



SHAVINGTON
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**Shavington-cum-Gresty Council
Community and Engagement Committee**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

10 March 2022

To: **Members of the Community and Engagement Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Community and Engagement Committee** to be held at **7:30PM** on **Wednesday 16 March** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

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 Community and Engagement Committee Meeting hold on December 8 th 2021 (attached)
4	Public Participation
5	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
6	To receive an update with regard to Village Festival Committee Queens Platinum Jubilee events.
7	To receive and consider invitation from Village Festival Committee with regards to Saturday 4 th June Village Festival event.

8	To consider relevant subjects to be promoted on the Parish Council's social media channels
9	To receive and consider a proposal for Shavington Online Website content (attached)
10	To receive and consider a proposal for a Covid memorial tree (attached)
11	To consider relevant subjects to be included in the next Parish Council newsletter and date for June edition
12	To receive and consider an update concerning the distribution of the newsletter
13	To receive and consider an update regard #Queenbee. (attached)
14	To receive and consider an update with regard to the Carol's at Christmas event. (attached)
15	To receive an update on the Parish Remembrance Service 2022
16	To receive and consider a review of the current Shavington Online Community group rules and administrator/moderator access rights. (circulated)

Shavington-cum-Gresty Council
Community and Engagement Committee Meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 8 December 2021**

In attendance: Cllr K Gibbs, Cllr G McIntyre, Cllr Moore
J McIntyre

ScG CE/21/3/1	To receive apologies for absence
	Apologies were received and accepted from Cllrs B Gibbs and Jones.
ScG CE/21/3/2	To note declarations of Members' interests
	No declaration was made.
ScG CE/21/3/3	To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on 22 September 2021
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG CE/21/3/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made.
ScG CE/21/3/5	To receive an update regard Shavington-cum-Gresty Remembrance Service
	The Community Manager updated Members with regards to Shavington-cum-Gresty Remembrance Service 2021. Members NOTED the update.

<p>ScG CE/21/3/6</p>	<p>To consider relevant subjects to be included in the next Parish Council newsletter</p>
	<p>RESOLVED: that the following subjects are included in the next Parish Council Newsletter (March):</p> <ul style="list-style-type: none"> - Historical Shavington cum Gresty - A day with the PCSO - New photos (allotments, Village Hall) - Fonts need to be accessible - Walk in the Parish - What's on - Queens Jubilee celebration (now and then) - 5 minutes craft - #QueenBees - Shavington Village Festival Pantomime
<p>ScG CE/21/3/7</p>	<p>To consider relevant subjects to be promoted on the Parish Council's social media channels</p>
	<p>Members NOTED the report.</p> <p>The following subjects were suggested:</p> <ul style="list-style-type: none"> • Historical posts • Concerns over possible parking issues in the Parish due to continuous development • 140 Main Road – progress • Christmas photos around the village
<p>ScG CE/21/3/8</p>	<p>To consider a sponsorship proposal from the Village Festival Committee with regards to the Queens Platinum Jubilee</p>
	<p>Members NOTED the report.</p> <p>RESOLVED: that a sponsorship of up to £3,000 plus in-kind support is agreed to support the Village Festival Committee and their plans for the Queens Platinum Jubilee. The sponsorship is subject to the delivery of the events as per schedule provided.</p>
<p>ScG CE/21/3/9</p>	<p>To consider a proposal for Community Christmas in Shavington-cum-Gresty 2022</p>
	<p>The Community Manager updated Members about the Community Christmas in Shavington-cum-Gresty 2022.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Community Manager is instructed to explore opportunities for a Community Christmas event ins Shavington-cum-Gresty 2022 and that she will report back to the next C&E Committee meeting with further information</p>

ScG CE/21/3/10	To consider a draft plan for Shavington-cum-Gresty events 2022/23
	Members NOTED the report. RESOLVED: that the proposal for the Community Events Plan 2022/23 is approved in principle with specific planning options to be brought to the next Community Engagement meeting. RESOLVED: that the #QueenBees project is approved, and the Community Manager is instructed to plan the event. The Community Manager will then report back on the next committee meeting on costs and fundings
ScG CE/21/3/11	To note the date of the next Community and Engagement Committee Meeting – 16 March 2022
	Members NOTED the date of the next Community and Engagement Committee Meeting .

