

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

Meeting date: 18th JANUARY 2024

Title: MARKET TRADER SELECTION PROCESS FOR VACANT CABINS – POINTS
BASED SYSTEM.

submitted by: MARSHAL SCOTT , CHIEF EXECUTIVE

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1 PURPOSE

1.1 For committee to review and agree the new points based system used for selecting traders/businesses for market cabins (when they become vacant).

1.2 Relevance to the Council's ambitions and priorities:

- Corporate Priorities – To be a well-managed council providing efficient services based on identified customer needs.
- Corporate Priorities – To sustain a strong and prosperous Ribble Valley.

2 BACKGROUND

2.1 Historically, the Council held a 'market cabin waiting list' that contained details of traders that were seeking to rent cabins from the Council when they became vacant. When a market cabin became available, the person at the top of the list was offered it.

2.2 A pitfall with the list was that it contained predominantly existing traders. It was identified that having a waiting list containing mainly existing traders created a 'closed shop' and restricted new businesses/traders, potentially with unique products, from coming onto the market. Complaints were also being made to the Council stating that existing traders shouldn't be able to rent more cabins as it creates a monopoly situation.

2.3 Consequently, a report was presented to the Health and Housing Committee on the 23rd March 2023 requesting that the waiting list be retired; committee agreed that the cabin waiting list could be scrapped and that Council officers should manage the vacant cabins as they see fit. A points-based system for future applications was suggested by committee members.

3 TRADER SELECTION - NEW POINTS BASED SYSTEM

3.1 In October 2023, a double cabin on the market became vacant and an advert was placed on the Council's website and social media pages (Facebook, Twitter (X)) requesting that traders submit an expression of interest if they would like to rent the market cabin. In total 10 traders expressed interest in taking on the double cabin.

3.2 With a healthy number of applicants, it was determined that a strategic approach must be taken selecting traders forthwith, therefore, a points-based system was designed. The points-based system takes into account:

- **Is the trader/business a like for like replacement of the trader that has just vacated the cabin.**

At the last committee meeting, there was a shared consensus between officers and members that ideally a like for like replacement of the previous trader of the cabin would be preferred i.e. a butcher for a butcher, a grocer for a grocer etc. Therefore, it has been determined highly weighted points will be awarded where this occurs.

- **The uniqueness of the product/service.**

Where a like for like replacement cannot be found, the product or service offered will be assessed against all other products and services on the market to look at uniqueness. A highly weighted score will be awarded where a product/service is completely unique, and a lower score awarded where a product/service is not unique.

- **The locality of the trader/business.**

It has been determined that higher points should be awarded to applicants living within the locality and lower points awarded to applicants living outside the borough.

- **As to whether infrastructure is essential to the business operation.**

Some points will be awarded where essential infrastructure is required. For example, hot food sales will require ovens, refrigerators, work units to be installed within cabins to successfully operate. Some businesses will not require such infrastructure and hypothetically these could trade from a market stall.

- **Employment of local residents.**

Some traders on the market employ people from within the community, which is seen as a strong positive. Where employment opportunities are to be offered to locals by the trader/business, points will be awarded.

- **Has the trader/business operated on the market for over 1 year.**

Where a trader of a stall/pitch applies for a cabin, points will be awarded where they have already been trading on the market for over 1 year.

3.3 The points-based system was used in selecting a trader for the vacant market cabin and was successful.

3.4 An example of the proforma is attached to **appendix 1**.

4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

5 RECOMMENDED THAT COMMITTEE

5.1 Approves the points-based system used for selecting traders for market cabins.

ANDREW DENT
HEAD OF ENVIRONMENTAL HEALTH

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Andrew Dent, extension 4466

Appendix 1

Market Trader Grading Criteria for Market Cabin Selection

1. Is the trader a like for like replacement of the existing cabin holder i.e. butcher for a butcher

Criteria	Yes	No
Grade	50	0

Score:

Comment:

2. If the answer to question 1 is NO. Is the product/service offered unique to the market.

Criteria	Completely unique	Quite unique	Borderline unique	Not really unique	Not unique
Grade	50	20	10	4	1

Score:

Comment:

3. Is the trader/business local to the area?

Criteria	Lives within RV	Lives within 10 miles of RV	Lives within 20 miles of RV	Lives within 30 miles of RV	Lives 30+ miles outside
Grade	10	4	3	2	1

Score:

Comment:

4. Is fitted infrastructure essential to the operation of the business, i.e. fixed cooking appliances, work benches etc.

Criteria	Yes	No
Grade	5	0

Score:

Comment:

5. Does the business offer employment opportunities to local residents?

Criteria	Yes	No
Grade	5	0

Score:

Comment:

6. Has the applicant traded on the market as a regular stall holder for over 1 year?

Criteria	Yes	No
Grade	5	0

Score:

Comment: