

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held remotely on Tuesday 15th September 2020 at 7.00pm under regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020



HAVERHILL
TOWN COUNCIL

Present: Mayor J Burns (Chairman)
Councillor A Brown
Councillor P Firman
Councillor A Luccarini
Councillor M Marks
Councillor J Mason
Councillor L Miller-Jones
Councillor D Roach
Councillor D Smith
Councillor L Smith **left 20:43**

Apologies: Councillor P Fox (Vice-Chairman)

Absent: None

In Attendance: **Councillor Davidson left 21:05**
Colin Poole, Town Clerk
Nick Keeble, Arts & Leisure Manager

No members of the public joined the Zoom meeting.

Welcome:

The Chairman welcomed everyone to the meeting. The Clerk advised that due to a technical problem the meeting was not being streamed live on the Council's YouTube channel. It was recorded for upload later.

MINUTES

		ACTION
LC20 /027	<u>Apologies for Absence</u> The above apology was noted.	
LC20 /028	<u>Declarations of Interest and requests for Dispensation</u> No declaration or requests for dispensation had been received.	
LC20 /029	<u>Minutes of the Last Meeting</u> It was proposed by Councillor D Roach, seconded by Councillor A Brown that minutes of the meeting held 10 th March 2020 be agreed as a true record. RESOLVED	

<p>LC20 /030</p>	<p><u>Actions arising from the minutes</u> LC20/024(a) Splashpark proposal – No further communication on this has been received from West Suffolk’s open spaces manager.</p> <p>LC20/024(e) Proposal to look at Anti-social activity diversion tactics – Due to Covid-19 restrictions on socialising, it has not been possible to progress this plan. When restrictions ease sufficiently to allow such a group to gather, this can be revisited.</p>	<p>CLERK</p>
<p>LC20 /031</p>	<p><u>Public Forum</u> No member of the public had joined the meeting and it was not being live-broadcast.</p>	
<p>LC20 /032</p>	<p><u>Report from Arts and Leisure manager</u> Nick Keeble referred Councillors to his two reports (see Appendix 1). The first report covered the recent activities and the second focussed on the Arts Centre plans for reopening with a programme of activities. In particular it was noted:</p> <p>“Haverhill Arts Centre Out of Doors” events, nearly 700 people attended these events with 140 people attending the <i>dirty dancing</i> screening. Good feedback on the arrangements. Lots of love expressed as well for the Arts Centre by people attending events. Some of the budget remains, so a second week is planned for inside a large marquee during October half-term. Potential is to use the New Croft, which presents cost-savings to us and a useful income stream for them in a difficult year. We are reassured by the New Croft management that there would be sufficient on-site parking without people parking on the verges.</p> <p>Halloween Trail: Possible to do something at the Scouts and Guides centre, with a booking system and 3 separate events, with the earliest trail less scary, for small children. A debate took place in respect of whether a charge could be justified for what is historically a free event. As it is necessary for people to book for test and trace reasons, and we can only cope with half the normal crowd, we want to avoid people booking for free and then not turn up, denying the opportunity for others on an event likely to be over-subscribed. £1 ticket charge: Proposed L Miller-Jones, seconded M Marks.</p> <p>RESOLVED</p>	
	<p>Town Centre Musicians raised £350 for local charities.</p> <p>Christmas Lights. In addition to the report, The Clerk asked if there was an arts project to be had over the next 12 months to come up with an alternative solution to a tree. Councillors agreed this was worth exploring, but not to entertain something too outlandish, with a cut-off allowing a standard tree to be ordered if no acceptable proposals were received.</p> <p>Leiston Centre: hoping to open on 28th October.</p> <p>The rest of the report was taken without extended discussion. MM noted how good it was to see NK’s inventiveness, and thanked Nick for a great job. She also requested that he let all Councillors know about volunteering opportunities.</p> <p>NK referred to his HAC report. Income streams are very small and elsewhere some centres have been unable to open. The proposal is for a</p>	<p>Arts & Leisure Manager</p> <p>Arts & Leisure Manager</p>

