

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

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meeting date: THURSDAY, 24<sup>TH</sup> OCTOBER 2024  
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 update Committee on 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 Originally Policy and Finance 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.

2.3 Following a formal tender exercise with quotes significantly increasing the available budget a refurbishment scheme was considered with Policy and Finance Committee (9th April 2024) increasing the budget to £150,000 to enable a refurbishment scheme to be undertaken.

2.4 Following this approval further work was undertaken on the refurbishment work and Policy and Finance Committee, on 18<sup>th</sup> June 2024, agreed to increase the UKSPF allocation for the market improvements to £250,000.

2.5 An update was taken to the last Policy and Finance Committee, 10<sup>th</sup> September 2024, at which time the resurfacing work was subject to a tender exercise. This tender exercise ended on 27<sup>th</sup> September 2024.

### 3 UPDATE

3.1 Two tenders were received for the resurfacing works and the preferred contractor has been identified. The contractor has visited the market with the Head of Engineering and has spoken to some of the traders. The following has been made clear to the Contractor:

3.1.1 Works should commence asap however no works which could be disruptive to the operation of the market, for example material cutting, will be permitted on market days

- 3.1.2 No works will be undertaken in December on market days
- 3.1.3 Access to the permanent cabins shall be always maintained
- 3.1.4 The market will not close

3.2 Committee are aware that some of the casual stalls will need to be removed to facilitate some of the resurfacing works. The Contractor is considering options to enable these stalls to remain in situ for as long as possible to reduce any disruption for the permanent traders who use these stalls.

3.3 A program of work is currently being drafted by the Contractor which will be shared with Policy and Finance Committee as part of the next UKSPF update report and the traders. The programme will also be shared with this Committee. The Contractor will also be invited to the next traders meeting which the Director of Economic Development and Planning holds to answer any queries the traders may have.

3.4 Two quotes have been received for the refurbishment of the stalls although further quotes have been requested. The intention is to program in the stall refurbishment with the sequence of re-surfacing to reduce disruption and meet the deadlines of this fund.

3.5 The chemical cleaning of the gables of the permanent cabins has been undertaken and quotes have been obtained to replace the windows in the market office. A commencement date for the window replacement has been requested.

#### **4 RECOMMENDED THAT COMMITTEE**

4.1 Note the update above

NICOLA HOPKINS  
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

## Minutes from Market Traders Meeting

6<sup>th</sup> June 2024

<b>Attendees</b>	
Nicola Hopkins	RVBC
Winston Robinson	RVBC
Hassan Ditta	RVBC
Cllr I Brown	Ribble Valley Councillor
Cllr M Hindle	Ribble Valley Councillor
Cllr M Robinson	Ribble Valley Councillor
Cllr D Birtwhistle	Ribble Valley Councillor
Cllr M Graveston	Ribble Valley Councillor
Andrew and Elaine Burney	Burney's Fruit and Veg
Walkers Fruit and Veg	Walkers Fruit and Veg
Joan Cook	Cabin 34
Alexander Barrett	Bespoke Picture Framing
Eileen Ansar	First Ave
Mark Feneley	Fenners Bakes
Allan Cook	Cabin 34
Sally Sutcliffe	Bee Creative Design (17&18)
Sharon and Derek Russell	Sharons Habicraft
Wilf Monk	Sues Deli
Tahir Amin	Asian Street Food Stall
Andrew Stroud	Casual Trader

### Market Improvements

- The proposed plan (appended) was shared with traders on 30<sup>th</sup> May within the Committee report which is going to Health and Housing Committee this evening
- As advised the meeting was brought forward a week to enable comments to be included within the report to Policy and Finance Committee on 18<sup>th</sup> June
- Comments received in advance of the meeting:
  - 1.One of the stalls being moved to block vehicle access.  
The current plan details the reorientation of an existing stall. This was proposed to arrange the casual stalls in a more circular arrangements around the bullring and from an aesthetic perspective. The damage caused to the surfacing is due to vehicles driving onto the market which was not designed for vehicles. Whilst the reorientation does reduce the vehicle access points it does not stop access.
  - 2.Removal of three stalls.  
Again, this was from an aesthetic perspective to create a circle around the bullring however these can be re-erected following the resurfacing works if Committee decide.
  - 3.Removal of the stone setts  
Officers have discussed both the retention and removal of these setts which are currently not uniform in the centre of the bull ring. They are also a trip hazard  
Committee will be given the option to remove or retain.
  - 4.Resin slippery when wet

The proposed resin bound aggregate was chosen because it is a permeable paving solution which is hard-wearing, low maintenance and lasts. The aggregate used will contain materials which result in a high-friction surface and therefore anti-slip.

