

SANDBACH TOWN COUNCIL Small Common Redevelopment Sub-Committee
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AGENDA

The Meeting will be clerked by the Locum Town Clerk. 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 Wednesday 9 March 2022 at 7.00pm in The Charter Room, Sandbach Town Hall.

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.

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.

3. TO APPROVE THE MINUTES OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON WEDNESDAY 26 JANUARY 2022.

4. PROJECT UPDATE

[Attached: Report from the Locum Town Clerk]

Lead: The Meeting Chair

Action: That:

- i. The engagement plan (shown at Appendix A) is considered, agreed and launched at the Town Meeting on 23rd March 2022
- ii. The draft text (shown at Appendix B) for publication of the scheme is agreed
- iii. A review point is agreed where the actions identified are completed
- iv. Council is requested to sign off a fully costed final design prior to the planning application and that, subject to that

approval, the project is delivered to completion within the allocated budget provision and a realistic timescale

5. 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 Redevelopment Sub-Committee

**Minutes of the Meeting held on 26th January 2022 at 7pm
in Sandbach Town Hall.**

PRESENT

Councillors: D Hegarty
G Merry
G Price Jones (Town Mayor)
L Crane
J Beddows

Also present was were two members of the public.

1. APOLOGIES FOR ABSENCE

Cllrs A Smith and S Broad.

2. DECLARATIONS OF INTEREST

There were none.

The Chair adjourned the meeting to allow questions from members of the public.

There being no questions for the Sub Committee to answer, the meeting was reconvened.

3. TO APPROVE THE MINUTES OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETING HELD ON TUESDAY 28 SEPTEMBER

4. PROJECT UPDATE

[Attached: Report from the Meeting Chair]

Lead: The Meeting Chair

The Chair advised the sub-Committee members that he had circulated an agenda report which detailed progress to date, design costs and next steps.

5. DESIGN PRESENTATION AND PROJECT COSTING OPTIONS – TOM BIDDLE FROM BARNES WALKER

A presentation was received from Mr T Biddle, Barnes Walker representative, in which he advised of progress in design stages and displayed the upgraded visuals. It was confirmed that, since original costing and exclusion of 2nd

(alternate) design due to prohibitive costs, the quotes for remaining design, as detailed within last correspondence, will now likely increase – particularly canopies and groundwork. As materials are not yet confirmed for surface treatment, bay markings and planters etc it is not possible to obtain fully detailed quotation.

Members discussed disability parking provision and options for increasing bay numbers and, in order to progress the project to stages for obtaining planning and consulting with members of the public it was suggested that CEC Conservation Officers are invited to review latest plans for feedback and that costs of Planning Consultant are reported back to the Chair.

As the site is used regularly for established Sandbach Market location it was requested that all the Council's Market Staff are all consulted on designs as soon as possible, and ahead of any planning application submission.

It was noted that there is likely to be a lengthy delay in the CEC Planning Process and in obtaining contractor quotations for tender and commencing works.

The Chair will contact CEC Conservation Officer to arrange site visit.
Cllr Price Jones to obtain Planning Consultant cost/contact.

6. REPORT TO FULL COUNCIL AND NEXT STEPS

A brief timeline was discussed which included meeting with CEC Conservation, reporting to Council on status of the project, preparing and submitting planning and consultation and the Chair agreed to format the full project plan/timeline and prepare a report to Council, with suggestion that funds for costed budget requirements are drawn from budgeted project funds.

The chair has provided the meeting clerk with text to be typed and circulated to the group members for feedback, in relation to consultation.

For the 6 week public consultation, as a feedback exercise, Members aim for this to take place at the time of Planning submission, will ideally be on a Thursday/Saturday market stall manned by volunteers, with details published online and in the Library and possibly with visuals available in the Charter Room, with feedback forms printed for comments. It was reconfirmed that Market Staff, as key stakeholders, will require consultation ahead of planning.

7. DATE, TIME AND PLACE OF NEXT MEETING

The meeting clerk will circulate dates following full Council meeting for the group to meet and discuss consultation specifics.

The meeting closed at 8.01pm
D Hegarty, Chairman
KP.

SANDBACH TOWN COUNCIL

Report to the Small Common Sub-Committee – 09 March 2022

Small Common Project Update and next steps

Introduction and Background

At its last meeting, this Sub Committee agreed that the Chair should report the status of the project to Council, to include preparing and submitting planning and consultation proposals, along with a suggestion that funds for costed budget requirements, are drawn from budgeted project funds.

As context, Members will be aware that there is currently provision of £203,716 within the Council's reserves earmarked for this project.

Town Council Resolution

Council considered the update provided by the Committee Chair and resolved the following (per draft minutes of the meeting):

- i) The sequence of proposed actions is altered so that undertaking the 6 week public/stakeholder engagement is prioritised ahead of other activities associated with this project.
- ii) Council agrees the staged approach, subject to amendment (i) to completing the project and the timeline, subject to amendment (i), set out within the report and delegates to Interim Clerk delivery of any operational matters, in association with the Chair of the Sub-Committee
- iii) £5,000 from the allocated project budget (Small Common Redevelopment) be approved for spend in due course and as detailed within the report, for Planning and Quantity Surveyor.

