

HAILSHAM FORWARD

EXECUTIVE TEAM

MINUTES OF THE MEETING HELD AT 8.30AM ON 6TH NOVEMBER 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
Sam Imber: SI
Keith Ramshaw: KR
Phil Matthews: PM
Rob Slater: RS
Jan Townsend: JT
Michelle Hagger: MH

Action:

10/15/1	Apologies:	
10/15/1.1	Mickey Caira: MC Cllr Nigel Coltman: NSC	
10/15/2	<u>Confirmation of the Minutes of the meeting held on 2nd October 2015</u>	
10/15/2.1	Agreed as a correct Record.	
10/15/3	<u>Matters Arising:</u>	
10/15/3.1	<u>Minute: 9/15/3.1 & 9/15/3.7:</u> MH had received a quote from MA Distributions for £40.00 per 1,000 flyers to Hailsham and Surrounding areas.	
10/15/3.2	<u>Minute: 9/15/3.3:</u> MH advised that communication had taken place with the Rangers and that WDC/ESCC will be meeting shortly to look at the signage on the Cuckoo trial. Once this meeting has happened we will be able to meet to discuss it further.	

10/15/3.3	<u>Minute: 9/15/3.4</u> BDM confirmed that MC had forwarded the Constitution and is in agreement with it.	
10/15/3.4	<u>Minute: 9/15/3.5:</u> BDM stated that this minute should of also read, that the executive had confidence in NAC	
10/15/3.5	<u>Minute: 9/15/4.1:</u> RS confirmed that it is a legal requirement to have a 3 meter gap for emergency vehicle.	
10/15/3.6	<u>Minute: 9/15/5.4:</u> MH advised that the constitution states that monies collected/received in the form of Grants, donations, bequest, legacy and other lawful methods.	
10/15/3.7	<u>Minute: 9/15/7.3:</u> RS stated that the meeting had taken place.	
10/15/3.8	<u>Minute: 9/15/7.4:</u> MH advised that an email was sent to all traders on 9.10.15 and the market manager is checking that they are displayed.	
10/15/4	<u>Business Forum:</u>	
10/15/4.1	MH explained that the committee would need to agree on the current version of the letter to be sent to High Street business as per the outcome of the business forum. BDM suggested that the letter is too long and maybe if we could use a tick box survey on the end.	MC to remove HTC items and add a survey/tick box for questions.
10/15/4.2	NAC suggested that the information regarding the Christmas Market 2015 should be communicated by HTC not Hailsham Forward and as such this is removed from the letter.	
10/15/4.3	BB asked if we held the email addresses of the business, MH advised that we don't have all the email addresses and that the letter is to be posted to the High St. BB suggested that if we had the email address we could send out smaller updates more regularly.	
10/15/4.4	NAC recommended the next Business forum should be February/March.	MC to contact WDC for hall hire.

10/15/4.5	BB stated that Hailsham Forward should focus more on being Hailsham Forward and leave events organised by the Council to Hailsham Town Council.	
10/15/5	<u>Loyalty Scheme: - Hailsham Card</u>	
10/15/5.1	NAC explained that the Hailsham Card has been rolled out in Hastings – known as Hastings Card. Cards are purchased by shop owners entering the scheme and they then sell to customers for £5.00 per year. Then the members of the scheme will receive discounts or special offers from the retailers.	
10/15/5.2	The executive suggested speaking to Hasting Card retailers to get their feedback on how they have found it. Organise for Chris from Hasting Card to come and present the card to the Executive.	MC to contact Hasting Card and arrange a meeting.
10/15/5.3	If Hailsham Forward wants to proceed with the loyalty scheme, it could be presented to the Businesses at the next Business Forum.	
10/15/5.4	NAC expressed a concern that the current Hastings Card is operated by one person and is not a large company.	
10/15/5.5	BDM queried if the Team are pursuing the Lyonesse scheme or not. The Executive confirmed that due previous issues, it is not pursuing the Lyonesse Scheme and MC has the authority to advise Lyonesse as such.	MC to email Lyonesse and confirm that we are no longer perusing the scheme.
10/15/6	<u>Residents Forum Meeting 16th October 2015</u> <u>Feedback & Follow-Up:</u>	
10/15/6.1	BB asked why Hailsham Town Council is not undertaking this and suggested that we should suspend these forums until further notice as it clearly is not working in the current format.	
10/15/6.2	BDM asked how this forum came into action; NAC advised that it was an extension of the pop-up shop and building on the Community forum.	

