



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

Main Road,  
Shavington, Crewe  
CW2 5DP

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

06 July 2023

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

Dear Councillor,

You are summoned to attend the extraordinary meeting of the **Environment and Recreation Committee** to be held at **7:30PM** on **Wednesday 12 July** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

1	To elect the Chair and Deputy Chair
2	To receive and consider apologies for absence
3	To note declarations of Members' interests
4	To note the terms of reference for the Environment & Recreation committee <b>(attached)</b>
5	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
6	To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on 16 November 2023 <b>(attached)</b>
7	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>

<b>8</b>	To receive and consider the YTD financial position of the Environment and Recreation Committee ( <b>attached</b> )
<b>9</b>	To receive and consider an update on the Gresty Lane Allotments.  To receive and consider representations from the plot holders at Gresty Lane allotments.  And to consider nominations for a Gresty Lane Allotments representative.
<b>10</b>	To receive and consider an update from the Ground Maintenance service provider Mr Beckett
<b>11</b>	To receive and consider a request for a tenancy transfer under s 2.1 of the Shavington-cum-Gresty Allotment Policy made for plot 14
<b>12</b>	To receive and consider an update on IMPACT – Every Leaf Counts ( <b>attached</b> )
<b>13</b>	To receive and consider an update with regards to the Vine Tree play area
<b>14</b>	To consider a proposal for a Call for Quotations for the Parish Ground Maintenance service for 2024/25 ( <b>attached</b> )
<b>15</b>	To consider and inform the budget setting process for 2024/25 financial year ( <b>attached</b> )
<b>16</b>	To note the date of the next Environment and Recreation Committee Meeting – <b>15 November 2023 7:30PM</b>



## Report Statement

Meeting: Environment & Recreation Committee

Report Purpose: To present Committee ToR

Version Control: v1

Author: Clerk

### 1. Report Summary

The report presents the Committee ToR for 2023/24

### 2. Background

On 17 May 2023 the Parish Council approved the Committees Term of References.

### 3. Position

Members are asked to note the Committee Term of Reference for 2023/24

### 4. Governance

ScG Parish Council Standing Order  
LGA 1972

### 5. Financial Impact

None

### 6. Resource Impact

None

### 7. Wards Affected

All

### 8. Conclusions

Members are asked to note the Committee Term of Reference.



**ENVIRONMENT AND RECREATION  
 COMMITTEE**

Approved by Shavington cum Gresty Parish Council on 17.05.2023  
 Reviewed on 07.06.2023

	<b>8 Members of the Authority</b>	<b>Quorum 3</b>
	Meeting will take place every 4 months	
	<p>The Committee's objective is to improve the quality of life in Shavington-cum-Gresty by providing and maintaining local amenities, allotments and environment in an efficient, cost effective and environmentally sustainable way.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.</p>	
	<b>Function of the Council Column 1</b>	<b>Delegation of Function Column 2</b>
1	To manage the operation of all open spaces, playing fields, playgrounds and allotments under the responsibility of the Council.	<p>Committee</p> <p>Parish Clerk for routine management</p>
2	To recruit, appoint, review and regularly monitor the ground maintenance contracts to guarantee value for money for the Council.	<p>Committee</p> <p>Parish Clerk for routine management</p> <p>Council for everything without budgetary allocation.</p> <p>Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council</p>
3	To monitor the maintenance of all open spaces particularly the Village Hall patio garden and war memorial and ensure that they are in safe condition for their use by the public.	<p>Committee</p> <p>Parish Clerk for routine management</p> <p>Council for everything without budgetary allocation.</p> <p>Parish Clerk for emergency works in line with Finance</p>



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		Regulation, subject to reporting justification to next Council
4	To ensure that all the council's green spaces and flower beds are managed effectively to provide a pleasant and safe environment for residents and visitors to the Parish.	Committee  Parish Clerk for routine management
5	To encourage engagement with the community, interest groups and external bodies, to assist in the conservation and enhancement of council green spaces and flower displays.	Committee
6	To consider and where relevant determine, in association with appropriate other bodies, the arrangement and presentation of flower beds, green areas and other relevant matters on Council property	Committee
7	To undertake and monitor health and safety inspections of all playground equipment, and arrange for remedial works where recommended.	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.  Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
8	To keep under review opportunities to secure funding support from external sources	Committee
9	To liaise with outside companies/agencies on amenity issues	Committee  Parish Clerk for routine management  Council for everything without budgetary allocation.



