

Decision under Delegated Powers

Officer Requesting Decision

John Hatfield – Markets, Fairs and Town Centre Operations Manager

Officer Making the Decision

Christopher Grace – Head of Economic Development and Regeneration

Recommendation

To approve the Fees and Charges for 2024/25 as detailed below:

- **Markets, Fairs and Town Centre Operations Fees and Charges, plus Street Trading Consents, as shown in Appendix 1 to be implemented from 1st April 2024. To include the continuation of the discounted rent of 50% payable for first 3 months of trading for new Retail Market Traders (who apply for and meet the criteria for 'Try a Trade')**
- **Increases in fees and charges will be standardly at 4.2%, the Consumer Prices Index (CPI) rate of inflation as at January 2024. The January CPI figure [or CPIH figure which was higher] is a benchmark figure commonly used by local authorities when setting budgets for the financial year ahead.**

Reason

Fees and charges are reviewed annually or at any period within a financial year in order to ensure that:

- a) The costs incurred by the Council in providing markets, fairs and town centre operations services can be met;
- b) Fees and charges in Charnwood are reasonable in comparison with other large market towns and cities.
- c) Inflationary costs pressures are taken into account when setting and managing budgets.

Markets & Fairs and Town Centre Operations.

Markets

Regular Traders:

An increase in rents for Thursday / Friday (Vintage & Shepshed) / Saturday markets by 4.2%.

Casual Traders:

An increase in rents of 4.2%.

Additional Charges:

The £1 cleansing charge started in 2022 for all traders (additional to charges for fruit and vegetable traders) was added to the pitch fees in 2023 to ensure payment and will continue in 2024/25.

Parking charge for market yard will be brought in line with Street Managements 2024 day charge for the car parks in Loughborough Town Centre this is currently up by 7.1% to £7.00. To avoid conflict between traders who cannot fit in the yard, it has been decided to mirror this increase.

Service charge (electricity) to be increased by 4.2%

Due to the increased number of tables being requested by traders a hire charge, £3 per table will be levied.

Discount Schemes:

The discounted rent charge under the Try a Trade initiative will be retained to encourage and assist new business start-ups on the Retail Markets. This will allow Loughborough Markets to be at the forefront of national trends in encouraging new entrepreneurs and ensuring the Markets are seen as a viable and attractive business platform. This initiative will apply to both Thursday and Saturday retail markets.

The 20% discount for Devonshire Square will continue to encourage new traders into this area.

Special markets/events:

Visiting markets (for example, Ceramics and Vegan) will be subject to a 4.2% increase in line with other increases. This will also be applied to commercial stalls attending the Christmas lights switch on and any other Council led events where stalls are permitted.

Loughborough Fair

Loughborough Fair pitch fees will be increased by 4.2% for the 2024/25 financial year, to ensure that Loughborough Fair stays competitive with other fairs in the UK.

A 4.2% increase will be applied to all other related fees and charges, including caravan and parking permits and cleansing. This increase is in line with inflation and reflects rises in costs for site preparatory works, security, waste removal and administration charges.

There will be an increase to the service charge for electricity and generators of 4.2% for town power plug in and for hired generators.

Street Trading Consents and Town Centre Activity

A 4.2% increase on 2023 charges will be applied.

An evening offer on street food with a fixed charge of £25 for the period 18:00 to 22:00 plus a service charge of £9.00 will be trialled, this was due to be attempted in 2023 but was never implemented.

A 4.2% increase will apply to all charges relating to Commercial and Charity Street Trading and Town Centre activities, this uplift is in line with the rest of the charges requested by the Service.

Public Conveniences

Charges will remain unaltered in recognition of 'cost of living' pressures facing the public and in order to encourage visitors to come into Loughborough town centre.

Authority for Decision

Item 1 of the delegations to Heads of Service in section 8.3 of the Constitution gives authority to undertake the periodic review of fees and charges raised within their service areas and falling within the scope of the Councils Income and Charging Policy Framework. The authority for agreeing changes to fees and charges is to Heads of Service.

