



**SANDBACH  
TOWN COUNCIL**

## **ASSETS AND SERVICES COMMITTEE**

Agenda for the meeting to be held on Wednesday, 10<sup>th</sup> August 2022  
at 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs D Hegarty, L Crane, A Nevitt, G Price Jones, G Merry,  
J Beddows, N Cook, R Hoffmann and R Hovey.

### **PART 1 : ITEMS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC**

#### **1. APOLOGIES FOR ABSENCE**

To receive apologies for absence made directly to the Clerk **by 5pm** on the day of the meeting.

#### **2. DECLARATIONS OF INTEREST**

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

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#### **PUBLIC QUESTIONS**

The meeting Chair will adjourn the meeting to allow questions relating to items on this Agenda from members of the public.

After the questions, the Chair will reconvene the meeting.

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#### **3. MINUTES OF THE MEETING HELD 26 APRIL 2022.**

[Attached: Draft minutes of the meeting]

Action: *To approve the minutes of the Assets & Services meeting held 26 April 2022 as a true record.*

#### **4. MARKETS UPDATE**

Lead: Chief Officer

Action: *To note the verbal report.*

#### **5. TOWN HALL UPDATE/FEES AND CHARGES**

Lead: Chief Officer

[Attached: Report]

Action: *That the report recommendations are reviewed and approved for implementation.*

#### **6. SMALL COMMON REFURBISHMENT UPDATE**

[Attached: Report & Minutes of the last meeting]

Lead: Meeting Chair

Actions: *That Council are requested to:-*

- i) *Consider the costed and illustrated proposals contained within the report as the revised scheme, with an additional option to change the entrance point subject to CEC highways advice;*
- ii) *Approve the final specification for the scheme based on these considerations;*
- iii) *Approve the revised scheme cost is capped at the earmarked reserve level of £203K and is reduced below that as far as possible, whilst delivering the specification;*
- iv) *Request the architect to prepare a fill planning application based on the approved revised scheme;*
- v) *Ensure that robust project management plans are put in place;*
- vi) *Authorise appropriate tendering process plans to be put in place in line with the Council's Financial Regulations.*

## **7. CORRESPONDENCE**

**7.1** Email received on 26<sup>th</sup> May regarding the Former Play Area – Belmont Avenue, Sandbach.

## **8. ITEMS FOR THE NEXT MEETING**

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

The date of the next meeting of the Assets and Services Committee is 9<sup>th</sup> November 2022 at 7pm in Sandbach Town Hall.

## **10. EXCLUSION OF PUBLIC AND PRESS**

Action: *To consider that item 11, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.*

## **PART 2 : ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC**

### **11. FIT FOR PURPOSE ACCOMMODATION**

[Attached: Report]

Lead: Chief Officer

Action: That Council are requested to:-

- i. *Note the report;*
- ii. *Note that doing nothing is not an option;*
- iii. *Consider the feasibility studies;*
- iv. *Consider the emerging options and provide a steer to Council;*
- v. *Consider the financial implications and intention to update the reserves provision through the budget setting process;*
- vi. *Confirm membership of the Fit for Purpose Accommodation Working Group (formally known as the Office Accommodation WG).*

**MINUTES OF THE ASSETS AND SERVICES COMMITTEE 26**  
**APRIL 2022**

**PRESENT:**

Councillors:

D Hegarty (Chair)

L Crane (Vice Chair)

J Beddows

R Hovey

S Broad

N Cook

A Smith

**1. APOLOGIES FOR ABSENCE**

None.

Absent without apology: R Hoffmann

**2. DECLARATIONS OF INTEREST**

Cllr L Crane declared a non pecuniary interest in respect of item 7

Cllr J Beddows declared a non pecuniary interest in respect of item 4

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**PUBLIC QUESTIONS**

One member of the Council and no members of the press or public were present for this meeting. No public questions were raised.

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**3. MINUTES OF THE MEETING HELD 23 FEBRUARY 2022.**

The minutes of the Assets & Services Committee meeting held 23 February 2022 were approved.

**4. MARKETS REVIEW OF FEES AND CHARGES AND POLICY UPDATE**

Lead: Town Clerk

[Attached: Report]

The report was welcomed by the Committee and progress to date noted. The Clerk emphasised the need to meet with CEC to ensure the required legal advice was provided in order to finalise the overarching policy. Committee supported the requirement to increase fees and charges and that any necessary consultation

had taken place. The clerk confirmed that it was an annual requirement to review fees and charges for its services and that the appropriate communications were being undertaken by the Market Manager.

**Resolved:** *That:*

- i. The progress towards to overarching market policy be noted;*
- ii. The amendments to current policy regarding bad weather are implemented with immediate effect;*
- iii. The refund policy to be retained and amended to impose a £50 limit for any compensation paid by the Council in all circumstances;*
- iv. The proposed increase to fees and charges, as shown at Appendix A to this report, are approved and introduced wef 1 June 2022 to allow the necessary notice period.*

## 5. TOWN HALL (EVENTS) UPDATE

Lead: Town Clerk

[Attached: Report]

It was resolved that the discussion for this item would be taken under Part 2 of the Agenda due to matters of a commercially sensitive nature (See item 14 below).

**Resolved:** *That:*

- i. Progress to date is acknowledged;*
- ii. A fees and charges review will be considered at the next meeting to include benchmarking of competitors and the provision of occupancy rates against targets;*
- iii. Energy contracts and prices would be considered by the next meeting.*

## 6. CONDITION SURVEY UPDATE

[Attached: Report]

Lead: Town Clerk

The report was welcomed by the Committee which identified how much work had been completed mostly in house since the Condition Survey was commissioned in 2018. It was noted that a process had now been put in place by officers to assess and progress the outstanding work to be done, and that it was therefore no longer necessary to continue with the Working Group set up for this purpose.

**Resolved:** *That:*

- i. The analysis of the condition survey is noted;*

- ii. *Progress to date and suggested outstanding priorities are acknowledged;*
- iii. *Council is requested to approve the selection of a market tested provider of external skills;*
- iv. *A re-assessment and re-costing of outstanding work is commissioned and reported back to this committee at regular intervals;*
- v. *The Council's finance officer is informed of revised costings to submit to the Council's budget setting process;*
- vi. *The Condition Survey Working Group to be wound up,*

## 7. CEC COMMUNITY ASSET TRANSFER

Lead: Town Clerk

The Clerk informed the Committee that information regarding the transfer and conditions of transfer had recently been requested from CEC and that a meeting / response was awaited.

## 8. PHONE BOX ADOPTION PLANS

[Attached: Adoption confirmation for Phone Box on Jnc Mill Lane]

Lead: Town Clerk

The clerk confirmed that ownership of the Wheelock Phone Box has transferred to Sandbach Town Council and that the Town Hall Phone Box is under final days of consultation. It will be transferred in the near future, subject to any objections. Cllr L Crane asked for information regarding power supply before plans for the Wheelock PB could be finalised, to be followed up by the Town Clerk's office.

**Resolved:** *That:*

*A proposal to Council for future Community use of the adopted Phone Box on Jnc Mill Lane PC01 Crewe Road, Wheelock and of the Phone Box to the exterior of Sandbach Town Hall (under consultation), is developed and proposed to Council, subject to information regarding power supply.*

## 9. SMALL COMMON REFURBISHMENT UPDATE

Lead: Meeting Chair

The Chair updated the Committee regarding the current stage of the project which is mid public engagement which is due to end on 15<sup>th</sup> May. Responses so far have been steady and of a mixed nature. So far the Chair reported 5 positive and 3 negative feedback forms. Interim discussions have taken place with the Architect and project activities are being co-ordinated by the Town Clerk as agreed by Council. Cllrs asked specific questions

to ensure that Emergency Services and key stakeholders were being addressed through the engagement.

Members asked that a Small Common Sub Committee be set up to coincide with the end of the engagement process and that all detailed feedback could be reviewed by the Committee, rather than a summary, to ensure they were fully informed moving forward.

**Resolved:** *That:*

- i. A Small Common Sub Committee to coincide with the end of the engagement process is set up;*
- ii. Detailed feedback is considered by the next Small Common Sub Committee.*

#### **10. SANDBACH CHRISTMAS MARKET ARRANGEMENTS 2022**

[Attached: Report]

Lead: Town Clerk

**Resolved :** *That:*

- i. The Market remains a one day event and takes place on Friday 2<sup>nd</sup> December 2022;*
- ii. The organisation of the Christmas Market is delegated to the Town Clerk's office.*

#### **11. CORRESPONDENCE**

There is none.

#### **12. ITEMS FOR THE NEXT MEETING**

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

The date of the next meeting of the Assets and Services Committee is TBC

#### **14. EXCLUSION OF PUBLIC AND PRESS**

**Resolved :** *That:*

That items under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for discussion regarding **Item 5** on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

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

**SANDBACH TOWN COUNCIL**  
**Report to the Assets and Services Committee, 10<sup>th</sup> August 2022**

**Sandbach Town Hall Fees and Charges 2022/23**

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**PURPOSE OF REPORT**

To review the proposed revision of charges for room hire and booking fees at Sandbach Town Hall.