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		Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
10	To review and recommend all the charges and fees relating to the Council's allotments sites	Committee
11	To oversee the management, maintenance, upkeep and improvement of the allotment sites, work to ensure that allotment plots are maintained to a high standard and to maximise the occupancy of the Council's allotments sites	Committee  Parish Clerk for routine management
12	To develop, oversee and promote projects that relate to the upgrading and improvement of the Council's allotments sites	Committee
13	To be responsible for monitoring the terms laid out as part of Allotment policy  To draft and recommend policies relevant to this Committee to Full Council	Committee
14	To ensure that repairs and maintenance of benches owned by the Parish Council are carried out	Committee  Parish Clerk for routine management  Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.



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



## **MINUTES of the meeting held on** **Wednesday 16 November 2022**

In attendance: Cllrs Adams, Buchanan, Ferguson, K Gibbs  
Ms Barlow

<b>ScG R&amp;E/22/2/1</b>	<b>To receive and consider apologies for absence<sup>1</sup></b>
	Apologies were received and accepted from Cllr Hancock
<b>ScG R&amp;E/22/2/2</b>	<b>To note declarations of Members' interests</b>
	No declaration of interest was reported.
<b>ScG R&amp;E/22/2/3</b>	<b>To confirm and sign the minutes of the Environment and Recreation Committee Meeting held on 13 July 2022</b>
	<b>RESOLVED:</b> that the Minutes of the previous meeting are approved and signed as an accurate record.
<b>ScG R&amp;E/22/2/4</b>	<b>Public Participation</b>
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made.
<b>ScG R&amp;E/22/2/5</b>	<b>To consider the YTD financial position of the E&amp;R Committee</b>
	Councillors <b>NOTED</b> the YTD financial position of the E&R Committee
<b>ScG R&amp;E/22/2/6</b>	<b>To receive and consider the yearly inspection report of Vine Tree play area</b>
	Members <b>NOTED</b> the report.

<sup>1</sup> Meeting started at 1931hrs



	<b>RESOLVED:</b> that no further actions are required.
<b>ScG R&amp;E/22/2/7</b>	<b>To receive and consider an update on ASB issue at Vine Tree</b>
	<p>Clerk briefed Members with regards to the ASB issues at Vine Tree park. Councillors were informed that both signs had been damaged and scratched, and that the Clerk is working with the PCSO to tackle the problem.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the signs are not replaced until the responsible is found or until the PCSO advises otherwise. And that the Clerk, in accordance with the Chair of the Committee, is delegated to progress with the purchase of n.2 signs once at least one of the conditions above is met.</p>
<b>ScG R&amp;E/22/2/8</b>	<b>To receive and consider an update about Gresty Lane Allotments.</b>
	<p><b>To consider a request from a plot holder to re-merge Plot 16a and 16b</b></p> <p>The Clerk updated Councillors with regards to the Gresty Lane Allotments.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the request is reconsidered once the plot 16b has become available. And that the matter is reconsidered after April next year.</p>
<b>ScG R&amp;E/22/2/9</b>	<b>To receive and consider an update with regards to the Flower Watering Volunteer Group</b>
	<p>The Clerk updated Councillors with regards to the item.</p> <p>Members <b>NOTED</b> the update.</p>
<b>ScG R&amp;E/22/2/10</b>	<b>To receive and consider a proposal to set up a Volunteer Gardening Group</b>
	<p>Cllr Ferguson updated Members on the proposal.</p> <p>Members <b>NOTED</b> the update</p>
<b>ScG R&amp;E/22/2/11</b>	<b>To receive and consider an update with regards to the Woodland Trust award</b>
	<p>The Clerk updated Members on the item.</p> <p>Members <b>NOTED</b> the update.</p> <p><b>RESOLVED:</b> that the plants are offered to the Cherry Tree development to be</p>

