

# SANDBACH TOWN COUNCIL

## MEETING OF THE ASSETS AND SERVICES COMMITTEE

This meeting will be clerked by the 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 Tuesday, 26<sup>th</sup> April 2022 at 7.00pm in Sandbach Town Hall.

### **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 pecuniary & non-pecuniary interests in relation to any item on the agenda.

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#### **PUBLIC QUESTIONS**

The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chairman will reconvene the meeting.

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#### **3. MINUTES OF THE MEETING HELD 23 FEBRUARY 2022.**

To approve the minutes of the Assets & Services meeting held 23 February 2022 as a true record.

#### **4. MARKETS REVIEW OF FEES AND CHARGES AND POLICY UPDATE**

Lead: Town Clerk

[Attached: Report]

Action: *That:*

- i. The progress towards to overarching market policy be noted;*
- ii. The amendments to current policy regarding refund policy and bad weather are implemented with immediate effect.*

- iii. *The proposed increase to fees and charges, as shown at Appendix A to this report, are approved and introduced wef 1 June 2022 to allow the necessary notice period.*

## **5. TOWN HALL (EVENTS) UPDATE**

Lead: Town Clerk

[Attached: Report]

Action: *That:*

- i. *Progress to date is acknowledged;*
- ii. *A fees and charges review on considered at the next meeting.*

## **6. CONDITION SURVEY UPDATE**

[Attached: Report]

Lead: Town Clerk

Action: *That:*

- i. *The analysis of the condition survey is noted;*
- ii. *Progress to date and suggested outstanding priorities are acknowledged;*
- iii. *Council is requested to approve the selection of a market tested provider of external skills;*
- iv. *A re-assessment and re-costing of outstanding work is commissioned and reported back to this committee;*
- v. *The Council's finance officer is informed of revised costings to submit to the Council's budget setting process.*

## **7. CEC COMMUNITY ASSET TRANSFER**

Lead: Town Clerk

Action: *To note the Verbal Update*

## **8. PHONE BOX ADOPTION PLANS**

[Attached: Adoption confirmation for Phone Box on Jnc Mill Lane]

Lead: Town Clerk

Action: *To develop and present a proposal to Council for future Community use of the adopted Phone Box on Jnc Mill Lane*

*PC01 Crewe Road, Wheelock and of the Phone Box to the exterior of Sandbach Town Hall (under consultation).*

**9. SMALL COMMON REFURBISHMENT UPDATE**

Lead: Meeting Chair

Action: *To receive the verbal update*

**10. SANDBACH CHRISTMAS MARKET ARRANGEMENTS 2022**

[Attached: Report]

Lead: Town Clerk

Action: To:

- i. Confirm that the Market remains a one day event and takes place on Friday 2<sup>nd</sup> December 2022.*
- ii. Delegate the organisation of the Market to the Town Clerk's office.*

**11. CORRESPONDENCE**

There is none.

**12. ITEMS FOR THE NEXT MEETING**

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

The date of the next meeting of the Assets and Services Committee is TBC.

**14. EXCLUSION OF PUBLIC AND PRESS**

Action: To consider that items 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**

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

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**ASSETS AND SERVICES COMMITTEE**

Minutes for the meeting held on Wednesday, 23 February 2022 at 7.00pm in the Ballroom, Sandbach Town Hall.

In attendance:      Cllr D Hegarty (Chair)  
                             Cllr A Smith  
                             Cllr L Crane  
                             Cllr S Broad  
                             Cllr R Hoffmann  
                             Cllr N Cook

Also in attendance was the Locum Town Clerk to clerk the meeting.

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**1. APOLOGIES FOR ABSENCE**

Absent without apologies:      Cllr G Price Jones  
   Cllr R Hovey  
   Cllr J Beddows  
   Cllr N Adams

**2. CO-OPTION TO THE COMMITTEE**

Members fully supported Cllr Nicola Cook joining the Committee.

**3. DECLARATIONS OF INTEREST**

Cllr Crane

Declared a non-pecuniary interest in item 11

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**PUBLIC QUESTIONS**

The Chair did not adjourn the meeting for questions as there was no public attendance.

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

Items 8 and 9.

**5. MINUTES OF THE MEETING HELD 27 JULY 2021**

Members agree the notes to be an accurate representation of the meeting held on 2 November 2021. (Clerk note: This was a Zoom meeting due to COVID restrictions at the time and have been ratified by Full Council 9.2.22)

## 6. MARKETS FINANCE REPORT

Members noted the operational update on the market and the maintenance work requested.

**Resolved: To:**

- i. Support the decision that required work on the café floor had been undertaken following environmental health advice at a cost of £720
- ii. Upgrade the former fish stall at a maximum cost of £930 for the stall divide and £250 for electrical work

## 7. TOWN HALL (EVENTS) UPDATE

Members welcome this positive report and expressed their appreciation of the achievements that have been made by the team in challenging circumstances.

**Resolved: To** send a letter of thanks to all staff in recognition of their hard work and achievements.

## 8. MARKET CHARGES AND REVIEW (EXCLUSION OF PRESS AND PUBLIC)

Members considered this report and requested further information before a decision could be made.

**Resolved: To:**

- i. That a comprehensive update is brought to the next Committee which outlines the overall strategy and specific recommendations to achieve that.
- ii. Invite current market manager to the next Committee in order to present the report.

## 9. TOWN HALL CHARGES REVIEW (EXCLUSION OF PRESS AND PUBLIC)

Members considered this report and agreed the recommendation for a limited period, pending further information.

**Resolved: To:**

- i. Approve the officer recommendation for a fixed period until the next Committee meeting.
- ii. Invite the Senior Business Development Officer to the next meeting.

## 10. SMALL COMMON UPDATE

The Chair provided an update to members outlining the next steps following the agreement by Full Council to proceed with the project. It was noted that as agreed the project plan is now being drawn up in conjunction with the Locum Town Clerk and that the engagement process will be carried out before the planning application. The Chair noted the aspiration to implement the scheme by 31 March 2023. It was also noted that there would be a further update to the small common committee on 9 March where it was intended to agree the project plan and engagement approach.

