

SANDBACH TOWN COUNCIL

ASSETS AND SERVICES COMMITTEE

This meeting will be clerked by Ann.

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 January 2021 at 7.00pm in Zoom Room 836 0874 7006. 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 3 NOVEMBER 2020.

Action: To approve the minutes of the Assets & Services meeting held 3 November 2020.

5. FACILITIES AND SERVICES REPORT

There is no report for this period.

6. CHRISTMAS LIGHTS 2021

Lead: Meeting Clerk

[Attached: Christmas Lights 2021 Quotations breakdown]

Action: To agree on the next steps to be taken to secure Christmas Light provision for 2021.

7. CHRISTMAS MARKET

Lead: Meeting Clerk

[Attached: Report]

Action: *To consider options for the 2021 Christmas Market.*

Officers Recommendations:

- i. The 2021 Market remains as a single day event and takes place on Friday 3rd December 2021.*
- ii. The Members consider hiring an external company to provide operational support for the 2021 Christmas Market.*
- iii. That Members determine how any additional costs will be funded through the approved 2021/22 budget.*

8. SMALL COMMON REFURBISHMENT

Lead: Cllrs Hegarty and Smith
[Attached: Barnes Walker Fee Proposal]
Actions: To:
i) Consider the proposal
ii) Agree next Steps

9. RANGER UPDATE ON ASSET REVIEW AND MAINTENANCE PROVISION

Lead: Town Ranger
[Report to follow]
Action: To receive the report.

10. LIVING AIDS

Lead: Meeting Clerk
[Attached: Email]
Action: *To consider waiving the rent for a business unable to trade.*

11. TALEGATE THEATRE

Lead: Meeting Clerk
[Attached: Invoice]
Action: *To approve payment of invoice no. 1620 for £1824.00 as pre-payment for 2021 Christmas Pantomime.*

12. FUTURE MONTHLY MARKET PROVISION

Lead: Meeting Chair
[Verbal Report]
Action: *To receive the verbal report and agree on any further actions.*

13. HANGING BASKET PROVISION

Lead: Meeting Chair
Action: *Following request of Council 14 January 2021, to review current hanging basket provision and ascertain suitability of existing process.*

14. ITEMS FOR THE NEXT MEETING

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.

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 Tuesday, 3 November 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 I Williams
Cllr J Beddows
Cllr D Hegarty

Also in attendance were two members of the public and the STC Operational Support Officer.

1. APOLOGIES FOR ABSENCE

Cllr K Seymour

Absent without apologies: Cllr D Jack

2. DECLARATIONS OF INTEREST

Cllr Beddows

Declared an interest in agenda item 8, Market Promotion, 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 28 JULY 2020.

Resolved: that the minutes be approved as a true record of the meeting held 28 July 2020.

5. CHRISTMAS LIGHTS 2021

As a background to the agenda item it was confirmed that, due to Christmas Lights Working Group having been dissolved, this committee had been tasked with reviewing festive lighting for 2021 display and that the Operational Support Officer

4
had sought four quotations, including rental option, which were presented with the agenda pack. Illustrations of schemes from both providers A and C had also been circulated by email.

Members reviewed the quotations and discussed the merits and implications of purchase versus hire, along with variations of displays and lighting locations, to extend and enhance the current scheme. It was agreed that, for budgeting purposes, a sum of £25,000 be requested for Council approval and that, at the next Committee meeting, the specific scheme can subsequently be discussed and agreed, within the approved budget amount.

It was suggested that Members of the Committee receive details of location to view examples of 2020 displays undertaken by supplier A, B and C and, for those without local locations, images or footage is requested by email and circulated to the Committee ahead of the next meeting.

During review of the quotations received, it was verified that these costs do not include provision of the Christmas Tree as that remains a separate budget line.

Resolved: That a draft budget of £25,000 for provision of the 2020 Christmas Lights (excluding Tree) be proposed to the budget setting meeting.

6. SMALL COMMON REFURBISHMENT SUB-COMMITTEE CONSULTANT BRIEF

Having received a copy of the draft brief, Members were advised of the latest document revisions, following sub-Committee meeting and site visit with the CEC Conservation Area Officer. These included removal of charging points, due to prohibitive cost, and the inclusion of suggested materials in order to remain in keeping with the locality.

To date, examples of work from two architects had been received and would be circulated by the Operational Support Officer to all Committee Members.

Steps of the process were briefly discussed to confirm that this stage requires a quote for the design and that, in due course, a full stakeholder consultation will be undertaken.

Resolved: that the brief is accepted and be supplied by the Operational Support Officer, for design study quotations, to the four named Architects.

