

# Haverhill Town Council



**HAVERHILL**  
TOWN COUNCIL

Minutes of a Meeting of Haverhill Town Council's

## LEISURE & COMMUNITY COMMITTEE

Held remotely on Tuesday 10<sup>th</sup> November 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

**Present:** Mayor J Burns (Chairman)  
Councillor P Fox (Vice-Chairman)  
Councillor A Brown  
Councillor A Luccarini  
Councillor M Marks  
Councillor J Mason  
Councillor L Miller-Jones  
Councillor D Smith

**Apologies:** Councillor P Firman  
Councillor D Roach  
Councillor L Smith

**Absent:** None

**In Attendance:** Colin Poole, Town Clerk  
Nick Keeble, Arts & Leisure Manager  
Alisha Jenkins, Office Administrator

No members of the public joined the Zoom meeting.

### Welcome:

The Chairman welcomed everyone to the meeting. The Clerk advised that the meeting was being streamed live on the Council's YouTube channel.

## MINUTES

		ACTION
LC20 /037	<b>Apologies for Absence</b> The above apologies were noted.	
LC20 /038	<b>Declarations of Interest and requests for Dispensation</b> Councillor J Mason	PI: LC/20/046 Haverhill Show Grant Report, as Chair of the Haverhill Show Committee.
LC20 /039	<b>Minutes of the Last Meeting</b> It was proposed by Councillor P Fox, seconded by Councillor D Smith that minutes of the meeting held 15 <sup>th</sup> September 2020 be agreed as a true record. <b>RESOLVED</b>	

<p><b>LC20 /040</b></p>	<p><b><u>Actions arising from the minutes</u></b>  LC20/032 – the Art And Leisure Manager advised Councillors that he had attempted to obtain like-for-like quotes using local businesses, 10 companies were approached, 3 confirmed that would be unable to do the work and no further information has been provided from the others. So will continue with the original quote.</p> <p>LC20/033 – The Clerk updated attendees on the progress of establishing a loyalty card scheme to encourage shoppers to shop local. This has been set up and ready to launch. Councillors noted that the cost of this will be met via a payment from the ONE Haverhill Partnership account and reimbursed from the Council.</p> <p><b>NOTED</b></p>	
<p><b>LC20 /041</b></p>	<p><b><u>Public Forum</u></b>  No member of the public had joined the meeting directly.</p>	
<p><b>LC20 /042</b></p>	<p><b><u>Report from Arts and Leisure manager</u></b>  Nick Keeble referred Councillors to his report (see Appendix 1). In particular it was noted:</p> <p><b>Haverhill Community Kitchen:</b>  Shaun Hill will post simple easy-to-follow recipe ideas on the Community Kitchen Facebook pages throughout December, to help increase engagement.  Councillor A Brown asked is Shaun could live stream cooking each recipe which could then be uploaded online so people have something to reference back to rather than getting lost in a feed. Mr Keeble confirmed this would definitely be looked into.  If lockdown restrictions eased enough to allow gatherings that a potential Christmas dinner event could be organised for those that may be isolated over the Christmas period.  Cllr M Marks and Cllr P Fox expressed an interest in volunteering for the event if it was able to go ahead.  It was noted that the Salvation Army would not be holding their Christmas meal this year, but a member of public is looking at arranging something through the schools instead.</p> <p><b>Facebook Pages</b>  Councillors requested that Mr Keeble circulate a full list of the various Facebook pages that have been set up in respect of projects under the Town Council.</p> <p><b>Community Garden:</b>  This was a project within the Chalkstone Community Open Space. Mr Keeble organised workshop events during the summer holidays with people interested in a community gardening project, however, they were asked their views about the entire open space, including the Urban Sports Park, which they ‘unanimously’ felt was an inappropriate inclusion. The Chair raised a concern that no teenagers were involved in the consultation and the workshops were unrepresentative of the whole community. Mr Keeble clarified his report that the people attending from the care home were staff not residents and that attendees at the workshops signed up for themselves and were not all invited representatives of bodies but people attending on their own time, with very few children involved.  A report will go the Chalkstone Open Space Panel.</p> <p><b>NOTED.</b></p>	<p><b>N Keeble</b></p>

