

# HAILSHAM FORWARD

## EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 3.00PM ON 3<sup>RD</sup> SEPTEMBER 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  
 Michelle Hagger MH  
 Mickey Caira: MC

### Action:

9/13/1	<b>Apologies:</b>	
	Rudina Abbas	
9/13/2	<b>Minutes of the meeting held on 29<sup>th</sup> July 2013:</b>	
	Agreed as a correct record.	
9/13/3	<b>Matters Arising:</b>	
9/13/3.1	<p><b>QR Codes:</b>                      NSC asked for an update on the on-line QR Codes.                      MC confirmed that he has written to Asda &amp; Tesco for permission to put signs up in their respective car parks, to date no response for either.                      MC confirmed that a press release has been issued promoting the new directory.                      MC also confirmed that he had arranged a meeting with WDC to review the positioning of the QR codes in the WDC car parks, taking into account the car park refurbishment programme due to start in Hailsham in Oct 2013.                      PS confirmed he would check with RA on the costing of the QR Code project.</p>	PS to check with RA on the costing of the QR Code project.
9/13/3.2	<p><b>Shop Fronts:</b>                      NSC commented about the poor state of shops at the bottom four feet of their premises. This will need to be monitored and action taken as appropriate.</p>	

	<p>It was noted that Paydens had finally renovated their shop front and this is a positive for the town centre.</p> <p>Vicarage Field was also due to start renovations in the next few weeks.</p> <p>Downland Carpets is still an issue; the owner has made contact with Anton about support form Hailsham Forward. It was suggested that either a group of young people is found to work with a qualified tradesman to do the work, or the Community Payback Team is asked to do the work. The cost of materials would need to be financed by somebody? This will need to be investigated further.</p> <p>MC to draft letter to WDC with respect to the use of the relevant legislation to enforce renovations where appropriate.</p>	<p>MC to draft letter by 11.9.13</p>
9/13/4	<b><u>Hailsham Street Market.</u></b>	
9/13/4.1	NSC congratulated the team in getting the market started and making the first a great success despite the rain.	
9/13/4.2	<p>PS reported that there had been very positive feedback from the market traders and more traders were requesting to join the market. PS confirmed that more banners and some A frame boards will be placed around the town to promote the "Next" market date.</p> <p>It was noted that there may be issues with parking in the town especially on a Thursday when the traders pack away during the afternoon school run. This will need to be monitored.</p>	
9/13/4.3	<p>It was agreed that we need to monitor the other markets in the town as part of the review of how the Saturday/Thursday split is working.</p> <p>It was noted that there may be issues with parking in the town especially on a Thursday when the traders pack away during the afternoon school run. This will need to be monitored.</p>	
9/13/4.4	NAC asked what was missing from the market and a butcher was highlighted. NAC agreed to talk to the Sussex Larder about joining the market.	NAC to talk to the Sussex Larder about joining the market.
9/13/4.5	It was agreed that we need to monitor the other	

<p>9/13/4.6</p> <p>9/13/4.7</p> <p>9/13/4.8</p> <p>9/13/4.9</p> <p>9/13/4.10</p>	<p>markets in the town as part of the review of how the Saturday/Thursday split is working.</p> <p>NAC suggested that the review of the market should include linking in to late night shopping, on a Thursday for example, a flea market in the evenings, having a consistent day for the market and not split between a Saturday and Thursday. The staffing of markets will also need to be reviewed as part of the overall review.</p> <p>PH suggested that as part of the review we ask the stall holders for feedback along with the young people of Hailsham.</p> <p>PS identified that an empty shop was being used to store the market stalls. Whilst this was good it was not a long term solution. He suggested asking WDC to lease the space the old toilets occupy to build storage for the stalls and incorporate cycle storage which has previously suggested for this site. It was agreed to take this to WDC during a meeting arranged for 9.9.13 to discuss Leap Cross.</p> <p>PS advised the meeting that an arts, antiques and collectables market was being planned for Saturday 2<sup>nd</sup> November. Suitable stall holders are being sought for the market. PH suggested contacting Bentleys who specialise in this sort of market MH to make contact.</p> <p>PH advised the meeting that the Tesco community car boot sale was doing well with over 30 pitches at the last event.</p>	<p>PS, NAC, and NSC to ask about the use of the old toilet site for a market store and cycle store.</p> <p>MH to contact Bentleys.</p>
<p>9/13/5</p>	<p><b><u>BUSINESS PLAN</u></b></p>	
<p>9/13/5.1</p>	<p>NAC presented the completed document but conceded that it was only the amalgamation of all of the submissions. He and NSC had not been able to progress this further. A general discussion on what the format and the statement of intent should be, took place and it was agreed that two versions of a plan were required one as a working document identifying the issues, the actions and the timescale. The second a public version showing the results of the survey backed by a plan of how the issues</p>	

