

**NOTES OF THE MEETING of the TOWN HALL & MARKETS
CONSULTATIVE GROUP held on TUESDAY 16th JUNE at 5.00PM.**

PRESENT

Representing Tavistock Town Council

Councillors Mr T Munro, Mrs B Moody and Mrs A Johnson **(Mayor)**

Representing Market Traders' – Mr R Jones **(Chairman)**, Ms S Curtin and Mrs S King

Representing shops in the Pannier Market surround – Mr D Fisher

Representing users of the Town Hall & Butchers' Hall – None in Attendance

Representing BID – Ms J Sanders

Representing the Chamber of Commerce – None in Attendance

Officers – General Manager (GM), Market Reeve & Designated Premises Supervisor (MRDPS), Town Hall & Events Manager (TH&EM), Duty Officers

1. ELECTION OF CHAIRMAN

A nomination was received and seconded and Mr R Jones was duly elected as Chairman for the 2026-2027 Civic Year.

2. ELECTION OF VICE CHAIRMAN

A nomination was received and seconded and Councillor T Munro was duly elected as Vice Chairman for the 2026-2027 Civic Year.

3. APOLOGIES

Apologies were received from Mrs B Ball, Mr T Randall, Cllr J Moody and Cllr S Hipsey.

4. CONFIRMATION OF NOTES FROM 3rd March 2026

a) The Notes of the Meeting of the Town Hall & Markets Consultative Group held on 3rd March 2026 were confirmed as an accurate record of the meeting.

b) There were no matters arising.

5. ANY MATTERS RAISED BY REPRESENTATIVES OF THE PANNIER MARKET TRADERS, PANNIER MARKET SHOPS, AND/OR TOWN HALL/BUTCHERS' HALL USERS.

- To encourage attendance on Monday openings during the summer it was agreed that the Council, maybe in collaboration with Tavistock BID would have some entertainment inside the Pannier Market or around the perimeter. Other incentives to support trader take-up were also discussed.
- A discussion was held regarding the recent 'Eat Festival' event. It was acknowledged that due to changes in layout etc for the wider event, that footfall was considerably less within the Pannier Market and surround. Management explained that they would be holding discussions with the event organisers, with the Council most likely utilising Bedford Square and the surround for market related activities during the event in 2027 to encourage footfall within the market complex.
- An idea was raised in respect of the Country Garden Show (2027), relating to the potential use of a plant crèche. It was noted that this concept had been discussed by Market Officers, with an outline approach already considered.
- The approach to 4:30pm openings during the summer period was discussed with all in attendance accepting that it was important to support the concept for the agreed period in 2026 and to review thereafter.
- The representative of the perimeter shops raised concerns regarding the condition of the resin public realm, including issues with weed growth and the presence of algae/residue. It was noted that options for professional cleaning, including power washing, were being explored.
- An update was provided in relation to Butchers' Hall improved signage and new equipment purchased. Ongoing concerns were raised regarding traders packing up prior to the designated closing time. It was noted that this would continue to be managed in line with existing rules and regulations.
- Attendees noted a positive level of engagement from traders in respect of the upcoming Cream Tea Festival, with it acknowledged that preparations were underway and that the event had generated renewed interest and support.

6. ANY MATTERS RAISED BY TAVISTOCK BID

The BID Representative updated attendees on the following items;

- An update was provided in relation to the forthcoming BID ballot for the next term, with voting due to conclude on 16th July. It was explained that engagement with local businesses remained a key focus, with an emphasis on understanding priorities and maintaining

support. Reference was made to the circulation of a new information booklet to businesses.

- Attendees noted the role of Tavistock BID within the town, with it acknowledged that the organisation provides a positive range of support to local businesses and community initiatives.
- An update was provided in respect of Cream Tea Week, with it noted that 16 businesses were participating. It was explained that the initiative would be judged by the Mayor and Deputy. Details were provided regarding the Cream Tea Fete scheduled to take place on Sunday 28th June, including a range of supporting activities such as live music, face painting and a dog show. It was noted that the Pannier Market would be open to complement the event, alongside additional activities on Bedford Square and within the Town Hall.