	planted in the fields near the play area and in near George Edwards road/Swill brook. And that a campaign is run on social media to offer those remaining trees available.
<b>ScG R&amp;E/22/2/12</b>	<b>To receive and consider a proposal for “Plant a tree in ‘23...! Plant some more in ‘24!” Project</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that the project is supported in principle, and that a recommendation is made to F&S Committee for this project to be considered
<b>ScG R&amp;E/22/2/13</b>	<b>To receive and consider a proposal for new planters in the Village</b>
	Cllr Buchanan updated Members with regards to the needs of having more planters in Gresty area.  Members <b>NOTED</b> the update.  <b>RESOLVED:</b> a that a recommendation is made to F&S to consider adding a budget for the provision on n.3 new planters in the Gresty area in the next year DRAFT budget.
<b>ScG R&amp;E/22/2/14</b>	<b>To receive proposals for the regular ground maintenance service for 2023/24 and to consider making a recommendation to Full Council to appoint the selected gardener from 1 April 2023</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that a recommendation is made to Full Council to appoint the awarded proposal (n.2) for the delivery of the regular ground maintenance service in the Parish from 1 April 2023 to 31 March 2024 and that the DRAFT budget 2023/24 for the Ground Maintenance Service is reviewed accordingly to £15,000

Meeting closed at 2114 hrs

Chair: Cllr Ferguson

Clerk: S Garnero

Summary of Receipts and Payments

Cost Centre 4

Environment & Recreation Coi

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General				1,000.00	51.07	948.93	948.93 (94%)
28	Ground Maintenance- supplier				15,000.00	3,156.25	11,843.75	11,843.75 (78%)
29	Vine Tree Play area - mainten				1,000.00	15.00	985.00	985.00 (98%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	720.00	525.00	-195.00				-195.00 (-27%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L							(N/A)
62	New Planters				1,500.00		1,500.00	1,500.00 (100%)
<b>SUB TOTAL</b>		<b>720.00</b>	<b>525.00</b>	<b>-195.00</b>	<b>19,700.00</b>	<b>3,222.32</b>	<b>16,477.68</b>	<b>16,282.68 (79%)</b>

Summary

<b>NET TOTAL</b>	<b>720.00</b>	<b>525.00</b>	<b>-195.00</b>	<b>19,700.00</b>	<b>3,222.32</b>	<b>16,477.68</b>	<b>16,282.68 (79%)</b>
<b>V.A.T.</b>					<b>13.22</b>		
<b>GROSS TOTAL</b>		<b>525.00</b>			<b>3,235.54</b>		



## Report Statement

Meeting: Environment & Recreation Committee

Report Purpose: To provide an update on IMPACT-Every Leaf Counts

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide Councillors with an update on IMPACT- Every Leaf Count project.

### 2. Background

The Council owns n.2 phone kiosks in Shavington, that needs to be refurbished.

In 2021 -2022 the Clerk explored opportunities to refurbish the kiosks and re-use them as defibrillators points. Quotes received were around £8k for the refurbishment plus the cost of defibrillators.

Following that, the Environment and Recreation Committee asked the Clerk to consider other opportunities, such vertical gardens.

In March 2023, the Clerk made a call-in to Councillors to gather their support to submit the project IMPACT- every leaf counts to the Community Fund. Councillors supported the project.

On 19 May 2023, the Council was notified that the application was successful and that the Community Fund agreed to fund the project with £10,000

### 3. Position

On 5 July 2023, the Parish Council delegated the E&R Committee to oversee and manage the entire project, with the help and support of the Community & Engagement Committee for marketing and engagement activities included in the project.

On 27 June 2023, the Clerk invited 5 local gardener businesses to provide a quote for the refurbishment of the two phone kiosks. The call for quotations is attached to this report. The deadline set to submit a quote is Sunday 6 August 2023.

### 4. Community Impact

Positive: community will benefit from the project's outcomes



## **5. Governance**

Shavington-cum-Gresty Financial Regulation

## **6. Financial Impact**

£10,000 Community fund

Parish Council match-fund: £600 marketing and promotion + £1,500 Hickory roses (from E&R New Planters cost code) + £4,200 revamp of n.2 green spaces (from Civic event cost code and Ground Maintenance cost code)

## **7. Resource Impact**

Staff time

## **8. Conclusions**

Councillors are asked to note the report and to consider the following:

- a. Delegate the clerk, in consultation with the Chair of E&R Committee, to appoint a supplier for the refurbishment of the n.2 phone kiosks;
- b. Not to delegate the clerk to appoint a supplier for the refurbishment of the n.2 phone kiosks and postpone the decision of the appointment to the November meeting of the Committee.



