# SANDBACH TOWN COUNCIL Small Common Redevelopment Sub-Committee

### Minutes of the Meeting held on 9<sup>th</sup> March 2022 at 7pm in Sandbach Town Hall.

PRESENT Councillors: D Hegarty

S Broad L Crane J Beddows

#### 1. APOLOGIES FOR ABSENCE

Cllrs A Smith, G Price Jones, G Merry

#### 2. DECLARATIONS OF INTEREST

There were none.	
There were no members of the public present and there the Sub Committee to answer.	efore no questions for

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

The minutes could not be approved as inquorate from the last meeting. To be approved at the next meeting.

#### 4. PROJECT UPDATE

[Attached: Report from the Locum Town Clerk]

Lead: The Meeting Chair

The project update report was introduced by the Chair and it was reported that, as agreed at Council, the engagement process would be undertaken before the planning application and the Locum Clerk was now involved in assisting with the project management on behalf of the Council. He reported that an initial staff meeting (including Market Manager and Assistant Town Clerk) had now taken place where several operational issues were raised and a number of questions were posed to the architect to ensure the current preferred design was workable. The Locum Clerk confirmed the approach to carry out an effective engagement process and that a review point would be built into the project plan to sign off the costed final design at Council in June 2022 before a planning application was made. She also confirmed that, subject to work pressures, key

members of staff would be involved throughout the project, with the Assistant Town Clerk taking the lead on engagement & communication aspects where required.

Members discussed various aspects of effective public engagement including a stall at the Transport Festival, FAQs, reinstating surgeries, 'have your say' exercise, regular member attendance at the Market and some joint publicity with the Corporate Strategy Consultation process.

The Chair agreed to brief all councillors at the next full council meeting on Monday 14<sup>th</sup> March and to request additional support. All Sub-Committee members present offered their help.

Members reiterated the importance of involving market traders, organisations annexed to the site and key operational Council staff throughout the process, in particular the market manager, as this aspect would be key to a successful implementation.

**Resolved**: that the recommended next steps contained within the report were agreed including:

- i. The outline engagement plan to be launched at the Town Meeting on 23<sup>rd</sup> March 2022, lead by the meeting Chair
- ii. The draft text (shown at Appendix B to the update) for publication of the scheme is agreed as a guide for various communications
- iii. A review point in June where the actions identified are completed
- iv. Council is requested in June 2022 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

The next meeting will take place on 26<sup>th</sup> April 2022 at 6pm in Sandbach Town Hall and will conclude before the Assets and Services meeting taking place at 7pm.

The meeting closed at 7.46pm D Hegarty, Chairman / CL