Progress to date and next steps

The Locum Town Clerk has been assigned to the project in order to co-ordinate and progress operational aspects of this development, as agreed by Council. The Assistant Town Clerk and Market Manager will also be closely involved, as appropriate, as the project develops to ensure that it is both deliverable and manageable by the Council.

An initial meeting of Council Officers involved with operating and managing the market has now taken place, and technical / operational questions have been raised with the architect. This will be an ongoing dialogue through design to implementation. Links are being made to related projects on the enhancement of the market offer, to ensure a holistic approach is adopted to the Council's significant development work in the town.

Feedback from the CEC conservation officer suggests that planning applications are behind schedule and the current delay could be up to 56 weeks. Clearly this affects the potential delivery date of the project and this needs to be factored into expectations.

The public engagement process will be undertaken in advance of any planning applications, as agreed by Council, and it is proposed this is launched at the Town Meeting on 23rd March for a 6 week period – ending on 30 April.

It is suggested that the initial part of the engagement process takes the form of requesting feedback over this defined period from agreed stakeholders.

A draft Engagement Plan, including the proposed stakeholder group for this project, is shown at Appendix A.

Draft text for the launch / publicity is shown at Appendix B.

It is also suggested that there is a specific review point for the project at the end of this feedback period where the following actions are taken:

- Feedback is co-ordinated and summarised
- A proposal is made regarding which comments are submitted (if any) to amend the current preferred design
- The final proposed design is re-costed including any annual revenue costs and / or savings
- The interim market manager / assistant town clerk provide an operational assessment of the new design with associated risk management strategy
- A detailed project plan is produced through to build and implementation currently targeted at mid 2023, subject to necessary planning processes
- A final design, underpinned by the above, is prepared for sign off by the Council in June 2022
- Planning permission is sought subject to Council sign off on all aspects of the project, as above

Recommendations

It is recommended that:

- 1) The engagement plan (shown at Appendix A) is considered, agreed and launched at the Town Meeting on 23rd March 2022
- 2) The draft text (shown at Appendix B) for publication of the scheme is agreed
- 3) A review point is agreed where the actions identified are completed
- 4) Council is requested to sign off a fully costed final design prior to the planning application and that, subject to that approval, the project is delivered to completion within the allocated budget provision and a realistic timescale

Locum Town Clerk
02 March 2022

Small Common Sub Committee 9 March 2022

APPENDIX A

SMALL COMMON REFURBISHMENT PROJECT ENGAGEMENT PLAN

Stakeholders	<p>Residents Visitors Business community Local Councillors Market Traders and Market Shop Traders Car Park Users CEC Cllrs Laura Crane and Mike Benson Specific Businesses on the Small Common e.g. McColls Wildfire Pizza Sandbach Grassroots Disability Group Sandbach Town Council officers involved in managing and operating the market Tax payers</p>
When	6 Weeks starting at Town Meeting launch 23 March 2022, ending 30 April 2022
How	<p>Market Charity Display inside or outside the Market to take place at least twice per week attended by volunteers Drop in at Councillor Surgeries Town Meeting 23 March - Stall & Presentation</p>
Advertising	<p>Sandbach Town Council website and social media. Press release via local newspapers Sandbach Directory Noticeboards on Small Common Display Boards at Market Hall / Library</p>
Where	<p>In and around the Market Hall Library Councillor Surgery Online</p>
Cost	Display Boards £60 + VAT (already produced)

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SMALL COMMON SUB COMMITTEE 9 MARCH 2022 – APPENDIX B

Public Engagement Exercise for the Regeneration of Sandbach Small Common Car Park

FEEDBACK REQUESTED 24 MARCH 2022 – 30 APRIL 2022

The Small Common Car Park is located behind the Market Hall and is owned and managed by Sandbach Town Council. The car park currently provides free car parking and hosts part of the outdoor market but is in need of refurbishment and modernisation to enhance this central area within the town.

In line with the Council's future strategy and budget provision, plans have been drawn up to upgrade and improve this plot of land at an affordable level.

The Town Council recognises the importance of engaging with interested and affected parties in this development, so we are seeking feedback and suggestions from stakeholders on the current preferred design over the next 6 week period:

The aim of the design is to deliver:

- A modern and attractive covered outdoor market facility
- Retention of short stay parking for 17 cars including disability parking
- An attractive environmentally friendly area with planters and enhanced seating facilities
- Opportunities to hold outdoor summer events
- A facility to help attract businesses and visitors to the town
- A space which compliments the current retail offer and indoor market
- A permanent plinth memorial to Foden's Band history to the present

The Council will be seeking views on this project over a 6 week period commencing 23rd March where it will be launched at the Town Meeting and ending 30th April

The design can be viewed online here: XXXX

In addition the design will be on permanent display during this time in the Town Hall, Market Hall and the Library.

You can express your views and suggestions in the following ways:

- Email to your Councillor

- Online to XXXX (STC email)
- Surgery with Councillors XXXX on XXXX

At the end of the feedback period we will collate the responses, publicise the main themes, and conduct a design review at that point.

Depending on the outcome of the review, a planning application will be made.

Timescales are difficult to predict, due to planning aspects outside the Council's control, but the aspirational implementation target is currently mid 2023 for the completed project.

The Town Council would like to thank you in anticipation of your participation in this significant development.