7. ANY MATTERS RAISED BY TAVISTOCK CHAMBER OF COMMERCE

There were no matters raised.

8. UPDATES

a) Pannier Market & Bedford Square;

- Attendees were updated on plans for the annual free children's activity trail, which will take place under the theme 'The Blue Planet'. The activity would involve families exploring the market to solve clues and win prizes. Previous themes have included dinosaurs, sports day, and Spot the Celebrity. Contact has been made with the National Marine Aquarium in Plymouth regarding potential involvement to introduce an educational element.
- It was explained that preparations were underway for the Monday openings, running from Monday 27th July to Monday 24th August with alternative promotional methods being considered/implemented.
- It was noted that work is ongoing to strengthen marketing and promotional activity, including the development of measurable outcomes to evidence footfall increases. It was explained that Facebook remained the strongest social media platform, with approximately 6.4K followers, and opportunities to further develop digital engagement were being explored.
- An update about Bedford Square bookings was provided, including the bi-weekly farmers' markets, monthly 'I Spy Sparkles' events on the first Saturday of each month, and monthly Miss Ivy Street Food markets. It was noted that Bedford Square continued to operate strongly, with further scope identified to enhance the day trader offer. Other events to note included a multi-agency day on Saturday 20th June, taking place across Bedford Square and the Guildhall car park, aimed at public engagement and education from emergency and public services and the regional finals of the NMTF Young Market Traders Awards on Saturday 4th July.

b) Town Hall and Butchers' Hall

- Appreciation was passed for the outgoing Duty Officer.
- An overview of bookings was provided including the Lions Charter Night, Civic Ball, Country Music Night, a two-day board game festival and a range of community events and classes.
- Attendees were informed that there has been an increase in performance-based hires, including a new theatre group booked for August, alongside the two regular theatre groups and a touring singer.
- An update was provided regarding a review of audio visual systems within the Town Hall.
- Administrative tasks included the development of a new Marketing Strategy for the Town Hall and Butchers Hall.
- It was explained that new Perspex panels have been installed on the external poster boards to improve durability and presentation.
- An overview of the Vintage Market and Tavistock Arts Market was provided.
- Attendees were informed that the first Youth Market for 2026 took place in March, with bookings now being taken for the next event in August and a final event scheduled for the end of October.
- Work is currently underway to finalise dates for next year's in-house markets, which are expected to be released at the end of the summer period.

c) Capital update for works impacting on the market complex

There were no updates provided.

9. OPERATIONAL MATTERS

a) Trader Consultation

- It was noted that a wider consultation meeting for traders and perimeter shops would be convened on Wednesday 21st October at 5:00pm within the Town Hall with the approach and formatting agreed.

b) Rules & Regulations

- It was explained that the Market Rules and Regulations were under review with the aim to simplify whilst ensuring there was a fair and transparent approach for such aspects as sickness/holiday/complaints etc.

10. EVENTS

a) Feedback following the Tavistock Country Garden Show 2026

- An overview was provided regarding Tavistock Country Garden Show 2026 with positive feedback being received considering the challenging weather conditions.
- It was noted that the show gardens provided a strong visual display; however, it was agreed that there is scope for a slight

refinement of the operating model for future years. This would include holding a pre-event meeting with exhibitors, undertaking a full walk-through of the site, and reviewing set-up timings due to the limited build window for a large-scale event.

- Suggestions were made for enhancements to the 2027 event, including a possible reorganisation of the Guildhall car park area to increase the entertainment offer. It was also proposed that greater engagement with five-day traders be explored, including initiatives such as a miniature garden competition and a children's garden gnome-themed trail.

b) Update on plans for 2026

- Additional summer events not mentioned above were explained including:
 - Tavistock Fringe on Saturday 11th July
 - Tavistock Carnival on Sunday 19th July
 - World Heritage Site interactive dome 22nd August (Town Hall)

11. URGENT BUSINESS BROUGHT FORWARD BY THE CHAIRMAN

There was no urgent business brought forward.

12. NEXT MEETING

The next meeting of the Town Hall & Markets Consultative Group is scheduled to take place on Tuesday 22nd September 2026 at 5.00pm

The meeting closed at: 18:22pm

Signed

Date