

Haverhill Town Council



HAVERHILL
TOWN COUNCIL

Minutes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held on Tuesday 6th March 2018 at 7.00pm at Haverhill Arts Centre, Haverhill

Present: Councillor J Burns (Chairman)
Councillor P Fox (Vice-Chairman)
Councillor A Brown
Councillor P Hanlon
Councillor D Roach
Councillor B Robbins
Councillor L Smith

Apologies: Councillor A Williams
Councillor W Yang

In Attendance: 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

LC18 Apologies for Absence

/016 The above apologies were noted. Colin Poole also gave his apologies.

LC18 Declarations of Interest and requests for Dispensations

/017

Cllr D Roach	Non-pecuniary Interest	LC18/024 member of Haverhill in Bloom
Colin Poole Town Clerk	Non-pecuniary Interest	LC18/024 As have been invited to take part in the exhibition for which funding is sought

LC18 Minutes of the Last Meeting

/018 It was proposed by Councillor P Hanlon, seconded by Councillor A Brown that the minutes of the meeting held on 16th January 2018 be agreed as a true record.

RESOLVED

LC18 Matters Arising

/019 LC17/078 – Deed of Gift for Old Independent Church: The meeting clarified that this request is to ask the History Group if they are aware of whether the church building was a gift to the town.

LC18/006 – Christmas Lights: These have now been removed.

ACTION

CLERK

LC18/009 – d) Local List of historic buildings: The Clerk confirmed he had spoken to the History Group who remained interested. Councillor J Crooks would be a useful contributor to this project.

LC18/009 – l) Card Terminal: The Clerk advised that there is insufficient evidence to justify a second card machine in the bar.

LC18/011 – Grit bins: Councillor B Robbins raised concerns as to the location of the grit bin in Broad Street. Following some debate, it was agreed that Councillor Robbins should take soundings from residents and advise the Clerk on a new location, if any, for the bin.

LC18/013 – Brybank Road bins: The Clerk advised that only the supermarket was licensed and could be compelled to act on litter, which would be unfair as the source of the litter are the hot food takeaways which the Borough has opted not to license. If this decision was amended, the Borough could compel the businesses to act on litter.

**Cllr B
Robbins**

LC18 **Public Forum**

/020 No member of the public wished to speak.

LC18 **Open Air Surgeries on Market Square**

/021 It was proposed by Councillor D Roach, seconded by Councillor A Brown, that the Council holds surgeries on the Market Square one Saturday per month over the summer.

RESOLVED

It was noted that this should not be held on Saturdays that would clash with some Councillors' commitments to the Labour party gazebo. SCC Highways, other Councils and the Police would be invited to join Councillors on the stall. The Council needed to provide better presentation methods to avoid loose leaflets being weighted down.

Councillor J Burns undertook to contact councillors to put together a fair rota to cover the gazebo.

**Cllr J
Burns**

LC18 **Fly Tipping: Response to DEFRA Consultation**

/022 The meeting considered the questions NALC had raised in respect of fly tipping. The Clerk would forward the response as directed.

CLERK

LC18 **Report on past and future Arts Centre and Leisure Activities**

/023 See appendix 1

NK read out the items on his report attached, highlighting the following:

The Arts Centre had received a referral from LifeLink which it was able to help with.

Unfortunately there had not been enough interest in a drama festival to make it viable.

St Edmundsbury were hosting a world market on 6th/7th April in Queens Street.

The event for Chinese New Year had gone very well. It had elicited, as hoped, enquiries from other communities about how their special day might be celebrated. It has been made clear that, like for the Chinese community, we are here to help the community put on their own event, not put on an event for them.

The recent wintry weather caused two events to be rescheduled. Staff went the extra mile to ensure ticket-holders were informed of this.

NK highlighted some of the shows in the new season brochures.

Cinema attendances had been very strong for 2017/18.

