

# Haverhill Town Council



**HAVERHILL**  
TOWN COUNCIL

Minutes of a Meeting of Haverhill Town Council's

## LEISURE & COMMUNITY COMMITTEE

Held on Tuesday 16<sup>th</sup> January 2018 at 7.00pm at Haverhill Arts Centre,  
Haverhill

**Present:** Councillor J Burns (Chairman)  
Councillor P Fox (Vice-Chairman)  
Councillor A Brown  
Councillor P Hanlon  
Councillor B Robbins  
Councillor A Williams

**Apologies:** Councillor D Roach  
Councillor B McLatchy  
Councillor L Smith  
Councillor W Yang

**In Attendance:** Vicky Phillips, Assistant Town Clerk  
Nick Keeble, Arts and Leisure Manager

1 member of the public was present.

### Welcome:

The Chairman welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

## MINUTES

**LC18 /001** Apologies for Absence  
The above apologies were noted. Colin Poole also gave his apologies.

**LC18 /002** Declarations of Interest and requests for Dispensations

Cllr P Hanlon	Pecuniary Interest	LC18/006 Paid Invigilator for Samuel Ward Academy Trust
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**LC18 /003** Minutes of the Last Meeting  
It was proposed by Councillor P Hanlon, seconded by Councillor A Brown that the minutes of the meeting held on 7<sup>th</sup> November 2017 be agreed as a true record.

**RESOLVED**

**LC18 /004** Matters Arising  
LC17/078 – CP had been in correspondence with Reverend Cecil White regarding the Old Independent Church building. Revd White had thanked the Town Council for their interest and would welcome conversations with the Town Council should it be deemed appropriate.  
CP to follow up with the History Group on whether there is a Deed of Gift.

**ACTION**

**CLERK**

LC17/083 – CP had spoken to Ian Gallin and agreed that the Town Council would remove the graffiti on Sturmer Arches. The Borough does not accept ownership and SCC believe the bridge belongs to Highways England. CP is struggling to get a response from SCC Highways about closing the road. The Parish Handyman will be going up on top of the bridge to assess if he can do the work from above and if the graffiti can be removed using paint remover.

Obscured Signage on Bypass. There is no further action on cutting back overgrowth over signage. SCC have confirmed that they would not close the road and would not be carrying out the work on the obscured signage.

**LC18 Public Forum**

**/005** No member of the public wishes to speak.

**LC18 Report on past and future Arts Centre and Leisure Activities**

**/006** See appendix i

NK read out the items on his report attached, highlighting the following:

The Late Night Shopping event had gone really well, with no reported incidents and good public feedback on the firework display.

20 local organisations had stalls in the High Street, which was up on last year. Along with members of staff and Councillors, the Army Cadets helped out at the event. Bucket collections had raised £600.

The Christmas Lights and Christmas Tree had been well received, the tree had not been vandalised this year.

The suppliers of the Christmas lights have suggested that there will need to be some work on the infrastructure. Issues raised from a grade I health check had been remedied, a grade II health check had shown problems with the timers. NK will get details on the schedule for removing the lights.

NK to talk to Market Development Officer regarding Friday market.

**NK**

**NK**

Councillor P Fox suggested that the Town Council could hold a 'bank' of volunteers and advertise the need for more volunteers for these events. NK confirmed that we do, but there would be a level of training needed for volunteers. NK had been in discussion with Summer Bash committee regarding a joint volunteer bank.

Councillor J Burns reported that the level of sound on Camps Road needed to be addressed for the fireworks display as it was practically non-existent, perhaps there could be speakers on the Café on the Recreation Ground.

Councillor J Burns asked if the road closures could be brought forward to 11.00am, this could allow for the road to be cleared of vehicles for the funfair. NK said that market trade drops once the road closes. NK could arrange for better road closure signage beforehand and that staff go out 2 hours beforehand to clear the road of traffic.

**NK**

Councillor J Burns suggested that volunteers with buckets could 'work the line' of people watching the fireworks.

Councillor J Burns asked if more shops could be involved in the event earlier in the year and suggested that they could be asked for a financial contribution, or to stay open and decorate their shops as has happened in the past. A survey could be sent out to shops to find out what their views are on the event. The Chamber of Commerce could be asked to take some initiative.

NK said that the Echo used to run a competition for best decorated shop and best dressed staff. Another organisation could be sought to take that on. People attending the event may not see it as a shopping event, but attend just to enjoy the festivities and the fireworks. Shops opening on the night may not necessarily have more people coming through the door. NK suggested, however, that there are actually more shops opening for the event than in the past and agreed that the Chamber of Commerce could be involved and that the shops could make better use of the night.