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## **ANNEX 1**

### **IMPACT – EVERY LEAF COUNTS**

#### **IMPACT – Every Leaf Counts**

Following the success of the #QueenBee community project run by the Parish Council in 2022 and conscious of the community appetite to improve and enhance green spaces in the parish, Shavington-cum-Gresty Parish Council will lead the project 'IMPACT- every leaf counts'.

With 'IMPACT – every leaf counts' the Parish Council aims to create and enhance the biodiversity in the area with an emphasis on improving pollinator habitats, and to raise awareness and empower resident with taking ownership of green spaces in the parish.

The project aims to:

- **Leaf 1:** revamp n.3 existing green spaces with pollinator-friendly plants
- **Leaf 2:** converting n.2 disused phone kiosks into community vertical herb gardens;
- **Leaf 3:** establish a group of volunteers to look after green areas in the parish; and
- **Leaf 4:** cultivate environmental awareness with a series of garden coffee meetings.
- **Leaf 5:** Promote opportunities for people to meet and connect with others who share similar interests or values, to help build social networks and strengthen relationships within the community.
- 

#### **Leaf 1**

The Parish Council will revamp green areas in the parish across three different locations. The gardens will be planted with a selection of roses and bulbs, which are an important wildlife habitat and source of pollen for bees, butterflies and birds.

The council aims to recycle and reduce the footprint impact as much as possible, so will vows to repurpose any material or plants from the existing green areas or make it available for the community to use.

Three plants display will be revamped as part of the 'IMPACT – every leaf counts' project:

- N.2 displays in Main Road, Shavington<sup>1</sup>
- N.1 extended display in Gresty Lane, Shavington

#### **Leaf 2**

The Parish Council aim to convert these n.2 phone kiosks adopted by the Parish Council into community vertical herb gardens.

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<sup>1</sup> Please note: this has already been completed as part of the Coronation project



The vertical herb garden will house wildlife-friendly herbs such: rosemary, English lavender, wild thyme, fennel, common mint, hyssop, common sage.

The aim is not only to create a welcoming habitat for pollinator like bees and butterflies, but also allow residents to easy access to seasoning for food.

### **Leaf 3**

‘IMPACT- every leaf counts’ aims to empower community taking ownership of public environments.

The project aims to establish a group of resident keens to adopt those green habitats and take care of them.

Support will be given to establish the group and to run high risk tasks (such grass cutting, ..).

Through community members working together this will also help to encourage collaboration and cooperation, which will hopefully lead to greater understanding, respect, and empathy for one another.

### **Leaf 4:**

To support environmental awareness the parish council will run at least n.3 garden coffee sessions open to residents. Sessions will be run by an expert gardener, who will share tips and advice on how to grow wild herbs and how to create a wildlife herb garden at home

### **Leaf 5**

‘IMPACT- every leaf counts’ aims to encourage education and collaboration between community groups. It focuses on the strength of existing community groups and their impact on community well-being and support.

The Parish Council will support community groups to work together to deliver/arrange/present educational talks and workshops on environmental issues that directly affect the parish.

The Parish Council will help these community groups to promote these opportunities within the local community and encourage new membership.

This will be done through social media and newsletter articles featuring ‘insights’ into community groups.



The purpose of this is to create an awareness of the environmental support that people attending these groups can assist with on a local level. They will also create opportunities for people to meet and connect with others who share similar interests or values.

It is hoped that this signposting will help build social networks and also strengthen existing relationships within the community. This can help to reduce social isolation and create support for those facing challenges or difficulties. Helping to build a sense of community which can help enhance personal growth and well-being.

### **Project priorities:**

- build strong relationships in and across communities

'IMPACT-every leaf counts' will build strong relationship in and across communities. The establishment of a group of volunteers will bring people together with the scope of taking care of public green spaces. Also, the garden café sessions will be an opportunity for residents of all ages and backgrounds to come together and build relationships.

The garden café sessions will be held at the Shavington-cum-Gresty Village Hall, which provides facilities for disabled persons.

- improve the places and spaces that matter to communities

'IMPACT-every leaf counts' aims to improve green spaces in Shavington-cum-Gresty, transforming them into wildlife habitat for the benefit of the whole community

- help more people to reach their potential, by supporting them at the earliest possible stage

'IMPACT-every leaf counts' garden cafe sessions will aim to raise environmental awareness and also shared knowledge on herb garden and their beneficial effect on health. The parish council will be committed to support ideas and innovative projects led by community members to further explore this topic.

