

## **MARKET MANAGEMENT GROUP**

**TUESDAY 6 MARCH 2007 AT 10.30 AM**

### **PRESENT: Carlisle City Council**

Members – Councillor Mrs Bowman (Chairman)  
Councillor Donald Jefferson

Officers – Mr R Simmons , Property Services Manager  
Ms A Taylor, Accountancy Services Manager  
Mr D Beaty, Head of Economic and Tourism Services  
Mr S O’Keeffe, Community Safety Co-ordinator  
Mr T Bird, Principal Law Clerk  
Mrs E Mackay, Senior Committee Clerk

### **ALSO IN ATTENDANCE :**

Mr D Thompson, Ryden Property Consultants  
Mrs H Wylie, Market Hall Centre Manager  
Mr Sean Byrne, LaSalle Investment Management

### **MMG.01/07 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor Bloxham.

### **MMG.02/07 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **MMG.03/07 MINUTES**

The Minutes of the Market Management Group held on 28 November 2006 were agreed as a correct record of the meeting.

### **MMG.04/07 MATTERS ARISING FROM THE MINUTES**

Mr S O’Keeffe reported on progress with the issues of security and vandalism which had been highlighted at the last meeting. He advised that the Carlisle and Eden Crime and Disorder Reduction Partnership had a number of sub groups, two of which focussed on CCTV and graffiti removal. Both of these sub groups had placed the Market Hall on their agendas and a site visit had been undertaken to assess the problems with vandalism and graffiti. A temporary CCTV camera outside the Market Hall had been considered but there were technical difficulties associated with the location of cameras, which would need to be overcome.

The CCTV group were due to meet shortly and would discuss the Market Hall and the potential development of a camera in that location. Mr O'Keefe encouraged Market Hall staff to continue to report incidents of vandalism and graffiti in order to highlight the frequency of the problem.

CCTV coverage across the City Centre and in other community locations also had to be considered when making decisions on where to place the cameras.

Mr Thompson commented that regardless of CCTV coverage, he would like to see the removal of graffiti and the investigation of easier removal methods being progressed as quickly as possible.

Mr O'Keefe responded that although no work had been undertaken on the removal of graffiti, the sub group was considering this and he was working with partner agencies to progress the removal of the graffiti.

RESOLVED – That Mr O'Keefe continue to keep pressure on the CDRP sub groups in relation to the problems of security and vandalism outside the Market Hall, and report back to the Chairman of this Committee and the Centre Manager, on progress.

#### **MMG.05/07      NEW OWNERS – BAE SYSTEMS 2000 PENSIONS PLAN TRUSTEES LIMITED**

Mr Simmons reported that in December 2006, BAE Systems 2000 Pensions Plan Trustees Limited had acquired the interest in the Market Hall from MODUS. Mr Sean Byrne, LaSalle Investment Management, advised that LaSalle looks after pension fund interests in commercial properties on behalf of BAE. He outlined LaSalle and BAE's relevant experience in the area, including other commercial properties they had acquired on a long term basis and existing relationships they have with other local authorities.

In response to Members' questions, Mr Byrne advised that he was aware of the proposed developments as part of Carlisle Renaissance and stated that he would welcome the opportunity to discuss any opportunities with the relevant Council Officers. Mr Simmons suggested that a meeting should be held between LaSalle Officers and the Council's Finance, Legal and Carlisle Renaissance Officers. He advised that this meeting would be arranged within the next 6 months.

Mr Thompson reported that Ryden Property Consultants would continue to carry out the day to day management.

Mr Simmons commented that Legal Services would be preparing a new agreement confirming the appointment of Ryden as Managing Agents.

RESOLVED – That the new ownership and management arrangements be noted.

## **MMG.06/07      MANAGING AGENT'S REPORT**

A copy of the Managing Agent's Report had been circulated prior to the meeting. The following aspects of the report were highlighted and discussed :

### **Service Charges**

Mr Thompson advised that following the change in ownership in December 2006, the service charge to 20/12/2006 had been closed and a new service charge opened.

In response to Members' questions he explained that Ryden set an annual budget each year for maintenance and repairs, with the service charge collected from stall holders covering that cost. In the event of an underspend, they had identified further areas of work which could be undertaken.

In response to a question about how a major unplanned repair would be funded, Mr Thompson responded that the landlord may pay the major repair cost up front and this could then be recovered through one off charges to stall holders. The landlord could assist cash flow of stall holders by spreading the recovery of this charge over 3 to 4 years.

### **Maintenance and Contractual Issues**

Mr Byrne advised that LaSalle had commissioned a detailed building survey and had an idea of the type of work needing to be done in the short, medium and long term. LaSalle, BAE and Ryden would meet to consider maintenance requirements.

Members then thanked Mrs Wylie and Mr Thompson for a comprehensive and detailed report.

RESOLVED – That the report be noted.

## **MMG.07/07      TENANTS' RULES AND REGULATIONS**

A copy of the draft Tenants' Rules and Regulations had been circulated prior to the meeting. Mr Thompson advised that at the last meeting it had been agreed that this Group consider the draft tenants' rules and regulations. He advised that Mrs Wylie had worked on the rules and regulations and had highlighted any proposed changes.

Mr Simmons emphasised that some further work needed to be done in separating the rules and regulations from procedural matters, guidance and information. He proposed that Council Officers meet with Mr Thompson and Mrs Wylie to produce a definitive document to implement, along with proposals for the process for introducing and enforcement of the rules and regulations.

Mrs Wylie emphasised the importance of being clear on arrangements for implementation and enforcement of any rules and regulations.

RESOLVED – That Officers continue to work on the Tenants' rules and regulations and report back to the next meeting of this group in 6 months time with a definitive document to be implemented, along with a process for introducing and enforcing the rules and regulations.

#### **MMG.08/07      ANY OTHER BUSINESS**

##### **(a)      Length of Leases**

There was some discussion on length of leases and Mr Bird clarified that although in the past there had been longer leases, leases were now 3 years with an initial licence period of 3 months. After the initial licence period a 3 year lease should be signed.

Mr Thompson undertook to discuss this further with Mr Byrne.

##### **(b)      Carlisle Indoor Market Branch of the Market Traders Association**

Mr Beaty reported that he had received notification of people who had been elected to positions of office at the Annual General Meeting of the Carlisle Indoor Market Branch of the Market Traders Association. He advised that he had responded to the notification.

#### **MMG.09/07      DATE OF NEXT MEETING**

RESOLVED – That the Senior Committee Clerk liaise with the Chairman regarding a date for the next meeting of the Group to be held during September 2007.

(The meeting ended at 11.30 am)