NK told members that That's Entertainment thought that the Arts Centre was a 'number one' venue to visit and enjoyed working with us on the Panto. The cast love the building and the staff. NK was really pleased with how the Panto went.

Cinema showings had needed to be re-arranged due to issues with the cinema projector and rake. Re-arranging the showing did not affect people attending, as in fact at the re-arranged showing of Paddington numbers had increased.

Councillor T Brown asked about October Fest, NK will look into it. Councillor P Fox asked if there were any plans to commemorate the 100 years of the Women's Vote. Councillor P Fox to email NK and he will look into it.

Councillor J Burns thanked NK and staff for all their hard work.

NK

PF / NK

**LC18** **Determination of current grant applications**  
**/007** The Committee determined the following grants

Organisation Name	Purpose of funding	Amount Requested	Amount Awarded
Revitalise Respite Holidays	Holiday breaks for disabled guests and carers from Haverhill	£354.00	£354.00* *For future grants, to ask how candidates are selected in offer letter
Castle Manor Academy - Music Department	To purchase Sibelius music programme on at least 8 Mac computers.	£712.00	Deferred. TC would like more information on whether this would be available for Community use?
Catch22 Suffolk Positive Futures	To deliver a free weekly sports project for young people in Haverhill. The funding will cover the cost of staff and facility hire.	£5,160.00	£5,000.00

**RESOLVED**

**LC18** **Reports from Grant Recipients**  
**/008** No reports had been received.

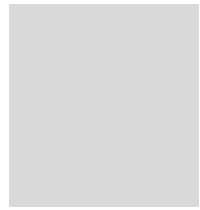
<b>LC18</b> <b>/009</b>	<p><b><u>Strasbourg Square cPAD Installation</u></b> Councillor Burns gave a brief outline on the history of the cPAD at Strasbourg Square. Councillor Burns confirmed that Chippys were donating £1000+ to the defib. The Committee approved to release CATRA funds held by the Town Council Proposed PH, Seconded BR <b>RESOLVED</b></p>	
<b>LC18</b> <b>/009</b>	<p><b><u>Projects Update</u></b> Appendix ii Project update report (attached) was circulated before the meeting and tabled at the meeting. Item d) Councillor J Burns asked CP to ask the History Group if they had made a decision about reviewing the Local List of historic buildings. Item l) Councillor J Burns asked if an analysis of sales through the credit card machines could be obtained to justify the possibility of purchasing a second card machine in the bar. Item m) the final design, colour etc. be confirmed with the committee before finalising <b>Report was NOTED by the Committee</b></p>	<p><b>CP</b> <b>CP</b> <b>AJ</b></p>
<b>LC18</b> <b>/010</b>	<p><b><u>Youth Strategy Report</u></b> NK suggested that this there was a need to look at whether to continue the Youth Advisory Group, as people have dropped out.</p>	<b>NK</b>
<b>LC18</b> <b>/011</b>	<p><b><u>New Grit Bin Requests</u></b> The committee approved the new grit bin requests for 1-6 Lee Walk CB9 8NW, Windsor Terrace CB9 9BE and Arrendene Road, CB9 9NJ <b>Proposed AW, Seconded PH</b> <b>RESOLVED</b></p>	
<b>LC18</b> <b>/012</b>	<p><b><u>Youth Skill Project Report</u></b> See appendix iii The meeting accepted the report on the Youth Skills Project. Members praised K Chapple for doing a fantastic job and asked that thanks be forwarded to her. Councillor J Burns has spoken to Dave Gooderham about the possibility of expanding the Apprentice Awards.</p>	<b>VP</b>
<b>LC18</b> <b>/013</b>	<p><b><u>Parish Handyman Report</u></b> See Appendix iv Members also thanked the Parish Handyman for his continuous hard work and noted the report attached. Cllr P Fox asked if the shops could be asked to take more responsibility over the over-flowing bins at Brybank Road. Councillor Burns has asked the Borough to look at the problem of rubbish along the Railway Walk and Strasbourg Square. Councillor Burns suggested that a suitably worded reporting form be put on the website for public and councillors to report issues. Proposed Councillor A Brown, seconded Councillor J Burns <b>RESOLVED</b></p>	<p><b>CP</b> <b>CP</b></p>

**LC18 Date of Next Meeting**

**/014** It was noted that the next meeting would be held on 6<sup>th</sup> March 2018.

**LC18 Closure**

**/015** The meeting was declared closed at 8.50pm.



Signed .....  
**Chairman**

Date .....

