



**SANDBACH
TOWN COUNCIL**

ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Wednesday, **8th February 2023**
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

Apologies received from Cllr N Cook
Absent without apologies Cllr R Hoffman

2. DECLARATIONS OF INTEREST

Cllr J Beddows declared pecuniary interest item 12 and 13 and abstained from the debate.

PUBLIC QUESTIONS

No members of the public were present at the meeting.

3. MINUTES OF THE MEETING HELD 9 NOVEMBER 2022.

Resolved: *Minutes were approved as an accurate record.*

4. ASSETS AND PUBLIC REALM MANAGER UPDATE

[Attached in Agenda: Update from A&PR Manager]

Lead: Chief Officer

Members welcomed the update which outlined the comprehensive programme of works now being undertaken to maintain and develop the Council's assets. An explanation was requested regarding the introduction of PeopleSafe being used for staff security.

Resolved: The update was noted.

5. TOWN HALL & MARKET UPDATE

[Attached in Agenda: Update from Senior Business Development & Senior Market Officer]

Lead: Chief Officer

The Chief Officer updated the Committee on the occupancy / activity for the Town Hall and Market. The Chief Officer was requested to confirm that the Council had now received the market charter as part of an earlier project.

Resolved: The update was noted.

Chair Initials:

6. DEFIBRILLATORS

Lead: Cllr Beddows

Councillor Beddows reported back the research he had done in conjunction with the Assets and Public Realm Manager to identify suitable locations for a defibrillator to be placed in each ward. He noted that the total costs based on quotes received would be £4,320 plus approximately £1k for installation. One of the proposed locations was queried as it was felt there could already be provision and this will be checked. It was also noted that any final proposal to Council must be explicit about the maintenance arrangements and responsibilities to ensure that all defibrillators were functioning at all times.

Resolved: The Committee thanked those involved for the work to date and fully supported a proposal to Council to provide a defibrillator in each ward, at this cost level and subject to satisfactory maintenance arrangements.

7. FIT FOR PURPOSE ACCOMMODATION UPDATE

[Attached in Agenda:Report from Chief Officer]

Lead: Chief Officer

The Chief Officer updated the Committee on the work she had been authorised to progress with regard to staff accommodation. Council approval has subsequently been gained to progress with the lease of the CEC Enterprise Centre to adequately accommodate office based Council Staff and release the Town Hall Board Room for commercial and community hire. Many enquiries are already being received and the licence signing is imminent through the delegated authority agreed by Council.

The Chief Officer outlined the remaining part of the fit for purpose project involving refurbishment of the Public Toilets and more productive use of the Store. She outlined proposals to request design and cost for a redesign of the public toilet provision, including the possibility of a 'Changing Places' unit which could attract government funding, and the provision of a storage area to better support the operations of the Town Hall complex and potentially release the current Store for more productive use. The Committee were very supportive of the proposals and the need to upgrade the facilities with more accessible and sustainable replacements.

Resolved:i) *The Chief Officer is authorised to commission a feasibility study, with indicative costs and funding streams for upgraded and accessible public toilet provision and potential storage, in accordance with the Council's financial regulations;*
 ii) *The Committee did not request a working group at this stage;*
 iii) *The Chief Officer reports back to the next Committee.*

8. CORRESPONDENCE

None received.

9. ITEMS FOR THE NEXT MEETING

Street Furniture ownership / agreement.

Fit for Purpose Accommodation Project Update

Draft policy for non market trading on Council owned land

Chair Initials:

10. DATE, TIME AND PLACE OF NEXT MEETING

To be confirmed.

11. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS

Resolved: *That 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 for the following items 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**12. CONTRACT REVIEW**

Lead: Chief Officer

Resolved: *To delegate authority to the Chief Officer's office to review the Council's current waste contract in line with Financial Regulations, and select an alternative supplier if appropriate based on cost and / or service provision.*

13. TRADING REQUEST

[Email circulated: 13a Business Plan;
13b Business Proposal;
13c Exterior design of the lean food box;
13d Pricing]

Lead: Meeting Chair

The Committee considered the application in detail. It was agreed that there should be no additional traders on Council owned land around the Town Hall due to a) detracting from the attractiveness of the venue and b) sufficient provision of food outlets in the town and that this should be reflected in Council policy. They also felt that CEC should be approached to agree a potential suitable site for 'temporary' traders to operate within the town centre within a broader context of supporting the Sandbach Town High Street.

Resolved:

- i) The Committee requested that a policy was drafted for their consideration which set out the acceptance criteria for any future applications to trade on Council owned land (outside the market charter);
- ii) the Chief Officer's office approach CEC regarding a suitable site for trading operations

The meeting closed at 7:34pm
Cllr D Hegarty, Chair
CL

Chair Signature:

Date:

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