

# SANDBACH TOWN COUNCIL

## Community & Environment Committee

Agenda for the meeting to be held on Thursday 17 September 2020 at 7.00pm on the Zooms Meeting Platform. The code for entry to this meeting is:

**850 5061 7976** . Virtual Meeting guidance for Members of the Public can be found on the Meetings Page of the Sandbach Town Council Website.

### 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.

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### PUBLIC QUESTIONS

The Chair will adjourn the meeting to allow questions from members of the public. Following questions, the Chair will reconvene the meeting.

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### 3. MINUTES OF THE LAST MEETING

[Attached: Minutes]

Action: *To approve the minutes of the meeting held on 30 June 2020.*

### 4. EVENTS – TOWN HALL FESTIVE ACTIVITIES

Lead: Meeting Clerk

Action: *To receive verbal update and review the status of event bookings and current Covid-19 event guidance.*

### 5. FORMER WORKING GROUPS

[Attached: Conservation Group, Tidy Town, Air Quality Working Group Terms of Reference and CEC Conservation Management Plan]  
The full CEC Conservation Area Appraisal and Action Plan is:  
<https://www.cheshireeast.gov.uk/pdf/environment/sandbach-appraisal-and-management-plan-16.pdf>

Lead: Chair

Actions:

- i. Review the specified working group Terms of Reference and the Conservation Action Plan and agree preferred Committee process for progressing actions of each former working group.*
- ii. Receive a verbal update from Cllr Crane concerning discussion with the clean team regarding 'Ward Tidies'*

**6. 2021/22 MARKET TOWN FESTIVAL**

[Attached: Report]

Lead: Meeting Clerk

Action: To:

- i. Request for a Market Town Festival Budget Line totalling £5000 be submitted for the 2020/2021 budget.
- ii. Request for budget lines for the 2021 Party in the Park and 2021 Family Fun day also be submitted for the 2020/2021 Budget once the Events Sub-Committee have confirmed the amount required.

**7. WILDFLOWER SEEDING**

Lead: Chair

Action: *To consider details of costs, sites, seeds and processes to be followed in preparation for a report back to Full Council.*

**8. SMALL COMMON TARMAC REPAIR**

[Attached: Quote]

Lead: Meeting Clerk

Action: *Following review at the Assets and Services Committee, to approve a spend of £6283.75 +VAT to undertake safety repair works to the Small Common. The spend will be allocated to budget line 182 – Car Park Refurbishment, with payment delegated to the Finance Officer.*

**9. SKATE PARK AND CCTV EXTENSION**

Lead: Cllr Jack

Action: *To receive verbal update.*

**10. PUB WATCH RADIO LINK SCHEME**

Lead: Cllr Jack

Action: *To receive verbal update.*

**11. CORRESPONDENCE**

**11.1 CEC CCTV CONTROL ROOM UPDATE**

[Attached: Email dated 25 August 2020]

**12. ITEMS FOR NEXT MEETING**

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

The next meeting will take place on 26<sup>th</sup> November 2020, at 7pm on the Zoom Meeting platform.

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

# SANDBACH TOWN COUNCIL

## COMMUNITY AND ENVIRONMENT COMMITTEE

Minutes for the meeting held on Tuesday, 30 June 2020 at 6.10pm on Zoom.

In attendance: Cllr K Flavell  
Cllr G Price Jones (Mayor)  
Cllr G Merry  
Cllr L Crane  
Cllr S Broad  
Cllr R Hoffmann  
Cllr D Jack  
Cllr D Hegarty (Joined at 18:13)

Also in attendance was the Clerk, Assistant Town Clerk, The Operational Support Officer and Cllrs Beddows, Smith, Corcoran, S Crane, Muldoon, Eaton, Hovey, Williams, Lea and Seymour.

The Meeting was opened by Cllr K Flavell.

