

Haverhill Town Council



HAVERHILL
TOWN COUNCIL

Minutes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held on Tuesday 7th March 2017 at 7.00pm at Haverhill Arts Centre,
Haverhill

Present: Councillor J Burns (Chairman)
Councillor A Brown
Councillor P Hanlon
Councillor B McLatchy
Councillor D Roach
Councillor A Williams

Apologies: Councillor M Byrne
Councillor P Fox (Vice-Chairman)
Councillor W Yang

Absent: None

In Attendance: Councillor I McLatchy
Colin Poole (Town Clerk)
Nick Keeble (Arts and Leisure Manager)

2 members of the public were present.

Welcome:

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

MINUTES

LC17 /014 Apologies for Absence
The above apologies were noted.

LC17 /015 Declarations of Interest and requests for Dispensations

Cllr D Roach Cllr J Burns	Non-Pecuniary Interest:	LC17/024 Junior Signpost funding, having been members of the ONE Haverhill Partnership Grants Panel that also approved a grant that match-funds the requested sum.
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LC17 /016 Minutes of the Last Meeting
It was proposed by Councillor P Hanlon, seconded by Councillor A Williams, that the minutes of the meeting held on 17th January 2017 be agreed as a true record.
RESOLVED

ACTION

LC17 Matters Arising

/017 LC17/005 - Review of Continental Market in Queen Street: Nick and the Market Development Officer have agreed to invite the organiser to run the market again.

LC17/007 – Haverhill At Work Project funding: The meeting noted that the displays prepared by the Family History Group were excellent and had generated a great deal of interest in the town, with the exhibition busy throughout.

LC17 Report on past and future Arts Centre and leisure activities

/018 The Arts and Leisure Manager tabled a report. See appendix 2. In addition:

- a) Pre-sales for the Samuel Ward Academy’s production of Billy Elliot is very strong.
- b) The Arts and Leisure Review TAFF met earlier today to discuss the marketing of Hartseats and to look at first draft designs for extending the Arts Centre. A number of improvements to how we promote in-house the facilities that are available have been implemented or are in hand.
- c) The Haverhill Beer Weekend has its own mini-website, the first time we have done this for an event. Nick is looking for volunteers to staff this event.
- d) The Ex-Servicemen’s Club will be providing children’s activities for the historic vehicle Rally day on 9th July.
- e) We are still working to find a host for a Parkway fun day.

ALL to note**LC17 Public Forum**

/019 No member of the public wished to speak.

LC17 Determination of current grant applications

/020 The Committee determined the following grants

Organisation Name	Purpose of funding	Amount Requested	History of Previous HTC Grant Awards	Award Decision
H&D Flower Club	Floral Art Competition for August 2017	£1000.00	H&D Flower Club	£1,000 Approved
Haverhill Silver Band	The attendance of the band at the 2017 Area qualifying competition	£561.89	Haverhill Silver Band	£561.89 Approved
Little Wonders Pre-School	To erect a permanent protection canopy in the playground, to help make it more accessible all year round.	£2325.60	Little Wonders Pre-School	£1,500 approved, subject to all other fundraising successfully being secured.
Unit 23	Play about young carers, for young carers. The Play visited schools and has a talkback session.	£900.00	Unit 23	£900 approved, subject to confirmation from the schools that they are taking the play.

Local History Group	Annual funding grant to cover the rent payment to the Council and a contribution towards the cost of exhibitions at the Arts Centre	£3500.00	Local History Group	£3,500 approved.
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LC17 Town Council Market Stall

/021 It was proposed by Councillor D Roach, seconded by Councillor B McLatchy that the committee recommends to Full Council that a market stall is set up and staffed by Councillors at community event arranged by the Council.

RESOLVED

The Committee asked that pop-up displays detailing what the Council does be prepared and leaflet holders for the secure display of information be provided.

CLERK

LC17 Parish Handyman Report

/022 The meeting accepted the report of the Parish Handyman, noting the wide range of works he had undertaken.
See Appendix 2

LC17 Youth Strategy Report

/023 The meeting accepted the report on the Youth Strategy.

LC17 Youth Skill Project Report

/024 It was proposed by Councillor P Hanlon, seconded by Councillor B McLatchy that £2000 from the Youth Strategy Reserve be allocated to enable 15 young people take part in the Junior Signpost project.