**Appendix i**

**LC18/006- Arts & Leisure Report**

**REPORT FOR ARTS & LEISURE MEETING OF 16 January 2018**

**WINTER IN HAVERHILL**



Family Christmas Night was very successful with large crowds and good feedback, especially for the fireworks display. 20 local organisations were represented in the High Street.

The fireworks display benefited from assistance from the Army cadets who stewarded the main arena freeing up Town Council staff to pay greater attention to particular areas of crowding and also collect donations at the end of the evening.

The Christmas lights display was well received. There was particular praise for the decorations of the tree. The scheme held up well and only required one call out. The installers are likely to recommend that some work is done on the infrastructure to replace some of the timers.

It proved tough to attract crowds to the Queens Street market during the day on Friday but business picked up for the Friday evening and Saturday trading. A meeting will be arranged with St Edmundsbury Market Development Officer to reassess this provision.

A bucket collection at the end of the event raised approximately £600. This amount could be increased with more people collecting.

**PANTOMIME** Total attendance was 3015 (2884 in 2016) Capacity was 88% (74% in 2016). Audience feedback was 99% positive.

We have worked with That's Entertainment Productions over the past seven years. The producers and the cast commented on the welcome and co-operation that they receive from Haverhill Arts Centre as how much they loved the building.

Marketing stats.

- Booking pattern 5-8 weeks before start remains the most popular time to book. *A quarter of bookers will year on year book more than 8 weeks in advance. (Not much point in early-bird offers)*
- In terms of value of booking this year the website beats both counter and phone sales put together (54%) *this has gone up 5% from 2016 and 7% from 2015*
- Of the 68% who come from Suffolk 58% have the CB9 postcode. Our next 3 best performing postcodes are CB21, CO10 and CB8 (same as 2016)
- The brochure is quoted as the means of finding out by 32%, the website is 11%. We don't know where 26% of bookers found out but could surmise that some of that number is the website as most unknowns will be online bookers.

Audience comments:

- This was my first visit to Haverhill Arts Centre. We came as a family to watch Aladdin it was one of the best pantomimes I have ever seen and with lots and lots of laughs and for very good value for money. This comes highly recommended we travelled from Northampton to see it.
- We loved every minute of it 😄😊 so funny & entertaining!!
- Wonderful Pantomime tonight! Full of laughter, giggles and non-stop fun! Great family night out!
- We visited to see "Aladdin" in Late December and had a great time. The family, to young boys, nine and ten, as well as three adults thoroughly enjoyed a professional performance and staff service excellent.

A collection at the end of each performance raised £674.21 for the Mayors charities.

### Arts Centre Programme

Attendance at ticketed events from October to December totalled more than 10,000.

Live programme throughout that period was at 78% capacity.

The current programme runs from January to April 2018. The rescheduled Searchers concert is sold out. There are strong pre-sale for comedian Tom Allen, Pop Divas, Marty Wilde, Uncle Funk and The Quo Experience.

### Cinema attendances

Film is particularly strong and the coming months feature a number of potential Oscar nominated films.

Unfortunately 2018 started badly as gremlins got into the system. The rake seating system suffered a breakdown and the digital projector also malfunctioned meaning that we had to cancel screenings of 5 films and reschedule others. The projector is now repaired. We found our audience to be very understanding and attendances at the rescheduled screenings were good.

Months	No of Screenings	Film Attendance (no of screenings)	Event Cinema Attendance (no of screenings)	Average per screening
May / June	22	466(19)	78 (3)	24.73
July / August	28	703 (24)	258 (5)	34.32
Sept/ October	26	522 (19)	344 (7)	33.31

<b>Nov / December</b>	13	502 (12)	149 (1)	50.07
<b>January/February</b>	30	1009 (25)	271(5)	42.66
<b>March / April</b>	25	978 (20)	172 (3)	50
<b>May/ June</b>	29	937 (23)	147 (6)	37.38
<b>July/August</b>	23	594 (17)	165 (6)	33
<b>Sept/October</b>	26	763 (22)	210 (4)	37.42
<b>Nov/December</b>	19	753 (11)	226 (5)	61.19