7. CATERING APPLICATION

Members discussed an email request received, which requested the siting of a catering vehicle to the side of the Market Hall on Monday and Tuesday lunchtimes, and were advised of subsequent information provided by the email sender.

Due to the business having not yet commenced trading Members had been unable to locate information or examples of current trading sites to review.

Necessity for fees, terms of trading and contract, as per existing Friday evening trade, were highlighted and concern regarding potential impact of lunchtime pitch on local businesses and indoor market café were expressed.

It was suggested that this item, along with allocation and commercial use of Council land, be deferred for inclusion with the annual rent review and that the email sender be asked to provide further information, including business plan, food specifics, vehicle graphic design and details of additional sites proposed or occupied for the April 2021 review.

8. CHARTER MARKETS CHRISTMAS PROMOTION 2020

To communicate details of Sandbach market's festive offers and trader promotions, a Christmas card idea had been developed by staff and was intended to be distributed to all residents. This would raise greater awareness of the market and of the varied products available locally and, as such, the suggestion had been passed to all traders, as a free of charge marketing opportunity to reach all Sandbach households. Unfortunately, it was reported that only one market trader responded to support the initiative and so the staff were unable to progress. With Covid-19 restrictions now impacting the opening of the markets, it would not be feasible to circulate a single sided leaflet detailing the open hours as these will vary, according to government restrictions and any extensions to the period of lockdown and, similarly, a loyalty card scheme would not meet with risk mitigation requirements or current market operating methods.

It was confirmed that the cost of design, print and delivery would have totalled approximately £1,000 for all households and be funded by approved marketing budget.

Rather than not reach out to residents over the festive period, it was suggested that an alternative might be a leaflet to detail the support available for the community over the festive period, to reach those who may need assistance via signposting to wellbeing charities, foodbank, people helping people etc. Members were asked to provide staff with relevant organisation contacts to include within a leaflet.

Resolved: That staff progress and distribute a card to confirm community assistance available over Christmas and thank everyone for their continued support.

9. GAZEBO WIND TOLERANCE

The Operational Support Officer spoke to the circulated report and requirement to adopt a formal wind tolerance level to support staff with provision of Thursday market gazebos and maintain health and safety procedures.

An amendment was suggested to include reference that this apply to 'Council owned gazebos, erected by trained Council staff'.

Resolved: That, subject to addition of text above, the Operational policy be adopted with immediate effect for wind tolerance.

10. MARKET CHARGES AND REVIEW AND SHOP LEASE RENT REVIEW

Due to the impact of Covid-19 on businesses and traders operating within the Town Hall complex it was suggested by the Chair that a review of charges, rent and the pitches on Council land, outside Charter Market trading days, be deferred to the April 22nd (2021) meeting. This deferment was supported and, ahead of this meeting, all variations of current trader Terms and Conditions will be circulated for Members' information.

11. ITEMS FOR THE NEXT MEETING

REPORT ON ASSETS CONDITION AND MAINTENANCE PLAN

- Christmas Lights 2020
- Ranger update on asset review and maintenance plan
- Small Common refurbishment update

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.

Before closing the meeting the Chair received a request that Committee Members review a section of NDP text, relating to the Market, which would be circulated by the Working Group Lead. Once responses are received, the wording would be presented to Council in December for ratification.

Meeting closed 8.33pm

Cllr L Crane, Chair

KP

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 £143 each	£95 each £150 each	Inc in below £130 each	Inc in below £54 per year each
Installation in year 1 (If not included) - based on 15 trees	N/A	N/A	£1125 (Reduces to £375 per year)	

	A	B	C	C - 3 year Rental
Congleton Road from Burrell'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 lamposts 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 £350-£400 per column	Not Quoted Not Quoted	£1560 for 4	£800 per year £360 per column
Installation (If not included)	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 6 trees	Not Quoted Not Quoted	Not Quoted Not Quoted	£810	£360 per year £650 (Reduces to £375 per year)

Hightown, from the Wheatsheaf to Town Hall			
	A	B	C
80cm drop animated icicles (C&C Rental include hanging stars on lights)	£9,481	£9,800	£2,496
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
Installation in year 1 (if not included) - based on 10 trees	£143 each	£150 each	Not Quoted
	N/A	N/A	Not Quoted

High Street, from the Town Hall to the Old Hall			
	A	B	C
80cm drop animated icicles	£9,974	£10,400	£2,880
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
Installation in year 1 (if not included) - based on 20 trees	£143 each	£150 each	£135 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

	C	C 3 year Rental
Artificial Christmas Tree on Cobbles		
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

6

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

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SANDBACH TOWN COUNCIL
Report to Assets and Services – 26 January 2021
Christmas Market and Late Night Shopping Event 2021

Purpose of the Report

To report to the Committee on options for Sandbach Christmas Market 2021.

