

**Bollington Town
Council**

**Community &
Environment**

Meeting

Enclosures

10th May 2022

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Community and Environment

Terms of Reference

Function

Responsible for all community and environmental matters, including events.

Meeting arrangements

Schedule	11 times a year, Tuesdays at 7pm
Venue	Bollington Town Hall
Membership	<ul style="list-style-type: none"> • 6 Councillors • Members of the Council who do not normally sit on the Committee may attend, debate but not vote on any item (unless officially substituting for an absent committee member). Unless substituting, attendance by non-committee members will not be counted towards the quorum.
Quorum	3
Chair/Vice-Chair	To be elected at the first meeting following the AGM
Agendas	Developed by the Town Manager
Minutes	Produced by Town Manager and presented to next practicable Full Council
Reporting	To Full Council
Terms of Reference	Reviewed annually at the first meeting following the AGM and ratified at the next available Full Council meeting
Expenditure	<p>£1000</p> <p>The committee has delegated authority to authorise expenditure up to £1000 as set out in Standing Orders and take decisions that align with Council policy.</p> <p>The committee shall in its meeting in September/October agree a recommended budget for the forthcoming financial year which will be presented to Full Council.</p>

Delegated authority

	Function	Delegation of function
1	To promote the social wellbeing of the town	Committee
2	To facilitate and support local community and voluntary organisations.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
3	To maximise the benefit to the Town of external funding directly or in partnership.	Committee
4	To promote social inclusion with the communities.	<ul style="list-style-type: none"> • Committee for strategic overview

		<ul style="list-style-type: none"> • Town Clerk for Operational Management
5	To review with the police, crime and disorder issues and fear of crime in and around Bollington and to make recommendations to Council	Committee
6	To work with the Fire Service representatives to raise awareness of their access needs in our narrow streets	Committee
7	To review and make decisions on environmental issues such as the single use of environmentally damaging materials, renewable resources, air quality monitoring and the drive to carbon neutrality by 2030.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
8	To promote environmental awareness.	Committee
9	To support community initiatives that have a clear benefit to the town in terms of safety improvements, environmental improvements, social inclusion, health and well being of residents	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
10	To oversee the protection of the War Memorials	Committee
11	To promote floral and planting initiatives.	Committee
12	To protect and preserve local heritage.	Committee
13	To liaise with the relevant authorities in cases on public health/environmental nuisance, drainage matter, pollution, animal welfare issues.	Town Clerk
14	To encourage recycling and a litter free town	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
15	To work with partner organisations to improve the health of people in the Town.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
16	To improve access to services which can contribute to health.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
17	To promote healthy living	Committee
18	Support for public and community services	Committee
19	Support to young people in their communities.	Committee

20	To promote the economic wellbeing of the Town through partnership with the business and community sectors.	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
21	To promote tourism within the Town.	Committee
22	To support initiatives promoting inward investment in the town	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for Operational Management
23	Review, monitor and revise the Council's community and environmental policies	Committee
24	To administer and oversee the civic functions of the Town Council	<ul style="list-style-type: none"> • Committee • Town Clerk for Operational Management
25	Receive and make decisions on written reports from the Events Working Group, Business, Economy and Tourism Working Group and B2030 Working Group	Committee



Bollington

TOWN COUNCIL

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www.bollington-tc.gov.uk
Tel: 01625 572985

Minutes of the Meeting of the Community & Environment Committee held at the Town Hall At 7.00pm on Tuesday 12th April 2022

Those Present:

Members with voting rights:

Town Mayor; Cllr Johanna Maitland (JM)

Cllrs: Ken Edwards (KE), Roland Edwards (RE), James Nicholas (JN)

Town Clerk: Julie Mason

Chair: Cllr Johanna Maitland

Public:

Two members of the public attended as observers.

To receive and approve apologies for absence:

Cllr M Fearn due to work commitments.

To receive any Declarations of Interest:

None declared

CE 43/22 To receive and confirm the minutes (CE29/22 – 42/22) of the Community & Environment Committee meeting held on the 22nd March 2022.

