

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO POLICY AND FINANCE COMMITTEE

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meeting date: TUESDAY, 7<sup>TH</sup> NOVEMBER 2023  
title: UK SHARED PROSPERITY FUND- CLITHEROE MARKET  
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING  
principal author: NICOLA HOPKINS – DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

## 1 PURPOSE

1.1 To seek a decision from Committee in respect of what is included within the tender documentation for the Clitheroe Market Improvements.

1.2 Relevance to the Council's ambitions and priorities:

- Community Ambitions-
  - To sustain a strong and prosperous Ribble Valley
  - To help make people's lives safer and healthier.
- Corporate Objectives –
  - To work with our partners to ensure that the infrastructure in the Ribble Valley is improved.
  - To promote stronger, more confident, and more active communities throughout the borough

## 2 BACKGROUND

2.1 On 13th April 2022 the UK Shared Prosperity Fund (UKSPF) was launched by the Department for Levelling Up, Housing & Communities. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. Ribble Valley's conditional allocation is £1,967,754 over the three-year funding period.

2.2 This Committee agreed (28<sup>th</sup> March 2023) to utilise £100,000 of the Council's 2023/24 funding allocation to undertake improvements to Clitheroe Market as follows:

### ***Clitheroe Market Improvements***

- Remove all metal stall units from the site (after the 2023 food festival)
- Resurface the bull ring area to make the area more visually attractive and usable for pop up events.
- Introduce additional central fixed trading units (this would include an extension of the power and water supplies to these units)
- Introduce power supplies throughout remaining Bull Ring Area to support casual trading and events.
- Introduce a modern canopy structure to define a new covered central space.
- Instruct officers to consider options for wind mitigation measures (which will be linked to the above canopy structure to ensure such a structure would not exacerbate any issues at this site).

2.3 The intention was to combine the £100,000 allocation with the £72,600 of capital funding to deliver the project.

## 3 FORMAL TENDER

3.1 Given the value of the project there is a requirement to seek formal tenders for the work. Whilst it was initially intended to put this work on a procurement framework to invite

tenders a suitable one could not be identified and as such the project will be internally procured via tenders. The tender documentation is being drafted and subject to completing the lighting and drainage design the specification and bill of quantities will be drawn up ready for tendering early December.

3.2 Some Members may have received concerns from various existing market traders about the proposed works and in particular the removal of the casual stalls a number of which are used by existing cabin holders as an extension to their stalls.

3.3 As this Committee has previously been advised the production of the market consultants report, which led to the recommendations agreed at this Committee in March, endorsed by Health and Housing Committee, included extensive consultation with the market traders and it was understood the traders preferred option 1 of the report (Health and Housing Committee, Thursday, 23 March 2023-Clitheroe Market Improvements [Agenda for Health and Housing on Thursday, 23rd March, 2023, 6.30 pm | Ribble Valley Borough Council](#)).

3.4 The Director of Economic Development and Planning and the Head of Environmental Health meet with the market traders quarterly for update meetings. The minutes of the recent meetings are attached and summarise the discussions had at each meeting in respect of the market improvements.

3.5 Given the concerns raised, two options for inclusion within this tender documentation are brought to this Committee for consideration. Following confirmation of which option Committee would like to pursue the formal tendering process can commence. The intention is to invite tenders to be submitted by early in the new year to enable contracts to be let and works to commence early in the new year which accords with the UKSPF funding timeframe for this year's funding (these are very tight time frames and will be subject to contractor availability and cost- Committee will be kept updated).

3.6 The works relate solely to the bullring area and the intention would be for the fixed cabins to continue trading whilst the works are undertaken. To resurface the bullring area, the existing casual stalls will need to be removed so the existing surface can be removed, and a suitable surface can be laid including drainage and electric points.

3.7 Two options are put forward for Committee to consider:

**Option 1:** Remove the casual stalls, resurface the whole bullring area (creating a central area of open space with new planting and electric points) and erect a block of new permanent cabins (option 1); or

**Option 2:** Remove the casual stalls, resurface the whole bullring area (creating a central area of open space with new planting and electric points) and erect a block of new casual stalls (not dissimilar to the current offer). This option may allow for the resurfacing works to be extended along the pedestrian routes between the existing cabins (budget permitting).

