

# HAILSHAM FORWARD

## EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 3.00PM ON 30<sup>th</sup> SEPTEMBER 2013  
AT  
HAILSHAM TOWN COUNCIL OFFICES, MARKET STREET, HAILSHAM

### Attendees:

Paul Soane: PS  
Anton Bree AB  
Cllr Nigel Coltman: NSC  
Rudina Abbas RA  
Michelle Hagger MH  
Mickey Caira: MC

### Action:

10/13/1	<b>Apologies:</b>	
	Cllr Nick Collinson NAC Cllr Paul Holbrook PH	
10/13/2	<b>Minutes of the meeting held on 3<sup>rd</sup> September 2013:</b>	
	Agreed as a correct record.	
10/13/3	<b>Business Plan:</b>	
10/13/3.1	As NAC was not available to attend the meeting it was agreed that a meeting to specifically deal with the business plan would be organised by PS on one of the following dates: 8 <sup>th</sup> Oct, 11 <sup>th</sup> Oct & 16 <sup>th</sup> Oct.	PS to email dates to NAC and confirm meeting date
10/13/4	<b>On-Going Projects:</b>	
10/13/4.1	<b>QR Codes:</b> RA confirmed that the shop sticker signs had been finalised and MH confirmed that they had been ordered and were expected to be delivered today. MC confirmed that he has written to Asda & Tesco for permission to put signs up in their respective car parks, to date no response for either, and will now chase both for a response. RA confirmed that she will request the costings for 15-20 of the car park signs to include the brackets. MC reported that he had surveyed the car parks and identified a number of locations where the	MC to chase up both supermarkets.  RA to obtain costings for the car park signs. MC & NSC to undertake

<p>10/13/4.2</p>	<p>signs could be placed but wanted a second opinion. NSC agreed to undertake a second survey with MC to establish the most suitable location for the signs.</p> <p><u>Litter Bins:</u> MH presented the costing for a number of litter bins including the cost of £265 for 2 lamp post mounted bins with the QR Code signs and the cost of £541 each for 100ltr ground anchored bins with QR Code signs. MH confirmed she was waiting for further prices for other style bins from another supplier and will bring these to the next meeting. It was agreed that the location of the proposed new bins would need to be reviewed and that MC and NSC would carry out the review</p>	<p>survey of WDC car parks for QR Code signs.</p> <p>MH to obtain further prices for the next meeting. MC &amp; NSC to carry our review of potential bin locations.</p>
<p>10/13/4.3</p>	<p><u>Shop Fronts:</u> NSC commented about the poor state of shops at the bottom four feet of their premises. It was agreed that NSC &amp; MC would survey the town centre business premises to establish the extent of the poor state of shop fronts and provide an inventory of the dilapidations. This would be followed by a letter to the relevant shop owners asking for investment to be made to make the whole town a better place and experience for shoppers and visitors. This letter to include what Hailsham Forward had done noting the successes achieved so far.</p>	<p>NSC &amp; MC to survey the town centre shop fronts</p>
<p>10/13/4.4</p>	<p>MC confirmed he had drafted the letter to WDC prior to going on leave and the team were unsure if this had been progressed. MC to check and get back to the rest of the team. Vicarage Field was also due to start renovations today.</p>	<p>MC to check the status of the letter.</p>
<p>10/13/4.5</p>	<p>Downland Carpets is still an issue. NSC reported that Cllr B Bentley had confirmed that the Community Payback Team could do this sort of work. Also the Hailsham Works Project may be able to get involved in the renovations. AB agreed to write to the owner of Downland Carpets with the potential offer to renovate the front of the premises in exchange for the use of the shop front and access to the interior of the shop.</p>	<p>AB to write to the owner of Downland Carpets.</p>

