

HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 3.00PM ON 13TH JANUARY 2014
AT
HAILSHAM TOWN COUNCIL OFFICES, MARKET STREET, HAILSHAM

Attendees:

Paul Soane: PS
Anton Bree AB
Cllr Nick Collinson NAC
Cllr Nigel Coltman: NSC
Michelle Hagger MH
Mickey Caira: MC

Action:

1/14/1	Apologies:	
	Cllr Paul Holbrook PH	
1/14/2	<u>Minutes of the meeting held on 3rd December 2013:</u>	
	Agreed as a correct record.	
1/14/3	<u>Matters Arising:</u>	
1/14/3.1	<u>MASHH:</u> The team raised concerns that it had been excluded from the consultation process that other local organisations had been invited to take part in. This situation did not prevent feedback from the majority of the team as some members had an opportunity to be involved in the consultation via other groups. The team would want to be involved in any future consultation on the project, and will be providing feedback once this had been discussed at the Stakeholder meeting at the end of January. It was agreed that everyone should provide their feedback on the town centre proposals to MC by 17 January.	All to provide feedback to MC on the MASHH town centre proposals by 17.1.14.
1/14/3.2	<u>Meeting with WDC:</u> The team acknowledged the very positive meeting that had taken place in December with WDC in respect of the draft Hailsham Forward business plan. PS asked that the team follow up on the plan with WDC. It was agreed that this should be done on specific projects, the first being; former toilet block - cycle	

	<p>store/market stall storage, Leap Cross and litter bins QR Code project.</p> <p>It was agreed that MC would write to Nigel Hannam to request further discussions on the first two projects and continue to liaise with WDC officers with respect to some funding of the litter bins QR Code project. NAC agreed to discuss with Nigel Hannam if Leap Cross could be formally added to the draft business plan.</p>	<p>MC to write to Nigel Hannam. NAC to discuss if Leap Cross can be added to the draft business plan.</p>
1/14/4	<u>Business Plan:</u>	
1/14/4.1	<p>PS conformed that he had reviewed the draft plan had proposed the following projects were considered a priority to progress in the next year:</p>	
1/14/4.2	<p>1. Specialist Markets - it was agreed that these should be held every 1/4. MH to look at this and come back with a list for all to consider. The team agreed that it wanted WDC to comment on the plan and give a clear commitment to help deliver it with the other stakeholders. This would be defined by clear actions in the updated plan.</p>	<p>MH to look at specialist markets and bring a proposal to future meeting.</p>
1/14/4.3	<p>2. Town Centre Floral Displays - It was agreed that this should be progressed with the Hailsham In Bloom Project and as a suggestion the Project could potentially raise funds by supplying and maintaining hanging baskets for town centre business at a charge. This would also get more local businesses involved. NAC agreed to discuss with Richard Grocock the Chairman of Hailsham In Bloom.</p>	<p>NAC to discuss town centre floral display etc with Richard Grocock.</p>
1/14/4.4	<p>3. Zero tolerance on dilapidations on shop fronts - AB was agreed that the Chamber of Commerce would continue to work on this project to encourage shop owners to keep their premises in good order.</p>	
1/14/4.5	<p>4. Street Market - it was agreed that the project was successful and would continue to be developed by the team.</p>	
1/14/4.6	<p>5. High Street Infrastructure Improvements - it was agreed that the team would feedback through the MASHH group who will deliver the improvements.</p>	
1/14/4.7	<p>6. Cycle parking and market stall storage - it was agreed that this would be pursued with WDC, using the disused toilets block space in Vicarage Field as a potential location as detailed in 1/14/3.2. NAC also agreed to discuss this with Cllr Graham Wells, WDC</p>	<p>NAC to discuss use of the toilet block with Cllr</p>

1/14/4.8	<p>portfolio holder for this site.</p> <p>7. Build a culture of collaboration - It was agreed to continue with the excellent relationships established with WDC and other local organisations and traders, and with the Stakeholder Group and HTC.</p>	Wells.
1/14/4.9	<p>8. Landlords - it was agreed that as it is unlikely to be able to persuade landlords to attend local meetings, landlords would be kept up to date with town centre projects. AB confirmed he would be happy to keep landlords up to date.</p>	
1/14/4.10	<p>NAC proposed that there is another group that could have a big impact on the town and that there should be a one off meeting with all the local community groups to discuss the draft plans and how they may be able to help deliver the plans. It was agreed that MC & MH would produce an initial list of community groups to be circulated to the team who would add more groups.</p>	MC & MH to produce initial list, all to add to the list as required.
1/14/4.11	<p>9. Pop Up Shop - It was agreed that this should be pursued. AB suggested that one of the landlords may be open to this use of their empty units. MH, AB & PS agreed to work on this project.</p>	MH, AB & PS to work on this project.
1/14/4.12	<p>10. Marketing Hailsham - it was agreed that the message should be positive, and that the following items should be considered to help with the overall marketing of the town; Totally Locally Campaign, Hailsham Pound, Hailsham Lottery/Scratch Cards and use of Street Market to bring in items not currently being sold in the town centre.</p>	
1/14/4.13	<p>It was agreed that there was potential for the lottery/scratch cards project to be delivered in partnership with the local community groups who could help sell tickets and gain part of the profits. This can be discussed at the proposed community groups forum.</p>	
1/14/4.14	<p>The state of the Quintin's Centre was discussed as a major negative impact on the town centre and it was agreed that this would need adding to the short term plan. AB agreed to talk to the letting agents about the future use of the empty units.</p>	AB to discuss the Quintin's with the letting agents.
1/14/4.15	<p>11. QR Code online directory - it was agreed that the roll out of shop windows stickers and erection of car parks signs should be concluded before approaching the industrial</p>	