**Current projects include**

Haverhill Arts Centre website

November 11<sup>th</sup> 2018 programme – 100 years since the end of WW1

**Forward Diary and happenings**

**Haverhill Beer Weekend 2018** Friday 4 – Sunday 6 May

**Armed Forces Day 2018** – Saturday 30 June

**Historic Vehicle Rally 2018**– Sunday 1 July (subject to site availability)

**Summer Bash 2018** – Sunday 15 July

**Big Day Out 2018** – Wednesday 25 July

**Halloween Trail 2018** – Friday 26 October

**Family Christmas Night 2018** – Friday 7 December

**Nick Keeble January 2018**

Appendix ii  
**LC18/009 - Projects Update – 16th January 2018**

Project	Current activity
a- Arts Centre enlargement	The ONE Haverhill Masterplan Group have endorsed the principle of extending the Arts Centre but need to see some actual proposals. The Town Clerk, Arts Centre Manager and Assistant Town Clerk have met with the Architect who worked of the Corn Exchange and proposals are being submitted to Full Council on 29 <sup>th</sup> January to form a task group to oversee the process of enlargement.
b- Community BMX Pump Track	This is up at Greenfields Way, directly between the Clements surgery and the Clements primary School. We have the green light now from the PHT to work with Clark & Kent contractors, who built the Olympic BMX course for London and the BMX course at the UCI World Headquarters in Switzerland.
c- Haverhill In Bloom	We have met with HIB and advised them on the process to move under the umbrella of the Community Trust.
d- Historic Building Local List	The Local History Group have expressed interest in this as a project.
e- Leiston Community Centre Transfer	Transfer completed. We have bought replacement tables and additional chairs for the committee room, plus two new urns. Wifi is up and running. CCTV/Fire system quotes are being received. At some point the Council/Trust will need a discussion about our short-term plans and future vision for the centre.
f- Youth Strategy (Town Council Strategy on behalf of ONE Haverhill Partnership)	<p>Implemented in 2016:</p> <ul style="list-style-type: none"> <li>a) Outreach youth work from the On The Spot Van – up and running, with Sandra, Jane and Sue employed by us doing outreach and detached youth work. Additional training for working with gangs has been sourced.</li> <li>b) Extend the use of the chill-out zone at the leisure centre – the second night has not taken off, but we are supporting the single evening activity.</li> <li>c) Continue the Youth Skills (Apprenticeship) programme – This has gone very well, particularly via the Signpost programmes targeting people with mental health issues barring their entering work or education. The new project working with long-term unemployed adults is underway and has moved to the Leiston Centre to cope with the numbers.</li> <li>d) Social media to promote information on existing youth provision – SEBC led on this, but the St Eds worker is leaving post. Not sure where this leaves this project.</li> <li>e) Explore options for a “urban sports park” in the south east of the town to accommodate a skate park and parkour park – Sadly New Croft declined to host, and took a long time doing so. This is on the plans for the Chalkstone Middle School Playing Field, see section (o).</li> <li>f) Extend the Arts Centre to provide more arts-creation space – see (a) above.</li> </ul>
g- Bevan House	<ul style="list-style-type: none"> <li>a) Licenced use of the upstairs by a local drum tutor, to ensure funds are coming in, until May 31<sup>st</sup> 2018.</li> <li>b) Met with Merryfields to discuss best options for disposal. This is an agenda item on 29<sup>th</sup> January.</li> </ul>
h- Leiston Road Shopping Area	a) Harewood Terrace Self-Paint Project – Sufficient residents responded to make it worthwhile submitting a bid for funding but unfortunately this was eventually turned down for funding. If we find an alternative funding option, we could revisit this.
i- High Street	<ul style="list-style-type: none"> <li>a) Parish Handyman has painted all SCC street furniture (bollards, lighting and power), plus SEBC bench metal, from Royal Exchange as far as Post Office. He has also painted the market square lighting boxes. More work will continue when the weather improves.</li> <li>b) “A Strong and Stable Pavement for Haverhill” campaign to encourage high Street businesses to report to SCC Highways faults such as rocking pavers, was launched in October 2017 and was the front page article in the Echo. We have reported numerous issues since then.</li> <li>c) Under the ONE Haverhill Partnership Town Centre Masterplan we are leading on creating a plan for improving the public realm in town. We are looking at where there used to be bollards to protect the pavement from illegal parking. SCC Highways have said they are happy for us to replace any bollards that are missing,</li> </ul>



