



8. **An update by Alison Wheatland on the Pilot Delegation of Powers and Functions**

***PUBLIC FORUM***

9. **Adoption of Committee Reports**

Planning Committee

To move the adoption of the minutes of the Planning Committee meetings held 7<sup>th</sup> October and 4<sup>th</sup> November 2008.

Arts & Leisure Committee

To move the adoption of the minutes of the Arts & Leisure Committee meeting held 11<sup>th</sup> November 2008.

Finance Committee

To move the adoption of the minutes of the Finance Committee meeting held 18<sup>th</sup> November 2008.

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meeting held 14<sup>th</sup> October 2008.

Community First Committee

To move the adoption of the minutes of the Community First Committee meeting held 4<sup>th</sup> November 2008.

10. **Arts Centre Working Party**

To receive a progress report from the Arts Centre Working Party (attached)

11. **Meeting Room Facilities**

To receive a report on the options available (attached)

12. **Extension of Opening Hours, KFC, Ehringshausen Way**

To confirm the action taken in regard to an objection to the application to extend opening hours until 2.30 a.m. each day (attached)

13. **Consultation on SORP 2009 Proposals**

To confirm the Council's response to the consultation (attached)

**14. Community Infrastructure Levy**

To confirm the Council's intention to draw up a schedule of projects for funding under the Community Infrastructure Levy (attached)

**15. Community Facilities (North West Haverhill)**

To give consideration as to whether, in principle, Community assets (open spaces, play areas, community centre, allotments) on this development should be transferred to its ownership/future management

**16. Local Development Framework**

To consider and agree the Town Council's response to the Consultation on the Local Development Framework options (to follow).

**17. Correspondence**

- a) Miss J Pollington – Request for Pedestrian Crossing, Withersfield Road (by Sainsburys) (see attached response from Suffolk County Council).
- b) Suffolk Fire & rescue Service – Draft Fire Action Plan 2009/2010

**18. To authorise payments.**

To authorise the following cheque lists:-

<b>Date</b>	<b>Cheque No.s</b>	<b>Value</b>
09.09.08	004228 – 004229	£33,174.93
16.09.08	004230 – 004261	£19,156.88
24.09.08	004262 – 004285	£11,286.93
24.09.08	004286 – 004288	£508.00
30.09.08	004289 – 004299	£8,767.67
07.10.08	004300 – 004310	£95,860.82
14.10.08	004311 – 004333	£29,776.77
21.10.08	004334 – 004346	£7,741.76

**19. To receive urgent correspondence**

**20. Closure**



Gordon Mussett  
Town Clerk

DATE: 18<sup>th</sup> November 2008

## **Meeting Room Facilities**

Members have expressed disquiet about the suitability of the Studio as a suitable venue for Town Council meetings. The key issues appear to be:-

- a) capacity – particularly when large numbers of members of the public attend
- b) acoustics – both for members and the public
- c) quality of seating – particularly for long meetings

### **Capacity**

The Studio is capable of safely accommodating, when set out for a Council meeting, 16 Councillors, the Town Clerk and another Officer, and a maximum of 16 members of the public.

On this basis therefore it's use for Committee meetings, given the average attendance, both of Councillors and the public, is acceptable.

For Town Council meetings this number of attendees has been exceeded once this year (resulting in some members of the public not being able to enter the Studio) and come close to capacity twice.

The options for the Town Council meetings are:-

- a) hold these in the main auditorium – this will mean holding them on a different evening (there is a long-standing future hire for the last Tuesday on the month). It will also result in loss of income as the auditorium will not be available for paid entry events or hire that evening.
- b) Hold them at another venue. The legislation permits the Town Council to use, without charge, any other premises maintained from the public rate (although payment may be made towards heating/lighting costs). These premises include:-
  - a. The Burton Centre – The youth club area has intensive use weekday evenings, and the café area can safely accommodate only the same number as the Studio.
  - b. Borough Offices, Lower Downs Slade – The meeting room cannot accommodate the required number of persons.
  - c. The Chalkstone Centre – the main hall is intensively used weekday evenings
  - d. Schools – The infants and middle schools do not possess sufficient adult chairs as may be required. The Main Hall at Castle Manor and the Dining Area at Samuel Ward can accommodate the required number, but there may be issues regarding heating these areas (school heating traditionally is lowered/goes off outside school times). The Council has hired Castle Manor School previously for a Full Council meeting.

Of the private venues available in the evening only the Leiston Centre has the capacity and again the hall is intensively used weekday evenings.

If suitable public address facilities were available the Arts Centre Bistro could accommodate public overspill from the Studio.

## **Acoustics**

The acoustics in the Studio are poor, not only for Town Council meetings but for other meetings. Some form of changes to the ceiling and upper walls may reduce the “echo”, but would require investment. The sum of £5,000 has been quoted to introduce acoustic ceiling panels, lowered ceiling and lights. In addition the existence of a hearing loop in the first floor auditorium means that hearing aid users are more likely to hear the film or show than the speakers at the meeting.

Experience of using the Main Hall at Castle Manor for meetings has confirmed that public address facilities would be required if that room were to be used on a regular basis.

In line with Financial Regulations a quotation has been received for a speaker/public address system for use in the Studio, but capable of broadcasting into the Bistro in the event that the Studio is filled to capacity. Enquiries have been made regarding the availability and suitability of the system in use at the Borough Council Chamber but it is unlikely to be available until after completion of the move to Western Way.

