

HEATHFIELD PARTNERSHIP

Minutes of the meeting that took place on Tuesday, 3rd June 2007 at 6 p.m. at The Union Church, Heathfield.

<u>Present:</u>	Teresa Blaxland	-	Trustee/Chair of Partnership
	Rupert Simmons	-	Trustee/Chair of Board
	John Tolley	-	Trustee
	Doug Brunger	-	Churches Together/Ramblers
	Sue Roach	-	IT/Website
	Joanne Aldous	-	Town Coordinator
<u>Guest</u>	David Shepperd	-	First Heathfield Scout Group

1 Apologies:

1. Were received from Rosemary Mays-Smith, Peter Newnham, Niki Oakes, Trevor Goldsmith, Colin Williams, Tim Hough, Sue Hanley and Angie Muddle.

2. Minutes of the last meeting:

1. The minutes of the last meeting on 15th May were signed as a true record of that meeting.

3. Matters Arising: *(to save duplication, please consult the previous minutes if clarification is needed)*

1. **3.1.** It was confirmed that the gates would stay open during the spring clock change and close during the autumn clock change.
2. **3.2.** The meeting was very successful and well attended.

4. Sport & Leisure

1. **Swimming pool.** Amendments are being made to the first draft of the Business Plan and will be discussed at the meeting on 18th July.
2. **NCR21 North Route.** ESCC's report has been accepted. It is being prepared for the Consultation process on the two remaining options. Draft dates are being discussed with Diana Francis and Rosemary M-S. Rupert S suggested a joint Parish Council and Partnership meeting should take place in early September.....**ACTION**
3. A general discussion ensued and the following points were made:-
 - a. whichever option is chosen, the route needs to come through the centre of town;
 - b. if south of the tunnel, all cyclists will have access to refreshment traders which would be of value to the town;
 - c. there is no reference in the report of how to get from the trail to the Millenium Green;
 - d. emergency access to the Millenium Green can only be made through the car park;
 - e. the report will be published on Heathfield.net together with a summary by ESCC.

5. Financial Report:

1. Copies of the latest accounts were distributed showing a balance of £49728.46.
2. A separate account has been created for Administration costs so these costs can be accurately monitored by chairs of projects.

6. IT/Website:

1. Security on Wi-Fi on **PIPs** is causing ESCC concern and their report recommends they be turned off due to liability and image. Therefore a Pip in the Library and Youth Centre have been switched off but the remaining four Pips will stay active.
2. To date an effective security solution has not been found.
3. Nick Potter was not able to attend a meeting to discuss the **Website**.
4. A combined IT/Website and Inward Investment meeting with Nick Potter has been arranged for 26th July at 9.30a.m. at Teresa B's house.
5. Sue Roach confirmed that as soon as the details of transport timetables were received, button links would be added to the website. Teresa B suggested contacting either Diana Francis or Peter Newnham.....**ACTION**
6. Details for a brochure of all transport timetables, funded by the Parish Council, has been finalised.
7. The Clerk will email Sue Roach details of the forthcoming Pageant in Old Heathfield.....**ACTION**
8. Rupert S will forward the latest details of the LAT meeting.....**ACTION**
9. Doug Brunger passed on details of local events to Sue Roach.
10. Rupert S confirmed that the Youth, Tourist and Police websites are all high priority and with the help of Joanne A, bids for funding are being sought.

7. Farmers' Market:

1. The new siting of the Farmers' Market stalls at the Heathfield Show was very successful, attracting many visitors. The Saturday market continues to thrive.
2. Rupert S sent an email to David Turton enquiring whether the Farmers' Market was involved in the joint Wealden Farmers' Market venture being held at the Uckfield. To date a reply had not been received.