	<p>but this would be at our cost. We need to order 'Haverhill' bollards for the digital signage project and it would be more cost effective to order additional bollards at the same time. £448 each, but £392 each for six. we need two for the Arts Centre frontage, which will release three standard bollards, meaning for £2352 we will have 9 bollards, 2 for the Arts Centre, 7 for the High Street. Installation is additional, of course. We would need to liaise with the Borough Markets Officers to avoid friction with the stall holders.</p>
j- Haverhill Area Forum	<p>Next meeting scheduled for 19<sup>th</sup> March 2017. If we are going to get an update on the A1307 corridor, could we invite Linton to host that forum? Then invite Mayor James Palmer to outline his vision?</p>
k- Arts Centre Frontage	<p>Planning permission gained for digital signage and new street furniture to replace our advertising 'rocket' and bike hoops. The hoops and bollards need to be made. Orders for works are being submitted and designs for the foundations are being drawn up, with a view to delivery of the display in March 2018. The 135<sup>th</sup> anniversary of the opening of the Town Hall occurs on 28<sup>th</sup> August this year. It is suggested we make this the official unveiling.</p>
l- Credit card machine for café & bar	<p>We finally achieved this in October 2017. A new, cheaper option for Box Office is ready to go, subject to paperwork being signed by Councillors.</p>
m- Notice boards around town	<p>Alisha Jenkins has taken this project on and has been in discussion with planning and suppliers, plus the owners of land where relevant, as reported to Leisure and Community committee previously.</p>
n- ONE Haverhill Partnership	<p>This remains the major brand under which we plan and deliver services to the public, working closely with the Borough, County Council, Havebury, Abbeycroft, the Police and the voluntary sector.</p> <p>We are involved in this on several work strands:</p> <ul style="list-style-type: none"> <li>a- Health and wellbeing – the Haverhill LifeLink project for social prescribing; planning 'healthy walking' routes. We are also looking at a social action project around obesity and also the number of GP appointments booked per patient in Haverhill, which is running at close to twice the national average. We are also discussing targeted promotion of physical activity with Suffolk Sport.</li> <li>b- Education, Training and Employment – Karen delivers her youth Skills through this. We are now contracted by SCC to provide similar support to adults up to age 64. We are working with business to identify local skills gaps and developing strategies to tackle those.</li> <li>c- Crime and ASB – working with HMO providers to tackle ASB associated with some of those addresses; we are looking to improve drug services in the area.</li> <li>d- Culture – a new work strand led by Nick Keeble, looking at improving the Arts offer in town.</li> <li>e- Town Centre Masterplan – looking at the transformation of the Haverhill town centre, but also at other issues such as signposting – linking to the healthy walks initiative.</li> <li>f- Business Angels – John Mayhew is gaining success in engaging businesses in the ONE Haverhill partnership agenda. The support for the Apprentice Awards, both in kind and with cash, demonstrates the willingness for business to invest in this way. It also makes it easier to engage business in other aspects, such as the Chalkstone Community Open Space.</li> </ul>
o- Chalkstone Community Open Space	<p>HTC has been offered this land by SCC Education, approximately 1.1 hectares of green space between Tesco and Cleves Place. Full Council is being asked to nominate councillors to sit on a panel to steer development of this site. Tesco, Cleves Place, Abbeycroft and East Town Park have all agreed to join the panel. SCC have indicated that they have no objection to an urban sports park being situated here. This would leave over three-quarters of the land free for other uses. We would need to reassure ourselves that the support for young people for an urban sports park is still there.</p>

## **Appendix iii**

### **LC18/012- Youth Skills Manager Project Report**

#### Youth Skills Update (November 17/December 17)

November and December have felt quite chaotic months with new focuses and changes being made to my job role. It is beneficial that my role is receptive to change to enable us to respond to local needs and I value the flexibility allowed within the role.

It was agreed that 50 percent of my job role would be spent supporting a new adult local employment project namely "Moving Towards Work". The project is rolled out by Stand Guide a training provider in partnership with Suffolk County Council and Job Centre Plus. In return for the time spent working on this half of my salary plus an apprentice salary has been paid for by Suffolk County Council. Hence it has been necessary to look at how my time will be spent going forward to ensure the role continues to grow the already successful results achieved to date.

We have continued to support a new and existing clientele of young people who are suffering from low mood and anxiety. Our referral numbers again are growing from partner organisations and for this reason it was identified that we needed to secure additional funding from outside to allow us to continue to work with this group of people.

The apprenticeship project continues and we are still promoting this project at every opportunity.

#### Apprenticeships

Our project has now been running for 4 years starting September 2013. We have during this time advertised over 245 apprenticeship vacancies.

#### Young people

I have had 6 young people register in the last 4 weeks who have additional needs and are currently looking for work, this is an extremely difficult group to achieve results for I look forward to working with them and seeing some positive results. We have applied for some funding to work these isolated young people to enable us to offer some quality activities and to encourage them to continue to engage with us. We are working with Positive Futures to enable us to offer even more support to this group of young people.

I have supported various other young people with job searching, work experience placements, job applications and developing CV's for those looking for employment. We have had some success with securing positions for part time work and apprenticeships. We continue to hold Job Hub sessions in the media hub on a weekly basis.