Meeting Closed at 2023 hrs

Chair: K Gibbs

Clerk: S Garnero



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Report Statement

Meeting: Community & Engagement Committee
16 March 2022

Report Purpose: To review Shavington Online Website pages and content.

Version Control: v1

Author: Sara Randle

1. Report Summary

To present a report on current website pages with to view to updating.

2. Background

Shavington-cum-Gresty Parish Council use a website for community access to council information. Currently the website has a variety of information pages for community members to access.

3. Position

Members are asked to consider the proposal for catagorising the website pages into 4 areas.

Members are asked to consider changes to the Shavington Online Website.

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this proposal will help to ensure positive community engagement.

6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.

7. Financial Impact

The financial impact would be on administration time to make updates.



8. Resource Impact

Community Manager time.

9. Consultation/Engagement

Once proposal agreed the community manager will add and amend the pages of the website accordingly

10. Parish Area Affected

Any website users

11. Conclusions

Members are asked to review the proposal and give permission for the Community Manager to make amendments.

12. Consideration Sought

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

- Option A -To agree proposal for Shavington Online website pages to instruct the Community Manager to proceed with implementing these on the website.
- Option B - To agree proposal for Shavington Online website pages to instruct the Community Manager to proceed with implementing these on the website with amendments.
- Option C - To agree not to proceed with the website proposal and leave pages as they are currently.



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Review of Website

The website needs to:

- Contain statutory information
- Contain information residents need to know
- Celebrate the parish community
- Be easy to navigate
- Be visually attractive
- Following the 3 click policy (you can reach all information within 3 clicks on the page)

An audit has taken place by the Clerk & the Community Manager to compare ScG website with Crewe Town Centre, Macclesfield Town and Congleton Town Council.

From this there is a suggestion to split the Website into areas:

Your Council	Council Services	Community	Village Hall Hire
Councillors Parish Map Council Meetings Meeting Agendas & Minutes Governance Documents Local Government Transparency Job Vacancies	Village Hall Allotments Vine Tree Park Commemorative Bench	Newsletters Clean Team Historical Shavington Weekly What's on Events	Information on hiring the hall

*Pages in green not currently on website

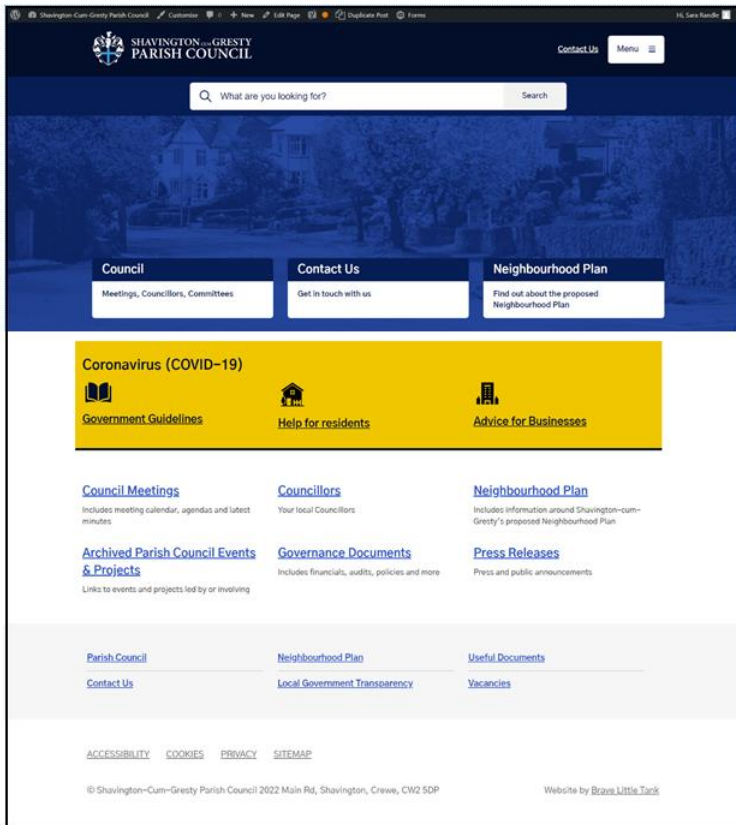
With the Addition of 3 other subsections:

