

HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 3.30PM ON 3RD DECEMBER 2013
AT
HAILSHAM TOWN COUNCIL OFFICES, MARKET STREET, HAILSHAM

Attendees:

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

Action:

12/13/1	Apologies: Cllr Paul Holbrook PH Anton Bree AB Rudina Abbas has now moved out of the area.	
12/13/2	Minutes of the meeting held on 3rd November 2013: Agreed as a correct record.	
12/13/3	Business Plan/Consultation Meeting with WDC:	
12/13/3.1	PS advised the Team of the meeting that had taken place with Nigel Hannam and Cllr McKeeman from WDC looking at how WDC supports towns such as Hailsham in a coordinated way. He confirmed that Nigel Hannam had agreed to get his officers to a meeting with representatives of the Hailsham Forward Executive to discuss the draft plan for Hailsham and how WDC can contribute to the plan. The meeting will take place on 13th December at 9.00am.	
12/13/3.2	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.	
12/13/3.3	PS agreed as he has taken over completing the draft plan that he would produce an update prior to the meeting on 13th December and	PS to complete draft plan and circulate it prior

	circulate it to the team and WDC.	to 13th December.
12/13/4	<u>Hailsham Street Market:</u>	
12/13/4.1	MH circulated a spreadsheet detailing the staffing/management costs and income for consideration. It was agreed that the pitch fee would increase to £25 from January 2014 to cover the costs of operation. Concessions were agreed to allow for any trader booking and paying for 6 markets prior to the start date in January to have them at £20 (£100) in total, and any trader booking and paying for a January market at one of the last two December markets to have it at £20.	
12/13/4.2	<p>The meeting agreed that the cost of staffing and management needed to be reduced and acknowledged that the Market Manager needed to do more in order to reduce the time (and cost) the set-up team needed to be present.</p> <p>It was agreed that PS MC and MH would meet to draw up a detailed person spec for the Market Manager to consider, that would include the hours required. The payment would remain the same for the role of Market Manager for the up-dated job spec. The meeting also agreed that if the current Market Manager did not wish to take on the job based on the job spec and fee then it would go to the option of one of the set-up team fulfilling the role along with their existing duties in the set-up.</p>	
12/13/4.3	The meeting also agreed that additional staff should be found to provide cover and more capacity if the market expands in the future.	
12/13/4.4	<p>MH advised the meeting that she was in the process of putting a planning application together for the market on Vicarage Field but needed BTW Shiells to confirm they are happy with the market on their managed site.</p> <p>PS confirmed that he had spoken to Shiells about a formal licence for the market and they were very positive about this.</p>	PS to talk to Shiells re formal approval on the use of Vicarage Field. to assist with the planning application.
12/13/4.5	MH advised the meeting that she was in the process of completing the claim form for the	

	funding from ESCC.	
13/13/5	<u>Christmas Extravaganza:</u>	
13/13/5.1	MC updated the meeting on the event and confirmed that there should be around 70 - 80 stalls along with all the entertainment put on by the Council.	
12/13/5.2	PS confirmed that he had negotiated two cars from Chandlers, that will be used as part of the road closure, and he will manage on the day . He also confirmed that Sovereign Radio had been commissioned to run an advertising campaign for the event .	
	Business Plan:	
12/13/6	PS also agreed to provide details of the plan to RA for her to produce a public version.	PS to forward details to RA
12/13/7	<u>Update on other on-going projects:</u>	
12/13/7.1	<u>Shop Fronts:</u> NAC confirmed that the Chamber of Commerce had agreed to deal with the dilapidations identified in the list supplied by NSC and MC at the last meeting.	
12/13/7.2	<u>Hailsham Community Radio:</u> NAC confirmed that Peter Wilson was planning to do the 2014 Festival and had responded to the request for the costs of setting up the station. Internet only station £4,600 FM Broadcast radio £10,000 including the Ofcom licence, but excluding premises costs. As a community radio it cannot sell advertising space and would need to look at other sources of funding. Peter Wilson had also confirmed that there would not be an issue of broadcasting in Hailsham as Sovereign FM did not transmit from Hailsham but from Butts Brow in Willingdon. NAC advised the meeting that HCC were having to send students to Eastbourne for community radio experience. NAC asked if it would be appropriate for Hailsham Works to take on the community radio as an on going project. It was agreed that a meeting should be set up to discuss with Shaun Cox and Carolyn Fogg from Hailsham Works.	NAC to set up meeting with Hailsham Works to discuss Hailsham Community Radio.

12/13/7.3	<p><u>Constitution:</u> MH advised the meeting that she was working a draft of a constitution for Hailsham Forward and would present a draft at the next Executive meeting.</p>	
12/13/7.4	<p><u>Sports Alliance:</u> NAC advised the meeting that he and PS had met with Phil Matthews, Principal of HCC, to discuss the issues of the price increase for sports facilities at the college. Phil Matthews had confirmed that HCC were not increasing the prices as a money-making exercise but to cover the running costs and that he was not aware of the fall out as a result of the price increase. He confirmed that HCC would revisit the pricing issue and that HCC were committed to proving sporting facilities to the local community.</p>	
12/13/7.5	<p><u>MASHH:</u> NSC updated the meeting on the progress of the MASHH project. He confirmed that the one-way proposal for Vicarage Lane/Road and the High Street changes have been drawn up and that the plans would be consulted with the public in the spring of 2014.</p>	
12/13/8	<p><u>Any Other Business:</u></p>	
12/13/81	<p>NAC will need to discuss Leap Cross at the meeting with WDC on 13th December.</p>	
12/13/9	<p><u>Date of next meeting:</u></p>	
12/13/9.1	<p>Monday 13th January 2014 at 3.00pm, HTC Offices.</p>	