

SAFFRON WALDEN TOWN CENTRE BUSINESS IMPROVEMENT DISTRICT

BASELINE SERVICES STATEMENT

BASELINE ACTIVITY FOR:	Saffron Walden Market
EXISTING SERVICE PROVIDER:	Saffron Walden Town Council
RESPONSIBLE OFFICER:	Lisa Courtney
JOB TITLE OF RESPONSIBLE OFFICER:	Town Clerk
DATE COMPLETED:	10 th May 2018

Summary of service provided:	<p>A general and artisan market is held every week on Tuesdays and Saturdays (except for Bank Holidays) in Saffron Walden Market Place.</p> <p>Ad hoc markets / events are held throughout the year and at Christmas.</p>
Associated services provided:	<p>Market is held according to the Charter as granted to the Town Council from the 11th century</p> <p>Road closures by the Town Council</p>
Extent of BID geography covered:	Saffron Walden Market is held in Market Place which is within the BID area.
Service specification:	<p>Market Terms and Conditions</p> <p>SWTC Staff member on site, builds relationships with market traders, offering day-to-day support.</p> <p>SWTC provides electricity to market stalls.</p> <p>SWTC provides limited access to toilets in the Town Hall for market traders.</p> <p>Saffron Walden market participates in the Love Your Market initiative.</p> <p>The Town Council have recently agreed a Tenant Mix Policy setting out the types of stall in the market.</p> <p>The Town Council have also agreed a Business Plan to grow the market in the town centre.</p>
No. staff required to deliver the service:	Approximately 2 FTE to manage/organise the market.
Equipment required to deliver the service:	<p>Cleaning materials</p> <p>Bollards for road closures</p>
Performance measures:	<p>Waiting list of traders who wish to run stall at Saffron Walden market.</p> <p>Market Term and Conditions of licence to trade which aid in the management of the service.</p>

Non-compliance – mitigation procedure:	As per SW terms and conditions of market trade
Current costs of service provided within the BID area:	£35k p.a.
Statement completed by:	Lisa Courtney, Town Clerk, Saffron Walden Town Council
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