RESOLVED

The Committee considered this as money very well spent.
See appendix 2

LC17 Date of Next Meeting

/025 It was noted that the next meeting would be held on 2nd May 2017.

LC17 Closure

/026 The meeting was declared closed at 20:13pm.

Signed
Chairman

Date

Appendix 1 - Public Forum

See LC17/019

Appendix 2 – Reports

LC17/018 Arts & Leisure Report for meeting on 7 March 2017

ARTS CENTRE PROGRAMME

Audiences for live events have continued to hold up well in the New Year. Attendance for ticketed shows between 29 January and 5 March are running at 80%. Sell out shows were 2 performances of Black Magic (Little Mix Tribute) and Rats in the Kitchen with excellent attendances at Uncle Funk, Rapunzel, The Everly Brother show and All that Jazz Club.

Sales of many shows in March and April are slower than expected but none carry a significant financial risk. Highlights include Samuel Ward Academy's Billy Elliot, the Easter Pantomime Treasure Island, Frank Ifield, Andy Fairweather Low plus Centre Stage's productions of 'Allo Allo' and Oliver The live programme until the end of the year is more than 80% complete with a 3 local dance schools using the facilities in the autumn.

Cinema attendances

Months	No of Screenings	Film Attendance (no of screenings)	Event Cinema Attendance (no of screenings)	Average per screening
April	12	394 (11)	38 (1)	36.00
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
Nov / December	13	502 (12)	149 (1)	50.07
January/February	17	543 (14)	102 (3)	37.94

Arts & Leisure review Group

Reports have been prepared for the Arts & Leisure Review Group giving detailed briefings on the Arts Centre programme, Live events, Marketing, Operations and Hartseats. Officers have been tasked with working on issues identified by the group.

Key dates have been identified for events in 2017

Friday 28-Sunday 30 April Haverhill Beer Weekend
Saturday 24 June Armed Forces Day
Saturday 1 July Street Festival

Sunday 9 July	Historic Vehicle Rally and Road Run
Sunday 16 July	Summer Bash 2017
Wednesday 26 July	The Big Day Out
Wednesday 2 August	Picnic in the Park
Wednesday 9 August	Chalkstone Fun Day
Wednesday 16 August	Clements Fun Day
Friday 27 October	Halloween Trail 2017
Friday 1 December	Family Christmas Night

Nick Keeble, Arts & Leisure Manager

LC17/022 Parish Handyman Report

11/01/2017	Leiston Centre	Clear Leaves from around main door	Cllr Byrne	Cleared	11/01/2017	Y
	Quakers Lane	Clearing rotting leaves off pathways	Parish Handyman	Cleared	19/01/2017	Y
	Outside new Cangle school	Clearing rotting leaves off pathways	Parish Handyman	Cleared	19/01/2017	Y
	Keebles Yard	Clear flytipped rubbish	Parish Handyman	Cleared	19/01/2017	Y
	Vetch Walk	Investigate issue with parking opposite bays	Resident via Haverhill UK	Repositioned cones	20/01/2017	Y
	Sainsburys	Removed fireworks signage	Parish Handyman	Collected	23/01/2017	Y
24/01/2017	Reeds Lane (both ends)	Clear litter	Cllr Williams	Cleared	25/01/2017	Y
	High Street	Remove flyposting form telephone boxes etc	Town Clerk	Cleared	25/01/2017	Y
	Arts Centre	Fill notice board holes	Mary Argent	Filled	26/01/2017	Y
	Railway Walk by golf course	Litter pick	Community Ambassadors	Cleared	01/02/2017	Y
02/02/2017	Behind Hughes store	Litter pick	Town Clerk	Cleared	02/02/2017	Y
	Days Inn Roundabout	Clean island bollards & litter pick	Town Clerk	Cleaned and cleared	08/02/2017	Y
	Arts Centre Café	Report plants on wall	Mary Argent	Repotted	09/02/2017	Y
13/02/2017	Car park sign, Hamlet Road /Eringshausen Way	Clean off green grime	Town Clerk	Cleaned	14/02/2017	Y
13/02/2017	Hamlet Road	Cut around trees to remove ground-level branches	Town Clerk	Done	14/02/2017	Y
15/02/2017	Leiston Road	Investigate flytipped wardrobe	Cllr Byrne	awaiting collection by SEBC after investigation for criminal charges	15/02/2017	Y
15/02/2017	Arts Centre	Move cupboard to Bevan House	Town Clerk	Completed	15/02/2017	Y
21/02/2017	Brooks Service Road	Check back of shops (Boots, Costa etc for rubbish and weeds, clear up.	Town Clerk	Cleared	22/02/2017	Y

