

SANDBACH TOWN COUNCIL

ASSETS AND SERVICES COMMITTEE

This meeting will be clerked by Mark Bailey.

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, 27th July 2021 at 7.00pm in the Ballroom, Sandbach Town Hall.

The meeting will be opened by the current Chair.

1. ASSETS AND SERVICES COMMITTEE CHAIR

To appoint Chair.

2. ASSETS AND SERVICES COMMITTEE VICE-CHAIR

To appoint Vice-Chair.

3. APOLOGIES FOR ABSENCE

4. 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.

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.

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

Item 10 due to commercial sensitivity and personal details being shared.

Under the Public Bodies Admissions to Meetings Act 1960.

6. MINUTES OF THE MEETING HELD 26 JANUARY 2021.

To approve the minutes of the Assets & Services meeting held 26 January 2021.

7. MARKETS & TOWN HALL OPERATIONAL UPDATE

Lead: Meeting Clerk

[Attached: Reports from the Facilities & Services Supervisor and Events & Business Promotion Officer

Action: *To receive the reports.*

8. TOWN RANGER UPDATE

Lead: Meeting Clerk

[Attached: Report from the Town Ranger]

Action: *To receive the report.*

9. CHRISTMAS MARKET REPORT

Lead: Meeting Clerk

[Attached: Report from Operational Support Officer]

Action: *To receive the report.*

10. COMPLAINT RE TRADER

To be considered in a closed session due to commercial sensitivity and personal details being included.

[Attached: Complaint]

Action: *To confirm and delegate any further action to be taken by the Council.*

11. ITEMS FOR THE NEXT MEETING

12. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is Tuesday 2nd November 2021 in The Ballroom, Sandbach Town Hall.

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

ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Tuesday, 26 January 2021 at 7.00pm on Zoom.

In attendance: Cllr L Crane (Chair)
Cllr G Price Jones (Mayor)
Cllr A Smith (Vice-Chair)
Cllr S Broad
Cllr R Hoffmann
Cllr R Hovey
Cllr I Williams
Cllr J Beddows
Cllr D Hegarty

Also in attendance were three members of the public.

1. APOLOGIES FOR ABSENCE

Absent without apologies: Cllr K Seymour
Cllr D Jack

2. DECLARATIONS OF INTEREST

Cllr Beddows

Declared an interest in agenda items 7 Christmas Market, 10 Living Aids and 12 Future Monthly Market Provision, and will not participate in discussion.

PUBLIC QUESTIONS

The Chair adjourned the meeting to allow questions from members of the public. There being no questions, the meeting was immediately reconvened.

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

None.

4. MINUTES OF THE MEETING HELD 3 NOVEMBER 2020

RESOLVED: that the minutes are approved as an accurate record.

Two comments were made in respect of the minutes:

1. Members felt that there had been discussion around Christmas Lights that indicated 'hire' was the preferred route. It was agreed that this had been the case, but that this was to be further considered during the course of this meeting at item no.6.
2. Members asked if the distribution of a Christmas Card had taken place. The Chair of the meeting agreed to investigate and report back.

5. FACILITIES AND SERVICES REPORT

There is no report for this period.

6. CHRISTMAS LIGHTS 2021

Lead: Meeting Clerk

Quotations and a quotation breakdown were shared with members prior to the meeting.

The Clerk gave a position update based on an earlier discussion with the Support Officer:

- Members need to make a decision to enable arrangements to be made.
- Budget available £26,500.
- Suggestion that hiring from Lite is a preferred option, however members need to ensure that they are getting the scheme they wish. Therefore a meeting with Lite is recommended before any final decisions are made.
- Many items not included in the quotation that will need to be considered and factored in:
 - Storage
 - Side street lighting
 - Use of existing lights
 - PC Frosty
 - Maintenance, Call-out and Infrastructure
 - Permissions to erect from building owners and conservation

Members agreed that the rental scheme is the preferred option, but did raise a few items that would need to be further considered:

- Whether wrapping the lime trees was good value and friendly to the trees.
- Whether we should consider an artificial tree for reasons of cost and environment.
- Buildings within the conservation area: assessment and approvals to be obtained before agreeing to the scheme.
- The need for a full, on-site assessment, with comprehensive quotation review.
- Any additional costs for items not included in the quotation.
- Following decision, the delivery has to be given to Officers, with minimal interference.
- Future use of existing lights and any spares.