### 1. APOLOGIES FOR ABSENCE

Apologies for Absence: Cllr M Lea

Absent without apologies: None

### 2. COMMUNITY AND ENVIRONMENT COMMITTEE CHAIR

Cllr K Flavell proposed that Cllr R Hoffmann be elected as Chair. This was seconded by Cllr L Crane. The vote split was as follows:

For: Cllrs Merry, L Crane, Broad, Hoffmann and Flavell

Against: None

Abstentions: Cllr Jack

**Resolved:** That Cllr R Hoffmann is Chair of the Community and Environment Committee.

### 3. COMMUNITY AND ENVIRONMENT COMMITTEE VICE-CHAIR

Cllr K Flavell proposed that Cllr D Hegarty be elected as Vice-Chair. This was seconded by Cllr L Crane. The vote split was as follows:

For: Cllrs Merry, L Crane, Broad, Hoffmann and Flavell

Against: None

Abstentions: Cllr Jack

**Resolved:** That Cllr D Hegarty is Vice-Chair of the Community and Environment Committee.

#### 4. **DATE, TIME AND PLACE OF NEXT MEETING**

The next Community & Environment Committee Meeting will be on Thursday 17 September 2020 at 7.00pm on the Zoom meeting platform.

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Meeting Closed at: 6.14pm

Cllr R Hoffmann

MW

## **Community and Environment Committee**

### **Sandbach Conservation Area Working Group**

#### **Terms of Reference**

##### **1 Background**

A consultation by Cheshire East Council to review the Sandbach Town Centre Conservation Area commenced on 2nd September 2013 and will be running until 15<sup>th</sup> October 2013. The Community and Environment Committee agreed to form a working group in order to prepare a response to the consultation paper.

##### **2. Membership**

Membership will be open to all members of Sandbach Town Council and two members of the Sandbach Conservation and Heritage Group and any other person co-opted by the Group.

##### **3. Lead Member**

At the first meeting the Group shall appoint a Lead Member

##### **4. Administration Support**

Sandbach Town Council will provide administration support to the Group including attendance at meetings, notes and correspondence.

##### **5. Purpose and Scope of the Group**

5.1 To prepare a draft response to the consultation document, including the resource implications of the proposed draft management plan.

5.2 Subject to the results of the public consultation, the group will consider what steps which are necessary in order to take forward the actions indicated in the Conservation Area Review Management Plan, as resources/opportunities permit.

## **6 Delivery**

6.1 To liaise with appropriate departments of Cheshire East Council, English Heritage, Heritage Lottery Fund and any other body to ensure compliance with consents and requirements within the conservation area.

6.2 To engage with the local community to ensure local support by communication through newsletters, newspapers and social networks as appropriate.

6.3 To prepare an Action Plan to take forward achievable objectives within realistic timescales.

## **7. Reporting**

Reports on the work of the Group will be prepared for submission to the Community and Environment Committee on a regular basis and posted on the Town Council website.

14 October 2015

Cllr G Merry, Chair

## COMMUNITY AND ENVIRONMENT COMMITTEE

### TIDY TOWN SUB-COMMITTEE

#### TERMS OF REFERENCE

##### 1. PURPOSE AND SCOPE OF THE GROUP

- To support paragraph 5 of Sandbach Town Council's Vision statement that 'The town should be kept free of litter and weeds with everyone having a strong awareness of the need for a clean and tidy environment.'
- To work with the community groups, Town Ranger and ANSA Environmental Services to identify untidy areas of concern including tackling the problem of proliferation of advertising banners.
- To liaise with and support community groups in undertaking specific tasks
- To consider whether to recommend entering civic competitions

##### 2. MEMBERSHIP & MEETING FREQUENCY

The group will comprise of Cllrs, representatives of established community groups, CEC Council, Town Ranger and ANSA, meeting three times per year.

##### 3. LEAD MEMBER

At the first meeting of the group in the Civic Year the group will appoint a lead member

##### 4. REPORTING

The working group will, from time to time, provide reports to the Community and Environment Committee.

##### 5. FINANCE

Requests for funding will be made to the Community and Environment Committee.

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Name of Working Group: **Air quality in Sandbach**

Title: Terms of Reference

Purpose of Group: Group set up by full council at meeting on 3 November 2016

To establish base evidence as to current air quality levels

To ascertain air quality levels in ~~identified areas not currently monitored~~ other identified problem areas.