LC18 **Determination of current grant applications**
/024 The Committee determined the following grants

Organisation Name	Purpose of funding	Amount Requested	Amount Awarded
Family History (Haverhill) Group <i>(Clerk left the room)</i>	Exhibition to commemorate the Centenary of the Great War	525.00	525.00
H&D Local History Group	To assist with the costs of operating the Haverhill History Centre, including the annual rent of the Centre's accommodate, storage and display space with the Art Centre. This would permit the Group to allocate more of its funds towards making improvements to the Haverhill History Centre for the benefit of the public and the Arts Centre.	3000.00	3000.00
H&D Twin Towns Association (DR declared Non-Pecuniary interest)	Funding to contribute towards hospitality costs for visiting Twin Towns Group	1000.00	1000.00
1451 (Haverhill) Squadron	Cadet training for Level 1 Teamwork, Personal Skills and Citizenship in Youth Organisation BTEC Course	800.00	0.00 Deferral as 5.2.i not answered.
REACH Community Projects	Towards the costs of running Resource Centre. Resource Centre is key in providing a link between all of our services, most notably, Haverhill Foodbank.	5000.00	5000.00

RESOLVED

LC18 **Reports from Grant Recipients**

/025 It was proposed by Councillor D Roach, seconded by Councillor L Smith that the reports from the following organisations be accepted

RESOLVED

Haverhill & District Town Twinning Association
 Family History (Haverhill) Group
 Haverhill Cricket Club.

LC18 **Youth Skill Project Report**

/026 See appendix 2

Councillors agreed a vote of thanks to Karen Chapple for the continuing high quality work that she had delivered. The meeting noted that there had been success with long-term unemployed people getting into work.

LC18 **Youth Strategy Report**

/027 See appendix 3

LC18 **Parish Handyman Report**

/028 See Appendix iv

Members thanked the Parish Handyman for his hard work and noted the report attached.

LC18 Date of Next Meeting/029 It was noted that the next meeting would be held on 6th March 2018.**LC18 Closure**

/030 The meeting was declared closed at 8.50pm.

Signed
Chairman

Date

Appendix 1**LC18/023- Arts & Leisure Report****Arts Centre Programme**

Attendance at ticketed events in January and February totalled more than 4300.

We had a particularly busy half term with more than 1250 people attending. Live event capacity was 84%.

The recent weather has kept us on our toes and we have had to postpone one screening and a performance. We were able to find new dates and to contact all the people who were due to attend. We used friends, neighbours, staff deliveries and even a taxi firm to take messages to those people who were not contactable by telephone.

The next programme is complete and runs from May to August.

Cinema attendances

Film attendance remains very strong and the coming months feature a number of potential Oscar nominated films.

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
May/ June	29	937 (23)	147 (6)	37.38
July/August	23	594 (17)	165 (6)	33

Sept/October	26	763 (22)	210 (4)	37.42
Nov/December	19	753 (11)	226 (5)	61.19
Jan / Feb	27	1111 (23)	292 (4)	51.96

Current projects include

Haverhill Arts Centre website

November 11th 2018 programme – 100 years since the end of WW1

Forward Diary and happenings

Haverhill Beer Weekend 2018 Friday 4 – Sunday 6 May
Saturday 30 June

Historic Vehicle Rally 2018– Sunday 1 July
July

Big Day Out 2018 – Wednesday 25 July
August

Tribute Night – Saturday 4 August
8 August

Tribute Night – Saturday 18 August
Wednesday 22 Aug

Halloween Trail 2018 – Friday 26 October
Friday 7 December

Armed Forces Day 2018 –

Summer Bash 2018 – Sunday 15

Picnic in the Park – Wednesday 1

Chalkstone Fun Day – Wednesday

Leiston Community Day –

Family Christmas Night 2018 –

Nick Keeble March 2018

Appendix 2

LC18/012- Youth Skills Manager Project Report

January and February have been busy months supporting our existing clients as well as the new influx of clients we have been given to work with via the two recently completed "Moving Towards Work Courses". We have decided to work with the 12 new clients we have acquired by opening a drop in service on a Tuesday and Thursday at Bevan House. We will also offer 1-2-1 support where needed. With the added support of Dan our new apprentice it has been possible to organise our time effectively and keep everything spinning although it has quite hectic at times.

