

**SANDBACH TOWN COUNCIL**  
Small Common Redevelopment Sub-Committee

**AGENDA**

The Meeting will be clerked by the Chief Officer. Please ensure that all apologies are made directly to the clerk of the meeting no later than 5pm on the day of the meeting.

Agenda for the meeting to be held on Wednesday 12 April 2023 at 7.00pm in Sandbach Town Hall.

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

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

**1. APOLOGIES FOR ABSENCE**

**2. 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.

**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. TO APPROVE THE MINUTES OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON WEDNESDAY 7 DECEMBER 2022.**

[Attached: Draft minutes of the meeting]

Action: *To approve the minutes of the Small Common Sub Committee Redevelopment meeting held 7 December 2022 as an accurate record.*

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

TBA.

***Please note that Part 1 of this meeting will be recorded and the audio recording made available to the public within 5 working days of the meeting.***

## 5. EXCLUSION OF PUBLIC AND PRESS

Action: *To consider that item 6, under the Public Bodies (Admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for 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.*

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

### 6. PROJECT UPDATE AND SELECTION OF TENDERS FOR SMALL COMMON REFURBISHMENTS

[Attached: Tender Selection Report ]

*The Cost Consultant's Tender Report will be presented at the meeting.*

Lead: Chair

Sandbach Town Council have now received tenders for the Small Common Refurbishment plan. Members are required to select preferred tender with maximum cost capped with a time frame set for the completion of the task.

Action: *That the Sub Committee to:*

- i) Select preferred tender based on the Cost Consultant's Tender Report;*
- ii) Approve the maximum cost of the project based on the bids and possible options included;*
- iii) Approve timescale expected from start to finish;*
- iv) Note the consultation required;*
- v) Delegate authority to Chief Officer in consultation with the Chair of Small Common Sub Committee to oversee the implementation of the project, in line with the agreed specification and with advice from Council appointed project manager, Currie and Brown.*

<b>SANDBACH TOWN COUNCIL</b> Small Common Redevelopment Sub-Committee
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**Minutes** for the meeting held on Wednesday 7 December 2022 at 7.00pm in Sandbach Town Hall.

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

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

**1. APOLOGIES FOR ABSENCE**

None. The Mayor, Cllr K Flavell also attended the meeting.

**2. DECLARATIONS OF INTEREST**

No pecuniary and non-pecuniary interests in any item on the agenda.

**PUBLIC QUESTIONS**

There were no public questions.

**3. TO APPROVE THE MINUTES OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON TUESDAY 26 JULY 2022.**

**Resolved:** The minutes of the Assets & Services meeting held 26 July 2022 were approved as an accurate record.

**4. SMALL COMMON PROJECT UPDATE**

The Chair updated the Committee on progress to date, including the decision by Full Council at its meeting on 21 September to approve the design for the Small Common refurbishment and delegate authority to this Sub Committee to progress the scheme within specific guidelines. He also noted that the Foden's plinth had been successfully installed on the Car Park and had received positive comments.

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

Next meeting to be held at a suitable update / decision point.

Chair Initials:

## 6. EXCLUSION OF PUBLIC AND PRESS

**Resolved :** Item 7, under the Public Bodies (Admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for 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

## 7. PROCUREMENT OF PROJECT MANAGEMENT & QUANTITY SURVEYOR SERVICES FOR THE SMALL COMMON REFURBISHMENT PROJECT

It was explained to the Committee that 4 suppliers had been approached for quotes for the Quantity Surveyor and Project Management (including seeking tenders), in line with the Council's Financial Regulations for contracted works under £50K. Two responses were received including 1 formal bid. The Chief Officer explained that the costings within the bid were based on CEC framework rates which provided assurance that they had been benchmarked.

**Resolved:**

- i) *the engagement the services of Supplier 1 for Quantity Surveyor Services and Building Surveyor, Lead Designer and Project Management Services as shown in the Confidential Appendix was approved;*
- ii) *the results of the tendering exercise to finalise the details of the scheme and final cost, within the agreed budget was awaited to be considered at the next meeting.*

# Sandbach Town Council

## Small Common Sub Committee 12 April 2023

### Project Update and Selection of Tenders for Small Common Refurbishment

#### Background

At its meeting on 21 September 2022, Full Council resolved the following:

That Council:

- i. Approve the proposals contained in the report as the revised scheme;
- ii. Approve the revised scheme cost (including professional fees) is capped at the earmarked reserve level of £204K and is reduced below that as far as possible, whilst delivering the specification;
- iii. Request that 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 Council's Financial Regulations;
- vi. Delegate the selection of the successful tender 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.

#### Progress to Date

At its meeting on 7th December 2022, the Small Common Sub Committee selected Project Management and Quantity Surveyor and other specialist services from Currie and Brown following a competitive process.

The Small Common Project Group has been established and includes the Chief Officer, Small Common Sub Committee Chair, Assets and Public Realm Manager and Currie and Brown specialists (Project and Cost management / Quantity Surveyor). This group is providing the project management framework for this project.

The Project Group has completed the following tasks:

- i) Established that planning permission is NOT required for this project (in revised state);
- ii) Produced the specification based on the revised scheme and organised the invitation of tenders (3 in total) in line with the Council's Financial Regulations;

- iii) Received tenders by noon on 27 February and witnessed their opening from sealed bids;
- iv) Identified some project options which may be invoked;
- v) Identified a suitable timescale for the project to be implemented taking into account Town events and necessary consultations.

### **Tender Process and Selection**

Tenders were received as requested and their opening witnessed by Currie and Brown Cost Consultant and the Council's Chief Officer. The Cost Consultant is preparing a Tender Report and this will be issued to Committee members under separate confidential cover as it contains commercially sensitive information. The Consultant will attend the Sub Committee to provide specialist advice and to answer any questions raised.

### **Timescale**

Due to various events affecting the town centre over the next 2 months, and the necessary lead in time for the selected contractor, the project plan indicates that the refurbishment will be implemented after mid May. The latest indicative project plan will be circulated to members of the Small Committee Sub Committee under separate cover. Clearly some disruption is inevitable and it is envisaged that approximately 4 weeks will be required for the project to be completed. Residents, Businesses and Market Traders will be informed and consulted on specific implications as part of this process.

### **Recommended That:**

- i) Select preferred tender based on the Cost Consultant's Tender Report;
- ii) Approve the maximum cost of the project based on the bids and possible options included;
- iii) Approve timescale expected from start to finish;
- iv) Note the consultation required;
- v) Delegate authority to Chief Officer in consultation with the Chair of Small Common Sub Committee to oversee the implementation of the project in line with the agreed specification and with advice from Council appointed project manager Currie and Brown.