

Appendix A

MARKETS WORKING GROUP ACTION PLAN

Summary of Resolutions from the Working Group Meetings

(Please note that duplicate resolutions from separate Committees have been combined as appropriate)

| Item No. | Resolution | Date of Meeting | Responsibility | Current Position (as at 19 th February 2015) |
|----------|--|-----------------|----------------|--|
| 1 | Colne Indoor Market - the option of the Council turning over the running of the Indoor Market to the traders or groups/individual entrepreneurs whilst retaining ownership be explored. | 18.10.2013 | TB | Completed - This matter was explored but there was appetite from Traders within the Market to operate it in its entirety. |
| 2 | Colne Indoor Market - discussions with Nelson and Colne College to further explore the option of creating a permanent start-up hub within Colne Indoor Market be commenced. | 18.10.2013 | DL | See Item No. 9 below. |
| 3 | Colne Outdoor Market - the provision of additional stalls at Colne Outdoor Market be considered, taking into account the potential loss of car parking. | 18.10.2013 | TB | Completed - The Car Park can be used for additional stalls subject to their being demand for the stalls by stallholders. |
| 4 | Colne Outdoor Market - the option of the Council inviting expressions of interest from prospective operators to manage the Colne Outdoor Market be explored. | 18.10.2013 | | See Item No. 38 below. |

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| 5 | Colne Indoor Market - further consideration be given to issues around marketing, signage, lighting and operating hours. | 18.10.2013 | | See Item No. 36 and 37 below. |
| 6 | Colne Indoor Market - that, prior to the next meeting, arrangements be made for the Markets Working Group to meet with Colne Market Traders. | 18.10.2013 | LR | Completed - A meeting was held with Colne Indoor Market Traders as requested (although only a small number of Traders attended). |
| 7 | Marketing and Promotion - That a public opinion survey be carried out. | 25.11.2013 | TB | Completed - A Public Opinion Survey was conducted and the results were reported to the Markets Working Group in February 2014. |
| 8 | Colne Indoor Market - That the members of the Working Group arrange to visit Colne Indoor Market, prior to the next meeting. | 25.11.2013 | Working Group | Completed - Members of the Working Group visited the Colne Indoor and Outdoor Markets. |
| 9 | Indoor Markets - That representatives of Nelson and Colne College be invited to the next meeting of the Group. | 25.11.2013 | DL | No further action - Barbara Livesey was invited to the meeting of the Markets Working Group in February 2014 but was unable to attend. Councillors subsequently decided that the option of Nelson and Colne College having a presence in the Colne Indoor Market should not be pursued acknowledging that they were already being given an opportunity to use stalls. |

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| 10 | Nelson Markets - That a report on the provision of the Council's markets in Nelson be submitted to the next meeting of the Group. | 25.11.2013 | DL | Completed - A report on Nelson Markets was considered by the Group in February 2014. |
| 11 | Competition in Markets - That the Market Manager be asked to continue to regulate competition at a reasonably low level. | 14.02.2014 | TB | Completed - The policy on competition between stall holders within the Markets has been maintained as resolved. |
| 12 | Competition in Markets - That, in the case of one-off specialist events, the management controls be less restrictive with regard to specific trading in relation to the specialist nature of the event. | 14.02.2014 | TB | Completed - The policy on competition for one-off specialist events has been relaxed accordingly. |
| 13 | Colne Indoor Market Physical Improvements - That options for new signage and internal refurbishment [at the Colne Indoor Market] be further explored and the results be reported back to the next meeting of the Working Group. | 14.02.2014 | TB | See Item No. 36 and 37 below |

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| 14 | Colne Indoor Market Physical Improvements - That the Group agrees in principle to the use of Sainsbury's S106 funding to finance appropriate signage and internal refurbishment, once agreed. | 14.02.2014 | DL (via report to Colne Area Committee) | <p>Completed - A report on this matter was considered by the Colne Area Committee on 7th August 2014 at which it was resolved:-</p> <p><i>'That £19,507 be allocated from the Sainsbury's s106 monies to part fund refurbishment work to Colne Market Hall'</i></p> |
| 15 | Marketing and Promotion - That, in consultation with Liberata, external companies/individuals be invited to submit estimates and ideas for the promotion of the markets in Nelson and Colne. | 14.02.2014 | TB | <p>Completed - Presentations from 2 Companies were given at the meeting of the Working Group on 20th June 2014.</p> <p>However, the Council's Communications Team gave a presentation on their proposals for marketing and promotion of the Markets at the meeting on 15th August 2014 and it was resolved by the Group:-</p> <p><i>'That this Working Group approves the appointment of the Council's Communication Team to undertake the marketing and provision of Nelson and Colne Markets'</i></p> <p>An update on marketing/promotion activity is provided elsewhere on the Agenda for this meeting.</p> |

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| 16 | Marketing and Promotion - That enquiries be made into the possibility of sourcing extra finance from funds such as the High Street Innovation Fund, Gearing up for Growth and the Portas Pilot. | 14.02.2014 | TB | Completed - Discussions have been held with the Economic Development Team on this matter. An amount of £2,000 has been allocated towards this work. |
| 17 | Opening times and Trader Comments - That the Head of Central and Regeneration Services be asked to give traders 1 months' notice of the Council's intention to commence strict enforcement of the licence terms by way of 1 verbal and two written warnings, following which a notice to quit be served in the case of non-compliance. | 14.02.2014 | TB | Completed - This resolution has been implemented. |
| 18 | Opening times and Trader Comments - That limited opening on Tuesday morning be optional and therefore not to be enforced. | 14.02.2014 | TB | Completed - This resolution has been implemented. |
| 19 | Opening times and Trader Comments - That, on commencement of the forthcoming marketing campaign, traders be given the option to open on Tuesday afternoons and be encouraged to do so. | 14.02.2014 | TB | In Progress - This resolution will be implemented once the marketing campaign commences. |

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| 20 | Colne Outdoor Market - That offers of interest from experienced and sufficiently qualified operators be sought with regard to the outdoor market at Colne. | 14.02.2014 | TB | See Item No. 38 below |
| 21 | Nelson Indoor Market - That the implications of closing Nelson Market be explored and the results reported back to the next meeting of the Group. | 14.02.2014 | DL | Completed - A report was submitted to the meeting of the Working Group on 25 th April 2014. It was noted that the Council had an obligation to operate a Market at the site. |
| 22 | Customer Survey - That the research undertaken be noted. | 25.04.2014 | TB | Completed – A report on the Customer Survey is provided elsewhere on the Agenda for this meeting. |
| 23 | Customer Survey - That the customer survey be made available on the Council's website and promoted appropriately. | 25.04.2014 | TB | Completed – A report on the Customer Survey is provided elsewhere on the Agenda for this meeting. |
| 24 | Colne Indoor Market Physical Improvements - That, using artistic impression version 2 as the template, the Council's Graphic Designer be asked to submit a further illustration to the next meeting incorporating the following suggestions – | 25.04.2014 | TB | Completed - Further illustrations of the proposed improvements to the Colne Market were submitted to the Working Group on 20 th June 2014 – see Item No. 36 and 37 below |

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| | <ul style="list-style-type: none"> steel work, gates and railings below the canopy in black and gold to match the existing street furniture; capital 'C' to the word colne; removal of the word 'welcome' to the front of the glass box, to be replaced by Colne's coat of arms. | | | |
| 25 | Colne Indoor Market Physical Improvements - That the proposal for a red based colour scheme, as indicated in the artistic impression, be agreed, and a request be made for a red colour palette to be submitted to the next meeting of the Group, to allow the most appropriate shade to be determined. | 25.04.2014 | TB | Completed - See Item No. below – A red colour palette was provided for the Working Group at the meeting on 20 th June 2014. |
| 26 | Colne Indoor Market Physical Improvements - That further consideration be given to the content of the information signs to be located on blank walls adjacent to the two main front entrances and at the entry points under the canopy. | 25.04.2014 | TB | See Item No. 36 and 37 below. |

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| 27 | Colne Indoor Market Physical Improvements - That approval be given to the Market Hall interior low level walls being redecorated in magnolia, with all low level woodwork repainted to match the yet to be determined shade of red to the exterior. | 25.04.2014 | TB | See Item No. 36 and 37 below |
| 28 | Colne Indoor Market Physical Improvements - That members of the Working Group agree to view the sample lighting to the Market Hall within a week of installation, and provide immediate feedback to the Senior Surveyor, Liberata Property Services. If all in agreement, the replacement of the dated lighting units within the Market Hall be approved. | 25.04.2014 | Working Group | n/a |
| 29 | Colne Indoor Market Physical Improvements - That funding be sought to allow for the Perspex sheets in the 'glass box' to be replaced with glass. | 25.04.2014 | DL | In Progress – This matter will be carried forward for consideration as part of the Council's Capital Programme (and Colne and District Area Committee Capital Programme) in 2015/16. |

