

Haverhill Town Council



HAVERHILL
TOWN COUNCIL

Minutes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held on Tuesday 2nd May 2017 at 7.00pm at Haverhill Arts Centre, Haverhill

Present: Councillor J Burns (Chairman)
Councillor P Fox (Vice-Chairman)
Councillor A Brown
Councillor M Byrne
Councillor P Hanlon
Councillor B McLatchy
Councillor D Roach
Councillor A Williams
Councillor W Yang

Apologies: None

Absent: None

In Attendance: Councillor Q Fox
Councillor B Robbins
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 /027 Apologies for Absence
All Members were present.

LC17 /028 Declarations of Interest and requests for Dispensations

Cllr A Brown Cllr J Burns Cllr B McLatchy Cllr D Roach	Non-Pecuniary Interest	LC17/033 St Mary's Church funding, having given funds to this cause via their Locality Budgets.
Cllr B McLatchy Cllr D Roach	Non-Pecuniary Interest	LC17/033 Haverhill Town Twinning funding, being members of that organisation.

LC17 /029 Minutes of the Last Meeting
It was proposed by Councillor P Hanlon, seconded by Councillor A Brown, that the minutes of the meeting held on 7th March 2017 be

ACTION

agreed as a true record.
RESOLVED

LC17 /030 **Matters Arising**
 There were no matters arising.

LC17 /031 **Public Forum**
 No member of the public wished to speak.

LC17 /032 **Report on past and future Arts Centre and leisure activities**
 The Arts and Leisure Manager tabled a report. See appendix 2. In addition:

- a) Beer Festival: Councillors congratulated Nick and the staff team on the successful first Beer Festival and asked that letters of thanks for support go to Nethergate Brewery and CAMRA.
- b) Summer Bash: This is in the 5th year of a planned 5-year transition from being a council-ran to independent event. The committee of volunteers that oversees this event is exploring ideas for directly charging those who attend a modest entrance fee. Councillors expressed concern that the Town Council would be associated with a decision to charge for what had previously been free to enter and questioned whether it was possible to charge for entering the public park.

Nick Keeble

LC17 /033 **Determination of current grant applications**
 The Committee determined the following grants

Organisation Name	Purpose of funding	Amount Requested	History of Previous HTC Grant Awards	Award Decision
Rotary Kids Out	The provision of a one day event per annum for 100 children (40 from Haverhill) of varying disabilities or disadvantages to visit Wimpole Hall.	£500.00	2016 - £500	Proposed M Byrne, Seconded B McLatchy £500 be awarded. RESOLVED
St Mary's Church	Installation of screen and projector, provision of chairs	£2,000.00		Proposed A Williams, seconded A Brown that the church be asked if they still require funding given the significant success they have had since submitting this application. RESOLVED

Hav & Dist Twin Towns	Contribution towards hospitality costs.	£1,000.00	2016 - £1,000 2015 - £1,000	Proposed M Byrne, seconded P Hanlon that £1000 be awarded but that for 2018/19 budget the Association be asked to present proposals for a refresh of the format of visits. RESOLVED
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LC17 Broad Street Home Zone

/034 It was proposed by Councillor A Williams, seconded by Councillor M Byrne, that the Town Council facilitate a meeting of residents from Broad Street to allow for discussions of solutions for the parking issues in that road. The meeting to take place at the Town Hall, refreshments will be provided. A representative of SCC Highways will be sought to provide factual information and advice.
RESOLVED

LC17 Welcome to Haverhill Information Pack

/035 It was proposed by Councillor A Brown, seconded by Councillor M Byrne, that the provision of general information for newcomers to Haverhill be explored.
RESOLVED

LC17 New Website Review

/036 Councillor J Burns gave a presentation of the new Town Council website. Members congratulated him and Alisha Jenkins, Office Administrator, on the work they had done creating the new site. It would go live as soon as practicable.