**BACKGROUND**

Sandbach Town Council reviews the venue charges and fees on an annual basis however, as a result of Covid-19 pandemic and the series of lockdown and restrictions, the fees have not been increased since January 2020. The hall remains competitively priced locally though, taking into account the significant energy price changes, whilst also reflecting the fantastic quality of service and facility offerings, it is recommended that Council now updates its room hire and associated fees.

In January 2020 the Committee delegated authority to the Town Clerk/Assistant Town Clerk to review and approve discount rates/incentive packages where business occupancy and financial growth is evident to support the offer rate. This continues to work well and has allowed for the introduction of several popular wedding and party packages; necessary to maintain the appeal of Sandbach Town Hall, particularly in instances where other venues can offer free room hire if a bar is booked. The delegation has also enabled the team to provide community rates for the venue to support many local groups and organisations. Though these are not large income generating activities, they are vital in growing the venue as a hub for our Community and are well-supported by the team.

The Town Hall continues to receive incredible feedback and comments from guests and clients and this is credit to the very small team of staff who assist in every aspect of on site and community activity – from set up to seamless delivery and clean up. Without this dedication and support the events simply could not achieve the aspired STC brand standards which position the hall as a venue of choice for all occasions. We continue to receive many enquiries from word-of-mouth/social media recommendations and are booked most weekends through 2023!

In revising structure of pricing and updating costs consideration is given to the impact on community and daytime bookings as these are not yet returning to pre-Covid levels. It is hoped that, through incentives planned, we will start to see an increase and, importantly, we will maintain existing client repeat bookings as all hirers must feel that we are a value for money venue.

**First Quarter Income**

	<b>Q1</b>	<b>Annual Budget</b>
Hall Hire	£11,071	£60,000
Bar Income	£10,976	£50,000
Cinema Income	£1,527	£5,500

**RECOMMENDATIONS**

1. To receive the report.
2. To approve the revised room hire and fee increase as circulated to Members.
3. All diarised and confirmed bookings are honoured with 2020/21 prices.

Jayne Barber/Katy Pepper  
 2.8.22

## Small Common Sub Committee 27 July 2022

### Small Common Car Park update

#### Introduction

Full Council at its meeting on the 8<sup>th</sup> June 2022 considered the outcome of the engagement on the design submitted by the architect which included a glider canopy as its central characteristic.

Public feedback including 93 written responses was generally a rejection of the canopy design as it was felt that it did not add any meaningful value to the site and showed concerns it may present maintenance and anti social behavior issues. Additional feedback from Council operational staff and market traders, who use the site on Thursdays and Saturdays, was also considered.

Although the Council has made provision of £203K earmarked reserves for this project, the cost of implementing the proposed design was well in excess of this amount at £331K excluding VAT.

Council asked the Sub Committee to revisit the design and to produce a costed alternative incorporating this feedback and within the earmarked reserve provision for this project.

#### Revised Scheme

Consistent with discussions at the last Sub Committee we are now viewing the Car Park as a functioning space for short term parking which needs modernisation to enhance the aesthetic look of the site, consistent the environmental zone that it borders.

Proposals for consideration to present to Full Council are as follows:

- i) The first challenge is to resurface the groundwork and ensure we have a tarmac surface that has a 20-year guarantee with appropriate drainage;
- ii) Increase the current 2 disabled parking bays to 4 and create 4 other spaces for Families and young children leaving the remaining spaces for other parking;
- iii) In order to address the parking management issues and to ensure public safety, insert bollards on both sides of the entrance creating a singular entry space to the car park, requiring 8 extra bollards to complete the task;
- iv) Behind Savers, facing the long stay car park, we are proposing to install a plaque in remembrance of local Covid 19 victims on the face of the herb garden and provide high quality seating against the wall as a pleasant environment for those waiting for buses and taking a rest during shopping;
- v) Enhance the frontage entrance to the town by installing up to 4 low maintenance planters which will brighten up the site;
- vi) We want to reduce the carbon footprint by installing a secure bicycle rack at the back of the Market Hall to encourage more bicycle use;
- vii) The memorial plinth for the Foden's Band (funded by Foden's) will be located at the apex of the car park facing Congleton Road;



- viii) Provide CCTV
- ix) Provide drainage and ground power
- x) Replace existing seating and bins with higher quality replacements

### **Costs**

The cost of the revised scheme will be based on the relevant quantity surveyor costings submitted with the report to Full Council on the 8/6/2022 with amendments per the above proposals, and updated costs are awaited at the time of writing.