3.8 Committee will also note that a new modern canopy structure was included within the agreed works although this was always subject to the suitability of such a structure in respect of wind conditions. This does not form part of the attached plans and Committee are requested to confirm whether they would like to proceed with such an option.

3.9 For Committee's information Rossendale Council are proposing to make improvements to their market in Haslingden which is smaller than ours although does include fixed cabins and metal stalls. Their current proposals are attached at Appendix 4 and include a central covered seating area. Instead of a central canopy area, Committee may consider the introduction of a central covered seated area in the future. If Committee

would like the Director of Economic Development and Planning to consider this further this will be referred to the Working Group for consideration.

3.10 This report will be circulated to the market traders and any comments received will be reported verbally to Committee.

#### **4 RISK ASSESSMENT**

4.1 The approval of this report may have the following implications:

- Resources – the 2023/24 UKSPF allocation has been received and has to be utilised by the end of March 2024. The funding is in place to support the commencement of this project.
- Technical, Environmental and Legal – Procurement will be in accordance with the Public Contract Regulations and the Council's Contract Procedure Rules.
- Political - N/A
- Reputation – N/A
- Equality and Diversity – Members have chosen to spend the majority of the UKSPF on the communities and place priority by enhancing community facilities and ensuring access for all. It is considered that the projects identified above meet our Public Sector Equality duties.

#### **5 RECOMMENDED THAT COMMITTEE**

5.1 Authorise the Director of Economic Development and Planning working with the Head of Engineering to invite tenders for the market improvements works.

5.2 Confirm whether option 1 or option 2 should be included within the tender pack.

5.3 Remove the central canopy area from the scheme at this stage with further options to be considered by the Working Group.

NICOLA HOPKINS  
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

**Minutes from Market Traders Meeting**  
**14<sup>TH</sup> March 2023**

**Market Improvements**

- This meeting was mainly to discuss the Consultants report on improvements to the market which was then going to Health and Housing Committee on 23<sup>rd</sup> March

**Issues identified by Traders (previous meeting)**

<b>Issue</b>	<b>Follow up to Action</b>
Recycling: 1.Bins damaged 2.Recycling not being separated correctly 3.Issue with how the bin area is organised 4.Traders taking bins to their stalls 5.Could other recycling options (bottles?) be included in bin store?	NH to discuss with colleagues and look at bin store as a whole  Bob to advise traders not to take bins to individual cabins
Access way to market from the police station is in a poor state	NH to look into ownership- the road is partly adopted (speak to LCC) and partly owned by RVBC
Clitheroe Market web-page change photo to a more active one	NH to action- photo has been changed
Management of traders: 1.A lot of traders on leave at the same time 2.Not all traders working 3 days a week	NH to action
Casual stalls light fitting will need fixing	NH to pass over to Surveyors- electrician instructed
Casual stalls guttering issues	To consider in wider market improvement plans
Could temporary signs be erected like crafty vintage have done?	NH advised LCC had authorised this-contact is <a href="mailto:lhsstreetworks@lancashire.gov.uk">lhsstreetworks@lancashire.gov.uk</a>
Can the surfacing be deep cleaned/ power washed	NH to check on proposed maintenance schedule

**Issues identified by Traders**

<b>Issue</b>	<b>Follow up to Action</b>
Repair Stalls and Clean	Bull-ring area will be jet washed for food festival
New roof and backs for the casual stalls	

**Opinions on Clitheroe Market Improvements (shared with Policy and Finance Committee on 23<sup>rd</sup> March)**

- The middle stalls should be repositioned
- Need CCTV cameras
- Should keep an area of the market open for casual traders
- Some preference for the cheap and cheerful option
- Mixed opinions on whether converted containers could work
- The traders would welcome a fixed central canopy area

## Appendix 1- Minutes from Traders Meetings

- Preference appeared to be for option 1 of the consultants report:
  - Permanent stalls in a central area
  - Cleaned up
  - New surfacing
- Need a solution for the central area to enable businesses to expand
- Marketing and communication is key

AOB

N/A

**Minutes from Market Traders Meeting**  
**8<sup>th</sup> June 2023**

**Market Improvements**

- Advised that Policy and Finance Committee (28<sup>th</sup> March 2023) had agreed to allocate £100,000 of UKSPF to the market improvements (following a reference from Health and Housing Committee)- work is ongoing with procuring the works which hopefully will take place later this year/ early in the new year

**Greatest Days**

- A star will be attached to the end gable of the cabins promoting the market as a location in the film. This will be unveiled by the mayor on Tuesday (13<sup>th</sup>)- on that day none of the temporary gazebos can be located here.
- The outdated market map sign will be taken down from this gable as will the Asian street food banner although the history of Clitheroe will be retained.

**Issues identified by Traders (previous meeting)**

<b>Issue</b>	<b>Follow up to Action</b>
Repair Stalls and Clean	Bull-ring area will be jet washed for food festival
New roof and backs for the casual stalls	This is linked to the wider market improvements

**Issues identified by Traders**

<b>Issue</b>	<b>Follow up to Action</b>
What has happened to the Clitheroe promotional leaflet which Tom Pridmore was producing?	NH to speak to Tom
The casual stalls look poor when they are empty- should ensure the former card stalls are rented out first	AD to speak to Bob  We are looking at new ways to rent the casual stalls
External lights on the cabins are on continuously	AD to look into
Still concerned about the bin area and the poor state	The bins have been fixed however NH and AD to consider improvements to this area

**AOB**

Some suggestions which NH will pass onto Theresa:

- suggestion that stills from the film along with photos of the area as is actually looks could make a good promotional area on the remainder of the cabin gable where the star is going
- another suggestion was whether a photo of all the traders with the star could be done when the star is revealed on Tuesday
- could some of the Greatest days selfie trail leaflets be given to traders for their stalls?

**Minutes from Market Traders Meeting**  
**21<sup>st</sup> September 2023**

**Market Improvements**

- Advised that work is ongoing with procuring the works with the intention for tender documentation to go out at the end of next month (still £100,000 from UKSPF and £73,000 from capital)
- No work will start until the new year however the intention is to remove all of the casual stalls to enable the provision of new permanent cabins, a central canopy area and pitches for 'pop-up' markets

**Issues identified by Traders (previous meeting)**

<b>Issue</b>	<b>Follow up to Action</b>
What has happened to the Clitheroe promotional leaflet which Tom Pridmore was producing?	Work is ongoing in respect of a new website which will promote the whole Borough and will include specific assets including the market
The casual stalls look poor when they are empty- should ensure the former card stalls are rented out first	New market manager has started- discuss the rental of the casual stall with him
External lights on the cabins are on continuously	A long list of actions have been forwarded to the Council's ops workers including issues at the market
Still concerned about the bin area and the poor state	There have been some improvements and have applied for a grant for cameras relating to fly tipping issues

**Issues identified by Traders**

<b>Issue</b>	<b>Follow up to Action</b>
Water leaking through into stalls from butchers	AD aware and looking at suitable solutions
The casual stalls are not being rented at the correct prices- some have numerous stalls and only pay for one	The cost of these stalls is as per our fees and charges and traders should pay for what they use- AD to discuss with market manager
Questioned what will happen to the permanent traders who currently rent some of the casual stalls when the improvements are done	The new permanent stalls will be offered to those traders who attend the market regularly and are committed to the market  The permanent traders can either rent a new cabin or one of the new pitches which will be created  Will need to consider market regs when improvements are done
Market needs a general clean up	AD- taken away for consideration
Concerns with traders leaving early even when they haven't sold up	These matters should be reported to the market manager so it can be considered further in respect of future rental opportunities/ regular similar patterns