- support people, communities and organisations that are facing increased demands and challenges as a direct result of the cost-of-living crisis.

'IMPACT-every leaf counts' aims to support Shavington-cum-Gresty community facing the increased demands of the cost-of-living crisis in the following way:

- providing a healthier place to live
- providing community with knowledge on how to grow seasoning for food at home
- providing residents with an enriched wildlife habitat which will benefit the local horticultural sector





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ANNEX 2

**Shavington-cum-Gresty Council  
Parish Council meeting**

Main Road,  
Shavington, Crewe  
CW2 5DP

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

27 June 2023

**Shavington-cum-Gresty  
Request of Quotations  
For the refurbishment of n.2 BT phone kiosks**

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**Background and context**

Shavington-cum-Gresty Parish Council is seeking proposals to appoint a contractor to refurbish n.2 BT phone kiosks and convert them into community vertical herbs gardens.

**Service specifications and expectations are attached to this document.**

**TIMELINE**

Quotations should be returned to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by Sunday 6 August, midnight

- Deadline to submit quotes: **Sunday 6 August 2023**, midnight
- Decision to be made 6 September 2023

**INTERESTING BUSINESS SHOULD SUBMIT A PROPOSAL CONTAINING**

- Key personnel and skills involved
- Example of previous experiences and references if possible
- Budget
- A copy of your current public liability insurance, RAMS, company Health & Safety policies



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## SUBMITTING YOUR QUOTE

Quotation should be submitted to:

Clerk Shavington-cum-Gresty Parish Council  
Shavington-cum-Gresty Village Hall,  
Main Rd, Shavington, Crewe,  
CW2 5DP

Or email:  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

Acceptable proposal formats:  
MS Word  
PDF  
Printed/physical

Please direct any questions to Simona Garnero by email on  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

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## **Specification –** **Shavington-cum-Gresty Parish Council**

Shavington-cum-Gresty Parish Council has been awarded a grant from National Lottery to support the INPACT-Every Leaf Counts project. The project aims to enhance biodiversity with an emphasis on improving pollinator habitats, raise awareness and empower residents with taking ownership of green spaces in the parish.

The project aims to:

- **Leaf 1:** revamp n.3 existing green spaces with pollinator-friendly plants
- **Leaf 2:** converting n.2 disused phone kiosks into community vertical herb gardens;
- **Leaf 3:** establish a group of volunteers to look after green areas in the parish; and
- **Leaf 4:** cultivate environmental awareness with a series of garden coffee meetings.
- **Leaf 5:** Promote opportunities for people to meet and connect with others who share similar interests or values, to help build social networks and strengthen relationships within the community.

Shavington-cum-Gresty Parish Council is seeking to appoint a contractor for the delivery of Leaf 2.



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## **Leaf 2**

The Parish Council aim to convert n.2 phone kiosks adopted by the Parish Council into community vertical herb gardens.

The vertical herb garden will house wildlife-friendly herbs such: rosemary, English lavender, wild thyme, fennel, common mint, hyssop, common sage.

The aim is not only to create a welcoming habitat for pollinator like bees and butterflies, but also allow residents to easy access to seasoning for food.

Below information about the n.2 BT kiosk:

- a. Kiosk 1 (Main Road/Baron Road, Shavington) – KX series phone box  
<https://goo.gl/maps/BWZgNvxqELGfuw2fA>
- b. Kiosk 2 (Crewe Road, Shavington) – red phone box  
<https://goo.gl/maps/BWZgNvxqELGfuw2fA>

Core requirements:

- Co-design of final layout of kiosks with the Parish Council
- Stripping, priming and painting the entire phone boxes as per agreed design
- Removal of remaining windows
- Supply timber and build and install frame for windowsill planters as per agreed design
- Supply, plant with wildlife-friendly herbs such: rosemary, English lavender, wild thyme, fennel, common mint, hyssop, common sage
- Cut back hedging around the phone boxes
- Disposal of any waste

### **Requirement**

Suppliers should possess and maintain public and professional indemnity insurance and employer's liability insurance (if applicable). Evidence of current insurance policies and the limits of this policies must be provided as part of the tender submission.

### **Budget**

The quote should be inclusive of ALL costs including monthly management/consultancy fees and budgetary cost to implement the plan.

Suppliers should provide details of their proposed hourly rate when submitting the quote response.



