



## HAVERHILL TOWN COUNCIL

### LEISURE AND COMMUNITY COMMITTEE

Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council Leisure & Community Committee to be held at the Haverhill Arts Centre, High Street, Haverhill, CB9 8AR on Tuesday 5<sup>th</sup> July 2016 commencing at 7.30pm, for the purpose of transacting the following business:

**CONSTITUTION:**      **Chair:**                      **J Burns**  
                                 **Vice Chair:**                **P Fox**  
                                 **Town Councillors:**      **D Roach**  
   **M Byrne**  
   **T Brown**  
   **P Hanlon**  
   **B McLatchy**  
   **A Williams**  
   **W Yang**

**This Meeting is open to the Press and Public**

#### AGENDA

1. **Welcome**
2. **Apologies for absence**  
Please notify the office by 5.00pm on the day of the meeting if you are unable to attend.
3. **Declaration of interests and requests for Dispensations**  
For members to declare any interests they may have on items on the agenda and agree any dispensations to stay.
4. **Minutes of the last meeting**  
To approve the minutes of the meeting of the Leisure & Community Committee held on 3<sup>rd</sup> May 2016.
5. **Matters arising from the minutes**  
To note action taken, and outstanding, from items in the minutes of the meeting of the Leisure & Community Committee held on 3<sup>rd</sup> May 2016.  
LC16/039 Volunteering in Haverhill
6. **Public Forum**  
To hear from the public on any matters within the terms of reference of the Leisure and Community Committee.

**7. To Determine Current Grant Applications**

To determine current grant applications (see below)

- a) Sue Ryder, Haverhill Synergy Café
- b) The Fire Fighters Charity
- c) Suffolk Accident Rescue Service (SARS)
- d) Outspoken Theatre Company

**8. Reports from Grant Recipients**

- a) Kids Out

**9. Rights Of Way Consultation**

To consider a response to the SCC consultation on rights of way.

<https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/consultation-on-how-we-can-improve-access-to-suffolks-countryside/>

See attached hard copy.

**10. Community Ambassadors Report**

To receive a report from the Community Ambassador Co-ordinator. (attached)

**11. Parish Handyman Report**

To receive a report on the work of the Parish Handyman.

**12. Youth Strategy**

To receive a progress report on the Youth Strategy.

**13. Report on past and future Arts Centre and leisure activities (attached)**

- a) Written report from the Arts Manager.
- b) Nominal charging for entry to community events – to consider a £1 charge for wristbands (access to attractions) in order to meet advice received in respect of applying for St Edmundsbury Borough's Community Chest funding.

**14. Date of Next Meeting**

6<sup>th</sup> September 2016

**15. Closure**



**Colin Poole**  
Haverhill Town Clerk

Date: 30/06/2016

*Copies of this and other Council agendas, minutes and supporting reports are available to download from the Council's website ([www.haverhill-tc.gov.uk](http://www.haverhill-tc.gov.uk)) or on request from Haverhill Arts Centre*

## Agenda Item 7

| Organisation Name                  | Purpose of funding  | Amount Requested | History of Previous HTC Grant Awards      | Amount Awarded |
|------------------------------------|---|------------------|---|----------------|
| Haverhill Synergy Café (Sue Ryder) | The Synergy Café is dependent on voluntary income and funding will help enable the Café to continue providing support for people with dementia in Haverhill.  | £1,000           | n/a                                       |                |
| The Fire Fighters Charity          | The Fire Fighter's Charity is the UK's leading provider of services that enhance the quality of life for serving and retired firefighters, fire personnel and their families. This grant would enable support for a firefighter or member of the fire community in the coming year in Haverhill by offering them one week's rehabilitation in one of 3 centres including bespoke rehabilitation plan. | £1,200           | n/a                                       |                |
| Suffolk Accident Rescue Service    | Contribution towards the running costs of SARS Haverhill-based activity   | £500             | 2015 - £400<br>2014 - £400<br>2013 - £700 |                |
| Outspoken Theatre Company          | To buy staging for open-air Shakespeare for current and future productions  | £250             | 2015 - £300                               |                |