22/02/2017	Arts Centre	Inspect dumb waiter lift shaft and remove debris if possible	Nick Keeble	Cleared	22/02/2017	Y
23/02/2017	Pearmain walk	Measure widths of each entrance. Look for broken bollard bases or evidence of vehicular use	SCC Highways	Measured - report gone back to highways suggesting solutions	23/02/2017	Y
23/02/2017	Hollands Road, Sturmer Road	Collect abandoned signage and roadwork paraphernalia	Town Clerk			

LC17/023 Youth Strategy Update

Recommendation	Last Action Reported	Update
1 – On The Spot Van	A new protocol for referring new locations of interest has been agreed between ourselves and the Police. We are arranging new internet access.	Internet access re-established and new phone provided. Laptops unlocked and reconnected to the internet. New x-box on rental from Hughes will be installed soon. Additional bank staff have been interviewed and are being assessed through taster sessions.
2 – Social Media Project	Officers from Town, Borough and County are meeting to bring a plan to the YAG meeting on 18 th January.	“www.have-you.org” Haverhill Youth information website is being developed.
3 – Youth Skills Project	The project remains ongoing.	Junior Signpost is going from strength to strength. See separate report
4 – Skate Park	We are awaiting a review by the HCSA as to whether they will allow the skate park on their site. We are now actively looking for an alternative site as a Plan B. A meeting with the YP will be called to update them on progress.	Nothing heard from HCSA. Investigating possibility of extending the Howe Road site.
5 – Extend Arts Centre	We now have a set of concept drawings which will need to be considered and next steps agreed.	No change to report
6 – Creative Arts Strategy	Borough and Town council officers are working together to launch projects, including film and music projects.	Borough and town officers are working on matrix of activities to ensure the plans cover a broad range of demographics.
7 – Chill-out Zone at Leisure Centre	We have chased Abbeycroft in relation to this.	New TV and games equipment, plus beanbag seats, all on order.
8 – Councillor Involvement	Ongoing	ongoing

LC17/024 Youth Skills Project

Apprenticeships

Our project has now been running for over 3 years starting late September 2013. We have during this time advertised over 200 apprenticeship vacancies. We created 50 opportunities in our first year, 52 in our second year, 60 in the 3rd year and 28 so far in year 4. We will have carried out 4 school assemblies in this last quarter to share information and give out advice on apprenticeships. We have encouraged young people to register with the National Apprenticeship Service to enable them to keep up to date with the latest apprenticeship vacancies. An apprenticeship event has been organised during National Apprenticeship Week at the Art Centre local schools and young people will be invited along to gather information and look at current vacancies. It will be supported by local businesses and training providers. The West Suffolk College’s Apprenticeship Bus has also agreed to visit our Academy schools for further information after our event and again to highlight the apprenticeship scheme.

I am still visiting new businesses and promoting the benefits of employing apprentices and supporting them to recruit and organise training thus simplifying the process. Many of the businesses I have worked with in the past are now comfortable with the scheme and recruit for new vacancies with appropriate training provider and only contact me if they are coming across stumbling blocks.

Because of national changes in the delivery of the qualification side of apprenticeships it is sometimes difficult at present to link up employers with required frameworks/standards some qualifications are still being trail-blazed and this can slow down the process. I am sure this will in time be ironed out and make way for more appropriate qualifications that better match business needs.

Schools / Events

I have an extremely strong relationship with both of our academy school contacts for careers so working together to ensure young people/students get good up to date advice and support, leading to better outcomes is something we are proud of. It was good to work with our upper schools and to continue to strengthen relationships. I attended job fairs at both schools and encouraged local businesses to attend too. I met with students on a 1-to-1 basis to give a personalised individual service. I spoke to some that were struggling to find a pathway and others that needed support in finding apprenticeships.

We also presented our plan for Junior Signpost to the schools and asked them to refer suitable candidates, we had an overwhelming response.

