

HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 3.00PM ON 29th JULY 2013 AT
HAILSHAM TOWN COUNCIL OFFICES, MARKET STREET, HAILSHAM

Attendees:

Paul Soane: PS
Cllr Nigel Coltman: NSC
Cllr Nick Collinson NAC
Cllr Paul Holbrook PH
Rudina Abbas RA
Michelle Hagger MH
Mickey Caira: MC

Action:

8/13/1	Apologies:	
	Anton Bree: AB, Note Anton will not be available to work with Hailsham Forward until further notice.	
8/13/2	<u>Minutes of the meeting held on 1st July 2013:</u>	
	Agreed as a correct record.	
8/13/3	<u>Matters Arising:</u>	
8/13/3.1	<u>QR Codes:</u> NSC asked for an update on the on-line directory and QR Codes. RA produced the draft poster and leaflet that promotes the directory and explains how to use the smart phone/QR Code technology. MC confirmed that WDC had agreed in principal to the signs being erected in the car parks subject to approval of the style and working of the signs and that they are placed on existing posts within the car parks. The meeting agreed the design of the posters presented by RA. It was also agreed that a press release should be issued once the posters had been distributed to the shops.	MC to organise a press release.
8/13/3.2	NSC asked if any approach had been made to Asda and Tesco to use their car parks for the signs. MC agreed to request permission from both supermarkets	MC to seek permission from Asda and Tesco.
	<u>Shop Fronts:</u>	

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8/13/3.3	The letter issued by the Chamber of Commerce had had an effect as the chemist in the High Street was under renovation. There is still an issue with Downland Carpets although AB had been contacted by the owner with respect to Hailsham Forward providing the funds for the renovations. This will need to be considered at a future meeting.	
8/13.3.4	NSC asked if a letter had been sent to WDC about future enforcement action. MC conceded that he had not yet drafted the letter but would do so as soon as possible.	MC to draft letter to WDC.
8/13/4.1	<u>Membership of Hailsham Forward.</u>	
	PS proposed that as AB was not going to be available for the foreseeable future and that Hailsham Forward has got a heavy workload at present that both RA and MH are co-opted onto the Executive. The meeting agreed to the co-option of RA and MH onto the Executive.	
8/13/5	<u>Hailsham Street Market.</u>	
8/13/5.1	<u>Market Traders:</u> PS updated the meeting and confirmed that 25 market trader packs had been issued with 3 having being returned to date. There are still some gaps in the type of traders required including clothing, meat and fish. PS to follow up on these. PH agreed to talk to the fish seller who has a van in Polegate on a Friday	All to continue to source suitable market traders. PH to speak to the Polegate fish seller.
8/13/5.2	<u>Advertising:</u> 10 banners were in the process of being erected across the town. 15 A1 posters have been put up in some of the empty shops. The team were also in the process of delivering 10,000 A5 flyers across Hailsham and the surrounding towns/villages. These include Horan, Hellingly, The Dicker, and Polegate. PH agreed to help with the deliveries and cover Magham Down, and the Battle Road area. MC confirmed that there will be a press release in the next two weeks. NAC agreed to ask the owner of the Boship Hotel if a banner can be placed on the boundary of the hotel.	NAC to speak to the owner of the Boship Hotel.
8/13/5.3	NAC suggested that the Hailsham Festival could be used to help publicise the market by promoting the market at the sponsors get	The Market sub-group to take this

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<p>8/13/5.4</p>	<p>together on 10th August and by entering an umbrella in the parade.</p> <p><u>Infrastructure:</u> The gazebos and weights were due to be delivered on 5/6 August and a dress rehearsal to erect and take down the stalls was booked for the 20th August. A decision from ESCC on funding to support the market was due in the next three weeks. HTC have agreed to fund the purchase of the market stalls if ESCC do not agree to bid made by Hailsham Forward.</p>	<p>forward.</p>
<p>8/13/5.5</p>	<p>PS confirmed that BWT Shiells had agreed that the gazebos can be stored in the card shop next to the pop-up shop in Vicarage Field.</p>	
<p>8/13/5.6</p>	<p><u>Organisation:</u> PS confirmed that Mick Clark has agreed to carry out the day to day organisation but needed to finalise the job description and agree with Mick Clark. PS and MC to meet with Mick Clark once the job description is available.</p>	<p>PS to finalise the job description and PS/MC to meet with Mick Clark.</p>
<p>8/13/6</p>	<p><u>BUSINESS PLAN</u></p>	
<p>8/13/6.1</p>	<p>Following a discussion on the details presented by some of the Executive NSC and NAC agreed to take the details away to work up the business plan. Other members who have not submitted their parts to send them to the entire Executive as soon as possible. The deadline for the first draft was agreed for 30th August. RA agreed to bring the document together following the agreement on the draft at the next meeting.</p>	<p>All to send their details to NSC and NAC as soon as possible. NSC and NAC to draft the plan by 30th August.</p>
<p>8/13/7</p>	<p><u>Date of next meeting:</u> Tuesday 3rd September at 3pm Venue to be confirmed.</p>	<p>PS to confirm if Hailsham Grange is available.</p>