

HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 3.30PM ON 4th NOVEMBER 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:

11/13/1	Apologies: Cllr Paul Holbrook PH Anton Bree AB Rudina Abbas RA	
11/13/2	Minutes of the meeting held on 30th September 2013: Agreed as a correct record.	
11/13/3	Hailsham Street Market.	
11/13/3.1	PS advised the meeting that he and MC had met earlier with Phil Brooks from the Farmers' Market to discuss the relationship and working between the two markets. He stated that Phil was happy with the proposal that in 2014 Hailsham Street Market trades on Saturdays with the exception of the 2 nd Saturday of the month, so as not to clash with the Farmers' Market. PS also advised the meeting that an offer had been made to the Farmers Market to join in the Christmas Market on 14 December and relocate to the High Street for this date. Phil Brooks stated that he would consult his directors and report back early next week.	
11/13/3.2	Discussion ensued on the format for 2014 and it was agreed that the Street Market should be held every Saturday except the second Saturday so as not to clash with the Farmers' Market and that Hailsham Forward would help promote the Farmers' Market in its advertising for 2014.	Market Sub Group to work on new advertising scheme for 2014.

11/13/3.3	PS proposed that a market should be held on 28 th December to finish 2013 and start again on 4 th January and then continue through the year. The Team agreed on the proposal.	MH to advise all traders and Mick Clarke of the new dates.
11/13/3.4	<p>MC advised the meeting that the Council had made a commitment for the Outdoor Works Team to set up and take down the stalls for each market and to cover any additional employment costs of this work up to the end of 2013. He also stated that the Council were not in a position to cover these additional costs from 2014 and the "Market Account" would need to pay for these costs.</p> <p>Work to source suitable contactors to provide this service had been unsuccessful as market contactors required both a larger market base (40 plus stalls) and would want to control the whole process, which is not something that should be relinquished. MC proposed that the market should continue with the same group of staff and whilst the Outdoor Works Team were committed to continue provide a service on Saturdays during 2014, they would need to be paid. As Hailsham Forward is not formally constituted it could not pay them direct. MC proposed that the Council is formally approached to provide a payroll service for the market set up and take down, with the employee costs charged to the market account, until Hailsham Forward is in a position to pay staff direct.</p>	
11/13/3.5	The Team agreed to continue with the same group of staff, to request that the Council pay the staff and charge all the employee costs to the market account and to pursue a formal constitution with the Stakeholder Group; to allow it to pay staff direct in the future.	MC to take a report to the Council's BEC in November for consideration.
11/13/3.6	The Team agreed to offer the day management of the market to Mick Clarke, but on the basis that he would be able to deal with adverse weather issues with the stalls. The Team also agreed to raise the pitch fee to £25 to help cover all the costs of managing the market.	Market sub group to meet asap to talk to Mick Clarke. MH to advise stall holders and Mick Clarke of the new fees.

11/13/3.7	NSC raised the issue of product content in the market and how we manage this to try and prevent the loss of trader's especially local producers with doubling up of goods for sale. It was agreed that the market sub group would not police but manage the traders to ensure they sell what has been agreed on their application forms and that if they wish to sell other items that this is done with the permission of the sub group.	
11/13/4	Business Plan:	
11/13/4.1	NAC confirmed that he had some more work to do to populate the plan with key dates and responsibilities for each action. He suggested that he would be able to complete this work and circulate it to all team members by the end of the week.	NAC to finish chart and circulate to team by Friday 8 th Nov.
11/13/4.2	The Team agreed to review this at an additional meeting (date to be set once the draft plan was ready) and then take to a stakeholder meeting, to be held as soon as possible. It was also agreed that the plan would be formally presented to the Council by PS and AB? At the January Council meeting.	
11/13/5	Business Directory:	
11/13/5.1	<u>QR Codes:</u> MC confirmed that the shop sticker signs had been delivered and that RA & MC had circulated these to some of the town centre businesses for display. MC stated that with RA's impending move that she was not able to circulate any more before she relocates. NAC offered to take the stickers around to the town centre businesses.	
11/13/5.2	<u>Litter Bins:</u> MSC & MC updated the meeting on their town centre survey of litter bins and proposed that until the High Street had been made pedestrian friendly that no additional bins are placed in the High Street with the exception of one bin at the High Street/North Street junction adjacent to Gallery North and one bin outside of The Youth Café in Market Square. They also proposed that all seven bins on the Vicarage Filed site are replaced as the existing bins are either too small with no cover allowing birds to pull out the contents or unsightly.	
11/13/5.3	MH advised the meeting of the cost of the various bins available including the cost of	