8. Inward Investment:

1. John T handed out leaflets on the Local Development Framework sent out by the WDC (containing draft ideas that will eventually go to Consultation). An official response has to be made by 13th August. It was agreed that Inward Investment will take the lead and respond after they had met on the 26th July.
2. Sites for the Tourist Boards have been agreed, with three sponsors found and with an underwriter for the fourth.
3. Rupert S and Joanne A are in the process of researching and producing a Business Promotion brochure.

9. High Street:

1. Rosemary M-S was concerned at the resiting of the traffic lights near Station Road. Their relocation would make turning right into Station Road very difficult.
2. Funding for Phase 5 was now in place. The work will commence in August after a Safety Audit has been completed.
3. Rosemary M-S and Joanne A are looking for funding opportunities for Phases 6 & 7.
4. Flower baskets are in hand for Hailsham Road.
5. It was agreed by the meeting that the New Town sign would be under the ownership of Rotary. Until Phase 6 & 7 commence it is not clear where the sign will be erected. There was also a query as to whether the sign was part of the overall High Street development and would therefore go into the Parish Council or ESCC planning application OR stand alone and would be submitted by Rotary.

10. Transport:

1. A meeting took place on 5th July with the President of the East Sussex Red Cross to discuss how to move forward on the £40000 legacy. There are sixteen conditions that have to be met before the money can be spent on a project.

11. Seminars:

1. None had been attended by members of the committee.

12. Public Relations & Marketing:

1. Articles have been placed in the Heathfield First and Heathfield extra. Joanne A, despite every effort, was unsuccessful in placing articles in the Uckfield and Heathfield Leader.

At this point of the meeting Teresa B introduced David Shepperd who addressed the meeting.

David would like to raise the awareness of the Heathfield First Scout Group and build up a network of support thereby utilising connections with the Partnership.

There are over 100 children involved in the group and it is made up of 18 Beavers, 28 Cubs, 30 Scouts, 25 Explorers and with 17 on the waiting list for Beavers. Their original centre based in Ghyll Road was burned down in 1996, are now using the Union Hall and are 'bursting at the seams'.

David then proceeded to make the following points:-

1. It is their aim to reinstate their Scout Headquarters on a site in Ghyll Road (a detailed map of the site was shown to the meeting). They have secured a draft lease with WDC for the land through the Scouts Association Trust Organisation.
2. Project teams have been set up consisting of Design, Finance, Building and Handover.
3. The project has four objectives, Access, Environment, Sustainable and Community Resource.
4. They were now ready to go to planning and had attracted over £70000 in matched funds. The approximate cost of the building will be £575000 and a bid of just over £400000 had been submitted to the National Lottery with a decision being expected in three months time.

John T and Joanne A will let David Shepperd know if any avenues of fund raising are relevant for the project.

Rupert S suggested details of the scheme be placed on the website and would be willing to attend any meeting representing his role as County Councillor.

Finally, Teresa B thanked David Shepperd for his presentation and assured him the Partnership and their contacts will do all they can to help facilitate his project.

13. Any other business:

1. Rupert S informed the Partnership that the Board had researched a Policy Statement for bids that had been passed as a formal resolution by the Board. This statement will now form part of any bidding procedure that is taken by the Board, Partnership and Farmers Market. The Policy was read out and is attached under Appendix A.
2. John T asked that a separate Item for LAT be added to the Agenda.....**ACTION**

14. Date of the next meeting:

1. Dates of the next meetings are as follows:-

All Tuesday, all starting at 6p.m.

25th September	to 7.00p.m.
20th November	to 7.15p.m

There being no further business the meeting closed at 7.17p.m.

Appendix A

Policy Statement

The Heathfield Partnership Trust Ltd wishes to conduct its business with a statement

of policies which incorporate equal opportunities, dealing with Youth and the establishment of a complaints procedure.