#### 11. CEC ASSET TRANSFER POLICY

Members considered the options available and noted the importance of ensuring that any transferred assets would be of real benefit to the Town.

**Resolved:** The Locum Town Clerk approach CEC regarding the feasibility of transfer of specific assets identified as possibilities by STC and feedback to the next meeting.

#### 12. CONDITION SURVEY UPDATE

The Locum Town Clerk presented the condition survey which had been carried out in 2018.

**Resolved:** That:

- i. The Locum Town Clerk organise a summary of the survey including an assessment of work done to date, work outstanding and financial implications for the next meeting.
- ii. The condition survey be presented in this way annually thereafter in time to make informed recommendations for the annual budget setting exercise.

#### 13. PHONE BOX ADOPTION PLANS

Cllr Crane updated the Committee following the adoption of the Phone box ad outlined plans to engage with the Community about how they would like make the most of the Asset.

**Resolved:** Locum Town Clerk to check with BT if the transfer is complete and feedback to Cllr Crane.

#### 14. CORRESPONDENCE

None.

#### 15. ITEMS FOR THE NEXT MEETING

Updated Market report and further update from Market Manager on enhancing Market offering.

Invitation to Senior Business Support Officer.

Condition Survey summary and analysis.

#### 16. DATE/TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is Tuesday 26<sup>th</sup> April 2022 at Sandbach Town Hall

Meeting closed 8.15pm  
Cllr D Hegarty, Chair  
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Lead: Town Clerk

[Attached: Report]

Action: *That:*

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<b>SANDBACH TOWN COUNCIL</b>
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                              Cllr A Smith  
                              Cllr L Crane  
                              Cllr S Broad  
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                              Cllr N Cook

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Meeting closed 8.15pm  
Cllr D Hegarty, Chair  
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**MARKET POLICY UPDATE AND REVIEW OF FEES & CHARGES**

**LEAD – TOWN CLERK**

**BACKGROUND**

In 2013, Cheshire East Council transferred the management of the indoor and outdoor markets to Sandbach Town Council. The Town Council's draft corporate strategy states that the Council aims to:

*'Enhance and develop the town's markets in order to maximise its contribution to the revitalisation of Sandbach, including the visitor offer.'*

The outdoor market currently consists of 16 stalls, 10 of which are erected by STC staff. The indoor market consists of 9 shuttered units and 19 table top bench units.

**PURPOSE OF THIS REPORT**

Policies and operational procedures associated with running these markets has evolved over time, and now need updating in order to deliver the corporate strategy objectives whilst achieving best value for money.

**POLICY DEVELOPMENT**

A draft overarching policy has been developed and now requires legal advice from Cheshire East Council for the up-to-date position relating to the establishment of Sandbach market days, the market rights boundary, and licencing in relation to markets and street trading activity, before this draft can be finalised. This will ensure that STC market policy is based upon the appropriate legal framework and will safeguard the future of market operations.

STC officers have requested a meeting with the relevant CEC advisers and the policy will be recommended to Committee following that advice.

**INTERIM POLICY AMENDMENTS**

Pending the finalisation of the market policy, it is necessary to change two specific aspects of current policy.

- i) Refund Policy – the current policy states that the Council will underwrite refunds to market customers in the event that they are refused a refund from any trader. This is an historic approach and although the Council will make all endeavours to mediate where there are any disputes, it is not

appropriate to underwrite refunds as this exposes the Council to unacceptable and unreasonable financial risk. It is therefore recommended to cease this policy with immediate effect;

- ii) **Bad Weather Policy** – climate change has increased the incidence of stormy (windy) weather which affects the safe operating of the market. There is no legal requirement as to when a stall should not be erected due to wind speed as this depends on many variables ranging from location, ground conditions, stall quality and anchoring method etc. A useful guide, however, is that a professional model market stall is susceptible to underlying wind speed of 25 and gusts of between 28-30 and it is proposed that these indicators are used to determine if stalls will be erected. Historically, market traders have been informed the night before if stalls cannot be erected, based on predicted wind speeds. This can lead to unnecessary reduced market activity if the estimates prove to be inaccurate. It is proposed therefore that market traders are informed of stall erection on market day based on actual wind speed data to avoid unnecessary cancellations. Unless there are exceptional circumstances, and the above wind speeds are recorded, the market will not be cancelled before 7am on a market day.

## **REVIEW OF FEES & CHARGES**

Market stall hire fees have not been increased since 2008, pre-dating the transfer to the Town Council in 2013. Whilst it is difficult to accurately benchmark to other markets due to size, scale and local factors, it is felt that fee increases are overdue and reasonable.

The proposed increases across market activities are shown at Appendix A to this report. If approved, this will generate an additional £12,973 per full year, whilst representing a modest increase in cost to individual market traders. It is proposed that annual reviews of fees and charges will take place from now on and will be set in line with inflation using the appropriate indicator, in this instance, the Consumer Price Index (CPI), as set by the Bank of England.

## **OTHER ASSOCIATED DEVELOPMENTS**

Other developments will support improved operational and financial performance of the market in the form of the small common refurbishment project and the Council's staffing review. These implications will be reported to Committee in due course.

## **FINANCIAL IMPLICATIONS**

The 2022-23 income budget targets for the indoor and outdoor markets are shown below. The proposed price increase, along with initiatives to fill the small number of vacant stalls, will ensure that these targets are met. Future years budgets should aim



to reduce the overall net cost of providing the market based on cost efficiencies and reasonable price increases.

	<b>Indoor</b>	<b>Outdoor</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Income	35,000	37,000	72,000

**RECOMMENDED:**

**That;**

- i) The progress towards the overarching market policy be noted;
- ii) The amendments to current policy regarding refund policy and bad weather are implemented with immediate effect;
- iii) The proposed increase to fees and charges, as shown at Appendix A to this report, are approved and introduced wef 1 June 2022 to allow the necessary notice period.