#### Schools

Quiet times at the moment working with schools. There appears to be lots of changes with staffing roles some are being redefined as are responsibilities in addition there are looming redundancies. All these factors I feel have hampered working together. We do continue to work with pupils from both schools as they are members of our Junior Signpost group.

I have started working with the Churchill Special School and have met with staff to plan how we can support the transition into work for some of their students.

#### Training Courses

##### **'Moving Towards Work' -4 week course Oct/Dec**

**With the conclusion of this year, we also started working with adults who are in receipt of benefits. The course "Moving Towards Work" rolled out by training providers who usually deliver outside of our area, aims are to improve confidence and employability skills. We shadowed part of the course delivered to increase our understanding of the content and get to know the candidates. We will go on to support the remaining four programmes. The target for the entire course is to**

**engage 55 people over a period of one year, with an overall aim of at least 30% of these clients being in work by the programmes end. The first programme had 9 attendees and 6 completed. Our responsibly is to offer our local knowledge and business links to help secure work and also to offer pastoral support during the course**

### **Case Study**

D is a man who has suffered with substance abuse and the mental health problems associated with this. In his troubled life he has lived on the streets and been in rehabilitation. After his years of recovery, and to support his new blended family, he joined the Stand Guide programme to start to find work. A jovial and pleasant man, he had as a teen come from a more hands-on working background as an agency labourer, but was interested in potentially working with young people. D has not worked for over 3 years. He thrived on the course, being able to open up to individuals from similar backgrounds and he made a great effort in connecting not only with the tasks, but with the other people in the course. He now understands the process by which to look for employment and has been introduced (and signed up with) a recruitment agency. We have looked at the possibility of him volunteering in a local supported housing scheme to enable him to get some experience in working with young people to take the initial steps in eventually working with young people.

### Signpost Projects

#### Adult 16-24 years

I have referred 4 people on adult Signpost to the Stand Guide course. We are waiting to see if they are accepted. We have continued to work at the allotment and from the Leiston Centre when the weather has been harsh. We continue to support and encourage these individuals and give a bespoke service depending on needs.

#### Junior Signpost 13-16 years

We were delighted to hear that we were successful in our Grant Application to Haverhill South Peoples Forum and St Edmundsbury Community Chest. We managed to secure over £7,000 in combined grants for our signpost project. This project is aimed at improving the well-being of young people 13-16 who are suffering from anxiety or are struggling to form relationships. Whilst our young people have a multitude of wellbeing issues, our provision hasn't sought to act in the place of professional healthcare providers but is important in the support of our young people and has enabled them to grow slowly, whilst taking part in new experiences and meeting similar individuals. Our provision is currently focusing on providing a pilot mindfulness programme in collaboration with Teresa Costa a mindfulness coach. We have referred 8 young people to this program and could go on to offer this as an add on to our service. We also had yoga as an add on to our Junior Signpost for those that previously had tasted it and wanted to pursue this interest further.

### Case Study Junior Signpost

J is a young lady of 14 years of age and is in foster care, who found it extremely hard to make friends both at school and at our sessions. She admits to hating school as she doesn't fit in and felt judged by her peers. She has a nervous energy and a short attention span. She is in a sense a young carer for her mother. Despite her disrupted home life, she shares she loves her placement and holds her family very dear. She shares she never does anything other than come to our sessions and attend school. She fully participated and was active in engaging in all tasks. Although often shy and reserved in the beginning of sessions, she easily opened up and engaged with the adults perhaps more than the young people. In reviewing the sessions, she stated that one of her favourite aspects of them was mixing with others that she felt didn't judge her and making new friends. Whilst she has grown, it is important to not leave her 'high and dry' so to speak –and to encourage her to continue participating in our provisions which act as a bit of an escape from her schooling and caring duties. We would like her to encourage and further develop an interest or hobby of hers and help her to participate in this on a regular basis. .

### Looking ahead

Our Signpost Project will roll out again it is important to look back on the multitude of projects that we have delivered so far and strive to improve the latest course to ensure we are growing with the project and tweaking it to ensure we are achieving our aims and making a difference to individuals and their families. We will be planning at least 6 courses for junior signpost and will continue to work with the adult signpost group as a rolling course.

We will continue to hold our pop in job hub regularly over the coming weeks to ensure young people can pop in for guidance and support, we will run these with Suffolk County Council Intensive Support Workers out of the Media Hub in the Art Centre.

I look forward to working with the Social Prescribing Project Coordinators and building stronger links with them especially with their clients who maybe working towards work. To encourage a smoother transition for referring health link clients onto the Stand Guide Course.