9/13/5.2	<p>were to be implemented in a user friendly format (RA to format this part of the plan)</p> <p>NAC agreed to plot all the issues in a Gantt chart to be considered at the next meeting to agree the actions and the timeframe for each action. MC to arrange the projector for the next meeting. NAC and NSC agreed to work on the public version to have details for the next meeting to give to RA to put into a user friendly format.</p>	MC to arrange the projector for the next meeting.
9/13/6	<b>Funding:</b>	
9/13/6.1	<p>MC advised the meeting that WDC had offered £2,000 to Hailsham Forward for a “suitable” project. This would need to be spent by 31.3.2014. He suggested the Business Directory/ QR Code project.</p> <p>PS said that we need to get an up-to-date cost for this and would ask RA for the costings. NAC suggested purchasing litter bins for the town centre to fulfil a need identified in the public consultation. He also suggested putting the QR Code sign on the bin to provide a place in the town centre for the signs to be displayed. It was agreed to obtain a cost for the bins including the QR Code signs and approach WDC to see if the bins and/or the business directory project was a “suitable” project for the £2,000 funding.</p>	<p>PA to obtain costing for Business Directory/QR Code project.</p> <p>MC to get prices for litter bins and approach WDC.</p>
9/13/6.2	MC confirmed that Hailsham Forward had been successful in its bid for funding of the market from ESCC. The contract and funding was yet to be received from ESCC.	
9/13/7	<b><u>Update on On-Going Projects</u></b>	
9/13/7.1	MH presented the latest accounts, detailing the transactions.	
9/13/7.2	<p><u>A22/A271 signs:</u></p> <p>MC advised the meeting that there had been a meeting with ESCC Highways to discuss the signs and they agreed to come back with a costing for 3 brown tourist signs by the end of September.</p> <p>NSC reported that there appeared to be a discrepancy with what the Highways officers had said could be placed on the road side as there was a different sign in East Grinstead.</p>	NAC to arrange taking a photo

	NAC agreed to get a photo of this sign so that it can be taken up with ESCC. _	of the road sign in East Grinstead.
9/13/8	<b><u>Any Other Business:</u></b>	
9/13/8.1	<p><u>Leap Cross:</u> NAC confirmed that he had called a meeting with WDC – Nigel Hannam and Cllr Wells. This was to discuss the Leap Cross Estate. PS and NSC were also to attend the meeting on 9.9.13. It was agreed that Hailsham Forward would need to agree what it wanted to do with the estate and agree to a constitution in order to formally operate this sort of activity. The meeting was to obtain a view of WDC, and no decisions will be made, this will be brought back to the Executive and Stakeholder Group as appropriate.</p>	
9/13/8.2	<p><u>Stakeholder Meeting:</u> The need to hold a stakeholder meeting was raised, to discuss the business plan and to provide an update on projects. NAC suggested a more informal approach to the next meeting and offered to host it. Another suggestion was to take it direct to each group/stakeholder direct. This will be discussed at the next meeting.</p>	
9/13.8.3	<p><u>Business Rates:</u> NSC had raised the issue in the way WDC calculate and include “non-trading space” within commercial premises. NAC suggested taking this up with the relevant Councillor at WDC. It was also agreed to approach a professional business rate company to get an assessment of a number of High Street premises to see if there is a “challenge” to be made.</p>	NAC to gather the information from a professional and take it to WDC.
9/13/9	<b><u>Date of next meeting:</u></b>	
9/13/9.1	Monday 30 <sup>th</sup> September at 3pm at Hailsham Town Council Offices	