## Appendix A

Indoor Market Shuttered Unit Rate Proposals (8 Occupied Units)

Unit	Current weekly charge	Proposed weekly charge (10% Increase)	Difference from charge increase
	£	£	£
1	60.00	66.00	- 6.00
2	45.00	49.50	- 4.50
3	Vacant	90.00	-
4	80.50	88.55	- 8.05
5&6	117.00	128.70	- 11.70
7	60.00	66.00	- 6.00
8	60.00	66.00	- 6.00
9	45.00	49.50	- 4.50
<b>Total per week</b>	<b>467.50</b>	<b>604.25</b>	- <b>46.75</b>
<b>Total per year</b>	<b>24,310.00</b>	<b>31,421.00</b>	- <b>2,431.00</b>
<b>Total incr per year including vacancies</b>		<b>7,111.00</b>	

Indoor Market Bench Rate Proposals (19 Bench Units)

Day	Current charge	Proposed charge	Difference
	£	£	£
Thursday	11.50	11.50	-
Friday	-	6.00	- 6.00
Saturday	5.50	6.00	- 0.50
<b>Total per week</b>	<b>17.00</b>	<b>23.50</b>	- <b>6.50</b>
<b>Total per year</b>	<b>15,912.00</b>	<b>21,996.00</b>	- <b>6,084.00</b>

Outdoor Market Pitch Rate Proposals

Day	Current charge	Proposed charge	Difference
	£	£	£
Thursday 3m x 3m	20.00	23.00	3.00
Friday 3m x3m	10.00	13.00	3.00
Saturday 3m x3m	10.00	13.00	3.00
<b>Total increase per week based on attendance in March 2022</b>			<b>54.00</b>
<b>Total per annum</b>			<b>2,808.00</b>
<b>Total in 2022-23 (43 weeks)</b>			<b>2,322.00</b>

Outdoor Market Stall Hire Rate Proposals

Day	Current charge	Proposed charge	Difference
	£	£	£
Stalls only hired out on Thursday			
Thursday 3m x 3m	4.50	6.00	1.50
Thursday 6m x 6m	6.50	8.00	1.50
<b>Total increase per week based on attendance in March 2022 (excludes any market reduction due to weather)</b>			<b>33.00</b>
<b>Total per annum</b>			<b>1,650.00</b>
<b>Total in 2022-23 (43 weeks)</b>			<b>1,419.00</b>

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**TOWN HALL UPDATE**

**LEAD – TOWN CLERK**

**BACKGROUND**

Town Hall activities are returning to pre COVID levels with function bookings increasing for both community and commercial use.

Bookings and income for the final quarter of 2021-22 are attached to this report and demonstrate that activity levels are rising, following disruption to the Council and staff shortages last year.

The Council has recently been able to recruit to its 2 vacant part time event staff positions which will further support Town Hall operations. A vacancy for business development officer still exists and will be advertised later in the year.

Work is underway to develop management information in order to continuously improve the operational and financial performance of the Town Hall. In addition, the review of fees and charges is underway and recommendations will be brought to the next meeting.

In 2021-22, despite significant challenges, beyond the control of the Council, the Town Hall exceeded its net target within the budget. Adequate staffing levels, revised charges, and improved management information will contribute to continuous improvement and ensure the community can benefit from this major asset whilst providing best value.

**RECOMMENDED:**

That;

- i) Progress to date is acknowledged;
- ii) A fees and charges review is considered at the next meeting.

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<b>SANDBACH TOWN COUNCIL ASSETS AND SERVICES COMMITTEE</b> <b>26 APRIL 2022</b>
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## SANDBACH TOWN COUNCIL ASSETS CONDITION SURVEY REVIEW

### LEAD – TOWN CLERK

#### BACKGROUND

A condition survey was commissioned by the Sandbach Town Council in 2018 and this established the maintenance schedule of owned assets.

At the last meeting of the Assets and Services Committee, it was agreed to undertake an initial and internal review of the survey and outstanding works in order to refresh and plan future work and funding.

#### OUTCOME OF THE INTERNAL REVIEW

The condition survey has been analysed in detail and has been categorised into work completed or no longer necessary (See Appendix A), work outstanding / requiring external specialist assessment (See Appendix B), and an initial judgement of current priorities.

Much progress has been made on the maintenance programme and this now needs to be externally assessed to determine what work is outstanding, the updated cost estimate, and potential providers for the work, where this cannot be delivered internally by Council staff.

One barrier to more progress has been the difficulty to secure 3 quotes for specialist work on a piecemeal basis in line with best practice outlined in the Council's Financial Regulations. It is therefore recommended that, for this specialist area of work, the Council selects a market tested 'preferred supplier' so that the schedule can be progressed quickly and flexibly, but also ensuring that the rates charged are competitive and value for money.

#### BUDGET & RESOURCE IMPLICATIONS

Provision has been made in the Council's annual revenue budget and in the earmarked reserve position to undertake the condition survey as summarised in the table below:

Condition Survey	2020-21	2020-21	2021-22	2021-22	2022-23
	Budget	Actual	Budget	Actual	Budget
Town Hall	35,990	250	2,380	6,208	2,380
Outdoor Market	150	-	5,390	-	5,390
Indoor Market	24,600	-	1,400	-	1,400
<b>Total</b>	<b>60,740</b>	<b>250</b>	<b>9,170</b>	<b>6,208</b>	<b>9,170</b>

<b>Reserves as at 31.3.21</b>	<b>60,490</b>
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Clearly the revenue budget has been underspent, but much work has been completed over the past 4 years internally by the Council. It is intended that costs continue to be minimised by using skills within the Council to deliver the maintenance schedule where safe and possible to do this. This has been reflected within the Council's staffing review.

The list of outstanding work now needs to be reassessed and re-costed at current prices, in order to develop and deliver an updated maintenance schedule and to inform the Council's annual budget setting process.