	<p>Nick Keeble asked members to approve a budget of £15,000 for winter projects if the restrictions allowed after the 2<sup>nd</sup> December. The current plan would be to hire in some professional street performers, local buskers and have a 'winter trail'.</p> <p>Councillor Luccarini advised Sharon Fairweather at West Suffolk Council was keen for there to be street performers entertaining on every market day to help boost the atmosphere. Councillors supported this request but asked if entertainers could be placed away from Cllr Firman's Fruit and Veg stall to avoid being shouted over, and a PA system be provided.</p> <p>It was proposed by Councillor D Smith and seconded by Councillor J. Mason that the £15,000 be agreed.</p> <p><b>AGREED.</b></p> <p><b>Halloween Trail:</b> This had a lot of positive feedback provided and the social distancing maintained at the event went well. In response to a question, it was confirmed that ticket income had been budgeted as an offset of part of the overall cost of the event and was not available to be put to a specific cause.</p> <p><b>Remembrance:</b> Approximately 200 people watched the event on Sunday live through Facebook and just short of 4,000 views for the edited version.</p> <p><b>Arts Centre:</b> Councillors asked if the Café could be redecorated in brighter colours. Mr Keeble advised he had just had it redecorated in the same scheme as before as it 'fits' with the rest of the downstairs.</p> <p><b>Leiston Community Centre:</b> The Mayor queried the report regarding upcoming installation of new double glazing, as he was unaware that approval had been given for such expenditure. Mr Keeble advised he was utilising the maintenance reserve. Discussion took place on a need to agree priorities, including metal shutters and internal blinds. The Clerk advised that he will check the records as to whether there had been an approval in 2018, when plans for upgrading the community centre were discussed.</p>	<p><b>N Keeble to note</b></p> <p><b>CLERK</b></p>
<p><b>LC20 /043</b></p>	<p><b><u>Report from The Zone</u></b> The Clerk referred Councillors to the previously circulated report (see Appendix 2). The Clerk reported that the two days that the zone was able to open was beneficial in putting together a more polished plan when the centre can once again reopen. It also provided useful financial data on the operation under restricted activity.</p> <p><b>NOTED.</b></p>	
<p><b>LC20 /044</b></p>	<p><b><u>Benches in the High Street</u></b> Several locations have been identified for potential placement of additional benches and planters into the High Street. After liaising with the market traders, it looks like additional planters may not be viable, but there is potential for picnic benches to be placed along the outside of the Market Square which could be utilised by the traders. A concern was raised regarding anti-social behaviour in the High Street. The police are aware of this issue. Members observed that we did not want to have facilities limited in the town due to a small minority committing ASB. It was proposed by Councillor J Burns, seconded by Councillor T Brown that £10,000 be budgeted for the provision of benches and picnic benches.</p>	

