

Actions from CRTRA market subcommittee meeting on 10 Mar 11

(Attended: Diane, Anthony, Euan, Venetia, Omar, Remy, Gregg)

Apologies: Ian Rathbone, Sara, Catherine, Simon)

Summary of meeting with LBH (8 March)

- Good meeting with all key contacts/heads of depts. There
- Ian, Anthony and Diane attended from CRTRA
- Operations costs for the market are v high and LBH have agreed to go back and review these
- Waste costs could be reduced by stallholders or CRTRA organising waste. In addition, credits are given for recycling so this would be another way to reduce costs
- LBH are progressing with the testing stage of one market stall design to roll out across Hackney. Three prototypes in use at Ridley. Expect a final stall to be agreed by summer. Storage options discussed – could use Millfields which would provide easy access for Chats
- Markets Advisory Board being set-up to develop best practice across all Hackney markets – LBH to forward details to CRTRA
- Operation Manual has been created for Hackney Markets
- LBH offering free training to new stallholders
- Traffic notices were discussed – these would be advisory to persuade drivers to use routes around Chats Road or to slow down – to be reviewed further
- A layout will be confirmed using both sides of Chats Road – TfL etc to be consulted before finalised. Once agreed this will stand for all markets. Inspectors also looking to create commodity areas to give stallholders a better idea of where they will be located on the street
- Agreed that markets will run fortnightly based on current trial charges (2010) while we agree final costs and arrangements to move to weekly in a few months
- LBH will undertake a 12 week consultation exercise to consult on traders fees etc but this can happen while the market is happening rather than not trading during this time
- Communications plan in place for Hackney Markets that Chats will become part of
- A stallholders meeting will be organised for Wed 16 March to ensure everything is set for market on 20th

Actions with LBH following meeting on 8 March (Diane)

- Market dates (LBH have agreed fortnightly until end of April then weekly) – agreed Sundays 20 March, 3 April, 17 April, 1 May then weekly (**Catherine** to check with Broadway re trading levels on bank holidays re 1 May and promoting 20 March to some of their (non food) traders to boost stall numbers
- Timing – aim for 10-4 in summer, 11-3 in winter
- Stall criteria to be forwarded to LBH
- Stall hire options, market operational costs and finalisation of dates all tbc by LBH

Communications

- BookBox has said we can use some of their wall space for a CRTRA noticeboard. **Anthony** to discuss further with them and agree purchase with Remy. Also check with Rushmore School if they have any space.
- **Diane** to complete list of venues where we can drop posters and place notices on CRTRA activities (send to Anthony) – ideally with outside noticeboards. Some places passed to Anthony but needs more work.
- **LBH** are going to start promoting Chats Road market under their markets communications campaign (free to us). **Diane** to pass relevant details across as they arise.
- **Euan's** neighbourhood plan presentation is now online – share with as many people as possible
- All agreed we would have a launch event when the market becomes weekly
- Website (longer term) – mention other CRTRA projects (shop front trading and post office closure) so market is shown as one project and not sole existence
- **Posters** – add map or direction arrow to market posters on the day as no of people alighting buses on Lower Clapton Road and not knowing where Chats Road is
- Discuss with **Catherine** the Lord Sugar angle

20 March market

- **Euan** to use CRTRA stall for neighbourhood plan – stall to be located close to Remy's shop for power etc – with identified volunteers
- **Diane** to ensure we have info on stall re trading at the market and Clapton Festival (Sat 11 June)
- **Diane** to ensure we have CRTRA banner (Anthony has it)
- **Diane** to send email to volunteers re allocating tasks and help on market day
- **Diane** to produce receipts for stallholders
- Stallholder costs tbc by LBH on 11 March
- **Diane** to email stallholders not confirmed as yet to remind them to apply for 20th March

Constitution and AGM matters

- **Remy** to contact local church re meeting space on Wed 6 April for AGM (other venues either charging or no response to enquiry)
 - **Catherine** has produced a governance document
 - **Anthony** was planning on reviewing constitution for discussion at AGM
 - **Catherine** to create a list of members (send to Anthony)
 - Poster to be produced for AGM and distributed – **Catherine** to ask existing volunteers
 - Address issue of structure of CRTRA – becoming a community interest company / other options
 - Wider discussion postponed due to lack of committee members at meetings

Guide for Chatsworth Road

Draft Guide produced and designer on board to develop. **Diane** to doublecheck info before final draft including creation of maps with Euan. Discussion of traders contributing to cost longer term. Will be ready for market day in small quantities. Email **Simon** re adding pdf to online outlets.

Neighbourhood Plan

Work is going well and meeting held on 7 March with over 20 volunteers. Key projects now starting to develop,

AOB

- Shop front trading – no clear way forward on this right now due to legislation. Will look to revisit if needed
- **Anthony** to contact prize winner again with one week deadline to respond. If no response pick another winner
- Name suggested for mailing list handover while Simon is away – email Simon separately