To work with CE and contribute to plans for improving air quality related to traffic in Sandbach

To raise public awareness of the issues of air quality related to traffic

To ascertain and engage with community representatives in Sandbach to represent their views and ideas

To report back at least quarterly to STC

Membership of Group: 5 Councillors + 3 community representatives (to be appointed by advertising for volunteers via Town Noticeboards, STC website and STC Facebook page. If significantly more than 3 are interested lots will be drawn)

Minimum of 3 councillors to be present for meetings to be quorate

Meetings: Will take place on a need basis but at least quarterly

Meetings will be public and minuted

Agenda will be circulated at least 7 days before the meeting and details published on Town Noticeboards, STC website and STC Facebook page

Martin Forster

Updated following Community and Environment Committee Meeting on 19<sup>th</sup> January 2017

31 January 2017.

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## DRAFT MANAGEMENT PLAN

short 1-5 yrs, medium 5-10 yrs, long 10+ yrs

No.	Action	Short, medium or long term	Lead body	Key partners	Notes
<b>Theme 1: Active heritage management</b>					
1	Serve Article 4 direction: remove rights to alter residential properties without planning permission	short	CEC	-	For residential properties within the CA boundary to restrict alterations without planning permission, including changes to windows and doors, satellite dishes, changes to boundaries
2	Promote/raise awareness of the conservation area to residents/businesses, leaflets, website etc.	short	STC	CEC	To ensure that residents and business are fully aware of the conservation area and the implications of being located within it
3	Identify local assets at risk: compile a list of buildings that are vulnerable to change or are in poor condition	short then ongoing	CEC	STC	Identify candidates and feed into relevant Borough wide lists
4	Investigate unauthorised works and assess the need for enforcement action	short then ongoing	CEC	STC	Planning enforcement investigations for issues identified during survey or brought to attention of CEC, and then ongoing
5	Establish a Heritage Watch group including assessing the risk of heritage crime to heritage buildings and features and respond to incidents	short then ongoing	STC	CEC, local police, local community	Promote heritage crime awareness in town – establish heritage watch group, undertake HC risk audits for key assets/areas and prompt reporting of incidents
6	Ensure that highways and streetscape works protect/reinstale areas of historic streetscape	ongoing	CEC	STC	Liaison with highways, streetscape and utilities to protect areas and features of historic streetscape and to reinstale where practicable as part of day to day management of the highway
7	Consider serving discontinuance notices and designating an area of special advertisement control: to remove rights for certain adverts that normally do not require advertisement consent	short	CEC	-	Remove advertising rights for cases of inappropriate signage and ensure more forms of advertising require advertisement consent where the quality can be managed in accordance with the design guidelines
<b>Theme 2: design/quality management</b>					
8	Improve design quality in planning process: preparation of design guidance for key sites and ensure planning decisions take account of management plan for the conservation area	ongoing	CEC	STC	CEC: prepare development briefs on key sites and in processing applications, TC: in commenting on applications
9	Ensure protection and enhancement of historic street pattern/views/assets	ongoing	CEC	STC	Ensuring development guidance reflects this objective, consideration in planning decisions
10	Prepare public realm guidelines: principles to manage and improve the quality of streets and spaces in the conservation area	short - medium	STC	CEC	Preparation of principles for street design and management within the conservation area