10/15/6.3	NAC & BB suggested that a letter from the chairman to Hailsham Town Council explaining the issues from the Residents and that it's something the council should look to address.	RS to write to Nigel Coltman, Chairman of HTC
10/15/6.4	BB suggested that it would be more useful to have an annual pop-up shop, as the feedback from the residents on this format was well received in the past. It was the feeling of the Executive that this format is more of the Hailsham Forward way as opposed to more formal meetings which are seen to be more of a Council format.	MC to provide potential costing of a pop up shop.
10/15/6.5	BDM suggest that it may want to do some surgeries in surrounding villages, Horam, Hellingly, and Heathfield.	
10/15/6.6	BB suggested Herstmonceux, but works with them jointly rather than popping up in their town, as this may cause negative response.	
10/15/6.7	To build on the better communication maybe attend an annual town meeting at other parishes, have a stall at farmers markets.	
10/15/6.8	It was agreed to place this as an agenda item for December.	MC to place item on agenda
10/15/7	<u>Hailsham Street Market – Market Traders and Stall facility:</u>	
10/15/7.1	RS advised that as per the stakeholder meeting the market will run the same in 2016.	
10/15/7.2	MH advised that as the Town Council will make the decision on Hailsham forward taking on the minibus at the end of November.	MC/MH to email executive with the outcome
10/15/7.3	MH asked the Team when they thought the market should restart in 2016, It was agreed that we would canvass the responses from the traders and discuss at the next meeting.	Market manager to talk to traders.
10/15/7.4	BB asked if we had promoted the market in any papers to increase stallholders, MH	

	advised that we have not done so. BDM suggested maybe advertising in local village newsletters.	
10/15/7.5	BB suggested that we look at marketing costs for advertising on radio (Uckfield FM), face book, Friday Ad.	MC/MH to investigate costings.
10/15/7.6	Executive would like as an agenda item for next month.	MC to put on the next agenda
10/15/7.7	MH asked if the Team is happy to continue with Thursdays being Free of charge, the committee was in agreement, and that we should be offering a promotion for 1 Saturday market as a result of this.	MH to advise market manager of this promotion.
10/15/7.8	BB suggested that for 2016, we should look at making the Thursday market a theme market i.e. Arts & Crafts and really promote this as a unique market in Hailsham. It would be good to have a demonstration of crafts at the market using products being sold, similar to the Community Chef demonstration.	
10/15/7.9	BB suggested that promotion work could include BDM as Chairman of WDC serving stallholders for a short time and this be recorded and used as advertising material.	
10/15/8	<u>Wealden Issues and Options</u>	
10/15/8.1	BB suggested that from a Hailsham Forward standpoint we should be looking at the economic development part of the plan, to improve jobs, education and access to business. As many other groups will be looking at the housing aspect of the plan.	
10/15/8.2	The Hailsham Forward Representative will be Phil Matthews, as this would work in with the points noted above.	MC to advise WDC
10/15/8.3	Much discussion ensued in regards to the business potentials: i.e. Outlet shopping in Hailsham. Increase economy and decrease unemployment. Hailsham Forward needs to have a view of	

10/15/8.4	<p>what to present to WDC. The executive all agreed that we push to keep Free parking.</p> <p>BB asked BDM to arrange a meeting with Ann Newton in November to discuss this further. Either Friday 20th or Friday 27th November 2015.</p>	<p>BDM to ask Ann Newton if she will agree to a meeting with HF. And for ANN Newton to liaise with NAC or MC on dates.</p>
	<u>Any Other Business:</u>	
10/15/9.1	BDM asked if we could have how members get elected onto Hailsham forward as agenda item in December.	MC to add agenda item
10/15/9.2	SI wanted it noted that he has it confirmed that the cost of the High St improvements are £1M and WDC has £1.6M to undertake this improvement in the bank.	
10/15/10	<u>Date of Next Meeting:</u>	
10/15/10.1	It was agreed that the next meeting will be Friday 4 th December at <u>8.30am.</u>	