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## **Report Statement**

Meeting: Environment and Recreation Committee

Report Purpose: To provide a draft for Call for Quotations for  
Ground Maintenance service for Members' consideration

Version Control: v1

Author: Clerk

### **1. Report Summary**

The report provides Members a draft Call for Quotations for the Ground Maintenance service for Members to consider

### **2. Background**

In April 2023, the Parish Council appointed Green Living Horticultural Ltd to oversee the ground maintenance service. The contract signed was for 12 months and will expire on 31 March 2024.

### **3. Position**

Members are asked to consider the draft Call for Quotations, attached in Annex 1.

Members are asked to consider the draft. If approved, the Clerk would then publish the Call for Proposal and invite suppliers to submit.

The suggested timeline for the selection process is:

- Call published 4 September 2023
- Deadline to submit quotes: Sunday 22 October 2023, midnight
- Proposals opened: Monday 23 October 2023
- Decision to be made Wednesday, 6 December 2023
- Contract to start: 1 April 2024

### **4. Community impact**

The service will provide value to the community enhancing the public spaces in the parish

### **5. Sustainability Impact**

Environment: positive

### **6. Governance**

Shavington-cum-Gresty Parish Council budget 2024-25



## **7. Financial Impact**

Within budget

## **8. Resource Impact**

Clerk time

## **9. Conclusions**

Members are asked to note the report and consider the following:

- a. Approve the Call for Quotations in annex 1, and the timeline set in this report and instruct the Clerk to proceed;
- b. Note the Call for Quotations in annex 1 and timeline set in this report, request amendment to be made and instruct the Clerk to proceed;
- c. Note the Call for Quotations in annex 1 and timeline, not approve them and not instruct the Clerk to progress.

## **10 Consideration sought**

That the Call for Quotations and timeline are approved, and the Clerk is instructed to progress.

**Shavington-cum-Gresty Council**

Main Road,  
Shavington, Crewe  
CW2 5DP

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



xxx 2023

## **Shavington-cum-Gresty Request of Quotations For Ground Maintenance**

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### **Background and context**

Shavington-cum-Gresty Parish Council is seeking proposals to appoint a contractor to carry out a range of duties such as tackle small scale maintenance work in the Parish Council, and maintain and renew that colour through the expertise that they shall provide in treating our gardens.

**Service specifications and expectations are attached to this document.**

#### **TIMELINE**

Quotations should be returned to [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by Sunday 22 October, midnight

- Deadline to submit quotes: **Sunday 22 October 2023**, midnight
- Proposals opened: Monday 23 October 2023
- Decision to be made Wednesday, 6 December 2023
- Contract to start: **1 April 2024**

#### **INTRESTING BUSINESS SHOULD SUBMIT A PROPOSAL CONTAINING**

- Key personnel and skills involved
- Example of previous experiences and references if possible
- List of tools and equipment supplied by the contractor for the delivery of the service
- Suggested monthly schedule of work – hours
- Budget
- A copy of your current public liability insurance, RAMS, company Health & Safety policies



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## **SUBMITTING YOUR QUOTE**

Quotation should be submitted to:

Clerk Shavington-cum-Gresty Parish Council  
Shavington-cum-Gresty Village Hall,  
Main Rd, Shavington, Crewe,  
CW2 5DP

Or email:  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

Acceptable proposal formats:  
MS Word  
PDF  
Printed/physical

Please direct any questions to Simona Garner by email on  
[clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk)

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## **Grounds Maintenance Specification – Shavington-cum-Gresty Parish Council**

### **1. Executive Summary**

The purpose of this Specification is to set out the scope and requirements of Shavington-cum-Gresty Parish Council (the Parish Council) in respect of its Grounds Maintenance contract.

### **2. Introduction**

The Parish Council has a number of locations through the village at which a variety of gardens and planters are situated, and takes pride in the seasonal colour that provides a backdrop to our village. Our Grounds Maintenance contractor (the Contractor) is required to generate, maintain and renew that colour through the expertise that they shall provide in treating our gardens. The Parish Council requires attention to detail, care to be executed, and results to be pleasing to the eye and in line with the expectation that the gardens will look healthy, cared-for, weed-free, and attractive. The benchmark for this shall be the state of the gardens over years gone by, and the comparative planters in neighbouring Parishes.

