



SHAVINGTON  
CUM  
GRESTY

**Shavington-cum-Gresty Council  
Environment and Recreation Committee**

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

14 October 2021

To: **Members of the Environment and Recreation Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Environment and Recreation Committee** to be held at **7:30PM** on **Wednesday 20 October** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP**.

*Any members of the public that wish to attend, please register with the clerk by emailing [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by 3pm on Wednesday, 20 October 2021.*

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Environment and Recreation Committee Meeting hold on 30 June 2021 ( <b>attached</b> )
4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive an update with regards to the Gresty Lane Allotments and consider alternative arrangement for Plot 16

<b>6</b>	To receive and consider an update with regards to the Vine Tree play area and ASB issue
<b>7</b>	To consider a Commemorative Bench sponsorship agreement and to note an update with regards to the Commemorative Bench Trail ( <b>attached</b> )
<b>8</b>	To note an update with regards to ground maintenance works done in Vine Tree and Village Hall Memorial Garden
<b>9</b>	To consider proposals for an interim contract for the ground maintenance service from November 2021 to March 2022 ( <b>to follow</b> )
<b>10</b>	To consider proposal for a regular ground maintenance service for 2022/23 ( <b>to follow</b> )
<b>11</b>	To note an update with regards to the HS2 Community grant scheme
<b>12</b>	To consider an update with regards to the procurement process for the acquisition of recreational land ( <b>to follow</b> )
<b>13</b>	To consider and inform the budget setting process for 2022/23 financial year ( <b>attached</b> )
<b>14</b>	To note the date of the next Environment and Recreation Meeting – <b>19 January 2022</b>

Shavington-cum-Gresty Council  
Environment and Recreation Committee meeting  
Main Road,  
Shavington, Crewe  
CW2 5DP



## **MINUTES of the meeting held on Wednesday 30<sup>th</sup> June 2021**

In attendance: Cllr Adams, Ferguson, K Gibbs, Hancock

ScG R&E/21/1/1	<b><i>To receive apologies for absence</i></b>
	Apologies were received and accepted from Cllr Buchanan and Ms Barlow
ScG R&E/21/1/2	<b><i>To elect the Chair and Deputy Chair</i></b>
	Cllr Ferguson and Cllr Adams were elected Chair and Deputy Chair respectively
ScG R&E/21/1/3	<b><i>To note declarations of Members' interests</i></b>
	No declaration was raised
ScG R&E/21/1/4	<b><i>To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community</i></b>
	<b>RESOLVED:</b> that Ms Barlow is appointed as non-Parish Councillor Member to represent the Gresty Lane Allotments
ScG R&E/21/1/5	<b><i>Public Participation</i></b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made
ScG R&E/21/1/6	<b><i>To receive an update with regards to the Gresty Lane Allotments</i></b>
	Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that a recommendation is made to the Parish Council to adopt the draft Allotment Policy and Allotment Tenancy agreement as per Annex 1 and 2

	<p><b>RESOLVED:</b> that plot 16 is retained as single plot, and it is offered free of charge for 1 year in the agreement that the plot holder will be responsible to clean off the weeds at no cost for the Council</p>
<p>ScG R&amp;E/21/1/7</p>	<p><b>To receive and consider an update with regards to the Vine Tree play area and ASB issue</b></p> <p><b>To receive and consider an update with regards to the purchase of two covered bins to be installed in the play area, and the procurement of a picnic table offered by former Councillor Andrew</b></p>
	<p>Members <b>NOTED</b> the report.</p> <p><b>RESOLVED:</b> that to discourage night ASB, the play area will be closed from 8pm to 8am from Friday 2<sup>nd</sup> July to Friday 30<sup>th</sup> July 2021 with the help of volunteers. Arrangements will be reviewed after the 30<sup>th</sup> July</p> <p><b>RESOLVED:</b> that Cllr Ferguson is delegated to attend a meeting with the local Police to discuss further the ASB issue in the area and possible solutions</p> <p><b>RESOLVED:</b> that the offer of a picnic table to be donated by former Cllr Andrew is accepted. And that the Committee will meet any installation costs that might arise up to £1,000</p>
<p>ScG R&amp;E/21/1/8</p>	<p><b>To receive and consider an update with regards to the verge maintenance issues arising such Vine Tree Avenue and Jack Mills Way</b></p>
	<p>Clerk briefed Members with regards to the item.</p> <p>Members <b>NOTED</b> the update.</p>
<p>ScG R&amp;E/21/1/9</p>	<p><b>To consider proposals to submit an application to the HS2 Community Fund scheme</b></p>
	<p>Cllr Ferguson updated Members with regards to the item,</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that a “planter renewal” application will be made to the HS2 Community Fund Scheme.</p>
<p>ScG R&amp;E/21/1/10</p>	<p><b>To receive an update with regards to the Ground Maintenance Service schedule of works upto wc 23rd August</b></p>
	<p>Members <b>NOTED</b> the update.</p> <p>It was <b>NOTED</b> that:</p> <ul style="list-style-type: none"> <li>- The Maintenance of planters and bed should be reduced to 2 visits per month</li> <li>- The Watering service should be reduced to 2 visits per month</li> <li>- That Litter picking and Spraying service in Vine tree is no longer required</li> </ul>