## **RECOMMENDATIONS**

### **That:**

- i) The analysis of the condition survey is noted;
- ii) Progress to date and suggested outstanding priorities are acknowledged;
- iii) Council is requested to approve the selection of a market tested provider of external skills;
- iv) A re-assessment and re-costing of outstanding work is commissioned and reported back to this committee;
- v) The Council's finance officer is informed of revised costings to submit to the Council's budget setting process.

Town Hall Condition Survey - Items not yet Started/Completed as of March 2022:

6

INTERNAL

Low priority     Medium Priority     High Priority

Survey Report	Budgeted	Comments	Recommend
<b>G1 Entrance Hall</b> Repair several damaged quarry tiles (decorative)	£100	Year 2 Question if worth doing - drayman and cinema use heavy equipment, will continue being damaged unless another method is identified.	External (if done)
<b>G2 Corridor to Market Office</b> Apparent rising damp at low level	£500	Was painted during office refurb but a small area has re-appeared	Internal
<b>G4 Store (electric meter room)</b> Redecorate walls, ceiling, joinery & door.  Replace missing vinyl floor (flooring £360)	£?	Ceiling needs small repair. Low priority as only accessed to read meters for market units and store of cleaning equipment. This room was part of office 'extension plans' so works put on hold (?)	Internal: Painting  External: Floor
<b>G5 Lift Motor Room</b> Redecorate walls, ceiling, joinery & door. Repaint concrete floor (£50)	£?	Note: Double Height Ceiling Low priority as in overall good condition, Has two shelves in for limited storage, but kept clear for access to lift machinery.	Internal. Dusting and touch ups.  Floor fine.
<b>F2 Store (1<sup>st</sup> Floor Cleaners Cupboard)</b> Redecorate Walls and ceiling: Re-paint with emulsion	£?	Low priority. Very limited access as contains Hot Water cylinder. Small area below for toilet rolls, hoover and mops.	Internal monitoring
<b>F15 Kitchen (Ballroom)</b> There is moderate vibration when walking on the floor. A long term suggestion would be to secure the floor joists, boards etc. during the next reflooring works.	£?	Floor vibration noticeable throughout 1 <sup>st</sup> floor. Would expect it to be a very large undertaking. No current plans to renew flooring in kitchen.	No Action
<b>S2 Barrel Store/ Kitchen</b> Replace missing ceramic tiles adjacent to sink.	£?	Tiles replaced however edging strip now come loose and needs refixing Hand wash sink has hairline cracked (functional). Hot water heater needs new plastic handle.	Internal
<b>S2 Barrel Store/ Kitchen</b> Decorate loft hatch and seal to prevent debris/dirt from falling in to catering areas	£200	Bob did a temporary fix. Needs revisiting.	Internal
<b>G13 Unisex WC</b> Deep clean all sanitary appliances, tiled walls and tiled flooring	£75	Cleaning completed but new issue arisen: Boardroom toilets continually block. Poor plumbing. Need to look at rerouting waste pipes but very difficult to access.	External
<b>F9 Main Hall (Ballroom)</b> Refix several loose internal metal window guards (Ensure no damage caused to sandstone mullions)	£150	Some guards are loose/missing. Mixture of metal and wood guards.	Internal
<b>F9 Main Hall</b> Hack off defective plasterwork to high level gable wall (above stage) where affected by water ingress and renew including decoration. External repair to be dealt with elsewhere (see EXTERNAL A5 Elevation North - page 2)	£?	"Later than Year 3. Needs to be done when external gully work complete."  I believe emergency gully work was completed November 2020. The water ingress causing plaster damage in Ballroom is thought to higher up wall (above the gully) and needs addressing first.	External Contractor
<b>Current Total</b>	<b>£1025</b>		



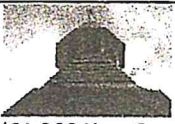
Town Hall Condition Survey - Items not yet Started/Completed as of March 2022:

6

EXTERNAL

Low Priority     Medium Priority     High Priority

Survey Report	Budgeted	Comments	Recommend
<b>A5 External Elevation North</b> Inspect lead flashings and gutters concealed behind pitched roof where internal damp signs are evident within the first-floor hall gable wall	£	This work needs to be done before the rendering can be done in Ballroom. (£750 Year 2 maintenance budget)	External
<b>A10 External Elevation North</b> Stone repairs: damage to stone transoms and mullions and sills: all need repairing using correct conservation techniques	£	(£1,500 Year 2 maintenance budget)	External
<b>A10 External Elevation East</b> Stone repairs: damage to stone transoms and mullions and sills: all need repairing using correct conservation techniques	£	(£3,000 Year 2 maintenance budget)	External
<b>A10 External Elevation West</b> Stone repairs: damage to stone transoms and mullions and sills: all need repairing using correct conservation techniques	£	(£7,500 Year 2 maintenance budget)	External
<b>A2 External Elevation East</b> Brickwork repairs to chimney on the left-hand side including spalling brickwork and re-pointing, remove vegetation growth	£	(£1,110 Year 2 maintenance budget)	External
<b>A2 External Elevation North</b> Brickwork repairs to chimney on the left-hand side including spalling brickwork and re-pointing, remove vegetation growth	£	(£1,110 Year 2 maintenance budget)	External
<b>A3 External Elevation North</b> Replace damaged copings adjacent to the chimney with evidence of damp. Ensure all other copings are in alignment with appropriate DPC present	£	(£1,200 Year 2 maintenance budget)	External
<b>A6 External Elevation North</b> Re-pointing brickwork repairs to high level gable wall	£	(£925 Year 2 maintenance budget)	External Contractor
<b>D3 External Elevation North</b> Evidence of collapsed drain from electrical/telecoms box to pedestrian crossing. CCTV camera inspection to identify required repair	£	(£750 Year 2 maintenance budget)	External
<b>A14 External Elevation East</b> Overhaul clean gutters	£		External
<b>A6 External Elevation East</b> Re-pointing brickwork repairs to walls including buttresses	£	(£925 Year 2 maintenance budget)	External
<b>D6 External Elevation East</b> Take out and refix 2 No damaged bollards	£	(£400 Year 2 maintenance budget)	External
<b>A3 External Elevation South</b> Inspect all copings are in alignment with appropriate DPC present	£	(£1,200 Year 2 maintenance budget)	External
<b>D3 External Elevation South</b> Evidence of collapsed drain running centrally along walkway. CCTV camera inspection to identify required repair.	£	(£750 Year 1 estimated budget if required)	External