The Committee **RESOLVED** to approve the minutes as a correct record.

It was noted these had been approved at Full Council on 5th April 2022.

CE 44/22 To receive updates from the minutes.

The health advice leaflet had been published in the Bridgend newsletter, the Clerk had organised them to be placed in the doctors, library, and schools.

CE 45/22 To receive the minutes from the Events Working Group held on 21st March 2022

The Clerk noted that the Fire Service in Bollington would attend the lighting of the brazier at the Queens Jubilee.

The Town Manager had approached several other Councils to attend the First Aid course and there had only been one acceptance.

RESOLVED the first aid course would be instructed as proposed at Full Council.

The Town Manager had found some bunting and it was agreed it would be placed outside the Town Hall only.

RESOLVED the deadline for applicants to apply for the Town Awards would be extended and promoted better.

RESOLVED the minutes were accepted as a true and accurate record.

CE 46/22 To note the appointment of the Youth Consort

The incoming Mayor had interviewed the only applicant and proposed he was appointed.

RESOLVED the Youth Consort appointment was agreed.

The committee were concerned if the position was still of a position of interest in the community. It was agreed that the position would be advertised to the best of the Council's ability and make a decision next year.

CE 47/22 To approve and resolve to renew Town Warden traffic management qualification.

RESOLVED the Town Council would renew the traffic management qualification at a cost of £600 plus VAT and an additional registration fee of £35 each candidate and it would be taken from the Christmas budget.

The Clerk was asked to approach the Royal British Legion for a financial contribution.

CE 48/22 To note the meeting with Bollington 2030 Working Group on 30th March 2022

There had been no minutes circulated but Cllr RE reported there were plans for the Town Council to put a news item on the website to help the public with energy savings advice.

Cllr JM was going to organise public online sessions with another member of the WG to educate members of the public on energy saving techniques.

CE 49/22 To receive an update from the Clerk on hanging baskets

The Clerk had ordered the hanging baskets and they had now been delivered at a cost of £1,644.91. She had organised the installation at a cost £300 and planting at £32.50 each.

RESOLVED this cost was accepted.

There was still concern about the hanging baskets at Market Place and a proposal was asked by Cllr KE to revisit the decision. The committee would not agree to planting the baskets outside resident's homes.

RESOLVED if monies were forthcoming from ITV filming in the area in March the monies could be transferred to the Town Council and the Clerk would arrange the removal, planting, and reinstating if the residents would maintain them.

CE 50/22 To agree the next stages of improving the Civic Hall Gardens

The Clerk had met with the recommended gardener from Cllr KE, there were already weeds growing back following the clearance in February. The gardener recommended the topsoil was scraped back and the weed seeds removed. This was labour intensive work but necessary as the soil had not been worked for decades. The beds at the front needed planting with low maintenance shrubs but not at the rear and sides at this stage.

The Committee agreed with the proposals and asked that the Covid budget was reviewed.

CE 51/22 To discuss the lack of actions at the War Memorial Gardens

In 2021 the Clerk and Cllr KE had met with Ms R Burgess ANSA to discuss the improvement of the War Memorial Gardens and she had agreed to improve the gardens by filling in beds and replanting if the TC agreed to contribute £400 towards the costs from Section 106 monies.

The Clerk had pursued this agreement as nothing had happened over the winter, but the rulings had changed, and ANSA had requested an extra £1,000. The committee felt this was very disappointing and not acceptable.

RESOLVED the Clerk and Cllr KE would arrange a site visit again with Ms Ruth Morgan.

CE 52/22 To receive a report from the from the PCSO on Police, Crime and Disorder and to receive a report from Cllr K Edwards following attending police commissioners meeting on 06-04-2022 in Alsager.

It was noted how detailed and informative the report was and the Clerk was asked to thank the PCSO.

RESOLVED the report was accepted.

It was noted the meeting in Alsager had been cancelled.