10/13/4.6	AB agreed to write to Paydens thanking them for their work in renovating their premises and asking if photos showing “before & after” images can be used by Hailsham Forward to help promote and encourage other shop owners to do the same, including Costcutter who have failed to date to carry out any improvements. The Team considered establishing an award for the most improved premises.	AB to write to Paydens.
10/13/4.7	It was reported that there was some damage to the vinyl on the Hailsham Forward Virtual Shop. MC reported that as yet the company had not invoiced for the work! It was agreed that MC contacts the company to sort out payment and to see if the damaged vinyl can be replaced.	MC to contact City Dressing
10/13/4.8	<u>Highway Signs:</u> NSC asked if ESCC had provided the costings on the signs. MC agreed to follow this up with John Harrison. NSC also asked about the photo of the sign at East Grinstead. MC agreed to ask NAC if this had been done.	MC to ask JH to chase ESCC for the sign costings.
10/13/4.9	<u>Leap Cross:</u> PS confirmed a letter had been sent to WDC. This request may be taken to the Wealden Cabinet on 16 <sup>th</sup> October and presented by NAC. NSC stated he would attend the meeting to support the Hailsham Forward proposal.	MC to contact NAC.
10/13/5	<b><u>Hailsham Street Market.</u></b>	
10/13/5.1	NSC introduced his previously emailed feedback on the market and asked for a copy to be sent to Cllr Holbrook. He asked if there was any feedback from the local traders. AB confirmed that this will be brought up at the next Chamber Breakfast meeting later in the week, and stated that the lack of car parking was an issue.	
10/13/5.2	NSC stated that WDC were looking into the car parking arrangements across the district. He also stated that the draft proposals for the redevelopment of the High Street under the MASHH project will also have an impact on the parking. PS asked for an update on the WDC car park review. MC to contact Nigel Hannam for an update.	MC to contact Nigel Hannam

10/13/5.3	PS confirmed that regular discussions with market traders was taking place to help determine the longer term set up of the market. The positioning of the DVD stall was discussed but no specific changes were put forward.	
10/13/5.4	Discussions on the market set up and the longer term dates were discussed. PS stated that there was a meeting set up to resolve some of the management issues including the role of the market manager to ensure that the market gets value for money from this service. This will be monitored up to the end of this year. It was agreed that the market meeting should also deal with the bad weather cancellation procedure, bringing in traders at short notice, and confirming the clear standards for traders to work to.	
10/13/5.5	<p>It was agreed that a market could be held on Saturday 28<sup>th</sup> December to cater for the New Year celebrations with a focus on food and drink. This will need to be investigated.</p> <p>In the longer term it was agreed to minimise the break after December to the end of January rather than March, subject to consultation with the market traders. It was also agreed that in the new year the markets should be on a Saturday but the issue of clashing with the Farmers Market must be resolved. It was agreed that if the second Saturday was not feasible then the market will be held on the Thursday of that week.</p> <p>MC to contact Phil Brooks from the Farmers Market to arrange a meeting to discuss the co-existence of both markets.</p> <p>MH to contact ESCC to chase the grant and the issue of the potential competition with the Farmers Market.</p>	<p>MC to contact Phil Brooks.</p> <p>MH to contact Vera Gajic.</p>
10/13/5.6	MH reported that the Arts and Antiques market was not selling well with only 5 traders sourced so far. It was agreed that MH would continue to “sell” the market but if 10 traders were not confirmed by Monday 7 <sup>th</sup> October the market would not go ahead.	
10/13/5.7	MH reported that there was a lot of interest in the Christmas Event and around 70 market traders have shown a keen interest in coming to Hailsham.	

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10/13/6	<b><u>Any Other Business:</u></b>	
10/13.6.1	MC to ask NAC for an update on all his actions from the 3 <sup>rd</sup> September meeting to be included in the minutes.	MC to ask NAC for an update from 3.9.2013
10/13/7	<b><u>Date of next meeting:</u></b>	
10/13/7.1	This to be agreed at the Business Plan Meeting.	