

**Market Hall  
Executive Advisory Panel**

**Meeting Notes**

**The Council Chamber, The Symington Building, Adam & Eve Street, Market  
Harborough LE16 7AG**

**Thursday 20<sup>th</sup> February 2014**

Commencing: 7:07pm

Councillors Present: Dr Bremner (Chair), Beaty, Hall, Dr Hill & Johnson.

Officers Present: S. Riley (SR), G. Keeping (GK)

<b>Item</b>	<b>Action</b>
<b>1. Apologies for Absence</b> Cllrs Liquorish & Spendlove-Mason.	
<b>2. Notes of meeting held on 18<sup>th</sup> December 2013</b> The notes were approved and signed by the Chairman.  <u>Matters arising:</u> p1 <u>Solar PV Panel Proposal</u> : SR reported that although there was still interest, a formal proposal had yet to be put forward. HDC support the suggestion, but the Transition Town Team is responsible for developing the proposal.	
<b>3. Highlight Report</b> SR presented the report. Items not covered elsewhere on the agenda included: <ul style="list-style-type: none"><li>• Vacant possession was obtained on 5 January 2014.</li><li>• In general, interim arrangements on The Square are working well, with indications of increased footfall.</li><li>• The contract with Market Place Europe has been extended until July/August 2014 to cover the move back into the Market Hall. The tender process for longer-term management will start shortly.</li><li>• Refurbishment work started on time and should be completed by 28<sup>th</sup> March, with the reopening on 8<sup>th</sup> April 2014. The formal opening will take place on Good Friday.</li><li>• Some patching of ceiling tiles is being carried out as part of the works, but there will be no wholesale replacement.</li><li>• Demand among traders for storage is expected to</li></ul>	

increase and it is anticipated that the storage space will be let.

The Panel offered its appreciation to Mark Perris and other officers for their work with the stall-holders.

**4. Any Other Business**

Cost Review

SP informed the Panel that dialogue was continuing with the consultants about the cost estimates provided by them in advance of the tendering for the work on the Market. SR agreed to report back to the Panel when there is further information to share. **SR**

**5. Dates of Future Meeting**

- 16<sup>th</sup> April 2014
- 11<sup>th</sup> June 2014

**Exempt Business**

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

It was

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.

**7. Lettings Update**

The Panel's attention was drawn to an updated version of Exempt Item 2.

- Leases are being finalised at the moment for 80% of the permanent Units.
- Work on leases for the weekly and pop-up units will start shortly.
- Stall-holders are being given some involvement in the setting of closing hours, but will be expected to adhere to the agreed times.
- The discount scheme has helped improve occupancy rates.
- The area of the pop-up stalls may be available for community use on Monday evenings, subject to security requirements. Suggestions would be welcomed.
- Florist and fruit & veg stalls will be located both inside and outside the building.

**8. Financial Update**

- The projected outcome figures are now much more certain and include contingency costs that had previously

been identified separately.

- The current forecast is for a slight under-spend.
- Costs associated with the opening will be covered from revenue budgets. Plans for the celebratory opening day are being prepared by Market Place and will include a series of events. A discount scheme is planned. Further ideas should be passed to SR.

The meeting closed at 7:50pm