- Neighbourhood plan
- Contact Us
- Events

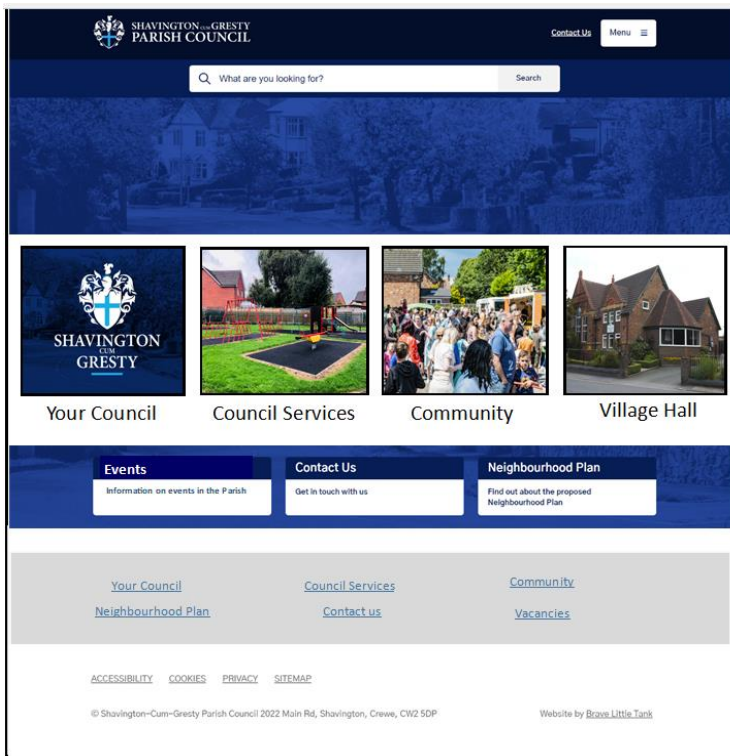


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Current Home Page



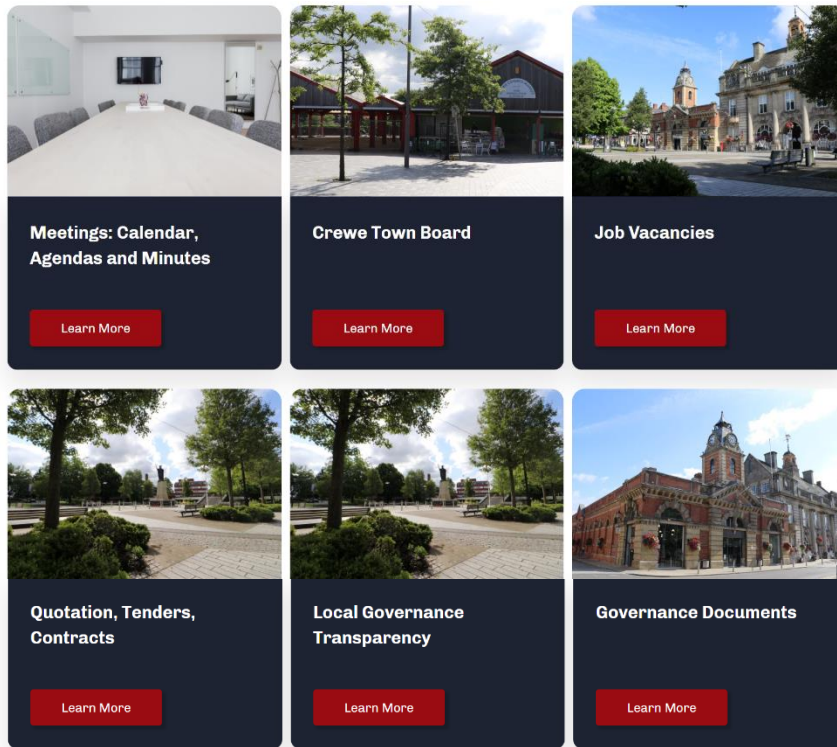
Proposed Home Page





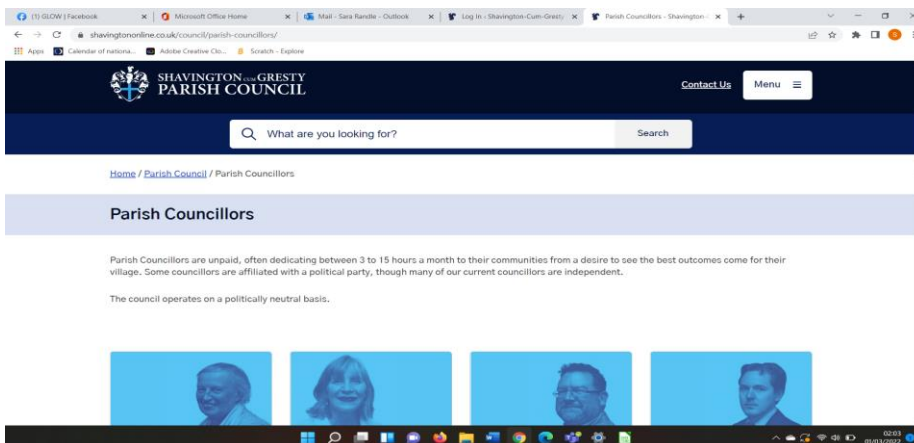
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Each Area would then open to a page to have a visual link to it:
(example of CTC)



This would be designed in line with branding colours
(This example is from another council webpage)

That would then link to the written information page (see below)





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Report Statement

Meeting: Community & Engagement Committee
16 March 2022

Report Purpose: To consider and review proposal for Covid Memorial Tree

Version Control: v1

Author: Sara Randle

1. Report Summary

To receive and consider a proposal for a Covid memorial tree

2. Background

Covid was a pandemic that hit communities hard for nearly 24 months. During this time people's lifestyles changed and unfortunately people lost family members.

3. Position

Members are asked to consider the proposal for installing a memorial tree for Shavington-cum-Gresty.

4. Equality Impact

Neutral.

5. Community Impact

Positive. This proposal initiates active engagement with the community.

6. Governance

Shavington-cum-Gresty Parish Council Community & Engagement Committee.

7. Financial Impact

There is a cost implication for purchasing the tree, plus maintenance of tree. A cost also for supporting and maintaining communication around this.

8. Resource Impact

Parish Clerk and Community Manager time.

Time management to instal tree, maintenance of tree & maintenance of website.

9. Consultation/Engagement

Proposal through Community Engagement committee.



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10. Parish Area Affected

