

SANDBACH TOWN COUNCIL

Community & Environment Committee

Agenda for the meeting to be held on Thursday 04 March 2021 at 7.00pm on the Zooms Meeting Platform. The code for entry to this meeting is:

823 2964 4908. 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.

PUBLIC QUESTIONS

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

3. MINUTES OF THE LAST MEETING

[Attached: Minutes]

Action: *To approve the minutes of the meeting held on 17 September 2020.*

4. UPDATE ON TOWN COUNCIL EVENTS

[Attached: Report]

Lead: Cllr Merry

Action: *To receive the update and agree on any further necessary actions.*

5. MATTERS ARISING FROM THE EVENTS SUB-COMITTEE

5.1 APPROVAL TO SPEND – PARTY IN THE PARK

[Attached: Quotes]

Lead: Cllr Merry

Action: To:

- i. Following commitment to appoint Blitz at the last Events Sub-Committee meeting, to *approve a spend of £1920 +VAT for Fireworks for Party in the Park 2021. The spend will be allocated to budget line 140 5820 – Community Events.*
- ii. Following commitment to appoint Hipswing at the last Events Sub-Committee meeting, to *approve a spend of £4772.25 +VAT for PA and Staging for Party in the Park*
- iii. *Delegate any further event delivery spend required to the Town Clerk's Office. Further spend to be*

made in accordance with approved budget and financial regulations and allocated to budget line 140 5820 – Community Events.

5.2 FAMILY FUN DAY EVENTS

[Attached: Events in Sandbach Town Hall 2021 Schedule]

Lead: Clerk

Action: To:

- i. To note the plan for events, which will replace the Family Fun Day 2021.*
- ii. To note that costings will follow via the Events Sub-Committee.*
- iii. To approve the use of the Family Fun Day budget 2021 amount of £2500 (140 5820 – Community Events) for the delivery of these Events. Necessary spend to be delegated to the Town Clerk's office, in accordance with approved budget and financial regulations.*

6. DIVERSITY AND INCLUSION TRAINING

Lead: Cllr G Price Jones

Action: *To give a verbal update on the adoption of the inclusivity policy at STC.*

7. WILDFLOWERS PROJECT

Lead: Chair

Action: To:

- i. Agree locations within the Parish where wildflowers can be planted.*
- ii. Contact Cheshire East Council for confirmation of approved locations.*

8. EXTENSION OF CCTV AROUND SANDBACH TOWN

Lead: Chair

Action: *Identify areas of the town where antisocial behaviour would warrant the installation of a mobile CCTV camera.*

9. YOUTH SURVEY FOR LEISURE PROVISION

Lead: Chair

Action: *Create survey to go to all Schools to identify what leisure provision is desired within Sandbach Parish. Members are to suggest questions for the survey at the meeting.*

10. FRIENDS GROUPS FOR PARISH PARKS

Lead: Chair

Action: *To consider establishing a Friends Of group for each park/play area within the Parish currently without one.*

11. CORRESPONDENCE

None.

12. ITEMS FOR NEXT MEETING

13. DATE/TIME AND PLACE OF NEXT MEETING

TBA

Please note, 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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COMMUNITY AND ENVIRONMENT COMMITTEE

Minutes for the meeting held on Thursday 17 September 2020 at 7pm via Zoom.

In attendance: Cllr R Hoffmann
Cllr G Price Jones (Mayor)
Cllr G Merry
Cllr L Crane
Cllr S Broad
Cllr M Lea O'Mahoney
Cllr D Hegarty
Cllr K Flavell

Also present were two members of the public.

1. APOLOGIES FOR ABSENCE

Apologies for Absence: Cllr D Jack

Absent without apologies: None

2. DECLARATIONS OF INTEREST

There were none.

PUBLIC QUESTIONS

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

3. MINUTES OF THE LAST MEETING

[Attached: Minutes]

Resolved: that the minutes of the meeting held 30 June 2020 be approved as a true record.