## Agenda Item 10

### Community Ambassador Co-ordinator's Report

1. The focus is currently on recruitment. The leaflets that were in progress last month are now complete and being printed ready for distribution.
2. From 1<sup>st</sup> to 12<sup>th</sup> June was Volunteers Week. A small piece was put in the Haverhill Weekly News re Volunteers Week and the Haverhill Community Ambassadors. We have had one person sign up as an Ambassador from this and another person contacting us asking for more information.
3. I have attached a reporting sheet for May/June 2016 with recent reports created by the Ambassadors.
4. Preparations are under way for a stall at the Haverhill Big Day Out on 27<sup>th</sup> July promoting the work of the Haverhill Community Ambassadors.
5. Jon Eaton has also asked me to attend the next VCS Locality Network Event on 21 July to promote/discuss the work the Haverhill Community Ambassadors do.

## Reporting Category

- |  |   |
|--|---|
| 1 Dog Fouling                                  | 7 Graffiti/Vandalism  |
| 2 Street Lighting Issues                       | 8 Inappropriate parking (e.g. parking on/blocking footpath) |
| 3 Overhanging branches/shrubbery/grass cutting | 9 Litter Picking  |
| 4 Fly tipping                                  | 10 Sign Cleaning  |
| 5 Litter/Full Bins                             | 11 Pot Holes  |
| 6 Uneven/unsafe pavements                      | 12 Other  |

| Date       | Category Number | Location                                    | Comments   | Reported to:-           |
|------------|-----------------|---|--|-------------------------|
| 02/05/2016 | 5               | Behind Costa/M&Co                           |  | West Suffolk            |
| 10/05/2016 | 5               | Rear of Leisure Centre                      | This was cleared on a litter pick on 13/5                | West Suffolk            |
| 10/05/2016 | 5               | Land outside Sainsburys/B&Q                 | Also logged with Town Handyman                           | West Suffolk            |
| 13/05/2016 | 9               | Railway Walk/Chalkstone Fields              | 4 Ambassadors attended Haverhill Befriending Litter Pick | N/A                     |
| 25/05/2016 | 5               | Rear of Amusement Arcade                    |  | West Suffolk            |
| 26/05/2016 | 3               | Weeds overhanging footpath on Wratting Road | Ambassador removed weeds hanging over path               | N/A                     |
| 27/05/2016 | 5               | Service yards rear of Gavins/Arcadia        |  | Owners                  |
| 27/05/2016 | 6               | Outside Holland & Barrett                   |  | West Suffolk            |
|            |                 |   | <b>JUNE</b>  |                         |
| 13/06/2016 | 11              | Missing sign on Hamlet Road                 |  | SCC                     |
| 17/06/2016 | 5               | Litter in lane from Tesco to alongside Aldi | Ongoing issues, several reports                          |                         |
| 18/06/2016 | 5               | Litter in lane outside Tesco car wash       | Ongoing issue  | Tesco Customer Services |
| 20/06/2016 | 11              | Pot Hole Hollesley Avenue                   |  | SCC                     |

### Agenda Item 11 Parish Handyman Report

Michael Hannon started work on 3<sup>rd</sup> May. So far 48 handyman jobs have been reported, of which 37 have been signed off as complete. In addition, 4 lots of grass cutting has been done. The Handyman has also helped at two Council events and helped set up for the market stall and outdoor surgeries.

