

Notes of Market Working Group Meeting on 15th June 2020, via Zoom

Attendees: Matthew Cornish, Robert Eggleston, Joe Foster, Anne Eves, Steve Cridland and Liz Clark

Discussion Points

An Outdoor Market Business Plan had been drawn up and circulated to the Working Group for consideration.

Some of the Working Group had met in Church Walk to discuss the proposed location of stalls. It was felt approx. 20 stalls could be accommodated though this would need to be reviewed to take into account the government social distancing guidance (signage/hand sanitisers may be required). The Martlets Shopping Centre Manager had offered to locate stalls in their shopping centre.

Discussion about costs:

Expenditure - £3,000 per annum:

- Street Traders Licence – approx. £400 per annum, subject to Mid Sussex District Council agreement.
 - Plan to include the French and Christmas Markets under the same Street Traders Licence
 - BHTC Officer to collate market traders' paperwork to submit to MSDC
 - MSDC had suggested run the market on a 6 month pilot and review
 - In the future may want to consider seeking planning permission for the market (Street Traders Licence would not be required).
- 1 x staff resources on market days – allocate £100 per day, £1,200 per annum
- Marketing/advertising - £1,000 per annum
- Contingency - £200
- Covid-19 signage and/or hand sanitiser - £200 per annum.

Income - £4,000 1st year:

- 20 x market traders at £20 per month (maximum two meter stall) over 10 months (first two markets are free to incentivise traders to join).
- Larger size stalls charged at £20 increments.
- Proposed to increase market trader fee in the 2nd year to £24 per month.

Funds for the proposed market will come under the Bridge the Gap budget.

Risk assessment to be undertaken for the market, include COVID-19 social distancing guidance. Review in 6 months.

Check with BHTC insurers regarding Public Liability Insurance for the market.

Investigate is any grants are available to assist with setting up a market.

Run market through BHTC or CIC? It was agreed to run it through BHTC as other Town Councils run markets successfully.

Market Traders – a database had been set up, all welcomed to put forward suggestions of market traders.

Marketing/advertising – social media, banners, press releases, publications, radio, etc.

The notes of the meetings and recommendations of the Market Working Group will go to Full Council on 22nd June 2020, together with the Business Plan, Market Traders' Application Form and Terms of Condition.

Actions:

- Type of notes of the meeting – Liz
- Finalise Business Plan – Matthew
- Draft Council Agenda – Steve
- Draft Risk Assessment – Liz
- BHTC Public Liability Insurance – Liz/Graham
- Market Traders – Liz
- Marketing/advertising - Liz
- Site Plan – Liz/Steve
- Investigate if any grants are available to assist with setting up a market - Liz

Next meeting

Tuesday 14th July 2020 at 4.30pm, via Zoom.