Decision and Date

Christopher Grace,

26th March 2024.

Background

The authority for approving fees and charges has been delegated to the Head of Economic Development and Regeneration.

The proposed fees and charges attached have been put forward having taken into consideration the Council's income and charging policy, the Councils Budgetary process, consultation with the Cabinet Member for Economic Development, Regeneration and Town Centres.

Discounts on fees and charges for markets stalls may be offered at the discretion of the Head of Service in order to enable new initiatives which facilitate economic and / or community development. However, in such an instance this would be progressed via a separate Delegated Decision.

Comments from HR

Not applicable.

Financial Implications

The rates have all been carefully reviewed to ensure that they remain competitive for the users and also generate the required income levels included in the overall budgets for Economic Development and Regeneration in the financial year 2024/25. The list of increased fees and charges is shown in Appendix 1 to this Delegated Decision.

Risk Management

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to meet budgetary targets	Low	Medium	Low	Fees and charges have been set in order to increase takings while trying to maintain high numbers of attendees.
Loss of Market Traders and Showmen due to price increase			Low	Use of the CPI rather than CPIH index will be charged. This will encourage Traders and Showmen to continue at Loughborough Market and Fair

Key Decision: No

Background Papers:

Appendix 1: List of Fees and Charges for Markets, Fairs and Town Centre Operations
2024/25

RETAIL MARKETS 2024-25

	LOCKDOWN PRICES THURS & SAT from 1st - 11th April 2021-22	THURS & SAT MARKETS from 12th April 2021- 22	THURS & SAT MARKETS from 12th April 2021- 22	THURS & SAT MRKETS fro 1st April 2022-23	THURS & SAT MRKETS fro 1st April 2023-24	THURS & SAT MRKETS fro 1st April 2023-24	THURS & SAT MRKETS fro 1st April 2024-25	THURS & SAT MRKETS fro 1st April 2024-25	
Street Managements proposed-J24	REGULAR	REGULAR	CASUAL	REGULAR	REGULAR	CASUAL	REGULAR	CASUAL	REASON FOR CHANGE
Basic pitch all areas - 10ft or 3x3m (1st April - 30th September NO lights).	15.00	20.00	25.00	20.00	21.00 plus cleansing	27.00 inc 1.00	22.92 Inc 1.00 cleansing	29.18 Inc 1.00 cleansing	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Basic pitch, all areas - 10ft or 3x3m (1st October - 31st March WITH lights).	15.00	22.00	27.00	22.00	23.00 plus cleansing	29.00 plus 1.00	25.01 Inc 1.00 cleansing	31.26 Inc 1.00 cleansing	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Use of the "Cabin" including lights all year plus 2 tables any day					21.00 long let (25 daily)	30.00	Removed from use	Removed from use	
Payment on Day Admin Charge					£3.00	3.00	£3.13	£3.13	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
CONCESSIONS									
Devonshire Square Concessions for Regular Traders ONLY receive a 20% discount on all above fees									
Try a Trade scheme. 13 week programme for new start ups. First day of trading free, 50% percent discount on all above Casual fees for consecutive 12 weeks								50% of Casual Fee: £14.59 p/w for 12 weeks + £1 for cleansing	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Partner/Collaborative working		n/a	10.00		10		10		No increase
Charity stall - one free stall, once per annum per charity. Saturday only									
ADDITIONAL SITE CHARGES									
All areas. Additional trading space (build out). This includes Gazebo overhang as trading space.		n/a	n/a	N/A	£1.25 per sq ft	£1.50 sq ft	£1.25 per sq ft	£1.50 sq ft	No increase
Cleansing Service charge per 10ft stall/3x3m gazebo (Fruit/Veg/Fish/Meat traders only)		tbc	tbc	3.70	2.70 + the £1 Fee in Rent		2.81 + the £1 Fee in Rent		In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Provision of extra bins for vegetation only, per bin		9.84	9.84	9.84	9.84				No increase
Introduction of waste and cleansing charge to all non food traders		1.00	1.00	1.00	see above		see above		No increase
Storage in Market Yard per sq/metre		0.60	0.60	0.90	1.20		1.25		In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
OTHER CHARGES									
All areas minimum pitch charge (stands and demos)		n/a	21.30	22.00	no increase		no increase		3% increase rounded up to 10p to cover staffing and maintenance costs
Parking Market Yard		6.50	n/a	6.50	6.5		£7.00		Increase in line with Street Managements proposed full day charge rise.
All Areas. Daily Hand Sellers charge		n/a	11.70	N/A	no increase		no increase		No Increase
Daily Service Charge (electrics) per appliance		1.90	1.90	2.50	3.25		3.39		In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Daily Service Charge (electrics) multiple appliance		5.70	5.70	7.50	9.00		9.38		In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used, capped at 3 items.
Loss of Invoice Admin Charge		16.00	n/a	N/A	N/A		N/A		No longer applicable
Traders own Stall Lighting per light		n/a	n/a	N/A	N/A		N/A		No longer relevant
Extra Tables		n/a	n/a	n/a	£3.00	3.00	£3.13		In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used

