

HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 8.30AM ON 4TH DECEMBER 2015
AT
HAILSHAM TOWN COUNCIL OFFICES, MARKET STREET, HAILSHAM

Attendees:

Cllr Nick Collinson: NAC
Cllr Barby Dashwood-Morris: BDM
Cllr Chriss Triandafyllou: CT
Cllr Bill Bentley: BB
Rob Slater: RS
Jan Townsend: JT
Michelle Hagger: MH
Mickey Caira: MC
Cllr Paul Holbrook: PH

Action:

11/15/1	Apologies:	
11/15/1.1	Cllr Nigel Coltman: NSC Sam Imber: SI Keith Ramshaw: KR Phil Matthews: PM	
11/15/2	<u>Confirmation of the Minutes of the meeting held on 6th November 2015</u>	
11/15/2.1	Agreed as a correct Record.	
11/15/3	<u>Matters Arising:</u>	
11/15/3.1	<u>Minute: 10/15/4.1</u> MC confirmed that the letter to town centre businesses had been changed as prescribed. MC commented that the questionnaire contained in the letter had only produced 3 written responses and one phone call. BB suggested that email contact details should be gathered for all the businesses in the town to make it easier to communicate with the businesses. BDM asked if reply paid postage was provided with the questionnaire, MC confirmed that it was not; she suggested the use of Survey Monkey in the future to help with feedback and analysis.	

11/15/3.2	BB suggested that the Town Council's Communities Committee consider having a nominated charity for its events, enhancing the event and fund raising at the same time. BDM asked if the Town Council's Chairman has a nominated charity. MC confirmed that he does not.	
11/15/3.3	<u>Minute: 10/15/4.4</u> MC confirmed that the 23 rd February has been booked for the second Business Forum from 6pm to 9pm in the Civic Community Hall.	
11/15/3.4	<u>Minute: 10/15/5.2</u> MC confirmed that Chris from Hastings Card has been contacted but was unable to attend the meeting, he will aim to come to the meeting in January to present to the Team.	
11/15/3.5	<u>Minute: 10/15/5.5</u> MC confirmed that he has informed Lyoness of the Team's decision.	
11/15/3.6	<u>Minute: 10/15/6.3</u> RS stated that he has not written to the Chairman of the Town Council requesting that the Town Council considers undertaking the Resident's Forum in the future. He confirmed that he will do this.	RS to write to the Chairman of the Town Council re the Resident's Forum
11/15/3.7	<u>Minute: 10/15/6.4</u> MC confirmed that he has not had an opportunity to do this but will provide an update on the potential use of an empty shop on Item 6 on the agenda.	
11/15/3.8	<u>Minute: 10/15/6.8</u> MC confirmed that the item is on the agenda.	
11/15/3.9	<u>Minute: 10/15/7.2</u> MC confirmed that the Town Council has agreed that Hailsham Forward can use the minibus as requested. The bus is currently under repair. BB suggested that the minibus could be used as a mobile pop-up-shop/information exchange in the future.	
11/15/3.10	<u>Minute: 10/15/7.3</u> MC confirmed that the market manager has spoken to the market traders; this will be dealt with under item 5 on the agenda.	
11/15/3.11	<u>Minute: 10/15/7.5</u> MC confirmed that this has	MC/MH to

	not been undertaken but will be picked up in the new year.	investigate the cost of radio advertising for the Street Market.
11/15/3.12	<u>Minute: 10/15/7.6</u> MC confirmed that this is on the agenda.	
11/15/3.13	<u>Minute: 10/15/7.7</u> MH confirmed that this has been done.	
11/15/3.14	<u>Minute: 10/15/8.2</u> MC confirmed that this has been done.	
11/15/3.15	<u>Minute: 10/15/8.4</u> BDM confirmed that she has spoken to Cllr Ann Newton about meeting with the Team. It was recognised that during the consultation of Wealden's Issue and Options Document it would be difficult for Cllr Ann Newton to have the time to meet. It was agreed to leek to have the meeting in the new year post public consultation on the Issues and Options.	
11/15/3.16	<u>Minute: 10/15/ 9.1</u> MC confirmed that this is on the agenda.	
11/15/4	Business Forum:	
11/15/4.1	MC re-confirmed that date as 23 rd February, hall booked from 6pm to 9pm, the Team will need to decide on a suitable start time for the event.	
11/15/4.2	It was agreed that this Forum would focus on the town centre and the agenda will contain details on the town centre improvement works and the Hailsham Card if this is to be taken forward. Invitations will be sent out in the new year and again closer to the event. Email details of the town centre businesses will be researched in the meantime.	Team to confirm start time in January meeting. MC to arrange delivery of the invitation and try to obtain email addresses.
11/15/4.3	BB suggested that future forums should focus on the industrial parks and service and support businesses which will require some research to establish this list.	