	<p><b>RESOLVED</b> The Clerk advised that benches on the highway were subject to a licensing process. Councillor T Brown asked if paths and public rights of way could be added to the next meeting agenda.</p>	CLERK								
LC20 /045	<p><b>Grant Applications:</b></p> <table border="1"> <thead> <tr> <th>Requesting Group</th> <th>Cause</th> <th>Amount requested</th> <th>Amount Awarded</th> </tr> </thead> <tbody> <tr> <td>REACH Community Projects</td> <td>Contribution towards the running costs of the Resource Centre.</td> <td>£5,000</td> <td>£5,000 1. Cllr T Brown 2. Cllr M Marks</td> </tr> </tbody> </table> <p>Members agreed further funding for REACH would be considered due to the uncertain circumstances and the council would welcome additional applications for further funds if needed.</p>	Requesting Group	Cause	Amount requested	Amount Awarded	REACH Community Projects	Contribution towards the running costs of the Resource Centre.	£5,000	£5,000 1. Cllr T Brown 2. Cllr M Marks	
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LC20 /046	<p><b>Reports from Grant Recipients</b> Councillor J Mason referred Members to the previously circulated Haverhill Show report. Councillor J Mason advised that not all the grant had been spent, but that overall cancellation of the show due to the pandemic meant the show had reduced funds for commencing preparations for 2021. It was proposed by Councillor M Marks, seconded by Councillor T Brown, that Haverhill Show be allowed to retain unspent grant funds for use in 2021. <b>RESOLVED.</b></p>									
LC20 /047	<p><b>Youth Strategy Report</b> The Art &amp; Leisure Manager referred members to the previously circulated notes of the meeting.</p> <p>The YAG had also discussed the community garden consultation (see LC20/042) comments regarding sharing the open space with the skate park. The YAG also noted West Suffolk Council's "stance" that it supported one skate park in each town, but this should not dictate or penalise what a town council can decide to do. There have been some reports from young people regarding the existing West Suffolk-provided skate park where temporary repairs made in the summer now need repairing again.</p> <p>The Haverhill South People's Forum reported that the Pump Track has been hosting some successful socially-distanced coaching sessions over the summer.</p> <p>Two sub-groups are planned. One focussed on mental health provision and another looking into possible online hangout for young people.</p>									
LC20 /048	<p><b>Date of Next Meeting</b> Tuesday 12<sup>th</sup> January 2021.</p>									
LC20 /049	<p><b>Closure</b> The Mayor declared the meeting closed at 20:53pm.</p>									

Signed .....

Date .....

**Chairman**

## **Appendix 1**

### **Art & leisure Manager Report**

Nick Keeble

10 November 2020

The following report gives updates on the previous Arts and Community Engagement Projects as approved at the Full Town Council meeting of Monday 22 June 2020.

It also provides details of progress on other activities as well as proposing new activity for Winter 2020.

#### **Building an Arts Community– Report from Sara Marsh**

##### *Artistic License Facebook group*

This group was created in the Summer and currently has just short of 150 members. Members include both professional and amateur artists with a wide range of interests including print, photography, crafting, painting, drawing, carpentry and more.

Professional artists include teachers, designers and those who make their living primarily from their creative outputs. Amateur artists are represented from students to pensioners.

The group has proven to be engaged and responsive: a useful sounding board for project ideas and an enthusiastic provider of content for recent projects. It is also a place for artists to share their work with supportive and like-minded individuals. It is hoped that in time certain members will be able to 'move-up' and become members of a more official steering group

##### *Providing an artistic output for existing town council events and projects*

The Remembrance Day commemorations have received additional publicity and goodwill via the artistic contributions of the community. For example, the tree poppies project received masses of positive feedback on Facebook and this enthusiasm generated positive word-of-mouth so that it also reached those not on social media. The project proved particularly engaging with women. It also seems to have been popular amongst the public and shoppers. Further ideas to bring life and colour to the town centre are being investigated.

##### *Community art gallery*

Due to difficulties with securing premises the community art gallery idea has fused with Shop Local plans to become a project to cover empty shop windows in Haverhill Town Council with large scale temporary vinyl reproductions of local artists' work. A call out for entries was put out through schools, social media and local press and although there was the odd negative comment on social media, the overriding feeling seemed to be that it would be a good way to brighten up the High Street. The closing date for entries was 30 October and just short of 150 entries were received. The entries will be selected by a panel that comprises HTC staff and councillors, a local artist/designer and, if logistics will allow, students from Samuel Ward. It is hoped that these can be up before Christmas.

West Suffolk Council is also keen to work with us in 2021 on a similar project to promote community engagement and visits to the town centre: an outdoor art gallery whereby participating shops and businesses display framed art works in their windows.

### **Haverhill Community Kitchen – Report from Shaun Hill and Nick Keeble**

The prime objective of recruiting a Co-ordinator for the Haverhill Community Kitchen has been achieved and Shaun Hill started work on Monday 19 October. Shaun is ideally suited for the post and has provided the following information to give Councillors some background information on himself, what he has been up to and what the plans are for the next couple of months.

