

<p style="text-align: center;"><b>SANDBACH TOWN COUNCIL</b> Small Common Redevelopment Sub-Committee</p>
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**AGENDA**

This meeting will be clerked by Mark Bailey. Please ensure that all apologies are made directly to the clerk of the meeting no later than 6pm on the day of the meeting.

Agenda for the meeting to be held on Tuesday 28 September 2021 at 7.00pm in The Ballroom, Sandbach Town Hall.

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**1. SMALL COMMON REDEVELOPMENT SUB-COMMITTEE CHAIR**

To appoint Chair.

**2. SMALL COMMON REDEVELOPMENT SUB-COMMITTEE VICE-CHAIR**

To appoint Vice-Chair.

**3. APOLOGIES FOR ABSENCE**

**4. DECLARATIONS OF INTEREST**

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

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The Chairman of the meeting will adjourn the meeting to allow questions from members of the public. After the questions, the Chair will reconvene the Meeting.

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**5. TO APPROVE THE MINUTES OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON WEDNESDAY 19 MAY 2021.**

**6. CONSULTATION PLAN**

[Attached: Agreed consultation Plan following addition of online consultation, as resolved at Council Meeting of 1<sup>st</sup> July 2021]

Lead: The Meeting Chair

Action: To confirm the following prior to enactment of the Consultation Plan:

- 1) Start and end date for consultation (6 weeks).

- 2) Content for display boards for Small Common.
- 3) Content of leaflet, including wording for questionnaire to be delivered to every household and displayed online.
- 4) Identify collection points for questionnaires, both physical (Sealed and confidential) and online.
- 5) Confirm which Councillors who will be responsible for collecting Questionnaires and accessing email returns. Questionnaires must have their data collected confidentially.
- 6) Confirm which Councillors will collate and present the data back to the Sub-Committee in the form of a report.
- 7) Proposed Date and location of Councillor Surgery.
- 8) Proposed date of Market Charity table display, to enable Market staff to ensure the proposed dates are available.
- 9) Confirm if a public meeting will be hosted. If so, what date should be requested and who would carry out the presentation.

#### **7. POTENTIAL SITE FOR FODENS PLAQUE**

[Attached: Report from Cllr Merry]

Lead: Cllr Merry

Action: To recommend a site for consideration by Town Council or a Committee.

#### **8. CORRESPONDENCE**

There is none.

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

TBA.

***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**  
**Small Common Refurbishment Sub-Committee**

**Minutes of the Meeting of Sandbach Town Council Small Common Refurbishment Sub-Committee held on 19 May 2021 at 7.00pm at Sandbach Town Hall.**

PRESENT

Councillors: D Hegarty  
 G Merry  
 J Beddows  
 Geraint Price Jones

Also in attendance was the Town Clerk, Tom Biddle from Barnes Walker and one member of the public.

**1. APOLOGIES FOR ABSENCE**

Cllrs: Smith  
 Jack  
 Broad  
 L Crane

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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The Chairman adjourned the meeting to allow questions, there being no questions the meeting was immediately reconvened.

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**3. PRESENTATION OF OPTIONS BY BARNES WALKER**

The Chairman presented Mr Tom Biddle of Barnes Walker, who has been working with a Working Group to develop schemes for the improvement of the Small Common Car Park. His brief has been to retain the essential car parking spaces, whilst creating an area that can be used for a host of different events.

Mr Biddle has developed two Options:

Option 1

With the emphasis being on the Car Parking space. Option one retains 17 of the current 20 parking spaces, but delivers them in a uniform and accessible

plan. Despite covered areas being supplied, it is done in a way which will not present hazards to drivers.

Cantilever awnings are used in a cost-effective manner, which is an off the shelf design. Each section measures 5m<sup>2</sup> and the plan includes 6 of these, with an additional area available for publicity and seating. Drainage gulleys and power can be added as required.

The details of material for the scheme is yet to be considered, however the use of two surfaces was discussed, which might include block paving and tarmac.

Lighting is integral to the scheme, again, the type and lighting requirement will be subject to further discussion.

Pros and Cons: Being standard items there is a very short lead in time and the cost is realistic at c£50-55k, however there are design limitations due to shape and size

### Option 2

With the focus being on a useable event space, the area is landscaped using hard and soft landscaping. It retains 18 parking spaces and provides a curves event area, which enhances the entrance to the Town.

Bespoke awnings are used, which helps to create the attractive design.

The detail of materials and installation of drainage, power and lighting will be determined at a later date, as per option 1.

Pros and Cons: Being a bespoke item, the cost increases to c£80-90k, there might also be concerns about future repair and replacement as this is the case. Lead in time is much longer and could be up to 15 weeks.

### Considerations and Next Steps

Items requiring further work and consideration include:

- Planning Permissions
- Listed Building and Conservation Approvals
- Consultation with key stakeholders
- Council/Committee approvals
- Scheme development and delivery
- Detailed design

**RESOLVED:** that the presentation is received and that a report to Council be presented to Council, which will seek approval to move to the Consultation Phase.

#### 4. CORRESPONDENCE

There is none.

#### 5. DATE, TIME AND PLACE OF NEXT MEETING

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TBA.

***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 8.40pm

Cllr D Hegarty, Chair

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## SMALL COMMON REFURBISHMENT SCHEME

### CONSULTATION PLAN

Stakeholders?	<p>General Public Councillors Market Traders and Market Shop Traders Car Park Users CEC Cllrs Laura Crane and Mike Benson Businesses on the Small Common e.g. McColls Wildfire Pizza Sandbach Grassroots Disability Group</p>
When will we consult?	<p>Six Weeks starting on or before 5 July 2021 n.b. Latest end date will be 14 August 2021.</p>
How will we consult?	<p>We will use various forms of consultation as follows:</p> <ul style="list-style-type: none"> <li>• Market Charity Display, which can be inside or outside of the Market and will take place at least twice per week and manned by volunteers.</li> <li>• A short leaflet / questionnaire delivered to every household. Various collection/return points to be identified.</li> <li>• Drop in at a Councillor Surgery on 10 July 2021</li> </ul>
Advertising of Consultation?	<p>Through the Council's website and social media. This may change on a weekly basis. Press release via local newspapers. Sandbach Directory. Noticeboards on Small Common</p>
Where will we consult?	<p>In and around the Market Hall Library Councillor Surgery on 10 July 2021 Online</p>
Cost of Consultation?	<p>Display Boards £60 + VAT Leaflet £395 + VAT (<b>May take up to 4 weeks to design and print</b>) Delivery £405 (No VAT applicable) (<b>May take up to 2 weeks to deliver</b>)</p>
<p>It is to be noted that whilst we are consulting, we are not asking people to vote on their preferred option (1 or 2). We aim to understand the priority of the various stakeholders, whether it is car parking or events, this will ensure that the correct approach is adopted.</p> <p>We have chosen not to offer online consultation as we are not seeking preferred options, we are seeking feedback.</p>	

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As part of a recent successful Heritage grant, funds were obtained to build an 'interpretation panel' which would be QR coded and outline the history of Foden's Band to present day

The attached photo is a similar structure that we would look at designing with the measurements as outlined

I was wondering if this is something that the Council would be interested in allowing, which would come at no cost to the council. If so, could you advise what protocols we would need to follow and if they have any ideas of location where it could be housed ?



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