

HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 3.00PM ON 10TH FEBRUARY 2014
AT
HAILSHAM TOWN COUNCIL OFFICES, MARKET STREET, HAILSHAM

Attendees:

Paul Soane: PS
Cllr Nigel Coltman: NSC
Cllr Paul Holbrook PH
Michelle Hagger MH
Mickey Caira: MC

Action:

2/14/1	Apologies:	
	Anton Bree AB Cllr Nick Collinson NAC	
2/14/2	Minutes of the meeting held on 10th January 2014:	
	Agreed as a correct record.	
2/14/3	Matters Arising:	
2/14/3.1	MASHH: It was agreed that MC would forward the comments from the Executive Team together with other comments from the Stakeholders to the MASHH Steering Group.	MC to forward comments to MASHH
2/14/3.2	MC confirmed that he had not yet written to Nigel Hannam with respect to a number of projects.	MC to write to Nigel Hannam
2/14/4	Business Plan:	
2/14/4.1	It was acknowledged that there was a lot of positive feedback from both the Town Council and the Stakeholder Group in respect of the proposed plan for Hailsham.	
2/14/4.2	It was agreed to include a number of items raised at the Stakeholder meeting: <u>Employment/Training</u> to be included as part of the Education objective, this also to include Hailsham Works. <u>Tourism</u> to be included as part of the summary at the end to note the need to "create an	

	<p>environment where tourists will want to come" <u>Youth Provision</u> to be noted in the sports and education objectives.</p> <p>MC agreed to update the Plan and to circulate it to all.</p> <p>It was agreed that the next step was to find a lead for each of the objectives from the Executive Team, MC to formally request volunteers from the Team, all to consider each objective and feed back to MC.</p>	<p>MC to update Plan and circulate.</p> <p>MC to request volunteers to lead on each objective.</p> <p>All to consider what they wish to lead on.</p>
2/14/5	<u>Community Group Forum:</u>	
2/14/5.1	It was agreed that a Forum should take place using a local venue; with one representative invited from each group	MH to research community group forums and discuss with NAC.
2/14/5.2	Discussion ensued on how best to "sell" this to all the groups. It was agreed that MH would research other models and then discuss with NAC on how to take this forward.	
2/14/6	<u>Hailsham Charter Market:</u>	
2/14/6.1	MC outlined the proposal for the market presented by the Council's Festivities Committee. The event will be held on Saturday 9th August on Vicarage Field; it will include a specific food and drink market from 10am to 3pm, entertainment during the day with entertainment in the evening to help the night time economy.	
2/14/6.2	As there has not been a formal request by the Council for Hailsham Forward to organise the market, the Team agreed that it should manage the market to maintain the continuity and use its expertise and strong relationship with traders. The Team agreed that it only wants to manage the market and locate the gazebos in the spaces allocated by the Council.	
2/14/7	<u>Marketing:</u>	
2/14/7.1	PS reminded the Team of the very positive and professional input Rudina had made to the Hailsham Forward project and despite her relocation to Cambridgeshire considered her input should continue. The Team agreed that Rudina should be thanked for her input and asked to continue to be involved.	PS to relay the Teams thanks and request that she remains involved in the project

2/14/7.2	Rudina had raised a number of issues with PS including using the wrong description of the Town & Shopping Guide. The Team agreed that the Town & Shopping Guide should be correctly described in all future communications. She also raised concerns on the lack of up-to-date photos of the Street Market. The Team agreed to find a way of getting photos taken of all markets to keep the publicity up-to-date. This could include asking the College, the Photographic Society and the Camera Centre to get involved in some way.	MH/MC to look at the photos issue.
2/14/8	<u>Update on other on-going Projects:</u>	
2/14/8.1	<u>Specialist Markets:</u> MH confirmed a number of themes for potential specialist markets. These included: Arts/Antiques Jewellery/Crafts Food/Drink Flee Market Children's Market - Toys/clothes MH confirmed she would continue to work on a proposal including potential dates for these markets throughout the year.	MH to produce proposal for specialist markets.
2/14/8.2	<u>Cycle/Gazebo Storage:</u> As NAC was not at the meeting there was no update. Request NAC provides an update on this, especially the gazebo storage issue.	
2/14/8.3	<u>Hailsham In Bloom:</u> No update NAC not present.	
2/14/8.4	<u>Pop-up-Shop:</u> MH agreed to email out dates to the working party to start off the project.	MH to email out dates.
2/14/8.5	<u>Quintins:</u> No update AB not present	
2/14/8.6	<u>Shop Fronts:</u> The Chamber has progressed this with the production of another letter to be sent all local businesses (which was circulated at the meeting.) The Team confirmed they were happy with the letter and requested that it is issued as soon as possible.	