CE 53/22 To receive a report from the Bollington Fire Service and note a scheduled visit on 30th May at 6.30pm.

There had been no report submitted but Cllr JN noted the following: a new vehicle had been delivered to the station, the Chief Officer had retired, and the station had contributed goods to Ukraine which had been of great value.

The Clerk had arranged a visit to the station on the 30th May at 6.30pm.

CE 54/22 To receive the Town Assembly draft minutes 23rd March 2022.

The minutes were noted, and the Committee discussed all recommendations and actions to be undertaken.

RESOLVED the minutes would be placed on the website.

CE 55/22 To discuss the possibility of Bollington Town Council recruiting a Youth Council in the new electoral year

The Clerk had retrieved information from Holmes Chapel Parish Council about their Youth Council. It was successful in gaining information, but it was hard work to manage, needed adult supervision and then safeguarding training. The process needed setting up with liaison with the local schools, youth bodies in the town with a presence of engaging from Cllrs.

The Chair was a member of the British Youth Council which would assist the process.

RESOLVED the Mayor and the Clerk would draft a plan to begin the process.

CE 56/22 To note the date of the next meeting is on Tuesday 10th May 2022.

Meeting closed at 8.15pm



Minutes of the Events Working Group

Tuesday 26th April 2022 at 10am
Remote via Microsoft Teams

Councillors Town Mayor – Cllr. Johanna Maitland
Deputy Mayor – Cllr. John Stewart
Voting members: Cllr. Angela Williams Cllr. Judy Snowball
Non-voting members Cllr. Mark Fearn – Chairman of Bollington RBL

Officers/Staff Town Manager – Harriet Worrell

Chair Cllr. Johanna Maitland

1. Apologies for absence

Cllr Judy Snowball, Cllr Mark Fearn (non-voting)
And Chris Bennett from Friends of the Rec

2. Declarations of interest

None.

3. Approval of the minutes of the previous Events Working Group on 21/03/22

The minutes were approved.

4. Matters arising from the minutes which do not appear as items on the agenda

None.

5. Update on plans to celebrate the Queen's Platinum Jubilee and to allow comments from Friends of the Recreation Ground

The Town Manager updated the WG with the schedule for the 5th June event and advised that First Responders has been offered a stall for CPR demos.

The Town Manager will share the rec event promotional poster with the WG following the meeting.

The Town Manager to schedule a follow up meeting with FoR.

6. To provide an update on plans for the Queen's Jubilee beacon The Town Manager advised the WG that a meeting with the one of the Bollington fire service is planned to discuss the logistics and safety management of lighting a beacon. The Town Manager stressed that the CEC Outdoors Event Manager has asked that the public are actively discouraged from climbing White Nancy – Cllr JCS to raise at the next RBL meeting that the public are not to attend the beacon but to observe from the town. Cllr JS sought locations are identified where the beacon can be observed from but that the public would observe the beacon under 'their own steam' i.e. not as a council event.

7. Scarecrow competition

The report on the scarecrow competition was noted.

The WG asked that the scarecrow competition form is published in MS Forms to facilitate its use on tablet and mobile devices.

The WG supported the 'people's choice' award.

8. To consider the Civic Hall car park as a location for LBM

The Town Manager advised that LBM in principle support the Civic Hall car park as a location for the market but that it may not be large enough now the market has grown and would need use of the hall too.

It was noted that the Civic Hall car park is used by residents for parking and these cars would be displaced by the market.

The Town Manager will arrange with LBM to visit and review alternative sites in Bollington.

9. Update on community events

The update was noted with Cllr AW adding the Senior Citizens party is scheduled for Sat 11th June.

10. To discuss plans for the 2022-23 Civic awards

It was agreed in the C&E meeting on 12/04/22 to extend the date of the Civic Awards.

The WG agreed that the Civic Awards would be presented at the Mayor's Civic Sunday on 18th September. Closing date to be set to the end of July. Award nominations to be considered and decided by committee.

11. Councillor litter picking

The WG advised that Councillors had been involved in litter picking in previous years and that Plastic Free Bollington has been involved.