We have continued to support a new and existing clientele of young people who are suffering from low mood and anxiety, via our Signpost Project.

The apprenticeship project continues and we are still promoting this project at every opportunity.

Apprenticeships

Our project has now been running for 4 years starting September 2013. We have during this time advertised over 248 apprenticeship vacancies. We are about to sign a pledge with West Suffolk College to help increase apprenticeship numbers across West Suffolk.

Young people

We have supported young people with job searching, work experience placements, job applications and developing CV's for those looking for employment. We have had some success with securing positions for full time work this month. With three of our clients having secured work at Addenbrookes. We continue to hold Job Hub sessions in the media hub on a weekly basis.

Schools

I spent some time at Samuel Ward meeting 6th formers who were interested in securing apprenticeships on completion of their A levels. I will liaise with local businesses to see if we can find suitable posts for them. We have managed to link two employers with students and interviews have been scheduled.

Training Courses

Moving Towards Work -4 week course Jan/Feb

The second "Moving Towards Work" course was rolled out during Jan/Feb by training providers Standguide the aims are to improve confidence and employability skills. A total of eight people signed up for the course of which 6 completed. After working with those that attended the course we identified that they would benefit from additional training. As several were interested in retail we organised further training to be delivered by a private training company, Qube Learning. Customer Care training was carried out at Bevan House we signposted 8 in total who completed the course. The candidates felt they benefitted from this and have listed it on their CV's as further training. We in addition also organised First Aid Training, we felt all would benefit from having this on their CV too, we had a good uptake for this course. We are looking at further courses to further equip our clients with skills that employers will see as beneficial in the work place.

Moving Towards Work Case Study

YT is a 54 year old woman who has been unemployed for some time . Initially born in Haverhill, she lived most of her life in America, only returning to Haverhill in 2014 to help to care for her elderly father. After returning, she found it incredibly difficult to find a social life, especially due to the time she must commit to her father's care. After making contact with the Haverhill LifeLink, and sharing her loneliness and need for employment YT was advised to attend the 'Stand Guide: Moving Towards Work' course. Initially YT, although polite and friendly, she was quite insular and hesitant to engage with the group. Over time, she slowly came out of her shell, sharing her life story and the variety of job experiences that she had had in the United States. By the end of the course, she was seen much like a mother figure, especially amongst the younger members of the course. That said, it was identified that she didn't know how to use computers, smart phone or tablets. After completion of the course we encouraged her to bring her tablet to our additional support sessions and encouraged her to join local groups and job searching sites. This has also given the opportunity for other, younger course participants to show their teaching, caring side and support people like YT with her tablet. She has now become more proficient at using her tablet, is currently volunteering at a local charity and has applied for a job role in a local café. Additionally, she has just completed a Customer Service course and First Aid course, in the further learning provisions we had arranged. We will continue to support YT in her search for employment and have signed her up for a Basic IT Course. She now has developed relationships with others on the course this has worked wonders for her confidence and has helped deal with her loneliness.

Signpost Projects

Adult SP 18-24 years

Four of our young people who are signed up to Adult Signpost attended the Stand Guide Course. One managed to secure work as a result, two are now volunteering and another has been referred to additional short courses. We continue to support and encourage these individuals and give a bespoke service depending on their individual needs. Another two of our clients from Adult Signpost attended our Job Club and were supported and managed to secure full time work at Addenbrookes.

Case Study Adult SP

SC is a 18 year old who suffers from anxiety issues. Although she is a nervous young woman, she aspires to enter the care sector. SC approached us initially to receive assistance in gaining employment and signed up for support via our adult signpost she was persuaded after several 1-2-1 sessions to attend 'Haverhill Job Hub'. It was from this that we suggested she also try our mindfulness taster course. She revealed that she had previously heard of mindfulness and was more than happy to attend. SC confidence seemed to grow whilst benefitting both from mindfulness and the job hub. SC was supported in applying for a job, compiling a CV and given tips on interview techniques. She applied for, and has been subsequently offered, a job at the local hospital, carrying out the caring that she so desperately wanted to do. After successfully obtaining her new job, she shared that she had used the techniques that she had learned, to calm herself before her interview and had put into practice our interview tips. Even in her success, we will continue to offer our good luck and support for whatever comes in her future.

