

For Council: 6 December 2021 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on Wednesday 6 October 2021 at 10:00am

PRESENT: Councillors J Checkland (Chair), P McDermott, D Robertson, J Smith, C Spruce and M Warfield.

IN ATTENDANCE: S Thomas (Deputy Town Clerk), A Briggs (Town Clerk), Lucy Clarke (Civic Officer).

APOLOGIES: None

11. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor M Warfield declared a prejudicial interest in agenda item 7 (Bower Committee – Request for use of Market Square 2022) and left the meeting at that point.

12. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 9 June 2021 be confirmed as a correct record [Minutes received by Council on 14 June 2021].*

13. MATTERS ARISING FROM MINUTES

None

14. MARKETS UPDATE

Members considered the Civic Officers report. It was agreed that market layout should be reviewed at a future meeting in light of the relaxation of COVID restrictions and the potential for the addition of more stalls to the Square; it was suggested such a review take place in Spring 2022.

The Working Group was keen to explore the possibility of extending the market to Pool Walk and understanding the street trading implications of such an extension; the Town Clerk to contact LDC for clarification and report back to the Working Group in due course.

RESOLVED: *That the report be noted.*

15. LCC OWNED MARKET STALLS/MARKET SQUARE TOILET BLOCK

Members considered the agenda report confirming the sale and collection of LCC owned stalls and trailers. The report contained options for the allocation of some of the income from the sale to fund improvements to the Market Square toilet block. It was agreed that the priority items listed within the report should be addressed and further quotes sought for this work.

RESOLVED: *That the report be noted.*

RECOMMENDATION TO COUNCIL: *That approximately £3,500 of the income received from the sale of the market stalls/trailers be set aside for priority work to the Market Square toilet block, namely two replacement stainless steel toilets, urinal and the provision of an outside tap. Officers to obtain further quotations and progress the matter as soon as is practicable.*

16. POOL WALK HIRE

Members considered the Town Clerk's agenda report and accompanying plan which set out proposals for the hire of Pool Walk, a template layout and the reasons for the progression of this matter.

RECOMMENDATION TO COUNCIL:

1) That the draft Pool Walk layout plan (Appendix A to these minutes) be accepted as being the basic layout for the area, but with the proviso that minor amendments can be agreed by LCC officers to accommodate hirer requirements; such amendments to be approved by the Town Clerk or Deputy Town Clerk.

2) That a charging regime be introduced as follows:

- Hire of the whole open space – a charge of £10 per 10x10 (or approximate equivalent) pitch, subject to a minimum of £100.00**
- Hire of an individual 10x10 (or approximate equivalent) pitch within the open space charged at £15.00, £10.00 for charities**
- Delegated authority be given to the Markets Working Group to vary the charging regime for City Council events (e.g. Christmas Market)**

17. BOWER COMMITTEE – REQUEST FOR USE OF MARKET SQUARE 2022

Members considered the Town Clerk's agenda report which set out the Bower requirements for 2022, namely the change in normal Bower weekend dates that would result in the (usually cancelled/relocated) Friday market taking place as normal, but the Tuesday market (which would normally take place), being cancelled/relocated. The requested dates are Friday 3, Saturday 4 and Sunday 5 June 2022.

The request would also result in the scheduled Producers Market not taking place on the Square on the Sunday, but discussions are underway with the Bower Committee and CJ's Events regarding the potential relocation of the Producers Market into Beacon Park for the Bower event.

RESOLVED: That the Working Group supports the Bower Committee's request and a response to that effect be passed to the Bower Committee. The Working Group to be updated regarding the relocation of the Producers Market to Beacon Park for Sunday 5 June 2022 in due course.

18. DATE AND TIME OF NEXT MEETING

Confirmed as Wednesday 12 January 2022 at 10.00am via Zoom.

19. ANY OTHER BUSINESS

The Chair raised several points:

1. History of longstanding traders – The Civic Officer confirmed that questionnaires had been circulated to long standing traders asking for stall history with the aim of using that information for publicity purposes. Unfortunately, no response had been received from traders at the time of the meeting.

2. Christmas Market – The Deputy Town Clerk confirmed a site meeting was scheduled with CJ's Events and that demand had been high. Confirmation still awaited from Three Spires Shopping Centre regarding use of the precinct. Following further discussion it was agreed that the Deputy Town Clerk would investigate the possibility of utilising vacant units for additional stall provision.

3. Civic Officer's workload due to involvement with Market function – both the Civic Officer and Town Clerk confirmed the additional workload remained under review, but was manageable at this time.

4. Christmas General Market arrangements – with Christmas falling across a weekend, the Chair enquired as to extra trading days and arrangements for the proceeding days. The Civic Officer confirmed that traders would be consulted in due course and arrangements confirmed thereafter.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 10:47am**

MWG Minutes 6 October 2021: APPENDIX 1

PROPOSED PITCH LAYOUT FOR POOL WALK