<b>A6 External Elevation West</b> Rake out and point around Town Hall entrance at high level and at low level, also brickwork adjacent to the front entrance	£	(£1,100 Year 2 maintenance budget)	External
<b>A9 External Elevation West</b> Redecorate 2No external doors	£	Doors TBC: (Town Hall or Market Hall)	External
<b>A1 External Elevation West</b> Replace several slipped/missing roof tiles. Access equipment necessary; suggest MEWP with suitable reach/overhang	£	(£1,070 Year 2 maintenance budget)	External
<b>A1 External Elevation West</b> Clock tower in need of decoration and general closer inspection. Access equipment necessary; suggest MEWP with suitable reach/overhang	£	 (£1,000 Year 2 maintenance budget)	External
<b>A1 External Elevation West</b> Replace missing/cracked glazing from clock faces. Access equipment necessary; suggest MEWP with suitable reach/overhang	£	Access from <u>inside</u> tower – No MEWP req. Temp fix made 2021. (£750 Year 2 maintenance budget)	External
<b>A3 External Elevation East</b> Replace damaged copings to Boardroom building. Ensure all other copings are in alignment with appropriate DPC present	£	(£1,200 Year 2 maintenance budget)	External
<b>A3 External Elevation West</b> Replace damaged copings to Boardroom building. Ensure all other copings are in alignment with appropriate DPC present	£	(£1,200 Year 2 maintenance budget)	External
	£	Year 2 Maintenance total (2018 prices): <b>£27,440</b>	

Notes:

Initial judgement for priority (without ability to carry out inspections) is established on best conjecture.

All budgeted costs estimated at time of 2018 survey.

Town Hall iron gates (front x3 sets) and side (x1 set) – currently in need of maintenance and/or repair.

Market Store/Public Toilets and Little Common car park not included in this report.

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## Condition Survey

6

Building:  
Date of Review:

Town Hall, Sandbach  
21/03/2022 - NP review

Item	Element Code	Location e.g. room or elevation	Description of repair required	Done?	Notes
1	B10	B1 Basement	Redecorate walls and ceiling: Re-paint with emulsion (NOTE: Damp & efflorescence)	Y	Cellar - also erected shelves, table and had a proper tidy up
2	B10	G1 Entrance Hall	Redecorate ceiling: Re-paint with emulsion	Y	Done - would benefit from a regular dusting but ceiling height too high
3	B12	G1 Entrance Hall	Deep clean tiled flooring	Y	One tile 'patched' but very good overall
4	B8	G1 Entrance Hall	Repair several slightly damaged quarry tiles (decorative)	X	6 lightly cracked tiles in front of lift door. Original survey questions if worth while doing due to heavy usage
5	B14	G1 Entrance Hall	Replace entrance matting to front entrance doorway	Y	Excellent condition
6	B10	G1 Entrance Hall	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	Y	Electric cupboards would benefit light sand/varnish in some areas
7	B14	G1 Entrance Hall	Stairs; Replace carpet (labour only)	Y	Done Feb 2021
8	B9	G1 Entrance Hall	Sand down and re-varnish the banister	Y	A few heavy use areas showing light wear.
9	B10	G2 Corridor (to office)	Redecorate walls and ceiling: Re-paint with emulsion	Y	All done during office refit - would benefit from touch-up in some areas
10	B10	G2 Corridor	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	Y	All done during office refit - would benefit from touch-up in some areas
11	B10	G2 Corridor	Redecorate doors: Redecorate 3No doors	Y	
12	B12	G2 Corridor	Deep clean tiled flooring	Y	Now carpeted
13	B3	G2 Corridor	Apparent rising damp at low level, potentially associated with cleaning/wetting of walls. Investigate further	Y	Newly decorated during office refit but small area of paint peeling by electric cupboard door. Further investigation suggested.
14	B10	G3 Office	Redecorate walls and ceiling: Re-paint with emulsion	Y	
15	B8	G3 Office	Replace vinyl sheet floor	Y	
16	B10	G3 Office	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	Y	
17	B10	G3 Office	Redecorate doors: Redecorate 1No doors	Y	
18	B10	G4 Store (electric meter room)	Redecorate walls and ceiling: Re-paint with emulsion	X	Ceiling needs small repair but low priority as only accessed to read electric meters
19	B10	G4 Store	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	X	
20	B10	G4 Store	Redecorate doors: Redecorate 1No doors	X	
21	B8	G4 Store	Replace vinyl sheet floor (missing)	X	
22	B10	G5 Lift Motor Room	Redecorate walls and ceiling: Re-paint with emulsion	X	Overall paint clean. Would benefit from dusting. Suggest low priority as only accessed by staff

