

**TOWN HALL & MARKETS CONSULTATIVE GROUP**

**NOTES OF THE MEETING** of the **TOWN HALL & MARKETS CONSULTATIVE GROUP** held on **TUESDAY** the **8<sup>th</sup> MARCH 2022** at **5.00pm** at the **Council Chamber, Drake Road.**

**PRESENT**

**Representing Tavistock Town Council**

Councillor B Smith

**Representing Market Traders'** – Mr. R Jones and Mrs. S King

**Representing shops in the Pannier Market surround:** Ms. C Rickard

**Representing Users of the Town Hall** – Cllr P Ward

**Representing BID** – None present

**Representing the Chamber of Commerce** – None present

**Officers** – General Manager (GM), Town Hall & Events Manager (TH & EM)

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**1. APOLOGIES**

Apologies for absence had been received from Councillors Mrs G Parker, A. Hutton, P. Squires, Market Reeve (MR) and Mrs J Sanders.

**2. CONFIRMATION OF NOTES**

a) The Notes of the Meeting of the Town Hall & Markets Consultative Group held on Tuesday 8<sup>th</sup> December were received (Appendix 1).

b) There were no matters arising.

**3. REPORTS -** The Consultative Group received the following verbal reports;

a) Pannier Market and Bedford Square

Matters discussed included:

- It was explained that the footfall had been steady during this period but that January to March was always the quieter period of trading. Discussions were held around how locals could be potentially encouraged to attend more during this difficult trading period. It was acknowledged that this was offset, compared to a very positive trading last quarter in 2021 and that historically TTC acknowledge that this period is challenging, by supporting with the reduced table space fee.
- It was reported that there had been several changes regarding layout with some long-standing traders manoeuvring around the market and that as a whole this was perceived as a positive ascetic change. Attendees were advised that the lock-up that had been used by the MR during Covid-19 was also being vacated and

that the unit was being let to a new trader, and that modifications to this unit were imminent.

- Market representatives requested that the female toilets could be looked at as there were ongoing issues with the flushing mechanisms and this was agreed to be actioned. It was also explained that there had been a significant water leak in the toilets and that this had been rectified and that the hand dryer in the men's toilet was being monitored, but may need replacing.
- It was explained that trading on Bedford Square had been steady during this period with regular traders and that there was an expectation that the number of traders on the square would significantly increase from April onwards, which would include the attendance of the ice cream van, previously located in Guildhall car-park.

b) Town Hall & Butchers Hall

Matters discussed included:

- The TH&EM reported on the success of the in-house Butchers' Hall Christmas Markets and other events externally hired during this period and provided an itinerary of up and coming events in Butchers Hall, including when the in-house Arts Markets were scheduled for. It was explained that Butchers Hall first wedding was planned for the 26<sup>th</sup> March, with the hirers also using the Town Hall.
- An overview of activities in the Town Hall for 2022 was provided. It was explained that a revision of the capacity of the Town Hall had been undertaken and that this may have an impact on the viability of some long-term hirers. An explanation was provided around the existing arrangement to assist with the challenges pertaining to Covid-19, which included venue capacity, ventilation and the use of the portable bar to reduce congestion in the main bar. Attendees were advised that due to staffing capacity, while recruitment processes were being undertaken, that no further booking were being taken for the period up to the end of July 22.
- The TH&EM provided an update on the Town Hall roof leaks. It was explained that the procurement process was actioned, with the tender documents being compiled. This was mainly focussed on the roof elevation above the Mayors Parlour and also the North entrance internal repairs, with works anticipated for late summer.

c) Guildhall

Matters discussed included:

- The General Manager explained that the majority of the snagging works for the main build contract had been completed and that

Tavistock Town Council and Tavistock Heritage Trust were in full occupation of the premises. It was explained that additional bespoke projects had also been completed such as the audio-visual installation within the courtroom. A question arose specific to flooding within the public realm area, adjacent to the Guildhall toilets on the grassed area by the War Memorial. It was explained that a price had been sought to install additional accommodation along this area which would connect into the existing soakaway, which would almost certainly rectify the issue, and that this work should be completed within the next few months.