4. EVENTS – TOWN HALL FESTIVE ACTIVITIES

The Meeting Clerk provided an update on planned festive events and impact of Covid restrictions and risk management on safe hosting of those community activities, including Santa in the Market and Town Hall, Breakfast with Santa and the popular Christmas pantomime shows.

Due to logistical limitations of streaming options and resource requirement it was agreed that the pantomime can unfortunately not proceed.

Resolved: that the update is received and any possibilities for Covid-safe festive options be investigated by the Events Staff and ATC.

5. FORMER WORKING GROUPS

To establish preferred reporting route for tasks and actions of dissolved working groups, which are now included within this Committee, discussion took place regarding progress to date of several groups, including Air Quality, Tidy Town and Conservation and it was agreed that related works or requirements be referred to the Committee as and when needed.

In update on Ward Tidies, members confirmed the support and popularity of previous activities in Elworth Ward and the enjoyable Community spirit and increased community pride in the environment and surroundings. In order to facilitate regular tidies in all Wards, it would be necessary to arrange a schedule to work with existing Clean Team routine and seek permissions to use the group's equipment when available.

Resolved: that:-

- i. Report on the dissolved working group items, as and when received, to this Committee or Council, as appropriate.
- ii. Planning and Consultation Committee be asked to write to CEC to establish current status of the Air Quality Action Plan.
- iii. Cllr Crane to liaise with Clean Team regarding regular Sandbach Community Ward Tidy schedule, with activity to be planned once every two months.

6. 2021/22 MARKET TOWN FESTIVAL

Following a change in budgeting process for events in previous years, which required approved funds be held in Committed Reserves and Council approval obtained for any budgeted event spend, Members were asked to consider request that a specific budget line be allocated to each of the three regular Council events (Party in the Park, Fun Day and Market Town Festival), in line with verified event costings, and submitted to the Finance Officer for inclusion within the draft 2021/22 budget.

Resolved: that:-

- i. A Market Town Festival Budget line totalling £5,000 be submitted to the Finance Officer for the 2021/22 draft budget.
- ii. Following Event Sub-Committee confirmation of specific budget requirement to host the 2021 Party in the Park and Family Fun Days, these amounts be submitted to the Finance Officer as individual budget line requirements for draft 2021/22 budget.

7. WILDFLOWER SEEDING

The Meeting Clerk confirmed this agenda item was included as a Council resolution which requested costs, sites, seeds and processes be considered in order to prepare a report and recommendation to a future Council meeting. There being no costings currently available for review and, due to time of year and current circumstances, it was suggested that this item be deferred and Cllr Seymour, the original proposer of the project, be contacted and invited to attend the next meeting or, if unavailable, his input be obtained regarding suggested sites and any specific project details.

8. SMALL COMMON TARMAC REPAIR

Members were advised of the previous Assets and Services Committee reviews of safety issues, damaged state of several areas of the Small Common Car Park and necessity and cost for proceeding with remedial works.

3

Resolved: That spend of £6283.75 +VAT is approved for the purpose of undertaking safety repairs to the Small Common Car Park and allocated to budget line 182 – Car Park Refurbishment, with payment delegated to the Finance Officer.

9. SKATE PARK AND CCTV EXTENSION

Being unable to attend this meeting, Councillor Jack had provided advance email update for the meeting Clerk, which was presented:

The allocated actions are in progress and a meeting with the Crime Commissioner is awaited.

Resolved: The update is received.

10. PUB WATCH RADIO LINK SCHEME

Being unable to attend this meeting, Councillor Jack had supplied advance email update for the meeting Clerk, which was provided to the meeting:

Pub watch radios are in progress with a meeting next fortnight to finalise quotes and systems and numbers with a meeting thereafter with crime commissioner to seek matched or better funding.

Resolved: The update is received.

11. CORRESPONDENCE

11.1 CEC CCTV CONTROL ROOM UPDATE

Having received the circulated email update, dated 25 August 2020, from CEC CCTV Control Centre Manager, Members noted the re-deployable technology and their being a great asset for use, in line with any future opportunities.

