

MARKET MANAGEMENT GROUP

MONDAY 22 APRIL 2013 AT 2.00 PM

PRESENT: Members: Councillors Mrs Martlew and Tickner

Officers:

Mr T Bird – Principal Law Clerk

Ms K Martin – Economic Development Officer

Mr R Simmons – Property Services Manager

Mrs S Norton – Committee Clerk

ALSO

PRESENT: Mr D Thomson - Ryden Property Consultants

MMG.01/13 APOLOGIES FOR ABSENCE

Apologies for absence was submitted on behalf of Councillor Glover, Mrs J Meek and Mr G Ingram, LaSalle Investment Management

MMG.02/13 DECLARATIONS OF INTEREST

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

MMG.03/13 MINUTES OF THE LAST MEETING

The Minutes of the Market Management Group held on 22 October 2012 were agreed as a correct record of the meeting.

MMG.04/13 MATTERS ARISING FROM THE MINUTES

The Chairman referred to a number of issues highlighted by Members at the previous meeting and sought progress reports in respect thereof.

BRIEFING PAPER

It had been agreed at the previous meeting that a briefing paper on the background to the Group would be circulated. The Property Services Manager agreed to circulate the paper immediately after the meeting.

RESOLVED – That a briefing paper on the group be circulated to Members of the group.

MMG.05/13 MANAGING AGENT'S REPORT

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

Mr Thomson explained that background to the administration of the Market Hall and the roles played by the City council, BAE Systems, Rydens and Capita. Mr Thompson updated Members on the Service Charge issues

Mr Thompson advised that the service charge covered the costs of maintenance but that income only enables reactive repairs to be carried out and not longer term maintenance.

Emergency repairs had been carried out on the glass roof but a complete overhaul was needed within the next year, the cost of which would be approximately £135,000. It was unsafe to access some areas of the roof. The dry rot in the Wilkinsons area had been repaired.

There was discussion around the usage of the service charges and tenancies. Mr Thompson explained that historically there had only been two stalls selling similar items. However it was up to Mr Thompson and Mrs Wylie, the Centre Manager, to decide whether an application for a similar stall would be approved. If there were any issues then the matter would be passed to the Property Services Manager and the Property Lawyer for comment.

Mr Thomson anticipated that the Service Charges would be under budget. There had been a good take-up of tenancy lettings over the Christmas period but many had cancelled their tenancy in January/February. Business trends generally had been good over the Christmas period but since then some tenants had not been doing so well.

Mr Thomson advised of an incident that had taken place over the Christmas period.

Mr Thompson explained the current position with regard to arrears. He explained how the arrears were managed.

There was discussion about the possibility of tenants paying rates and service charges by direct debit.

There was discussion about the marketing of the Market Hall. The information was available on the Council's website and was updated monthly.

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

MMG.14/12 ANY OTHER BUSINESS

There was discussion about the impact of the Continental Market on trade within the Market hall.

MMG.15/12 DATE OF NEXT MEETING

RESOLVED – That arrangements be made for the next meeting of the Market Management Group to take place in October 2013.

[The meeting ended at 2:35pm]