11/15/5	<u>Hailsham Street Market</u>	
11/15/5.1	MC proposed that the Street Market resumes on the last Saturday in January following the Christmas break. This was agreed by the Team.	
11/15/5.2	BB mentioned the issue of the lack of brown tourist signs on the A22; he has seen the positive effect of these signs in Glastonbury and Shepton Mallet on the local markets. MC updated the Team on the work of the Town Council in trying to secure these signs. At present ESCC Highways will not support signs on the A22 until internal signage within the town is up-to-date. MC highlighted the fact that the Town Council does not have the resources to take this project forward at the moment.	
11/15/6	<u>Vicarage Field –Vinyl Shop Fronts/Pop-Up-Shops:</u>	
11/15/6.1	MC updated the Team on a meeting he and NAC had with Grice Collins Long who have been commissioned by the owners of Vicarage Field to recommend improvements to the site.	
11/15/6.2	A number of suggestions were put forward including vinyl shop fronts and pop-up-shops that Hailsham Forward are asked if they want to support and develop if the owners agree to take these forward.	
11/15/6.3	MC highlighted the fact that if this can be developed then it will give Hailsham Forward the opportunity to carry out public consultation which was discussed at the previous meeting.	
11/15/6.4	BB proposed that this could be developed as an information exchange and could provide a wider use by other organisations including other councils and voluntary groups. He also proposed that it could also be used on short term lease for businesses outside of the town centre to do short promotions of their businesses (2 weeks).	
11/15/6.5	It was agreed to work on this if the owners wish to develop this idea further.	

11/15/6.6	BB highlighted the issue of the Partnership being informal and the inability of it to attract funding at present that in this instance may provide funding for such a project. He suggested that the ATCM may be able to assist. MC and MH to look at this issue in the new year.	MC/MH to review the process of putting Hailsham Forward on a legal footing.
11/15/7	<u>Wealden Issues and Options:</u>	
11/15/7.1	There was update for this meeting.	
11/15/7.2	The issue of the availability of the Hailsham Forward representative on the HAAP was raised and it was agreed that NAC would provide a briefing to Phil Matthews and MC would act as the rep if PM was unavailable for any meetings of the HAAP.	
11/15/8	<u>Public Feedback:</u>	
11/15/8.1	BDM suggested using a market stall to carry out public consultation pending any potential use of an empty shop in Vicarage Field. The Team will revisit this in the new year.	
11/15/8.2	It was agreed that Hailsham Forward should have a roll-up banner to use during public consultation. MC/MH to arrange this.	MC/MH to commission a roll-up banner
11/15/9	<u>Hailsham Forward Executive Team Makeup:</u>	
11/15/9.1	MC explained how the team was made up from the Constitution and how team members got onto the Executive.	
11/15/9.2	BDM asked how representatives from local residents and community groups got put forward. MC confirmed that this had been by word of mouth but in the future would be advertised locally prior to the AGM of the Stakeholder Group (July 2016) when the whole Teams membership is agreed for the ensuing year.	
11/15/10	<u>Any Other Business:</u>	
11/15/10.1	PH raised the issue of the state of the Hollywood Nails empty shop in the High Street. MC reported that Ross & Co were in the process of having the rubbish on the shop floor removed. This will happen in the near future.	

11/15/11	<u>Date of Next Meeting:</u>	
11/15/11.1	It was agreed that the next meeting will be Friday 8 th January 2016 at <u>8.30am.</u>	