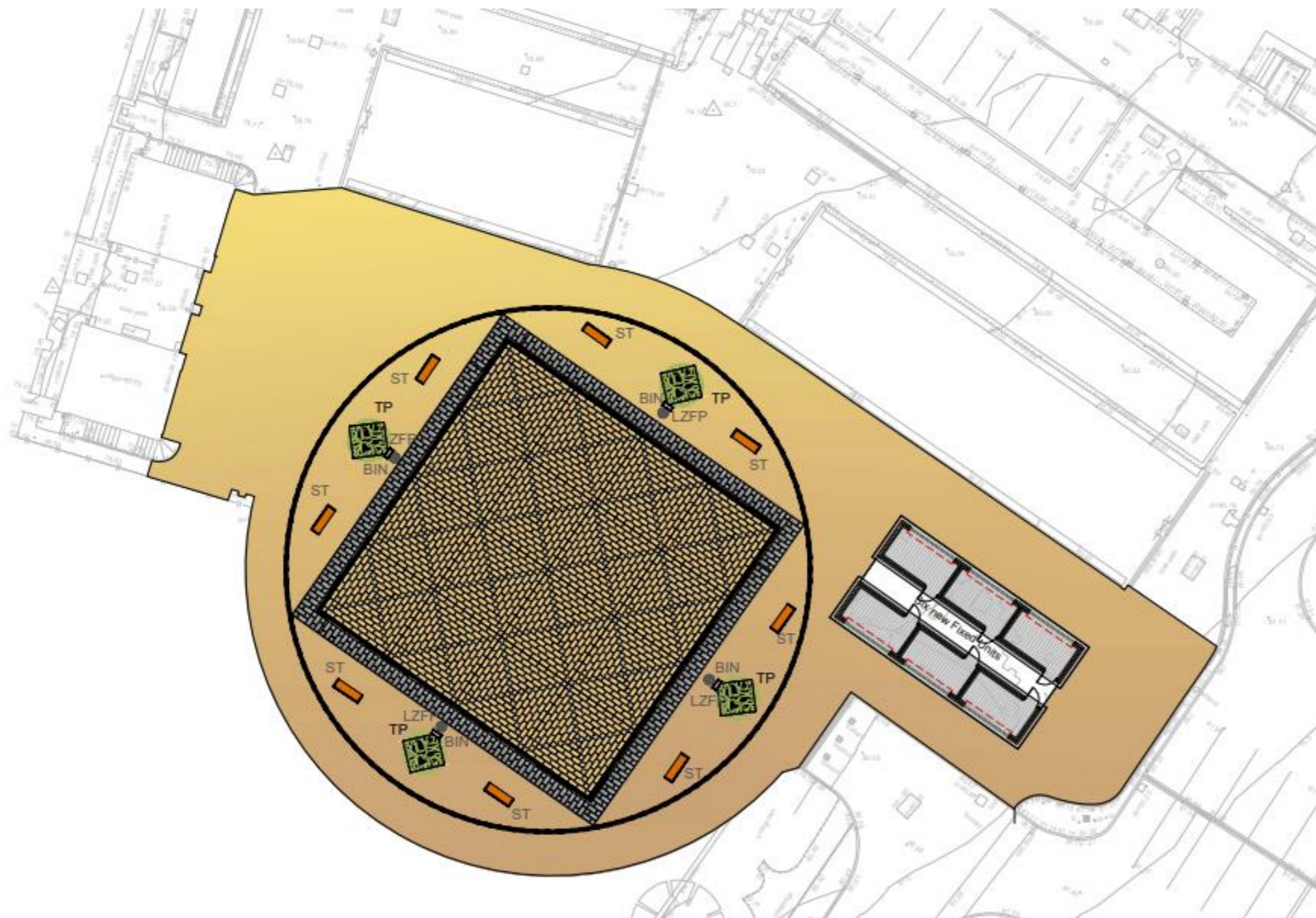
## Appendix 1- Minutes from Traders Meetings

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### **AOB**

- Traders commented that market manager is doing a good job but may some assistance in respect of requesting rent from casual traders.