All Parish residents invited to be submit memoirs.

11. Conclusions

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

- Option A -To agree to initial proposal for Covid memorial tree, and recommend it to Full Council for approval
- Option B – To set up a working group led by the Community Manager to draft a in depth proposal to be presented to Full Council for consideration
- Option C - To agree not to proceed with the Covid Memorial Tree.

12. Consideration Sought

Members are asked to review the proposal and approval given.



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Proposal

Shavington-cum-Gresty Covid Memorial Tree to be cited in the grounds of the Village Hall.

The tree would have a stainless steel QR code situated at its base either on a post or stone, which would send people to either our own website, a dedicated memorial website, the Parish social media or a combination.

Members of the community would have the ability to upload their COVID experiences. It wouldn't necessarily be just the names of people who've passed away, it could also be examples such as:

"During COVID-19 I found my calling as a volunteer at a vaccination centre."

"In loving memory of FAMILY MEMBER who sadly passed away due to COVID 23/05/21."

"During lockdown I found my wife."

If this proposal is agreed then members would need to consider the following:

Consideration 1: Type & position of tree

Suggested position to be in Village Hall grounds in small garden area to the right if you are facing the Village Hall.

Tree to be a Flowering Cherry (can be pink, deep pink or white in colour)

Initial costing for 12 foot tree around £55

Consideration 2: QR code used to upload experiences

QR code to link to website for people to add comments, experiences, photo's or memories.