The Chamber of Commerce and I re-launched our Enterprise Project and renamed it the Rob Maidment Enterprise Project after a local businessman who sadly passed away. Both schools took part. Each school had four teams and each team started with £50. Teams were tasked with developing a business plan to ensure they made the best possible profit. This was achieved by either selling a product or a service. The teams had talks from local businesses and had adult mentors to help direct teams to enable them to make the best possible profit. After 6 weeks they finally show cased their product/service at the Christmas Market in Haverhill High Street. Some fabulous results were achieved, the winning team this time from Castle Manor made £370 profit! This was the highest to date Team Interconnected made Christmas decorations held a junior disco amongst other things. I look forward to the results next time it is rolled out in May. To date every time it is rolled out the profit of the winners has been bigger than the last time.

Young people

Since the Youth Skills project began I have initially assessed 456 young people. The aim has been to support these young people to take next steps to encourage them to reach their goals and to reach their full potential. I feel working closely with schools, specialist youth workers and other organisations that deal with young people, that our able YP have a clear organised pathway and are very well informed and confident of the choices they have going forward.

I am finding that more recently I am assessing young people with additional supportive needs those who are most vulnerable and finding it difficult to progress. The ones who are struggling now seem to be the ones who are contacting me, often frustrated parents ring who are baffled at what these young people should be considering next. There does seem to be a gap in service for these young people who continually rotate around short courses and never manage to take next

steps. This is why it is essential that we recognise these gaps and continue to look at ways of moving these young people forward eventually in to the world of work. It is essential that we offer training and short courses ongoing in Haverhill and I feel my role to coordinate this is an essential part of offering our young people a good effective service.

Training ongoing and going ahead in Haverhill

WEA

The Workers' Educational Association (WEA) is the largest voluntary sector provider of adult education in the UK and we have worked in partnership with WEA since January they have rolled out art therapy sessions for our adult signpost group who are difficult to reach young people, the 8 week course has just been completed. WEA provide a wide variety of part-time courses for individual and groups of students across Cambridge and we are the first group they have worked with in Suffolk. We are currently in the process of working out what can be delivered next to improve outcomes for the individuals they have been working with.

Example of success

A 19 year old female lost her mother (her father unfortunately died some time ago) un-expectedly in December 2015. The 19 year old gave birth to her son 2 weeks later in January 2016. She had not been able to leave the child or her house in a village location, outside of Haverhill since. She suffered anxiety because of her sudden loss and feared separation from her child. We managed to persuade her to attend our Adult Signpost group sessions with her child. She then started attending the Art Therapy Group run by WEA and they funded a nursery place for her son, to enable her to have a break from her child and to learn some new skills and build new relationships. A local nursery hearing the circumstances agreed to look after her child and agreed to an hourly rate rather than the normal session rate to enable affordability and to make it possible.

She has shared that she was in a very dark place and now feels she is coping and moving on in positive way, she is extremely grateful for the support.

Access to Education

West Suffolk College is to deliver a course, "Access to Education" for the first time in Haverhill it will run for 3 days a week for a 12 week period. It is for 16-18 year olds, the aim of the course is to improve confidence and Maths/English ability. It will include a work experience element and have a social project built in. We are currently looking for referrals for this course from all organisations that work with young people.

Prince's Trust

Currently running in Haverhill at Bevan House. After this course they will re locate as they are a mobile course, we hope to see them delivering Princes Trust again in September. We are hoping for some positive outcomes from the young people attending the course. Organising some good quality suitable work experience for these students can lead to offers of employment on the completion of the course. I work closely with the Inspire team who deliver this course to ensure young people are supported throughout and pick them up again on completion of the course.

Job Club

We secured funding for a Job Club Project, which has now been running for 3 weeks from Bevan House. This has enabled young people to apply for jobs/apprenticeships and compile CVs as a group. The National Career Service have staffed this club and we have had regular attendees. We have purchased 3 lap tops and a printer we really need another lap top going forward sharing lap tops is not ideal. Young people have agreed that coming to the sessions has ensured they are focused and committed to spending time looking for jobs and with support they feel more confident in applying for jobs. Two young people from our job club have got jobs this week.

Signpost Projects

Adult 16-24 years

Our adult signpost group continues to grow new members and progress existing ones. The 16 years plus small group varies from 6- 9 members and we now meet twice weekly. Our group is small and the atmosphere is relaxed and welcoming we offer a drop in service with the offer of lunch, support and an activity.

