

SANDBACH TOWN COUNCIL

ASSETS AND SERVICES COMMITTEE

This meeting will be clerked by Katy.

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, 3rd November 2020 at 7.00pm in Zoom Room 836 9957 6711. 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 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.

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

None.

4. MINUTES OF THE MEETING HELD 28 JULY 2020.

Action: To approve the minutes of the Assets & Services meeting held 28 July 2020.

5. CHRISTMAS LIGHTS 2021

Lead: Meeting Clerk

[Attached: Christmas Lights 2021 Quotations]

Action: *To receive the quotations and decide on the next steps to be taken.*

6. SMALL COMMON REFURBISHMENT SUB-COMMITTEE CONSULTANT BRIEF

Lead: Cllrs Hegarty and Smith

[Attached: Brief for Consultant from the Small Common Refurbishment Sub-Committee]

Actions: *To:*

i) give comments on or to approve the brief.

ii) agree on the next steps to be taken.

7. CATERING APPLICATION

Lead: Chair

[Attached: Email dated 26 October 2020]

Action *To consider request and relevant associated terms of trading.*

8. CHARTER MARKETS CHRISTMAS PROMOTION 2020

Lead: Meeting Clerk

[Verbal report]

Action: *To receive the report.*

9. GAZEBO WIND TOLERANCE

Lead: Meeting Clerk

[Attached: Report from the Operational Support Officer]

Action: *That the wind speed policy for Sandbach Town Council be set to the following: No Gazebos to be erected if the forecast wind speed is 23mph or above and/or 28mph gusts predicted.*

10. MARKET CHARGES AND REVIEW AND SHOP LEASE RENT REVIEW

Lead: Chair

Action: *Due to the impact of COVID-19 on businesses and traders operating within the Town Hall complex, to defer the next review to A&S Meeting due to be held 22nd April 2021.*

11. ITEMS FOR THE NEXT MEETING

12. DATE, TIME AND PLACE OF NEXT MEETING

The next Assets & Services Committee meeting will take place on Tuesday, 26 January 2021 at 7pm via Zoom. The Room number will be circulated prior to the meeting.

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, 28 July 2020 at 7.00pm on Zoom.

In attendance: Cllr L Crane
Cllr G Price Jones (Mayor)
Cllr A Smith
Cllr S Broad
Cllr R Hoffmann
Cllr R Hovey
Cllr K Seymour
Cllr D Jack
Cllr I Williams
Cllr J Beddows

Also in attendance was Cllr G Merry, the Business Development Officer, Operational Support Officer and four members of the press and public.

1. APOLOGIES FOR ABSENCE

Apologies for Absence: Cllr D Hegarty

2. DECLARATIONS OF INTEREST

There were none.

PUBLIC QUESTIONS

The Chair adjourned the meeting to allow questions from members of the public and press. 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 28 JANUARY AND 30 JUNE 2020.

Resolved: that the minutes of the Assets & Services meeting held 28 January and 30 June 2020 are approved as true records.

5. RANGER ROLE

The meeting Clerk referenced March 2020 report which had been circulated with the agenda pack and confirmed several items were ongoing, though some had been postponed due to Covid pandemic and home working. The Ranger, during lockdown, has continued to provide support for the team, including varied tasks

from graphic design to vehicle maintenance and provided significant assistance to the People Helping People scheme, which will continue to run, via CEC, for the foreseeable future. It was requested that the CEC maintenance scheme be made available for Members.

Resolved: the Town Clerk’s March 2020 report is received.

6. STATUS OF EVENTS IN THE TOWN HALL AND MARKET HALL COMPLEX

A verbal report on the Town Hall and Market Hall events was received, including confirmation of postponed events, cancellations and refunds issued during the shutdown period. Essential Blood Donor events had safely taken place and in August an initial private booking for the Market Hall has been accepted. This event will be staffed and closely monitored by the Business Development Officer, and they have relevant authority, in accordance with the risk assessment, to close down the event should it be felt that safety guidance is not being adhered to and that anyone on site is at risk.

Staff look forward to welcoming new and regular clients to the venues and are working on risk management and room capacities, in accordance with ever-changing guidelines, in order to host community and private bookings over coming months and have maintained frequent contact with hirers during lockdown to keep in touch and provide event information updates.

Members confirmed that on site safety is priority in all situations and that, at this time, no pressure should be applied to staff regarding income generation or quantity of events.

7. CHRISTMAS LIGHTS 2021

In order to facilitate informed future Committee discussion and provide the 2021 Christmas Lights budget requirements, it was suggested the Town Clerk source figures for updated scheme, in line with previous proposals and options received.