Consideration 3: Purchase of Website or creation of webpage or social media page

Purchase of a dedicated website to upload experiences, comment, memories, dedications.

Do we use this as a separate site or link it to our current webpage or create a facebook page solely for this purpose.



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Report Statement

Meeting: Community & Engagement Committee
16 March 2022

Report Purpose: #Queenbee Community Event

Version Control: v1

Author: Sara Randle

1. Report Summary

To consider option for #Queenbee community Project

2. Background

The Community Manager was asked to explore options for the #Queenbee community project. Funding has been sought and 2 costing options are proposed.

3. Position

Members are asked to consider the proposal attached.

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this proposal will increase the sense of community & actively encourage community engagement.

6. Governance

Shavington-cum-Gresty Parish Council budget.

7. Financial Impact

There would be no additional financial impact other than the current Events budget.

8. Resource Impact

Clerk and Community Manager time.

The event would aim to be a community led.

Allocated budget from Community events

9. Consultation/Engagement

Once proposal agreed in principle, the community manager will proceed with Options agreed.



10. Parish Area Affected

All Parish residents and community groups to be invited to be involved.

11. Conclusions

That the proposal is approved and finances from Events budget used to support #Queenbee in the likelihood of Scenario 1 or 2.

- Option A -To agree proposal for Options 1&2 based on the result of HS2 funding and to instruct the Community Manager to proceed with planning.
- Option B - To agree proposal for Options 1&2 based on the result of HS2 funding and to instruct the Community Manager to proceed with planning with amendments.
- Option C - To agree not to proceed with the proposal

12. Consideration Sought

Members are asked to review the proposal and give permission for the Community Manager to proceed with options in place.



Scenario 1

Funding from HS2a Successful £9,980, From £1988 From C&E Events Budget (including marketing)

This would leave approx £1000 to move to Christmas Event

Opportunity

The Community Manager would contact co-ordinators for #Queenbee and would be given permission to photograph, record, document the project. Updates would be on social media and then reported in Sept 2022 newsletter as a #Queenbee feature article.

The Community Manager would lead the distribution of the sunflower & wildflower seeds accordingly (through schools and also Village festival) plus coordination of the signage on the public footpaths

The Community Manager would liaise with Environment & recreation committee for the replacement of the flowerbeds.

Community groups would lead their own projects.

Scenerio 1	Costing
Flowerbeds & signage (From HS2a)	£9980
Resources & Workshops (from C&E Events budget)	£1092 * please note this cannot be exact but will not exceed this.
PC Commitment for promotion & marketing (From C&E Events budget)	£900
PC Commitment for maintenance (From E&R Budget)	£14580
In Kind hours (Volunteer hours from community groups)	£1748
Total	£28300.00



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Scenario 2

Funding from HS2a Unsuccessful all funding from £1988 From C&E Events Budget (including marketing)

This would leave approx £1000 to move to Christmas Event

Opportunity

The Community Manager would contact co-ordinators for #Queenbee and would be given permission to photograph, record, document the project. Updates would be on social media and then reported in Sept 2022 newsletter as a #Queenbee feature article.

The Community Manager would lead the distribution of the sunflower & wildflower seeds accordingly (through schools and also Village festival) plus coordination of the signage on the public footpaths

Community groups would lead their own projects.

Scenerio 2	Costing
Resources & Workshops (from C&E Events budget)	£1092 * please not this cannot be exact but will not exceed this.
PC Commitment for promotion & marketing (From C&E Events budget)	£900
In Kind hours (Volunteer hours from community groups)	£1748
Total	£3736.57



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Scenario 1 & 2 Community Events

A list is provided below of suggested events that community groups have put forward. This is not exhaustive and is subject to change.