RESOLVED: that

1. A Presentation Workshop session be organised with Lite to scrutinise the quotation and ensure that the scheme is right for the Town.
2. A full on-site assessment to be undertaken, to ensure the agreed scheme is deliverable.
3. A detailed costing review to be undertaken, to ensure the scheme fits within budget,.
4. Council to be requested to release the budget of £26,500 for the purpose of installing the 2021 Scheme, which will be delivered by the Town Clerk's Office in consultation with the Chair of A&S.

7. CHRISTMAS MARKET

Lead: Committee Chair, supported by the Meeting Clerk

A detailed report from the Support Services Officer was presented. Over the past year there have been discussions about expanding the Christmas Market to cover more than a single day; concern has been expressed about capacity of both staff and volunteers in supporting any extension of the event, with recent consideration being given to buying in external professional support. The 2020 event was ultimately cancelled due to Covid-19 restrictions. Members are keen to see the event return in 2021, but feel that we should re-boot with just a single day market. They recognise the difficulties in delivering the event and the reliance on all staff having to be involved.

Whilst the need to bring in external support was recognised, there is an appetite to maintain the 'community' ethos of the Sandbach Christmas Market and where possible to continue to engage with the local community by encouraging them to help out and be involved.

Additional quotations should be sought where possible.

The merging of the Christmas Market with the Christmas Lights Switch On was considered, but quickly ruled out due to capacity of the Town Centre.

The Clerk reported that there is currently £5,000 available in budget. As this event is likely to cost in the region of £10,000, it is likely to incur a budget overspend, she advised that Council would need to approve any decision to spend over budget.

RESOLVED: that

1. The 2021 Market will remain a single day event, which will take place on Friday 3 December 2021.
2. An external events company will be used to provide operational support for the 2021 Christmas Market. Additional quotations to be sought where possible.
3. Sandbach Town Council be recommended to make available £10,000 for the purpose of delivering the 2021 Christmas Market as follows:
 - a. Budget £5,000
 - b. Rental £4,000est
 - c. Gen. Res. £1,000est (potential overspend based on rental income)
4. The operational delivery of the Christmas Market to be delegated to the Town Clerk's Office in consultation with the Chair of A&S.

8. SMALL COMMON REFEURBISHMENT

Lead: Cllrs Hegarty and Smith

Four landscape architects had been invited to quote for design works pertaining to the Small Common refurbishment. Despite being sent reminders and an extension to submit quotation being allowed, only one quotation had been received.

The single quotation from Barnes Walker exceeded the provisional A&S sum of £3,500, with the total cost to prepare design options and modelling coming in at £5,000 +VAT. The Clerk confirmed that the Committee has the power to approve this spend under adopted Financial Regulations, as the proposed fee is within the project budget and does not exceed £10,000 (committee threshold). This

was queried, as if the Council chooses to proceed with any scheme, further professional support may mean that total fees exceed £10,000. The Clerk explained that this would be subject to further consideration and resolution, therefore the current consideration was in line with Financial Regulations.

RESOLVED: that Barnes Walker be appointed for a fee of £5,000 + VAT to undertake a feasibility study of the Small Common and develop two concept designs, which will include the preparation of mood boards and 3d models. The work will be overseen by the Small Common Sub-Committee, which will also be responsible for launching consultation at the appropriate time.

9. RANGER UPDATE ON ASSET REVIEW AND MAINTENANCE PROVISION

Lead: Committee Chair

A detailed report from the Ranger was circulated to all members.

The Chair referred to the past year and the challenges that it has brought, nevertheless it has been a productive year for the Ranger, who among other things, has:

- Modified the Market Office to provide a more usable space.
- Undertaken a number of risk assessments.
- Built relationships with ANSA, neighbouring Rangers and the Sandbach Clean Team.
- Mapped the location and condition of the Town Centre bins.

His ground work is making a big difference and he continues to post before and after pictures via social media. It is disappointing that with social media, comes negativity, which has meant that he has had to close the comments option. The Ranger is doing a job that makes a big difference in the Town, people are urged to consider their comments before posting.

