

## Dereham Town Council

### Markets and Buildings Committee

28<sup>th</sup> February 2023

#### Agenda Notes

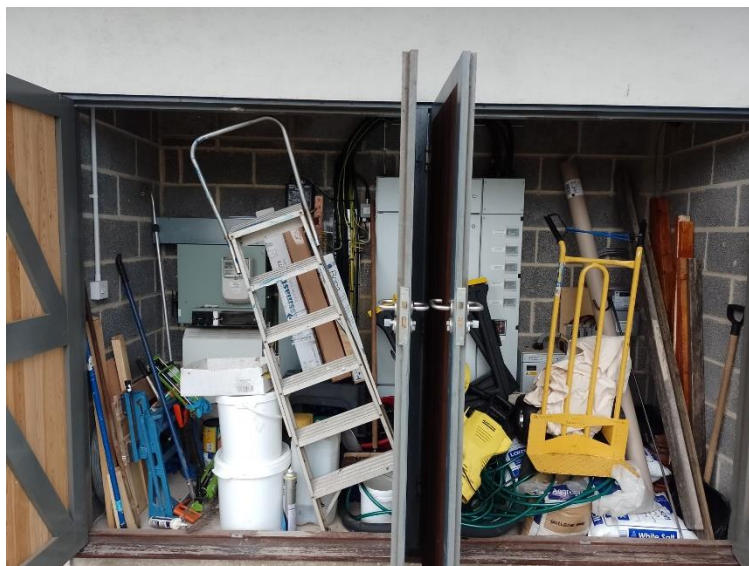
##### **4. To consider ground floor retail unit at 62 Norwich Street.**

This used to be a separate stand-alone unit until the Memorial Hall was refurbished and Bar was located partly in the back room. Since the refurbishment, the ground floor retail unit has been part of the Memorial Hall with all the services and alarm systems being linked to the Memorial Hall. This linking has caused some problems in the past with tenants having unmetered power supply for heating and cooling, with the temptation to use an excess of both. This was resolved by installing a meter and the tenant paying for the power they use. However, because the water is unmetered there is no incentive for the tenant to fix a dripping tap or leaking ball valve. There has been incidents of both occurring.

It has, for some time, been the intention to create more space for bar storage and creating a toilets and space to stow personal belongings for the bar staff. Currently bar stock is distributed around three other small storage areas in the public area and staff need to leave the bar to get additional stock and use the toilets.

This additional space for bar storage and staff welfare would have been created by blocking off the room at the rear of the bar then constructing a door in the stud wall at the rear of the bar into this area. Other advantages to this arrangement would be that kegs, associated chillers and gas bottles can be located in a room behind that bar, allowing more space at the bar. To achieve this rearrangement however would require a new toilet to be installed in the shop unit. The cost of this change around is estimated at £20,000.