<b>ScG R&amp;E/21/1/11</b>	<b><i>To consider a proposal for a Call for Proposal for ground maintenance and lengthsman services</i></b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the call for proposals is approved together with the timeline as per Annex 1. And that the Clerk is authorised to progress with the matter  <b>RESOLVED:</b> that a report will be provided by the Clerk to the next Council meeting in September, with the outcome of the selection process, for consideration
<b>ScG R&amp;E/21/1/12</b>	<b><i>To consider an update with regards to the procurement process for the acquisition of recreational land</i></b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the initial review of the new site (Old Puseydale) is not proceeded any further. And that, instead, the consultant proactively proceeds with the engagement with the 5 selected landowners, as per previous instructions.
<b>ScG R&amp;E/21/1/13</b>	<b><i>To note the date of the next Environment and Recreation Meeting – October, 20th 2021</i></b>
	Members <b>NOTED</b> the date of the next Environment and Recreation Committee Meeting

Meeting Closed at 2110hrs

Chair: Cllr Ferguson

Clerk: S Garnero



**SHAVINGTON**  
CUM  
**GRESTY**

## Report Statement

Meeting: E&R Committee Meeting, 20.10.2021

Report Purpose: To consider an update with regards to the Commemorative Trail in the Village and a Commemorative Bench sponsorship agreement

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides an update with regard to a Commemorative Trail and a Commemorative Bench Sponsorship agreement to be considered by Members.

### 2. Background

On May, 5th 2021 the Parish Council agreed to arrange the purchase of a commemorative bench for former Councillor Jones, in the agreement that the Councillor family will sponsor it.

On July 7th, the Parish Council agreed to support a Commemorative Trail project in the Village and delegated the Environment and Recreational committee to manage it.

On September 1<sup>st</sup>, the Parish Council agreed to arrange the purchase of a commemorative bench for the Andrews family, in the agreement that the Andrews will sponsor the bench.

### 3. Position

The Clerk is in contact with Highway to identify possible locations for the benches to be installed and to clarify if any permission is needed for this.

The Clerk has drafted a Bench Sponsorship agreement (attached in Annex 1) for members to consider.

### 4. Community Impact

Positive: the project will strengthen the sense of pride of the community

### 5. Sustainability Impact

Environment: the environment impact will be kept as neutral as possible

Financial: break even on the short term. Medium-long term financial implication will need to be considered.



## **6. Governance**

Parish Council financial regulation

## **7. Financial Impact**

Break even on the short term. Medium-long term financial implication will need to be considered.

## **8. Resource Impact**

Clerk time

## **9. Conclusion**

Members are asked to note the update and to:

- a. Agree to recommend the Bench Sponsorship agreement as it is to the Full Council for adoption
- b. Make some amendments to the Bench Sponsorship agreement and then recommend it to the Full Council for adoption
- c. Note the draft sponsorship agreement and agree not to recommend it to Full Council



## **ANNEX 1**

### **DRAFT BENCH SPONSORSHIP AGREEMENT**

Please note, the Commemorative Bench Scheme at Shavington-cum-Gresty Parish Council is subject to the following conditions. Please read the following carefully and sign your agreement below

1. Bench sponsorship is for a period of 10 years from the day payment is received for the refurbishment of an existing bench.

The estimated lifespan of commemorative benches is 10 years, but as benches are kept outside this cannot be guaranteed. If after 10 years a commemorative bench is deemed to be in a good state of repair, it may remain in position at the discretion of the Parish Council until it becomes beyond repair when it will be removed from the position. Any plaques will be removed and returned to Shavington-cum-Gresty Parish Council who will contact the supporter to enquire if they wish for the plaque to be returned to them.

2. Benches are a standard specification and will be supplied by Shavington-cum-Gresty Parish Council.

3. The amount of the sponsorship will be agreed on an ad hoc basis, and will cover the cost of purchase, delivery and installation of the bench.

3. Benches will have one standard specification plaque which will be placed in the centre of the uppermost wooden slat on the back of the bench. The plaque will display a message of your choice. All wording is to be approved by Shavington-cum-Gresty Parish Council prior to being placed on the bench. A draft will be sent to the supporter before the plaque is ordered, the sponsor is solely responsible for checking the accuracy of the wording.

4. If we are notified that a repair is needed (by supporters or staff), the bench will be removed from its position and assessed:

- a. If repairable, it will be repaired and returned to its existing place.
- b. If beyond repair, any plaques will be removed and returned to the Council who will contact the supporter to enquire if they wish for the plaque to be returned to them.

