

2021-22 - Market Annual Work Plan - remains 'active' and open to changes.

	Task	Target date	Committee	Update	Delivery status
1.	Covid recovery Dependent upon Government Guidelines & influence pedestrianisation of High Street.	Ongoing	Market Sub	As per national circumstances and local principal authority activity in the High Street. Ref: 44/MK (a), 05/11/20 - Committee resolved to recommend to Council continue using the road space for the market and the permanent removal of buses on market days. Full Council will collate a single response to CBC. New temporary market layout in place since 10/08/21.	Ongoing
2.	Review market opening times.	Spring / Summer 2021	Market Sub	Ref: 44/MK,(b), 05/11/20 - to consider undertaking a review of market opening hours. New opening times commenced 1 st October : 08:30 – 15:00 (Ref:61 M/K)	G
CARRIED FORWARD					
3.	Farmers market Farmers market trader numbers have remained constant for some time. Review guidance documents, name/branding - aiming to increase trader numbers.	TBC	Market Sub, C&E, P&F	Carry over from 2020/21 - COVID-19 circumstance has come into play which delayed progressing work as the focus was on ensuring existing traders can trade. Undertook Farmers market traders' survey, and informal review meeting on (11/03/21). Autumn '21 – Report to be considered	A
4.	Market Rules and Regulations, Trader Licence - annual review To review and update according to industry changes/standards as identified and to reflect the updating of Council policies and procedures.	TBC	Market Sub, C&E, P&F	Transferred to 2020/21 work plan. Collating information from across the industry. Final draft to go to C&E Committee with recommendation for P&F for endorsement – if the need for alterations are identified.	A
5.	Engagement with traders / format for Committee trader representation Review the current activity giving structure to representation and in doing	TBC	Market Sub, C&E, P&F	Carried forward from 2020/21, Ref: 22/MK – 21/11/19 – resolved to endorse Leighton Buzzard market traders, have Liaison Officers formally recognised and affiliated to the	G

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	so seek advice from the National Market Traders Federation (NMTF).			National Market Trader Federation to facilitate trader representation at Committee meetings. Ref: 68/CE – 07/12/20 – NMTF representatives attended C&E Committee. 13/04/21_NMTF Representative visited the market. NMTF confirmed Liaison Officer in place (Ref: 62 M/K)	
ANNUAL ACTIVITY					
6.	Environmental Aims	Ongoing	Market Sub	Autumn 2020 introduced (recycling) box for crisp packets. Council's supplier withdrew recycling service in Summer 2021. Sept 2021, environmental questions were added to the annual review survey. Feedback relating to environmental activity has been shared via social media.	Ongoing
7.	Review of current pitch sizes and pricing - Ongoing monitoring and review, as necessary.	Autumn 2021	Market Sub, C&E, P&F	Ref: 44/MK – 05/11/20 – Incorporated in Market 12 Month Review Autumn 2021	G
8.	Annual monitoring review As per relaunch anniversary date.	Autumn 2021	Market Sub, C&E, P&F	Ref: 44/MK – 05/11/20 – Market 12 Month Review. Autumn 2021	G