Resolved: The email be received.

12. ITEMS FOR NEXT MEETING

- Online training/information session for Councillors, Staff and any interested Community Members, on the subject of Equality, Diversity and inclusion.

13. DATE, TIME AND PLACE OF NEXT MEETING

The next Community & Environment Committee Meeting will be on Thursday 26 November 2020 at 7.00pm on the Zoom meeting platform.

Meeting Closed at 7.44pm

Cllr R Hoffmann, Chair.

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Events Sub -Committee report to Community & Environment

The Group has met on 30th June 2020, 5th August 2020, 30th September 2020, 27th January 2021 in addition have held an Expressions of Interest meeting on 23rd February 2021

The group meets to determine and plan a series of events to be held in the Town during the year. Throughout the challenging scenario of the pandemic the Group has been positive in believing that we will be able to put on some events in 2021 and has planned the following :

3rd July 2021 Party in the Park- this will follow a similar format to other years with particular attention to ensuring that there is satisfactory audit of ticket sales.

7th August 2021 Wellbeing Day – planned to provide information and activities to all residents who may have felt isolated and marginalised during the lockdown period, a new event which is only at the planning stage at the present time.

11th September 2021 Market Town Festival – An event first held in 2019 and which proved extremely successful

Various Activities organised by the Town Hall Events Team - these events have been planned to replace the Family Fun Day, ensuring additional options are open to young people throughout the summer months.

At this stage activities are being planned as though they will go ahead, should circumstances change they will be cancelled as required. We therefore request that budgeted funds for these events be made available as and when required.

On 27th January the group welcomed attendees from BBC Radio 4 who are making a programme in connection with meetings, we have yet to be informed when the programme will be aired.

Gill Merry

Chair

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5.1

Dear Mike

Thank you for your email. The price to provide the display for the 2021 Sandbach Party in the Park will be £1920 plus vat, the same price as quoted for the 2020 display.

Kind regards

Mandy

Mandy Malam
Blitz Fireworks Ltd



Hipswing - Lighting, Audio Visual & Dancefloors Solutions for Events and Venues
Unit 10 Oasis Business Park, Road One, Winsford Industrial Estate
Winsford
CW7 3RY

CLIENT: Sandbach Town Council
ADDRESS: Hightown sandbach CW11 1AE
PHONE:
EMAIL: adminasst@sandbach.gov.uk
NUMBER: 3287
YOUR REF:

Quotation: Party in the Park - 3rd July 2021

Order Date 15/10/2020
Our Reference 3287
Your Reference
Rental Period 03/07/2021 07:00 to 03/07/2021 23:00

Delivery Address

Sandbach Park
Sandbach
Sandbach
CW11 1FJ

Notes

Marquee Structures

Marquee structures 9m x 12m Aluminum 3m legs Frame Marquee with Cassette Floor raised of the ground with lifting jacks, staging inside the marquee to be split level to have 300mm high rear staging Carpet to cover floor inside stage area 6m x 9m Changing room area with matting and services lighting internal and external.

Power Generator Hire -

Super-silenced 70kva diesel generator, delivered to site, but excluding fuel consumed. To be used as the primary source of power. Fuel will be invoiced separately after the event.

Distribution of Power within the marquee –

A heavy duty 3phase 32amp supply is taken from the generator(s), allowing up to 30m main cable run, to our master distribution panel at the marquee. Onward cabling to all necessary loads i.e., lighting, music, etc, via independent RCD protected circuits including socket outlets as required.