Clarification was sought on the following matters:

- That the creation of the new space in the Market Office conforms with building regulations and is fire compliant.
- That the bin audit also includes a condition survey and maintenance plan.
- Progress that has been made on establishing the CEC work schedules and responsibilities as requested in previous meetings.

RESOLVED: that the report be received with thanks.

10. LIVING AIDS

Lead: Meeting Clerk

The Clerk referred to an email from Living Aids in which they request that their shop unit rent is waived for the periods they are unable to trade due to Covid-19 restrictions.

It was noted that those Market Traders who were unable to trade are not currently paying rent, however the other three shop units, which have managed to trade have been granted a 25% reduction in rent.

Further information is required before members are able to make a final decision, as follows:

- Does Living Aids have business continuity insurance and is it able to claim?
- Has Living Aids accessed CEC Small Business grants for Covid affected businesses?

- Why has Living Aids taken the decision to close, when Disability and Mobility shops are listed as businesses which are allowed to continue trading.

RESOLVED: that the Clerk will attempt to obtain additional information and that the matter, along with supporting information will be referred back to Council for a decision on 12 February.

11. TALEGATE THEATRE

Lead: Meeting Clerk

RESOLVED: that the invoice no. 1620 for £1824.00 as pre-payment for 2021 Christmas Pantomime is approved. It was noted that a £400 deposit is payable immediately.

12. FUTURE MONTHLY MARKET PROVISION

Lead: Meeting Chair

There are two parts to this item:

Maker's Market, Market Square

Prior to Christmas concerns were being expressed with regard to the Maker's Market. There is a need for clarity and through this item it was confirmed that Sandbach Town Council has no connection to the Maker's Market: it does not manage or influence the management, it does not own the land, it takes no remuneration and it is not operated under the Sandbach Market Charter.

In order to continue, it is the responsibility of the Maker's Market to liaise with CEC re permissions and licensing requirements.

Sandbach Town Council Saturday Market

There is an appetite to expand the Saturday Market which occupies the Small Common. Early conversations with the Events Team staff have been around holding a monthly Market, which could complement other events and activities taking place in the Town. The idea is to 'grow' the Market at a minimal cost, with traders being expected to provide and erect their own gazebo/equipment.

Ensuing discussion was around whether we should operate on the same days as the Maker's Market and the need to consult with the Council's existing traders before making any decisions. There will also need to be an awareness of any development of the Small Common.

RESOLVED: that the Events Staff (KP and JT) are tasked with drafting proposals and making recommendation/s to the next A&S Committee Meeting.

13. HANGING BASKET PROVISION

Lead: Meeting Chair

Despite trying to deliver the hanging baskets in-house during 2020, problems were encountered which resulted in the baskets being removed. It is considered that it is too late to discuss options around basket provision and therefore ANSA should be asked to deliver the 2021 display as they have in previous years.

In addition, Sandbach Town Council, via this Committee should start looking at options for future years, which will include consideration of local nurseries for planning, possible involvement of the Ranger and watering needs.

It was reported that some of the brackets require inspection and possible remedial works.

The Clerk also drew attention to an offer made by OASIS and asked if members wished to accept the offer. At this time the offer is declined, however may be

reconsidered as options for future years are investigated.

RESOLVED: that

1. ANSA be asked to provide the 2021 floral provision.
2. ANSA to be informed of concerns relating to some basket brackets.
3. That options for 2022 to be reported and considered via the Assets and Services Committee.

14. ITEMS FOR THE NEXT MEETING

Christmas Lights progress report
Christmas Market progress report
Small Common Refurbishment progress report
Saturday Market Expansion
Hanging Baskets
Ranger update

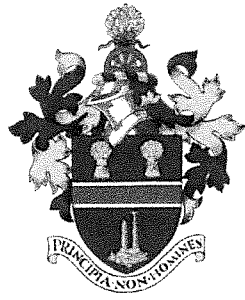
The Mayor referred to the discussion around 'Future Market Provision' Item 12, and said that Market Traders are keen to meet with the A&S Committee to discuss various issues. It was agreed that the Clerk would facilitate a meeting, to which all Traders, A&S Members and relevant staff would be invited.