2/14/8.7	<p><u>Downland Carpets:</u> MC updated the meeting with respect to the Council's view that Hailsham Works should not be involved in this project. He also highlighted the fact that Hailsham Forward did not have any funds to support the purchase of the materials. It was agreed that PS would discuss the funding with AB and also confirm if the Chamber were donating funds to Hailsham Forward to help finance the Christmas event. It was also agreed that a team of volunteers would need to be found to do the work, PS & MC agreed to help with the work</p>	PS to discuss funding with AB.
2/14/8.8	<p><u>Town & Shopping Guide:</u> Following input from Rudina it was agreed that all businesses would be included in the guide irrespective of their willingness to display the shop stickers.</p>	
2/14/8.9	<p><u>Street Market:</u> PS confirmed that he has provided Micky Clarke with the new Market Manager Job Description. He confirmed that he will consider this and let PS know if he wishes to continue to work as Market Manager. PS commented that Micky Clarke was fully supportive of the market and what it was doing for the town centre. PS confirmed that he had not yet spoken to BTW Shiells with respect to a formal licence for the market to be held on Vicarage Field and an agreement to have an alcohol licence for the market. PS confirmed that he was in the process of delivering market flyers to surrounding town and villages. PH asked if we can distribute to other locations in and around Hailsham such as the library. MH agreed to contact these locations to gain permission and PH agreed to distribute them. MH advised the Team that the market had a good profile in all the social media sites but these needed updating. She also highlighted a number of other sites she will get the market information posted.</p>	PS to contact Mark Daniels.
2/14/8.10	<p><u>Plan:</u> PH suggested that a public consultation exercise is held in the pop-up-shop in April/May to outline the plan and provide</p>	

	<p>details of what Hailsham Forward had done in the past year. It was agreed to hold the consultation over three days (Thursday/Friday/Saturday)</p> <p><u>Shop Local:</u> After much discussion it was agreed that there needed to be a brand and logo for this project. It was agreed that the scheme would be promoted via social media and MH agreed to discuss these issues with Rudina. It was also agreed that there needed to be a launch for the project which could be done as part of the public consultation on the Plan as identified above.</p> <p><u>Traffic Management:</u> It was acknowledged that feedback would be provided to MASHH by the time of the next MASHH meeting on 7th March.</p> <p><u>Constitution:</u> MC confirmed that he had requested any further feedback by the Stakeholder Group by the end of February. He also confirmed that the constitution objectives would be updated to match the objectives in the Plan. MC advised the Team that 3VA may be able to assist with the legal status of Hailsham Forward and MH/MC would follow this up.</p> <p><u>Car Parking:</u> PH asked if WDC had been approached with respect to the potential use of the Cattle Market for providing additional car parking spaces for the town centre. MC confirmed that this would be fed back to WDC.</p>	<p>MH to discuss the project with Rudina.</p> <p>MC to provide feedback to MASHH.</p> <p>MH/MC to discuss with 3VA.</p> <p>MC to feed back to WDC.</p>
2/14/9	<u>Any Other Business:</u>	
2/14/9.1	<p><u>Date for meeting with WDC on Local Plan:</u> MC requested that all the Team confirm dates that they can attend a meeting with WDC Planners over the next 2/3 weeks.</p>	<p>ALL to supply dates to MC.</p>
2/14/9.2	<p>PH asked if Hailsham Forward activities could be highlighted and promoted in the Town Council's Newsletter. MC confirmed he would discuss this with Terry Hall.</p>	<p>MC to discuss Hailsham Forward's work with Terry Hall.</p>

2/14/9.3	<u>Waterweek 10th to 16th March:</u> Charlotte Still one of the artists who was arranging the event had requested support by way of cash for the cost of refreshments and some travel expenses, and some chairs. MC confirmed that he could sort out the chairs. PS stated that he was working on how he may be able to assist with the other support for the event.	
2/14/10	<u>Date of next meeting:</u>	
2/14/10.1	Monday 17th March 2014 at 3.00pm, HTC Offices.	