23	B10	G5 Lift Motor Room	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	X	Limited acces due to lift machinery and electrics
24	B10	G5 Lift Motor Room	Redecorate doors: Redecorate 1No doors	Y	
25	B10	G5 Lift Motor Room	Redecorate Floor: Re-paint concrete floor	Y	
26	B10	G6 Cleaners Room (now in new ladies wc)	Redecorate ceiling: Re-paint with emulsion	Y	All changed during office refit
27	B12	G6 Cleaners Room	Deep clean all tiled walls, floors and all sanitary items	Y	New cleaners sluice room would benefit from some shelves
28	C6	G6 Cleaners Room	Replace ceramic sluice sink	Y	
29	B10	G6 Cleaners Room	Redecorate doors: Redecorate 1No doors	Y	
30	B10	G7 DDA/Female WC - Market	Redecorate ceiling: Re-paint with emulsion	Y	All changed during office refit
31	B12	G7 DDA/Female WC	Deep clean all tiled walls, floors and all sanitary items	Y	
32	B10	G7 DDA/Female WC	Redecorate doors: Redecorate 1No doors	Y	
33	B10	G8 Male WC - Market	Redecorate ceiling: Re-paint with emulsion (including pillar)	Y	All changed during office refit
34	B12	G8 Male WC	Deep clean all tiled walls, floors and all sanitary items	Y	
35	B10	G8 Male WC	Redecorate doors: Redecorate 2No doors	Y	
36	B10	F1 Female WC - stairs landing	Redecorate ceiling: Re-paint with emulsion	Y	
37	B10	F1 Female WC	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	Y	
38	B12	F1 Female WC	Deep clean tiled walls, vinyl flooring and sanitary fittings	Y	
39	B10	F1 Female WC	Redecorate doors: Redecorate 1No doors	Y	
40	B10	F2 Store (Cleaners)	Redecorate Walls and ceiling: Re-paint with emulsion	N	Low priority. Very limited access as contains large hot water tank and cleaners equipment/shelves.
41	B10	F2 Store	Redecorate doors: Redecorate 1No doors	Y	
42	B10	F3 Corridor (toilets stairs landing)	Redecorate Walls and ceiling: Re-paint with emulsion	Y	
43	B10	F3 Corridor	Redecorate doors: Redecorate 1No doors	Y	
44	B10	F3 Corridor	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	Y	
45	B10	F4 Corridor	Redecorate Walls and ceiling: Re-paint with emulsion	Y	
46	B10	F4 Corridor	Redecorate doors: Redecorate 1No doors	Y	
47	B10	F4 Corridor	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	Y	
48	B10	F5 Male WC (stairs landing)	Redecorate ceiling: Re-paint with emulsion	Y	
49	B10	F5 Male WC	Redecorate Joinery: Redecorate all joinery, including architraves and skirting boards	Y	Note ; intermitent fault with a light fitting. Investigated but tubes ok so may need unit replacing
50	B12	F5 Male WC	Deep clean tiled walls, vinyl flooring and sanitary fittings	Y	
51	B10	F5 Male WC	Redecorate doors: Redecorate 1No doors	Y	
52	B10	F6 Landing/ Stairs	Redecorate Walls and ceiling: Re-paint with emulsion	Y	
53	B14	F6 Landing/ Stairs	Flooring/Stairs; Replace carpet	Y	



54	B9	F6 Landing/ Stairs	Sand down and re-varnish the banister	Y	
55	B10	F6 Landing/ Stairs	Redecorate Joinery: Re-paint all joinery, including skirting and architraves	Y	Architraves on ballroom door need touching up regularly
56	B10	F7 Store	Redecorate Walls and ceiling: Re-paint with emulsion	Y	
57	B8	F7 Store	Replace vinyl sheet floor	Y	
58	B10	F7 Store	Redecorate Joinery: Re-paint all joinery, including skirting and architraves	Y	Note: Needs new light fitting.
59	B10	F7 Store	Redecorate doors: Re-paint 1No door	Y	
60	B10	F8 Disabled WC	Redecorate ceiling: Re-paint with emulsion	Y	
61	B10	F8 Disabled WC	Redecorate Joinery: Re-paint all joinery, including skirting and architraves	Y	
62	B10	F8 Disabled WC	Redecorate doors: Re-paint 1No door	Y	
63	B8	F8 Disabled WC	Replace vinyl sheet floor	Y	
64	B12	F8 Disabled WC	Deep clean tiled walls, vinyl flooring and sanitary fittings	Y	
65	B10	F9 Main Hall	Redecorate walls and ceiling(under 2nd floor) : Re-paint with emulsion	Y	
66	B8	F9 Main Hall	Sand and re-varnish floor	Y	
67	B8	F9 Main Hall	Redecorate stage: Sand down and re-paint	Y	
68	B10	F9 Main Hall	Redecorate Joinery: Re-paint all joinery, including architraves, skirting and re-stain timber beams under 2nd floor ceiling	Y	
69	B10	F9 Main Hall	Redecorate doors: Re-paint 1No doors	Y	
70	B10	F9 Main Hall	Sand down and re-varnish 8No windows sills and all wood panelling 1m high around the main hall	Y	
71	B3	F9 Main Hall	Hack off defective plasterwork to high level gable wall (above stage) where affected by water ingress and renew including decoration. External repair dealt with elsewhere	X	Appears to be getting worse.
72	B16	F9 Main Hall	Refix several loose internal metal window guards (Ensure no damage caused to sandstone mullions)	X	
73	B10	F10 Landing and Stairs	Redecorate walls and ceiling: Re-paint with emulsion (Water damage to ceiling)	Y	Generally good, touch up occasionally
74	B10	F10 Landing and Stairs	Redecorate doors: Re-paint 1No doors	Y	
75	B10	F10 Landing and Stairs	Floor/Stairs; Replace vinyl sheet floor	Y	
76	B9	F10 Landing and Stairs	Sand down and re-varnish the banister	Y	
77	B10	F11 Store 'Green Room' next to Kitchen	Redecorate walls and ceiling: Re-paint with emulsion	Y	
78	B10	F11 Store	Redecorate doors: Re-paint 1No doors	Y	
79	B8	F11 Store	Replace vinyl sheet floor	Y	
80	B10	F11 Store	Redecorate Joinery: Re-paint all joinery, including architraves and skirting	Y	
81	B10	F11 Store	Redecorate doors: Re-paint 1No doors	Y	