Resolved: That the Town Clerk obtain costs from several companies for consideration at the next Assets and Services meeting.

8. COVERED SMALL COMMON (CAR PARK, MARKET AND PERFORMANCE AREA)

Members were updated on action and resolution of last meeting and received details of current pot holes for which urgent repair is now necessary.

Resolved: that:-

- i. A consultant is appointed to undertake a feasibility study to a maximum cost of £3,500 and a brief for the consultant will be prepared and circulated to Committee Members by Cllr Smith, which will include options for:
 - a. Car park resurface,
 - b. Resurface Car Park with covering and,
 - c. Resurface car park with covering, additional lighting and additional facilities.

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- ii. Bring forward as operational maintenance, due to safety concerns, the repair of large pot holes on the Small Common with professional repair, rather than continued patching, in line with previous quotes received by the Committee and budgeted sum.

9. ACCESSIBLE MEETINGS

Having received copies of the report previously presented to Council in February 2020 it was requested that an audit of requirements and equipment was progressed in order to arrange necessary purchases and to subsequently host all future meetings in the Town Hall, with all residents able to attend.

It was agreed that Members are committed to relocation and accessibility however, whilst lockdown meeting restrictions are in place, the time could be used to address and resolve all practical issues such as existing hall bookings, date availability, staffing and staff safety.

Cllr Seymour stated for the record his disappointment at the decision made to delay as it could have moved it on and not waited six months.

Resolved: that a fully costed report be bought to the next Council meeting for approval and implementation of mobility access at all Council meetings.

10. ITEMS FOR THE NEXT MEETING

None received.

11. DATE, TIME AND PLACE OF NEXT MEETING

The next Assets & Services Committee meeting will take place on Tuesday, 3 November 2020 at 7pm via Zoom. The Room number will be circulated prior to the meeting.

Meeting closed 8.05pm

Cllr L Crane, Chair

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Christmas Lights Quotations 2021

For Blitz to install this years display next year is: £13,950 Ex VAT (Inc Tree)

	A	B	C	C - 3 year Rental
Cobbled Market Square				
80cm drop animated icicles	£15,605	£16,100	£1,248	£520 per year
Installation in year 1 (If not included)	N/A	N/A	£1125	(Reduces to £250 per year)
Angled Tree Brackets				
Artificial trees, dressed with lights and timer set.	£110 each	£95 each	Inc in below	Inc in below
Installation in year 1 (If not included) - based on 15 trees	£143 each	£150 each	£130 each	£54 per year each
	N/A	N/A	£1125	(Reduces to £375 per year)

	A	B	C	C - 3 year Rental
Congleton Road from Burnell's Shop to Military Arms				
80cm drop animated icicles	£13,660	£14,100	£864	£360 per year
Installation in year 1 (If not included)	N/A	N/A	£650	(Reduces to £375 per year)
Light wrapped lime trees (x4)				
Electric Installation from lampposts for trees	£4,572	£5,100	£1,500	£700 per year
			£250 per tree electric installation in year 1	
Silhouettes on lamp-posts				
Conversion of CEC Lighting Columns	£2750 for 8	Not Quoted	£1560 for 4	£800 per year
Installation (If not included)	£350-£400 per column	Not Quoted		£360 per column
	N/A	Not Quoted	£380	£380
Angled Tree Brackets and dressed trees - based on 6 trees				
Installation in year 1 (If not included) - based on 16 trees	Not Quoted	Not Quoted	£810	£360 per year
	Not Quoted	Not Quoted		£650 (Reduces to £375 per year)

Hightown, from the Wheatsheaf to Town Hall	A	B	C	C - 3 year Rental
80cm drop animated icicles (C&C Rental include hanging stars on lights)	£9,481	£9,800	£2,496	£1120 per year
Installation in year 1 (If not included)	N/A	N/A	£1430 (Reduces to £780 per year)	
Angled Tree Brackets				
Artificial trees, dressed with lights and timer set.	£110 each	£95 each	Not Quoted	Not Quoted
Installation in year 1 (If not included) - based on 10 trees	£143 each	£150 each	Not Quoted	Not Quoted
	N/A	N/A		Not Quoted

High Street, from the Town Hall to the Old Hall	A	B	C	C - 3 year Rental
80cm drop animated icicles	£9,974	£10,400	£2,880	£1200 per year
Installation in year 1 (If not included)	N/A	N/A	£3125 (Reduces to £1300 per year)	
Angled Tree Brackets				
Artificial trees, dressed with lights and timer set.	£110 each	£95 each	Inc in below	Inc in below
Installation in year 1 (If not included) - based on 20 trees	£143 each	£150 each	£135 each	£60 per year each
	N/A	N/A		£2600 (Reduces to £910 per year)