Report

Consideration for Sandbach Christmas Market 2021 has now begun, and in the early stages, is centring around this year's date, format and operational requirements.

To follow the historic pattern of Christmas Market dates, it is recommended that this year's Market takes place on one day - Friday 3rd December 2021.

Last year it was reported to the Assets and Services Committee that operationally, it is becoming extremely difficult to maintain the Christmas Market as is with both the staffing and equipment capacity that the Council has. Furthermore, I do not believe that it would be possible to expand the Christmas Market with current staffing capacity, and impossible based on equipment owned. Therefore I recommend again that Members consider appointing an external company to provide the operational side of Sandbach Christmas Market. This would greatly free up staffing capacity both on the day and in the months before the market and would also provide a more holistic approach to the day with one company being in charge of everything operational, rather than several supplying different things. On site support would also be provided by a qualified electrician and "manual handling" which is something we have struggled to provide consistently previously and has led to issues on the day.

It is also important to be mindful of the fact that only 5 of the 14 members of staff used previously on Christmas Markets are contracted to work on a Friday, and of those, only 2 are able to work operationally. There is also other operational/market provision that must be delivered on days either side of the Christmas Market. The Market currently runs on staff goodwill which is not practical or sustainable, should that goodwill expire.

The following quote has been received from Buddah Group and includes:

- Enough Gazebos and kit for 180 traders based on the 6x3 ones having 4 traders in each - you can see the individual prices so you can make this less if needs be (***STC normally have 2 in each gazebo so prices can be tailored here if needed***).
- Trestle table for each trader
- Fencing for various areas to make safe
- Festoon for each Gazebo which gives them light and also looks lovely across the whole market
- PA system to play Christmas music along the areas to give atmosphere
- Power (generators) & Distro for the event for general traders and food traders
- Radios for Buddha to use and also for you guys to have (FOC)
- Crew, including a site manager on site all the time while event is taking place, electrician and general crew

- Transport (FOC)

Price for one day Market (All Ex VAT)

Labour: £4166.66

Equipment: £5768.07

Total: £9934.73

The 2019 Christmas Market income was £4270. Clearly there is quite a large gap between current income and the quote. For the Christmas Market to financially support itself, Pitch rent would have to be increased considerably. Alternatively, and perhaps preferably, there are other options which could be considered to raise money for the Christmas Market, including:

- Assimilating the Christmas lights switch and its associated budget into one larger, all-encompassing event with the Christmas Market.
- Drawing from the events budget, should monies remain following the Summer Events.
- Exploring the possibility of sponsors/sponsorship packages for the Christmas Market.

It is vital that a decision on this is taken as early as possible in the year, so that planning for the market can continue.

Recommendation:

That:

- i. The 2021 Market remains as a single day event and takes place on Friday 3rd December 2021.
- ii. The Members consider hiring an external company to provide operational support for the 2021 Christmas Market.
- iii. That Members determine how any additional costs will be funded through the approved 2021/22 budget.

Mike Wellings

15/01/2021

07th January 2021



Sandbach Town Council
Hightown
Sandbach
Cheshire
VW11 1AE

Dear Sir / Madam

Re: Sandbach Small Common Refurbishment

Thank you for inviting Barnes Walker to provide a fee proposal to undertake a feasibility study to refurbish and upgrade the small common car park. A very exciting project we would love to be involved with! Further to the examples of relevant work we have provided, and as a response to the brief, we suggest the following strategy. scope of work and associated fees.

The brief itself outlines 2no. options, the first being for a simple re-surfacing of the car parking area, planters and lighting proposals for that area, with the incorporation of anchor points for gazebos (temporary canopies) to be mounted and dismounted as required. The second option would additionally introduce a permanent covered space (canopy) for a semi-outdoor market and/or event space.

We believe that the best way to approach this project would be to primarily focus on option 2, given that the whole thought process is relevant to both options (siting of structures/arrangements of space/features etc... and even lighting) and could be scaled back to deliver option 1 if budgetary or other considerations require this. However, we believe that there is the potential to deliver something really quite special under option 2 and that this should be the primary focus.