Two of our anxious young people have become team members on the Princes Trust another 2 are volunteering locally and one has secured full time employment. The remaining established group will now also be supported by the WEA.

Junior 13-16 years

We were extremely pleased to be granted our first pot of funding for our younger new Junior Signpost Project. We have now completed the 12 week project to encourage the well-being of young people 13-16 who are suffering from anxiety or are struggling to form relationships.

The Junior Signpost Programme gained very positive feedback, YP have shared how much they have enjoyed the variety of the sessions and how their confidence grew as they mastered new skills and formed new relationships.

We are just about to launch a new set of junior signpost sessions from £2000 ring-fenced from ONE Haverhill Partnership Grants. We have visited upper schools and explained our project, we were hoping to recruit 15 in total. However, on our first school visit to Samuel Ward we managed to get this number from one upper school alone. See letter from parent below.

Miss Powell,

Hi, it's M's mum here...

Just wanted to say a big thank you for arranging for M to be part of the Junior Signpost sessions.

M came home from school today quite excited about it, telling me how much she is looking forward to it as it sounds really good. This is quite a change to her normal attitude about things, especially school. She hardly ever feels excitement about anything anymore and usually has a very negative attitude. The talk about it today obviously had quite an impact.

Fingers crossed this type of support will benefit M.

Thanks again

We are now seeking some more funding to ensure 15 from Castle Manor can also benefit from the project. I have also had calls from parents and school nurses and primary health care workers

who feel they have suitable referrals that should also be given the chance to attend, so we need to grow this course and find additional match funding (£2000) if we are going to keep up with the needs of our young people.

I would like to request the Committee approve £2,000 from the Youth Strategy reserve to match-fund the ONE Haverhill contribution and enable the 15 additional young people to take part.

Scheme of Work for Junior Signpost.

Week 1 Welcome Session, Ice breaker, work sheets, and ground rules. Activity upcycle wooden crates/flower pots for sowing well- being herbs/seasonal flowers.

Week 2 Planting herbs/flowers – Delivered by the Royal Horticulture Society.

Week 3 Art session

Week 4 Taster golf session –Haverhill Golf Club

Week 5 Archery -ACL

Week 6 Making Chocolate – The chocolate lady Steeple Bumpsted Farm

Week 7 Decoupage Session –Friendly fox crafts

Week 8 Flower arranging , Mother’s Day delivered by the Haverhill Flower Club.

Week 9 Create your own canvasses using paint, buttons and beads.

Week 10 Meditation and Mindfulness

Week 11 Team Building. Abbey Croft Team building activities practice planning and patience, consequence and reward.

Week 12 Gym taster budget for ongoing gym visits

We will build in worksheets and informal chats about emotions throughout the course and offer 1 to 1 support where required for young people that need it. A variety of staff will be working in partnership to deliver this programme; Justine Rice from Suffolk County Council who is an Intensive Youth Support Worker; a volunteer from the Senior Signpost; a counsellor and our Town Council Apprentice. I hope we can also receive further funding so this project may continue into the future to offer support to this vulnerable client group and to enable us to offer early intervention and signpost to additional suitable services.

Looking ahead

I look forward to the following months being busy with the apprenticeship project, as it should come into our busy period. It will be interesting to see how the new government business levy will affect small businesses and the recruitment of apprentices.

I hope to secure further funding for Junior Signpost, to help ensure all those referred gain the chance to improve their confidence, build up resilience and form healthy relationships. This will lead to more emotionally balanced young people ready to take next steps.

In the near future I would like to link with those involved in the new Social Prescribing Project that is to be launched in Haverhill. It would seem logical for me to become involved with the 13-24

year olds who are referred to the project, as we have had a referral from a Clements surgery GP to Signpost for a 16 year old.

It will be important to work closely with the schools and to look at improving work skills with their young people, practise interview days, careers days, jobs fairs will all be part of this. Most of their leavers will have planned pathways. We must do what we can to support would be earmarked NEET young people to ensure we engage them from the very start encourage them to progress. A selection of courses available in Haverhill to meet the needs of these young people, who often have barriers to learning will be essential if they are going to be successful in finding employment/training and reduce our Haverhill NEET figures.

Karen Chapple, Youth Skills Manager