

# Haverhill Town Council

## Minutes of a Meeting of Haverhill Town Council's

### FULL COUNCIL

Held remotely on Monday 28<sup>th</sup> September 2020 at 7.00pm under regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020



**HAVERHILL**  
TOWN COUNCIL

**Present:** Mayor Councillor J Burns  
Deputy Mayor Councillor L Smith  
Councillor A Brown  
Councillor J Crooks  
Councillor B Davidson  
Councillor P Hanlon  
Councillor A Luccarini  
Councillor J Mason  
Councillor E McManus  
Councillor M Marks  
Councillor D Roach  
Councillor D Smith  
Councillor A Stinchcombe

**Apologies:** Councillor P Firman  
Councillor P Fox  
Councillor L Miller-Jones

**In Attendance:** Colin Poole (Town Clerk)  
Nick Keeble (Arts & Leisure Manager)

All Councillors had joined by video conference. No members of the public joined the directly meeting by Zoom.

### **Welcome:**

Mayor J Burns welcomed everyone to the meeting and reminded Councillors how to speak and vote, using the Zoom video conferencing system and that the meeting was being streamed live on the Council's YouTube channel.

### **MINUTES**

**C20**      **Apologies for Absence**  
**/113**      The above apologies were noted.

**C20**      **Declaration of Interests and requests for dispensation**  
**/114**      None.

**C20**      **The minutes of the Full Council meeting 28<sup>th</sup> July 2020**  
**/115**      It was proposed by Councillor D Roach, seconded by Councillor J Mason that the minutes of the meeting held 28<sup>th</sup> July 2020 be adopted as a true record.  
**RESOLVED**

**ACTION**

**C20** **Progress of actions arising from the minutes**

**/116**

- a) C20/091d Portable CCTV: Councillor D Roach advised that West Suffolk had insisted the costs quoted were a fair reflection of costs incurred. Should the Police seek funding again he will consider a request to his locality budget.
- b) C20/100b Coronavirus survey by Art & Leisure Manager: this information has been shared with Councillors
- c) C20/101 Response regarding CAMS: No response has been received from the Combined Authority Mayor. Town Mayor J Burns had distributed further information on the next round of consultation.
- d) C20/102 Letters of thanks: Both recipients of the letters of thanks sent on behalf of the Council were very touched to have received them.

**C20** **Covid-19 Coronavirus Reports**

**/117**

Councillors reviewed the reports from officers previously circulated:

- a) Clerk's Report: It was proposed by Councillor A Brown, seconded by Councillor D Smith, that a vote of thanks be recorded to the Clerk and his managers and staff for their ongoing efforts in difficult circumstances.

**RESOLVED**

- b) Art & Leisure Manager's Report: In answer to a question, the Art & Leisure Manager advised that he was making sure events could happen successfully, whilst being held safely in accordance with prevailing guidance on Covid-19.

Remembrance Day event: A meeting of the organising committee took place earlier in the day. In answer to a question from Councillor J Mason, the Art & Leisure Manager advised there was a limited amount of space for people to attend the war memorial to lay wreaths. The event would be streamed and the committee were exploring the potential for a doorstep community 2 minute silence. This would all serve to remove the need for anyone to line the route.

Haverhill Arts Centre reopening: The planning department had confirmed in writing that a temporary structure to provide toilets outside the rear doors could be constructed to enable the centre to reopen in November.

It was proposed by Mayor J Burns, seconded by Councillor L Smith, that a letter be written to Rt Hon Matt Hancock MP, requesting that he ask his colleague in the Department for Digital, media and sport to ensure there is support focussed on grassroots Arts provision, which is suffering greatly.

**RESOLVED**

- c) Youth Skills Manager's Report: Councillor J Mason asked if the project would operate next year, to support potentially an increase in demand for apprenticeships. The Clerk advised that external funding for the project will end on March 31<sup>st</sup> 2021, so alternative funding would be needed. In answer to a question about extending the project remit to support more adults, the Clerk advised that if the Council was using its own funds, it would be free to set whatever remit it wished. Councillor L Smith asked that this be raised with the ONE Haverhill Education Task Group.
- d) Zone Manager's Report:
- e) Customer Experience & Marketing Manager:
- f) Operations Manager:

**C20** **Rural Market Town Group**

**/118**

Councillors discussed merits of joining the Market Town Group. It was proposed by Mayor J Burns, seconded by Councillor A Brown that the Council does not join the Rural Market Town Group.

**RESOLVED**

**CLERK**

**CLERK**

**C20** **Volunteering In Haverhill**

**/119**

- a) Councillors noted the option of moving into the Media Hub.
- b) Councillors congratulated Councillor J Mason, other Councillors and the Volunteer Centre Co-Ordinator plus the many volunteers who took part, for the autumn clean-up event that happened in Mid-September. 27 bags of litter had been collected.

**C20** **Reports from District/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**

**/120**

- a) Police – see appendix 1
- b) County Councillors – see appendix 2
- c) District Councillors – see appendix 3
- d) Members of the public are welcome to make statements or put questions at this time. - None

**C20** **Mayor's Report**

**/121**

See Appendix 4.