The aim is that the revised scheme will be within the earmarked reserve and below the requirement to pay VAT for such projects. Clearly, however, inflation for all costs, and particularly building work, is running high and some account may need to be made when comparing this to the original estimate for the overall project cost.

The next stage, subject to Council agreeing this revised scheme is to request that the architect prepare a full planning application based on these proposals.

### **Recommended that this Sub Committee request that Council:**

- i) Consider and approve the proposals contained in this report as the revised scheme
- ii) Approve the revised scheme cost (including professional fees) is capped at the earmarked reserve level of £203K and is reduced below that as far as possible, whilst delivering the specification;
- iii) request the architect to prepare a full planning application based on the approved revised scheme;
- iv) ensure that robust project management plans are put in place;
- v) authorise appropriate tendering process to be put in place in line with the Council's Financial Regulations;
- vi) Determine if it wishes to select the successful tender or delegate to the Small Common Sub Committee and Chief Officer in line with the Council's Financial Regulations;
- vii) Delegate the delivery of the project and authority to spend within the agreed budget level and against the agreed specification to the Small Common Sub Committee and Chief Officer.

Cllr Donal Hegarty  
Chair Sub Committee

Ceri Lloyd  
Chief Officer

**SANDBACH TOWN COUNCIL**  
Small Common Redevelopment Sub-Committee 26 JULY 2022

**MINUTES**

Committee Members: Cllrs D Hegarty (Chair), G Price Jones (Vice Chair), G Merry, J Beddows, S Broad, L Crane and D Poole.

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**1. APOLOGIES FOR ABSENCE**

None.

**2. DECLARATIONS OF INTEREST.**

None.

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No members of the public were present.  
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**3. THE MINUTES OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON MONDAY 30 MAY 2022.**

Approved.

**4. SMALL COMMON PROJECT UPDATE**

Lead: The Meeting Chair

The Chair summarised the report which outlined modified proposals, in line with the Council's resolution based on the engagement exercise and the estimated cost of the full scheme. He explained that the costs for the modified plan had been requested from the Quantity Surveyor but were outstanding due to leave.

The proposals were broadly welcomed although reservations were expressed regarding replacing standard parking spaces with family spaces, due to the difficulty in enforcement and perceived lack of public support for this change. The increase in disabled spaces was fully supported.

Cllr Merry agreed to liaise with Foden's regarding funding for the plinth as the deadline was approaching and this will need to be extended.

It was requested that the project group investigate the feasibility of changing the entrance point to the car park from the access road to Congelton Road. It was agreed the Chief Officer would make contact with CEC highways to check any access issues with this suggestion.

The committee were keen to see a plan of the final options before making a definite recommendation. It was agreed that the project group would ensure that the updated costs and a diagram was presented to Assets and Services Committee and Council so that an informed decision could be made.

**Resolved : That Council:**

- i) Consider the costed and illustrated proposals contained in this report as the revised scheme with an additional option to change the entrance point subject to CEC highways advice;
- ii) Approve the final specification for the scheme based on these considerations;
- iii) Approve the revised scheme cost is capped at the earmarked reserve level of £203K and is reduced below that as far as possible, whilst delivering the specification;
- iv) Request the architect to prepare a fill planning application based on the approved revised scheme;
- v) Ensure that robust project management plans are put in place;
- vi) Authorise appropriate tendering process plans to be put in place in line with the Council's Financial Regulations.

**6. DATE, TIME AND PLACE OF NEXT MEETING**

To be confirmed based on project process.

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

Hello

I have recently been in communication with [REDACTED] regarding the former play area off Belmont Ave, Sandbach, with a view to re-establishing the play area. [REDACTED] introduced me to [REDACTED] and after consultation with C.E. green space team, [REDACTED] suggested that I contact the Town Council to discuss this further, hence my email to you. I did contact one of your members directly on their email address provided on your Sandbach Town Council website, but unfortunately I did not get a response.

I have been asked by the land owner to see if there is a way of utilising (Gifting) land in his ownership which currently ransoms the former play area to help re-establish said play area.

I suppose the first question is would the Town Council be interested in re-establishing the former play area of Belmont Ave? currently it is overgrown and I notice that there has been land grab. If this is of interest to you and other members perhaps you could contact me to discuss this further, or perhaps we could meet at the former play area off Belmont Ave to have an onsite meeting?

I look forward to hearing from you.

Kindest Regards

[REDACTED]