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HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 3.00PM ON 13th FEBRUARY 2015
AT
HAILSHAM TOWN COUNCIL OFFICES, MARKET STREET, HAILSHAM

Attendees:

Cllr Nick Collinson: NAC
Cllr Nigel Coltman: NSC
Cllr David White: DW
Phil Matthews: PM
Michelle Hagger: MH
Mickey Caira: MC
Rob Slater: RS
Jan Townsend: JT

Action:

2/15/1	Apologies:	
2/15/1.1	Cllr Bill Bentley: BB Anton Bree: AB Cllr Paul Holbrook: PH Cllr David White apologised for missing the previous meetings as a result of the loss of his internet/phone connection for some time and therefore not receiving the appropriate agendas.	
2/15/2	Confirmation of the Minutes of the meeting held on 16th January 2014	
2/15/2.1	Agreed as a correct record.	
2/15/3	Matters Arising:	
2/15/3.1	<u>Minute: 1/15/4.4 Invitation of ESCC & WDC officers to next meeting.</u> NSC asked if this has been actioned as BB was not at the meeting it was agreed to carry this action forward to the next meeting.	BB & NAC to invite ESCC & WDC officers to the next Executive Meeting to discuss a new protocol.
2/15/3.2	<u>Minute: 1/15/4.8 Co-ordination of the potential to offer promotions in the town during the road improvements.</u> RS confirmed that he will discuss this at the	

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<p>2/15/3.3</p>	<p>next FSB meeting on Tuesday and NAC confirmed that he has had informal discussions with the Chamber who are supportive but this will need to be taken forward.</p> <p><u>Minute: 1/15/5.1: Free Public Wi-Fi</u> NAC confirmed that there had been no progress in respect of engaging the specialist contractor but suggested that Wealden District Council are looking at providing district wide free Wi-Fi with public hot spots in public buildings. RS asked for the background to this project. NAC confirmed that this would attract people into the town if they can have some access in the town centre, to include access to the Town and Shopping and to Hailsham FM once established.</p>	
<p>2/15/3.4</p>	<p><u>Minute: 1/15/6.11: Gathering details of all local businesses</u> The Chamber is in the process of appointing an apprentice to act as secretary to the Chamber, and this person may assist in the process. It was acknowledged that feedback is required from the Chamber and FSB in order to help move this forward. JT confirmed that Hailsham Works would want to assist in this. DW suggested that a questionnaire should be used for the industrial parks and offered to prepare some questions for the questionnaire and liaise with MC to produce the documentation to be delivered.</p>	<p>RS to gather feedback from the FSB. MC to contact the Chamber for formal feedback. DW to produce some questions and forward to MC to produce the questionnaire once internet connections restored!</p>
<p>2/15/4</p>	<p><u>Hailsham Street & Specialist Markets:</u></p>	
<p>2/15/4.1</p>	<p><u>Market publicity material:</u> MC confirmed that the new advertising signs would be erected in the next week.</p>	
<p>2/15/4.2</p>	<p><u>Vicarage Field Site:</u> The situation of the change of ownership of the site was discussed and it was agreed that discussions with the new owners should be arranged as soon as possible to ensure the</p>	

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2/15/4.3	<p>continuance of the Street Market and events on Vicarage Field site. MC confirmed he has approached AB for an introduction to the new owners if possible. AB has not confirmed any details as yet. DW suggested a Land Registry search could be done. MC offered to ask the managing agents for details. MC confirmed that the Street Market has now been valued for business rates following negotiations with the Valuation Office @ £4,200. As this is below £6,000 there is currently 100% small business rebate until April 2015, when it will reduce to a 50% small business rebate. It is anticipated that from April 2015 onwards the Street Market will need to pay around £1,100 net per annum in business rates.</p> <p>NSC requested an update on the three summer events. MC confirmed that Hailsham Forward is working with the Town Council's Festivities Committee to put these events on together with the two Christmas events. (Christmas Lights Switch On 21ST November and Christmas Market 5th December). The first of the events is the Young Persons Event at the end of June and work has started on this including meetings with the Community College.</p>	MC to request details from the managing agents.
2/15/5	Public Wi-Fi access Hailsham Town:	
2/15/5.1	This item was dealt with under 2/15/3.3 above.	
2/15/6	Reconnecting the Town:	
2/15/6.1	<p>Discussion focussed on the road improvements in the town centre. NAC highlighted the current issues in Uckfield where misunderstandings on the detail of the town centre road improvements have caused major concerns for the town's traders. This has prompted a local referendum that will delay the works. He suggested that it was important to ensure that Hailsham's town centre businesses are kept fully up-to-date with the detail and the progress of the works. This included the potential misunderstanding of pedestrian friendly High Street as opposed to a fully</p>	