82	B10	F12 WC in Green Room	Redecorate walls and ceiling: Re-paint with emulsion	Y	
83	B10	F12 WC	Redecorate Joinery: Re-paint all joinery, including architraves and skirting	Y	
84	B8	F12 WC	Replace vinyl sheet floor	Y	
85	B10	F12 WC	Redecorate doors: Re-paint 1No door	Y	
86	B12	F12 WC	Deep clean all sanitary fittings and vinyl flooring	Y	
87	B10	F13 Electric Store Cupboard in Green Room	Redecorate walls and ceiling: Re-paint with emulsion	Y	
88	B8	F13 Electric Store	Replace vinyl sheet floor	Y	
89	B10	F13 Electric Store	Redecorate Joinery: Re-paint all joinery, including architraves and skirting	Y	
90	B10	F13 Electric Store	Redecorate doors: Re-paint 1No door	Y	
91	B10	F14 Corridor	Redecorate walls and ceiling: Re-paint with emulsion	Y	
92	B10	F14 Corridor	Redecorate Joinery: Re-paint all joinery, including architraves and skirting	Y	Generally good, touch up occasionally
93	B10	F14 Corridor	Redecorate doors: Re-paint 2No doors	Y	
94	B10	F15 Kitchen	Redecorate walls and ceiling: Re-paint with emulsion	Y	Kitchen retiled and painted May 2021
95	B10	F15 Kitchen	Redecorate Joinery: Re-paint all joinery, including architraves and skirting	Y	Could benefit from new sinks but budget exceeded for tiling.
96	B10	F15 Kitchen	Redecorate doors: Re-paint 1No doors	Y	
97	B8	F15 Kitchen	There is moderate vibration when walking on the floor. A long term suggestion would be to secure the floor joists, boards etc. during the next reflooring works.	??	
98	B8	F15 Kitchen	Replace vinyl sheet floor	Y	
99	B12	F15 Kitchen	Deep clean all commercial kitchen units, appliances, tiled walls and vinyl flooring	Y	
100	B10	S1 Bar Lounge	Redecorate Walls and ceiling: Re-paint with emulsion	Y	
101	B10	S1 Bar Lounge	Redecorate Joinery: Re-paint all joinery, including architraves and skirting	Y	Recessed lighting tubes are starting to fail (they were put in during Town Hall refit 2014). Bulbs are no longer available. Suggest switching to LED?
102	B10	S1 Bar Lounge	Redecorate doors: Re-paint 1No doors	Y	
103	B10	S2 Barrel Store/ Kitchen	Redecorate Walls and ceiling: Re-paint with emulsion	Y	
104	B10	S2 Barrel Store/ Kitchen	Replace missing ceramic tiles adjacent to sink	Y	Note: loose plastic edging strip on tile by sink needs re-fixing
105	B10	S2 Barrel Store/ Kitchen	Redecorate doors: Re-paint 3No doors	Y	
106	B10	S2 Barrel Store/ Kitchen	Redecorate Joinery: Re-paint all joinery, including architraves.	Y	
107	B8	S2 Barrel Store/ Kitchen	Replace vinyl sheet floor	Y	
108	B12	S2 Barrel Store/ Kitchen	Deep clean all commercial kitchen units, appliances, tiled walls and vinyl flooring	Y	Hand wash sink is cracked. Hot water heater needs new plastic handle.
109	B10	S2 Barrel Store/ Kitchen	Decorate loft hatch and seal to prevent debris/dirt from falling in to catering areas	Temp	Requires permanent fix.



110	B10	S3 Bar	Redecorate Walls and ceiling: Re-paint with emulsion	Y	
111	B10	S3 Bar	Redecorate Joinery: Re-paint all joinery, including architraves and re-stain timber beams.	Y	General touch up required as high use area.
112	B10	S3 Bar	Redecorate doors: Re-paint 2No doors	Y	
113	B12	S3 Bar	Deep clean all commercial kitchen units, appliances, tiled walls and vinyl flooring	Y	
114	B10	S4 Landing/ Stairs	Redecorate Walls and ceiling: Re-paint with emulsion	Y	
115	B10	S4 Landing/ Stairs	Redecorate Walls: Sand down and re-stain wood panelling	Y	Ongoing touch ups required
116	B9	S4 Landing/ Stairs	Sand down and re-varnish the banister	Y	
117	B10	S4 Landing/ Stairs	Redecorate Joinery: Re-paint all joinery, including architraves and re-stain timber beams on ceiling	Y	
118	B14	S4 Landing/ Stairs	Replace carpet	Y	
119	A6	External Elevation North	Re-pointing brickwork repairs to high level gable wall	?	
120	A2	External Elevation North	Brickwork repairs to chimney on the left hand side including spalling brickwork and re-pointing, remove vegetation growth	?	
121	A14	External Elevation North	Overhaul clean concealed gutters	?	
122	A5	External Elevation North	Inspect lead flashings and gutters concealed behind pitched roof where internal damp signs are evident within the first floor hall gable wall	?	
123	A10	External Elevation North	Stone repairs: damage to stone transoms and mullions and sills: all need repairing using correct conservation techniques	?	
124	A3	External Elevation North	Replace damaged copings adjacent to the chimney with evidence of damp. Ensure all other copings are in alignment with appropriate DPC present	?	
125	D3	External Elevation North	Reset loose block paving	Y	
126	D3	External Elevation North	Evidence of collapsed drain from electrical/telecoms box to pedestrian crossing. CCTV camera inspection to identify required repair	?	
127	A10	External East Elevation	Stone repairs: damage to stone transoms and mullions and sills: all need repairing using correct conservation techniques	?	
128	A14	External East Elevation	Overhaul clean gutters	Y	
129	A2	External East Elevation	Brickwork repairs to chimney on the left hand side including spalling brickwork and re-pointing, remove vegetation growth	?	
130	A6	External East Elevation	Re-pointing brickwork repairs to walls including buttresses	?	
131	D3	External East Elevation	Reset loose block paving	Y	
132	D6	External East Elevation	Several patch repairs required to car parking area, particularly to the entrance/exit	Y	
133	D6	External East Elevation	Parking bays line marking requires renewal; 18No bays and 2No DDA bays	Y	