Community Group	Activity for #Queenbee
Shavington Primary School	Planting insect seed areas
	Building bug hotels
	Involvement in PC art competition
	Sunflower growing competition
Shavington Academy	Raised Flower Bed planting
	Involvement in PC art competition
	Sunflower growing competition
Shavington WI	Planting in Flower bed
St Lukes Hospice	Visit from Bee keeper
St Marks Church GLOW	Bee stones
	Bug homes
St Marks Church Craft & Chatter	Knitted /crochet bumble bees to be left around the village for people to find.
Methodist Church Messy Church	Craft
Rounderabouts Nursery	Bee bombs?
	Involvement in PC art competition
	Sunflower growing competition
Rope Green Nursery	Bee bombs?
	Involvement in PC art competition
	Sunflower growing competition
2nd Shavington Brownies	Visit from bee keeping
Shavington Cubs	Visit from Bee Keeping
Shavington-cum-Gresty Parish Council	Replacement Flower beds
	Planting for flower beds within the Parish
	Art Competition -Focus on bee theme.
	Adult competition
	Children competition 5 & Under, 6-10 Years, 10-14 Years 14-17 Years.
	Prizes for £25 & £10 & £5
	Launch event at Village Festival
	Bee Trails around the village walks with signage
	Sunflower seeds growing competition
	Advertisement/media

Approval.

The Community Manager is seeking members approval the Events budget for #Queenbee



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Report Statement

Meeting: Community & Engagement Committee
16 March 2022

Report Purpose: Community Christmas in Shavington-cum-Gresty 2022

Version Control: v1

Author: Sara Randle

1. Report Summary

To present opportunities for Community Christmas in Shavington-cum-Gresty 2022

2. Background

Shavington-cum-Gresty Parish Council have previously led Carols at Christmas, which has been a successful event. Due to Covid restrictions this event has not taken place for Christmas 2020 and 2021.

This leads to an opportunity to develop a possible proposal for a community led Christmas event in December 2022.

The Community Manager was asked to explore options for a Christmas Community event in Dec 2022.

3. Position

Members are asked to consider the proposal attached.

4. Equality Impact

Neutral.

5. Community Impact

Positive. Actions included in this proposal will increase the sense of community & actively encourage community engagement.

6. Governance

Shavington-cum-Gresty Parish Council budget.

7. Financial Impact

There would be no additional financial impact other than the current Christmas budget and community events budget allocations.

8. Resource Impact

Clerk and Community Manager time.



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The event would aim to be a community led.
Allocated budget from Community events & Christmas.

9. Consultation/Engagement

Once proposal agreed in principle, the community manager will seek to gain & firm community involvement from residents/groups/businesses etc.. within the parish.

10. Parish Area Affected

All Parish residents and community groups to be invited to be involved.

11. Conclusions

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

- Option A -To Agree date and event format proposed & to instruct the Community Manager to proceed with planning.
- Option B -To Agree date and event format proposed & to instruct the Community Manager to proceed with planning with amendments
- Option C - To agree not to proceed with the proposal

12. Consideration Sought

That the proposal is approved in principle with specific planning options to be brought to the next Community Engagement meeting.



Christmas in Shavington-cum-Gresty 2022

Proposal

A community led Christmas event in Shavington-cum-Gresty for December 2022 on Saturday 3rd December.

The event would run from 4-7pm with Carols at 5.30pm and 6.30pm

The event will include:

- Lantern parade
- Carols in the Village Hall
- Brass band (Crewe Brass/Audley Brass?)

With the possibility of:

- Lighting up Christmas Tree (funding permitted)
- Fair rides on school carpark

It is hoped that there will be community involvement from :

- St Marks Church – TBC activities in the church hall
- The Methodist Church – Activities in their church Hall
- Shavington Primary School – possibly to provide Santa's Grotto
- Shavington Academy – Provide music
- Shavington WI – provide drinks & refreshments
- Shavington Brownies -stall
- Shavington cubs/Scouts - stall
- Village Festival Committee – stall/activity
- Community Choir – possibly SAS/Nightingale Choir to support Carols

It is also suggested that communities in the areas are approached to contribute Hickories, Coop, Hairdressers etc..

All community groups would keep any profits that they make on the night.

Funding allocated is £1,600 with possibility of additional approx £1000 from Events budget dependent on #Queenbee funding approval

Approval.

The Community Manager is seeking members approval date and basic format of the event and continue to plan to firm up options for this event in Shavington-cum-Gresty.



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