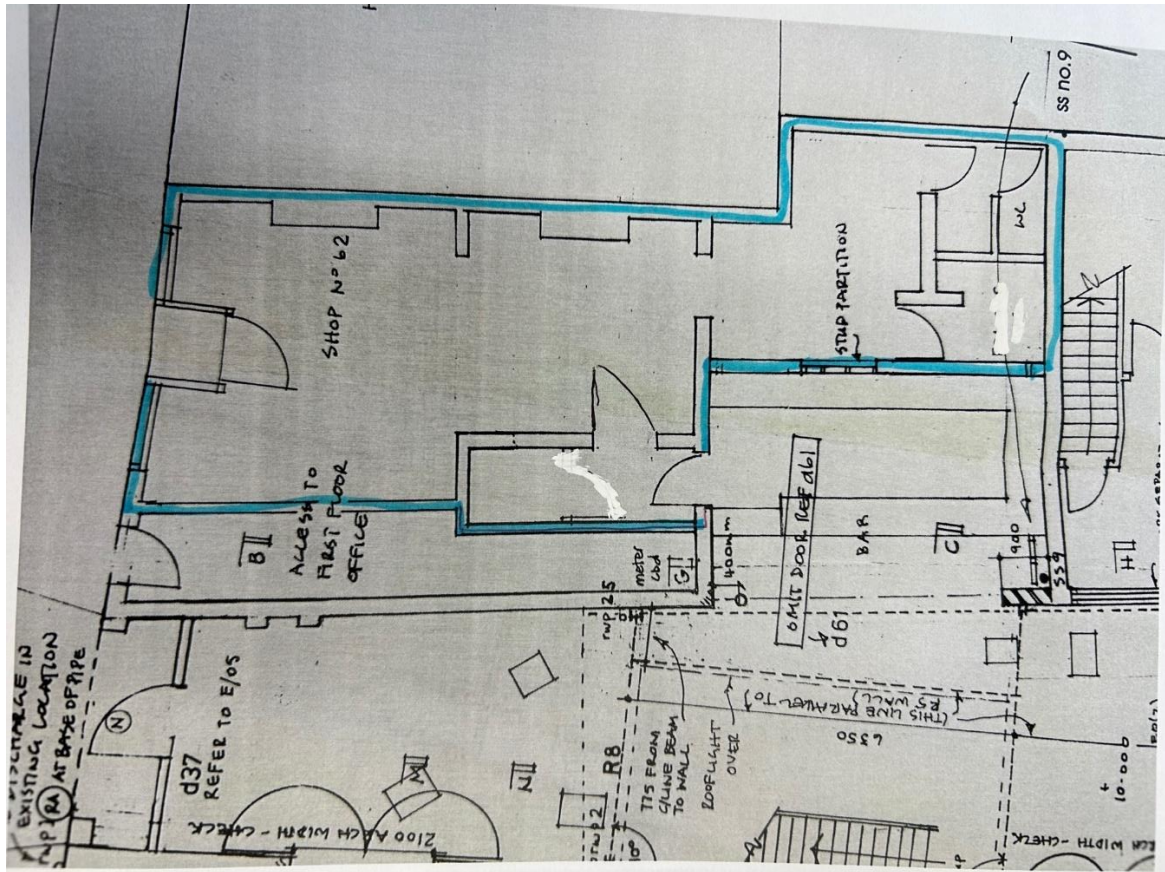
Further issues have arisen where staff, who are mainly based at the Memorial Hall, have other tasks such as maintaining play equipment, general repairs, painting etc. but have limited space for storage and out of necessity and convenience been using the electricity intake cupboards, this isn't ideal and needs to be resolved.



The current tenants of the shop are vacating the property at the end of the February. The rental income for the shop is around £3,000 per year. The current non-domestic rates bill is around £2,000 a year. Rather than spend £25,000 on installing an additional toilet and rearranging the walls, Councilors are being asked to consider utilizing the shop as storage which could be achieved with only minor changes. The non-domestic rates are likely to reduce with change of use from retail to storage for Memorial Hall.

While there is net cost to the Council of say £4,000 a year, it will resolve a number of problems and help staff work more efficiently and in greater comfort.

The plan of the Shop outlined in blue.



**5. To consider appointing architect for detailed design for Cemetery Lodge.**

The Cemetery Lodge now has planning permission. The next stage of the project is for the architect to prepare detailed designs so that a bill of quantities can be prepared and for the contract to be put out to tender. A decision still has to be made on the heating system to be incorporated in the building, but this will depend on the final specification of the insulation and the performance calculations following on from this. When the Council agreed the design, its preference was for heating with air source heat pumps, but wanted confirmation that such a system would work effectively in an old building, this will be known once the detailed design and energy performance calculations have been prepared.

The fee proposal from Jeremy Stacey Architects is attached. The Council is under no obligation to use the same architect, but it makes sense to use them. Financial Regulations does not require that the provision of specialist services to go out to tender.

**6. To consider request for additional holiday credits market traders**

Permanent traders on the market have to pay for their pitch whether they turn up to the market or not. Each permanent trader is entitled to 4 weeks Holiday Credit i.e. four markets which they do not need to attend and are not billed for. These credits are taken at the sole discretion of the trader.

Following on for the Council increasing the Tolls by 5% from April 2023, some of the traders have requested an additional holiday credit.

Councilors are being asked to consider this request.

The traders currently do not receive any bad weather credits, if the Council is minded to award additional credits it might be better to have this as a bad weather credit. A bad weather credit could be used if the weather is so bad that very few people would attend the market or it is unsafe to set their stall up.

The cost of any additional credit would be around £260 per year and the 5% increase in charges will increase income to the Council from permanent traders by around £600 per year.