	<p>three to four nights per week programme. The change to amateurs being allowed to perform would allow open-mic nights and rent of rehearsal sites.</p> <p>NK outlined proposals for events. In answer to a question from Councillor A Brown in respect of affordability and that even fully sold out events can end up costing more than they bring in, he highlighted that this proposed programme would have a very low financial risk factor.</p> <p><i>Councillor L Miller-Jones left the meeting at 20:04hrs</i></p> <p>NK considered a pretty likely outcome was that the Arts Centre would not open fully until at least April 2021. The idea for a temporary ‘tunnel’ and toilets at the back of the Arts Centre would enable the Arts Centre to operate without using the downstairs at all. NK estimated the cost would be around £10k, but would be there for as long as necessary.</p> <p>NK confirmed planning permission would not be required as it was a temporary construction attached to a section of the building that is not listed. Councillors asked that planners and the conservation officer be consulted, rather than rely only on the opinion of a surveyor. Details and issues were discussed.</p> <p><i>LMJ returned to the meeting at 20:08hrs</i></p> <p>NK advised that the main toilets had a maintenance issue which prohibited their opening to the public until addressed. The turnaround time for going downstairs and capacity of the lift, it is a real issue not having toilets on the same floor as the auditorium.</p> <p>The Clerk endorsed the proposals, as it was important that the Council tried its best to open again and provide a service to the people of Haverhill, particularly in terms of giving a boost to mental wellbeing.</p> <p>Councillors agreed that a well-ventilated, covered area, with plenty of space and smartly constructed were all important factors. The presence of these would facilitate the opportunity to refurbish to ground floor toilets, including the drainage problem. Ease of cleaning the temporary toilets was also an important factor.</p> <p>The Mayor asked for a design to be presented to the Council. Nick Keeble undertook to obtain like-for-like quotes.</p>	Arts & Leisure Manager
<p>LC20 /033</p>	<p><u>Shop local Campaign</u></p> <p>The Clerk highlighted the work that had been done to make Haverhill High Street and Queens Street safer for pedestrians to socially distance and therefore be able to shop in person with confidence. Inadequate consultation had meant this scheme had gone down badly with local businesses, some asking for the barriers to be removed and the previous dangerous free-for-all by drivers enabled to resume. At the moment the road closure is passive – we need to be actively doing something – a shop local campaign, improvements to the environment, using our staff to assist people. This needs to be imaginative and done hand-in-hand with local business and West Suffolk’s market team.</p> <p>The sum allocated needs to be substantial to reflect how important we regard this matter as this is going to last beyond Christmas. The Clerk also set out opportunities to deploy town council staff to welcome and assist people and facilitate a positive environment.</p>	

	<p>Councillor A Brown asked for more benches in the High Street.</p> <p><i>Councillor L Smith left the meeting at 20:30hrs</i></p> <p>Mayor J Burns – the vast majority of the public and shop managers he has spoken to are supportive of road closure. Agree regarding benches in town. Also more planters. Support use of staff to find alternative activity such as community wardens.</p> <p>Empty shop units should be utilised to enhance the environment – HTC can work on this. The Market is looking really good at the moment, so we need to encourage people in, whilst it is a success.</p> <p>It was proposed by Councillor J Burns, seconded by Councillor A Brown, that the sum of £10,000 be allocated for use by a working party consisting of Councillors, HTC staff, local business representatives and West Suffolk market team. Benches would be included in the plan, but need to come from a different budget – preferably West Suffolk.</p> <p>RESOLVED</p>	
	<p>The Masterplan Group would sign off the use of funds as it is discussing this topic anyway.</p> <p><i>Councillor D Roach left the meeting at 21:08</i></p> <p>It was proposed by mayor J Burns, seconded by Councillor A brown, that SO3 be suspended and the meeting complete the remaining business to be transacted</p> <p>RESOLVED</p>	
LC20 /034	<p><u>Remembrance Day</u></p> <p>The working party members updated the Council on arrangements for Remembrance Day 2020. Nick Keeble reported that events have been curtailed around the country; there can be no 'parade'. The plan at the moment is to have Royal British Legion (RBL) standards march, unescorted. At the memorial, there would be a limited ceremony just wreath-laying by civic representatives and the RBL address. An opportunity for new groups wishing to lay wreaths will be publicised.</p> <p>Members of the public would be free to pay their respects after the civic ceremony is completed. This is all subject to any further announcements by government or RBL. It was noted the ceremony with be livestreamed.</p> <p>VJ day – Mayor J Burns gave a report – he went to Ipswich to lay a wreath. Flags were also raised on the market square. The work of Mr & Mrs Thompson on behalf of the Haverhill Family History Group was highlighted.</p>	
LC20 /035	<p><u>Date of Next Meeting</u></p> <p>Tuesday 10th November 2020.</p>	
LC20 /036	<p><u>Closure</u></p> <p>The Mayor declared the meeting closed at 21:16pm.</p>	

Signed
Chairman

Date

Appendix 1

Art & leisure Manager Report

Nick Keeble

15 September 2020

Here is an updated report on activities and projects. Some of this information was previously provided in the August update sent to Councillors.

Following the success of **Haverhill Arts Centre Out-of-Doors**, our next project is **Haverhill Arts Centre Under Cover** I am currently investigating costs to hire a large marquee for another programme of events in October half term within the budget set by the Council for a summer outdoor programme. The working title for this project is Haverhill Arts Centre Under Cover.