See attached list and photo report

| Date       | Ward      | Location   | Postcode | Requested Task   | Reported by           | Outcome  | Date                | Complete |
|------------|-----------|--|----------|--|-----------------------|--|---------------------|----------|
| 03/05/2016 | South     | Rear of Arts Centre                                  | CB9 8DN  | Clear litter and overgrown bush at rear of Arts Centre   | Town Clerk            | Cleared  | 03/05/2016          | Y        |
| 03/05/2016 | South     | Cleales Car Park                                     | CB9 8DN  | Straighten Cycle path sign   | Town Clerk            | Cleared  | 11/15/16            | Y        |
| 03/05/2016 | South     | Cleales Car Park                                     | CB9 8DN  | Remove flyposting from sign column   | Town Clerk            | Cleared  | 03/05/2016          | y        |
| 03/05/2016 | South     | High Street  | CB9 8AR  | Clear litter from Arts Centre entrance and side alley  | Town Clerk            | Cleared  | 03/05/2016          | y        |
| 03/05/2016 | South     | High Street  | CB9 8AR  | Clear string and cable ties from street furniture  | Town Clerk            | Cleared  | 03/05/2016 & 5/5/16 | y        |
| 03/05/2016 | South     | Leiston Shops  | CB9 8JJ  | Plant up planters outside shops  | Town Clerk            |  |                     | N        |
| 04/05/2016 | East      | Sturmer Road   | CB9 7YH  | Out of date event sign needs removing  | Town Clerk            | Completed  | 12/05/2016          | Y        |
| 04/05/2016 | South     | Alleyways to Brook Service Road                      | CB9 8AA  | Clear Litter & weeds from rear service yard adjacent Diva shop and access through to opposite Iceland  | Town Clerk            | Cleared weeds & litter   | 04/05/2016          | y        |
| 04/05/2016 | South     | Flower planter outside Abbotts Estate agents         | CB9 8AH  | Clear broken glass & remove cable ties from lamp column  | Parish Handyman       | Cleared  | 04/05/2016          | y        |
| 04/05/2016 | South     | Cat Statue & seating area                            | CB9 8DA  | Wash down seating area & clean under cat, remove litter & detrius  | Mayor B McLatchy      | Removed litter, cleaned under cat. Report staining to SEBC - this is a known problem | 05/05/2016          | Y        |
| 04/05/2016 | South     | Jubilee Green  | CB9 8DA  | Clean bin and seat frames, remove detrius from under benches   | Town Clerk            | Cleared  | 04/05/2016          | y        |
| 04/05/2016 | South     | Jubilee Walk   | CB9 8DA  | Clean mud splashes off notice board  | Town Clerk            | Cleared  | 04/05/2016          | y        |
| 05/05/2016 | South     | Hendersons, High Street                              | CB9 8AH  | Litter bin needs lichen clearing off   | Town Clerk            | Cleared  | 05/05/2016          | Y        |
| 05/05/2016 | South     | Costa Coffee   | CB9 8AD  | Clear litter from alleyway   | Town Clerk            | Cleared  | 05/05/2016          | Y        |
| 05/05/2016 | South     | Rear, Boots  | CB9 8AD  | Clear weeds and litter from pavoir area and under loading stage  | Town Clerk            | Cleared  | 05/05/2016          | Y        |
| 05/05/2016 | South     | Rear of Arts Centre                                  | CB9 8DN  | Remove pallets from grass and weeds from walkway to fire exit of Arts Centre   | Town Clerk            | Cleared  | 11/05/2016          | Y        |
| 05/05/2016 | South     | Quakers Lane from Cleales Car Park                   | CB9 8AU  | Clear litter and detrius, weed, cut back overhanging ivy   | Town Clerk            | Completed  | 25/05/2016          | Y        |
| 06/05/2016 | South     | Duddery Hill, junction with High Street opposite CXG | CB9 8AN  | Clear weeds from bottom of wall  | Town Clerk            | Cleared  | 10/05/2016          | Y        |
| 10/05/2016 | South     | Duddery Hill bus stop                                | CB9 8AN  | Clear branches obscuring signage   | NK                    | Cleared  | 11/05/2016          | Y        |
| 06/05/2016 | South     | Arts Centre Car Park                                 | CB9 8DN  | Clear weeds from car park kerbs and wall   | Town Clerk            | Ongoing  |                     | N        |
| 09/05/2016 | South     | Helions Walk   | CB9 8AU  | 1 - Establish ownership of overhanging branches on footpath adjacent to lamp column C404 and deliver "overhanging vegetation" advisory note.<br>2 - sweep up weeds, litter and detrius along footpath in front of ESM Club | Assistant Town Clerk  | This has been cleared by the owner following our letter                              | 11/05/2016          | Y        |
