

Subject:	Rawtenstall Temporary Market Arrangements	Status:	For Publication
Report to:	Cabinet	Date:	8 th January 2025
Report of:	Programme Manager	Portfolio Holder:	Economic Development & Regeneration
Key Decision:	<input checked="" type="checkbox"/> Forward Plan <input checked="" type="checkbox"/>	General Exception	<input type="checkbox"/> Special Urgency
Equality Impact Assessment:	Required: No	Attached:	No
Biodiversity Impact Assessment:	Required: No	Attached:	No
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1. RECOMMENDATIONS

- 1.1 Cabinet to approve proposals for the Rawtenstall Temporary Market project, including the relocation of kiosks and provision of separate food stalls to Rawtenstall Town Square.
- 1.2 Delegate authority to the Director of Economic Development, Monitoring Officer, and Director of Resources in conjunction with lead member for Economic Development and Regeneration;
 - to complete procurements and legal agreements as necessary and
 - secure relevant permissions including the rental structure for the temporary market.
 - to agree a suitable storage location for 4 kiosks.
- 1.3 To approve the partnership of Tameside Council to complete the dismantling and crane hire of the kiosks at a value of £100k.

2. EXECUTIVE SUMMARY

The Rawtenstall Temporary Market project forms part of the Rawtenstall Regeneration Programme (funded by Government Capital Regeneration funding) that supports the refurbishment of Rawtenstall market whilst maintaining market continuity during refurbishment works. This project will include:

- Relocation of kiosks from Ashton Market in Tameside to Rawtenstall **to serve as indoor retail units;**
- Provision of separate food stalls **specifically designed for food traders;**
- Phased relocation of traders **to minimise market disruption;**
- Infrastructure setup for utility access, safety, and accessibility.

This report outlines the scope, financial implications, planning application, delivery plan, and stakeholder engagement for this project.

3. BACKGROUND

- 3.1 **Capital Regeneration Funding.** The Rawtenstall Market regeneration is funded under the Rosendale Borough Council's successful LUF/Capital Regeneration application which aims to enhance town centre vibrancy and economic resilience. As part of the project, a temporary market is required to ensure market continuity while refurbishment works are undertaken on the permanent market site in Rawtenstall. This plan has been devised as the safest and most appropriate option for market traders and visitors.

- 3.2 **Rationale for the Temporary Market** The temporary market has been proposed to:
 - Prevent loss of trade and customer footfall;

- Provide a safe environment for traders whilst works take place at the facility;
- Provide continuity of operations for traders during the refurbishment;
- Support local economic activity while ensuring timely project delivery.

3.3 In August 2024 several transitional options for a temporary market were presented to market traders, this included remaining on the market hall footprint, carparks within proximity and also the Town Square.

3.4 The consensus from this meeting was that traders were keen to be trading together on the town square.

3.5 All of the options presented to traders, along with a couple of other locations have been subject to a feasibility review, including the proximity to utilities, logistics of both erecting a temporary market and loading, the size, implications on other trade, security, and general site management.

3.6 Following this appraisal, a temporary relocation to the town square was considered the most favourable and cost-effective solution posing little other implications on the wider town centre.

3.7 As a result, Research has taken place with other temporary market sites and following collaboration **with Tameside Council**, Rossendale Borough Council has identified surplus kiosks at Ashton Market, as a cost-effective solution for the temporary indoor market. Tameside Council has estimated the cost at scrappage value:

- **Cost per unit:** £5,000 - £7,000;
- **Relocation Timeline:** The kiosks need to be cleared from Ashton Market by 19th January 2025 to enable site works for Tameside's contractor.
- The kiosks will be stored within an existing Rossendale Borough Council site until required.

Due to cost implications, it is likely that this will be the proposed site area. Delegated Authority is requested to the Director of Economic Development in conjunction with the lead member to establish a cost-effective and appropriate location.

3.8 **Trader Consultations** Regular meetings and consultations have been held with market traders to ensure the project aligns with their needs. Key outcomes include:

- Agreement on indoor retail kiosks for non-food traders;
- Provision of separate, food-specific stalls tailored to meet hygiene and operational requirements;
- A phased relocation plan to minimise business disruption;
- Clear communication on rent, access, and space allocation during the transition period.
- Clear inventory and condition survey to make sure of the transition and planning to set up the temporary stall and how RBC will collaborate with the traders to have smooth transition.
- Setting out clear agreement with the traders for the temporary duration and how Rossendale Borough Council will operate the site.
- Clear trading policy, Code of Conduct, website and event planning.

3.9 **Food Stalls:** Dedicated food stalls will be provided alongside the kiosks. Options include:

- Built food stalls with electrical and plumbing connections;
- Retrofitted units with extraction systems, lighting, and insulation;
- Compliance with food safety and environmental health standards.

It is envisaged that there are 8 street food stalls and 16 retail stalls to transition to the Town Square.

3.10 **Operations:** It is proposed that the indoor market stalls will have clear structures to their opening and closing times and where possible, this will mirror the existing arrangements to ensure security is not compromised.

