

**Market Hall
Executive Advisory Panel**

Meeting Notes

**Sports Pavilion and Community Centre,
Coventry Road, Lutterworth LE17 4SH**

Wednesday 10th April 2013

Commencing: 5pm

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

Officers Present: A. Graves (AG), N. Proudfoot (NP), M. Perris (MP), R. Linch, Quarterbridge (RL), G. Keeping (GK)

Item	Action
<p>1. Apologies for Absence Cllr Beaty (Cllr Liquorish substituted).</p>	
<p>2. Election of Chairman Cllr Spendlove-Mason was elected as Chairman; he welcomed members to the first meeting of the Panel.</p>	
<p>3. Terms of Reference of the Panel The terms of reference and reporting schedule were approved by the Panel. The Advisory Panel's meeting notes will be fed back to the Executive.</p>	
<p>AG noted that one of the Panel's responsibilities involved matching the project against the budget of £410k and that it therefore needed to be aware of the breakdown of this overall figure, as agreed by Council. This information will be made available through future editions of the Highlight Report.</p>	MP
<p>Although the terms of reference indicate that meetings should be held quarterly, NP reported that more regular meetings would be required during the first part of the project, possibly on a monthly basis. Where possible, these meetings would be held on the same day as the Executive Advisory Panel for HQ refurbishment, which has common membership with the Market Hall Panel.</p>	MP / GK

4&5. Project Plan and Highlight Report

NP reported that it has been necessary to change the project timetable since the production of the highlight report; the changes will be included in an updated version of the Project Plan.

The following points were discussed:

- The change in timetable has allowed proposals for the site to be more fully developed in association with Quarterbridge.
- The period of closure is to be minimised and will now coincide with the period of lowest trading activity, in January / February 2014. Some work will however be starting before Christmas 2013. The re-launch of the Market Hall will now take place in the 21st year since the opening of the current building.
- Work on the initial design proposals has been completed (see below)
- Meetings with Market Trader representatives will take place on a monthly basis. The next meeting with the Traders will be held on Tuesday 23rd April.
- The aim is to have a larger population of traders in the future. A pre-letting campaign will start in the next few weeks.

6. Communications Plan

The Plan is currently being developed, with input from the Council's Marketing team, and will be available to be considered at the next meeting of the Advisory Panel. The Plan will look at the process of liaison with Market Traders and the wider public and with the timing of press releases etc. The Plan will be finalised through consultation, before being referred back to the Executive.

NP

7. Dates of Future Meetings

- Tuesday 30th April 2013

Exempt Business

1. Section 100A Local Government Act, 1972

It was moved by Councillor Smith, seconded by Councillor Beesley-Reynolds 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.

2. Market Hall – vision, design and brand

Vision & design:

RL presented the Design Proposal, Aesthetic & Finishes for the

Market Hall, together with plans showing the Site Survey (ref: HAR/001 SUR) and General Arrangement (ref: HAR/001 001). The proposals had been produced to comply with the project budget; additional cost options were identified separately, so that a clear distinction could be maintained between the two.

The main themes of the design were to:

- Increase the space available for traders
- Aspire to 7-day trading, where possible
- Make the main entrance more imposing and attractive to customers
- Increase the size of the rear lobby and improve lighting and signage at both entrances / lobbies
- Increase emphasis on the food hall
- Move the restaurant into the main hall, with increased seating
- Improve sight-lines between stalls
- Reinstate the toilets, with access from the Hall
- Remove the plinths in main hall to increase versatility of the space
- Use pop-up stalls for day stalls in the main hall

The upstairs area was considered functional and no significant changes were proposed.

Name / branding:

To be considered at a future meeting of the Panel.

NP / MP

Phasing of work:

Work would be carried out in the following order:

1. Toilets
2. External signage & decorating
3. Entrances (one at a time)
4. Remaining work completed during closure period (possibly 8-10 weeks)

Next steps:

The Panel welcomed the proposals as currently drafted. The next steps would be:

1. Consultation with Traders etc.
2. Feedback from consultation considered by Officers
3. Input from Quarterbridge
4. Design finalised and costed and passed back to the Advisory Panel for their recommendations to Executive.

The meeting closed at 6.30pm