

TOWN HALL & MARKETS CONSULTATIVE GROUP

NOTES OF THE MEETING of the **TOWN HALL & MARKETS CONSULTATIVE GROUP** held at the Council Chamber, Drake Road Tavistock on **TUESDAY** the **10th DECEMBER 2019** at **5.30pm**.

PRESENT

Representing Tavistock Town Council

Councillor Mrs A Johnson (Mayor ex officio)

Councillors P Squire, B Smith, Mrs G Parker

Representing Market Traders' – R Jones, Mrs S King, Ms C Planting, Mrs J Osborne

Representing shops in the Pannier Market surround – none present

Representing Users of the Town Hall – none present

Representing BID – P. Williamson

Representing the Chamber of Commerce – none present

Officers – Town Clerk (TC), Town Hall & Events Manager (TH & EM), Market Reeve & Designated Premises Supervisor (MRDPS), 1 x Duty Officer (DO)

A. APOLOGIES - had been received from Councillors A Hutton, Mrs C Rickard, Ms J Sanders, T Randell.

B. CONFIRMATION OF NOTES

- i. The Notes of the Meeting of the Town Hall & Markets Consultative Group held on Tuesday 17th September, 2019 were received (Appendix 1).
- ii. There were no matters arising.

C. REPORTS - the Consultative Group received the following written reports;

- i. Town Hall & Butchers' Hall
Matters discussed included:
 - A general discussion was held around Dickensian evening and the benefits of the additional light switch on event which happened prior on November 16th. There were mixed opinions reported but it was acknowledged for 2020 that there would be a review around scheduling e.g. lantern procession arrangements and programme around light switch-on. Butchers' Hall was utilised for both events and it was acknowledged that footfall was high and feedback received favourable. A Market Representative reported that planned activities and arrangements on Bedford Square were confusing for both events due to the various uses by TTC and BID and the TTC should consider keeping the pannier market open to after the light switch-on, e.g. 5:30pm. A Representative of BID explained that it was important to

maximise trading opportunities and that improved advertising and promotion around scheduling was essential. It was widely accepted that footfall for both events had been encouraging. Congratulations were passed to Pannier Market traders for winning best dressed team for Dickensian evening.

ii. Pannier Market

Matters discussed included:

- The plans for the Tavistock Christmas Markets event to be held on Sunday 22nd December were explained, which included what would be provided across the venues (Pannier Market, Butchers' Hall and Bedford Square), with the addition of entertainment e.g. music, snow machine, children's entertainment (Father Christmas and children's rides).
- A matter was raised pertaining to a social media post highlighting certain Mondays where TTC should have considered opening the Pannier Market and the rationale around the scheduling was explained.

iii. General operational issues including property maintenance and improvements

Matters discussed included:

- Positive feedback was received and thanks forwarded for those who were involved in the erection of the Christmas Lights and Town Hall Trees of Light.
- Those present were advised that due to imminent THI public realm improvement works, that the Guildhall car-park would be closed from 13th January 2020 until the end of May 2020 and that RM Builders who are undertaking the Guildhall Gateway Project renovations had been awarded the contract.

D. EVENTS

i. Christmas events

- It was explained that Butchers' Hall would be opened for both Sundays leading up to the Christmas Markets, on the 15th and 22nd December and the Butchers' Hall in-house Christmas Markets would be 18th to 23rd December.

ii. Tavistock Country Garden Show 2020 (previously Garden Festival)

- Attendees were advised that the event was being rebranded and expanded with additional themes in recognition of the challenges of purely focussing on garden produce themes with a limited pool of available exhibitors. This would include food/craft stalls, Butchers' Hall hosting an eco-market and Guildhall being used for additional entertainment for all ages. Others areas under review include, pricing strategy and advertising mediums.

E. ANY MATTERS RAISED BY REPRESENTATIVES OF THE PANNIER MARKET TRADERS, PANNIER MARKET PERIMETER SHOPS &/OR TOWN HALL USERS

Points discussed included:

- It was reported that traders felt the new arrangement for unloading/loading was now established, working well and was accepted as the new operating practise and that it was important to maintain and replace the associated equipment when required e.g. trolleys. The main frustration related to timings specific traders packing away and traders turning up at the same time to set-up.
- An update was provided specific to the Pannier Market toilets (seats and taps) and it was explained that these were due to be replaced shortly by the suppliers.
- A discussion was held regarding defective lighting around St Johns Ambulance area and other areas and it was explained that such operational matters should be reported to the management team at the point of awareness for auctioning if deemed appropriate, but it was agreed that the necessary remedial works would be implemented post the meeting.
- Concerns were raised around flooding in-front of Butchers' Hall in Market Road and it was agreed that further investigations would be undertaken to identify the cause and that additional drainage checks would be undertaken. Discussions were also held specific to re-surfacing requirements along Market Road, but it was explained that this would not be assessed until completion of the Guildhall Works.
- A wider discussion around the effect of signage was held, both internal and around the Pannier market perimeter and it was explained that a review was being undertaken.
- Traders were going to email the General Manager to look into the options of how to dispose of Christmas lights which are no longer utilised within the Pannier Market.
- It was relayed from trader representatives that they would like to see BID include TTC venues more in their promotional material.
- It was reported that the archway under the Town Hall appeared cluttered with marquees etc and it was agreed that this area would be cleared.

F. ANY MATTERS RAISED BY REPRESENTATIVES OF THE TAVISTOCK BID
None

G. MATTERS RAISED BY REPRESENTATIVES OF THE CHAMBER OF COMMERCE

No one was in attendance.

H. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

There were no matters arising.

I. DATE OF NEXT MEETING

Tuesday 24th March 2020 at 5.30pm.

The Meeting closed at 6.18pm.

Signed.....

Chairman

Dated.....