

SANDBACH TOWN COUNCIL

MARKET HALL PROJECT TEAM SUB-COMMITTEE

Agenda for the meeting to be held on Tuesday, 26th June 2018 at 6.00pm in the Sandbach Literary Institution.

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

PUBLIC QUESTIONS

3. **APPROVE MINUTES OF THE MEETING HELD 5TH JUNE 2018.**

4. **UPDATE ON PROGRESS OF WORKS**

5. **OFFICIAL OPENING ON 26TH JULY 2018 AT 2PM.**

6. **DELEGATION OF FULL RESPONSIBILITIES FROM FULL COUNCIL**

7. **DATE, TIME AND PLACE OF NEXT MEETING**
To be agreed

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MARKET HALL PROJECT TEAM SUB-COMMITTEE

Minutes of the meeting held on Tuesday, 5th June 2018 at 6.00pm in the Sandbach Literary Institution.

In attendance: Cllr M Forster (Chair)
Cllr A Smith
Cllr Hoffman
Karl Brown
Richard Green
Graham Bradford
Cllr R Hovey

1. MARKET PROJECT CHAIR

Cllr Forster nominated by Cllr Hoffman, seconded by Cllr Smith.

RESOLVED: Cllr Forster appointed Chair of Market Hall Project Team Sub-Committee.

2. APOLOGIES FOR ABSENCE

Cllr C Lowe
Jack Russell

Absent without apologies:

Cllr J Cartlidge
John Beddows
Alan Smith (Trader Rep)

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC QUESTIONS

None - No members of the public or press present.

4. MINUTES OF THE MEETING HELD 26TH FEBRUARY & 15TH MAY 2018

Minutes could not be approved as both meetings were not quorate. Chairperson recommended noting the minutes.

RESOLVED: that the minutes are noted.

5. UPDATE ON PROGRESS OF WORKS

The Operations Manager provided a brief update on the progress of the works.

- High level decorating complete.
- Works on the stalls has commenced.
- Electricians on site and looking into solutions to minimise impact on the facility during 2 days of work when a distribution board is to be changed.
- All controls for new lighting will be located in the toilet lobby with the current switches.
- Scaffolding will start to come down this week.
- Delay on the door for the new storage area. Should be complete in next two weeks.
- Positive feedback regarding the builders and the cleanliness of the Hall prior to trading.

The architect had passed decisions that needed to be made to the Operations Manager for the Sub-Committee to approve relating to additional works and signage which were presented.

- RESOLVED:**
- 1) Sample signage for above shops and units approved.
 - 2) Sample signage for outside and doors on the rear and Congleton Road sides approved.
 - 3) Paint sample 14C39 for pillars in shop unit foyer approved.
 - 4) Sum of £624 plus VAT to provide temporary power supply to shops during power outage (if required) approved.
 - 5) Sum of £608 plus VAT to relocate central stalls power sockets approved.
 - 6) Sum of £1619 plus VAT to repair all damaged shutters prior to graphics applied approved.
 - 7) Sum of £2687 plus VAT to re-upholster the retractable canopies approved.
 - 8) Authorisation has been given to the Operations Manager and Town Clerk to spend up to £5000 (includes VAT) on contingency.

9) The shutter graphic locations approved and delegated authority to Operations Manager & Town Clerk to approve any changes if required.

10) Approve Construction Phase Programme 4 provided by Kaberry.

6. UPDATE ON ARRANGEMENTS FOR MARKET HALL OPENING EVENTS

The Operations Manager provided the Sub-Committee with an update on events booked.

- 26th July – Local MP to attend if available, Mayor of Sandbach, children's ride and Magician.
- 2nd August – Sandbach Artsroom (create a mural from market images old & new, sound bites from interviews with traders younger children to paint/create collages of market stalls) and children's ride.
- 9th August – Traders fancy dress and children's ride.
- 16th August – Zoo 2U (petting zoo) and children's ride.
- 23rd August – Face painter, balloons and children's ride.
- 30th August – Cheshire Police & Fire presence and children's ride.

Cllr Forster explained challenges of sourcing a celebrity to open the Market Hall. Those that were explored were unavailable or too costly. The Operations Manager suggested booking more attractions for the 26th July as this would be the official opening which the group supported.

The Sub-Committee were presented with a sample for a leaflet promoting the event. Suggestions were to change the main colours to green and cream to reflect the Market Hall and to ask for a more suitable photo to be used. 12000 leaflets to be provided, with 9000 allocated for distribution to Sandbach residents.

- RESOLVED:**
- 1) Authorise events as indicated.
 - 2) Authorise Operations Manager to book additional attractions within budget.
 - 2) Approve leaflet proof, with change of image and theme colours to green and cream
 - 3) Operations Manager to create press release and advertise in Chronicle two weeks prior.

7. DATE, TIME AND PLACE OF NEXT MEETING

Tuesday 26th June at 6.00 pm in the SLI.

Meeting closed 19:10pm

Cllr M Forster, Chair

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