Marquee Service Lighting -

2x Marquee Catering service lighting and outside flood lighting to assist access for vans

Staging equipment - rear staging only

Create Staging area 12m x 4m, 300mm high with black skirt and access steps

Trussing and Rigging Equipment -

Clamps and fixings, chain hoists, shackles, strops and slings and all safety signs and safety work equipment. Hipswing Events use trained staff when rigging and comply to Health and Safety at work act 1974, The Provision and use of Work Equipment Reg.1998 (PUWER) and The Lifting Operations and Lifting Equipment Reg.1998 (LOLER)

6m Trussing fixed to marquee

Stage Lighting

Controllable stage wash lighting to illuminate presenters and general stage area, combination of HOI floodlights with LED wash lighting, stage wash lighting and LED stand of staging lighting package

5.1

PA & Sound Equipment

Repeat PA system positioned mid way to audience with delay from main PA

PA & Sound Equipment

To install a high-quality audio system, consisting of 4 Speakers Top and Mid Nexo PS 15 and 2 Nexo LS 18 Bass speakers with control desk. including a digital stage input box.

Microphones

Microphones and stage monitors to be provide Hipswing with stands and cables

Microphone Shure Beta 57a

Microphone Shure SM57

Microphone the t.bone EM 700

Acoustic Instrument Condenser Microphone Shure PG81

Equipment Delivery

Delivery and installation of lighting and power equipment the day before or on the day of the event by our experienced crew. ensuring all equipment is ready and tested in plenty of time, removal of all equipment the following day including transport, labour etc

Technician

Technician to remain on duty during the event to operate and oversee the smooth operation of equipment. Our technician will program all the equipment for the customer for the function e.g. any speakers, lighting, and AV equipment.

2x Audio and Lighting tech

Item	Type	Quantity	Price	Surcharge	Total
Marquee Structures	Rental	1			

Marquee structures

9m x 12m Aluminum 3m legs Frame Marquee with Cassette Floor raised of the ground with lifting jacks, staging inside the marquee to be split level to have 300mm high rear staging

Carpet to cover floor inside stage area

6m x 9m Changing room area with matting and services lighting internal and external.

Generators

40KVA 3 Phase Generator

Rental

1

Plus fuel cost after the event

Audio Equipment

Nexo Geo M10 12 Pro Line Array Speakers

Rental

4

Nexo GeoM10 Light Bumper (accessory)

Rental

2

Nexo Patch Cable (accessory)

Rental

4

Nexo Geo M10 25 Line Array Speakers

Rental

2

Nexo LS-18 Subwoofer Pro Loudspeaker

Rental

2

Nexo Cable (Blue) (accessory)

Rental

10

Speakon Coupler - NL4MMX (accessory)

Rental

6

Item	Type	Quantity	Price	Surcharge	Total
Power Amplifier Nexo (NA 4x4)	Rental	1			
13 Amp Plug to 16 Amp Socket (<i>accessory</i>)	Rental	2			
16 Amp to PowerCon Converter (<i>accessory</i>)	Rental	2			
Soundcraft 12 Channel Analogue Mixer With Effects	Rental	1			
13 Amp Plug to IEC Cable (Various Lengths) (<i>accessory</i>)	Rental	1			
XLR Patch Cable 3M (<i>accessory</i>)	Rental	2			
Mini Stereo Jack to Twin Standard Mono Jack Cable (<i>accessory</i>)	Rental	1			
Soundcraft Stagebox 32 Channel	Rental	1			
13 Amp Plug to IEC Cable (Various Lengths) (<i>accessory</i>)	Rental	1			
Ethercon Coupler (<i>accessory</i>)	Rental	1			
Ethercon Cable 1m (<i>accessory</i>)	Rental	1			
Ethercon 50m Drum (<i>accessory</i>)	Rental	1			
Mackie SRM 450 Monitors Loudspeaker	Rental	2			
13 Amp Plug to IEC Cable (Various Lengths) (<i>accessory</i>)	Rental	2			
XLR Cable 10m (<i>accessory</i>)	Rental	2			

5.1

Power Distribution

16 Amp 2 & 3 Way Splitter	Rental	3			
16 Amp Power Cable (Long)	Rental	15			
16 Amp Power Cable (Short)	Rental	12			
16 Amp Single Phase to 6 13 Amp output Distribution Box	Rental	1			
16 Amp to 13 Amp Socket (Various)	Rental	4			
63 Amp 3 Phase Distribution Cable (20m)	Rental	1			
63 Amp 3 Phase Input - 12x 16 Amp Single Phase Output + 3x 32 Amp Distribution Box	Rental	1			