The Town Manager will seek to contact Plastic Free Bollington to find out if they are still in operation.

12. Items for next agenda

None.

13. Date of next meeting

To be confirmed with new members of the WG.

Events Working Group
Councillor 2022-23 membership

Cllr Snowball

Cllr Maitland

Cllr Stewart

Cllr Williams

**Bollington 2030 Working Group
Councillor 2022-23 membership**

Cllr Maitland

Cllr Fearn

Cllr R Edwards

Central ward Cllr - tbc

Business, Economy and Tourism Working Group
Councillor 2022-23 membership

Cllr Snowball

Cllr Maitland

Cllr Nicholas

Central ward Cllr - tbc

From: Ken Edwards <Ken.Edwards@bollington-tc.gov.uk>

Sent: 04 May 2022 04:28

To: <redacted>

Subject: Re: [OFFICIAL] FW: Bollington War Memorial

Thank you for this quick response. Much appreciated. And your time yesterday. I have spoken to Julie about the main issues as promised. In addition to your comments.

I had a further understanding that:

1. funds were available to the total of £1000 for replanting rather than just the £600 you mention.
2. I added that I understood BTC had a relatively generous horticultural budget and could possibly add some funding for replanting if it was thought to be necessary.
3. Your suggestion, which I agreed with, was that let the beds be created and replanted then make a suggestion as to any additional Planting if necessary.
4. You also stated that the work was starting today and the new beds were being marked out. You noted the delay had been due to an unexpected extensive need for tree planting during the winter.
5. I commented on the bedding planting on the beds in front of the War Memorial that were very colourful and provided a joyous entry to the gardens.

We now look forward to the work going ahead.

Thank you again for your and Laura's time. I understand Laura will now be our contact point for this project.

Kind regards

Ken



Please think whether you really need to print this email

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From: <redacted>
Sent: 03 May 2022 14:16
To: <redacted>
Subject: [OFFICIAL] FW: Bollington War Memorial

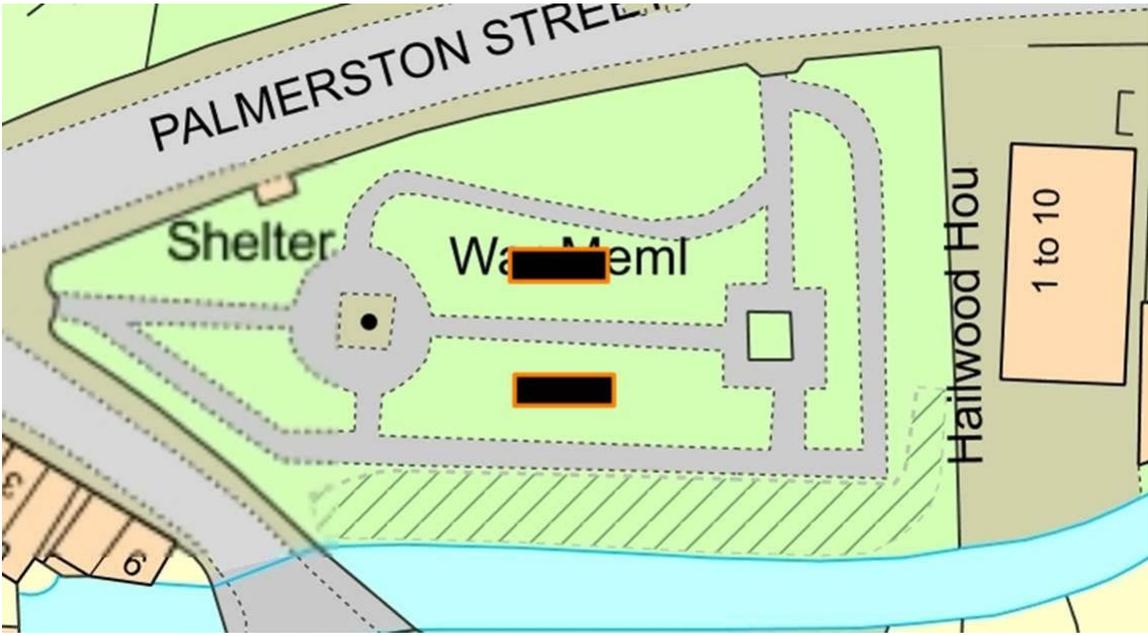
From:<redacted>>
Sent: 21 September 2021 16:51
To: <redacted>
Subject: [OFFICIAL] Bollington War Memorial