NOTES:

FARMERS MARKET - 2nd Wednesday of each month		2021-2022	2022-23	2023-24	2024-25	REASON FOR CHANGE
All areas per Stall/Gazebo (includes lighting provision).		£15.00	£15.00	£15.00	£15.00	Currently attempting to Re-Launch with an opportunity for free pitches for traders until April. Will be reviewed at the end of this period
FRIDAY VINTAGE & COLLECTORS MARKET						
All areas per Stall/Gazebo		£15.00	£15.00	£17.00 Inc Cleansing	£17.71 Inc Cleansing	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
	All areas with lighting charge (Sept to March)		£17.00	£19.00 Inc Cleansing	£19.80 Inc Cleansing	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
For vehicles parked in Market Yard per vehicle per occasion		6.50 inc VAT	£6.50	£6.50	£6.50	No increase
Additional trading space (build out) including gazebo overhaul		Not applicable	N/A	not applicable		No longer available
Table Hire			£3 per table		£3.00	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
SHEPSHED MARKET		2021-2022	2022-23	2023-24		
Per stall/pitch charge per day.		£10.00	£12.00	£13.00	£13.55	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
For each square metre of stall space or part thereof per day.		n/a				
Hand selling charge for every person selling by hand per day.		n/a				n/a
For use of a large stall space basic charge per day		n/a				
Small Trailer		£10.00	£12.00	£13.00	£13.55	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Large Trailer		£20.00	£24.00	£26.00	£27.10	
Electric charge as per Retail						
RIVAL MARKETS						
Commercial - per event - one day		£301.00	£310.00	£325.00	£338.65	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Commercial - cancelled event NEW 2024				£50.00	£50.00	It is proposed that providing we have 48 hours notice that we credit the payment for the event less a £50 admin fee -
Non-commercial - per event		£30.00	£31.00	£33.00	£34.39	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
VISITING MARKETS						
Up to 60 stalls		£540.00	£560.00	£600.00	£625.20	£625.20 minimum charge.4.2%
EVENT MARKETS						
Christmas Light Switch On - Commercial		£30.00	£31.50	£33.00	£34.39	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Christmas Light Switch On - Charity		£10.00	£10.00	£10.00	£10.42	No increase
Other Events/Special Markets		£25.00	£26.00	£27.50	£28.66	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Partners/Collaborative		£10.00	£10.00	£10.00		No increase
Sunday Growers Market						