1. The Heathfield Partnership Trust Ltd expects all Directors, Members of the Executive or Group Projects, and Volunteers or Contracted Self-Employed “Staff” to be individually responsible for ensuring the implementation of these policies.
2. The Heathfield Partnership Trust Ltd is committed to the principle of service to all citizens and residents within the Heathfield & Waldron Parish area without prejudice to Age, Disability, Gender, Race, Religion or Sexual Orientation.
3. The Heathfield Partnership Trust Ltd would seek to ensure that all Directors, Members of the Executive or Project Groups, Volunteers and Contracted Self-Employed “Staff” are treated fairly and without prejudice.
4. The Heathfield Partnership Trust Ltd is registered as a Company Limited by Guarantee and will at all times adhere to Company Law. Directors are elected to the Board by the Board itself. The Board has the responsibility and liability for the Executive and the respective Project Groups. The posts of Chairman for the Executive and Project Groups will be appointed by the Board. Members of the Executive will be nominated as their representatives by Partnership Organisations. Members of Project Groups can be either appointed by the Executive or the Project Chairman which should enable critical professional skills can be engaged at the appropriate time. All appointments of contracted self-employed staff will be made by the Board (or a subcommittee thereof). There should be an equal opportunity for all of the above with no discrimination on the basis of Age, Disability, Gender, Race, Religion or Sexual Orientation.
5. The Heathfield Partnership Trust Ltd aims to make its work accessible to all and will endeavour to ensure its business is recorded regularly on the Heathfield.net web-site. Minutes of the Executive meetings will be published on the web-site. In addition a quarterly report is provided for our Partners, The Heathfield and Waldron Parish Council. The Annual General Meeting of the Heathfield Partnership Trust Ltd will be open for the Public to attend with suitable advance notice having been given. The Annual Accounts are available from Companies House and the Annual Report is available from the Charity Commission. Both of these will also be available directly to any member of the public on written application to the Company Secretary. The Heathfield Partnership Trust Ltd., whether acting via its Board, Executive or its Project Groups would seek to be open and transparent in all its business. However, it retains the right to hold papers in confidence if the matter refers to the legal or commercial interests of a 3rd Party.
6. The Heathfield Partnership Trust Ltd would seek to ensure that any Director, Member of the Executive or Project Group, Volunteer or Contracted Self-Employed would follow the following guidelines in any dealings with Youth. For all Associates at all times when representing the Partnership and in the

presence of Youth, that arrangements have been made to ensure that there are always two adults present and that at least one of the said two adults has Criminal Records Bureau approval and is appropriately authorised.

7. The Heathfield Partnership Trust Ltd would seek to properly consider any complaint brought against it or any individual member(s) of the Board or Executive. To that end a Panel made up of two Directors* would sit to consider within reason such a complaint. Should there be an appeal against the judgement of the two Director Panel, then a subsequent appeal hearing could be called. This would be heard by three Directors* (not including the original two) who would sit to hear the appeal and make a final judgement. The Board reserves the right to remove any person found guilty of inappropriate conduct or action from association with the Heathfield Partnership Trust Ltd and/or its Executive or Project Groups.

8. The Heathfield Partnership Trust Ltd will annually monitor and review the effectiveness of these Policies in the first Board meeting of each financial year.

19 March 2007

* Were the matter at hand to involve a specific Director then that person should not be appointed to either stage of the complaints procedure.

HEATHFIELD PARTNERSHIP

AGENDA

- 1. Apologies**
- 2 Minutes of the last meeting**
- 3. Matters Arising**
- 4 Sport & Leisure**
 1. Swimming Pool
 2. NCR21 North route
- 5. Financial Report**
- 6. IT Report/Website**
 1. Website
 2. PiPs
- 7. Farmers' Market**
- 8. Inward Investment**
- 9. High Street**
 1. Phase 5, 6 and 7
- 10. Transport**
 1. Consultant's Report
 2. Transport leaflet
- 11. LAT (Police Local Area Committee)**
- 12. Seminars**
- 13. Public Relations & Marketing**
- 14. Any other business**
- 15. Date/time of the next meeting**