

# SANDBACH TOWN COUNCIL

## MARKET HALL PROJECT TEAM SUB-COMMITTEE

DRAFT minutes of the meeting held on Tuesday, 15<sup>th</sup> May 2018 at 6.30pm in the Sandbach Literary Institution.

In attendance: Cllr M Forster (Chair)  
Cllr A Smith  
John Beddows  
Karl Brown  
Graham Bradford

### 1. APOLOGIES FOR ABSENCE

Cllr C Lowe  
Alan Smith (Trader Rep)  
Richard Green  
Jack Russell

Absent without apologies:

Cllr R Hoffman  
Cllr J Cartlidge

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### PUBLIC QUESTIONS

None - 1 member of press, 1 member of the public, 1 councillor – Richard Hovey in attendance.

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### 3. MINUTES OF THE MEETING HELD 26<sup>TH</sup> FEBRUARY 2018

Minutes could not be approved as only 3 members from 26 February meeting were present.

#### **4. SHUTTER GRAPHICS**

Steve Minshull provided an update of the most suitable photographs. He had met with Karl to look at the size of each of the shutters – 19 in Main Hall 8 in Entrance Hall – some are very small – side shutters.

The photographs to represent Wheelock, Ettiley Heath, Sandbach Heath and Elworth were agreed. Steve is to find out if Brunner Mond fell in the parish of Sandbach as there was a photograph we wanted to include. Steve is to look for an old photograph of Foden's Band – Karl to provide Steve with contact details for Stewart Green and any other relevant information.

It was also agreed that each of the photos would have a sepia tint and that there would be a background that highlighted the main photograph to make it sharper in appearance.

It was delegated to Karl and Richard Hovey to have one final look over the photographs and to agree ones to be used. Steve will provide a memory stick of the photos for Karl to liaise with the contractor.

Steve was thanked for his continued hard work and time he has devoted on assisting the group on this aspect of the project.

#### **5. UPDATE ON PROGRESS OF WORKS**

Karl has been regularly meeting with and communicating with traders to keep them informed of progress and to deal with any on-going issues.

He is to place a notice at the entrance to the Main Hall on A-Boards explaining work is in progress but that the market is open for business as usual. The one week it will be closed is still to be confirmed – Karl has offered indoor traders the option to trade outside.

Kaberry are looking at an alternative power supply to the shop units – Cheese Shop and Butchers – when the usual supply is off.

Scaffolding will be erected from Sunday 20 May.

It was approved that Karl request prices from David Trowler for the following (to come out of the contingency budget):

- Replacing the material on the retractable canopies – same colours as those over the central stalls
- Relocating the electric sockets from below the stalls as previously discussed
- Assessing the condition of all the shutters and identifying any repairs required before graphics are fitted

Karl to check with David Trowler progress/situation regarding:

Planning Permission  
Conservation Permission  
Advertising Consent

The following Communications Strategy for stakeholders was agreed:

Karl to communicate weekly or as required with traders – written notification of key activities will be provided.

Martin to produce a press release as part of communication with other stakeholders – public.

Martin to provide regular updates to councillors at appropriate meetings – Pre-Start meeting notes given out at 12 April STC meeting.

## **6. ARRANGMENTS FOR OFFICIAL OPENING OF REFURBISHED MARKET HALL**

The date for the official opening was agreed - Thursday 26 July 2.00 pm. Karl is to invite Fiona Bruce MP to attend. Martin will contact local celebrities – John Bishop; Beth Tweedle.

Karl to organise events/activities/entertainers for Thursdays in July and August. It was stressed that these should promote not just the indoor market but also the outdoor market. Details will appear on the flyer being produced to advertise the next Midnight Market being distributed to each house in Sandbach

## **7. DATE, TIME AND PLACE OF NEXT MEETING**

Tuesday 5 June at 6.00 pm (NOT 6.30 pm as SLI in use from 8.00 pm) in the SLI.

Cllr M Forster, Chair