APPENDIX 2

MARKET & FAIRS FEES & CHARGES 1st APRIL 2023 to 31st MARCH 2024

LOUGHBOROUGH FAIR

Historically charges are based on individual site charges set at a time of ground allocation and are increased annually in line with budgetary requirements. 2022-23 inflationary increase of 2%	2021-20		2022-23	2023-24	2024-25	Reasons for change - Inflation
Surcharge to living caravan lettings, to cover waste disposal and site cleansing.	£22.00		£24.00	£26.00	£27.09	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Surcharge for each Living Caravan Permit per standard unit	£43.50		£43.50	£46.00	£47.93	See Above
Surcharge for each Parking Permit	£43.50		£43.50	£46.00	£47.93	See Above
Pitch fees (vary per showperson due to location and pitch size). See rent sheet 2022-23 2% Increase			2% uplift	3% uplift	4.2% uplift	See Above
Hand seller permits	£46.40		£46.40	£49.00	£51.06	See Above
Surcharge for use of Council generators per socket	£55.00		£71.50	£71.50	£74.50	See Above
Charge per socket for hired in generators				£85.00	£88.57	See Above
Standard service charge for use of town centre electric supplies per socket.	£55.00		£71.50	£85.00	£88.57	See Above
Late payment fee (For payments after the end of September)	£32.70		£32.70	£32.70	£34.07	See Above
Admin fee for change of large rides after closing date of the 30th September.	£168.60		£168.60	£168.60	£175.68	
Admin fee for change of medium to small rides and kiosk after closing date of 30th September.	£83.75		£83.75	£83.75	£87.27	See Above
Admin fee for transfer of rights and sublets	£32.70	£34.50	£32.70	£75.00	£78.15	See Above
Admin fee for assistance of form completion. No assistance given as form is online	£32.70		£32.70	N/A		
Penalty charge for failure to close, at the official stated time.	£163.20		£163.20	£200.00	£208.40	

MARKET & FAIRS FEES & CHARGES 1st APRIL 2024 to 31st MARCH 2025

PUBLIC CONVENIENCES

TOILETS			2021-22	2022-23	2023-2024	2024-25	Reasons for change
Use of toilets			20p	20p	20p	20p	No increase

FIXED PRICE ENTRY

APPENDIX 2

MARKET & FAIRS FEES & CHARGES 1st APRIL 2024 to 31st MARCH 2025

TOWN CENTRE OPERATIONS

STREET TRADING CONSENTS & LOCAL COMMERCIAL ACTIVITY							2020-2021	2021-2022	2022-23	2023-24	2024-25	Reasons for change
Annual Food Street Trading Consent.							£1,690.00	£1,600.00	£1,600.00	£1,740.00	£1,813.08	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Additional evening charge for food vendors - 4 hours trading										£25.00	£26.05	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Daily Food Street Trading Consent.							£48.00	£40.00	£40.00	£48.00	£50.02	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Annual Non-Food Street Trading Consent.							£1,161.00	£1,100.00	£1,100.00	£1,195.00	£1,245.19	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Daily Non-Food Street Trading Consent.							£37.00	£37.00	£37.00	£40.00	£41.68	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Commercial Town Centre Activity per day.							£71.00	£71.00	£71.00	£75.00	£78.15	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Weekly Rate (7 days)									£450.00	£468.90	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used	
Charity booking via an agency							£71.00	£71.00	£71.00	£75.00	£78.15	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Charity booking direct from a registered charity							£37.00	£37.00	£37.00	£40.00	£41.68	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Service Charge (electrical)							£3.60	£4.00	£5.20	£9.00	£9.38	In accordance with corporate guidance the CPI rate of inflation as at January 2024 is being used
Staff labour cost at third party events on Sundays (per hour)							£63.50	tbc	tbc	tbc		In line with staff charges
Note - Payment plans may be available for long standing annual food and non-food trading consents (only). Please contact Town Centre Operartions on 01509 634713 or email tco@charnwood.gov.uk for further details. Previous allowance during Covid for new traders has ceased due to non payment /written off debts												