

ASSETS AND SERVICES SEPTEMBER 2023 – AGENDA 6B – DRAFT FOR COMMITTEE CONSIDERATION

Town Hall
Saffron Walden
CB10 1HR



September 2023

Dear Trader

Firstly, a big thank you to all traders who continue to support and strengthen Saffron Walden market. Working together, we have created an award-winning market, the envy of many towns and cities across England. The Town Council would like to acknowledge and thank you all for your dedication to SW market.

It is always good practice to review what we do and how we do it and the Council is in the process of reviewing the market terms and conditions of licence to trade and the market pitch fees. This letter is therefore a formal consultation notice, and the Council wishes to seek your views and opinions on the following matters:

Proposed changes to the market terms and conditions of licence to trade:

1. **Public liability insurance:** All traders are currently required to have a minimum of £5m public liability insurance. The proposals are to increase this to £10m for all food traders. No changes are proposed for non-food traders.
2. **Section A (7) Allocation of Pitches,** currently reads: *“A Regular Trader’s pitch may be reallocated by the Town Council if it is not occupied by 08.00 hours and no notification has been received by the Market Officer beforehand (i.e., traffic problems)”*. It is proposed to amend this time from 08:00 hours to 07:30 hours.
3. **Section C (1) Holiday form request and compliance.** It is proposed to add the following at the end of the paragraph: *“Failure to complete and return appropriate form will be recorded as non-attendance, and no reduction in rent will be applicable for any holiday period”*.
4. **Sections C (2) and (3) Absence:** To amend the times in both paragraphs from 08:00 to 07:30 hours.
5. **Sections F (1) and (2) Vehicles:** To amend the times in both paragraphs from 09:00 to 08:30 hours.
6. **Section H (18) General Conduct of the Market:** To add the following text: *“The safety and wellbeing of the Town Councils employees is paramount and any actual or perceived offer of bribery, physical, written or verbal intimidation, abuse or threatening behaviour towards any employee will result in instant removal from the market and any future right to trade at the market and the immediate loss of any trading pitch as detailed in section J (2) below.”*

Market Rent

The last rent increase was June 2021 when a small increase was introduced, following many years of no RENT increases. It is proposed to introduce the following charges from January 2024 and your views would be appreciated as to the proposed changes as stated below (shown in red text):

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Day	Permanent trader (1) Pre-2022 I.e.: a trader whose business is a core offer of the market	Permanent trader (2) From 1.1.2022 I.e.: a trader whose business is a core offer of the market and they have joined the market from 1.1.22	Daily Casual Trader (2) I.e., attends on average once/twice a month	Ad-hoc (3) I.e.: attends minimal number of times (2-3 times per year)	Charity (4)	Political (5)
Tuesday Fees Based on 10 x 10ft pitch	Proposed increase from £65 pcm to £70 pcm (From 65p per sq. ft to 70p)	Currently charged £80 pcm – no changes are proposed.	No changes proposed, retain as: £30 per trading day	New rate proposed at £35 per trading day	Saffron Walden based charity. No changes proposed. £nil Non-Saffron Walden based Charity £15	Not currently charged but could charge at the daily casual or ad-hoc fee
Saturday Based on 10 x 10ft pitch Note: Saturday pitches are only available to traders who also trade on a Tuesday	Proposed increase from £71 pcm to £85 pcm (From 71p per sq. ft to 85p)	Currently charged £95 pcm – no changes are proposed.	No changes proposed, retain as: £35 per trading day	New rate proposed at £40 per trading day	Saffron Walden based Charity. No changes proposed. £nil Non-Saffron Walden based Charity £20	Not currently charged but could charge at the daily casual or ad-hoc fee

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Alcohol pitch 10ft x 10ft			No changes proposed: Tuesday £30 Saturday £40			
Additional fee for non-alcohol pitches selling alcohol			Tuesday £5 Saturday £10			

Whilst writing, Council would like to remind and advise of the following:

1. A condition of the Licence to trade and terms and conditions are that all rents must be paid in advance on the first of the month by bank transfer. An administration charge of £20 plus vat will be applied to each payment for a deviation from this policy without exception.
2. The Council will be checking that all electrical equipment which is connected to the Council's power supply has relevant P.A.T test certificates. If you have any equipment which is not currently PAT tested, the Town Council would be happy to carry out this function for you at a charge of £2.50p per item payable on the day. Any equipment not displaying a valid PAT certificate / sticker will not be permitted on Saffron Walden Market. This is now imminent and will be done over the next couple of weeks so can you please let me have your PAT certificates or let Carl know that you would like the Council to carry out this service for you.
3. The Council is now more energy efficient and as per your terms and conditions, and as you have been notified previously Halogen or high energy lighting is now no longer allowed on the Market.

No trader is now allowed to connect to the Council's electric supply anything other than low energy lighting.

4. The permanent market will be open for trading for the public between the hours shown below, except when such days are Public Holidays:

Tuesday 0900-1600hrs & Saturday 0900-1600hrs

5. The core operating times of the market are 09 00-15 30hrs all year round. This means traders need to be set up and trading by 8.30am and can stop trading and pack away from 1530hrs.

Access to the market square for packing up will be as follows:

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King Street 15 15hrs-15 25hrs when bollards will be removed for access and then after 17 00hrs.

Access to Market Hill will be 15 45hrs-16 00 hrs when bollards will be removed and then after 17 00hrs.
All traders to have left the Market Square by 18 00 hrs unless they get written permission.

6. Any trader who leaves the market must do so when access allows by Market Street.
7. I am sure you will all be respectful to each other as fellow traders and will all respect my role as Market Manager in following correct procedures regarding any market issues or queries and any matters which cause you any concerns as laid out in your current market terms and conditions to trade. In the event of any queries relating to your pitch or the market generally which cannot be dealt with by whoever is on duty please do communicate these to me.
8. The Town Council will not give any permissions to contravene the road traffic laws on one-way streets or for any other reason except for public safety.
9. No trader is allowed to park their vehicle or trailer in Market Street (beside the Town Hall) without prior written permission.
10. I would like to remind all traders to clear all rubbish from around the stalls during the trading day and to sweep and clear any rubbish before leaving site. All rubbish must be taken away and not left on site. Any rubbish left on site will be treated as littering which attracts a fine of £75 per item.
11. There will be no market on Tuesday 26th December 2023 as this is a Bank Holidays and as such no refund is allowable.
12. General Market issues
You would in the first instance raise any complaint/issue with the relevant Market Officer on duty at the time, if you were not happy with this outcome then the matter would be referred to me as Market Manager then if the matter remained unresolved it would go to the Town Clerk for final determination.
13. Use of Electricity
At the present time, Council does not levy an extra fee or charge to any trader for use of electricity. You will appreciate the cost of electricity has increased significantly over the past few years and Council has absorbed these extra costs. Council does not currently propose to levy any additional charge or fee for use of electricity except in cases of exceptional use, such as freezers, hot water urns and the like.

I thank you for your continued support of our Market and please do not hesitate to contact me should you have any concerns or queries regarding our Market.

Yours faithfully

Terry Frostick
Operations & Market Manager