5. How long is it going to take to complete and how much disruption is there going to be? Quotes have been sought for the work however the contractor has yet to be chosen. It is envisaged that the resurfacing works will take up to 8 weeks.

6. When will the work start?

The traders' opinions on when the best month to start has been sought with both September and January suggested to date.

7. Financial compensation

The intention is to undertake some work on non-market days and retain the cabin area open for business during any works.

8. Handwash in the men's toilets

This has been requested although there have been some staffing issues with the cleaners which has now been resolved.

9. Who will cut the grass

No grass is proposed

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

<b>Issue</b>	<b>Follow up to Action</b>
Hot water and warm hand dryers in toilets	Reported to works department and confirmed to be fixed.
The old doors are still stacked and cause a hazard	<p>Andrew D has arranged a site meeting with Mark Beveridge (Head of Cleansing/Grounds Maintenance) with the intention of removing all bulky items from the site i.e old doors, pallets, miscellaneous items placed in between cabins.</p> <p>Andrew has also requested Mark B gets his team to undertake a treatment to kill all weeds on the market place – this has been mutually agreed.</p>
Queried how new cabins are allocated when they become vacant.	<p>The waiting list was removed by Committee, and it was agreed that Officers would determine who would secure the next cabin which became available whilst a scoring system was devised. A draft scoring system has been produced and was the basis of selecting the new trader for the current vacant cabin (due to the number of EOIs received)- this will be taken to Health and Housing Committee in the new year to confirm that they are happy with the suggested scoring system</p> <p>The scoring system will remain as is; in practice it worked well – if any traders have issues with the system, traders should contact A.Dent direct to raise these.</p>
Marketing the vacant casual stalls as it is very quiet currently mainly because of the weather	<p>An online booking system has been considered however not pursued to date due to potential changes. Once a decision on the improvements has been made this can be explored more.</p> <p>This would then enable more marketing of these stalls</p> <p>Update: An on-line booking system is currently being tested- this will not stop bookings for the casual stalls being taken directly by the market manager</p>
Could incentives be offered to new traders- ie a reduced rate for a number of weeks to encourage them to come and stay	This would need to be considered at fee and charges setting part of the year which has just been set. There would also need to be assurances that the traders would continue to attend.
Would it be possible for traders to block book	This could be considered along with the

casual stalls- the traders that come regularly and always have the same stalls	payment options particularly in the event the trader does not attend
Is there any grants offered for casual traders who may request a permeant cabin	Unfortunately not
Do the Council offer permits for our short stay car parks as some of the traders who have vans cannot access the long stay car parks with the height restrictive barriers	Currently we only offer permits for our long stay car parks- would need to be considered at fees and charges stage of the year
Still the issue with no hot water, soap or toilet roll in the toilets	AD raised with the works department, all matters reported to be resolved. There was a period over the last few weeks where the Council had no staff to clean the market toilets, however, the Council have recently appointed new cleaners.
Heard rumours that part of the market car park will be used for the compound associated with the Castle Street works	<p>The location of the compounds is yet to be decided however NH will update the traders when we have firm dates, timings and info</p> <p>There was an intention to hold a public engagement session in the council chamber</p> <p>The compound is opposite Sainsburys with some facilities on Lowergate car park</p>
Issue with the points system introduced for the filling the vacant cabins in that like for like businesses are awarded high points which means that people are not buying the business, waiting for the cabin to be vacated and then applying for the cabin.	Committee agreed that the Council should be given the discretion to award the highest points for both a 'like for like trader' or a 'trader selling or offering completely unique products/services'.
What is happening with the traders who have now 4 times caused excessive disruption by arguing on the market- each time the police have been called- on the third time they said if it happened again they would be arrested but they weren't	Both traders have been contacted and informed that if it happens again the Council were end their trading agreements
Why were the recent vacated cabins empty for so long?	<p>There were some delays to the occupation of the cabins recently for the following reason:</p> <p>Repairs were needed to cabin 17/18 before the trader could commence their internal fit out</p> <p>Personal reasons delayed the occupation of cabins 15/16</p> <p>Cabin 26 required some renovation by the traders prior to occupation</p>