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| 30 | Colne Markets - That Colne and District Committee be asked to consider a proposal to introduce limited/disc parking on Colne Market car park. | 25.04.2014 | Engineering and Special Projects | <p>In Progress - This matter was considered by the Colne and District Area Committee on 5th June 2014 at which it was resolved that:-</p> <p><i>‘that a report on the proposed introduction of limited/disc parking on Parliament Street and Colne Lane Car Parks be submitted to a future meeting’.</i></p> <p>It was subsequently considered at the meeting of the Colne and District Area Committee on 4th December 2015 where it was resolved:-</p> <p><i>‘that the management of the Parliament Street Car Park be transferred from Liberata Property Services to Engineering and Special Projects be agreed’</i></p> <p><i>‘that before a decision is made, Colne Town Centre Forum and Colne Markets Panel be consulted on the proposed introduction of disc parking on Parliament Street and Colne Lane Car Parks’</i></p> |
| 31 | Colne Outdoor Market - That, if no expressions of interest are received within 2 weeks of the advertisement appearing in Market Trade News, the operator of the Barnoldswick Open Market be invited to attend the next meeting of the Markets Working Group. | 25.04.2014 | TB | <p>Completed - No expressions of interest were received to operate the Colne Outdoor Market and as a consequence, the operator of the Barnoldswick Outdoor Market was invited to attend the Working Group meeting on 20th June 2014.</p> |

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| 32 | Marketing and Promotion - That the two companies able to provide the wider range of services required in promoting the Markets be invited to the next meeting of the Working Group. | 25.04.2014 | TB | Completed - The 2 companies – the Image Works and North Star Design – were invited to the meeting of the Working Group on 20 th June 2014. |
| 33 | Nelson Indoor Market - notes that an initial review of the Underlease indicated that it was not possible for the Council to close the market without being in breach of the Agreement. | 25.04.2014 | DL | Completed - The report was noted. |
| 34 | Nelson Indoor Market - agrees that a soft-market test be undertaken to establish what, if any, interest there is from a third party operator of taking over the Nelson Indoor Market. | 25.04.2014 | TB | In Progress - Members were keen to explore the potential to attract a third party market operator or investor to attract new traders and footfall to Nelson Market Hall. Two adverts have appeared in consecutive editions of Market Trader News (a trade journal) as a soft market test, inviting expressions of interest. |
| 35 | Nelson Indoor Market - notes that the outcome of the soft-market test will be reported to a subsequent meeting of the Markets Working Group. | 25.04.2014 | | Only two responses were received requesting information on the operation and despite initial discussions with one of the potential operators, no firm interest was expressed. |

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| 36 | Colne Indoor Market Physical Improvements - That this Working Group supports the proposed improvements as indicated in the report and as illustrated at artistic impression version 2 and selects Russet Red (C4.60.40) from the colour chart provided, as the preferred shade of red. | 20.06.2014 | TB | In Progress – A report on these matters is provided elsewhere on the Agenda for this meeting. |
| 37 | Colne Indoor Market Physical Improvements - That works to replace the Perspex sheets in the 'glass box' with glass be postponed to allow for further funding to be sought. In the meantime the proposed works be put out to tender as a complete package, with a request that two separate quotes, one including and one excluding the glazing works to the glass box, be provided. | 20.06.2014 | | |
| 38 | Colne Outdoor Market - That the Head of Central and Regeneration Services be delegated authority to commence negotiations with Mr Mitchell of Barnoldswick Open Market to establish the appropriate terms and conditions in relation to the operation of Colne Open Market and report back to the next meeting of the Group. | 20.06.2014 | DL | Completed - As agreed at the last meeting, the operators of Barnoldswick Open Market were invited to attend a meeting with the Head of Central Services and Regeneration and Tony Brown at Elliott House to discuss options available in relation to the possible management of Colne Open Market. |

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| | | | | Following this meeting the Barnoldswick Market operators have confirmed that, despite their willingness to work with the Council, they do not consider that the operation at Colne is not financially viable and they are unable to proceed further at this moment in time. |
| 39 | Marketing and Promotion - That further information be sought from both parties. | 20.06.2014 | SL | In Progress – An update on the Marketing and Promotion activity will be provided at the meeting of the Working Group. |