11	Prepare urban design framework: regeneration principles for town centre and key development sites in the conservation area	short - medium	STC	CEC	Preparation of a framework to inform regeneration within or on the edge of the conservation area
<b>Theme 3: Projects</b>					
12	Promote a High Street/Hightown public realm enhancement scheme (new paving, seating, street lighting etc.)	Medium - long	STC	CEC	Potentially 2 or 3 phases. Phase 1 likely to be High Street between the Cobbles and Sandbach Town Hall, with further phases in Hightown and High Street (eastern end)
13	Promote a shop front/building frontage improvement scheme (signage, shop fronts and building condition)	Short-long	STC	CEC	Long term programme for frontage improvement on key frontages as part of wider public realm uplift in conservation area, focused primarily on High Street/Hightown
14	Promote a landmark buildings project: lighting and fabric improvements to key buildings	Medium	STC	CEC	Heritage led programme for key buildings, including fabric, setting and lighting
15	Undertake heritage interpretation projects: heritage trails, local plaque scheme, website, interpretation of crosses etc.	Short-medium	SHG	STC CEC	To promote the heritage credentials of Sandbach as part of an enhanced tourist offer, and to promote dwell time with its economic spin offs in the town centre
16	Promote improvement to lanes/alleyways including Hope Street and Warm Walls: improvements to lighting, surveillance etc.	Medium-long	STC	CEC	Townscape enhancements to improve image/usability of key alleyways/pedestrian routes
17	Promote gateway enhancements: improvements to vehicle and pedestrian routes into and within the conservation area	Medium-long	STC	CEC	Enhancement to vehicular and pedestrian gateways into the conservation area to improve image and sense of arrival into the area
18	Promote a detractor sites/buildings project: Identify sites that are in poor condition and undertake remedial works	Short - medium	Community	STC, CEC, land owners	Improvement of condition of detractor sites through temporary interventions in advance of longer term solutions
19	Protection/enhancement of green spaces: ensure trees and landscape are well managed and secure future planting	ongoing	STC	CEC, land owners	Positive management of green spaces and promotion of an urban greening project/succession planting

**STC - Sandbach Town Council, CEC – Cheshire East Council, SCHG – Sandbach Conservation and Heritage Group**

**NB: The actions identified above are all subject to the availability of resources and funding**

## OTHER RECOMMENDED ACTIONS

No.	Action	short 1-5 yrs. medium 5-10 yrs. long 10+ yrs			Notes
		Short, medium or long term	Lead body	Key partners	
1	Undertake a movement study (broader movement study for the town centre)	Short -medium	STC	CEC	Strategic review of movement within and around the town centre to inform various projects and improve pedestrian and vehicular movement
2	Undertake town centre accessibility improvements	Medium-long	CEC	STC	Improvement projects for movement – vehicles, cyclists and pedestrians around the town centre
3	Prepare an urban design framework/place shaping plan for town centre	Short -medium	STC	CEC	To prepare a framework to underpin the CA Management Plan and to identify and inform future strategic sites and projects as part of place shaping activities in the town
4	Prepare a public realm strategy for the town centre	Medium	STC	CEC	Wider public realm strategy including streets leading into Conservation Area
5	Secure planning obligations/CIL toward town centre improvements	ongoing	CEC	STC	As part of town centre redevelopment and other developments within adjacent to the town
6	Promote enhancements to Scotch Common and linkages to the park from the Conservation Area	Medium-long	STC	CEC	Improvements to parking and create a positive landscaped route to park
7	Investigate and implement the Congleton Road gateway project	Medium-long	STC	CEC, land owners	Regeneration of the area in proximity to the library, on Congleton Road linked to the enhancements of Scotch Common to create a positive gateway into the town centre
8	Promote a living above the shop project	Short - medium	STC	CEC, land owners	Make better use of vacant space on upper floors of buildings to encourage more town centre living
9	Promote installation of cable or other below ground ICT	Short - medium	STC	CEC	To provide alternative to satellite based television alongside other management measures as part of wider town ICT initiative
10	Support enhancement of the Brook and green corridors/areas on the periphery of town centre, including Dingle Lake	Long	STC	CEC, landowners, Community	To enhance the southern green corridor and other areas of open space that influence the setting and impressions of the conservation area
11	Encourage improvements to the early evening/night-time economy of the town centre	Short- medium	STC	CEC, landowners	Develop a positive strategy toward re-balancing the evening/night time economy and encouraging more restaurants and outdoor dining opportunities, particularly around the Cobbles

STC - Sandbach Town Council, CEC – Cheshire East Council, SCHG – Sandbach Conservation and Heritage Group

NB: The recommended actions identified above are all aspirational and subject to the availability of resources and funding

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## SANDBACH TOWN COUNCIL

### Report To Community and Environment Committee – 17 September 2020

#### Funding for Events Sub Committee Events 2021-22

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##### **Purpose of the Report**

To seek Community and Environment approval to request a budget of £5000 for the 2021 Market Town Festival and further budget for the Party in the Park and Family Fun Day (Amounts to be confirmed by the Events Sub-Committee in due course).