**Issues identified by Traders (in relation to the improvement works)**

<b>Issue</b>	<b>Response/ suggestions</b>
Is it proposed for the casual stalls to have backs?	The general consensus was this would not be a good idea from a views perspective- the central stalls will not be backed.
The two large stalls in the centre are well used by Burney's and should be retained	This option will be presented to Members on 18 <sup>th</sup> June
Relocating one of the central stalls will impact on access to several casual stalls and cabins	Nicola and Winston to review this part of the scheme now fully aware of the issue this could cause
The proposed relocation of the casual stall will impact on the setting up of the food festival	Noted as per comment above
If the stall is relocated will need a parking/ waiting area for cabin holders and casual traders which could cause congestion	The repositioning of the stall will be reconsidered noting the issues raised.
Would tarmac be cheaper than resin?	Winston- tarmac comes with an associated fading issue, patching issue and cost of tarmac patching when a coloured solution is chosen
Concerned about the resin in the winter without grit	Grit during periods of ice can be arranged
There is no need for all the casual stalls as they aren't being filled should replace the central stall of the curve with the horsebox- a counter suggestion was it was preferable to leave Burney's and the horsebox in situ	Any changes like this would require discussions with the traders impacted along with consideration of electrical supplies as the curve of the bullring runs on one feeder pillar.
What can traders do when the central stalls are removed for the resurfacing?	We will seek to keep as many stalls as possible in situ whilst the resurfacing is done- any stalls removed temporarily we will consider temporary stall solutions
Where will the contractors park and store materials? Will it impact in the car park?	This will be discussed with the contractors who are appointed to minimise disruption
Wouldn't it be preferable to lay resin where the cars drive as opposed to just in the bull ring area?	The continuation of cars/ vans accessing the bullring area will inevitably cause damage- the plan suggested seeks to improve the most damaged part of the bullring area with the funding available and repair other areas to improve the visual appearance of the area
What about areas of tarmac patching on the pathways in between the permanent cabins?	Isolated areas of patching can be considered as part of the works just don't have sufficient funding to do everything.
Booths reducing their parking to an hour will have an impact- are they not required to have a certain amount of free car parking?	The planning approval was from 1980 and there was no planning condition requiring free parking.
Could Dave have a card reader to take casual stall payments?	Nicola to discuss with Andrew

**AOB**

**Next meeting 12<sup>th</sup> September 2024**

## Minutes from Market Traders Meeting

12<sup>th</sup> September 2024

<b>Attendees</b>	
Nicola Hopkins	RVBC
Andrew Dent	RVBC
Hassan Ditta	RVBC
R Burney	D Burney & Son
Walkers	Walkers
A Stroud	Little Green Footprints (casual)
Joan Cook	Cabin 34 Grannie Cook
ClIr I Brown	Councillor
ClIr D Birtwhistle	Councillor
A Barrett	Cabin 37- Framing
D Bolton	Cabin 35/36 D Bolton & Son Butchers
Tahir Amin	Cabin 31/32 Asian Street Food

NH updated the traders on the market improvements works. The bullring resurfacing is currently subject to a tender exercise although it has been established that the inner ring of the new surfacing can be paving stones to match those used on Castle Street – the intention is to create a Clitheroe ‘theme’.

One further quote is awaited for the casual stall refurbishment

The intention is that no works will be undertaken in the bull ring area during December and that as minimal disruption possible is created because of the works. This will be discussed with the preferred bidder on their appointment – whether the central casual stalls will be in their same position during December will be established with the contractor. Any stall removal will consider stall relocation options.

NH confirmed she would update the traders when she had further information.



## Appendix 1- Meeting minutes

<b>Issues identified by Traders</b>	
<b>Issue</b>	<b>Response/ suggestions</b>
Whilst the cabin gables have been jet-washed they appear to have missed in between the stalls and under some of the roof overhangs	AD to discuss with Danny
The jet washing has caused damage to the gable with some cracking and a number of the bricks/ stones have been dislodged	AD to discuss with Danny
Toilets: -are regularly vandalised on a Friday night -the doors used to lock on timers although it is not clear whether they are working or not -there is no hot water for hand washing- understand there is a boiler which works but possibly the pressure is set too low	AD to discuss with surveyors
We need to encourage more traders to the casual stalls which are very quiet at the moment. One example given was that a vintage clothing seller was told he could not return due to other similar traders on the market- Dave confirmed	AD to discuss with Dave
The cost of the casual stalls are too high. In Skipton it costs £100 a month for a pitch which you can have for 4 days and in Hebden Bridge it is £30 for 2 stalls	The fees and charges are set by Council however AD will undertake some research on comparable costings to review at fee setting stage of the year.

### **AOB**

At this stage it is not possible to confirm whether it will be possible to erect a tree in the bullring area at Christmas- this will be discussed with the Contractor. NH advised the traders that Clitheroe TC were turning their lights on 30<sup>th</sup> November with activities in the town- the traders may consider opening in that Friday evening. The Chamber of Trade are also planning a Christmas extravaganza on Saturday 1<sup>st</sup> December and the President may contact the traders about their involvement.

**Next meeting 12<sup>th</sup> December 2024**