

Swaffham Town Council

Minutes of the **Market Committee** meeting held on **Monday, 13th August 2018** at **6.30pm** in the Council Chamber, Town Hall Swaffham.

Present:	Cllr Mrs S Lister (In the Chair)
Councillors:	Cllrs Mrs A Thorp, Mrs J Skinner, Mr C Houghton, Mr R Bartram
Market Trader Reps:	Mr E Ratcliffe, Ms H Robinson
Poultry Auction Rep:	Mr F Eagle
Friday Market Rep:	Mr H Eagle
Deputy Town Clerk:	Mrs C Smith
Office Administrator:	Mrs H Duggan
Market Superintendent:	Mrs R Ostler
Project Support Officer:	Mrs S Dent
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1 Apologies for Absence

- 1.1. Mr D Smith – prior commitment
- 1.2. Cllr Mr P Darby – holiday
- 1.3. Cllr Mrs W Bensley- prior commitment
- 1.4. Cllr Mrs S Matthews – unwell

2 Declarations of Interest

- 2.1. There were no declarations of interest.

3 Minutes of the previous Market committee

- 3.1. The minutes of 18th June 2018 were agreed and signed as an accurate record of the meeting.

4 Report from the Deputy Clerk:

The Deputy Clerk welcomed Mrs Ruth Ostler as the new Market Superintendent. Ruth had now completed several weeks on the market, getting to know the traders and the role. The role has changed slightly as Ruth will be more involved in the administration and promotion of the market.

The Deputy Clerk also introduced Mrs Sue Dent, the new Project Support Officer looking at events for both Watton, Swaffham, Icen Partnership and Wayland Partnership. Sue attended the meeting to familiarise herself with the Market Committee and the planned events.

4.1. Changes to Market Licences

None to report.

4.2. New Casual Traders

- Batts and Marshall (Jewellery) - this is a large jewellery stall that have traded a couple of times.

It was agreed to allow Batts and Marshall a Regular Trader Licence when they were ready to apply.

- Mr Aziz (children's shoes) - having traded twice on the market it was unclear if they wished to continue a regular basis. The Public Liability Insurance was outstanding and would need to be shown before they could trade again.

Initials: _____

- Tickled Pink (second hand clothing) - traded for some 6 weeks before taking a break due to family commitments. They were expected back on the market in September and would possibly need to go on the East Side.

The Deputy Clerk highlighted the market was becoming fuller and the Committee needed to think about new stalls and where they would be placed. There were a couple of options to consider such as reviewing current stall sizes and the policy on allowing vehicles on the market.

4.3. New Regular Traders

- Debs Bags – the trader is happy with her pitch on the East Side and so the Committee was asked to approve her request for a Regular Licence and pitch.

It was agreed to approve a new Regular Licence for Debs Bags.

- C Parker – the Market Superintendent agreed to clarify with the trader whether they wish to become a Regular Licenced Trader. It was agreed to issue a licence if they went ahead.

It was agreed to approve a regular licence for C Parker when they were ready to apply.

4.4. Incident of Theft

There was an incident on the market on Saturday when it was reported a money bag had been stolen from a trader's van. This was reported to the Police and all other traders were warned to be vigilant on the day and the bag has since turned up safe.

5. **Buttercross Renovation** - an update on the works affecting the Marketplace.

The Deputy Clerk advised there were regular site meetings planned. The proposed work would mainly affect the first row nearest the Buttercross. The Deputy Clerk and Market Superintendent had spoken to all the regular stalls on this aisle and there was a plan for them to retain their pitches as near as possible to the original pitch during the works, some vehicles would need to be reshuffled as well as there being an impact on casual stalls in that area.

6. **Market Timings** - and traders leaving early.

The Deputy Clerk advised that it had been brought to the attention of the office that several stalls were leaving the market early on a regular basis. Two years ago, this was managed by reminding stall holders of the rules and advising that a fine would be imposed if they continued to breach the rules.

A letter was issued to traders recently reminding them of the rules and potential fine which was met with some very unhappy traders who believe it is unenforceable.

The Committee discussed the situation including the issue of the market seeming to break up earlier each week, the health and safety aspect of traders moving vans during market hours and the detrimental effect of empty stalls during market trading hours on both the market itself and remaining traders.

It was proposed to continue to take an afternoon register and to log any trader leaving early before the required closing time of 3.00pm summer, 2.30 winter.

It was further proposed to remind traders that leaving the market before the agreed closing time should only be done with the prior approval of the Market Superintendent. The Market Superintendent contact details would be shared with all traders to ensure they would always be able to contact the Market Superintendent on a Saturday.