| 16/05/2016 | East      | Reeds Lane   | CB9      | Put a road cone over the broken-off bollard  | Clr M Marks           | Completed  | 16/05/2016          | Y        |
| 16/05/2016 | East      | Osprey Road, Chalkstone                              |          | Investigate broken fencing and overgrown grass.  |                       | Reported to Borough and Havebury 26/5/16   | Not Havebury 2/6/16 | Y        |
| 16/05/2016 | South     | High Street  | CB9 8AR  | Clean flyposting off BT phone box opposite Arts Centre   | Town Clerk            |  |                     | N        |
| 18/05/2016 | East      | Outside 2 Coupals Road                               | CB9      | Investigate wooden pallet and sand bag left on grass area. Belongs to No2. If still on grass, knock on door regarding shifting it - If you do it, only onto their front garden, no further.                                | Town Clerk            | This was found to be gone  | 25/05/2016          | Y        |
| 18/05/2016 | All Wards | Telegraph poles                                      |          | Look out for remains of circus/funfair flyposters and remove any found, not locations.   | Town Clerk            |  |                     | N        |
| 18/05/2016 | South     | Duddery Hill Bus Stop                                | CB9 8AN  | Remove "Mixed martial Arts" flyposter and clean glass  | Town Clerk            | Cleaned  | 08/06/2016          | Y        |
| 18/05/2016 | South     | Rear of Arts Centre adjacent Axa building            | CB9 8DN  | Remove ivy and weeds from wall of lightwell  | Nick Keeble           |  |                     | N        |
| 19/05/2016 | South     | Helions Walk   | CB9 8AU  | Clear weeds along footpath and cut back overgrowth at 25 helions Park Avenue   | Town Clerk            | Owners cut back hedge, we cleared up   | 25/05/2016          | Y        |
| 23/05/2016 | South     | Camps Road   | CB9 8HB  | Raise base of tree canopy outside "The Somme" adjacent to the opticians, where it is too low over the pavement   | Town Clerk            | Done   | 27/05/2016          | Y        |
| 23/05/2016 | South     | Market Square  | CB9 8BB  | Remove "fun fair" signs from lamp columns  | Town Clerk            | Cleared  | 25/05/2016          | Y        |
| 23/05/2016 | South     | Keebles Yard, off Queens Street                      | CB9 9DP  | Remove weeds and clear litter/fly tip from   | Town Clerk            | Cleared fly-tip 26/5<br>Cleared the weeds 3/6  | 26/05/2016          | Y        |
| 25/05/2016 | South     | Jubilee Walk   | CB9 8AH  | Re-align CAB finger sign   | Parish Handyman       | Cleared  | 25/05/2016          | Y        |
| 25/05/2016 | North     | A1307  |          | Try and pick litter from enclosure adjacent to B&Q   | Community Ambassadors |  |                     | N        |
| 26/05/2016 | South     | Slope from Town hall Car park                        | CB9 8AR  | Clear cigarette butts and litter adjacent to amusements. Ask them to clear their bin area.   | Town Clerk            | Cleared  | 08/06/2016          | Y        |
| 10/06/2016 | East      | Wratting Road  | CB9 0BQ  | bushes adjacent to Tesco overgrown, making crossing the road difficult   | Resident              | Cleared  | 22/06/2016          | Y        |
| 13/06/2016 | South     | Hamlet Road opposite Atterton & Ellis                | CB9 8QQ  | Tree canopy over footpath needs to be raised   | Town Clerk            | Cleared  | 22/06/2016          | Y        |
| 13/06/2016 | South     | Hamlet Road opposite Atterton & Ellis                | CB9 8QQ  | Grass area needs cutting   | Town Clerk            |  |                     | N        |
| 13/06/2016 | South     | Hamlet Road outside Atterton & Ellis                 | CB9 8EE  | Grass area needs cutting & weeds growing out of brickwork.   | Town Clerk            |  |                     | N        |
| 13/06/2016 | South     | Hamlet Road  | CB9 8EE  | Grass outside Anne of Cleves House needs cutting   | Town Clerk            | Cleared  | 22/06/2016          | Y        |
| 13/06/2016 | South     | Colne Valley Road, off Hamlet Road                   | CB9 8EH  | Clean T sign & remove weeds around entrance to road  | Town Clerk            |  |                     | N        |
| 17/06/2016 |           | Bevan House  |          | Clear weeds outside Bevan House  | Assistant Town Clerk  | Nearly Complete  | 28/06/2016          | N        |

