

HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 9.00AM ON 4TH APRIL 2014 AT HAILSHAM TOWN COUNCIL OFFICES, MARKET STREET, HAILSHAM

Attendees:

Anton Bree AB
 Cllr Nick Collinson NAC
 Cllr Nigel Coltman: NSC
 Cllr Paul Holbrook PH
 Michelle Hagger MH
 Mickey Caira: MC

Action:

3/14/1	<u>Election of Chairman:</u>	
	Cllr Nigel Coltman took the chair for the meeting. The Team agreed not to appoint a permanent chairman until after the Stakeholder meeting when it was anticipated more members of the Executive Team would be appointed.	
3/14/2	<u>Apologies:</u>	
	None	
3/14/3	<u>Minutes of the meeting held on 10th February 2014:</u>	
	Agreed as a correct record.	
3/14/4	<u>Matters Arising:</u>	
3/14/4.1	<u>MASHH</u> AB expressed concern that local businesses thought that the plans were for a fully pedestrianised High Street . NSC confirmed that the public consultation would take place on 25th & 26th April 2014 at the Civic Community Centre and that would help dispel the incorrect view on the pedestrian friendly High Street.	
3/14/4.2	NAC commented that Uckfield were having brick planters as part of their town centre highway improvements and Hailsham were not as this was not seen to be "proper" use of the Section 106 monies.	MC to ask Uckfield TC on how they have had brick planters included.
3/14/4.3	<u>Community Groups Forum</u> NAC reported that the meeting held on the previous evening went well with 18 local groups represented. He stated that the Forum	

	would meet monthly to keep the momentum going and that all attendees would help promote the Forum to their groups not represented on the night. The other agreed actions were to set up a community diary and community stall at the Street Market. NAC suggested that local business may want to sponsor the stall to cover the cost of losing a market trader.	
3/14/4.4	<u>Town & Shopping Guide</u> MC reported that all the car park signs had been installed with the exception of the two within the Tesco car park.	MC to chase up meeting with Tesco Store Manager.
3/14/4.5	NAC reported that he had arranged for an apprentice to distribute the remainder of the shop stickers and offered to use the apprentice to gather the information from the industrial estates. The details required from each business will need to be confirmed. MC agreed to get the blank form produced.	NAC arrange the collection of data from the Ind Estates. MC to supply the blank form.
3/14/4.6	<u>Pop-Up-Shop</u> MH advised the Team that a small working group had identified the old Crossroads Care Shop at 4 Market Square as a site for the pop-up-shop. It was agreed that this should be publicised in early May. MH also advised the Team that she will be working with Rudina to get some guidance on the marketing and design of the shop, but not until the end of April when Rudina had more time to help.	MH to take this forward.
3/14/4.7	<u>Shop Local</u> MH is also working on this project and is waiting to work with Rudina on "marketing" the scheme. NAC suggested that Martin Searle FSB is contacted to discuss the local FSB scheme for buy local.	MH to contact Martin Searle.
3/14/4.8	<u>Environment Hailsham</u> MC agreed to take up liaising with Environment Hailsham. MH reported that Barwells had offered to sponsor planters and the Team agreed that sponsorship should be promoted.	MC/MH to work on obtaining sponsorship. MC to liaise with Env Hailsham.

3/14/4.9	<u>Shop Fronts</u> It was noted that the letter from the Chamber of Commerce had been effective as three more premises had recently undergone some renovations: Costcutters, Fox & Sons and Circus IT. AB agreed to write to these to thank them for their work to improve the impact on the town centre.	AB to write to the three business owners to thank them.
3/14/4.10	<u>Downland Carpets</u> The Team agreed to fund the cost of the materials at around £500. AB agreed to contact some local contractors to see if they will carry out the works.	AB to contact local contractors
3/14/4.11	<u>Community Energy Shop</u> NAC reported that this had been very successful.	
3/14/4.12	MC highlighted that the Quintin's were more open to the use of their empty shops. He agreed to contact the managing agents to see if they would give an update on the letting of the empty units.	MC to contact the Quintin's managing agents.
3/14/5	<u>Business Plan:</u>	
3/14/5.1	The Team agreed to review the plan and who will lead on each item after the Stakeholder Meeting when it was anticipated that more members of the Executive Team will be appointed.	
3/14/6	<u>Hailsham Street & Specialist Markets:</u>	
3/14/6.1	MH outlined the plan for specialist markets for 2014: Arts & Antiques - 19th June Food & Drink - 9th August (part of the Charter Market) Children's Market -21st August - to include an apprentice style competition Jewellery & crafts - 27th November. The Team agreed to the plan. MH highlighted the difficulty in getting a response from Phil Matthews HCC to get the college involved, MC outlined some of the issues with cancellations on the Street Market. He	NAC offered to contact Phil Matthews.
3/14/6.2	confirmed that he and MH had had a positive meeting with traders during the week.	

