



**HAVERHILL**  
TOWN COUNCIL

# Haverhill Town Council

Notes of a Meeting of Haverhill Town Council's

## LEISURE & COMMUNITY WORKING PARTY

Held remotely on Tuesday 8<sup>th</sup> March 2022 at 7.15pm

**Present:** Councillor J Burns (Chairman)  
Councillor A Brown  
Councillor P Fox  
Councillor A Luccarini  
Councillor M Marks  
Councillor J Mason  
Councillor D Roach  
Councillor D Smith

**Apologies:** Councillor P Firman  
Mayor L Smith

**Absent:** Councillor L Miller-Jones

**In Attendance:** Colin Poole, Town Clerk  
Sara Marsh, Marketing and Customer Experience Manager  
Alisha Jenkins, Office Administrator

4 members of the public joined the Zoom meeting.

### Welcome:

The Chairman welcomed everyone to the meeting. To note that this Working Party has no delegated authority and may only make recommendations to Full Council. Urgent actions may be taken by the Clerk under delegated powers and reported to the next Full Council meeting. The Clerk advised that the meeting was being streamed live on the Council's YouTube channel.

## MINUTES

		ACTION
LC22 /012	<b><u>Apologies for Absence</u></b> The above apologies was noted.	
LC22 /013	<b><u>Declarations of Interest and requests for Dispensation</u></b> Councillor A Luccarini declared a non-pecuniary interest on item LC22/019 Haverhill and District Local History Group's grant application due to being the Chair of Trustees for the Haverhill History Group.	
LC22 /014	<b><u>Minutes of the Last Meeting</u></b>	

	<p>It was proposed by Councillor A Luccarini, seconded by Councillor M Marks that the minutes of the meeting held 11<sup>th</sup> January 2022 be agreed as a true record.</p> <p><b>RESOLVED</b></p>	
<p><b>LC22 /015</b></p>	<p><b><u>Actions arising from the minutes</u></b></p> <p>LC22/007 Queen’s Platinum Jubilee: The Clerk advised that Haverhill Town Council has been approached by the Scouts and Guides on how they can get involved on the day. Haverhill Town Council is open to community groups engaging with events as the Queen’s Jubilee is a community engagement event.</p> <p>LC22/007 Haverhill Town Council Noticeboard: Councillor J Mason suggested that a noticeboard could be place on the rec kiosk building. The Clerk advised that the development of the kiosk is currently being discussed and this can be included in costings. The Clerk reported that the North Ward noticeboard should now have been installed on Chapple Drive adjacent to Cardinal Way.</p> <p>LC22/007 Historic Vehicle Rally: The committee which runs the Historic And Commercial Vehicle Society is unable to host an event this year but hope to be back in 2023.</p> <p>LC22/007 Tribute Nights: The Clerk informed that the current plan is to shift the event to the Recreation Ground where the ground can be fenced off and secured running over a number of days.</p>	<p><b>Clerk</b></p>
<p><b>LC22 /016</b></p>	<p><b><u>Haverhill Disability Forum</u></b></p> <p>A presentation was delivered by the Haverhill Disability Forum which outlined their key objectives for Haverhill Town Council which included:</p> <ol style="list-style-type: none"> <li>a. Equality impact assessment to be conducted by the Town Council with support from those with lived experience, co-production with the council so decisions have an equal impact on all members of the community. <ol style="list-style-type: none"> <li>i. An example given was that the Recreation Ground has a accessible toilet, but does not include a ‘changing room’ facility, which leaves those with greater care needs without proper facilities. The Forum members asked whether the kiosk toilets could be renovated to include a changing platform or whether mobile changing rooms could be provided for events.</li> <li>ii. The Clerk undertook to ask West Suffolk whether they had any plans or capacity to upgrade the current the current accessible toilet.</li> </ol> </li> <li>b. To support the forum in influencing housing developers to ensure a clear safe route to the town facilities and to install play parks which are accessible to disabled as well as able-bodied children. <ol style="list-style-type: none"> <li>i. Lobbying developers to ensure that there were suitable dropped kerbs on estates for wheelchair users to move about more independently and play equipment available for children with disabilities.</li> <li>ii. Councillor J Mason reported that conversations are taking place with Persimmon Housing which is looking to ensure that disability friendly play equipment be installed into play parks. Locality funding is being used to fund a number of dropped kerbs in the town to provide better access routes.</li> </ol> </li> <li>c. To pay attention to disability access audits when they are completed.</li> </ol>	<p><b>Clerk</b></p>