134	D6	External East Elevation	Take out and refix 2No damaged bollards	?	
135	A3	South Elevation	Inspect all copings are in alignment with appropriate DPC present	?	
136	D3	South Elevation	Evidence of collapsed drain running centrally along walkway. CCTV camera inspection to identify required repair	?	
137	A14	External West Elevation	Overhaul, clean gutters	Y	
138	A6	External West Elevation	Rake out and point around Town Hall entrance at high level and at low level, also brickwork adjacent to the front entrance	?	
139	A10	External West Elevation	Stone repairs: damage to stone transoms and mullions and sills: all need repairing using correct conservation techniques	?	
140	A9	External West Elevation	Redecorate 2No external doors	?	Assume this is the market Foyer doors? Good condition.
141	A1	External West Elevation	Replace several slipped/missing roof tiles. Access equipment necessary; suggest MEWP with suitable reach/overhang	?	
142	A1	External West Elevation	Clock tower in need of decoration and general closer inspection. Access equipment necessary; suggest MEWP with suitable reach/overhang	?	
143	A1	External West Elevation	Replace missing/cracked glazing from clock faces. Access equipment necessary; suggest MEWP with suitable reach/overhang	Temp	Sticky film applied to rear of clockface in damaged area.
43	B10	G11 Toilet Corridor	Redecorate ceiling: Re-paint with emulsion	Y	
44	B10	G11 Toilet Corridor	Redecorate Joinery: Re-paint all joinery, including architraves	Y	
45	B10	G11 Toilet Corridor	Redecorate doors: Re-paint 1No door	Y	
46	B10	G12 Kitchen	Redecorate ceiling: Re-paint with emulsion	Y	
47	B10	G12 Kitchen	Redecorate Joinery: Re-paint all joinery, including architraves	Y	
48	B10	G12 Kitchen	Redecorate doors: Re-paint 1No door	Y	
49	B12	G12 Kitchen	Deep clean all commercial kitchen units, appliances, tiled walls and tiled flooring	Y	1 double socket is faulty - need replacing.
50	B10	G13 Unisex WC	Redecorate ceiling: Re-paint with emulsion	Y	
51	B10	G13 Unisex WC	Redecorate Joinery: Re-paint all joinery, including architraves	Y	
52	B10	G13 Unisex WC	Redecorate doors: Re-paint 1No door	Y	
53	B12	G13 Unisex WC	Deep clean all sanitary appliances, tiled walls and tiled flooring	Y	These are the boardroom toilets that continually block. Poor plumbing.
54	B10	G14 Unisex WC	Redecorate ceiling: Re-paint with emulsion	Y	Need to look at rerouting waste pipe but very difficult to access.
55	B10	G14 Unisex WC	Redecorate Joinery: Re-paint all joinery, including architraves	Y	
56	B10	G14 Unisex WC	Redecorate doors: Re-paint 1No door	Y	
57	B12	G14 Unisex WC	Deep clean all sanitary appliances, tiled walls and tiled flooring	Y	

58	B10	G15 Boardroom	Redecorate walls and ceiling: Re-paint with emulsion	Y	
59	B10	G15 Boardroom	Redecorate doors: Re-paint 4No doors	Y	
60	B10	G15 Boardroom	Redecorate Joinery: Re-paint all joinery, including architraves and skirting	Y	
80	A3	External East Elevation	Replace damaged copings to Boardroom building. Ensure all other copings are in alignment with appropriate DPC present		
86	A3	External West Elevation	Replace damaged copings to Boardroom building. Ensure all other copings are in alignment with appropriate DPC present		



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Date: 7<sup>th</sup> April 2022

NOTICE TO COMPLETE

Thank you for applying to Adopt a Kiosk. We are pleased to confirm that we have now completed the decommissioning in respect of the kiosks listed below.

Details of the Kiosks you have applied for :

	Address of Public Telephone
01270 759082	JUNCTION MILL LANE,/CREWE ROAD, WHEELLOCK, SANDBACH CW11 3RX

In accordance with the signed contract for the sale of the above kiosk dated 21<sup>st</sup> January 2022 this "Notice to Complete" shall expire 5 days from the date hereof following which legal ownership of the said kiosk shall vest in you.

Please may I ask you to post the attached notice which advises that BT is no longer responsible for the kiosk. Section 5.5.1 of the contract specifies the posting of such a sign. You may prefer to design your own version of the sign.

Thank you very much for your interest in BT's Adopt a Kiosk programme.

Kind regards

BT Payphones

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**SANDBACH CHRISTMAS MARKET ARRANGEMENTS 2022**

**LEAD – TOWN CLERK**

**BACKGROUND**

Sandbach Christmas Market returned in 2021 after a COVID enforced break for 2020 and was a great success with many positive comments received from traders and members of the public alike. The use of an external company to provide operational support on the Market was extremely successful and freed up a lot of staff time both on the day and in the run up to the event as it was not necessary to check, organise and hire extra of all the equipment.

**PURPOSE OF THIS REPORT**

To recommend a date for the 2022 edition of the Market and to recommend that organisation is delegated to officers, as in previous years.

**DATE OF THE 2022 CHRISTMAS MARKET**

The Sandbach Christmas traditionally takes place on the first Friday of December, in 2022 this would be the 2<sup>nd</sup> December. The Market is well known for being a one day event which captures a large amount of footfall in a short window and has successfully run for many years on this model. There does not seem to be any benefit of moving to a 2 day model and consequently competing with well-established local 2 day markets such as Knutsford. Furthermore, the budget is only in place for 1 day of operational support.

**OPERATIONAL SUPPORT**

At the time of writing, a quote was not yet available for operational support for the 2022 Christmas Market. This will be brought to a future meeting for approval. It is intended to go forward with the same external company for 2022 as they now have a good understanding of how the event works following 2021.

**RECOMMENDED:**

**To;**

- i) Confirm that the Market remains a one day event and takes place on Friday 2<sup>nd</sup> December 2022.
- ii) Delegate the organisation of the Market to the Town Clerk's office.

Operational Support Officer – 20<sup>th</sup> April 2022



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