Shaun Hill - I have 40+ years experience working in the hospitality industry as a chef. I have worked in hotels, restaurants, pubs, care homes, staff feeding and directors dining rooms...and yes even cooked for our Royal family, including her majesty the Queen. I have been part of the GB team of chefs at the Culinary Olympics, held in Germany in 2016. I am also a chef judge and have judged various competitions.

Back in 2009 I went back to college to qualify as a college lecturer and taught mature students, city and guilds 706/1/2. In my spare time I am an active Essex FA referee. I am quite handy with a camera and I am a classic car enthusiast.

In my short time with Haverhill Town Council I have been busy with the following,

- Sorted kitchen store cupboard
- Sanitised the kitchen
- Re organised the kitchen stations
- Obtained quotes from 3 oven cleaning companies
- Reactivated the Haverhill Community Kitchen Facebook Page and added recipes for Halloween and Bonfire Night.
- Assisted stewarding Halloween trail
- Started work on the in seat, at table order platform for HAC, quotes taken from 2 companies
- Attended COVID-19 training session at the Arts Centre

I look forward to being an integral part in the Leiston Community Kitchen project. Moving it forward to its full potential serving the community and people it was initially set up to help.

Over the next month, Sean will be concentrating on the following:

- Working with Sara Marsh on a Communication Plan to promote the HCK
- Collecting residents recipes for an online Community Kitchen Advent Calendar promoting a range of meals up to Christmas (including International recipes and vegan/vegetarian alternatives)
- Contacting past hirers of the HCK to discuss future options
- Developing a programme of socially distanced accessible cookery workshops
- Investigating and costing potential for Christmas Dinner project
- Develop a vegetable amnesty scheme to serve free soup on selected Market days
- Make contact with current HTC food suppliers to introduce the kitchen
- Identify possible use of excess catering stock

### **Clean Haverhill, Green Haverhill**

This project has been not progressed as a meeting of the Energy and Sustainability Committee was not called. The Committee is due to meet on Monday 16 November where proposals will be made to formalise the project to further mobilise the community of Haverhill and engage with them in initiatives to reduce, re-use and recycle. Using the Facebook group model of Artistic Licence group to

bring together a forum for sharing of ideas and possible projects and build on previous research that a large number of people were interested in volunteering for environmental based projects.

### **Chalkstone Community Garden**

A series of consultation workshops were held in August which were attended by representatives of community groups, educational establishments in Haverhill, local residents (including Cleves Place), families, interested gardeners and Town Councillors. The workshops were facilitated by Stephanie Hartick of Arts Branches, a CIC who chief aim is to improve health and wellbeing, both physical and mental, through the provision of supported creative projects that link people to their environment. Stephanie is also a qualified Landscape Architect who has advised on other Community and Environmental projects.

Participants in the workshops, which were carried out at the site, were given a plan of the space and encouraged to put their designs on paper. There was a general discussions about ideas and aspirations for the area as well as groups and individuals outlining how they felt they would be involved in the future.

The plan included an outline of an area the size of the plot which is the potential site for an urban skate park. The public and group reps who were consulted unanimously said that they did not feel that the two projects could co-exist on the same site. Stephanie was of the opinion that taking a large a large slice of the site for that facility would compromise the project – only leaving a very limited area for the garden.

Following the consultation, Stephanie has produced a short report summarising the consultation process and has subsequently produced 2 sample designs which include the main strands of agreement with the consultation while leaving space for development of additional areas within the site. Her drawings use the full area of the site and are representative of the feedback from the consultation. Stephanie's report and drawings are annexed to this report. The project is ready to move on to the next stage which will include further consultation with local residents and discussions regarding the full usage of the site.

A topographical survey of the area will be carried out soon and an ecological survey at a later date.

### **At a Suitable Distance**

This project successfully delivered a programme of events and activities during the summer. This included Haverhill Arts Centre Out-of-Doors and asking local people to enliven the town centre on Market Days. The programme was delivered within budget and events were attended by more than 700 people and the Market Days musicians raised more than £350 for local charities.