Access and Safety Equipment Hire

Cable Covers Heavy Duty	Rental	23			
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Staging Equipment

300mm Black Stage Skirting	Rental	24			
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Item	Type	Quantity	Price	Surcharge	Total
Assembly Clamp Tour Stage	Rental	30			
Round Stage Leg 300mm	Rental	96			
Stage Platform Non-Carpeted 2m x 1m	Rental	24			

5.1

Miscellaneous Equipment

White Pop Up Gazebo 3m x 6m (10ft x 20ft) with Sidewalls	Rental	1			
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Laptops and Accessories

Music Playback Laptop 4	Rental	1			
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Trussing and Rigging Equipment

Chain Block 6M (1000kg) (RIGGING SAFETY CHECK FORM NEED COMPETING)	Rental	2			
Heavy Duty Chainbag	Rental	2			
3 Point Truss (2m) F33200	Rental	3			
D Link 2 Ton	Rental	4			
Egg and Pin Connectors	Rental	10			
Fabric Sling (Black, 1.5m)	Rental	4			
Marquee Girder Clamp (250kg Load) (RIGGING SAFETY CHECK FORM NEED COMPLETING)	Rental	4			
Safety Cables 5kg	Rental	6			

Generic Effect Lighting

Marquee Internal Lighting Set	Rental	1			
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External Lighting

Colorado Panel Q40 High Power Lighting Fixture	Rental	4			
HQI 150w Metal Halide IP65 Flood c/w Lamp	Rental	3			

Microphones and Stands

Acoustic Instrument Condenser Microphone Shure PG81	Rental	4			
Condenser Cabled Microphone the t.bone EM 700	Rental	6			
Hand Held Generic Cabled Microphone	Rental	2			

Item	Type	Quantity	Price	Surcharge	Total
Instrument Cabled Microphone Shure Beta 57a	Rental	2	5.1		
Instrument Cabled Microphone Shure SM57	Rental	2			
Microphone Boom Stands Normal	Rental	12			
Microphone Boom Stands Short	Rental	3			
Microphone Clips	Rental	15			
Round Base Microphone Stand	Rental	1			

Audio and Signal Cabling

Ethercon 50m Drum	Rental	1			
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Crew

Audio Technician Fixed Charge	Service	2 x 1			
sound checks - big band - 5.30pm Brass band.... ?					
Install Event Crew Per Hour Rate	Service	2 x 5 Hours			
De Rig Event Crew Per Hour Rate	Service	2 x 5 Hours			

Rental charges	£3,896.06	Charge total	£4,772.25
Sale charges	£0.00	Tax total	£954.45
Service charges	£876.19	Charge and tax total	£5,726.70

Events in Sandbach Town Hall 2021

5.2

March – Mother's day & April – Easter

***** These events are currently on hold due to COVID-19 *****

June - Father's Day

Saturday 12th June – Arts and craft

August – Summer Fun

Tuesday 3rd – Arts and craft

Tuesday 10th – Children's cinema

Tuesday 17th – Arts and craft

Tuesday 24th – 0-5 years soft play equipment

Tuesday 31st – Arts and craft

September – Market Town Festival

Saturday 11th – FREE activities for the community:

Circus workshop, Kings executioner, gypsy caravan, punch & Judy, swing boats, willow weavers, balloon artist, birds of prey, Shetland ponies, paint a pot.

October – Half term Halloween fun

Tuesday 26th – 0-5 years arts and craft

Thursday 28th – Halloween pumpkin carving

Saturday 11th December – Breakfast with Santa

*an exclusive visit from Santa to your table

*receive a present

*delicious, freshly prepared breakfast

*decorate your own Christmas cookie

*magical reindeer dust to sprinkle on Christmas eve

Wednesday 29th December – Pantomime

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