	<p>d. Funding has been sourced through the People’s Health Trust to enable people within the forum to access training to complete a disability access audit.</p> <p>Requests to Haverhill Town Council:</p> <p>a) What could Haverhill Town Council be doing to make summer events more accessible to all? To include a disability impact assessment on events.</p> <p>b) Look into having autism friendly/ disability friendly hours during events, when queues are smaller and music can be quieter.</p> <p>i. It was mentioned that The Zone soft play centre hosts support groups and autism-friendly play times with reduced bookings, and has a sensory room.</p> <p>The Council members thanked the members from the Haverhill Disability Forum for attending and presenting at the meeting.</p>	
<b>LC22 /017</b>	<p><b><u>Public Forum</u></b> None.</p>	
<b>LC22 /018</b>	<p><b><u>Reports</u></b> <b><u>Arts Centre</u></b> The Clerk referred Councillors to the report (see Appendix 1). The Clerk shared an income and expenditure document for shows at the Haverhill Arts Centre throughout February. A discussion took place in respect of the nature of shows and the cost of hosting shows versus the perceived community benefit of bringing them to Haverhill. Councillors asked that officers remain mindful of the need to have regard to potential financial impacts of shows, without undermining the need to provide a rich variety of programming.</p> <p>Members were supportive of a proposed Modern Art Exhibition project, which would be a great cultural experience for Haverhill.</p> <p>Members thanked Sara Marsh for her hard work covering the vacant Arts Centre Manager role. <b>NOTED.</b></p> <p><b><u>Youth Skills Manager</u></b> The Clerk referred Councillors to the report (see Appendix 2). <b>NOTED.</b></p> <p><b><u>The Zone</u></b> The Clerk referred Councillors to the report (see Appendix 3). <b>NOTED.</b></p> <p><b><u>HAVE YOU:</u></b> Nothing further to report. <b>NOTED.</b></p>	<b>Sara Marsh, Gary Wilson, Clerk</b>
<b>LC22 /019</b>	<p><b><u>Grant Applications</u></b> Mr Brian Thompson attended the meeting on behalf of the Haverhill &amp; District Local History Group to thank the Council for previous support, to outline the preparations being made for the future projects and to answer questions.</p>	

	<b>Requesting Group</b>	<b>Cause</b>	<b>Amount requested</b>	<b>Amount Awarded</b>	
	Haverhill & District Local History Group	Contribution towards the annual rent for the group's room at the Arts Centre.	£1,533.20	£1,533.20 Councillor D Roach Councillor T Brown <b>RESOLVED</b>	
	Haverhill Silver Band	Purchasing of new music and replacement of equipment	£200	£200 Councillor T Brown Councillor D Roach <b>RESOLVED</b>	
<b>LC22 /020</b>	<b><u>Grant Recipient Reports</u></b> The Grant report submitted by the Haverhill Silver Band was acknowledged.				
<b>LC22 /021</b>	<b><u>Have You Funding</u></b> It was proposed by Councillor T Brown and seconded by Councillor D Smith to use the Youth Activities Reserve to match-fund County Councillor Joe Mason's offer to fund £1,650 for the HaveYou Project for three months. <b>RESOLVED</b>				
<b>LC22 /022</b>	<b><u>Date of Next Meeting</u></b> Tuesday 10 <sup>th</sup> May 2022.				
<b>LC22 /023</b>	<b><u>Closure</u></b> The Chairman declared the meeting closed at 21:07pm.				

Signed .....

Date .....

**Chairman**

## **Appendix 1**

### **Art Centre Report**

8 March 2022

#### **Sales**

Generally positive with some noticeable successes

- Big 10, sold out
- Belfast film (80 to evening performance)
- Belle film, anime, so new market, 15 sold
- Monkey Nuts Comedy Club, sold out
- Open Mic Night, sold out
- Exciting Science, close to sell out. Very popular with audience. Recommend to re-book this and similar
- Peggy Seeger – brought high percentage of new, out of town customers to the arts centre.

Shows that have struggled (Chris Wood / Dave Kelly) may be due to their appeal to older audiences?

Still some catching up to do to get back to pre-pandemic levels. Sales for Jan to Feb 2020 were 24% higher.

#### **Event reports**

Have been completed for all events this year, as previously requested

#### **Marketing**

- UK has created new Instagram accounts for HAC, TC, Zone and is working on developing reels
- Website has been updated recently to include promotional codes. Website is now 5 years old and would benefit from a refresh. 75% of sales are currently online so it is clearly our most important sales tool.
- UK involved in testing various email marketing formats

#### **HR**

- Lisa Costa has been in post since early February and is proving an asset. She is working as a general administrator but primarily on hires, issuing contracts and assisting with accounting
- Our bank of duty managers has been increased by five, using internal staff plus Tim Lawless who has been a long-term technical contractor
- We continue to offer work experience to the community, most recently with the Duke of Edinburgh Award Scheme

#### **Technical**

- Technical staff have expressed concern about the lifespan of the server and media block and have made recommendations for its replacement. GW doing research through contacts

- LED light installation in HAC 90% complete

### **Energy for HAC**

- Gas supplier changing in April from Corona Energy to a green supplier: Ecotricity. They already provide the electricity.