5. If a commemorative bench is deemed "beyond repair" by the Parish Council, it will be removed from its position even if the bench is within the estimated 10 year lifespan. A replacement bench may be offered at the discretion of the Council.





6. Benches may not be fixed in their location – the bench will be placed in the desired area on delivery, but it could be moved and therefore its location cannot be guaranteed. The Parish Council cannot take responsibility for this movement and if the benches are moved, Council staff may not be able to search for or locate them.

7. On delivery we will attempt to place the benches in the sponsor's preferred area, but this may be subject to availability as some areas of the are likely to be more popular than others – therefore if there are sufficient benches in one area we may have to pursue the sponsor's second or third choice.

Agreement to the conditions of the Commemorative Bench Scheme at Shavington-cum-Gresty Parish Council.

By signing this agreement, you are agreeing to the conditions outlined above and you agree to the attached location plan.

Signed:

Print Name:

Address:

Postcode:

Email:

Telephone:

Please complete your email address if you are happy for us to contact you in this way.



---

**BLANK**

---



**SHAVINGTON**  
CUM  
**GRESTY**

## **Report Statement**

Meeting: E&R Committee 20.10.2021

Report Purpose: To inform the budget 2022/23 process

Version Control: v1

Author: Clerk

### **1. Report Summary**

The purpose of this report is to present for Members' consideration, comments and recommendation the draft 2022/23 for the Environment and Recreation Committee.

### **2. Background**

- Members approved the Budget Setting Schedule for the setting of the Council's 2022/23 Budget at the Full Parish Council meeting on July, 7th 2020
- The Budget Setting Schedule provided the timeframe for the setting of the budgets and the reporting of the draft budget to the various Committees of the Council
- The draft 2022/23 Environment and Recreation Committee Budget is set out in this report and the attached appendix for Members' consideration
- The draft 2022/23 Environment and Recreation Committee Budget has been developed in line with the key principles of the Parish Council

### **3. Position**

- The detailed draft 2022/23 Environment and Recreation Committee is attached at Appendix 1 for Members' consideration
- Members will note that the attached draft budget figures include references to the 2021/22 Environment and Recreation Committee budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2022/23 budget proposals
- Ground maintenance budget needs to be reviewed in accordance to Item 9 in agenda
- An earmarked budget of £20,000 has been introduced to support the acquisition of recreational land in the parish
- A match fund budget of £2,000 was included to support the HS2 application (in accordance with item 11)



#### **4. Governance**

Shavington-cum-Gresty Parish Council Financial Regulation  
Shavington-cum-Gresty Parish Council Budget Setting Schedule

#### **5. Financial Impact**

The financial implications for the Council are fully set out in the report.

#### **6. Wards Affected**

Environment and Recreation Committee Budget

#### **7. Consideration Sought**

It is recommended that Members consider the attached draft 2022/23 Environment and Recreation Committee Budget, and provide comments, feedback or proposed amendments in order to make their onwards recommendation to the Parish Council as defined by the Budget Setting Schedule.



**SHAVINGTON**  
 CUM  
**GRESTY**

**APPENDIX 1**

	2021/22 Budget expenditure	2020/21 Budget Income	2022/23 Draft Budget Expenditure	2022/23 Dr Budget Inco
<b>Environment and Recreation Committee</b>				
<b>Ground Maintenance</b>				
General amenities	£1,800.00		£2,000.00	
Ground Maintenance Supplier	£12,000.00		£15,000.00	
Lenghtsman Service	£4,000.00		£4,000.00	
<b>SUB TOTAL</b>	<b>£17,800.00</b>	<b>£0.00</b>	<b>£21,000.00</b>	
<b>Vine Tree Playarea</b>				
Vine Tree Maintenance	£1,000.00		£1,000.00	
Vine Tree- Inspection	£400.00		£400.00	
<b>SUB TOTAL</b>	<b>£1,400.00</b>	<b>£0.00</b>	<b>£1,400.00</b>	
<b>E&amp;R Project</b>				
Recreational land project HS2 match fund	£6,200.00		£20,000.00 2000	
<b>SUB TOTAL</b>	<b>£6,200.00</b>	<b>£0.00</b>	<b>£22,000.00</b>	
<b>Income</b>				
Allotment fees		£400.00		
<b>SUB TOTAL</b>	<b>£0.00</b>	<b>£400.00</b>	<b>£0.00</b>	
<b>COMMITTEE SUB TOTAL</b>	<b>£25,400.00</b>	<b>£400.00</b>	<b>£44,400.00</b>	



---

NOTE – IF ODD No. OF PAGES, ADD ANOTHER PAGE AND CLEARLY MARK to facilitate collating of printed agenda packs–

**BLANK**

---