## **Seating**

The seating used is professionally-designed and appropriate. Members with know disabilities have been asked to advise on more suitable arrangement. As the concerns have been expressed after lengthy meetings Council may wish to consider setting a time limit on meeting length.

## **Summary**

The Studio acoustics need addressing, irrespective of the Town Council’s needs. The sum of £5,000 should be set aside to address this issue.

A decision regarding the introduction of microphone/PA systems for Council meetings be deferred until the availability of the former Borough Council system is known. However the sum of £7,000 be set aside for the introduction of this facility during 2009/2010. In the event this sum is not required it be returned to balances.

## **SORP 2009**

The SORP (Statement of Recording Practice) is a set of rules designed so that comparisons of economic activity can be easily achieved. The SORP only applies to Town/Parish Councils with an annual budgeted income or expenditure of £1 million for three consecutive years.

Haverhill Town Council would be expected to adhere to the SORP rules when preparing its accounts sometime within the next two years. There are both additional accountancy and audit costs to do so.

CIPFA has proposed that this requirement be dispensed with for Town/Parish Councils, and is consulting on this proposal.

### **Recommendation:-**

**This Council supports the CIPFA proposal to dispense with the requirement of Town/Parish Councils to prepare their accounts in accord with the SORP**

## **Community Infrastructure Levy**

The Community Infrastructure Levy (CIL) replaces the former Section 106 Agreements whereby developers paid sums to the Planning Authority (and others) to deliver certain key improvements to the public infrastructure associated with or as a result of the development. Examples in Haverhill include sums towards the bypass, Queen Street enhancements, etc.

Previously the Town Council has not received any monies towards its key projects, which from 2004 on, have included refurbishment of the Arts Centre, St Mary's Church floodlighting scheme, bus shelters and litter bins.

### **Recommended:-**

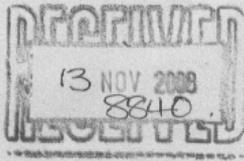
The Town Clerk compile a schedule of projects to be agreed by Full Council for funding, wholly or jointly, by the CIL

The Town Council formally negotiate with St Edmundsbury Borough Council, for CIL contributions towards these projects.

### **Community Facilities (North West Haverhill)**

This major development is likely to include a community facility, plus recreational, play, and open areas. In the past the on-going maintenance of these areas has fallen to the Borough Council, but on this development the creation of the first new Community Centre for many years, at a time when St Edmundsbury Borough Council is already in discussions regarding future management of the Chalkstone Centre, raises new issues regarding future ownership and management.

**Members are asked to agree a principle for the initial stage negotiations on these issues on the development.**



34 North Street  
Steeple Bumpstead  
Haverhill  
Suffolk  
CB9 7DP

Tel:01440 730 552

Email: [julia.pollington@btinternet.com](mailto:julia.pollington@btinternet.com)

14<sup>th</sup> November 2008

FAO: Gordon Mussett  
Haverhill Town Council

Dear Mr Mussett

It's dark; your bus was late, and you need to cross a major road. A situation many face in Haverhill every day. I would like to highlight to you this danger for people, especially the elderly and children who need the busses most, crossing roads at bus stops.

In particular at Withersfield Road (opposite Sainsbury's) where there is national speed limit. Fact: if someone was hit by a car travelling at only 40 mph there is a 90% chance of death ([www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk)).

A zebra crossing will provide a safe way for people to cross this road without hindering the flow of traffic. A zebra crossing will cost between £5,000 and £10,000 (according to [www.brake.org.uk](http://www.brake.org.uk)). Considering the budget for Suffolk County Council for 2007/8 was £391.5million and one of its priorities is "*To maintain Suffolk as a safe place to live and work*" ([apps2.suffolk.gov.uk](http://apps2.suffolk.gov.uk)) it seems a cost-effective solution. Also Haverhill is the second largest town in Suffolk and Withersfield Road is possibly one of the busiest in Haverhill.

I urge you to act on the situation as a priority as days are getting shorter and the roads busier - something needs to be done soon.

May I remind you last year Imogen Barker was killed whilst trying to cross the road at night after getting off a bus. In April the same happened to Alice Westland. Please don't let me lose another friend.

Yours faithfully

Julia Pollington, age 16.  
(regular user of 13 bus service)

Reply From Suffolk County Council

We have just received a letter from a young lady asking for improvements in the area near the Sainsbury store. The guide price for a Zebra crossing is £25,000 but this is dependent on an electric supply and if one can be provided.

I seem to recall when the bus hard standing and shelter was provided here there were a lot of problems trying to locate the facility. It had to be close enough to the Sainsbury store to be of

use, not too close to the roundabout (and the splitter island) and not too close to the other bus stop (towards the town). In addition to this there is a ditch and water way in the verge (which later becomes covered) and an embankment which could not be touched.

A pedestrian refuge was looked at but it was felt that this may create more problems. If a bus were parked at the new facility traffic could be tempted to overtake. If someone is on the refuge looking in the wrong direction and starts to cross they would not see a vehicle approaching from the wrong direction.

Additionally a Zebra crossing does not allow vehicles to wait on the zig-zag markings so it would need to be provided away from both bus stops, the only location would then be closer to the town, possibly between the two bus stops. If it were then provided here, would it be used?

Unfortunately not an easy location to have an instant answer. So to answer your question - a minimum of £25,000, if it is able to be provided.