Cobbles Christmas Tree - normally delivered via separate budget of £1500 for real tree. Artificial offered below by C&C Rental

Artificial Christmas Tree on Cobbles	C	C 3 year Rental
Supply 20ft Artificial tree	£3,750	£1650 per year
3000 multicoloured twinkling bulbs	£1,000	£420 per year
2D LED Star	£250	£90 per year
Install, decorate and remove. Link to existing power in tree pit.	£1,248	£520

**All costs throughout include transportation and storage, test, refurbishment and repair works. Any initial remedial works are extra
All costs throughout EXCLUDE VAT**

Brief for consultant to examine options for the small common area that will improve the environment and maximise the use of the area for future activities and events

Sandbach Town Council wants to appoint a consultant to undertake a feasibility study to examine options to refurbish the small common car park that will enhance the facility and modernise the environment compatible with the nearby conservation Zone that it borders. The small common car park is wholly owned by Sandbach Town Council and is used as a car park for 20 vehicles with additional space for 3 more. The small common car park is located opposite the market hall and is adjacent to a number of local shops. Access to the car park is via a block paved road which is owned by Sandbach Town Council. Vehicles servicing the local shops that surround it have access rights along the road. The area is periodically used for stalls for an outdoor market and occasionally special outdoor events. If we were to consider a covered structure for the area the conservation officer for Cheshire East Council has advised that it would need to be in keeping with the Market Hall.

Sandbach Town Councils Assets and Services meeting on the 28th July 2020 voted to appoint a consultant to undertake a feasibility study on the options to refurbish and upgrade the small common car park. The maximum amount allocated to this work was 3,500 pounds.

The consultant is asked to provide a range of options fully costed for the following

Option 1 Car Park resurfacing

This option is to resurface the car park area in a more aesthetically pleasing material than is currently used and to consider shrub planters as part of the design at the road side access to the area. Tarmacing, block paving and York stone are options for consideration and the brief is to provide a range of costings based on the materials to be used. This option should also include costing for lighting the area and anchor points for gazebos consistent with the design proposal.

Option 2 resurfacing the car park with provision of a covered area

This option is as option 1 but with various designs and costing for a covered area that can be used for a covered market area and outdoor live events. The roofing should be permanent and capable of withstanding high winds and protection from vertical rain. Examples of such a structure are a rectangular design or open horse shoe design but any proposed structure design should fit with the existing buildings and surroundings in the conservation area and enable vehicle access to the car park when the area is not used for events. Consideration would also have to be given to ensuring the appropriate lighting was incorporated into the design.

Information provided by Sandbach Town Council

1 Map of the small common area owned by Sandbach Town Council

2 Map of the conservation area zone

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Mon 26/10/2020 15:14

Hi Katy

I spoke to Mike and he said to email you directly.

I'm opening a healthy food street food trailer called Lean Food Box. I'm needing permission from you for trading outside the market hall on Mondays and Tuesdays at 10:30am till 2:30pm. This is required from Cheshire east council for my licence. I will send you a picture where exactly I intend to trade from so you know where I will be pitched.



Kind Regards

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SANDBACH TOWN COUNCIL

Report to Assets and Services – 3 November 2020

Gazebo Wind Tolerance

Purpose of the Report

To confirm the maximum wind tolerance that gazebos can be erected in.

Report

Historically, wind tolerances for gazebos have been set by previous Operations Managers at a 20mph underlying wind. This was set using information available from Gazebo manufacturers at the time. Following recent injuries to Operational staff whilst using gazebos, a risk compounded by the extreme weather experienced in the region recently, staff have undertaken a review of the wind tolerances for gazebos for both health and safety purposes and to ensure preservation of the Town Council's equipment.

Publicly available information on the website of Instant Marquees, the manufacturer of our gazebos, notes that maximum wind speed on hard surfaces is 15mph. As this means the Market would never be able to take place in the winter based on that advice, Officers got in touch with the owner of the company who sent across more in depth information (Attached to this report).

The table within this information notes that a 6x3 gazebo can be safely erected in 30mph gusts if each leg is weighted and stability bars are used. As STC only use weights on 4 legs and with no stability bars, the acceptable gust speed should be lowered to 28mph. Operations staff have picked this figure using their experience of what they know gazebos to be safe in in on our specific sites which are surrounded by buildings. Clearly this figure would be lower if the gazebo were to be situated in a field with no protection around it. As the information notes that the base wind speed should be approximate 25% less than the gusts speed, the figure suggested for this is 23mph.

