

**MARKET MANAGEMENT GROUP**

**MONDAY 28 OCTOBER 2013 AT 2.00 PM**

PRESENT: Members: Councillors Mrs Bradley and Mrs Martlew

Officers:

Mr S Brown – Assistant Solicitor

Mr M Walshe – Strategic Property Manager

Ms Emma Gillespie – Group Accountant

Mrs M Durham – Lead Committee Clerk

ALSO

PRESENT: Mr D Thomson and Mr A Trumper - Ryden Property Consultants

**MMG.16/13 APPOINTMENT OF CHAIRMAN**

Consideration was given to the role of Chairman of the Market Management Group for the remainder of the 2013/14 municipal year.

It was moved and seconded that Councillor Mrs Bradley be appointed as Chairman of the Market Management Group for the remainder of the 2013/14 municipal year.

RESOLVED – That Councillor Mrs Bradley be appointed as Chairman of the Market Management Group for the 2013/14 municipal year.

Councillor Mrs Bradley thereupon took the Chair.

**MMG.17/13 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor Tickner; Mrs J Meek (Director of Economic Development); Mr R Simmons (Property Services Manager); Mr R Higgins (Heritage Officer) and Mr G Ingram (LaSalle Investment Management).

**MMG.18/13 DECLARATIONS OF INTEREST**

There were no declarations of interest affecting the business to be transacted.

**MMG.19/13 MINUTES OF THE LAST MEETING**

The Minutes of the Market Management Group held on 22 April 2013 were agreed as a correct record of the meeting.

## **MMG.20/13            MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the Minutes.

## **MMG.21/13            MANAGING AGENT'S REPORT**

A copy of the Managing Agent's report had been circulated prior to the meeting.

Mr Thomson reported that he was retiring and this was the last meeting of the Market Management Group at which he would be present. He introduced Mr Trumper who would be representing Ryden Property Consultants going forward.

Mr Thomson then outlined discussions which had taken place at a pre-meeting with the Property Services Manager with regard to the fabric / maintenance of the building, commenting that capital investment was needed. He reiterated the problems being experienced in terms of high level access to the glass roof. A 'man safe' access could be put in at a cost of £10,000 which would enable maintenance to be undertaken until a final decision was taken.

Although the lift was in working order, it was subjected to a great deal of use (involving the moving of heavy goods). Work to refurbish the lift would cost in the region of £23,000 - £25,000, which costs had not been factored into planned maintenance.

Discussion then took place around the service charge budget; capping criteria and building issues. Mr Thomson expressed the hope that the service charges would be within budget at the year end.

Councillor Mrs Martlew recognised that The Market Hall was a listed building and asked whether consideration had ever been given to the submission of applications for grants to assist with maintenance thereof. The Citadel Station was a similar structure and she suggested that investigations be undertaken to ascertain whether grant aid had been received for associated maintenance.

Mr Thomson indicated that no formal application had ever been made for grant in respect of The Market Hall. Mr Walshe added that a five year work plan would require to be put in place to support such an application.

Discussion ensued following which it was agreed that Officers should investigate the possibility of making applications for grant assistance e.g. to English Heritage, the Victorian Society, etc.

Mr Thompson explained the current position with regard to tenancy matters, including arrears. He added that a programme of events was scheduled for the Christmas and New Year period, which included Christmas Lights, local Choirs, etc.

There was discussion in relation to the advertising arrangements for vacant stalls, together with the management of rent arrears; recording of footfall within the Market and access arrangements from West Tower Street.

Discussion took place on the issue of renewal of the Managing Agents Appointment Agreement. The last such Agreement had a term of three years commencing on 17 March 2008 and had therefore expired. Members were concerned to ensure that good governance arrangements were in place before any new Agreement was concluded.

In response, Mr Brown advised that arrangements would be progressed in line with established practice and that due consideration was being made in relation to the appointment, or re-appointment of Managing Agents, and that discussions were now taking place between Legal and Finance.

Speaking on behalf of Members of the Market Management Group, Councillor Mrs Martlew wished to place on record sincere thanks to Mr Thomson for the support he had provided over many years. She wished him well for the future.

RESOLVED – (1) That the Managing Agent's report be noted.

(2) That Officers investigate the possibility of making applications for grant assistance towards refurbishment / maintenance of The Market Hall and report to a future meeting of the Market Management Group.

(3) That the Assistant Solicitor be requested to progress arrangements to consider the appointment of Managing Agents and report back to the Market Management Group in due course.

#### **MMG.22/13      ANY OTHER BUSINESS**

There were no further items of business to be transacted.

#### **MMG.23/13      DATE OF NEXT MEETING**

RESOLVED – That arrangements be made for the next meeting of the Market Management Group to take place in April 2014.

[The meeting ended at 2.35 pm]