

SANDBACH TOWN COUNCIL

ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Tuesday 4 June 2019 at 7.00pm in the Sandbach Literary Institution.

PRESENT

Councillors: John Beddows
Kieran Seymour
Richard Hovey
Mike Muldoon (Town Mayor)
Geraint Price Jones
Laura Crane
Paula Eaton
Richard Hoffmann

In attendance were five members of public and press.

1. APOLOGIES FOR ABSENCE

Councillor Ian Williams

2. APPOINTMENT OF CHAIR

RESOLVED: that Cllr Laura Crane be appointed Chair of the Committee.

3. APPOINTMENT OF VICE-CHAIR

RESOLVED: that Cllr John Beddows be appointed Vice-Chair of the Committee.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC QUESTIONS

The Chair adjourned the meeting to allow questions from members of the public.

The Market Hall Statement of Income and Expenditure was queried, in particular why there are no refurbishment costs attributed to the Shop Areas. The Clerk will provide this information directly to the member of the public.

The Chair then reconvened the meeting.

5. MINUTES OF THE MEETINGS HELD 5 FEBRUARY 2019 AND 7 MARCH 2019.

To approve the minutes of the Assets & Services meetings held 5th February and 7 March 2019.

The Clerk advised that there is only one original Committee member on the Committee. The draft minutes have been agreed with the previous Chair and

shared with members of the previous Committee with not comment or objection being received.

RESOLVED: that the minutes be approved.

6. COMMITTEE TERMS OF REFERENCE

Lead: Clerk

The Clerk presented the Committee Terms of Reference for review; no changes were proposed.

RESOLVED: that the Terms and Reference are agreed for the forthcoming year.

7. CONDITION SURVEY SUB-COMMITTEE

Lead: Clerk

RESOLVED: that the creation of a sub-committee be deferred until a future date.

In the meantime, the Conditions Survey will be addressed and delivered by Officers, with regular reports being made to the A&S Committee. Committee to be furnished with copies of the report for the next meeting.

8. MARKETS & TOWN HALL OPERATIONAL UPDATE

Lead: Clerk

Written operational reports for the Town Hall and Market functions were presented. The Clerk drew out the main highlights and members were given the opportunity to discuss.

Members are keen to see a Marketing Plan in place and to help shape such a plan. Members would like to see draft plans for discussion at the next meeting.

Members asked about the replacement of the Small Common Car Park, the Clerk explained that money had been put aside, but that members needed to decide if they wanted a like-for-like tarmac replacement, or more aesthetic hard landscaping. An item to be included on the next A&S agenda, whereby the formation of a Working Group will be considered.

On hearing the cinema only operated during the Winter months, due to the inability to block daylight in the Summer, members questioned replacing the blinds with total blackout. Not progressed.

RESOLVED: that the reports be received.

9. CHRISTMAS MARKET

Lead: Clerk

A written report had been circulated with the pack; the Clerk drew out the key points.

A number of matters were discussed and considered, around offering incentives for the Council's regular market traders, managing stall allocation, extending the event to a whole week-end and late-night shopping.

The Clerk confirmed that the procedure for inviting applications was well underway with a number of traders already submitted application forms and that changing the process now could present some difficulties. She also stated that if there are ambitions to extend the event, she would like to ensure that there are sufficient staff and volunteers to deliver – pointing out that this annual event relies heavily on volunteer support.

RESOLVED: that Regular Traders (those that have traded for six months or more) from the Indoor and Outdoor Markets, will be offered a £20 discount on a Christmas Stall. The stalls may be indoor or outdoor depending on what is available.

The suggestion of Late-Night opening during December will be investigated by Cllrs L Crane, Seymour and Price Jones, with findings being reported to the next meeting.

10. MARKET HALL SIGNAGE

Lead: Clerk

The Clerk reported that the Market Hall signage is now in place and that completes the Market Hall Refurbishment Project.

RESOLVED: that the report be received.

11. TOWN HALL OFFICE

Lead: Clerk

David Trowler Architects (DTA) are working on the improvement scheme for the Town Hall Office. The Structural Engineer has reviewed the area and reported to DTA. DTA is preparing relevant building regulation applications.

The project, should all go to plan, will be completed in September.

RESOLVED: that the report be received.

12. ITEMS FOR THE NEXT MEETING

- Provision and Use of Waste Skips/Bins
- Condition Survey
- Late Night Shopping
- Small Common Car Park – Sub-Committee

13. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is Tuesday 30 July at 7.00pm.

Please note that this meeting will be recorded and the audio recording made available to the public within 5 working days of the meeting.

Meeting closed 8.05pm

Cllr L Crane, Chair

ALB