

AGENDA ITEM 9c

NOTES OF THE ZOOM MEETING of the **TOWN HALL & MARKETS CONSULTATIVE GROUP** held on **TUESDAY the 21st SEPTEMBER 2021** at 5.00pm.

PRESENT

Representing Tavistock Town Council

Councillor Mr A Hutton (Mayor ex officio)

Councillors Mr P Squire, B Smith

Representing Market Traders' – Mr R Jones

Representing shops in the Pannier Market surround – None Present

Representing Users of the Town Hall – None Present

Representing BID – Mrs J Sanders

Representing the Chamber of Commerce – None Present

Officers – Town Clerk (TC), General Manager (GM), Market Reeve & Designated Premises Supervisor (MRDPS)

1. APOLOGIES

Apologies were received from Cllr G Parker, Cllr P Ward, and Town Hall & Events Manager R Rowe.

2. CONFIRMATION OF NOTES

- a) The Notes of the Meeting of the Town Hall & Markets Consultative Group held on Tuesday 15th June 2021 were received.
- b) There were no matters arising.

3. ELECTION OF VICE CHAIRMAN

Nominations were received for the Vice Chairman position.

R Jones was duly elected to serve as Vice Chairman for the remainder of the 2021-22 civic year.

4. CHRISTMAS OPENING ARRANGEMENTS

A) Pannier Market/late night opening arrangements

- The Market Reeve advised members that the Pannier Market would maintain the usual opening times of 9am – 4pm for the duration of the Christmas period, with the exception of the Dickensian evening market and the Lights Switch on evening.
- It was explained that the Pannier Market would open for the usual two additional Monday dates in the run up to Christmas, those being the 13th & 20th December and that the opening schedule for the Christmas period which is to be as follows;

Pannier Market closed on 25th, 26th & 27th December, Open 28th – 31st December, closed 1st – 3rd January and reopening to resume normal days and hours from 4th January.

B) Christmas Markets and Activities

- The General Manager gave an update on the Christmas Markets in Butchers Hall which were being planned and run by TTC, opening times from 9am – 4pm for all markets with the exception of Dickensian Evening which would be a late night opening.
- It was advised that an external hirer was also hosting a Christmas event on 12th December inside the Pannier Market and that there were plans to repeat activities from previous years such as “Christmas Jumper Day” in order to add to the atmosphere of the Christmas Markets.
- The BID Manager discussed the planned Lights Switch on event for 20th November, noting that the some of the high street had agreed to open until 7pm on that date. It was explained that there were not currently any additional BID markets planned for Christmas and that there would not be late night shopping this year aside from the two planned events on 20th November and 3rd December.
- It was explained BID were trying to arrange for “Free from 3pm” parking in the main car parks again this year to encourage shoppers to visit in the afternoons.

5. UPDATES

A) Pannier Market and Bedford Square

- The Market Reeve discussed the success of the 2021 Monday Summer openings, noting that footfall was extremely good and that trader feedback had been very positive and it was explained that Monday openings during this summer period was part of the Council normal operating arrangements going forward.
- It was explained that the service advertising strategy of focussing more on local leaflet distribution and posters had appeared to have a good level of success. It was noted that getting leaflets placed at local hotels, campsites, and bed and breakfasts etc had likely also helped drive footfall on Mondays.
- It was noted that COVID19 was still impacting on trader occupancy due to traders needing to isolate at times, however overall occupancy was deemed positive.
- The Market Reeve discussed the progress of Bedford Square and how activity has been building through the summer. It was explained that the Street Food Festivals which had been run on Bedford Square had expanded into the Guildhall Car Park to allow for better flow of footfall.

B) Town Hall & Butchers Hall

- The General Manager gave an update on Butchers Hall, noting that the next three months were quite busy, with 45 days of booked activity and a number of internal and external events being run.
- It was explained that the works to the Butchers Hall roof were progressing well and were closing in on being completed within the next 4 weeks depending on weather conditions.
- The General Manager discussed the changes to occupancy for events in the Town Hall, as previously explained to Council, comparable with the approach in Pannier market and Butchers Hall, and noted that this had caused a number of cancellations by hirers who could not make the event viable financially based on the reduced capacity.
- It was explained that the Town hall had a number of returning regular community class hirers, as well as a number of new classes that had started this year.
- The General Manager advised that the repairs works required in the Town Hall were being discussed and would soon be put out to tender.

C) Guildhall

- The General Manager advised that practical completion had been reached and that the interpretation fit out was significantly underway.
- It was explained that a soft launch was planned for Dec 2021, with a full launch to follow in 2022.

D) Operational Matters & Fees and Charges

- The General Manager informed members that the next meeting of this committee in December would take place in person, unless advised to the contrary. COVID representatives were thanked for their participation on this committee, and with the change in attendee format, it was encouraged that further trader representation could be achieved for future meetings.
- The General Manager gave an update on recent recruitment, and noted that TTC were looking to recruit to fill another Duty Officer, and Market and Events Assistant position in the near future.
- It was explained that the Council were reviewing its fees and charges in the next quarter for the financial year 22/23 and that consideration was being given to an increase across all market and event activities for that period.

6. CAPITAL UPDATE

- The General Manager noted that he had covered all areas of capital works under the previous topics.

7. EVENTS

A) GOOSE FAIR 2021

- The General Manager explained that the difficult decision to cancel Goose Fair 2021 had been made by Council. It was explained that TTC were fully committed to delivering Goose Fair in the future and that the Town Hall and Events Manager was drafting a briefing document for planned changes/improvements for 2022.
- The General Manager advised that the Cattle Market would be continuing for 2021 but that the Bedford Car Park fair would likely not be.

B) QUEENS PLATINUM JUBILEE 2022

- The Town Clerk advised that the Platinum Jubilee would be held on 2nd June and that TTC was currently looking at ways to celebrate and commemorate this national occasion.
- The Town Clerk noted that more information would be coming in due course with regards to specific arrangements for this event.

C) GARDEN FESTIVAL 2022

- The Market Reeve noted that the traditional weekend for the Garden Festival was no longer a Bank Holiday in 2022 due to the Queens Jubilee, but that an alternative weekend was being considered. The Market Reeve advised that the current idea was to move the two-day event to the Sunday and Monday of the early May Bank Holiday instead and that this is how arrangements would proceed.

8. ANY MATTERS RAISED BY REPRESENTATIVES

There were no matters raised.

9. ANY MATTERS RAISED BY REPRESENTATIVES OF THE TAVISTOCK BID

- The BID Manager thanked stakeholders for the support received in re-electing BID again.
- Arrangements for "Goosey Gander" event to showcase some of the local businesses on the high street were explained.

- The success of the Monday Tour of Britain event was noted that she and a request was made that if such similar events occurred, that consideration be given to opening the Pannier Market.
- The BID Manager discussed a plan to drive interest in the Tavistock Gift Card, as there was a lot of money on Gift Cards which had yet to be spent in the high street. It was felt that it could be useful to provide a memo, (information provided by BID) to Pannier Market traders explaining the scheme and benefits as there were not many traders signed up to the gift card scheme currently.

10. ANY MATTERS RAISED BY REPRESENTATIVES OF THE CHAMBER OF COMMERCE

No members present from the Chamber of Commerce

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

No urgent business brought forward by the Chairman

12. DATE OF NEXT MEETING

Wednesday December 8th 2021 at 5:00pm.

The Meeting closed at 6:00pm

Signed.....

Chairman

Dated.....