

**Market Hall  
Executive Advisory Panel**

**Meeting Notes**

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

**Wednesday 10th July 2013**

Commencing: 1.30pm

Councillors Present: Dr Bremner (Chair), Beaty, Beesley-Reynolds, Hall, Dr Hill & Spendlove-Mason

Officers Present: N. Proudfoot (NP), S. Riley (SR), M. Perris (MP), G. Keeping (GK)

<b>Item</b>	<b>Action</b>
<b>1. Apologies for Absence</b> Cllr Johnson.	
<b>2. Notes of meeting held on 10<sup>th</sup> June 2013</b> The notes were approved and signed by the Chairman.	
<u>Matters arising:</u> P1: <u>Website</u> - Information on website hits has been sent out, but will be recirculated.	<b>MP</b>
P2: <u>Pop-up Stall</u> – an example will be brought to the August meeting.	<b>MP</b>
P2: <u>Footfall data</u> – MP reported that the historic data had not been located yet, but that information was currently being gathered.	
P2: <u>Dates of Future Meetings</u> – it was noted that monthly Panel meetings would be out of step with six-weekly Executive meetings. Not all decisions would require Executive approval, but it was acknowledged that there might be a delay on occasions where Executive approval was needed.	
P3: <u>Branding</u> – the design colour has been changed to burgundy, to avoid confusion with other colour schemes.	
<b>3. Highlight Report</b> MP presented the report; although dated 21 June, items bringing it up-to-date were included later on the current agenda. The	

letting brochures/website were being produced by Quarterbridge.

#### **4. Project Plan**

MP reported that:

- a four-week tendering process would start on 26 August; there would be no pre-qualification process. The proposed tender list will be discussed with the Panel. The cost of the work should be known during the week commencing 23 September.
- The timetable for the on-site construction works had been revised. The Market Hall will still be closed after Christmas. There would be a 'soft-landing' opening during the first week of April and a full re-launch on Easter Saturday.

**MP**

#### **5. Budget Monitoring**

SR introduced the Budget Monitoring Report. It was noted that the report title and 'Total Redevelopment' headings should refer to the Market Hall, rather than to the HQ Building.

- The project is still within the funding envelope agreed in 2012 (c. £425k, including £15k transfer from HQ Refurbishment budget towards Quarterbridge costs). If tenders come in higher than this figure, then it will be necessary to consider value engineering or, if there is a large mismatch, to review the feasibility of the project;
- The contract will address the main risk of a delay in the construction phase;
- The Market Hall revenue monitoring figures indicate that the Market is under-performing financially at present. Traders report a drop in foot-fall. In view of the predicted deficit being likely to exceed the expected figure (£58.6k), it was considered essential that the Market Hall operates as well as possible up to Christmas. Liaison with Traders is taking place. Panel Members felt that it was important to have stalls occupied for the reopening, even if they were paying a reduced rent;
- It was noted that some figures in the Market Hall revenue budget relating to the running costs of the building might need to be reviewed. There will be no major change to the building's energy efficiency;
- Income will continue to be received from Traders during the period of closure as arrangements will be in place for them to trade elsewhere. However, there is a risk that income over the period of closure may be lower than expected; and
- Compensation payments will be brought into the overall cost of the project.

#### **6. Proposed Design Amendments**

MP requested that the Panel consider a recommendation made by Quarterbridge to amend the design in relation to the café seating arrangements. Adopting the proposal would lead to the loss of 2 trading units and would cost an additional £2.6k. After consideration the Panel:

RECOMMENDED that the revised design (as shown on Plan HAR/001 Rev. I) be adopted; the additional funding (if needed) to come from the contingency fund.

**7. Trader Liaison**

Antiques Fair Survey – MP reported that the survey had been completed. There was support for trading to continue inside and to maintain a distinct Antiques market, with the possibility of a flea-market during the week. Discussions have taken place with Welland Park School to use the hall there for trading during the Market Hall closure.

**8. Terms of Reference and Performance Indicators**

Terms of reference - after considering a proposal from Officers, the Panel:

RECOMMENDED that the terms of reference of the Market Hall Executive Advisory Panel be amended to allow it to continue to monitor performance for a period of twelve months beyond the reopening of the Market Hall.

Performance Indicators – The list of Performance Indicators was agreed by the Panel, with the possibility of attaching a % figure to the indicator for Increased Footfall. The Panel stressed the importance of collecting benchmarking data now. MP agreed to bring an update on data to the next meeting of the Panel.

MP

**9. Dates of future meetings**

It was agreed that the next meeting of the Panel would be held on **Wednesday 28<sup>th</sup> August at 6.45pm**, after a meeting of the Advisory Panel for HQ Redevelopment. It was not felt that there was a need for a group site-visit to view the Market Hall, but individual Panel Members were asked to contact MP if they did require a visit.

**Exempt Business**

**1. Section 100A Local Government Act, 1972**

It was moved by Councillor Beaty, seconded by Councillor Hall 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. Marketing

### a) Trader Selection:

- It was noted that the Trader Selection Guidelines are intended to apply to permanent stall-holders only. Any traders operating for less than six days will be covered by a different agreement;
- The Panel considered that all payment of rent should be made by direct debit. It was agreed that paragraph c.2 of the 'Trader Selection Guidelines' be amended to state that payment must be by Direct Debit; **MP**
- It was felt that the minimum figure for third party insurance cover (£5m) might be too high. It was agreed that the figure would be reviewed and made subject to negotiation; **MP**
- It should be made clear that Employers Liability should only be provided if required. **MP**

### b) Trader's Shopfitting Guide:

- It was agreed that reference should be made in the guide to the need for recycling waste. **MP**

### c) Artist Impressions

- The layout of café seating will need to be changed; **MP**
- Reference to 'Market Hall' will be removed from the impressions and the new logo would be shown on the building;
- An elevation drawing was needed for the 'bus station' side of the building; **MP**

## 3. Proposed Rental Schedule

MP explained the zoning system that had been applied to rents; rent for storage upstairs would be additional to the figures given. The intention was to ensure that the Market Hall was fully occupied at the time of opening; rental income would remain in line with the business case.

Some traders were expressing concern at the idea of six-day trading. The Panel considered the possibility of the Market being closed for usual trading on Mondays; the Hall could still be used for other purposes on Mondays. Monday trading could be reconsidered in the future once the refurbished Market had been operating for a period.

The Panel

#### RECOMMENDED:

- (i) That the principles contained within the Proposed Rental Schedule be accepted and
- (ii) That the Market operate on the basis of five-day trading, subject to this change not having a negative effect on the business case.

**4. Legal Process Update**

MP reported that all Section 25 notices had now been served and that no negative feedback had been received to date. Leases were to be surrendered by 31<sup>st</sup> December. The meeting with Traders with an independent solicitor will now take place on 19 July / 23 July. This change still retains the option of going to Court if necessary.

The meeting closed at 3.05pm