### **Programming**

- Additions to NK's scheduled programme are Mark Steel, Rich Hall, Simon Evans, The Best of British Comedy. Plus cinema.
- Lots of companies in touch asking for their shows to be programmed, where appropriate they will be asked to fill in a performance proposal form
- Potential to programme a film / lunch club over summer holidays aimed at those on free school dinners

### **Other projects**

- Public Art Project, Queen's Jubilee portraits, grant application made to the Let's Create Fund
- Castle Manor student, redesigning energy saving tips posts for social media

### **Modern Art Exhibition**

We have the chance to bring a collection of Banksy, Damian Hirst, Tracy Emin and other high profile artist's work to Haverhill plus accompanying workshops and talks. The project would be a partnership with a private art dealer, West Suffolk Council and Newmarket's racing museum. Damian Howard at Gurteen's is interested in housing the exhibition, scheduled for June to October 2023, in an unused building in the factory complex. This exhibition has the potential to increase Haverhill's cultural capital, generate local footfall and tourism to the town in addition to generating income through ticket sales, merchandising and sales. Arts Council funding is available for rental or premises, insurance and other costs associated with setting up a temporary gallery.

**Sara Marsh, Gary Wilson**  
8 March 2022

## **Appendix 2**

### **Youth Skills Report**

Karen Chapple & Dan Cooke  
8 March 2022

Youth Skills offer a full range of support provisions for local young people. Most of our work remains the same month-on-month, with adaptations to suit the needs of our clients.

- Offering a bespoke support service to our caseload of young people to ensure they reach their full potential.
- Guiding our clients in creating CVs and assisting them with education, employment, and training applications.

- Providing an apprenticeship/employment matching service to match young people with businesses and vice versa; for businesses, advertising the value of apprenticeships and the Kickstart Scheme, connecting them with training providers and encouraging the uptake of government grants.
- Arranging and attending meetings with our partners throughout the town, district, and county; ensuring that our service is promoted, encouraging joined-up services and maintaining up-to-date knowledge of other services.
- Collaborating with our partners to advocate for the improvement of existing youth services, including mental health, domestic abuse and school refusers; ensuring that those most difficult to reach have appropriate support.
- Coordinating with training providers to offer local training in Haverhill to young people who otherwise would be NEET. Cambridge Regional College is aiming to roll out Traineeships in mid to late September.
- Maintaining a strong social media presence on Facebook, Twitter, and Instagram, to share relevant information with our 2,300 followers and the local community.
- Organising, planning and providing Adult SignPost, Junior SignPost, SignPost Toddler 'n' Me, and our new wellbeing project for school refusers, SignPost 2gether; sourcing grants to provide these as necessary.

### **Activities/results since last report**

- We are now delivering all 4 of our Signpost Projects. Working with clients with low mood and anxiety. The Signpost Projects continue to develop and are now receiving referrals from our partner organisations. The Job Centre being our main referrer for Adult Signpost. Schools being our referrers for Signpost2gether and Junior Signpost. Social workers and health visitors for Toddler and Me.
  - Signpost2gether working with students who are not engaged or on a full timetable at school- is now taking shape. We currently have 6 students, 5 of them who are year 11's. We support them to enhance their chances of being successful in taking next steps.
  - In celebration of young people's mental health week, we arranged a youth club session at the Zone for our signpost group, they thoroughly enjoyed it. We will work with Sandra and offer this as a regular session, perhaps once a month.
  - Princes Trust are now in the process of delivering their 12-week programme at the Leiston Centre. We had to delay the start date, as numbers were not sufficient for the course to be viable.
  - We have been planning our sessions for our "Next Steps Project", which take place in March at Castle Manor Upper School. The students we work with are ear marked NEET students. We aim to support them into a smooth transition from school to next steps.
  - Catherine remains in our team and has completed a qualification in "Challenging Behaviour in Children Level 2". She has supported and mentored a young mum to complete the same qualification. She recently passed her driving test; this has allowed her to be more flexible within her role. Dan completed the qualification "Mental Health First Aid" he feels this will prove useful when dealing with some of our clients.
  - With our partner organisations from the Mental Health Youth Action Group, we are organising a well- being event to take place 7th May at Abbeycroft Leisure

Centre. We have invited organisations that offer mental health support locally, to attend. On the day they will show case their offer of support. Also, clubs and activities that help to promote positive mental health have been invited, such as dance, boxing, rugby, and yoga to name but a few. We are working with Sara Marsh to market this event.