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<p>2/15/6.2</p> <p>2/15/6.3</p>	<p>pedestrianised High Street, which is not happening.</p> <p>It was agreed that the letter that will be delivered to the town centre traders should include the update on the town centre improvements from East Sussex but it should be on East Sussex headed paper. MC confirmed he would request this update in this format.</p> <p>It was also agreed to feed regular updates on the works through the normal communications channels on a regular basis including press releases, websites and Facebook pages. These to include the confirmation that the High Street is not being pedestrianised.</p>	<p>MC to request the update on the town centre from ESCC on headed paper.</p> <p>MC/MH to pursue these communication opportunities.</p>
<p>2/15/7</p>	<p><u>Town & Shopping Guide:</u></p>	
<p>2/15/7.1</p>	<p>MC advised the meeting that in order to have the Hailsham Heritage Trail put on the Guide; 3 to 4 hours of work are required at a cost of around £150 to £200. It was agreed to commission this work but to also do more to promote the guide including having a web address access as well as the QR Code</p>	<p>MC to commission the work and promotion of the Guide.</p>
<p>2/15/8</p>	<p><u>Shop Fronts/Backs:</u></p>	
<p>2/15/8.1</p>	<p>NSC proposed that there should be another visual review of the shop fronts and backs to ensure that any issues can be challenged. It was agreed that this should be done.</p>	<p>NSC & MC to agree a date and carry out the review.</p>
<p>2/15/9</p>	<p><u>Any other business:</u></p>	
<p>2/15/9.1</p>	<p><u>Re-Launch of the town centre:</u> NSC proposed that this should happen in Spring 2016. NAC proposed that it should happen earlier to make the most of the impact of the new improved layout. It was acknowledged that it will be difficult to fix a date well in advance because of the potential delays in starting and then completing the works but it was agreed to organise the event as soon as practical and invite the television press. It was also agreed that this should be a standing item on the agenda.</p>	<p>MC to put this on the next and subsequent agendas.</p>
<p>2/15/9.2</p>	<p><u>Poundland Frontage in High Street:</u> NSC highlighted the negative impact of the amount of vinyl Poundland have put up on their</p>	

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<p>2/15/9.3</p>	<p>High Street frontage. It was acknowledged that this is their corporate signage and possibly nothing could be done. It was agreed that an approach to the Poundland management should be made to see if anything can be done to tone it down? It was also agreed to see if this is in the Conservation Area and if so it can be challenged in this way?</p> <p><u>A22 Signs:</u> NSC asked for an update on the signage. MC stated that he was not aware of any progress other than an ESCC officer being appointed to assist the Town Clerk in commission the signs. NSC also asked about the funding of the signs. MC confirmed that the Town Council has confirmed funding for the signs together with some new litter bins once the road improvements are completed. MH will provide the details of the Council's Revitalisation Fund to the next meeting.</p>	<p>MC to check on Conservation Area and try and contact the local manager.</p> <p>MH to bring the up-to-date budget for the Revitalisation Fund to the next meeting.</p>
<p>2/15/9.4</p>	<p><u>Business Funding Sources:</u> DW advised the meeting that there are two funding sources available to support business. Local Growth Fund and Coastal Communities Fund. He stated that it is important to get funding secured for the Wealden area out of these funds and suggested a Wealden officer is invited to the next meeting to look at how Hailsham Forward can assist in securing any funding.</p>	<p>MC to invite Michelle Gray to the next meeting.</p>
<p>2/15/9.5</p>	<p><u>Bonfire Society Procession and Firework Display:</u> NAC highlighted the issue of the safety concerns put forward by Wealden Licensing to the Society as a result of the new home being built to the rear of Wealden Offices. NAC confirmed that he and RS will be working with the Society to produce a safety plan that will be presented to Wealden to help overcome the perceived safety issues.</p>	<p>NAC & RS to help produce a safety plan for the event.</p>
<p>2/15/9.6</p>	<p><u>Loyalty Scheme:</u> NAC advised the meeting that he has done some research on a scheme operated by Lyoness. It was agreed that NAC should pursue this including inviting a representative from Lyoness to the next meeting.</p>	<p>NAC to invite Lyoness to the next meeting.</p>

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2/15/9.7	<p><u>Hailsham Community College Development:</u> PM reported that the development of the Burfield Valley Site was now being supported by East Sussex County Council. East Sussex is now looking to develop plans for the site but need to know how the site is to be used. The options include Level 3 A Levels, together with specific courses to meet the needs of local employers. PM asked for assistance in gathering information from local employers as soon as possible. RS offered to discuss this with the FSB and report back direct to PM.</p>	RS to discuss local requirements with FSB and report back to PM
2/15/9.8	<p>NSC stated that he would like to see courses that also enabled local children to “Fly out of Hailsham” and find careers out of the area. PM stated that there is a need to have the sixth form in the new building and away from the younger pupils in the College.</p>	
1/15/10	<p><u>Date of Next Meeting:</u></p>	
1/15/10.1	<p>The next meeting will be held at 3.00pm on Thursday 12th March at the Town Council Offices.</p>	