements.
	Alleyways – creative
	activities £1500
	Wildlife projects £3000
	to be further defined.

#### Rangers

The Rangers have continued to respond to the issues raised by residents and to support town council projects.







#### **Town Centre**

Town Centre Arts project: 'Keep on Keepin'on'

Following a successful project development grant application, representatives form Bent architect theatre company visited Crewe in early September. Subject to final funding approval from the Arts Council they have allocated week commencing 4<sup>th</sup> November for performances. We have identified some empty shops which would be suitable for the play to be performed, and ideas and agreements will be firmed up closer to the time subject to availability of premises. In the meantime some potential spin-off projects using the play as the focus have also been identified:

Working with veterans

Working with young people to create dance pieces.

Working with students to develop skills in set design and construction

Working with Multi- cultural groups.

A further visit with the set designer is planned for 4<sup>th</sup> October.

#### Ping Pong Parlour

The Regeneration manager met with Active Cheshire to discuss potential projects where the

residents might be encouraged to become more physically active. After identifying an opportunity they initiated discussions between the National Table Tennis Association and Market Shopping Centre to use an empty shop as a 'Ping Pong Parlour', providing free table tennis facilities for the community to use. Terms were agreed very quickly and signage delivered. The parlour opened week commencing 18<sup>th</sup> September. There are now three tables along with bats and balls and there is now a steady stream of people playing and getting active.

#### **Half Term Activity**

At time of writing, a programme of animation activity for the town centre is being compiled which will complement operation summer.

#### Play areas

Frank Webb Avenue

Work is under way to improve the play area and it is hoped that work will be completed by Mid – October if weather conditions allow. Some items such as wooden swings and benches which are coming to end of life have been removed to make space for new equipment. Ansa have agreed to try to replace them by moving some existing block seats to maintain an older childrens' seating space by the new carousel.

The Designing Out Crime Officer has put together a proposal to improve safety and security for the wider park area. This would need some investment to deliver. A further discussion of the implications is planned with a sub- group of the multi – agency action group. To date no costs or sources of funding have been identified to support further investment. However should these become available, the Regeneration Manager will bring back to Committee to seek members views.

#### Pebble Brook Play area

The Consultation on Pebble Brook Play area has opened, with an online survey which is being promoted through local shops and on posters around the play area. Pebble Brook School and Ruskin Road School have been approached to ask if students can submit their views, and St Thomas Moore Schools and Gainsborough Road Schools will also be contacted.

The consultation will finish at the end of October with a view to results being compiled and suppliers being briefed to submit designs in Mid – to late October. Submissions should then be received by mid – December.

Depending on when design proposals are received, the matter will be discussed at the next O&I meeting in January or views of members sought individually in order to confirm the design and for procurement of equipment to take place as soon as possible.

#### Litter signs

Littering is a persistent issue in a number of the parks. In the past the Town Council has installed temporary signs to draw attention to the problem, however these are quickly vandalised. Members may wish to consider funding more robust signs which may provide a longer – lasting impact.

#### 4. Equality Impact

All projects intended to improve the environment and amenity for the community.

#### 5. Sustainability Impact

Ranger activity maintains the environment for the community and provides enhancements to green spaces as well as improving or repairing existing facilities.

Investment in play facilities will be maintained in future years by Ansa/Cheshire East Council.

#### 6. Community Impact

Benefit to broad section of Crewe's community

#### 7. Governance

Corporate Strategy: A Place to Live in , A Place to enjoy, A community with Pride

8. Financial Impact

All activity within allocated budget

#### 9. Resource Impact

Officer and Ranger time augmented by support and input of partners.

#### 10. Consultation/Engagement

- Play areas consulted in before design process commences.
- Town Centre Stakeholders engaged in town centre activity planning and delivery.

#### 11. Wards Affected

Ranger activity supports all wards according to demand and identified need. Members are encouraged to raise any issues in their wards,

Play areas: St Barnabas and Crewe South

Town Centre activity impacts all wards.

#### 12. Consideration Sought

- To note the update.
- To determine the preferred play area selection process.
- To provide a view on costing and funding the purchase of litter signage, utilising public realm budget.



#### **REPORT STATEMENT O&I 2 Item 8**

Meeting Operations and Improvements Committee 03 10 2023

Report Purpose: To provide an update on Allotments in Crewe

Version Control: v1
Author: Clerk

#### Report Summary

#### 2. Background

Crewe Town Council has held the ownership of the 11 allotment sites in Crewe for 6 years. The sites, transferred from Cheshire East Council (CEC), are formed in to two groups. The Town Allotments sites, made up of 8 sites and the West End grouping, made up of 3 sites.