Junior SP 13-17 years

Our provision has just finished running a pilot mindfulness programme in collaboration with Teresa Costa a mindfulness coach. We have worked with 8 young people from adult and junior signpost over a six week program. Feedback has been very encouraging with pleasing results.

Case Study mindfulness

BT is a young adult who is 22 years old. She has a history of mental health problems, after she had to drop out of university. She has spent about 2 years engaging sporadically in volunteering and working with the Youth Skills Manager, intermixed with bouts of low mood and disengagement. She was invited to the mindfulness taster experience as it was felt that she would be one of those to most benefit from it. Initially BT was hesitant to come to the mindfulness group, however she made great efforts to attend almost every week - a fantastic improvement from her previous disengagement. Also of note is that she seemed to be comfortable in the atmosphere to share her thoughts and feelings. From the experience, she was encouraged to and participate in other, unrelated course provisions arranged by us, she managed to attend an add on course in customer service training which has further improved her confidence. Should the mindfulness provision begin again, she would be most welcome to attend if she wanted/could. We will continue to encourage BT to engage with us when she is able, in order to continue benefitting from her improved wellbeing and to ensure that she doesn't lose the momentum that she has built up.

Looking ahead

We will continue to offer our Job Club on a Monday and support a case load of young people with varies needs. We will offer one-2-one to those that need individual attention.

An apprenticeship event will take place on the 8th March and has been organised for National Apprenticeship Week. We will invite local businesses and training providers to attend as well as those interested in securing an apprenticeship or employment.

Junior signpost programme will begin mid March, we will run for 10 weeks and will be working with referrals from the South Ward.

We look forward to supporting another "Moving towards Work" which Standguide will deliver on the 9th of April. We will continue to work with clients that have completed the first two courses on a Weds and Thursday.

Our Allotment project for Adult Signpost will start up again in March 15th. We will offer this as a weekly activity.

Appendix 3
LC18/027 Youth Strategy Update

Recommendation	Last Action Reported	Update
1 – On The Spot Van	Visits to the Clements Estate have been increased in response to concerns about behaviour on the estate, particularly around the Leiston Road shops.	The OTS team have been attending Rutland Court and talking to residents and some of the young people there, in respect of alleged ASB, at the request of the Police. The OTS team still support the chill-out zone at Abbeycroft Leisure.
2 – Social Media Project	No change to report	No Change to report
3 – Youth Skills Project	See Item 14 report below	
4 – Skate Park	No further action to report	This project will be revisited as part of the proposals for the Chalkstone Field - If the demand still exists. The Outdoor Parkours element and the skate park element would give us opportunities to work with colleague sin other public bodies to provide a coherent offer in Haverhill.
5 – Extend Arts Centre	No change to report	The surveyors have completed their topographic survey. This will allow our architect to produce some concept drawings for what might be possible to offer. Some interesting feedback from residents to the Haverhill South People’s Forum indicated that proposals for studios and rehearsal space would be supported.
6 – Creative Arts Strategy	The first project, on film-making, was held during the summer (see Arts Manager’s report)	Additional projects are being curated under this strand, see Arts Managers Report.
7 – Chill-out Zone at Leisure Centre	Thursday evening for older ages not being well attended, but very good numbers for the Tuesday evening for young people and the new equipment being well used	This continues to be supported.
8 – Councillor Involvement	Ongoing	