The following scope of works is recommended:

Stage 1 – Sketch options

1. Introductory meeting / site visit
2. Produce two concept designs (under Option 2)
3. Test both concepts on scale plans and in basic 3D model form to show massing.
4. Present both options with mood boards showing relevant photographs and images to explain our design proposals, including canopy structure style/materiality and response to the sensitive setting, planters, surfaces and lighting.

landscape architecture | urban design | masterplanning

Unit 6 Longley Lane
Northenden, Manchester
M22 4WT
T: 0161 946 0808
E: design@barneswalker.co.uk
W: www.barneswalker.co.uk

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Stage 2 – Development

1. Develop the preferred concept design further, following feedback from the team at Sandbach Town Council.
2. Refine and develop material options, finishes and colours.
3. Consider existing services, drainage and lighting
4. Prepare a resolved masterplan for the area showing how the proposal connects with existing buildings/ boundaries and surfaces
5. Prepare a resolved 3D model for the area showing massing in context to the surrounding buildings/ structures
6. Prepare refined mood boards
7. Prepare budget costings, which would include a breakdown under categories, allowing the principle of the costing without the permanent canopy to be applied to Option 1. This would also give an indication of costing for a mix of materials as set out in the brief.
8. Presentation of the above to discuss the proposals.

Our fee for undertaking stages 1 +2 would be £5,000.00 + VAT

Further stages Barnes Walker could assist with:

- **Planning Permission**
- **Detailed Design**
- **Tender**
- **Construction**
- **Site supervision**

Any additional services would be charged on a time basis or for an approved lump sum (TBA).

Meetings

If further meetings are required above the ones mentioned above the following time charge will apply.

Directors £95/hour

Senior Landscape Architect £65/hour

Assistant Landscape Architect £45/hour

If you would like us to proceed with the above services, I would be grateful if you would confirm your acceptance by returning a signed copy of the enclosed *quotation acceptance form*.

Finally, please do not hesitate to contact me if you would like to discuss this fee proposals or require any further information.

Yours sincerely

Tom Biddle
Barnes Walker Limited

8

Please return the completed form to:-

Tom Biddle
Barnes Walker Limited
Unit 6
Longley Lane
Northenden
Manchester
M22 4WT

I/We instruct Barnes Walker Limited to carry out the works detailed in fee estimate Ref: SANDBACH_07_01_21, and agree to the terms and condition of contract and fee and disbursement charges included therein.

Signed: _____

On behalf of: _____

Date: _____

Contract ref. No: SANDBACH_07_01_21

By Email 5.11.2020

Hi Katy

Thank you for taking the time to raise our concerns about our rent to the Council. It appears that in some situations we are treated as part of the Market and in some situations not!
Our business is unique in Sandbach, and offers an important service to elderly and disabled people. Our business also attracts customers from a much wider area into the town , and in turn spend money at other local shops.

Because of the nature of our business and the vulnerability of our customers, it is essential that we now stick to the Covid restrictions again.

Once again we find ourselves having to find rent for a month in which we cannot trade. Home delivery is not a sensible option for us because customers need to try the shoes and slippers for fit. We cannot enter their homes to fit the shoes and give advice.

Lots of people walk past our business and don't understand the vital service we provide, because they themselves are not yet in need! We are well known by local podiatrists and orthopaedic surgeons, and take many referrals.

We are not a business making massive profits unlike some of the big corporate names in the town. However, we have always ticked over making a modest income ,being rewarded with the gratitude from customers and their families . The rent for the closed period will still have to be found and paid. We have consistently paid rent for 14 years, and feel that a small discount is not unreasonable.

We have always enjoyed what we do, but this lack of regard from Council has now made us question our desire to continue trading.

I would like to raise the inequality of the rent waiver again to Council at the next opportunity.

I should be grateful if you could keep me informed about the date of the next meeting .

Thank you for your help Katy.

Stay safe

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TaleGate Theatre Productions Ltd10673094

6, Ravenswood Drive

Auckley

SY

DN9 3PB

01302 771862

info@talegatetheatre.co.uk

VAT Registration No.: 267524091



Tax Invoice

INVOICE TO

Sandbach Town Council

INVOICE NO. 1620

DATE 31/01/2020

DUE DATE 29/12/2021

TERMS Due on receipt

DESCRIPTION	QTY	RATE	AMOUNT
Jack & the Beanstalk Deposit for both shows to be paid on receipt of invoice to secure booking. Thank you. PO-1539	1	400.00	400.00
Jack & the Beanstalk Remaining fee to be paid on or before date of performances. Thank you. PO-1539	1	1,120.00	1,120.00

SUBTOTAL	1,520.00
VAT TOTAL	304.00
TOTAL	1,824.00
BALANCE DUE	£1,824.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	304.00	1,520.00

Please make cheques payable to TaleGate Theatre.

(BACS Payments Preferred)

Make direct payment to:

Pay: TaleGate Theatre Ltd

Account Number: 51440365

Sort Code: 40-38-11

Warmest Regards

TaleGate Theatre

info@talegatetheatre.co.uk

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