

## Markets Forum

A meeting of Markets Forum was held on Wednesday, 24th September, 2008.

**Present:** Cllr Robert Cook (Chair), Cllr Mrs Jennie Beaumont, Cllr Mrs Suzanne Fletcher, Cllr Bill Noble, Ms E Hutchinson,

**Officers:** N Laws, J McCann, R. Poundford, C. Watson (DNS), M. Jones (LD).

**Also in attendance:** Market Traders

**Apologies:** Mr P Johnson, Mrs P Mason, S Burgess

### **M Mr J Mason**

**14/08**

The Chair referred to the death of Mr Joe Mason, who had served on the Forum as a Market Trader representative. The Chair requested that the Forum observed a minute silence as a mark of respect.

### **M Declarations of Interest**

**15/08**

There were no interests declared.

### **M Minutes of the Meeting Held 23rd July 2008**

**16/08**

Members considered the minutes of the meeting held on 23rd July 2008.

RESOLVED that the minutes of the meeting held on 23rd July 2008 be agreed as a true record.

### **M Christmas Market Festival Update**

**17/08**

The Regeneration Projects Manager presented an update on the progress of the Christmas Market Festival, to be held 27th - 30th November 2008.

The Forum were informed that 36 market traders were fully committed to stand for the Thursday, Friday and Saturdays markets in the area to the north of the market place. Further interest would be directed towards the four remaining pitches and once these pitches were filled, space would be allocated outside the Castlegate Centre for the Saturday only. Rents for the Thursday and Friday would be collected in full by the end of September 2008; however rents for Saturday would be collected on the day.

All 28 log cabins were booked up for the Christmas and crafts market at Parish Gardens, and the range of products on offer at this market was noted. It was queried whether there would be four food stalls available at the craft market. The Regeneration Projects Manager stated that food would be available to purchase, however the food would be appropriate to the event.

A World Fair based around local community and businesses would take place in the High Street on the Sunday of the festival, and street entertainment, stage shows and musical events were booked for the High Street. Events to be held in Green Dragon Yard were to be confirmed with Tees Music Alliance. A Christmas themed circus was planned for the Riverside, and this would be

confirmed following a site visit by the entertainment company on 26th September 2008.

A high profile and wide ranging programme of promotions and marketing would be undertaken when the line-up of events had been finalised.

The collation of feedback following the event was raised, and it was stressed that this should be collected from each individual trader.

The Shambles was discussed. It was noted that the expected completion date of the shambles was end of October 2008; however there was no guarantee that all units would be occupied by the date of the Christmas Market Festival. The Regeneration Projects Manager ensured that the best use of the Shambles would be made at the event, even if there were units not filled.

RESOLVED that the information be noted.

**M**  
**18/08**      **Casual Christmas Traders' Policy**

It was noted that traders had requested a review of the policy regarding casual traders seeking to stand in the lead up to Christmas, as they would often end up with prime pitches at just £10 additional rent per stall.

Possible restriction for such traders were discussed, which included the possible rule that casual traders wishing to stand in October, November and December should have done so on at least 6 occasions in Aug and Sept and be subjected to a supplementary £10 fee per pitch (in accordance with 3.13 of Open Market Regulations 2003), but should not be entitled to prime pitches. The Market Manager suggested designating a space in front of the Castlegate Centre for the "Christmas casuals" only.

It was felt that a review of the policy was needed; however in the interim period it would be the Market Managers discretion on how to place casual traders.

RESOLVED that:-

1. A reievw of the casual traders policy be carried out.
2. The Market Manager use discretion in the interim period.

**M**  
**19/08**      **Bags and Pennants Update**

The Forum was updated on the progress of purchasing environmentally friendly shopping bags and stall pennants to promote Town Centre and its market.

Research was being undertaken to establish the possible cost of purchasing 1000 cotton bags based on various designs. It was noted that Procurement had been undertaking similar research and may be able to assist.

The Forum was informed that a number of pennant designs had been drawn with manufacturers, and these were tabled. There would be 30 pennants in total:

- \*seven green for fruit and vegetable stalls
- \*three orange for fish and meat stalls
- \*six purple for clothing
- \*five yellow for electrical and hardware stalls
- \*five red for hot food, sweets and confectionary stalls
- \*four light blue for cards, pet food and stationery stalls

The next step was to place an order and submit plans for advertisement consent. It was intended that the pennants would be in place in time for the Christmas Market Festival.

RESOLVED that:-

1. An order be placed and plans be submitted for pennants
2. The information be noted

**M**  
**20/08**      **Stockton Farmers Market**

It was noted that a Farmers Market had been held since May 2008, on the final Thursday of each month. Trader representation had been constant despite school holidays and associated events. Informal feedback from traders was positive and there had been regular repeat bookings and a sudden increase in bookings for September 25th.

It was noted that a farmers market was schedule to take place in Wellington Square during the Christmas Market Festival.

RESOLVED that the information be noted.

**M**  
**21/08**      **Market Traders Promotions Fund**

The Forum was informed that there was approximately £20,000 in the Market Traders Promotional Fund and traders had expressed a desire to use some of the Market Traders Promotions Fund to promote the Christmas Market Festival.

Traders also informed that they planned to create a Promotions Budget Committee which would meet on a quarterly basis to discuss and make decisions on how this budget would be spent, rather than the decisions be made by the Market trader Representatives. Town Centre Management agreed to circulate letters to traders inviting them to an initial meeting which would nominate members to the committee.

RESOLVED that Town Centre Management would assist as required with the formation of a Promotional Budget Committee.

**M**  
**22/08**      **Traders Holidays Entitlement**

Traders requested a review of their holiday entitlement be undertaken. Under the SBC Open Market Regulations 2003 traders received a maximum of four market day's holidays per year, with the reservation fee being waived in respect of two holiday absences, subject to the Market Manager receiving prior written

notice. Traders had requested that the number of days be increased to eight, and the reservation fee be waived on all of these holiday absences although the standard 50p contribution towards the Promotions Fund would still apply.

It was agreed that legal advice would be sought.

RESOLVED that legal advice would be sought on Traders Holiday Entitlement.