

## AGENDA ITEM No. 11b

**NOTES** of the meeting of the **TOWN HALL & MARKETS CONSULTATIVE GROUP** held at the Council Chamber, Council Offices, Drake Road, Tavistock on Tuesday 6<sup>th</sup> December, 2022 at 5.00pm.

### PRESENT

Representing Tavistock Town Council – Councillors P Squire (Chairman),  
B Smith, P Ward

Representing Market Traders – Mrs S King, Mr R Jones (Vice-Chairman)

Representing BID Company – Ms J Sanders

### 1. APOLOGIES

Apologies for absence had been received from C Rickard and J Osborne

### 2. CONFIRMATION OF NOTES

- a) the Notes of the Meeting of the Town Hall & Markets Consultative Group held on 22<sup>nd</sup> June, 2022 were confirmed (Appendix 1);
- b) Matters arising - no matters arising from the last meeting were raised.

### 3. UPDATES

The Group received the following verbal updates;

a) **Pannier Market and Bedford Square**, reference was made, in particular, to:-

- i. Occupancy levels (positive) and good footfall;
- ii. Upcoming events outside of regular opening hours creating positive interest - markets on 11<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> December;
- iii. Following on from the recent success of the Dinosaur Day an upcoming Elf competition;
- iii. New Trader applications;
- iv. Bedford Square continued to work well as an event space with more and more activity

b) **Town Hall and Butchers' Hall** - reference was made, in particular, to:-

- i. Trading, broadly positive with customer spend on the rise;
- ii. Bookings for 2023 looking healthy;
- iii. Looking to add Fridays to the in-house Saturday Arts Market in the busier months (Arts Market oversubscribed so will use Friday as a feeder for Saturdays);
- iv. A vacancy for a Duty Officer was going to be advertised early in the new year.
- v. Utilities continued to be monitored and controlling measures put in place

- i. Capital update for works impacting on the market complex, reference was made, in particular, to:-

- i. Work to the Rundle Room Fire Escape in the Town Hall – significant work needed (water leak to property below);
- ii. Works outside Town Hall (lightening conductor) - 1<sup>st</sup> quarter (Feb 2023) excavation pits with copper lattice mats;
- iii. Mayor’s Parlour roof and North Door repairs around June/July subject to the availability of funding (scaffolding required);
- iv. Town Hall works to go out to tender for re-roofing and gutter alterations (subject to availability of funding);
- v. Market Road works -narrow window for works to be undertaken (June to September 2023). This work includes re-stabilisation of wall;
- vi. Work had been carried out on the Pannier Market toilets including – new push plates now in place, flooring repairs carried out and 2 new hand driers on order to be installed and some re-tiling had taken place.

Noted that All proposed works would depend on budget predictions being in line with quotes.

#### **4. OPERATIONAL MATTERS**

- a) **Utility usage** - and changes to current practice, monthly utility readings taken on all buildings to keep an accurate record of usage, alongside effort to reduce unnecessary use of utilities and energy saving measures being put in place.
- b) **Waste management** arrangements  
Reviewing in 1<sup>st</sup> Quarter. A discussion took place around the viability of different security measures and associated, measures to mitigate abuse.
- c) **Market Fees & Charges** reference was made to the exceptional revenue pressures facing the Council, the background to current fees and charges and options available to mitigate the position. It was acknowledged that an increase was necessary, in all the circumstances, and the trader representatives undertook to consult the trading community on options, with a particular focus upon a potential 5% increase.
- d) **Marketing and Advertising** – arrangements were outlined.

#### **5. EVENTS**

- a) Dickensian Evening feedback from the BID Manager – overall feeling was that the event was successful with high footfall and healthy spend. An overall consensus that having the Tavistock Town Christmas Lights switch-on and Dickensian Evening in conjunction with one another worked well and appreciation was expressed to the Council for its support for the event.  
The Mayor, on behalf of the Council, acknowledged the work of the BID Company, and its Manager, for the event.
- b) Tavistock County Garden Show arrangements – Applications had gone out to traders. The date of the Garden Show had been moved to the 28<sup>th</sup> and 29<sup>th</sup> May 2023 (to avoid a clash with the King’s Coronation)

## **6. ANY MATTERS RAISED**

by representatives of the Pannier Market Traders, Pannier Market Perimeter Shops, and/or Town Hall/Butchers' Hall users

- a) Mess caused by pigeons in the Pannier Market remained an ongoing issue, despite best efforts.
- b) Reference was made to colder temperatures in the Pannier Market and Butchers' Hall, the suitability of changing the automatic doors to manual setting to limit the escape of heat subject to appropriate accessibility standards being maintained.

## **7. URGENT BUSINESS BROUGHT FORWARD**

at the discretion of the Chairman, which the Chairman decides are urgent and the reasons relating thereto.

None Arising.

## **8. DATE OF NEXT MEETING**

It was noted that the next meeting of the Town Hall & Markets Consultative Group would take place on Wednesday 15<sup>th</sup> March, 2023 at 5.00pm

The meeting closed at 6.40pm.

CHAIRMAN

Signed:

Dated: