

**Market Hall
Executive Advisory Panel**

Meeting Notes

Evangelical Church, Bath St, Market Harborough LE16 9JL

Tuesday 30th April 2013

Commencing: 5pm

Councillors Present: Beaty, Mrs Beesley-Reynolds, Hall, Johnson, Smith & Spendlove-Mason (Chair)

Officers Present: A. Graves (AG), M. Perris (MP), R. Felts (RF), R. Linch - Quarterbridge (RL), G. Keeping (GK)

Item	Action
1. Apologies for Absence Cllr Dr S. Hill.	
2. Notes of meeting held on 10th April 2013 The notes of the meeting were agreed. It was agreed that draft notes will in future be circulated to Panel members for agreement by email.	
3. Highlight Report p1: <u>Project Plan (summary)</u> - it was noted that all indicators were green or completed. p2: <u>Next Actions</u> – all-trader meeting has taken place. A meeting with all antiques traders will take place on 19 May (this may be extended to include other traders). A meeting with a representative group of traders will also be held on 28 May. It was confirmed that Quarterbridge will be involved in the initial pre-letting and contract work. <u>Significant Risks</u> , risk 1 – MP’s appointment means that lack of staffing resources is no longer a risk.	
4. Traders Meeting Feedback The meeting was felt to have been very positive. With regard to the extension to opening days, there were mixed feeling among traders, with some welcoming the change while others preferred the status-quo. It was felt by the Panel that the proposals, which include daily-let stalls, provides a suitable balance, given the need for the Market Hall to function as viable business.	

RL pointed out that retailers as well as traders would be represented in the new arrangements; information on letting opportunities would be circulated to businesses within a 40-mile radius.

5. Dates of Future Meetings

- To be agreed. (*Post-meeting note: next meeting Monday 10th June 2013, Lutterworth Pavilion, 6pm*)

Exempt Business

Section 100A Local Government Act, 1972

It was moved by Councillor Smith, seconded by Councillor Beaty and

RESOLVED that: the public and press be excluded from the remainder of the meeting on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972.

1. Design Presentation & Cost Estimate

General: RL presented a design plan, revised to take into account points raised at the meeting with the Market Traders about the number of stalls available for the antiques market. Forty-one stalls (the equivalent of the current provision) could be provided by reducing the size of the pop-up stalls to 8x8ft, but this would present an additional cost of £10k. The smaller stalls should not disadvantage traders and double units could be rented, if required. The central circular feature that appeared on earlier plans has been removed to allow space for additional stalls when needed; at other times it could provide a demonstration area - this item had never been included in costs.

The meeting felt that one pop-up stall, suitably branded, should be acquired at an early stage for Panel members and Traders to view.

RL felt that it would be beneficial to retain some flexibility in stall provision as close as possible to the opening date (pop-up stalls do not need to be ordered until February), this would assist in the letting process and in achieving the best trader mix. AG noted that if this was to be the case, then suitable change control mechanisms would need to be built into the contract when let. It was also essential to reach a point of design-freeze, so that the whole project could be costed accurately.

The question of providing a 'changing place' within Market

Harborough had been raised by County Councillor Houseman at the HQ Redevelopment Executive Advisory Panel. AG reported that Chris Clarke had been asked to see if a suitable place might be identified for such a facility within the town. However, given the late stage in the development of both the HQ and Market Hall, it was difficult to envisage altering plans to accommodate such a facility in either of these projects.

It was noted that Traders should be kept informed of any changes to the proposals / plans.

Budget Cost Report

- Section A – Scheme design budget cost breakdown
Costings have been provided by Quarterbridge's quantity surveyor. They will be checked in due course by the Council, but it is not anticipated, given the size and specialist nature of the project, that savings will be identified. If the estimates turn out to be slightly wrong, then it will be necessary to go through a process of value engineering to bring costs back into line with budget allocation. It is anticipated that most of the legal work for the project will be provided in-house, but some will still need to be provided externally.
- Section B – Optional Works Cost Breakdown
RB introduced the options, all of which lie outside current budget allocation. AG stressed the need to adhere to the agreed budget, but other options might be considered in the future, once the current investment is tested.

With regards to revenue, the original business case proposed an occupancy rate of 85% although a successful pre-letting campaign might allow a higher rate to be achieved.

RECOMMENDED to Executive:

That the design plan and scope of works for the Market Hall improvements, as set out in Section A of the report and the associated preliminary plan, be approved.

2. Communications Strategy and Plan

AG / RF presented the Strategy & Plan, which is essentially an internal document for officers, but it is intended will be provided to the Panel as a regular item in order to allow progress to be checked.

Some Panel members reported that they were experiencing difficulties in access information about the project on the

Council's website. It was agreed to circulate information about the website (including number of hits, if available) to members. **RF**

Appendix 1: Communications protocol

The question was raised whether any media spokesperson should also attend this Panel. AG advised that this would need to be considered / decided by the new Leader.

Project Q&A

The Q&A section is intended to help answer questions from the public and other councillors and can be added to as required.

The Panel RESOLVED to accept the Communications Strategy and Plan as presented.

The meeting closed at 6.50pm