Appendix4

LC18 /013 - Parish Handyman Report

23/10/2017	Pipers Close	Overgrown Bush	Vicky Phillips	Contact owners who cut it back	23/10/2017	Y
23/10/2017	Pipers Close	Fly-tipped rubbish	Vicky Phillips	Cleared	23/10/2017	Y
24/10/2017	Brybank Road shops	Litter picking required	Parish Handyman	Cleared regularly - noted additional bin now present	24/10/2017	Y
24/10/2017	Bumpstead Road	Brambles over path	Public	Cut back	24/10/2017	Y
24/10/2017	Leiston Centre	Remove baby change bench	Ops Manager	Complete	24/10/2017	Y
25/10/2017	Arts Centre	Clean side alley fire escape route of weeds and moss & bird mess	Nick Keeble	Complete	25/10/2017	Y
25/10/2017	Bus Station Shelters	Wobbly paving stone reported	Vicky Phillips	Marked up and a cone placed to warn people	25/10/2017	Y
26/10/2017	Jubilee Walk	Clear wax from cat statue & litter pick	Parish Handyman	Complete	26/10/2017	Y
26/10/2017	Jubilee Walk	Clear posters and wash down phone box and signage	Parish Handyman	Complete	26/10/2017	Y
26/10/2017	Rookwood Way	Cut back brambles off path	Parish Handyman	Complete	26/10/2017	Y
27/10/2017	Clements Estate	Wash down street signage	Town Clerk	Continuing this process about half-way through.	27/10/2017	Y
30/10/2017	Howe Road	Collected old roadwork sign and barriers - now in our garage	Parish Handyman	Collected	30/10/2017	Y
30/10/2017	Howe Road	Clear brambles from around bottle bank	Parish Handyman	Complete	30/10/2017	Y
30/10/2017	Leiston Centre	Litter picked around community centre and shops	Parish Handyman	Complete	30/10/2017	Y
30/10/2017	Keebles Yard	Clear fly-tipped rubbish	Parish Handyman	Cleared	30/10/2017	Y
30/10/2017	Burton End	Cut low-hanging brambles	Parish Handyman	Cleared	30/10/2017	Y
31/10/2017	Victory Clock, Jubilee Walk	Put back 1 hour for GMT	Town Clerk	Complete	31/10/2017	Y
31/10/2017	Bevan House	Weeded around topiary & cleared glass	Town Clerk	Complete	31/10/2017	Y
02/11/2017	Leiston Centre	Brought up new tables, unpackaged and stored, litter picked area	Ops Manager	Complete	02/11/2017	Y
02/11/2017	Town Hall Car Park	Litter picked and removed fly-tipped rubbish by bottle bank	Parish Handyman	Complete	02/11/2017	Y
02/11/2017	Quakers lane	Cleared leaves	Parish Handyman	Complete	02/11/2017	Y
03/11/2017	School Lane	Cut back over-growing Buddleia from path and cleared car parking area of overgrowth and leaves	Parish Handyman	Complete	03/11/2017	Y
06/11/2017	Quakers Lane	Litter picked	Parish Handyman	Complete	06/11/2017	Y
06/11/2017	Brybank Road shops	Litter picked	Parish Handyman	Complete	06/11/2017	Y