1/14/4.16	<p>parcs to join in. NAC agreed to talk to local shop owners to get more stickers displayed, MC agreed to continue to work with WDC and HTC to source funding to complete the car park signage project.</p> <p>NAC reported that he has had one shop refuse to display the sticker and asked what should be done. It was agreed that MC should write to the shop owner expressing disappointment and asking for details of why they will not display the sticker.</p>	<p>NAC to continue to deliver stickers MC work with WDC & HTC.</p> <p>MC to write to the shop.</p>
1/14/4.17	<p>AB commented that many people do not know how to use their smart phones to gain access to data via QR Codes. He suggested that there should be posters in the town centre displaying details of how to download an app and access data via the QR Code, similar to the details contained on the Hailsham Forward website.</p>	
1/14/4.18	<p>13. Business Rates - it was agreed not to pursue this action as it was considered that there was little that can be done by the team at this stage.</p>	
1/14/4.19	<p>14. Car Parking - it was agreed that more town centre and parking in Diplocks Way is urgently required and that this would be expressed to the WDC as part of the feedback they were requesting following the Stakeholder Meeting in January.</p>	
1/14/4.20	<p>The team concluded that more 23 car parking spaces are required and that it supported the time limits of 2, 6 and 23 hours, and this would be put to the Stakeholder Group for endorsement.</p>	
1/14/4.21	<p>15. Traffic Management - it was agreed that the team would consult with the MASHH Group who will deliver improvements in the town.</p>	
1/14/4.22	<p>NAC agreed to update the draft plan with the details as discussed and circulated to the team by Friday 24th January.</p>	<p>NAC to update the draft plan and circulate by 24th January.</p>
1/14/5	<p><u>Constitution:</u></p>	
1/14/5.1	<p>MH circulated a draft constitution for the team to consider. MC requested that the team provide feedback in the next week to ensure that the document was ready to be presented to the Stakeholder Group on 31st January.</p>	<p>All to provide feedback to MC by 24th January. MH to supply document to AB who had left the meeting before the item was discussed.</p>

1/14/6	<u>Update on other on-going Projects:</u>	
1/14/6.1	<u>Market:</u> MH reported that some of the regular stall holders had decided not to continue trading in 2014 and some others would not be trading until March/April. She also confirmed that she was still receiving new enquiries all the time from traders and that the first market of 2014 should be well supported.	
1/14/6.2	The team wanted put on record their thanks for the work put in by the Outdoor Team and Mickey Clarke in helping establish a successful market.	
1/14/6.3	The team also agreed the job description for the Market Manager and wanted this to be given to the Market Manager with an explanation of why it had been drawn up, acknowledging the positive input made. PS agreed to give the job description to Mickey Clarke and ask that he considers the newly defined role and get back to PS in the next week if he wishes to carry out the newly defined role.	PS to give the JD to Market Manger and ask for a decision within a week.
1/14/6.4	PS agreed to contact Mark Daniels from Shiells with respect to a licence for Hailsham Forward to hold the market on Vicarage Field with written confirmation so that the planning application can be completed. PS also agreed to pursue the alcohol licence.	PS to contact Shiells re market licence, planning permission and alcohol licence.
1/14/6.5	<u>Shop Fronts:</u> NSC highlighted the list he and MC produced to identify the premises with defects. AB agreed that the Chamber would continue to "challenge" those premises where works needs to be done. MH agreed to forward list to AB.__	MH to supply list to AB. AB to co-ordinate the challenge to relevant premises.
1/14/6.6	AB reported that he has not had confirmations from Downland Carpets with respect to allowing renovations to be done in exchange for use of the shop. AB suggested that we ascertain the cost of materials and he would write to the owner stating that unless he confirms otherwise the work will be done. AB agreed to contact the owner to get the ball rolling.	MC to get price of materials to get the work done and report back. AB to contact the owner.

1/14/6.7	<u>Community Radio:</u> No further update , NAC stated that there needs to be a meeting to progress this. He would forward details of the costs to MC. MC advised the meeting that the local learning disability were looking for projects to get involved in and suggested the radio. This may be possible and may provide funding? MC to contact the local group.	NAC to forward details of the costs of the radio station to MC. MC to contact the local group to explore their involvement.
1/14/7	<u>Any Other Business:</u>	
1/14/7.1	<u>Sports Alliance:</u> PS reported there would be a meeting with the Sports Alliance on 23rd January.	
1/14/7.2	<u>Stakeholder Meeting:</u> NAC asked that the Bonfire Society is invited to the meeting. This was agreed. MH to make contact with Alan Osborne Tel: 847429.	MH to invite Bonfire Society to meeting.
1/14/7.3	<u>Farmers' Market:</u> PS informed the meeting that he and MC have been invited to the Farmers' Market AGM on 23rd January.	
1/14/7.4	<u>Executive Review of 2013:</u> the team agreed the detail of the review previously circulated by MC and that it can be issued to the Stakeholder Meeting.	
1/14/8	<u>Date of next meeting:</u>	
1/14/8.1	A date was not discussed and agreed. MC proposes Monday 10th February 2014 at 3.00pm, HTC Offices. All to confirm their availability.	All to check the date of 10th February.