- d) Operational matters including staffing
- The General Manager explained the on-going challenges specific to staffing resources and thanked the team for their flexibility with regards to ensuring as best was practicable that core aspects of the commercial/community activities were still maintained/delivered. It was reported that both recruitment and retention were equally challenging within the current climate, compounded still by the uncertainty of staff availability due to Covid-19. It was explained that a further recruitment process was being undertaken for the position of TH&EM with a closing date of 8<sup>th</sup> April 22.

#### **4. CAPITAL UPDATE**

The General Manager briefly reiterated earlier points covered off in relation the Town Hall roofing works and what the process for procurement would be. Specific to Butchers Hall it was explained that the alterations to the clearstory windows had rectified the issues regarding water ingress and that the scaffolding was programmed to be removed late March to mid-April. Following on from its removal it was explained that some lime pointing of this affected elevation was planned for 2022. An update was provided from the previous consultative meeting on the status of planned works specific to the museum, where it was explained that a contract was being let to replace the RWGs to the museum and subscription library adjacent to their main entrances, and that the museum was planning to open in April using the Court Gate access and the display room above the old VIC.

#### **5. EVENTS**

- a) Queen's Platinum Jubilee 2022:
- The TH&EM provided an update on arrangements specific to the Council planned activities for the Platinum Jubilee, explaining that a beacon would be lit on the Pimple at Whitchurch Down at 21:45 on 2<sup>nd</sup> June and that all arrangements for this had been implemented. The Queen's Green Canopy plans were also explained, where TTC were sourcing at least seven semi-

mature trees to plant within the Meadows and that a further planting scheme was being considered for Whitchurch Down. An outline of the Tavistock BID plans and Lions/Robey Trust activities for the bank holiday period was explained, and attendees were advised that TTC were intending to provide a grant of up to £5,000 to support the community initiative.

b) Tavistock Country Garden Show 2022:

It was explained that most of the arrangements had now been actioned for this event and that there had been a positive take up of traders, entertainers and show gardens. The TH&EM asked the perimeter shop representative to consult with the perimeter shops to ascertain who would be opening for this two-day event so that this could be considered regarding layout of traders/activities.

c) Goose Fair 2022:

The TH&EM explained that the application process for 2022 had now been completed and that 2022 was an ideal opportunity to make some positive changes to the layout and type of traders attending in some areas, e.g. Alexander Centre/Market Rd. It was explained that TTC would continue to implement activities specific to sustainability and that one of the main challenges for 2022 was to source a third park and ride site. It was explained that the first stakeholder meeting was planned for 26<sup>th</sup> April 2022.

**6. ANY MATTERS RAISED BY REPRESENTATIVES OF THE PANNIER MARKET TRADERS, PANNIER MARKET PERIMETER SHOPS, AND / OR TOWN HALL USERS**

- A Market representative asked what the intention was regarding resurfacing/re-lining Market Road, due to the fact that people were now parking there all day. It was explained that this was one of several capital projects that the Council were reviewing, with the General Manager explaining there several options ranging from basic regulating/re-lining to a complete re-design and resurfacing, considering such aspects as organisational funding, timelines, priorities etc.
- A question was asked about the use of A frames and the installation of additional street furniture around the Pannier Market perimeter and on Bedford Square. It was explained that the overall layout/operation of the perimeter would be reviewed by Council this year and that it was intended to reinstall some of the removed seating back on Bedford Square.
- A question was asked about pigeons as it appeared that several shops/traders had been impacted adversely and it was agreed that the Council would look into what measures could be implemented to mitigate this impact.

**7. ANY MATTERS RAISED BY REPRESENTATIVES OF THE TAVISTOCK BID**

- An email summary was circulated that had been received from the BID Manager. This primarily covered off matters discussed previously specific to arrangements for the Queen’s Platinum Jubilee but also explained the plans/arrangements for Fiver Fest, Paint the Town and Easter trails, and outlined some anticipated ERDF spending specific to town signage, marketing etc.

**8. ANY MATTERS RAISED BY REPRESENTATIVES OF THE CHAMBER OF COMMERCE**

No one was in attendance.

**9. URGENT BUSINESS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

No urgent business brought forward.

**10. DATE OF NEXT MEETING**

Wednesday 14<sup>th</sup> June 2022 at 5.00pm at the Council Chamber, Drake Road.

The Meeting closed at 5.50pm.

Signed.....

Chairman

Dated.....