LC17 Projects Update

/037 The Clerk provided a verbal update on community projects:

- a) Pump Track – We are awaiting the information from the Residents’ Committee to enable us to initiate a procurement exercise for a delivery partner – a specialist track builder.
- b) Leiston Road shopping area improvements – We have ordered all the material and are awaiting delivery. We are also investigating sources of additional labour to help expedite this project is a realistic timeframe.
- c) Leiston Centre acquisition – Concluded. The building belongs to us. We are now turning our attention to ordering the new equipment for which we secured funding.
- d) Digital Signage – The groundwork specialist have heard back from SCC Highways. We can bridge anything we find under the pavement so we need to proceed with the planning application on that assumption.
- e) Notice Boards – We have secured permission from the Chalkstone Community Centre that we can wall-mount a larger notice board on their wall. We need to apply for planning permission for boards at the Leiston Centre and the other locations (Brybank Road, Recreation Ground, Meadowlands, East Town Park) which will take some time.

**Clerk &
Councillor B
Robbins**

- LC17 /038 Parish Handyman Report**
The meeting accepted the report of the Parish Handyman, noting the wide range of works he had undertaken.
See Appendix 2
- LC17 /039 Youth Strategy Report**
The meeting accepted the report on the Youth Strategy.
- LC17 /040 Youth Skill Project Report**
The meeting accepted the report from the Youth Skills Co-ordinator and Members commented that she was doing an excellent job in helping so many people.
- LC17 /041 Date of Next Meeting**
It was noted that the next meeting would be held on 4th July 2017.
- LC17 /042 Closure**
The meeting was declared closed at 20:55pm.

Signed
Chairman

Date

Appendix 1 - Public Forum
See LC17/031

Appendix 2 – Reports
LC17/032 Arts & Leisure Report for meeting on 7 March 2017

EVENTS

We have recently held the first Haverhill Beer Weekend. This was run in collaboration with Nethergate Brewery and aimed to be a new event for the Haverhill calendar. Judging by the attendance (more than 450 people) and the overwhelmingly positive feedback, we will be looking to hold a second event from Friday 4 to Sunday 6 May 2018. We will be discussing at what worked and what needs tweaking to improve the Weekend and increase the visitor numbers.

Live events have been a real mixed bag and we are again experiencing a Spring slump in sales as we have done for a few years now. We have had sell out audiences for Samuel Ward's Billy Elliott, JD Kings Elvis and the Wrestling but disappointing numbers for Simply Swing, Treasure Island and The Temperance Seven.

Initial 2016-2017 budget figures for the supply and performance of films and live events at Haverhill Arts Centre show promising results.

	2015/2016	2016/2017 (budget)	+ / -
Ticket Sales	£111,121	£141,997 (£95,950)	+£30,870
Expenditure	£88,698	£114,110 (£78,700)	+£25,412
Income / Expenditure	£22,423	£27,887	+£5,464

Overall the budgets for the Arts & Leisure Events programme shows an overspend of £1,845 (despite not receiving an anticipated £12,500 grant for events). The total Arts Centre budget shows net actual income was £13,491 over actual expenditure.

Cinema attendances

In common with most years the post-Oscar months have proved to be stronger than the summer / autumn months. We have developed a loyal audience for our live screen events who enjoy the chance to see the live London based productions while sitting here in Haverhill.

Months	No of Screenings	Film Attendance (no of screenings)	Event Cinema Attendance (no of screenings)	Average per screening
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	30	1009 (25)	271(5)	42.66
March / April	25	978 (20)	172 (3)	50

Arts & Leisure Review Group - The group has received further reports and are starting the process of developing a business plan for the Arts Centre. A customer survey about the café and bar facilities received an excellent response when sent with the seasonal brochure. The results are currently being analysed. An electronic Survey Monkey version has been prepared and will be promoted soon.

Nick Keeble, Arts & Leisure Manager

LC17/038 Parish Handyman Report

Date	Location	Requested Task	Reported by	Outcome	Date	Complete
01/03/2017	Arts Centre	Paint railings at rear	Town Clerk	Completed	22/03/2017	Y
13/03/2017	Snowdon Court,	Patrol and clear any fly-tipping litter, make good the area	Town Clerk			
20/03/2017	Ashlea Road	Investigate rubbish tipping at garage block at end of road.	resident of Ashlea Road	Took photos and did litter pick	23/03/2017	Y
20/03/2017	Clements Estate	Wash down green grime on signs	Town Clerk	Completed	23/03/2017	Y
28/03/2017	High Street	Repaint black street furniture - Bollards, street lighting columns, black boxes for lighting	Town Clerk	Underway - painting street bollards, lighting control boxes and the lower sections of lamp columns from the Royal Exchange down to the Arts Centre, where now doing handrails	21/04/2017	
06/04/2017	Bevan House	Clear top floor of Bevan House, tidy garage	Town Clerk	Completed, with assistance from Steve Marsh	13/04/2017	Y