**C20** **ONE Haverhill Partnership**

**/122**

- a) Mayor J Burns advised the Board has received a copy of the BID business plan. Councillor Brown observed that the covid-19 pandemic would introduce a significant degree of uncertainty in any claimed change against the baseline being measured.
- b) The Masterplan Group had met to review the Safer Spaces arrangements. The Town Council has called a meeting to focus on a shop-local campaign to emphasise positive messages in respect of the town being a safe place to shop.

**C20** **Adoption of Committee Reports**

**/124**

a) Planning Committee

It was proposed by Councillor P Hanlon, seconded by Councillor A Stinchcombe that the minutes of the meetings held 11<sup>th</sup> August, 1<sup>st</sup> and 22<sup>nd</sup> September 2020 be adopted.

**RESOLVED**

**Bevan House:** Since publication of the agenda, the planning officer has made contact to agree planning conditions as a precursor for granting outline permission.

**NOTED**

b) Tendering Working Party

It was proposed by Mayor J Burns, seconded by Councillor D Roach that the minutes of the meeting held 3<sup>rd</sup> August 2020 be adopted.

**RESOLVED**

It was proposed by Councillor A Stinchcombe, seconded by Councillor J Mason that the switch of electricity contract to a green energy supplier, Ecotricity, as set out in T20/002, be approved.

**RESOLVED**

c) Personnel Committee: It was proposed by Councillor L Smith, seconded by Councillor A Stinchcombe that the redacted minutes of the Personnel Committee held 11<sup>th</sup> September 2020 be adopted.

**RESOLVED**

d) Leisure and Community Committee: It was proposed by Councillor L Smith, seconded by Councillor J Mason that the minutes of the Leisure and Community Committee held 15<sup>th</sup> September 2020 be adopted.

**RESOLVED**

**C20** **Actions taken under delegated powers**

**/125**

The Clerk advised no actions had been taken under delegated powers.

**NOTED**

**C20**      **Financial Matters**

**/126**

a) **Authorisation of payments:** It was proposed by Councillor D Roach, seconded by Councillor P Hanlon, that the listed payments totalling £81,726.57 be authorised.

**RESOLVED**

b) **Estimates of financial performance against budget:** The Clerk referred the meeting to his report under C20/117a.

**RESOLVED**

**C20**      **Urgent Correspondence**

**/127**

None.

**C20**      **Date of Next Meeting**

**/128**

The next meeting would be held Monday 27<sup>th</sup> October 2020, by remote meeting.

**C20**      **Closure**

**/129**

The Mayor declared the meeting closed at 20:32.

Signed .....  
**Chairman**

Date.....

**Appendix 1**

**Emergency Services Report**

Councillors expressed continued dissatisfaction with Constable Country. It was proposed by Councillor A Stinchcombe, seconded by Councillor A Brown, that the Clerk formally write to the Chief Constable asking that the balance between corporate messaging from himself and the PCC, the area headings etc and the miniscule space left for actual reporting on police activity in areas, be improved.

**RESOLVED – ACTION: CLERK**

It was noted with pleasure that Cheryl Claydon has been appointed Community Engagement Officer.

**Councillor M marks reported:** The Clements and Christmas Maltings GP practice is changing its name to Unity Healthcare.

## Appendix 2

### County Councillors' reports

**Councillor D Roach reported:** He is pushing to get an outcome for parking on the Chalkstone Estate – trying to get amendments to the TRO. Otherwise, he has been very busy with virtual meetings. In answer to questions from Councillors: He is trying to get a date for the works to install a crossing on Coupals Road at East Town Park. The TTRO on the High Street is being amended. The County Council is aware that reports made on their website in relation to Highways 'fall off'. He encouraged Councillors to let local county councillors know when making a report online. He continues to chase the adoption of Aragon and Parr Roads.