Moving forward along the same lines, possibilities have been identified to provide further activities in the lead up to Christmas (subject to restrictions and guidance). As with other events, these will be developed ready to go but can be cancelled or postponed as guidance allows. These could include:

- Providing socially distanced seasonal street entertainers on Saturdays in the Town Centre.
- Using local performers to provide music in the Town Centre on Market Days.
- Developing a Winter Trail (along the lines of a mini Halloween Trail)
- Supporting West Suffolk Council Markets events

As the summer events and the Halloween Trail proved, these events are great morale boosters and help to bring some 'normality' back to life in Haverhill.

A budget of £15,000 is requested to be available to deliver projects (if possible). This would be from the existing Winter Events Budget.

### **Halloween Trail 2020**

This event was held successfully and safely and was well received by the public with some excellent feedback on site and following the event. Approx. 1250 people attended on a wet evening at the Scouts and Guides site. For many of the artists who took part this was their first work since March.

There was excellent cooperation from Haverhill & District Scouts and Guides in allowing the Town Council to use their site in advance of the event which allowed the set up to be carried out over 2 days. We were also grateful to Happy Faces Play Group in allowing their site to be used to exit the trail and to The Firepit Company for supplying 2 large firepits for the event. Thanks are also due to volunteer stewards and Councillors who assisted at the event. There was a pleasing post on facebook following the event:

*Hi 🎃👻🍁 I just wanted to send out our thanks to everyone involved in setting up and organising the Halloween trail this year. We had a brilliant time tonight 😊. The effort that goes into this evening is outstanding. The safety restrictions put in place for covid were fab, and actually I thought the timed entry worked much better than the long queues we normally face. Can't wait for next year's!!! Happy Halloween 🎃 for tomorrow everyone*

### **Remembrance**

The Remembrance Sunday Service is on Sunday 8 November and is being held under special government guidance. A small team of Councillors, officers and representatives from the Royal British Legion and Haverhill Family History Group have been working to ensure that the event can go ahead safely and be live streamed for Haverhill residents on Youtube and Facebook. At the time of this report being prepared there were 30 wreaths due to be laid on behalf of groups in the town. A short verbal report will be given at the meeting.

### **Haverhill Arts Centre**

*Programming* - We were ready to re-open and the programme for November and December had gone on sale. With the November events cancelled we are currently leaving December events after Friday 4<sup>th</sup> December on sale while we monitor and await the guidance that we need to adhere to post-Lockdown. The events which were due to be held in November have been rebooked in January 2021.

*Buildings* - The customer areas of the building (Entrance, corridors, studio, safe and bar) have been redecorated and the programme will continue backstage and into staff areas. The Technical team continue to carry out maintenance tasks and refurbishment of technical areas of the building. An upcoming priority is to replace the Emergency lighting system. The 'swags' on the auditorium curtain have been cleaned using one of the longest vacuum cleaner poles ever.

Construction of the link structure to join the main building to a mobile toilet unit will begin in the week beginning 24 November and construction should be completed in early December.

*Staff* - The majority of Arts Centre staff have received a Coronavirus Safety and Event Delivery Training Session put together and delivered by Gary Wilson. The remaining staff will undergo the training before opening in December.



## Leiston Community Centre

This facility has been cleaned and was due to open to a limited number of groups in November. We will await guidance after Lockdown to resume plans to open. New double-glazed window units and blinds are due to be installed in the next couple of months.

### Christmas Lights

The Christmas Lights Scheme will be installed and will be in place by Friday 21 November as contracted. Councillors' input into the timing for the lights would be gratefully received. The lights generally go on at 4.30pm and are timed to go off at midnight. We do not know what restrictions will be in place after lockdown but it is quite likely that pubs will be required to close at 10.00pm and the town will not have anyone in it after 10.30pm. A suggestion may be to move the timings of the lights to 4pm to 10.30pm.

