

For Council: 20 April 2022 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on Wednesday 6 April 2022 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), Hayley Howen (Markets Officer).

APOLOGIES: None

28. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

29. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 12 January 2022 be confirmed as a correct record [Minutes received by Council on 24 January 2022].*

30. MATTERS ARISING FROM MINUTES

None.

31. MARKETS UPDATE

The Working Party discussed the Markets Officer's report at agenda appendix 1. The Markets Officer confirmed increased interest in standing on the Markets with Friday and Saturday currently at capacity and new traders on the Tuesday market. Cllr J Smith noted empty stalls at the Producers' Market, the Markets Officer stated this was due to the stallholders being absent due to lambing. Cllr D Robertson suggested the addition of market advertisements to LCC owned bus shelters in the City; officers to progress this and report back to the MWG in due course.

The Deputy Town Clerk provided an update on the proposed Vegan Market; the proposal, which would operate under similar principles to those in place with CJ's Events for the Producers' Market, was welcomed by the MWG who also supported the creation of a new Market by the City Council under the provisions of the Food Act Part III to support the proposal. It is likely that the Vegan market would take place on the third Sunday of the month on four occasions per year, likely commencing in September 2022. Further discussions are ongoing with the Market provider.

RESOLVED: *That the report be noted.*

32. PRICING STRUCTURE – MARKET SQUARE & POOL WALK

Members considered the Town Clerk's agenda report and associated pricing structure for the Markets function and non-market day hire on both the Market Square and Pool Walk.

RESOLVED: *That the report be noted.*

33. SEVERE WEATHER POLICY – HIGH WINDS

Members considered the Town Clerk's agenda report and the suggested text to clarify the current Severe Weather Policy. Cllr C Spruce stated that such 'common sense' approach

was necessary in these situations. Cllr Robertson queried whether LCC's insurers were satisfied with the provision and the Town Clerk confirmed this. Cllr P McDermott queried whether signage was placed on the Square in the event of a cancelled Market, the Deputy Town Clerk confirmed that it was, with signage tied to tree grills at the first opportunity to advise of the cancellation.

The draft text was considered and agreed:

The wind speed limits of 35mph for a normal market and 45mph for trading from vehicles are not absolute; a pragmatic view based on risk and judgment will be taken on each occasion. However, trading from vehicles will normally be instigated at the discretion of the Market Officer (in consultation as necessary with the Town Clerk and/or Deputy Town Clerk) on occasions such as:

Wind speeds are forecast to be well in excess of the 35mph limit but below the 45mph limit (for example whole day forecast to be between 38 and 44mph)

- wind speeds are forecast to be consistently slightly above the 35mph limit and consistently below the 45mph limit (for example 37mph from 8am – midday, 38mph from midday – 2pm and then dropping to 34mph from 2pm – 4pm)*
- there is a forecast increase in winds during the normal trading day that lead to gusts significantly above the 35mph limit, even if this is only for a relatively short period (for example 20mph at 8am but rising to 45mph at midday and back to 20mph by 4pm).*

The decision as to whether a market will be cancelled in its entirety will be similarly considered and subject to the same pragmatic view, but where winds are consistently forecast to be above 45mph, the Market is to be cancelled and no legal trading can therefore take place. Wind speed information [as is the case now] to be as provided by the Met Office. Any decision to reduce or cancel a market to be communicated to traders prior to 4pm on the day before the affected Market.

The discretion of the Markets Officer or other appropriate LCC officer to close the market and/or Market Square on any trading day to some or all traders if it is considered necessary to do so to protect traders and/or the public remains in place at all times.

RECOMMENDATION TO COUNCIL: That the draft text as set out above be incorporated into the City Council's Severe Weather Policy as applied to the Markets function.

34. MARKET SQUARE TOILET BLOCK – RENOVATION WORKS

Members considered the agenda report confirming the quotation for the renovation work had increased considerably when contractors were approached to carry out the work based on previous quotations. The Town Clerk confirmed that the required work was not urgent, but that additional quotations would be sought and if the work could not be completed within the original budget the matter would be brought before the MWG and Council to analyse the cost and benefits prior to any work being instructed.

RESOLVED: That the report be noted.

35. MARKET EXTENSION – POOL WALK

Members considered the Town Clerk's agenda report which set out the response from LDC to the legal advice received in relation to the possible extension of the City Council's Markets function along Pool Walk, notably that Street Trading charges would not apply to the extension of existing markets

RESOLVED: That the response from LDC be noted

36. MARKET ARRANGEMENTS – POOL WALK – JUBILEE WEEKEND 2022

Members considered the Town Clerk's agenda report and the verbal update provided at the meeting. It was agreed that demand for markets on the Thursday (Bank Holiday) and the Monday (not Bank Holiday) would be pursued, with Council asked to create a market on both days.

It was confirmed that CJ's Events had offered to provide stalls for the relocated market on Friday and Saturday in return for a waiver of the usual fee that would apply for the Producers' market on Sunday, which will also take place along Pool Walk. The MWG felt this was a reasonable offer, particularly given the difficulty in accessing Pool Walk with the Fair located on Bird St car park.

RESOLVED:

a) Given the current stage of discussions, delegated authority be given to the Markets Officer in consultation with the Deputy Town Clerk and Town Clerk to finalise an appropriate layout along Pool Walk for Markets to take place during the Jubilee Weekend; a copy of the layouts to be circulated informally to the MWG for comment when available.

b) The usual fee payable to LCC by CJ's Events for the June Producers' Market to be waived in return for the provision of CJ's Events stalls for the relocated Friday and Saturday Markets and, subject to availability, other Jubilee weekend activities along Pool Walk as yet to be arranged.

c) The MWG supports the creation of a market to take place on either or both Thursday 3 June 2022 and Monday 6 June 2022. Officers to ascertain demand for such markets, but in anticipation of such demand being present, and being mindful of the limited opportunities for Council to act prior to the proposed date, Council is asked to create a market to take place on both days via its powers under the Food Act Part III.

RECOMMENDATION TO COUNCIL: *A market be established by the Council utilising its powers under the Food Act Part III to take place on Thursday 3 June 2022 and Monday 6 June 2022.*

37. DATE AND TIME OF NEXT MEETING

Confirmed as 10.00am on Wednesday 20 July 2022.

38. ANY OTHER BUSINESS

The Chair asked if there was the potential to hold a Christmas Market. The Deputy Town Clerk confirmed that officers were exploring the possibility and would progress further after assessing the success of the Jubilee weekend markets, mindful that any markets over the festive season did not clash with other planned events in the City.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 10:39am**