

MARKET SQUARE DELIVERY GROUP (TOWN TEAM SUB-GROUP)

Meeting Minutes

Date of Meeting 19th November 2014

Present: Helen Nathanson (Town Council), Ian Franklin (Totnes Trust), Lindsay Garner (Chamber of Commerce), Paul Chapman (Market Traders), Steve Forsey (SHDC Assets), Lorraine Bulloch and Cathy Aubertin (SHDC Streetscene)

Next Meeting: tbc

Purpose of Meeting: To discuss the grant Funding from Locality

The Group has been successful in its bid for funding from Locality for a pre-feasibility study into the potential improvement of the Market Square.

The idea is to investigate the possibilities for reinvigorating the Square so as to create a high quality public space in the heart of the town where the community can congregate for social, leisure and economic activities. Part of the study will look into the technicalities and costs of taking over the asset from SHDC.

The grant of £9,600 must be spent within 3 months of allocation, which gives us a deadline of 31st January 2015. The focus of the meeting was therefore on the actions required to carry out this study.

Item/Description	Amount	Action
Public Consultation	£1,000	HN to ask Chris Balch if he could provide students to carry out Phase II of the consultation before Christmas. The report from the consultation by TDPT last summer forms the basis of Phase I and will be used to underpin Phase II. It was agreed that a Friday or Saturday would be the best day and LG will ask Paul Wesley if a table could be set up outside his shop. Phase II will be in January when we will ask for feedback on the initial ideas and design.
Initial surveys and urban design plan	£4,000	HN to write to John Baulch and ask him formally if he will provide us with a brief for drawing up a design plan for the Square, based on consultation. It was agreed that all aspects of the Square should be included in the design, particularly the Civic Hall, which could be part of the improvements.
Business Plan	£1,500	Professional support will be required. LB will provide information about how the Square is used at present.
Legal advice on service transfer	£2,000	SF offered to provide any information that SHDC holds on this kind of asset transfer. It was agreed to ask Bartons Solicitors to provide the Group with appropriate legal advice.
Match funding investigation	£250	Task to be allocated.
Promotional material	£450	This will be produced at the end of the process so that we have a professional plan which can be used to seek further funding.
Travel Expenses to gather information from other projects	£800	All members of the group are invited to volunteer for visits to exemplar market towns to gather ideas and information.

The importance of keeping everyone and in particular the market traders and Chamber of Commerce properly informed was discussed. A leaflet will be handed out to the market traders and businesses in the vicinity of the Square in the next couple of weeks to outline what is happening and to encourage them to partake in the consultation.

It was emphasized that this is purely an academic exercise at present, that no plans will be drawn up without consultation and that any future changes will take into account the need to minimize disruption to the markets.

HN