Hi All,

Just a quick email to confirm what we discussed at the meeting this afternoon:-

- Bollington Town Council have replanted the sensory bed
- The site is shaded for a large part of the year so the rose beds are no longer appropriate. Large conifers make some areas very dry, however some areas are also damp dark and damp making it a particularly challenging site.
- ANSA/CEC and the Town Council will work together to improve planting on site
- There is approximately £600 in S.106 money for new planting pending discussion at BTC meeting . The money is for Public Open Space and is the remaining balance following improvements at Bollington Rec a few years ago.
- ANSA will turf over the existing beds (with exception of one rose bed) over winter and re-establish a 2 new large beds for perennial planting – approximate locations shown on the plan below.
- ANSA will design and price a new planting scheme more suited to shade for the two new beds
- Any funding in addition of the £600 will need to be sourced via external options.

I trust this is adequate for your BTC meeting but do let me know if you need anything else. Also I thought it might be useful to show you from above just how shaded the site actually is. See satellite image below.



Kind Regards,

<redacted>

<redacted>
Parks Strategy and Development

Ansa Environmental Services Ltd
Environmental Hub
Cledford Lane
Middlewich
CW10 0JR

email: <redacted>

From: <@deanvalley.cheshire.sch.uk>
Sent: Thursday, April 28, 2022 12:27:31 PM
To: John Stewart <john.stewart@bollington-tc.gov.uk>
Subject: Guinness World Record Attempt

Hi John,

I am back from <redacted> and just trying to organise the summer term here at Dean Valley. I would like to take part in a record skipping event that will be held across the country on Friday 24th June 2022 at Dean Valley Primary School.

However, we need an independent witness for the event. I wondered if you would like to be this said witness for us? As we are hoping to get the whole school involved, we may need more witnesses so I wondered whether this could be a Bollington council day out?

We are hoping to make it a great community event too, attracting parents back to the school site after Covid.

Would this be something you would be able to do?

I look forward to hearing from you soon.

<redacted>

Sent from [Mail](#) for Windows

From: <redacted>
Sent: 03 May 2022 18:08
To: Julie Mason, Town Clerk <clerk@bollington-tc.gov.uk>
Subject: Re: [EXTERNAL] Report

Hi Julie,

Lovely to finally meet you this week. Here is my report for what was a fairly quiet April!

We attended a total of 25 incidents during April. As is common at this time of year, we attended a number of small outdoor fires. The improving weather combined with the increasing use of the countryside for recreation and in people burning garden waste as they start to tidy up for the coming summer leads to an increase in calls of this type. We are now fully equipped as one of Cheshire's four wildfire stations (the others being Macclesfield, Congleton and Ponyton) so we are well equipped and trained to manage this type of incident.

We attended a fire in a flat in Macclesfield during the night of the 13th of April with one person reported to be trapped inside, we deployed two teams in breathing apparatus and were able to bring the occupant outside to safety with no injuries and extinguish what turned

out to be a small fire in the kitchen. On the 18th we attended a farm shed on fire on the land between the canal and the Middlewood Way off Clark Lane in Kerridge. The affected building was destroyed but we were able to protect adjacent sheds and the surrounding hedge from damage by using one of our portable pumps to provide water from the canal. The only other incident of note was an equine rescue in Tarporley where we were able to extricate a horse from a mud-filled ditch.

We look forward to welcoming members of BTC to the fire station on the 30th of May.

Kind regards,

<redacted>

<redacted>

Bollington Fire Station