LC17/039 Youth Strategy Update

Recommendation	Last Action Reported	Update
1 – On The Spot Van	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.	X-box installed and being used. One additional member of the team has been selected and is undergoing recruitment.
2 – Social Media Project	“www.have-you.org” Haverhill Youth information website is being developed.	No change to report
3 – Youth Skills Project	Junior Signpost is going from strength to strength. See separate report	No change to report
4 – Skate Park	Nothing heard from HCSA. Investigating possibility of extending the Howe Road site.	HCSA have written formally to confirm they do not wish to pursue proposals regarding siting an urban sports facility at New Croft. WE are investigating alternatives.
5 – Extend Arts Centre	No change to report	No change to report
6 – Creative Arts Strategy	Borough and town officers are working on matrix of activities to ensure the plans cover a broad range of demographics.	The first project, on film-making, is starting soon.
7 – Chill-out Zone at Leisure Centre	New TV and games equipment, plus beanbag seats, all on order.	All equipment installed and available for use. The Zone is being ‘relaunched’ & promoted.
8 – Councillor Involvement	ongoing	Ongoing

LC17/040 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 210 apprenticeship vacancies. We achieved 50 opportunities in our first year, 52 in our second year, 60 in the 3rd year and 48 so far in year 4. We have carried out apprentice information sessions at both academies and supported with mock interview days and CV writing workshops at both schools.

An apprenticeship event took place during National Apprenticeship Week at the Art Centre. Local schools and young people attended over 150 in total gathered information and browsed current vacancies. It was supported by local businesses and training providers. The event received some good local publicity and was a successful event.

I continue to visit businesses and share the benefits of employing apprentices, support them to recruit and organise training thus simplifying the process. Many of the businesses I have worked with in the past are now recruiting their next intake of apprentices and are repeat businesses so the transition is usually smoother. Because of national changes in the delivery of the qualification side of apprenticeships it is at present a little confusing and grants for businesses are still unclear.

Schools / Events

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. I have further appointments booked in for the coming weeks.

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

We are to re-launch the Rob Maidment Enterprise Project on the 10th of May. Teams will be given £50 and tasked with making the highest profit. They will need to develop a business plan and give their team members different responsibilities to help ensure they are successful. The teams will be offered adult mentors to help direct teams and to add some expertise to their teams. The project will run for longer this time schools have suggested 8 weeks. The teams will show case their product/service at the Youth Market. We look forward to seeing how successful our teams will be this time round and see if we can continue to increase the already record breaking profit achieved last time round.

Young people

Since the project began I have initially assessed nearly 500 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

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 suffering from low mood. The 8 week course has just been completed and we are about to run another one to existing members and to introduce new referrals.

Pro ED ID Course

West Suffolk College is to deliver Pro ED ID for the first time in Haverhill it will run for 2 days a week for an 8 week period it is for 16-18 year olds. The aim of the course is to improve confidence and it will include a work experience element and have a social project built in. We sat down with the college and discussed what the course content should include to ensure it would benefit the needs of our local young people.

Prince's Trust

The Princes Trust have just completed their 12 week team building course. We hope to see them return in September. They have had some positive outcomes from the young people attending the course. Some of the students have now applied for further education courses others have secured jobs. I work closely with the Inspire team who deliver this course to ensure young people are supported throughout and also help the staff to link up with local community partnerships

Job Club

We secured funding for a Job Club Project which we run with National Career Service. In six weeks we had two young people that successfully secured apprenticeships. We need to look for volunteers to help run these sessions going forward.

Signpost Projects

Adult 16-24 years

Our adult signpost group are at the moment attending 6 weeks of Art Work Shops provided by the WEA. The 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.

Junior Signpost 13-16 years

Is aimed at improving the well-being of young people 13-16 who are suffering from anxiety or are struggling to form relationships.