- A plan to support the adjustment and to boost footfall will include events along with marketing and promotion. A premises licence will be in place to allow the safe sale of alcohol and organisation of events.
- It is requested that the Director of Economic Development signs off the agreed operational plan and resources.
- **Licence:** To ensure that there is commitment from Market traders regarding their licence prior to purchasing or entering into any lease of a stall, the Council proposes to enter into a fixed term licence agreement for the transitional market. This will encourage up front commitment from traders but also allow them to handover the stall if they have a situation where they are unable to continue trading.
- **Rent:** Market traders will be provided with a minimum of 1 month rent free from the opening of the transitional market and will be charged 80% of their current rent amount. Close work will be carried out with the traders on the scheduling of their payments.
- The traders will provide their current utility charges in order for utility charges and waste removal arrangements to be agreed.

4. DETAILS

PROJECT SCOPE

The Rawtenstall Temporary Market project encompasses the following key components:

4.1 Indoor Market Infrastructure

- Relocation of 4 kiosks from Ashton Market to Rawtenstall.
- Installation of kiosks as indoor retail spaces for non-food traders.

4.2 Food Stall Units

- Provision of standalone food stalls designed specifically for food traders.
- Fit-out to include extraction units, refrigeration, lighting, and utilities.

4.3 Project Timeline

Key Milestone	W.C. Date
Commence kiosk dismantling	8th January 2025
Complete kiosk removal from Ashton Market	19th January 2025
Begin reassembly and fit-out in Rawtenstall	February 2025
Completion of temporary market setup	March 2025
Traders relocated to temporary market	March 2025

CONSULTATION AND ENGAGEMENT

4.4 Trader Engagement

- Traders were consulted extensively to address concerns and outline plans for the temporary market.
- Topics discussed included:

- Space allocation and rent clarity;
- Phased relocation timelines;
- Infrastructure requirements, including food stall provision.

4.5 Stakeholder Discussions

- Meetings have been held with Tameside Council, engineers, and contractors to confirm:
 - Timescales for dismantling and relocation;
 - Cost estimates for acquisition and setup of kiosks;
 - Logistical planning for phased delivery.
 - The delivery requires cranes and Rossendale Borough Council is currently gaining agreement with Lancashire County Council to accommodate the delivery of the large units.
 - The planned site works will be around 1 month, two weeks to install the stalls and ground works and utilities and two weeks for fit out and transition.

Subject to report approval, local businesses, event organisations and the Chamber of Commerce will be consulted on the plans for the town square. It is expected that planning permission is required for this arrangement and as such planning consultation will be completed.

4.6 Presentation and Feedback A comprehensive presentation to traders covered:

- Proposed relocation plans;
- Design of temporary market units, including food stalls;
- Timelines for setup and trader moves;
- Rent structure and logistical arrangements.

FINANCIAL IMPLICATIONS

4.7 Estimated Costs

Description	Cost Estimate
Kiosk Acquisition (4 units)	£28,000
Dismantling and Crane to lift onto transport (this will be completed by Tameside Council)	£100,000
Transport to site	Circa £20,000
Contractor works	Circa £100,000
Food Stall Fit-Out	Circa £70,000
Food stall unit hire or purchase	Circa £120,000
Planning Application	Circa £800

* Please note, the costs above are subject to change as some food stalls will come with standard items.

4.8 Risk Management Key financial risks include:

- Unexpected costs for relocation and fit-out;
- Delays impacting the relocation timeline and trader operations.

4.9 Mitigation measures include:

- Regular contractor updates;
- Contingency planning for budget and delivery risks.

4.10 The stalls procured from Ashton Market will be owned by the Council for value post transition.

5. RISKS AND MITIGATIONS

Risk	Mitigation
Planning Permission Delays	Early submission and stakeholder coordination.
Cost Overruns for Setup	Continuous monitoring of contractor quotes and project scope adjustments.
Trader Dissatisfaction	Regular engagement sessions to address issues proactively.
Food Stall Setup Delays	Priority handling for food-specific unit fit-outs and contractor arrangements.
Cost Overruns for Setup	Continuous monitoring of contractor quotes and project scope adjustments.
Trader Dissatisfaction	Regular engagement sessions to address issues proactively.

6. FINANCE

6.1 The overall budget allocated for the temporary market is circa £500k. The funding for the temporary market will be allocated from the existing capital regeneration project budget. The Programme Manager will ensure costs remain in the budget envelope, supported by the oversight of Rossendale Council's Programme Board.

7. LEGAL

7.1 Full Council delegated the approval of all concept designs for each aspect of the programme to Cabinet on 28th June 2023. Further it was delegated to the Director of Economic Development and Lead Member for Economic Development and Regeneration to agree a Market Trader transition plan for Rawtenstall whilst the works take place.

7.2 This element of the project is likely to incur expenditure in excess of £100k so prior Cabinet approval is required prior to commencement.

7.3 All procurements in connection with the temporary market will be carried out in accordance with the Council Contract Procedure Rules.

7.4 Legal Agreements, to include fixed term licences for the traders, will be completed as necessary.

7.5 Planning Permission will be applied for as necessary in order to accommodate the temporary market on the Town Square. The matter will be considered by Development Control Committee in due course following a period of consultation.

8. POLICY AND EQUALITIES IMPLICATIONS

8.1 No policy or equality implications.

9. REASON FOR DECISION

9.1 The Rawtenstall Temporary Market project is essential to:

- Support traders and maintain town centre vibrancy;
- Deliver a structured, cost-effective solution for temporary market operations;
- Mitigate disruption during refurbishment works on the permanent market.

Background Papers	
Document	Place of Inspection
Trader Consultation Feedback	The Business Centre, Futures Park
Site layout	The Business Centre, Futures Park