Halloween Trail - It is hoped to stage a shorter version of the Halloween Trail within the grounds of the Scouts and Guides site on Friday 30 October. Using this site will enable us to control the entrance of people to the site and ticket the event in advance. This event is at planning stage and I am in discussions with artists about how we can run the trail 3 times over the course of the evening in order to satisfy licence requirements and make it possible to control and monitor social distancing. A ticket charge will be made for entrance to the trail and all tickets will be booked in advance. We can also make use of the marquee which will already be on site.

Haverhill Arts Centre Out-of-Doors - A programme of 8 events across two long weekends promoted at the Scouts and Guides HQ in Colne Valley Road was attended by 663 people. There were two children's shows, two Sunday picnics with music, a comedy night, a theatre show and a music event and an outdoor film screening. There was 100% positive feedback about the events and the organisation, feeling safe and value for money and lots of requests for more live events.

Town Centre Musicians – In collaboration with the Safer Spaces Group overseeing the safe use of Haverhill Town Centre, the Town Council co-ordinated a short programme of local musicians who will be performing in the town centre over the 3 weeks on Market days. The musicians played for free and collected more than £350 for local charities. A second appeal will be made to extend this project after the weekend.

Christmas Lights – An extension to the current Christmas Lights Scheme has been agreed and lights will be ready to be illuminated by Friday 21 November. A tree has been sourced and ordered for installation on the Market Square. It is unlikely that we will be able to stage a public switch on event. I am currently working on a few ideas including a promotional video when the lights are turned on and looking at the possibility of encouraging the public to join in on 21 November by turning their lights at home on then too

Chalkstone Community Garden - 6 workshops have been held with local residents, families, groups and reps from schools and Cleves Place have been held to get ideas as to what the garden could include. Facebook posts have also generated ideas and support for the project. Initial contact has been made regarding carrying out topographical and ecological surveys as well as drilling a bore hole. The next stage is for the horticultural designer / artist to draw up outline plans and to get costings for groundworks and initial planting. I am currently researching potential grant sources.

Artistic Licence Visual Arts Project – Contact has been made with 54 local artists and the facebook page established by Sara Marsh now has 110 members most of whom have been sharing examples of their art. It is still hoped that an exhibition space will soon be incorporated into the Volunteer

Centre in a High Street property which will further expand the project. The next stage is to bring together a steering group to work on new ideas.

Clean Haverhill, Green Haverhill – This project is still awaiting a meeting of the Energy and Sustainability Committee.

Community Kitchen – The kitchen has been closed since lockdown began. We recently had issues with the roof leaking so a repair has been made. The advert to recruit a Kitchen Co-ordinator is out. The new employee will lead on the development of the kitchen subject to Covid-Secure guidelines.

Youth Events – A series of online sessions has been organised by Michelle Brace part funded by the Arts Council. Digital Music Making workshops, Manga art classes and a Creative Technology Week have all been completed and attracted good numbers and excellent feedback. A spoken word project with the rapper Shay D is scheduled for September.

Leiston Community Centre – The Main Hall and the Committee Room have been completely redecorated and quotes are being sought for new windows and blinds. Gary Wilson and I are working on a Covid-Safe Risk Assessment and a new operating schedule for the Centre. Contact has been made with regular hirers to ascertain which of them is interested in coming back to use the Centre. Users will sign a new hire agreement which will include Covid -Safe operations and will be required to submit a risk assessment for their activities. Helen Cullup from HSPF/Community Action Suffolk has offered assistance to community groups to complete their risk assessment. The installation of CCTV has been completed.

Haverhill Arts Centre – (Buildings) 75% of the downstairs has been redecorated and work is underway on redecoration of other areas of the building. The Tech team have completed their annual extensive Shut down checks with all tech equipment being PAT tested and all building electrical circuits tested. They are also undertaking other maintenance tasks.

Haverhill Arts Centre - (Programme) See separate report. 2021 has bookings made from late January – the programme remains dependent on any restrictions in place and I am not programming any additional content in the Spring at the current time.

We have found evidence though conversations, level of donations and online comments of a warm support for the Arts Centre and a strong desire to see it back in action with live entertainment.

Future events – I am regularly attending meetings with other venues and event organisers and learning from them as to their plans and what is working for them. At the current time there are very few Councils planning fireworks displays, lights switch on events and Christmas Markets.

There is a specific session on Remembrance soon which will be looking at ways in which the date can be marked in a suitable way. The Haverhill Remembrance Event organising group are meeting next week to explore possibilities.

Nick Keeble

September 2020