The first Junior Signpost Programme gained very positive feedback. The young people shared that they enjoyed the variety of the sessions and are conscious of how their confidence has grown. They have mastered new skills and formed new relationships.

We are now half way through our 2nd Junior Signpost Programme we are using money ring fenced from One Haverhill Grants. We had a very high number of referrals. We have over 17 regular attendees. On reflection this number is too high, we expected some to drop off but all have stayed loyal to sessions. It is more difficult to offer the support and mentoring when numbers are so high. We have other referrals waiting to join programme 3 (funding from leisure pot) which will start once programme 2 has been completed. We have also applied for some additional funding (community chest) to enable us to work with some young males. We have noted on junior signpost to date we have only worked with 1 male who attended for only a couple of weeks before dropping off the project. So it is essential we try and target this difficult to reach group of young males.

Scheme of Work for current JS.

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 Flower arranging.

Week 4 Taster golf session –Haverhill Golf Club

Week 5 Team Building Abbey Croft Leisure-ACL

Week 6 Making Chocolate – The chocolate lady Steeple Bumpsted Farm

Week 7 Decoupage Session –Friendly fox crafts

Week 8 Archery Abbey Croft Leisure

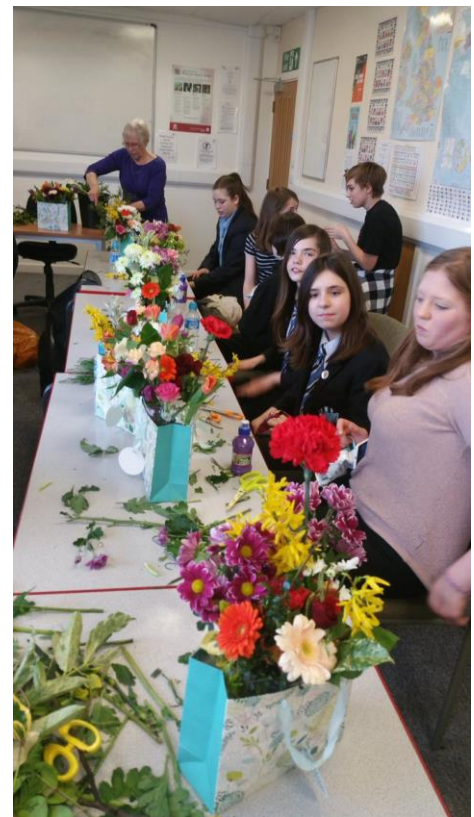
Week 9 Create your own canvasses using paint, buttons and beads.

Week 10 Meditation and Mindfulness

Week 11 Gym taster budget for ongoing gym visits

Week 12 Party

We have used a variety of worksheets to encourage young people to be aware of their emotions. We have held some 1 to 1 chats where individual support has been required. Suffolk County Council Intense Support Worker Justine Cousins has worked in partnership to deliver this programme, as has a volunteer from the Senior Signpost and our Town Council Apprentice. We are to date extremely proud of how the programme is running and the positive vibes we receive from the young people who attend. It has been good to watch their confidence grow as the programme develops and watch new friendships blossom.



Looking ahead

We are currently on track to have our highest amount of opportunities advertised this year. I look forward to a busy couple of months going forward. I am still unsure on how the new government business levy will affect small businesses, which in Haverhill is where the majority of our apprentice opportunities arise from.

I hope to secure further funding for Junior Signpost, for a male only group. It is essential we try to help support this very vulnerable isolated group and ensure all those referred gain the chance to improve their confidence, build up resilience and form healthy relationships. This will I hope lead to more emotionally balanced young males who are more likely to progress forward and achieve their full potential.

I look forward to linking up with the new Social Prescribing Project soon to be launched in Haverhill. Working together to improve outcomes for our young people who will benefit from social interaction is going to be a continuation of the work we are already doing but will hopefully lead us to a source of referrals.

The time of year approaching us will be extremely busy as we will have a new crop of school/ college /university leavers. Most will have plans, some will not work out as exam results can affect their chosen pathways. We must do what we can to support all. Ear marked NEET young people will be especially targeted to ensure they are given the very best possible support. A selection of short courses will be planned late September to mop up any students who have fallen off full time courses or out of education. It will also ensure they are engaged and that learning is still taking place and ensures we continue to reduce NEET figures.