<p>3/14/6.2</p> <p>3/14/6.3</p> <p>3/14/6.4</p> <p>3/14/6.5</p>	<p>The Team agreed to a revised policy on the cancellation of the market as a result of adverse weather. The market manager to make the decision around 6.30am on the morning of the market. Market traders will be warned earlier in the week that the forecast may result in a cancellation so they can determine themselves if they want to prepare for the market. It was agreed that traders would not be penalised if after a "weather warning" they did not trade and the market did actually take place.</p> <p>The issue of trading without gazebos was discussed and it was agreed that this would be acceptable if it was managed by the market manager and only on a trial basis.</p> <p>MC advised the Team that Mick Clarke had been given the job description but has not been asked to confirm if he wished to carry on as manager under the new job description. AB agreed to ask Mick if he wanted to do the revised job or not in the next week or so and report back to MC/MH.</p> <p>MC confirmed that two of the set up team were prepared to do the market manager role if Mick decides not to carry on.</p> <p>NAC reported that certain areas of the town centre including St Mary's Walk and George Street were "losing out" on market days with people not using all the town centre but concentrating on the market site.</p> <p>The Team agreed to look to see what it could do to promote and encourage shoppers to visit more of the town centre. This would include a banner at the community stall in the market.</p>	<p>AB to speak to Mick Clarke</p>
<p>3/14/7</p>	<p><u>Wealden Delivery and Site Allocation Local Plan:</u></p>	
<p>3/14/7.1</p> <p>3/14/7.2</p>	<p>The Team agreed that they would like to have a separate meeting with WDC on the Local Plan.</p> <p>With respect to the industrial parks NAC proposed that the main issue was on the Diplocks Estate where more space needed to be created to improve the access and egress.</p>	<p>MC to advise WDC.</p>
<p>3/14/7.3</p>	<p>The Team agreed that there should be a mix of industrial and retail on the industrial parks. The Team also considered that the plan to have</p>	

	business space on the north Hailsham development area should be "diverted" to the Swallow Business Park development.	
3/14/7.4	<u>Leap Cross</u> The Team agreed that the site should be maintained for small incubator units. This will be discussed with WDC on 7th April.	
3/14/8	<u>Hailsham Parish Church - proposed use of closed churchyard as a public open space:</u>	
3/14/8.1	The Team agreed that this was a good idea but wanted to have more information, before considering the project further.	MC to gather more information.
3/14/9	<u>Hailsham Town Meeting 24th April:</u>	
3/14/9.1	The Team agreed that they would accept the offer to have a stand at the Hailsham Electors Meeting.	
3/14/10	<u>Hailsham Farmers' Market:</u>	
3/14/10.1	The Team considered the request from the Farmer's Market to potentially use Vicarage Field and the Street Market gazebos.	
3/14/10.2	The Team agreed that they were open to the request on the condition that 1) only the Street Market gazebos are used, 2) Street Market Traders can fill any spare trade space, 3) the cost will be £20 but on the condition that a minimum of 10 gazebos are paid for, 4) overall management remains with Hailsham Forward.	
3/14/11	<u>Rear of Shops in Town Centre:</u>	
	It was agreed to take this up, starting with a "survey" of the town by NSC and MC	NSC & MC to survey the town
3/14/12	<u>Update on other on-going projects:</u>	
3/14/12.1	This item dealt with under Matters Arising.	
3/14/13	<u>Any other business:</u>	
3/14/13.1	The Team wanted to ensure that the provision of sporting facilities was on the "agenda" and highlighted when discussing housing developments in Hailsham.	
3/14/14	<u>Date of next meeting:</u>	
3/14/14.1	Friday 9th May at 9.00am, HTC Offices.	