Cllr Hovey alerted members to a CEC/ChALC Zoom meeting which he had attended, whereby CEC were outlining potential opportunities for T&PCs to take on assets and services currently managed by CEC. The A&S Chair said that she was due to attend a CEC meeting, where the detail if these proposals will be discussed. She will report back in due course.

15. DATE/TIME AND PLACE OF NEXT MEETING

The next Assets & Services Committee meeting will take place on Tuesday, 20 April 2021 at 7pm via Zoom. The Room number will be circulated prior to the meeting.

Meeting closed 8.54pm
Cllr L Crane, Chair
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Town Hall Report

To the Assets & Services Meeting

27th July 2021





Highlights

1. We currently have 15 confirmed Wedding bookings in the Diary for 2021 and the Conference and Events Team are replying to enquires as we speak!
2. Cheshire Vegan Fair have booked to use the Ballroom and Bar on 21st August for an event. If this event is successful, they are looking to hire the Market Hall, Ballroom and Bar for larger events in the future.
3. Fantasy Musicals are a new client and have booked a date in October half term. If successful they are hoping to run a quarterly show with us.
4. This month we have welcomed some regular Client bookings for 2021; The Comedy Club, Rock Choir, Grace Church, U3A and Cheshire East Council have committed to dates for this Calendar year and next.
5. We have also received a new regular booking for Pilates Classes which will be held in the Ballroom on a weekly basis from August 2021.

Looking Forward

1. The Conference and Events Team are working on attracting companies to use the Town Hall and Indoor Market Hall on Sundays later in the year.
2. We are also focussing our efforts to drive Christening and Baby showers for the rest of this year and next. We recognise that they can be a large revenue driver for us.
3. Preparation is underway to ensure that the Free Children's activities over Summer go well. Free Cinema, Creepy Crawly show and Soft play for 0-5 years will be held during the month of August to help parents entertain the family during the school holidays.
4. Sandbach Market Town Festival is planned for 11th September. Leaflets have been designed and printed and will be distributed 2 weeks before the event.

Challenges

1. We are still recruiting for the position of Event Assistant as the last round of interviewing was unsuccessful. We have now readvertised on Indeed and are planning to sift all applicants by the end of the week. Interviewing will take place during August following staff holidays.

Helen Pugh
19.7.2021



Market & Public Realm Report



For Assets & Services Meeting

27 July 2021



Sandbach Markets

1. Market Reopening

With the reopening of Sandbach Markets after lockdown, the Markets were decorated with welcome back balloons and flags. There were also two large welcome back to the Market banners on Sandbach Town Hall and Congleton road to advertise the date.

Leaflets were distributed to all Sandbach Households to advertise the Market reopening with the relaxing of restrictions surrounding which shops can trade. We have seen all bar one of our Indoor and Outdoor Traders return with the reopening. The one exception was an outdoor trader who retired.

2. New Traders

We have been joined by three new traders since the last report:

Olives and Turkish Delight

Curry Sauces

Photos and framing

Of these 3, Olives and Turkish delight and Photos and framing have stayed with the Market. Olives and Turkish delight seem to be a very popular stall and have now stayed on the market for a month. The team do continue to try and attract new traders and take a number of enquiries for stalls. Unfortunately the majority are for indoor pitches, for which we do not have spare spaces currently.

3. Outdoor Traders

Staff are still disinfecting stalls before takedown to protect casual market staff. As a result of the move to Summer opening hours, the closing time is now 4pm. As of 15th April, gazebos were provided for the Outdoor Market again.

4. Indoor Traders

Indoor trading was also affected during COVID restrictions, with a one way system in place and a mandatory wearing of masks for all. With the lifting of restrictions on 19th July, the one way system has been removed, but the advice to wear masks remains.

5. Friday Training

The Friday Market resumed on 16th April. The average attendance has ranged from 4 traders to 8 traders.

6. Public Toilets

The public toilets have now reopened with extra cleaning that has been arranged. Unfortunately the male toilets have experienced some vandalism in the past couple of weeks



with one door being ripped off its hinges and another with a smashed lock. Once cubicle has been repaired with repairs ongoing for the other with the expectation that it will be resolved ASAP.

