

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 14th 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 23rd 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 26th 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