|            |       |  |  |             |           |            |   |
|------------|-------|--|--|-------------|-----------|------------|---|
| 17/06/2016 |       | Footpath through from Burton End to Overchurch Close (off St Botolphs Way) | Clear weeds  | Resident    | Cleared   | 21/06/2016 | Y |
| 28/06/2016 | South | Duddery Hill Junction with Helions Walk                                    | Cut back hedge of car park to improve visibility                     | Town Clerk  | Cut back  | 28/06/2016 | Y |
| 28/06/2016 | South | High Street Outside Arts Centre  | Clear weeds and detrius from front of Arts Centre                    | Nick Keeble |           | 28/06/2016 | Y |
| 28/06/2016 | South | Leiston Shops  | Clear broken glass around bottle bank                                | Town Clerk  | Cleared   | 29/06/2016 | Y |
| 28/06/2016 | South | High Street  | Stick sponsor signage on the Planters                                | Town Clerk  | Completed | 29/06/2016 | Y |
| 29/06/2016 |       | Bevan House  | Raise base of tree canopy to allow access to garage by high vehicles | Nick Keeble |           |            |   |
| 29/06/2016 |       | High Street  | Relocate planters that are crammed outside Savers                    | Nick Keeble |           | 30/06/2016 | Y |

| Date of first request | Ward  | Location   | Postcode | Requested Task   | Reported by | Frequency   | Date of last cut |
|-----------------------|-------|--|----------|--|-------------|-------------|------------------|
| 03/05/2016            | South | Rear of Arts Centre  | CB9 8DN  | Cut grass areas around back of Arts Centre   | Town Clerk  | Weekly      | 08/06/2016       |
| 02/06/2016            | South | Leiston Community Centre, Leiston Road   |          | Cut grass all around, including "garden"   | Town Clerk  | Weekly      | 08/06/2016       |
| 02/06/2016            | South | Duddery Hill   |          | Cut verges both sides  | Town Clerk  | Fortnightly |                  |
| 02/06/2016            | South | Helions Walk between bungalows and Ex-Servicemen's Club  |          | Cut grass  | Town Clerk  | Fortnightly |                  |
| 02/06/2016            | South | Cleales Car Park   |          | Cut grass  | Town Clerk  | Fortnightly | 08/06/2016       |
| 02/06/2016            | South | Clements estate, generally   |          | Patrol for areas fo grass that need cutting, including private gardens that look like the occupiers really are not going to cut the grass themselves | Town Clerk  | Monthly     |                  |
| 02/06/2016            | South | Bumpstead Road between Days Inn roundabout and Mayor's house   |          | Cut verges both sides  | Town Clerk  | Monthly     | 17/06/2016       |
| 02/06/2016            | South | Hollands Road, where not done by contractors,e.g. Menta, but go to reception and ask if it is OK to do this first. |          | Cut verges both sides  | Town Clerk  | Monthly     |                  |