## Appendix 3

### District Councillors' reports

**Councillor A Brown:** He is chasing news of the proposed splashpad.

#### Councillor J Burns:

- **NW Haverhill:** Phase 2 plans currently undergoing planning scrutiny.
- **Great Wilsey Park:** Housing application for first 499 properties on phases A1, A2 and A8 has now been approved. There are several further applications, related to discharge of conditions, currently under consideration. It is understood work will commence on the site shortly.
- **Manor Road School Site:** Work continues apace and some buildings up as far as the 1st floor.
- **Castle Hill Site:** Work is still ongoing on preparing to start construction. A recent dialogue has been had with SCC Highways regarding access onto Chivers Road and having to move some existing street furniture which has been resolved.
- **Chapelwint Road Site:** Work progressing.
- **Police Matters:** The July crime stats were distributed on 4<sup>th</sup> September and, at time of writing, the August stats are not yet available but due within the next few days. The August edition of "Constable's County" is being sent with this report.  
I attended (online) the Police Accountability meeting on 4<sup>th</sup> September and was able to ask a couple of questions. It concentrated on accounting & performance (these always reported on), children & young people and rural policing. Further details: <https://suffolk-pcc.gov.uk/key-info/holding-to-account/accountability-performance>  
I also attended (online) on 22<sup>nd</sup> September a LGA organised national Police & Crime Panel webinar discussion on Home Office plans to review the function of the PCC across the country. It was somewhat interesting but not something I found revolutionary.  
I am due to attend the next Police & Crime Panel meeting on 9<sup>th</sup> October, but papers have yet to be published. Further details: [https://committeeminutes.suffolk.gov.uk/Committee.aspx?Refinablestring10=Police%20and%20Crime%20Panel%20\(Joint%20Committee\)](https://committeeminutes.suffolk.gov.uk/Committee.aspx?Refinablestring10=Police%20and%20Crime%20Panel%20(Joint%20Committee))
- **SCC Highways:** I have been part of the multi-agency team implementing and monitoring the Safer Places town centre closures requiring quite a lot of my time. As has been published the 10-4 road closure will remain until December 2021 with regular reviews. Changes to the barriers at both ends of the High Street, street signs, street furniture, etc. are being planned. Drivers are still ignoring the No Entry - 3 came against me last night as I drove from Swan Lane. The police are well aware and have caught several to date.
- **Covid-19:** Following the latest Covid-19 10pm lockdown, have been disturbed to see several businesses in the town centre flouting the new rules in not only staying open beyond that time but frontline staff not wearing PPE. Contact is being made with the appropriate agencies to ensure that these businesses are reminded of their obligations.
- **Greater Cambridge Partnership:** I attended several Zoom meetings on 10<sup>th</sup> August (A1307 Linton Greenway), 20<sup>th</sup> August (discussing new footpath from Addenbrookes to Babraham P&R site) and Haverhill Town Council adopted the General Power of Competence on May 14<sup>th</sup> 2019. All decisions are taken using that power unless otherwise stated.

23<sup>rd</sup> September (additional 158 spaces at Babraham P&R site) with further meetings planned. Further details: <https://www.greatercambridge.org.uk/public-transport-schemes/cambridge-south-east-transport>

- **Parking:** An online meeting was held with WSC parking management to ensure they understand the need to have parking enforcement officers in the appropriate places in Haverhill at relevant times particularly shortly after 4pm in High Street and Queen Street. I have been sent some recent CPE statistics, but they are not directly comparable to previous data. Awaiting new reports so I can analyse & distribute.
- **Town Centre Street Closure:** The majority of businesses I have been visited since the closure of the High Street and are generally supportive with some wanting it to be made permanent 24/7. The general public are also supportive in the main but of course we do have some genuine concerns over disabled access albeit work is going on by the Masterplan team to discuss with the appropriate people and hopefully resolve some of these.
- **Markets:** Sharon Fairweather has done a brilliant job continuing to attract new blood into the market. The weather, until this last weekend, has been remarkably kind which has helped. The footfall in the High Street has been noticeably up with several long-standing traders stating the market is the best it has been for a long time. Other WSC markets are also being worked upon by Sharon and we hope the attendance record for traders here continues with the public continuing to support them regardless of the weather.
- **Other items:** No direct updates on Lidl footpath enforcement (understand WSC still concerned over their plans), Combined Authority, Corn Exchange, and Sturmer Arches (with latest Covid procedures unlikely to get to Kew until next year). The owners of Atterton & Ellis site have recently been recontacted by WSC but no response so far. Work goes on with prospective developer of the Woodlands Hotel site with some minor right of way problems still to sort.
- **Other work:** Continue to support Clerk and others working from home. Currently working with small team on Remembrance Day plans which likely to be nowhere near the scale of normal years but we are planning live streaming again even if extremely small event. And usual meetings (all online) for HTC, WSC and others.

#### Appendix 4 – Mayoral Report

Date	Event	Location	Comments
8 <sup>th</sup> August 2020	Wreath laying and commemoration of 2/LT Basil Groom on behalf of Haverhill resident Ernest Brett. Both of the Cambridgeshire Regiment.	Ipswich War Memorial	With representatives of Cambridge and Suffolk Regiment Associations, Commonwealth War Graves Commission, Royal British Legion, Haverhill Family History Group and Ipswich War Memorial Commemoration Group. Video available on YouTube.
14 <sup>th</sup> August 2020	Raising of flags for VJ75 day.	Market Square	With representative of Royal British Legion
15 <sup>th</sup> August 2020	VJ75 small scale commemoration event	Haverhill War Memorial	Live streamed to YouTube. With representatives of Cambridgeshire & Suffolk Regiment Associations, Royal British Legion, Commonwealth War

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			Graves Commission, Haverhill Family History Group, & WW2 veteran Harry Bowdery.
15 <sup>th</sup> August 2020	WW2 Roll of Honour	Haverhill War Memorial	Received from Joan Key.
29 <sup>th</sup> August 2020	BBC Radio Suffolk early morning interview with Luke Deal.	By Phone	Talking about Haverhill's street entertainment events and Covid-19 safer spacing implementation
3 <sup>rd</sup> September 2020	Informal raising of Merchant Navy Flag	Haverhill Market Square	Myself only.

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