The Crewe West End Allotments are foremed in to a federation and have in place leases associated. They are self-managed and working as a group.

The Crewe Town Allotment sites were intended to be a federation but the leases were never completed and the federation could not be sustained. More recently, the council took the decision, in consultation with these sites, to put in place direct leases with each site, rather than wait for a federation to be functioning. This does not remove the opportunity to work with a federation should one be established in the future.

#### Position

Of the Town allotment sites we await 4 sites to complete their leases. The leases were drawn up in open consultation and engagement with representatives from the town sites and amended to suit the partnership approach. The clerk will continue to engage with the sites and seek that the remaining 4 leases are signed and completed.

#### 4. Equality Impact

All services delivered with equality regulation and associated council policy

#### 5. Sustainability Impact

The provision of regularised leases delivers a sustainable model of self management for Crewe's allotment sites

#### 6. Community Impact

Sustainable allotment sites for the community are considered a positive asset for residents seeking the opportunity for more growing space and outdoor activity

#### 7. Governance

Crewe Town Council Corporate Strategy Localism Act 2011

#### 8. Financial Impact

The annual budget for allotments currently stands at £7,000 to allow for larger maintenance projects as a responsible asset owner (eg tree work or boundary maintenance)

#### 9. Resource Impact

The work requires officer time and ongoing oversight, such as site inspections

#### 10. Consultation/Engagement

All sites have bene contacted and engaged and the draft lease taken from the national allotment association model lease.

The final leases agreed at an open forum meeting with all sites invited.

#### 11. Wards Affected

ΑII

#### 12. Conclusions

- i. That the process of regularization has been followed
- ii. That sites have had multiple opportunities to engage
- iii. That the leases are ready for signing and have been sent out accordingly
- iv. That the remaining 4 sites will be encouraged to sign the lease

#### 13. Consideration Sought

- i. That the work towards regularization is noted
- ii. That there is no capacity for direct management

#### **O&I 2 Item 9.1**

#### Supporting community involvement in public spaces

#### **Introduction**

The majority of Crewe Town Councillors were elected on a platform which included the following:

- We will place renewed and increased focus on making Crewe cleaner and greener, more attractive and a better place to live
   To achieve this, we will develop and improve tools for engagement with residents, community groups, and local agencies and encourage better engagement and investment in maintaining existing parks
- 2. We understand the importance of engaging with all community groups, and empowering those groups to generate pride in themselves, the town, and the wider community.
  - We will achieve this by supporting groups through criteria-driven grants, recognising the people of Crewe who do the most for our communities, publicise the good work that our community groups do and build a sense of pride in Crewe

These are sentiments that all Town Councillors can aspire to and so what is then needed are the actions and investments needed to put these ideas into practice.

#### **The Opportunity**

After a substantial period of little or no investment in our public open spaces the Town is now in the process of benefiting from the Town Council's investment in the Frank Webb Avenue and Pebble Brook play parks and the Crewe Town Board/Cheshire East investment in the 8 Pocket Parks and Jubilee Gardens.

As these investments come to fruition there is an opportunity to engage with the local communities that use these public spaces.

#### **Proposal**

It is proposed that the Town Council:

- a) Determines to establish "Friends of" groups for each of the Pocket parks and Play
- b) Engages with residents living near the Pocket Parks and Play Areas to establish these Groups
- c) Supports the development of the groups as it did when establishing the Railway Cottages Residents Association
- d) Further considers how local residents can protect and take pride in their public spaces if the Town Council is able to negotiate the transfer of responsibility for public open spaces from Cheshire East Borough Council