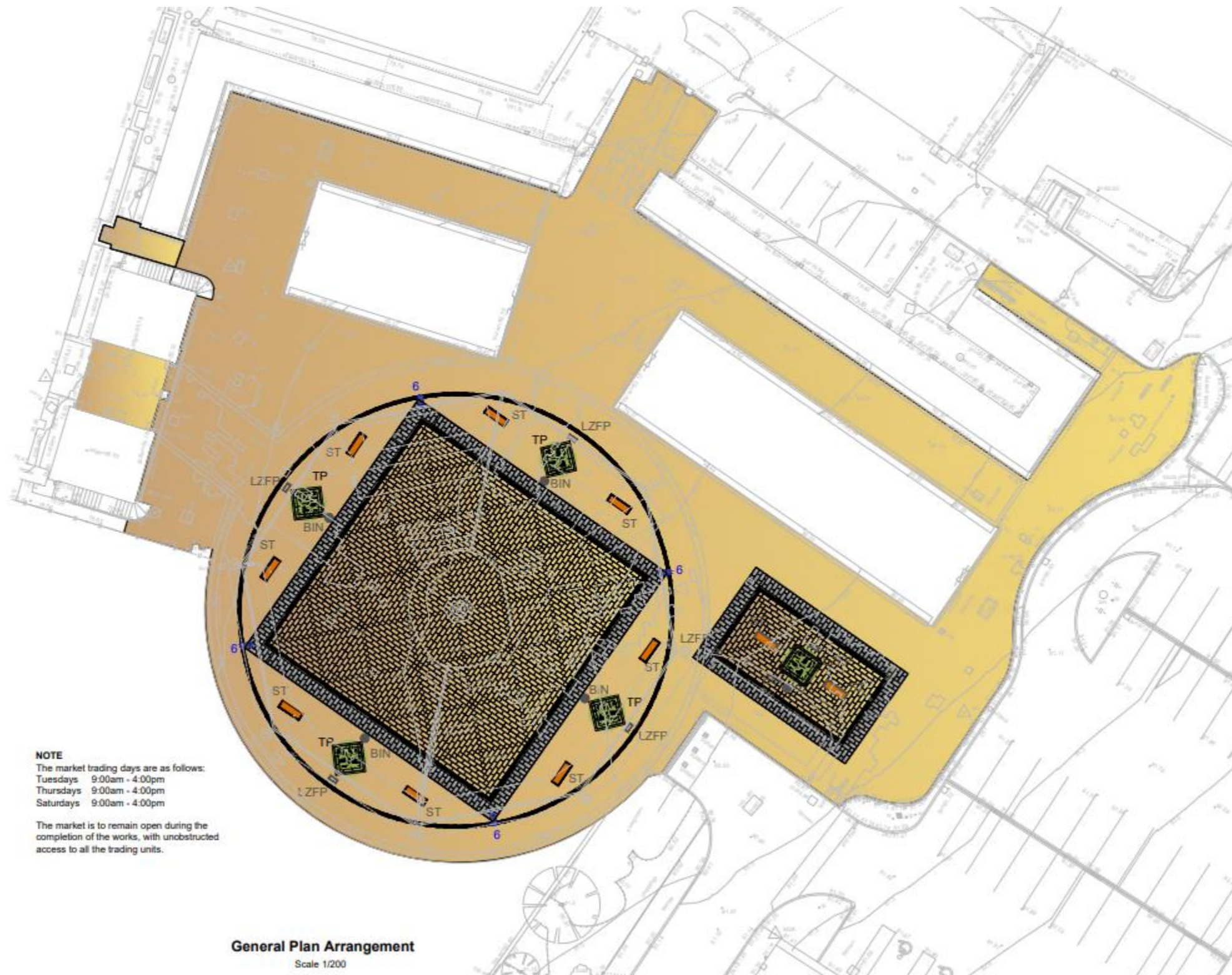


### KEY TO PAVING




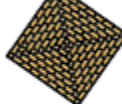

-  Kellen Breccia Magma Block Paving  
600mm/300mm/200mm x 300mm x 80mm deep
-  Kellen Breccia Nero Block Paving  
600mm x 300mm x 80mm deep
-  Kellen Breccia Grigio Nero Block Paving  
600mm x 300mm x 80mm deep and 300mm x 300mm x 80mm deep
-  Kellen Breccia Magma Block Paving  
600mm x 300mm x 80mm deep and 300mm x 300mm x 80mm deep
-  Larsen Bed & Grouted Joints

### LEGEND






-  Hartecaste Seat/Bench
-  Illuminated Tree in Tree Pit
-  Hartecaste Bin
-  6m mounting height lighting column fitted with Urbis-Shreder Axia 3.3 5280-64 OSLAN GIAN T 292mA NW 230V 00-58-61 LED lighting unit (associated symbol number represents height of column in metres)
-  Lucy Zodion THM0024658 Feeder Pillar