06/11/2017	Notley Drive	Cut back brambles from around grit bin	Parish Handyman	Complete	06/11/2017	Y
07/11/2017	Arts Centre	Paint walls where knocked	Nick Keeble	Paint used up	08/11/2017	Y
09/11/2017	Arts Centre	Remove old furniture, clear alley	Nick Keeble	Complete	09/11/2017	Y
10/11/2017	Bypass	Take photographs of signage for TTRO	Town Clerk	Complete	10/11/2017	Y
13/11/2017	Pipers Close	Clear fly-tipped rubbish	Assistant Town Clerk	Michael has reported this to Stonewater Housing & will attend a site meet to discuss what they can do	14/11/2017	Y
13/11/2017	High Street	Paint street furniture	Town Clerk	Currently down to post office. Also cleared litter whilst waiting for paint to dry. Straightened CAB sign in Jubilee Walk and washed notice board	14/11/2017	Y
20/11/2017	Manor Road.	Collect abandoned signage and roadwork paraphernalia	Cllr J Burns	Collected	21/11/2017	Y
20/11/2017	Keebles Yard, Queens Street	Cleared weeds and litter picked area	Town Clerk	Cleared	20/11/2017	Y
20/11/2017	Town Hall Car Park	Litter picked	Parish Handyman	Cleared	20/11/2017	Y
20/11/2017	Howe Road bottle bank	Cleared dumped bottles into bottle bank	Parish Handyman	Cleared	20/11/2017	Y
21/11/2017	Manor Farm Close, Hamlet Road	Remove dumped weeds from frontage and check area for litter/weeds	Town Clerk	Cleared dumped weeds and cleared leaves along bus stop in Hamlet Road	21/11/2017	Y
22/11/2017	Sturmer Road	Remove plastic dangling from tree over road	Town Clerk	Cleared	22/11/2017	Y
22/11/2017	Reeds Lane	Litter pick	Parish Handyman	Cleared	22/11/2017	Y
22/11/2017	Railway Walk - Howe Road to ETP	Litter pick	Parish Handyman	Cleared	22/11/2017	Y
23/11/2017	Wratting Road	Late night shopping sign over in wind	Parish Handyman	Re-erected	23/11/2017	Y
23/11/2017	Strasbourg Square	weed flower beds in centre and around steps	Parish Handyman	Complete	23/11/2017	Y
23/11/2017	Bevan House & Leiston Centre	Litter pick	Parish Handyman	Complete	23/11/2017	Y
23/11/2017	Leiston Shops bottle bank	Clear broken glass	Parish Handyman	Cleared	23/11/2017	Y
23/11/2007	Brybank Road shops	Litter pick	Parish Handyman	Cleared	23/11/2017	Y
27/11/2017	Market Square	rubbed down blue street furniture in readiness for repainting	Town Clerk	Complete, ready for painting	27/11/2017	Y

28/11/2017	Jubilee Walk	Measure up bollards and cycle hoops for dimensions, to enable new ones to be constructed	Town Clerk	Complete	28/11/2017	Y
29/11/2017	Market Square	Paint Borough street assets blue	Town Clerk	Boxes and lamp columns on Market Square painted, two off the square to complete	04/12/2017	Y
30/11/2017	Arts Centre	Clear weeds from light well courtyard	Parish Handyman	Cleared	30/11/2017	Y
04/12/2017	Haverhill	Collect in Craft Fair posters	Parish Handyman	Completed	04/12/2017	Y
04/12/2017	Quakers Lane	Clear leaves and mud	Parish Handyman	Complete	04/12/2017	Y
06/12/2017	Leiston Centre	Replace ceiling tiles	Operations Manager	Complete	06/12/2017	Y
06/12/2017	Around Town	Collect up 2x diversion signage not collected by contractors after fireworks	Nick Keeble	Collected	06/12/2017	Y
11/12/2017	Eringshausen Road	Over hanging branch	Cllr T Brown	Removed	12/12/2017	Y
11/12/2017	Arts Centre	Cleared bin store and spread grit	Parish Handyman	Completed	11/12/2017	Y
11/12/2017	Old Rope Walk, Burton End	Replenished grit bin to 1/4 full	Cllr Byrne	Completed	11/12/2017	Y
12/12/2017	Shardlow Road	Clear grass from highways gulleys	Cllr Bramwell	Completed	12/12/2017	Y
12/12/2017	Quakers Lane	Litter Picked	Parish Handyman	Completed	12/12/2017	Y
12/12/2017	Arts Centre	Repair downpipe in light-well	Nick Keeble			
14/12/2017	Various	Take photos of grit bin locations	Town Clerk	Completed	14/12/2017	Y
14/12/2017	Bevan House	Weed rear of Bevan House	Town Clerk	Weeds been burnt	15/12/2017	Y
04/01/2018	Arts Centre	Remove Panto banners	Town Clerk	Done	05/01/2018	Y
04/01/2018	Leiston Centre	Clear up litter around the centre	Parish Handyman	Complete	04/01/2018	Y
04/01/2018	Leiston Road Bottle Bank	Report bin full	Parish Handyman	Cleared	04/01/2018	Y
09/01/2018	High Street Alleyways	Check for litter	Parish Handyman	Complete	09/01/2018	Y
10/01/2018	Arts Centre	Make good the display boards following local art exhibition in Art Centre Café.	Town Clerk	Underway.		