

TOWN HALL AND PANNIER MARKET CONSULTATIVE GROUP

NOTES OF THE MEETING of the **TOWN HALL AND PANNIER MARKET CONSULTATIVE GROUP** held at the Council Chamber, Drake Road, Tavistock on **Tuesday** the **13th September 2016** at **6.30pm**

PRESENT Councillors L Roberts, J Whitcomb, H Smith,
P Ward, T Gibbins

Representing Members of the National Market Traders Federation and
other Traders Mrs S King

Representing shops in the Pannier Market surround-Absent

Representing Users of the Town Hall – Malcolm White

Representing BID – Absent

Representing the Chamber of Commerce – Absent

Officers General Manager, Town Hall Duty Officer, Pannier
Market Duty Officer, Cemetery Administrator

1. Apologies

Apologies for absence had been received from:
Representatives S Hall, A Banfield, S Wright
Officers Market Reeve, Town Hall Manager
BID Manager

2. Notes of last meeting

a) The notes of the meeting of the Town Hall and Pannier Market Consultative Group held on Tuesday 14th June 2016 were confirmed.

b) Matters arising, none.

3. Reports

The Consultative Group received the following verbal reports.

a) Town Hall Report

The Town Hall Duty Officer reported the lift had been out of action since June due to a technical fault with the PCB which was replaced 12th August resulting in the lift returning to working order.

Two reconditioned stair lifts had been installed at the north door entrance as a back up option should the main lift to be out of action.

The General Manager advised the current lift which was approx.30 years old had received numerous repairs over the last 5-6 years. It had therefore been discussed at The Budget & Policy Sub-Committee that a significant amount might need to be set aside for a replacement lift in the future.

S King commented the lift was an asset to the Town Hall, not only to aid disabled visitors but also parents with pushchairs. The lift was essential to the future success of events in the Town Hall.

It was noted by the General Manager the heating system in the Town Hall had issues surrounding efficiency. A considerable budget would need to be set aside to replace the boiler system at some point in the future.

New carpet had been fitted to the first stairway as you enter the Town Hall, with the second stairway due to be fitted with a new carpet in the New Year.

Social media cards had been placed around the Town Hall to promote the hall and increase publicity.

It was noted an in house event "Tavy Pop Up Xmas Party" had been scheduled for Friday 2nd December and was selling well so far.

b) Pannier Market Report.

The Duty Officer reported Monday openings had now finished. Advising they had struggled to get new traders in situ for the

Monday openings. The new Traders who attended Monday openings had been reallocated to Wednesday and Thursday markets.

The recently installed Wi-Fi in the Pannier Market had been running at a slower speed than before however it was hoped this would be resolved once the superfast broadband became available within the next 10 days.

The Duty Officer advised there would be a Star Wars themed market on Saturday 29th October. Traders would dress up in Star Wars costumes and 10 professional characters had been booked. The Town Mayor would open the event.

There was a Heritage weekend on Saturday 17th & Sunday 18th September which involved the Town Hall, Town Square and the Market.

c) General Operational issues

The General Manager reported on water leak issues in the Town Hall which were located on the office side and north entrance of the building. Previous patch up work to the water leaks had resolved the issue on a temporary basis however in order to repair the issue going forward there would be a significant cost involved and scaffolding required.

Le Page Architects had been instructed to produce a works specification and once agreed it was hoped works would be completed prior to Christmas. This was subject to any planned works not requiring listed building consent. Should listed building consent be required the project timeframe would be extended.

The General Manager confirmed works on East End Stores Units one and two had commenced. Tavistock Town Council were project managing the works on behalf of TASS.

Store one would be the Old Folks Rest Room and store two the TASS Charity Shop which would be relocated from Barley Market Street. Subject to completed works it was hoped both units would open in November. It was anticipated the opening date for said units would create a ripple affect for the opening of the remaining units prior to Christmas.

A trader voiced concerns over the opening of the charity shop in Unit two.

It was confirmed that the Council had considered all potential impacts on the Pannier Market and surrounding traders.

A Member commented there had been a considerable debate prior to the decision being made.

The General Manager reported 80% of works on Butchers Hall had been completed and it was hoped the scaffolding would be down the week prior to Goose Fair (Wednesday 12th October) however this would depend on the repointing work.

The Skills Workshops which took place Tuesday 13th September were deemed a success and were attended by construction businesses, Tavistock Town Councillors and maintenance staff, Devon County Councillors and Tavistock Heritage.

In addition the Heritage Open Days held on Thursday 8th & Friday 9th September for members of the public were also successful.

The General Manager explained the Pannier Market Design Team Tender would go out late September with a return date of 15th October. Works were estimated to commence early November. It was expected to take approx. 6 weeks to determine what could be achieved.

The Second consultation between with Traders was due to take place mid December.

On behalf of a trader not present a representative requested further clarification on the works start date which was perceived to be 2nd January 2017. The General Manager advised this date had not been discussed and confirmed the start date was planned for late March.

The Pannier Market project programme remained unaltered with an expected 6-7 month period for construction. The General Manager reiterated comments from the previous meeting whereby it was discussed Monday openings for 2017 would not be appropriate due to the works required. Completion of the Pannier Market was

expected to be September/October 2017 which would tie in with the opening of Butchers Hall. There would be a coordinated launch for which there was an advertisement budget. It was hoped Butchers Hall would have a market theme for use over the first couple of years of the re launch.

A trader requested clarification on whether the Pannier Market planned works would include improvements to the interior of the building as well as the storage stores. The General Manager confirmed the grant did not cover internal aesthetics improvements or work to the storage stores.

The General Manager commented in addition to the Pannier Market project a significant budget had been committed to repoint Duke Street with works due to commence a similar timeframe to the Pannier Market in order to mitigate disruption to traders as well as the general public.

A Member and the General Manager agreed the Council would continue to look at further improvements for the Pannier Market and surround in the future however for the time being there was a significant amount of works in the pipeline.

The General Manager confirmed drainage surveys had been undertaken for the Pannier Market surround.

5. Any Matters raised by representatives of the Pannier Market Traders, Pannier Market Shops, BID or Town Hall Users.

In response to a request raised by a trader regarding the cleaning of the Pannier Market floor, it was stated that it would not make sense to clean the Pannier Market floor prior to the project work on the roof. It was estimated cleaning of the floor would require market closure for approx. 4-6 days.

The General Manager explained discussions were on-going in regard to the 50/50 commitment for Christmas lights 2016/2017. A meeting had been scheduled for week commencing 19th September.

In response to a question the General Manager confirmed original plans for the Butchers Hall project did include a walkway cover linking the building to the Pannier Market. The general consensus to

this was any work would need to be sympathetic to both of the buildings and compliment the right hand side of the market which historically received less footfall.

A representative of users of the Town Hall raised concerns over the sound system in the Town Hall, advising one channel did not work. The Duty Officer confirmed the technical issue was being investigated.

6. Urgent Business brought forward at the discretion of the chairman.
None.

7. Date of Next Meeting
The date of the next meeting was scheduled for Tuesday 6th December. Please note this might be re scheduled due to the second consultation meeting with traders in December.

The Meeting closed at 7.20 pm.

Signed.....

Chairman

Dated.....