### KEY TO PAVING

-  Kellen Breccia Magma Block Paving  
600mm/300mm/200mm x 300mm x 80mm deep
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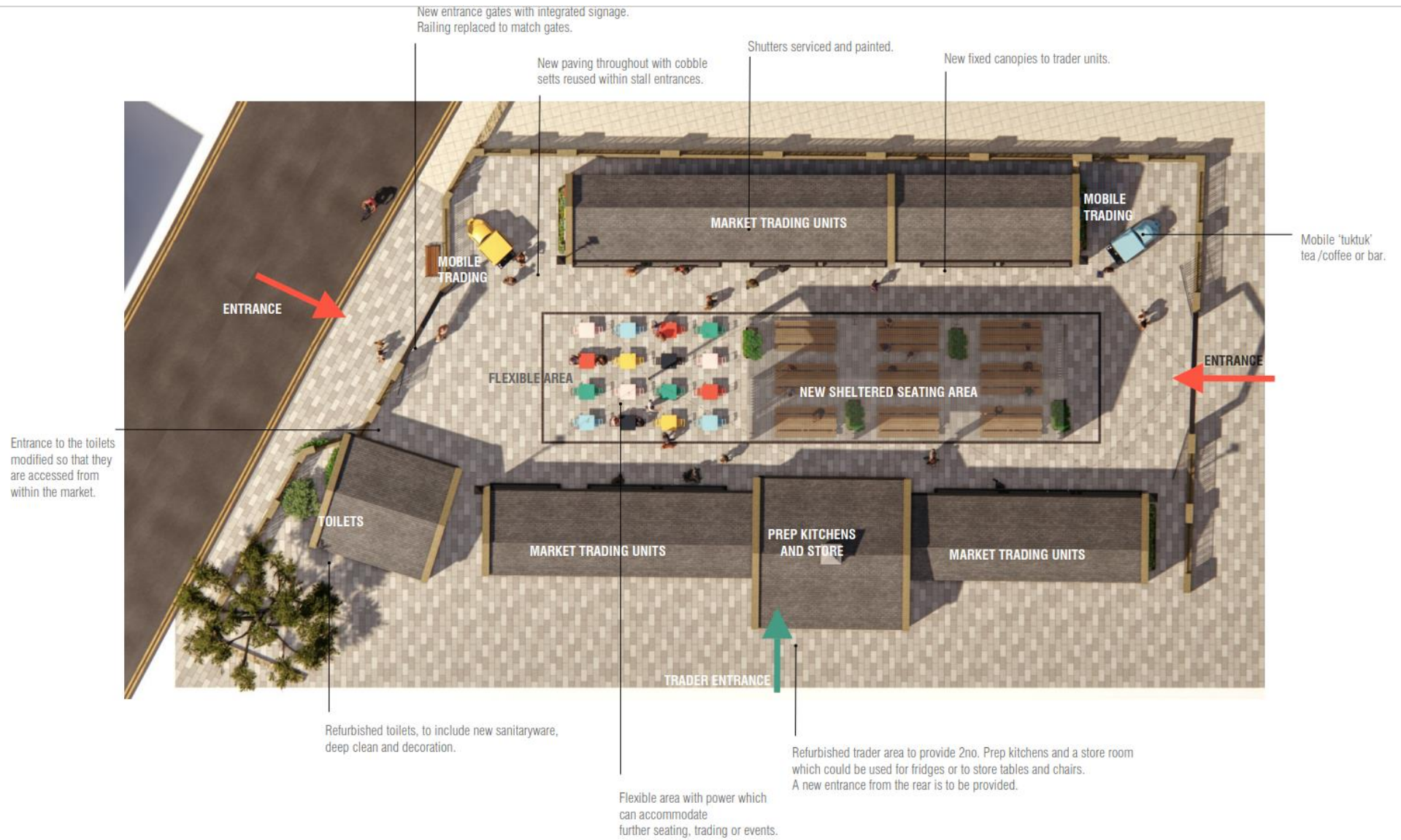
### LEGEND

-  Hartecastle Seat/Bench
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**NOTE**  
 The market trading days are as follows:  
 Tuesdays 9:00am - 4:00pm  
 Thursdays 9:00am - 4:00pm  
 Saturdays 9:00am - 4:00pm  
 The market is to remain open during the completion of the works, with unobstructed access to all the trading units.

**General Plan Arrangement**  
 Scale 1/200

# Appendix 4- Haslingden Market visuals



Appendix 4- Haslingden Market visuals



Appendix 4- Haslingden Market visuals