11/13/5.4	<p>placing the QR Code sign on one side of the bin. The Team agreed to the Brunel bin which will provide a large “covered” floor fixed bin @ £541 each including the QR Code sign; for the bins at Vicarage Field and the top of the High Street. MH stated that the price may come down as the quote was for only a single bin. The Team also agreed to a half round bin for the location outside the Square Café @ £317.16</p> <p><u>Car Park QR Code Signs:</u> NSC & MC presented the 15 locations that they had identified for the car park signs to be sited. The Team agreed with the locations and requested that Hailsham Community College be asked if a sign can be placed on their premises, as an additional to the 15 locations put forward.</p>	
11/13/5.5	<p><u>Funding of the Project:</u> MC confirmed that Hailsham Forward had funded the cost of the creation of the Town & Business Directory including the shop stickers. (£1752.40) Funding for the car parks signs and litter bins would need to be found. The cost of the car park signs was in the region of £1,000 and the cost of the litter bins was in the region of £5,000 MC reminded the meeting that WDC had offered to help fund a suitable project and that this project would be put forward to WDC for consideration. PS offered to contact Shiells to see if they will fund some of the cost of the proposed replaced bins on their site. MC stated that he would take a report to the next Business Enterprise Committee to request funding from the Council’s Revitalisation Fund to help finance this project. NAC proposed that local businesses could be offered sponsorship opportunities for the bins as only one side of the bin will have the QR Code sign. It was agreed that NAC would take this to the local business community with a letter drafted by MC; this was to be done in conjunction with the distribution of the shop front stickers.</p>	<p>MC to make request to WDC for funding of the project. PS to contact Shiells with a request for funding. MC to present request to HTC for funding.</p> <p>MC to draft letter for the sponsorship of litter bins to be distributed by NAC.</p>
11/13/6	<u>Update On Other On-Going Projects:</u>	

11/13/6.1	<u>Shop Fronts:</u> NSC & MC circulated their list of premises in the town centre that noted the general state of each premises. It was agreed that PS would take this to the Chamber to see how this should be taken forward as the Chamber had previously taken on this project.	PS to take this to the Chamber of Commerce.
11/13/6.2	<u>Downland Carpets:</u> As AB was not able to get to the meeting, the response form the owner of the premises, with respect to the essential renovations was unknown. MC advised the meeting that the Hailsham Works Project wanted to manage a local community Project and were happy to take on the renovations of this premises. This would need more background work but could provide a low cost solution to the issue of the state of the building. Hailsham Works also indicated that they may want to expand this type of work to more of the town centre premises as required.	
11/13/7	<u>Hailsham Forward Executive Remit:</u>	
11/13/7.1	MC reported that there had been some challenges to the extent of work the Executive had been carrying out and that this would need to be reviewed at the next Stakeholders Meeting when the Business Plan is agreed that will give a clear remit to the work of the Executive.	
11/13/8	<u>Hailsham Community Radio:</u>	
11/13/8.1	NAC advised the meeting that he had spoken to Peter Wilson who established the Festival Radio about setting up a community radio station for Hailsham. He confirmed that this can be done via the internet without the need to broadcast on FM although the main ambition is to have an FM station. NAC will supply the overview provided by Peter Wilson to the rest of the team It was agreed that Hailsham Forward support the project as it will help promote community projects and bring organisations together and to invite Peter Wilson to a Hailsham Forward Meeting	NAC to circulate the overview to the team. MC to invite Peter Wilson to the next meeting of the team.
11/13/9	<u>Hailsham Sports Alliance:</u>	
11/13/9.1	NAC advised the meeting that the Hailsham & District Sports Alliance are actively looking to provide more and better sports facilities for the	

	town and surrounding area and have approached Hailsham Forward to support them. It was agreed that Hailsham Forward support the Sports Alliance in their bid to provide better and more sports facilities for the local people.	
11/13/10	<u>Any Other Business:</u>	
11/13/10.1	None	
11/13/11	<u>Date of next meeting:</u>	
11/13/11.1	Tuesday 3 rd December 3.30pm HTC Offices.	