In addition to the gardening work, the Contractor should maintaining Vine Tree play area and reducing weed growth throughout the Parish.

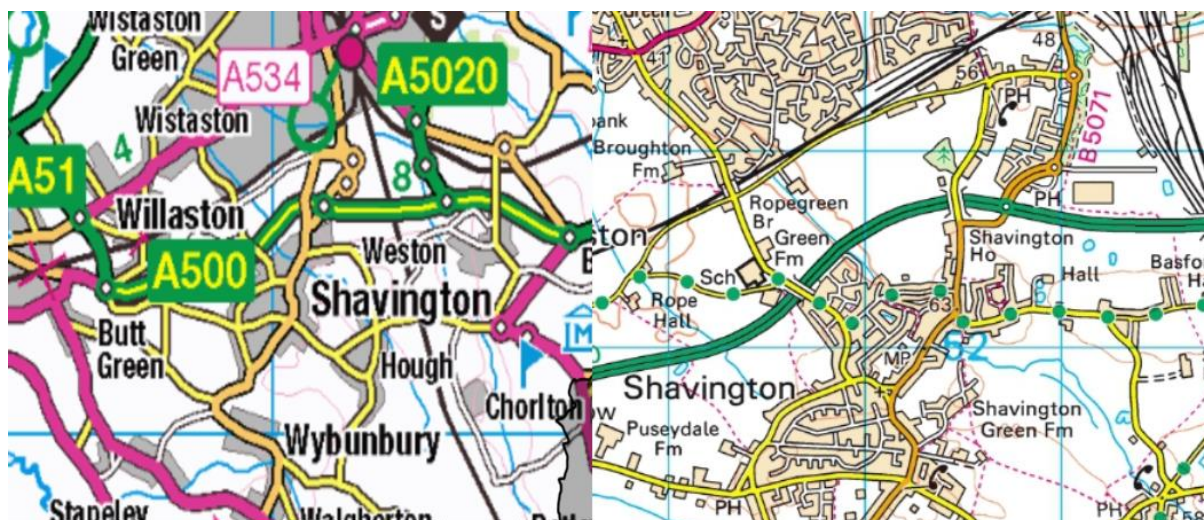




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### 3. Background

Shavington-cum-Gresty Parish is located two miles south of Crewe, four miles east of Nantwich and is a Parish within the Cheshire East municipal area.



Garden locations are spread throughout the Parish, and are a mixture of concrete tubs, wooden planters, gardens, and lawn areas. Examples are:



*'Jubilee' rose gardens, Main Road (Location D)*



*Wooden sleeper planter, corner of Greenfields Ave and Main Road (Location H)*



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*Wooden sleeper planter, Primary School car park (Location C)*

#### 4. Garden Locations<sup>1</sup>

##### Location A

##### a. Shavington Village Hall

- a. Lawns at the front and sides
- b. Boxed hedging and flower beds at the front and sides
- c. War Memorial
- d. Car Park to the rear



##### Location B

##### b. Sugar Loaf Corner, Crewe Road bus-stop (both sides of road)

- a. 3 tubs (1m<sup>2</sup> each)
- b. 1 brick planter (2m<sup>2</sup>)



##### Location C

##### c. Primary School Car Park (opposite Village Hall)

- a. 1 circular concrete tub (1m diameter)
- b. 1 large wooden sleeper planter
- c. Lawn surrounding planter

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<sup>1</sup> Please note: planters dimensions are indicatives and might change





**Location D**

**d. Junction of Barons Road/ Main Road**

- a. 2 large 'Jubilee' rose beds, c.4m diameter
- b. Lawns surrounding rose beds
- c. 1 tub (1m<sup>2</sup>)
- d. 1 large wooden sleeper planter



**Location E**

**e. Former Co-Op Store, Rope Lane**

- a. 1 tub (1m<sup>2</sup>)



**Location F**

**f. Scout Hut, Main Road**

- a. 2 circular concrete tubs (1m diameter)



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**Location G**

**g. Bus Stop, Main Road**

- a. 2 small tubs either side of bench



**Location H**

**h. Junction of Main Road/ Greenfields Avenue**

- a. 2 large wooden sleeper planters



**Location I**

**i. Lords Mill Road**

- a. 1 circular concrete planter (1m diameter)



**Location J**

**j. Corner of Barons Road/ Earls Road**

- a. 1 tub (1m<sup>2</sup>)