22/06/2016







**Agenda Item 12  
Youth Strategy Update**

| <b>Recommendation</b>                | <b>Last Action Reported</b>   | <b>Update</b>  |
|--------------------------------------|---|--|
| 1 – On The Spot Van                  | The van has been transferred to the Town Council and insured. There is a meeting this Friday with the lead Youth Worker to get the service recommenced.         | The service is up and running. The workers are out and about at least twice a week. We need to recruit more to the bank, to cover leave. |
| 2 – Social Media Project             | A YAG Sub Group has been established to progress this, with the Borough leading on it, building on work being done with the local academies                     | The draft of a survey questionnaire was reviewed by the YAG and some amendments suggested to help gather data for this project.          |
| 3 – Youth Skills Project             | Karen is designing a “signpost” project to provide opportunities to put forward to young people with additional needs   | Funding from CAS has been secured. The 12-week programme, including over the summer, will take place at the Leiston Centre.              |
| 4 – Skate Park                       | A public meeting was held last Friday   | Design work has continued with the young people who have shown real leadership on this.  |
| 5 – Extend Arts Centre               | Awaiting response from architect  | Chased   |
| 6 – Creative Arts Strategy           | A YAG Sub-Group has been set up under the auspices of the Art & Leisure Manager   | Nick will give a verbal update at the meeting  |
| 7 – Chill-out Zone at Leisure Centre | We are in contact with the Leisure Centre and have asked them to bring forward proposals for additional resources and confirmation of the second weekly session | We are awaiting the outcome of a survey of the young people using this facility.   |
| 8 – Youth parliament                 | We are working with Families and Communities at SCC, who have put us in contact with a person with a background in this work. Cllr P Fox is talking to them.    | Councillor Fox will give a verbal update at the meeting.   |
| 9 – Councillor Involvement           | Cllr P Fox attended the YAG, Cllr Fox and Cllr J Burns attended the skate park meeting  | Councillors Fox and Burns have continued to attend meetings.   |

## Arts & Leisure Report for meeting on 5 July 2016



### SUMMER 2016 SO FAR

**Sun 12 June -Queens Birthday Tea Party** – a public event was held in St Mary’s Churchyard. We were fortunate to get additional funding from St Edmundsbury Borough Councillor’s Locality Budgets. The event included entertainment in the form of music, storytelling, poetry, magic and comedy. Royal activities and quizzes were on offer along with free cakes. A disappointing number of people attended but those who came did enjoy themselves – see overleaf.

#### **Saturday 25 June - Armed Forces Day**

Working with the Royal British Legion, Family History Group & St Marys Church , a celebration was held. The reaction for the first event of this kind was promising with good feedback about the marching band, the parade, flag-raising and military vehicles. A post event meeting is being organised to discuss how this event may be built into the Town’s programme in future years.

#### **Sat 2 July - Haverhill Street Festival 2016**

including Beer & Cider Festival

#### **Sunday 10 July - Historic Vehicle Rally**

Venue: Town Hall Car Park

#### **Sunday 17 July - Summer Bash**

Venue: Haverhill Recreation Ground

#### **Wednesday 27 July - Big Day Out**

Venue: Haverhill Recreation Ground

#### **Wednesday 3 August – Picnic in the Park**

Venue: East Town Park

#### **Saturday 6 August – Tribute Night**

Venue: Market Square with Abba and Motown

#### **Wednesday 10 August – Chalkstone Fun Day**

Venue: The New Croft

#### **Wednesday 17 August - Clements Fun Day in**

Venue: Leiston Community Centre/Leiston Rd

#### **Saturday 20 August – Tribute Night**

Venue: Market Square Party Night

### ARTS CENTRE PROGRAMME



We have had good attendances for The Country Superstars, The Furey’s, Raymond Froggatt, David Hamilton’s Rock’n’Roll Show, Jeremy Hardy, Centre Stage’s Brassed Off and Barbara Dickson along with excellent pre-sales for Marty Wilde and Andre Rieu. (1862 people at 78% overall capacity)

Film has, as predicted, struggled with a generally lacklustre programme of films. We have hosted our first Glyndebourne Opera screening and hope for stronger support for summer children’s.

The Autumn season will see a varied line up which includes Albert Lee, Jethro, Shappi Khorsandi, Seann Walsh, Brendan Shine and Centre Stage return with a seasonal version of the Vicar of Dibley as well as our professional pantomime Robin Hood.

### SHUT DOWN WEEK

In the first full week of August, the main auditorium ‘goes dark’ and the annual maintenance checks are carried out on the electrical equipment as well as the infrastructure that supports the lighting, sound and technical equipment.

In all, more than 900 items are PAT tested, weight tested, circuit tested and checked. The rest of the Arts Centre is still open for business during this time.