- We have started noticing that home visits, for our extremely anxious clients, are increasing in demand. Home visits allow us to meet in a place where the young person feels less anxious. As their confidence grows, we will meet them in other locations.
- Now the Job Centre is open again, we are seeing an increased list of referrals.
- We have worked with 101 young people since April 21, they have achieved both soft and hard outcomes to be proud of.

**Karen Chapple & Dan Cooke**  
**8 March 2022**

## **Appendix 3**

### **The Zone Report**

Sandra Linnane  
8 March 2022

**Staffing** –We have not recruited new staff but are working with Café staff at Arts Centre to fill in shifts at The Zone. Working okay at the moment.

**Training** –Training continues to be offered to all staff depending on theirs and The Zones needs. Our young person on Kickstart has decided to finish the scheme and has started her own cake baking business and we wish her much success. Please read below email received from her parent thanking us at The Zone.

**Hi Sandra,**

**I would like to thank-you and all your staff who have supported xxxxxx throughout her time at the Zone. I know she didn't finish her kickstart program but throughout her time at the zone she gained in confidence, in managing her time , and in making friends. You really did go above and beyond in supporting xxxxx, with meetings where xxxxx and myself came and spoke with yourself and Dan and you always supported her with her worries and adapted her working role according to xxxxx needs eg, xxxxx working in the kitchen baking cakes, putting numbers on the tables so it was easier for her to serve food, letting her do course work at home on the days she really couldn't come into work, the lists is endless. Then the funding for xxxxx to have counselling, that is really helping her with her anxiety she still has good and bad days, but I honestly believe that xxxxx wouldn't be where she is today without the kickstart course. Its lovely to hear her chatting and giggling with her friends.**

**The Zone has given xxxxx a very good grounding in starting off in her adult life.**

**I will always be very grateful to you .**

**Thank you**



**The Zone** – Numbers have picked up for Toddler Time on a Wednesday and Friday mornings and is going well. We will be developing these mornings to offer supervised painting, cooking, storytelling etc. Play and eat after school has increased interest. February half term proved popular.

Parties at The Zone have continued to go well and there are usually at least 4 at the weekend. Numbers ranging from 6 to 20 children attending each party.

Mental Health Week (Time to Talk 3rd February) The Zone offered free cake to go with customers tea and a listening ear to talk about individuals' wellbeing.

We continue to work as Literacy Champions with Suzanne from Get Suffolk Reading and have our new bookcase to display free books for parents and children to take or swap to encourage reading at home.

Painted Peppermint joined us at The Zone on the 23rd of February, giving families the opportunity to paint ceramics for Mother's Day gifts. This was received well by customers. They are returning on the 23rd of March ready for Easter and Father's Day gifts.

World Book Day 3rd March. We will be having fancy dress competition and activities offered by staff at The Zone and Suzanne from Get Suffolk Reading.

Toddler and Me (Signpost group) continue to attend the indoor play area regularly on a Thursday morning.

**Funding** – Funding from *Activities Unlimited* and *Holiday and Food* (HAF) is being looked into regarding offering activities for groups of people living with disabilities in Haverhill. (Children, young people, and support groups for adults within the family). After a meeting with Jackie Markell, Provider Account Manager, Inclusion Services, Children and Young Peoples Directorate, Suffolk County council, we decided The Zone would be a good venue to offer for the above groups. The funding has closed for 2022/2023 so further conversations are to be planned regarding how the projects are funded.

**Youth Work – 1 to 1 counselling** - Hannah from Room4 continues to provide 1 to 1 counselling on a Tuesday night and we have a new counsellor through Room4 who will be holding 4 sessions on a Thursday night for young people. Funding continues to be sought to enable this much needed service to continue. Funding gained so far enables the counselling to continue to November term time only. We are awaiting to receive further funding to enable us to offer the service up to Christmas.

Detached – Staff permitting, we are out once or twice a week. We have had meetings with the police to enable us to work together and gain possible funding to organise activities to address the Anti-Social-Behaviour regarding a particular group in Haverhill.

**Chill Out** – Not opening yet.

**Youth Night** – This has stopped due to low numbers and will re start in the Spring or before if young people of Haverhill say they need it. We have had two of Karen and Dan's older Signpost Groups attend a youth club night on Thursday 10th February (Mental Health Month) and this may be something that we continue once a month. To be discussed further.

**On Spot Van** – This is about to go out and will be parked on the Market Square as it is a passing place for young people and, also a meeting place. We know there is a large group that we want to work with, and they are often on the Market Square.

Thank you for your continued support.

**Sandra Linnane**  
**8 March 2022**