An apprenticeship event will be organised for National Apprenticeship Week. We will invite local businesses and training providers to attend as well as those interested in securing an apprenticeship. We will be keen to invite local schools and hope they will make the most of this event to ensure their students can be more informed of local opportunities.

We have applied for more funding to allow us to continue to increase our offer of support and to enable us to offer new projects to people that will fully benefit from the engagement. We have applied to the Mick George Sports Fund and Greggs Community Grants we await news to hear if we are successful. We will of course continue to look for gaps in the current services and look to provide new programmes for those that will benefit most.

With the added workload I very much look forward to employing an apprentice who can add value to the service we are already offering. We will also look for an additional volunteer to help support some of our additional sessions.

## Appendix iv

**LC18 /013 - Parish Handyman Report**

23/10/2017	Pipers Close	Overgrown Bush	Vicky Phillips	Contact owners who cut it back	23/10/2017	Y
23/10/2017	Pipers Close	Fly-tipped rubbish	Vicky Phillips	Cleared	23/10/2017	Y
24/10/2017	Brybank Road shops	Litter picking required	Parish Handyman	Cleared regularly - noted additional bin now present	24/10/2017	Y
24/10/2017	Bumpstead Road	Brambles over path	Public	Cut back	24/10/2017	Y
24/10/2017	Leiston Centre	Remove baby change bench	Ops Manager	Complete	24/10/2017	Y
25/10/2017	Arts Centre	Clean side alley fire escape route of weeds and moss & bird mess	Nick Keeble	Complete	25/10/2017	Y
25/10/2017	Bus Station Shelters	Wobbly paving stone reported	Vicky Phillips	Marked up and a cone placed to warn people	25/10/2017	Y
26/10/2017	Jubilee Walk	Clear wax from cat statue & litter pick	Parish Handyman	Complete	26/10/2017	Y
26/10/2017	Jubilee Walk	Clear posters and wash down phone box and signage	Parish Handyman	Complete	26/10/2017	Y
26/10/2017	Rookwood Way	Cut back brambles off path	Parish Handyman	Complete	26/10/2017	Y
27/10/2017	Clements Estate	Wash down street signage	Town Clerk	Continuing this process about half-way through.	27/10/2017	Y
30/10/2017	Howe Road	Collected old roadwork sign and barriers - now in our garage	Parish Handyman	Collected	30/10/2017	Y
30/10/2017	Howe Road	Clear brambles from around bottle bank	Parish Handyman	Complete	30/10/2017	Y
30/10/2017	Leiston Centre	Litter picked around community centre and shops	Parish Handyman	Complete	30/10/2017	Y
30/10/2017	Keebles Yard	Clear fly-tipped rubbish	Parish Handyman	Cleared	30/10/2017	Y
30/10/2017	Burton End	Cut low-hanging brambles	Parish Handyman	Cleared	30/10/2017	Y
31/10/2017	Victory Clock, Jubilee Walk	Put back 1 hour for GMT	Town Clerk	Complete	31/10/2017	Y
31/10/2017	Bevan House	Weeded around topiary & cleared glass	Town Clerk	Complete	31/10/2017	Y
02/11/2017	Leiston Centre	Brought up new tables, unpackaged and stored, litter picked area	Ops Manager	Complete	02/11/2017	Y
02/11/2017	Town Hall Car Park	Litter picked and removed fly-tipped rubbish by bottle bank	Parish Handyman	Complete	02/11/2017	Y
02/11/2017	Quakers lane	Cleared leaves	Parish Handyman	Complete	02/11/2017	Y
03/11/2017	School Lane	Cut back over-growing Buddleia from path and cleared car parking area of overgrowth and leaves	Parish Handyman	Complete	03/11/2017	Y
06/11/2017	Quakers Lane	Litter picked	Parish Handyman	Complete	06/11/2017	Y
06/11/2017	Brybank Road shops	Litter picked	Parish Handyman	Complete	06/11/2017	Y