##### **Background**

Currently funding for Events are held in Committed Reserves rather than as an expense budget line. To spend from any Committed Reserves Full Council must give approval, in turn the Community and Environment Committee will then approve spends and costs over £1,500. The current balance of Committed Reserves for Events is £15,870.

It is requested that permission be given to request a budget for Events as part of 2021-22 budget setting. This will streamline the payment and booking of supplier's process and enable spends direct from a nominated budget following our Financial Regulations.

For 2020, the following amounts were requested. These Events were unfortunately cancelled and so the amounts remain unspent:

Family Fun Day - £1500

Party in the Park - £8000

Market Town Festival - £4500

It is likely that Party in the Park and Family Fun Day budgets will be similar, if not the same. This will be confirmed by the Events Sub-Committee at their next meeting. A budget of £5000 is requested this year for the Market Town Festival. This consists of the normal £4500 + a £500 contingency to cover for any rises in prices due to COVID-19.

##### **Recommendation**

That:

- i. A request for a Market Town Festival Budget Line totalling £5000 be submitted for the 2020/2021 budget.
- ii. Requests for budget lines for the 2021 Party in the Park and 2021 Family Fun day also be submitted for the 2020/2021 budget once the Events Sub-Committee have confirmed the amount required.

Mike Wellings

7 September 2020

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Registered in England Company No. 5728757  
VAT Registration No. 157360658

Ref: MR

Mr. Bob Knightingale  
Sandbach Town Council  
Literary Institution  
Hightown  
Sandbach  
Cheshire  
CW11 1AE

22<sup>nd</sup> July 2020

Ref: Quotation for the Proposed Tarmacadam Carriageway Resurfacing Works & Thermoplastic Lining at Sandbach Market Carpark, Congleton Road, Cheshire

Dear Bob,

Thank you for the opportunity to submit a quotation for the scope of works as discussed. Detailed below is breakdown of the quotation for your review and approval.

**Scope of Works: Tarmacadam Carriageway Resurfacing. To Be Undertaken During Normal Working**

- **Trim/Cut Existing Damaged Surface to a Square Edge,**
- **Excavate Existing Surface Area approx. 65.0m<sup>2</sup> to a depth of 50-75mm,**
- **Re-profile Surface Area,**
- **Apply Bitumen Bond Coat,**
- **Import and Compact 10mm MTA Surface Course Bituminous Materials to Highway Specification approx. 65.0m<sup>2</sup> to a depth of 50-75mm,**
- **Removal of all Waste Materials from Site to Licensed Waste Transfer Station.**

This price is inclusive of plant, machinery, equipment and labour.

**TOTAL            £5,508.75 plus VAT**



**Scope of Works: Thermoplastic Lining. To Be Undertaken During Normal Working**

- **Replace & Re-Line ALL Parking Bays in WHITE,**
- **Replace & Re-Line Hatched Areas in YELLOW,**
- **Replace & Re-Line Disabled Bay in YELLOW**

This price is inclusive of plant, machinery, equipment and labour.

**TOTAL        £775.00 plus VAT**

Price subject to any increase on the cost of materials

Price based upon one site visit; price based on exclusive access to site

Acceptance of our quote by written order only

If you require any further information regarding the above, please do not hesitate to contact me at your convenience and look forward to receiving an order for the scope of works discussed.

Yours faithfully  
On Behalf of Dutton Contractors Limited

*Mark Ridsdale*



**From:** HOBSON, Stuart  
**Sent:** 25 August 2020 16:50  
**To:** Sandbach Town Council <[clerk@sandbach.gov.uk](mailto:clerk@sandbach.gov.uk)>  
**Subject:** CCTV Update

Ann

Hope all is well and that this email finds you safe.

Just thought I would touch base with a small update on things from the Control Room as we navigate through these tough strange times.