**Location K**

**k. Corner of Barons Road/ Crewe Road**

- a. Flower bed  
b. Lawn surrounding flower bed



**Location L**

**l. Corner of Crewe Road/ Weston Lane**

- a. 1 brick planter (2m<sup>2</sup>)





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**Location M**

**m. Vine Tree footpath**

- a. Footpath between Edwards Close and Vine Tree Avenue
- b. Hedges



**Location N**

**n. Vine Tree Play Area**

- a. Lawns
- b. Hedges







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## 5. Core Requirements

### a. All locations shall:

- be continuously maintained in order to control and reduce weeds, maximise growth and colour, and produce eye-catching displays
- be fed and watered regularly
- be kept clean and tidy, with all arisings removed and disposed of
- have lawns mown and hedges cut sufficiently frequently so as to minimise length and maximise attractiveness

### b. Location-specific requirements:

- **Location A – Shavington Village Hall**
  - War Memorial shall be carefully cleaned and tidied in the week immediately prior to Remembrance Sunday, in readiness for the service. The surrounding patio area shall be jet washed twice per annum: once in the week immediately prior to Remembrance Sunday, and once during Spring. This shall include weed removal in the gardens and moss, algae and slime removal of the paving stones
  - Two hanging baskets shall be provided each season, hung at the front of the Village Hall, and maintained regularly
  - Car Park shall be weed-sprayed twice per annum
  - The peach roses either side of the War Memorial shall be attended to throughout the year, with particular attention paid to the presentation of the carnations in the week leading to Remembrance Sunday
- **Location B – Sugar Loaf Corner**
  - The area behind the west-side bus stop shall be leaf-cleaned once in Autumn
  - The shrub adjacent to the brick planter shall be trimmed away from the planter
- **Location D – corner of Barons Road/ Main Road**
  - The area around the disused telephone box shall be kept clear of weeds
  - The 'Jubilee' roses shall be monitored and treated for leaf disease/ contamination. The contractor shall carry out seasonal pruning and winter preparedness to the roses
- **Location E – former Co-Op Store, Rope Lane**
  - The area behind the tub shall be kept clear of overhanging bramble and weeds



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- **Location N – Vine Tree footpath**
  - It shall be noted that the Parish Council owns the footpath between Edwards Close and Vine Tree Avenue, and that whilst this path is not a public right of way it is used frequently by residents
  - The hedges flanking the path shall be cut back frequently during growing season
  
- **Location O – Vine Tree play area**
  - It shall be noted that the Parish Council owns the play area and all equipment within it
  - The grass shall be cut, and border hedging controlled

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



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## Report Statement

Meeting: Environment and Recreation Committee

Report Purpose: To inform the budget 2024/25 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 2024/25 budget from the E&R Committee.

### 2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2024/25 Budget at the Full Parish Council meeting on 7 June 2023
- 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 2024/25 Environment and Recreation Committee Budget is set out in this report and the attached appendix for Members' consideration
- The draft 2024/25 Environment and Recreation Committee Budget has been developed in line with the key principles of the Parish Council

### 3. Position

- The detailed draft 2024/25 E&R Budget is attached at Appendix 1 for Members' consideration
- Members will note that the attached draft budget figures include references to the 2023/24 Environment and Recreation budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2024/25 budget proposals

### 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

**7. Consideration Sought**

It is recommended that Members consider the attached draft 2024/25 Environment and Recreation 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.



	A	B	C	D	E	F	G
28	<b>Environment and Recreation Committee</b>						
29	27	Ground Maintenance - General amenities		£ 1,000.00		£ 1,000.00	
30	28	Ground Maintenance- supplier		£ 15,000.00		£ 16,500.00	10%
31	29	Vine Tree Play area - maintenance		£ 1,000.00		£ 1,000.00	
32	30	Vine Tree Play Area - Inspection		£ 400.00		£ 400.00	
33	31	Allotment fee	£ 720.00		£ 700.00		
34	32	Allotment maintenance cost					
35	52	Defibrillator and kiosk		£ 800.00		£ 300.00	Maintenance defibrillator
36	54	CIL (ear marked)	£ -				
37	62	New planters		£ 1,500.00			
38							
39		<b>SUB TOTAL</b>	£ 720.00	£ 19,700.00	£ 700.00	£ 19,200.00	
40							
41							