06/11/2017	Notley Drive	Cut back brambles from around grit bin	Parish Handyman	Complete	06/11/2017	Y
07/11/2017	Arts Centre	Paint walls where knocked	Nick Keeble	Paint used up	08/11/2017	Y
09/11/2017	Arts Centre	Remove old furniture, clear alley	Nick Keeble	Complete	09/11/2017	Y
10/11/2017	Bypass	Take photographs of signage for TTRO	Town Clerk	Complete	10/11/2017	Y
13/11/2017	Pipers Close	Clear fly-tipped rubbish	Assistant Town Clerk	Michael has reported this to Stonewater Housing & will attend a site meet to discuss what they can do	14/11/2017	Y
13/11/2017	High Street	Paint street furniture	Town Clerk	Currently down to post office. Also cleared litter whilst waiting for paint to dry. Straightened CAB sign in Jubilee Walk and washed notice board	14/11/2017	Y
20/11/2017	Manor Road.	Collect abandoned signage and roadwork paraphernalia	Cllr J Burns	Collected	21/11/2017	Y
20/11/2017	Keebles Yard, Queens Street	Cleared weeds and litter picked area	Town Clerk	Cleared	20/11/2017	Y
20/11/2017	Town Hall Car Park	Litter picked	Parish Handyman	Cleared	20/11/2017	Y
20/11/2017	Howe Road bottle bank	Cleared dumped bottles into bottle bank	Parish Handyman	Cleared	20/11/2017	Y
21/11/2017	Manor Farm Close, Hamlet Road	Remove dumped weeds from frontage and check area for litter/weeds	Town Clerk	Cleared dumped weeds and cleared leaves along bus stop in Hamlet Road	21/11/2017	Y
22/11/2017	Sturmer Road	Remove plastic dangling from tree over road	Town Clerk	Cleared	22/11/2017	Y
22/11/2017	Reeds Lane	Litter pick	Parish Handyman	Cleared	22/11/2017	Y
22/11/2017	Railway Walk - Howe Road to ETP	Litter pick	Parish Handyman	Cleared	22/11/2017	Y
23/11/2017	Wratting Road	Late night shopping sign over in wind	Parish Handyman	Re-erected	23/11/2017	Y
23/11/2017	Strasbourg Square	weed flower beds in centre and around steps	Parish Handyman	Complete	23/11/2017	Y
23/11/2017	Bevan House & Leiston Centre	Litter pick	Parish Handyman	Complete	23/11/2017	Y
23/11/2017	Leiston Shops bottle bank	Clear broken glass	Parish Handyman	Cleared	23/11/2017	Y
23/11/2007	Brybank Road shops	Litter pick	Parish Handyman	Cleared	23/11/2017	Y
27/11/2017	Market Square	rubbed down blue street furniture in readiness for repainting	Town Clerk	Complete, ready for painting	27/11/2017	Y

28/11/2017	Jubilee Walk	Measure up bollards and cycle hoops for dimensions, to enable new ones to be constructed	Town Clerk	Complete	28/11/2017	Y
29/11/2017	Market Square	Paint Borough street assets blue	Town Clerk	Boxes and lamp columns on Market Square painted, two off the square to complete	04/12/2017	Y
30/11/2017	Arts Centre	Clear weeds from light well courtyard	Parish Handyman	Cleared	30/11/2017	Y
04/12/2017	Haverhill	Collect in Craft Fair posters	Parish Handyman	Completed	04/12/2017	Y
04/12/2017	Quakers Lane	Clear leaves and mud	Parish Handyman	Complete	04/12/2017	Y
06/12/2017	Leiston Centre	Replace ceiling tiles	Operations Manager	Complete	06/12/2017	Y
06/12/2017	Around Town	Collect up 2x diversion signage not collected by contractors after fireworks	Nick Keeble	Collected	06/12/2017	Y
11/12/2017	Eringshausen Road	Over hanging branch	Cllr T Brown	Removed	12/12/2017	Y
11/12/2017	Arts Centre	Cleared bin store and spread grit	Parish Handyman	Completed	11/12/2017	Y
11/12/2017	Old Rope Walk, Burton End	Replenished grit bin to 1/4 full	Cllr Byrne	Completed	11/12/2017	Y
12/12/2017	Shardlow Road	Clear grass from highways gulleys	Cllr Bramwell	Completed	12/12/2017	Y
12/12/2017	Quakers Lane	Litter Picked	Parish Handyman	Completed	12/12/2017	Y
12/12/2017	Arts Centre	Repair downpipe in light-well	Nick Keeble			
14/12/2017	Various	Take photos of grit bin locations	Town Clerk	Completed	14/12/2017	Y
14/12/2017	Bevan House	Weed rear of Bevan House	Town Clerk	Weeds been burnt	15/12/2017	Y
04/01/2018	Arts Centre	Remove Panto banners	Town Clerk	Done	05/01/2018	Y
04/01/2018	Leiston Centre	Clear up litter around the centre	Parish Handyman	Complete	04/01/2018	Y
04/01/2018	Leiston Road Bottle Bank	Report bin full	Parish Handyman	Cleared	04/01/2018	Y
09/01/2018	High Street Alleyways	Check for litter	Parish Handyman	Complete	09/01/2018	Y
10/01/2018	Arts Centre	Make good the display boards following local art exhibition in Art Centre Café.	Town Clerk	Underway.		