

**Decision Session - Executive Member for
Economy and Strategic Planning**

16 March 2020

Report of the Managing Director of Make It York and the Assistant
Director (Communities and Culture)

Shambles Market Working Group: Terms of Reference and Remit

Summary

1. This report sets terms of reference and remit for a working group that will make recommendations on how best to develop Shambles Market as a community asset and as a destination.

Recommendations

2. The Executive Member is asked to:
 - Note the terms of reference and remit for the working group
 - Receive a further report on the output from the working group at the end of its work

Reason: To ensure that York's market continues to develop as a community asset and as a destination.

Background

3. Shambles Market is a key York city asset. In September 2018, the council allocated two capital sums to Make It York (MIY), which has responsibility for running the market on behalf of the council, for "modernisation" of the Shambles Market:
 - £180k to be spent on improved utilities
 - £25k to be spent on a feasibility with regard to how best to develop the market for current and future generations, particularly in light of the changing face of city centre retail across the country
4. Over the past year, and following various discussions, it has been agreed that the best way to guide and take forward these related projects forward will be to establish a working group. This has now been done, with membership details set out below.

5. Given the wider context and similar timing of CYC's *My City Centre York* initiative the group's membership includes a CYC officer. This will help to ensure alignment and feed the outcome of this working group into that wider exercise.

Objectives

6. The objective of the project is to consider how best to develop Shambles Market as a community asset and as a destination. MIY has, at this stage no fixed or preconceived ideas as to what combination of elements: physical structure and design; infrastructure; complementary activities; marketing etc. will deliver this. The intention in developing the market, however, is to be as ambitious as any commercial business case for associated investment will allow.
7. The findings from the working group will be fed into the *My City Centre York* consultation to ensure that there is alignment between these exercises.

Process and timescale

8. The project will therefore be taken forward primarily by the members of the project working group. It will, however, co-opt additional expertise as and when required.
9. The intention is that the group meets for an initial six, monthly meetings and that it works to a tight business agenda. Its focus will be on the following key areas:
 - a) A "visioning" exercise to explore development opportunities for the market with a view to maximising its potential as a community asset and as a national and international destination. This will inform use of the £25k feasibility funding allocated by the council.
 - b) The planning and delivery of the upgrading of utilities provision to the market using the £180k capital allocation from the council.
 - c) Reviewing and updating the market's legal and health and safety documentation and processes.
10. Should the working group's findings propose any investment beyond the £205k already allocated the intention is to produce a business case(s) for such investment to be self-financing.
11. Any other issues around the day to day management of the market will continue to be dealt with by MIY with individual traders.

12. The project group intends to begin its work in March 2020 and is aiming to have produced a set of proposals for consideration and wider consultation by the September date for this Decision Session.

Working group membership

13. The following membership is proposed:

Make It York:

- Sean Bullick, Managing Director
- Chris Price, Head of City Centre Management & Markets
- Joe Etheridge, Market Supervisor
- Joanne Weller, Market Admin Executive (note taker)

Shambles Market Traders:

- A pool of six representatives to be chosen by the traders with four to attend any one meeting

Other Shambles Market Operators:

- Three representatives chosen by the operators

City of York Council:

- The My City Centre representative

National Market Traders Federation:

- President of the National Market Traders Federation

Options and Analysis

14. It is open to the Executive Member to agree the terms of reference or to suggest amendments.
15. The working group initiative represents the best forward in ensuring the input of the market traders into the development of an appropriate vision for the Shambles Market.

Implications

16. The report has no additional Financial, HR, Equalities, Legal, Information Technology, Property or other implications beyond those highlighted in the report.

Council Plan

17. The proposals in this paper further a number of the Council Plan themes, notably *Well-paid Jobs and an Inclusive Economy* and *An Open and Effective Council*.

Risk Management

18. In compliance with the Council's risk management strategy the main risks that have been identified associated with the proposals contained in this report are those which could lead to the inability to meet business objectives and to deliver services, leading to damage to the Council's reputation and failure to meet stakeholders' expectations. The level of risk is assessed as "Low". This is acceptable but means that regular monitoring is required of the operation of the new arrangements.

Contact Details

Authors:

Sean Bullick
Managing Director Make It
York

Chief Officer Responsible for the report:

Amanda Hatton
Director of Children, Education &
Communities

Report
Approved

Date:

Specialist Implications Officer(s):

Wards Affected:

All

For further information please contact the author of the report