A scheme to encourage residents to Light Up the Town is being developed. The potential launch date is 1<sup>st</sup> December to fit in with the end of Lockdown. This will be promoted on social media and residents will be encouraged to share pictures of their lights.

**Nick Keeble**  
**November 2020**

## Appendix 2

### The Zone Re-opening - Trial

Colin Poole

3<sup>rd</sup> & 4<sup>th</sup> November

**Headline:** Successful with only a couple of minor blips but all sorted quickly.

#### Opening hours and attendances

Tues 3<sup>rd</sup> Session 11.00 – 13.00hrs 23 booked in 19 came

Tues 3<sup>rd</sup> Session 15.30 – 17.30hrs 24 booked in 20 came

Wed 4<sup>th</sup> Session 11.00 – 13.00hrs 29 booked in 29 came

Wed 4<sup>th</sup> Session 15.30 – 17.30hrs 17 booked in 13 came

Spektrix worked and I was able to retrieve information needed regarding who was coming and how many. (Sara will be carrying out more in-depth training.)

#### Finances:

Entry fee total £244.50

Café takings total £228.30

Income total £472.80 (£450.29 ex-VAT)

Staff costs estimated to be £10ph x 5 x 6 hours x 2 days = £600. All staff deployed would otherwise have been furloughed, with 70% of pay recovered, so £420 would have been paid by central government. We didn't expect to break even – this was very strictly a systems test, a test of market demand and customer satisfaction.

We know that sessions can take additional children and we expect customer confidence to grow re meals etc, therefore we can expect to improve income, even under limited conditions, if we reopen in the run-up to Christmas. We can also make a small saving on staff time between sessions, cutting staff hours costs to £275 a day. Therefore we will have to swallow fixed overheads and a very small

amount of variable costs until such time as we can open up fully, but we will be preserving jobs and our place in the market, with sales income more than supplanting the CJRS funding from government. This appears sustainable in the short term.

### **Points of note**

1. Meals prepared Tuesday 20      Meals prepared Wednesday 23
2. All procedures put in place worked.
3. The Spektrix booking system is the way forward. (Allows for less waste in fresh stock purchasing and having the right number of staff will be helped by this.)
4. All customers responded positively to the signs and new rules.
5. When asked customers were pleased with their visit and were complimentary.
6. Staff were happy the way things had gone (apart from card terminal blip).
7. Cleaning schedule worked with just few reminders about what colour cloth to use etc.
8. We were able to have a work experience student on Wednesday who found it very rewarding. Student and mum both were very complimentary to all staff for making this experience a success.
9. Staff were reminded about social distancing at lunchtime and took this on board.
10. We welcomed HAC Café staff to the Zone to work alongside existing Zone staff. All staff worked well together.
11. Staff training worked well, with Ben Prickett providing fire escape training and Gary Wilson providing Coronavirus Awareness Training.

### **Minor Blips**

Blowing away cobwebs: The test also helped staff recall important information: e.g, the admin code for the credit card terminal to check if a transaction had gone through. Soon sorted.

Cash till stopped opening automatically, key worked so that was okay for the two days. (John will be looking into it for us during this 2nd lockdown)

### **Changes/Lessons learnt**

Staff hours can be reduced by 2.5hrs/day.

Although there was a gap in the middle of the day, it is too early to change session times just yet to accommodate 3x sessions. (A longer trial period needed. (To be discussed further)

### **Conclusion**

The short trial was extremely useful in getting staff back into productive activity and provided the testbed necessary to reopen with confidence as soon as the government guidance allows. A staff rota for December is being drawn up.

### **Youth Work Detached**

After discussion it has been decided not to continue with detached during lockdown 2. Firstly, the numbers of young people out on the streets of an evening are dropping due to the weather and dark evenings at this time of year. Also, under current lockdown rules, young people should not be out socialising in groups anyway and we do not want our youth workers only available interaction to be to tell youths to disperse. This will be reviewed should we be able to deploy to do youthwork, not for just policing their behaviour.

**Sandra Linnane & Colin Poole**  
**10<sup>th</sup> November 2020**