Any decision to not provide gazebos should be taken on the Wednesday before the Market at 1pm to allow time to contact all traders. The decision should be taken by the Ranger and Facilities and Services Supervisor, and subsequently ratified by the Clerk or Assistant Town Clerks in the Clerk's absence. Only the Met Office should be used to ensure that there is only one consistent source.

Recommendation:

That the wind speed policy for Sandbach Town Council be set to the following:
No Gazebos to be erected if the wind is forecast above 23mph or 28mph gusts.

Mike Wellings

11/03/2020

RECOMMENDATIONS ON WIND & WEATHER LIMITATIONS

GENERAL

Instant Marquees are temporary structures and are therefore weather limited. It is the responsibility of the owner/hirer to ensure that the weather limitations are respected for the entire duration of the period of ownership/hire. Where it looks likely that forthcoming conditions are likely to exceed the stated weather limitations, the owner/hirer must take the marquees down. Instant Marquees Ltd cannot accept any liability for loss, consequential or otherwise, in the event of bad weather or wind strength beyond the recommended limits below.

***Please note:** a marquee that blows away can cause serious injury to persons and damage to property, and it is your responsibility to ensure that this does not happen.*

ERECTING THE MARQUEES CORRECTLY

It is absolutely essential that the owner/hirer follows Instant Marquees' Rigging Instructions to the letter. Instructions are printed on the top of the cover, but the best place to get the full picture on rigging safely is:

<http://www.instantmarquees.co.uk/PopUpMarquees>

Our 5 minute video covers everything you need to know. Please take time to view the video before going out on an event.

Please also note the following:

1. When rigging on soft ground, use the ratchet straps and pegs supplied, not the 30kgs weights. These are for hard ground use only
2. Always – even on what appears to be a calm day – use the guying set or the weights as appropriate. Do not leave the marquee without guying or weighting under any circumstances.
3. Check the weather/wind forecast before your event. The Met Office has an excellent website with wind predictions for 5 days
4. In wind conditions, or if planning to leave the marquee rigged for a few days, it is essential to peg the feet and the walls, as well as using the ratchet straps. Use at least 2 walling pegs per wall, and peg all 4 feet.
5. In heavy rain, it is advisable to check the canopy for “puddling” regularly. A build up of water in the corners of the canopy can cause damage to both the canopy and frame.
6. Make sure that the guying pegs are driven fully in to the ground, so that the head is level with the surface.

7. In windy conditions, check the main pegs regularly – they can work their way out if the ground is soft.
8. If the wind picks up unexpectedly, immediately remove all the walls from the tent. If the situation gets worse, the tent must be taken down. Use extreme care when rigging/de-rigging in windy conditions, and always have at least one person available to hold on to the tent on the upwind side whilst the other[s] go about de-rigging.
9. In windy conditions, always raise the downwind side of the tent first when rigging, and lower the upwind side first when de-rigging. Always have someone holding the upwind side of the tent during these operations.

RECOMMENDED WIND LIMITATIONS

Max Wind speeds given are in mph and are peak values including gusts. The mean value is therefore assumed to be **approx 25% less**. The assumption is that the marquees have been properly erected following Instant Marquee instructions using appropriate numbers of heavy-duty pegs, ratchet straps, foot and wall pegs. Where weighted down on hard surfaces, the assumption is the Instant Marquee 30kgs leg weight is used on each leg of the tent and that stability bars are used on 3 sides of the tent. If in doubt use 2 weights per leg (60kgs); if you don't have the necessary amount of weight use 25L water containers attached to the scissor frame by the ratchet straps. And remember, you can usually find something to attach ratchet straps to – cars/vans, trailers, railings, trees etc – if conditions get out of limits.

Marquee size (m)	Max wind, guyed with sides	Max wind, guyed without sides	Max wind, double weighted with sides	Max wind, double weighted without sides
4x4	20	25	22	28
6x3	25	30	24	30
4.5x3	25	30	24	30
3x3	25	30	24	30

If conditions become unexpectedly windy and exceed the limitations above, your first action should be to remove the walls immediately. If the tent continues to look under undue stress, it should be taken down.

Stability Bars are highly recommended if using the tent on hard ground with weights. The bars prevent the in to wind walls from ballooning and pulling the legs together, hence adding considerably to stability.

TAKE EXTREME CARE IN WINDY CONDITONS WHEN RIGGING OR RE-RIGGING. Get as much help as you need to hold on to the marquee whilst it is not

instant
marquees

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guyed or weighted.