### **Control Room**

Just for information, as per my last email, the Control Room is still fully operational and fully staffed. We have not dropped one hour of staffing from the start of the pandemic. As I am very keen in the Far East, I was studying the virus earlier in the year and locked the Control Room down, fully sealing it off from Town Hall weeks earlier than the national lockdown. Since then we have operated on a strict no entry and full over the top hygiene regime to ensure we remain operational and have also coordinated a lot of the councils Covid Emergency Calls from our Emergency Control Room. All cameras are fully monitored as per before the pandemic and we hope will continue to be. As we seem to be experiencing a second wave over some EU countries, I will retain this lockdown within the Control Room for the foreseeable to ensure we remain fully Covid Secure as best we can. However, to put minds at rest, we are fully operational, fully staffed and fully monitoring the CCTV.

### **Operations**

We have recently recruited a second Supervisor for the Control Room and split the role. We welcome Jim Sharp to the Supervision team who will take over Supervision responsibilities for all things Operations and HR. Jim has 21 years experience as a Police Officer for Cheshire Police where his partner is still a serving Officer. Jim brings a wealth of experience from Supervision posts in the Army prior to his Police career where he became a very well respected and well known Police Officer which brings great knowledge of crime, disorder and surveillance. It is a pleasure to have Jim on the Supervision team. He will be in touch as time goes on to introduce himself as he will start to assist with operational requests, work closely with you and also attend meetings as we return to normal. Alieu is remaining on the Supervision team with responsibility for Projects, Administration and Commissioning. He will be starting to roll out the quarterly reports again asap as we start to settle down and has been tasked with changing them to more meaningful, useful reports. Please see the bottom of this email for a small update on incidents in your area so far this financial year. If needed, Jim can be contacted via [Jim.Sharp@cheshireeast.gov.uk](mailto:Jim.Sharp@cheshireeast.gov.uk) or his mobile 07811 027220. He will also be the Supervisor who stand in for me when I am on leave. He is also a Sandbach resident so knows the town and has a great passion for Sandbach.

### **Five Year Plan**

Many partners signed up to a 3 year deal which froze the contributions for CCTV at the rate set for the year signed. Within the next week. It is that time already where these are due to expire! How fast time really does go!. I have been looking in the background at the possibility of offering a 5 year deal as well as a 3 year which would make financial planning much easier. This would be set at 1% above the RPI for the year signed and then frozen at that figure for the full 5 years. We will of course still offer the 1 and 3 year deals as we do now. Please let me know if a 5 year would work better for you.

### **Questions**

Sadly for me as I am a face to face people person, the pandemic has hit hard for getting out to meet people. I have been split between home and the Control Room since March and also welcomed a little baby girl into the world 10 days ago so things really are changed.....(sleep is one haha). Anyway as I am not there at present to speak to members or council staff, if you have any questions at all, please do come back to me, I am happy to discuss anything that may be on members minds or answer any questions they may have. I don't want the relationship we have to get distanced because of this temporary close down of being social. If you would like me to attend any meetings virtually, please again let me know. We can also arrange virtual tours over Teams if members wish to see the Control Room. Anything we can do to remain one working team. I am available using the contact details below (bar the office number).

### **Redeployable CCTV**

Some partner councils have been asking about the new redeployable technology we are starting to make use of. This is fantastic tech and means we can now bring the camera to the crime in some instances. This technology is not a replacement for the exceptionally high quality permanent CCTV across the borough, we are many moons from being that quality but for short term spikes in incidents, this kind of technology can be the perfect answer. Unlike rapid deployment cameras of old, these cameras can now be monitored live from the Control Room and evidence recalled over 4G when needed from the camera. We are currently going through a procurement exercise which has been drastically slowed down as many officers within the council have been deployed onto more Covid related work. As things return to normal, this will once again speed up and go through the process. Once a new supplier is decided upon, I will be in contact in case this is a tech that you may be interested in looking at. Please ignore this if you are one of our partners who are already in the process of purchasing or looking at cameras with us.

### **Crime Update**

Since April 1<sup>st</sup>, the Control Room have managed:  
4618 incidents overall of which  
213 Incidents were in the Sandbach area  
14 were ASB related  
92 were observations related including missing and wanted persons  
15 was violence related

I hope these figures give an albeit very brief overview of the area at present.

Many Thanks  
Stu

### **Stuart Hobson**

Public Space CCTV & Emergency Control Centre Manager and Corporate CCTV SPOC  
CCTV Services | Place Directorate | Cheshire East Council