7. Payment of rents

Card payment is marginally up, invoice payments have stayed the same.

Bob Nightingale 20.7.21

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Report to Assets and Services – July 2021

Ranger update, asset review and maintenance provision



Purpose of the Report

To update on the Town Ranger's activities and ongoing asset review/maintenance.

Report:

- In preparation for the Government proposed reopening of non essential retail I have led and delivered a range of promotions to highlight the return of our full outdoor and indoor markets from 15th April. This included:
 - A5 full colour leaflet flyer delivered to all wards of Sandbach from 8th April.
 - 2 x larger banners for Town Hall and Market Hall – erected Friday 9th
 - printed balloons and bunting decorations for inside market hall
 - Sandbach Chronicle advertisement
 - repeated Social media posts on Twitter, Instagram and Facebook.
- Ensuring all vehicles/trailers for delivery of outdoor market are MOT'd, serviced, fuelled, cleaned and sanitised. I completed some bodywork repairs/painting as per advisories on large van MOT, which also needed a new clutch fitted in March.
- Returned to leading market team and fully participating in set up and take down of full outdoor market in line with Covid Risk Assessment guidelines.
- Assessment of surplus items in Market Store building and planning relocation or disposal. This includes a pallet of old bricks and roof tiles from vacated SLI building that will be returned to make much needed space.
- Visited off site storage area to report on the quantity and condition of surplus materials from the Cobbles refurbishment. Arranged with landowner to save a small amount of materials and then to utilise any surplus to create a hardstanding in their current position.
- To facilitate Town Hall Kitchen retiling I have removed the sink, stainless work benches and some redundant pipework. The water boiler, cookers and dishwasher were disconnected by electrical contractors prior to work commencing Monday 19th April.
- Fitted STC signage and reinstatement of letter box on external boardroom doors for post to be delivered to temporary office.
- Sourced and erected noticeboard outside Town Hall for posting of notices and agendas.
- Investigated provision of trial wild flower sites and liaised with relevant bodies establishing that there is already two trial sites being tested by Cheshire East Highways. Report findings to be sent to us on future verge maintenance policy.
- Provided venue cover for Town Hall during colleague absences and holidays.
- Continued monitoring and maintenance of Council assets during difficult Covid risk period, including filling small pot holes on Small Common car park, fixing leak in gents toilets, cleaning windows, advancing the Town Hall clock for BST, fixing new safe to wall in office etc.
- Responding to calls from residents, e.g. removal of discarded waste from green areas, assisting a resident discovering oil in pond to contact Environmental Health.
- Regular posting to social media accounts highlighting improvements to our amenity and positive interactions with residents taking their time to stop and engage me when I'm out.

Recommendation:

That the report is received

Neil Pepper, 20/07/2021

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SANDBACH TOWN COUNCIL

Report to Assets and Services – 27 July 2021

Christmas Market and Late Night Shopping Event 2021

Purpose of the Report

To update the Committee on progress made on the Christmas Market 2021.

Report

This years event, taking place on Friday 3rd December, is now well underway in terms of planning.

Forms were released to Traders on our Indoor and Outdoor Markets a week earlier than general release as a gesture of goodwill (17th June). I am really pleased to report that we have experienced the best ever uptake from our Indoor and Outdoor Market Traders for the Christmas Market, with our own traders booking and filling the Indoor Market.

Forms have now also been released to the general public, via our Christmas Market Mailing list (which traders can sign up to), our Facebook page and our website. So far, the response has been positive with a healthy number and mix of traders applying to be on the 2021 Christmas Market to date.

The Olive and Stich Market have once again booked the Town Hall Ballroom during the event to add to the offering of the Market. This has previously proven experienced high footfall and is a popular addition to the Market.

Following the addition of budget this year to hire outside help to serve the Market operationally, we are in conversation with providers and hope to have a solution in place for operational provision soon. This would include erection and dismantling of the Gazebos, tables, lighting, audio and power needs. This will help greatly on the day and should solve a number of issues that we have previously experienced.

Recommendation:

That the report be received.

Operational Support Officer

20/07/2021

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