## Pocket Parks Project, Crewe

**Public Consultation** 







# Mclaren Street EXISTING



## Mclaren Street CONCEPT PARK

#### Crewe Pocket Parks



## Mclaren Street CONCEPT PARK



#### Crewe Pocket Parks



## Mclaren Street Concept play area

#### Crewe Pocket Parks



## Queen Street EXISTING



## Queen Street CONCEPT PARK





New bins

Picnic Area

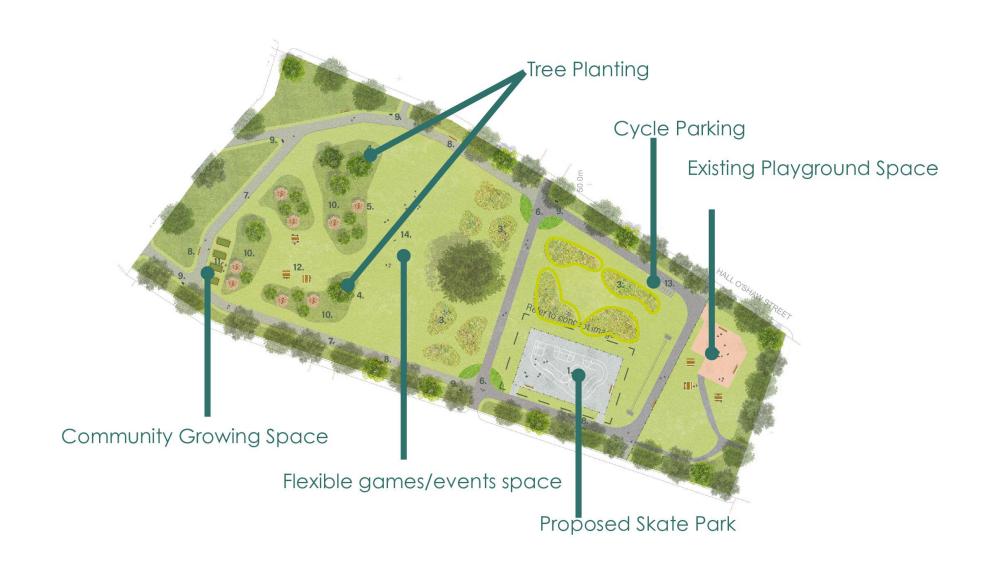
Fruit Trees













Concept skate park layout - CANVAS design

## Derby Docks EXISTING









## Derby Docks CONCEPT PARK

#### Crewe Pocket Parks



Entrance improvements & new planting



'No Mow' lawn area for wildlife



Wildflower Meadows



New benches









#### Crewe Pocket Parks

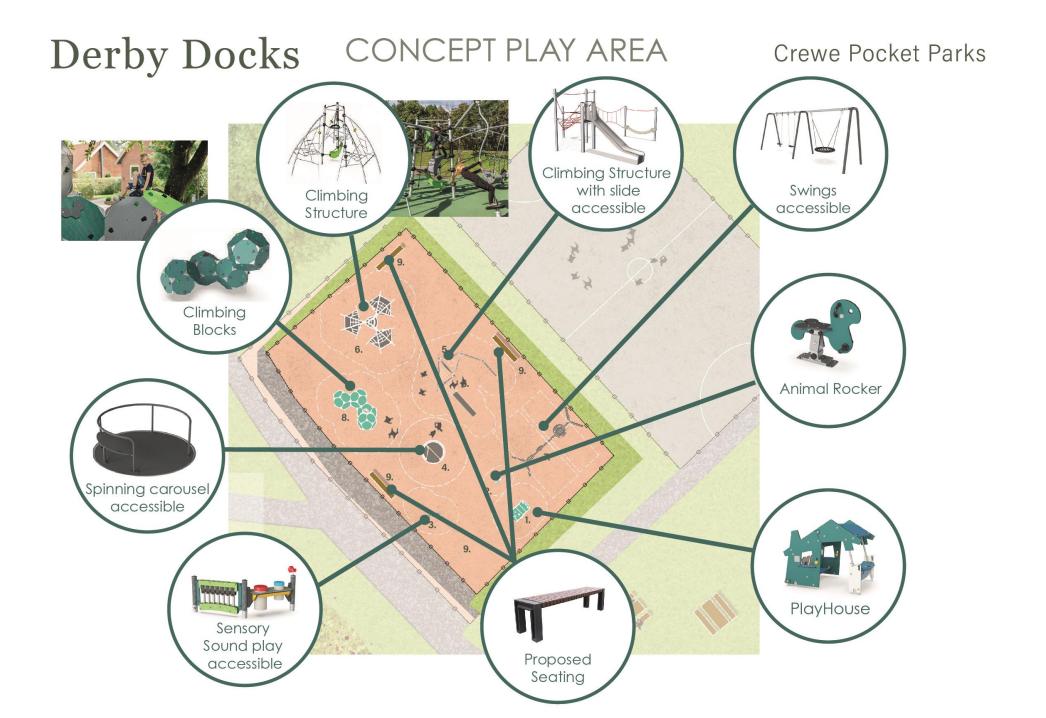
- O New benches
- O New bins
- Picnic Area
- O Tree Planting











## School Crescent EXISTING



## School Crescent CONCEPT PARK

#### Crewe Pocket Parks



### School Crescent CONCEPT PARK

#### Crewe Pocket Parks

New benches

New bins

Picnic Area

Fruit Trees









### School Crescent CONCEPT PARK