The topic would remain on the Agenda for further discussion at the next Market Committee meeting.

It was agreed to:

1 - continue to take an afternoon register and to log any trader leaving early before the required closing time of 3.00pm summer, 2.30 winter.

2 - remind traders that leaving the market before the agreed closing time should only be done with the prior approval of the Market Superintendent.

Initials: _____

3 - issue the Market Superintendent contact details to all traders to ensure they would always be able to contact the Market Superintendent on a Saturday.

7. **Market Town Initiative** - an update on the bid for extra stalls for the market.
The Deputy Clerk explained that the Market Town Initiative for having extra stalls was still in the development stage. Currently the bid was looking at fixing points in the Pit and War Memorial as well as the central market. This would mean that new stalls could be added on a Saturday, not affecting the current market, but the Council could run other markets on the central market place at other times; Christmas, evening or Sunday markets etc.
There was a new Breckland officer in post to look at and move forward with these schemes and the Market Committee were promised more information in future.
The Deputy Clerk was asked to report back to the Town Clerk and the Watton and Swaffham Focus Group that the Market Committee were unhappy with the length of time so far taken with the project. It was recognised that the project was initially started November 2017 and the bid 'goalposts' seemed to have changed with little being achieved so far.
8. **Events** - an update on arrangements for the following events
- 8.1. **Christmas Lights** - a couple of working group meetings had now been held; the event was planned to follow the format of last year. 11 traders were so far booked, and support was asked to help increase this number.
- 8.2. **Dads Army Day – 22nd September 2018** - the Project Support Officer provided an update on what was planned so far, and the Committee made further suggestions for consideration on the event.
Expenses had so far been incurred – road closure, Thursford organ - and the Market Committee were asked to consider a budget, from the Market Events Budget for this event.
After discussion a proposal was put forward and seconded for a limit of £500 to cover the event.

It was agreed by 6 votes to a budget of £500 to cover the Dads Army event on 22nd September 2018.

- 8.3. **Pumpkin Day – 27th October 2018** - F Eagle noted that publicity was required for this event – posters, Swaffham Newsletter etc. Judges were also needed, and it was proposed that a letter be sent to Sir Anthony Gormley, David Wells and the Mayors wife asking them to judge the pumpkin competitions.
- 8.4. **Christmas Eve** – the Deputy Clerk raised a suggestion that as Christmas Eve 2018 falls on a Monday and current traders have other commitments on a Monday that the 2018 Christmas Eve market is instead held on the Sunday, inviting regular traders and others.
It was proposed to share the suggestion with the Saturday traders, in the normal monthly Market Circular and the Market Superintendent would canvass responses for agreement at the next Market Committee meeting.

It was agreed to canvas the traders on the suggestion of holding the Christmas Eve market on Sunday 23rd December 2018 and to make a decision at the next Market Committee meeting in October 2018.

- 8.5. **Market promotion** – H Eagle explained a recent offer from Watton & Swaffham News whereby, for a substantially reduced fee, if the Committee agreed to take on a bi-monthly advert alongside traders doing similar then they would ensure a double page spread each month on the markets in Swaffham.
It was proposed to agree to a bi-monthly advert, costing a total of £150 for the year, in the Watton and Swaffham News which would cover the main events throughout the year.

It was agreed to fund a bi-monthly advert, costing £150 for the year, in the Swaffham and Watton news which would cover the main events throughout the year.

9. Market Reports

- 9.1. Saturday Market Representatives - E Ratcliffe, H Robinson
All going well, no concerns.
Cllr Houghton wished to recognise the Auction for supporting the recent Hare Auction which went very well.
- 9.2. Friday Market Representative – H Eagle
All going well, no concerns
- 9.3. Poultry Auction Representative – F Eagle
All going well, no concerns

10. Market related items for information only

Sheep Fair – F Eagle

It was requested that a letter be issued to the Rare Breed Survival Trust to keep them informed on the 2018 event and plans for 2019 event with a view that potentially they may sponsor some 2019 banners.

It was also requested that a letter be issued to HRH Prince Charles promoting the Sheep Fair and the revival of mutton etc, again with 2019 in mind.

Impson Butchers were very supportive of the event this year and were already planning 2019 with a fleece stall.

Swaffham Raceway – F Eagle

Highlighted a possible request to come through to the Council from the Racetrack for a Saturday car boot.

11. Date of next meeting:

Monday, 15th October 2018 at 6.30pm

Meeting closed 8.15pm.

Chairman.....