

# 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



**HAVERHILL**  
TOWN COUNCIL

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

**Apologies:** Councillor L Miller-Jones  
Councillor D Roach  
Councillor L Smith

**Absent:** None

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

### 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
LC21 /001	<b><u>Apologies for Absence</u></b> The above apologies was noted.	
LC21 /002	<b><u>Declarations of Interest and requests for Dispensation</u></b> Councillor J Mason	PI: LC/21/008 Citizen Advice Grant application, as Councillor Mason is on the Board of CA.
LC21 /003	<b><u>Minutes of the Last Meeting</u></b> It was proposed by Councillor M Marks, seconded by Councillor P Firman that minutes of the meeting held 10 <sup>th</sup> November be agreed as a true record. <b>RESOLVED</b>	

<b>LC21 /004</b>	<b><u>Actions arising from the minutes</u></b> LC20/042 – 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.	<b>N Keeble</b>
<b>LC21 /005</b>	<b><u>Public Forum</u></b> No member of the public had joined the meeting and the meeting was being live-broadcast.	
<b>LC21 /006</b>	<p><b><u>Reports</u></b> <b><u>Arts and Leisure manager</u></b> Mr Keeble referred Councillors to his report (see Appendix 1). In particular it was noted:</p> <p>Councillors thanked Mr Keeble for his report and agreed that the Arts Centre should endeavour to arrange events to live stream. Ipswich Regent Theatre have been live streaming entertainers from the comfort of their own home it was suggested that Haverhill Arts Centre do something similar to promote local talent. It was added that the Regent Theatre have been using a third party company to assist with their live streams.</p> <p>The Winter Kingdom event was a great success, all staff and stewards were thanked for all their hard work. Feedback from those that attended the event were praising the safety of the event and how interactive the performers were.</p> <p>The Christmas lights infrastructure will be receiving a health check with the potential to develop the light display around the town centre for 2021.</p> <p>There is the potential for a socially-distanced Easter event if the restrictions lift by Easter. Mr Keeble will bring forward plans for an event. <b>NOTED</b></p> <p><b><u>Youth Skills Manager</u></b> Colin Poole referred Councillors to the report (see Appendix 2). <b>NOTED</b></p> <p><b><u>The Zone</u></b> Colin Poole referred Councillors to the report (see Appendix 3). <b>NOTED</b></p> <p><b><u>Community Kitchen Co-ordinator</u></b> Colin Poole referred Councillors to the report (see Appendix 4). <b>NOTED</b></p>	<b>N Keeble</b>          <b>N Keeble</b>          <b>N Keeble</b>
<b>LC21 /007</b>	<p><b><u>Footpaths and Rights of Way</u></b> Councillor T Brown had asked for this item to be placed on the agenda as a reminder to all members to support the maintaining of local public rights of way and push Suffolk County Council to establish rights of way and to maintain signage etc.</p> <p>This includes getting appropriate bodies to recognise that they own assets in the town. Opportunities have previously been missed due to uncoordinated working and thinking to enhance and develop walks around Haverhill.</p>	

	<p>Railway walk in particular could be better promoted, with signage to the railway walk and along it, including information boards as to what it looked like before including old photographs.</p> <p>A. Jenkins and V. Phillips have produced a plan for placing benches at regular intervals along the whole of railway walk from East Town Park to West Town Park, to promote healthy walks, and money has been sourced from Barley Homes and Taylor Wimpy to fund some enhancements to the walk.</p> <p>The Nature Reserve in Haverhill was funded and built by Havebury about 15 years ago and nothing more has been done to help maintain the area.</p> <p>Railway Walk has six separate segments that still need declaring as rights of way. There was concerns regarding the continuity of the walk to help protect it legally. It was reported that many people in Haverhill was unaware of the Railway Walk and signage would be essential in promoting the walk.</p> <p>The Clerk advised that under the ONE Haverhill Partnership work on the Town Centre Masterplan, there is a group under the Health Task Group working on identifying healthy walking routes and once that is done, the Clerk is the lead for getting the routes signposted. Councillors Davidson and Stinchcombe have a project to waymark circular routes starting in Haverhill and there is the aforementioned bench project for railway walk.</p> <p>Cllr Brown asked if the work underway could be brought to fruition.</p> <p><b>NOTED</b></p> <p>Mr Keeble observed that marketing the existence of these routes was a factor not to be overlooked.</p>	<p><b>A Jenkins, V Phillips, Clerk, Cllr B Davidson, Cllr A Stinchcombe</b></p>												
<p><b>LC21 /008</b></p>	<p><b><u>Grant Applications:</u></b></p> <table border="1" data-bbox="316 1227 1279 1639"> <thead> <tr> <th data-bbox="316 1227 513 1339">Requesting Group</th> <th data-bbox="520 1227 810 1339">Cause</th> <th data-bbox="817 1227 986 1339">Amount requested</th> <th data-bbox="992 1227 1279 1339">Amount Awarded</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 1339 513 1451">Haverhill Silver Band</td> <td data-bbox="520 1339 810 1451">Towards the cost of a new Bass Trombone</td> <td data-bbox="817 1339 986 1451">£800</td> <td data-bbox="992 1339 1279 1451">£800 1. Cllr J Mason 2. Cllr T Brown</td> </tr> <tr> <td data-bbox="316 1451 513 1639">Headway Suffolk</td> <td data-bbox="520 1451 810 1639">To give support to the people of Haverhill living with a neurological condition.</td> <td data-bbox="817 1451 986 1639">Application incomplete</td> <td data-bbox="992 1451 1279 1639">Deferred until such time as a completed application is received.</td> </tr> </tbody> </table> <p>Mr Tony Howard attended the meeting on behalf of Citizen Advice to outline the purpose of their grant application and to answer questions. It was proposed by Cllr T Brown, seconded by Councillor D Smith that a recommendation be made to Full Council to approve a grant of £10,000 to West Suffolk Citizen's Advice.</p> <p><b>RESOLVED</b></p>	Requesting Group	Cause	Amount requested	Amount Awarded	Haverhill Silver Band	Towards the cost of a new Bass Trombone	£800	£800 1. Cllr J Mason 2. Cllr T Brown	Headway Suffolk	To give support to the people of Haverhill living with a neurological condition.	Application incomplete	Deferred until such time as a completed application is received.	
Requesting Group	Cause	Amount requested	Amount Awarded											
Haverhill Silver Band	Towards the cost of a new Bass Trombone	£800	£800 1. Cllr J Mason 2. Cllr T Brown											
Headway Suffolk	To give support to the people of Haverhill living with a neurological condition.	Application incomplete	Deferred until such time as a completed application is received.											
<p><b>LC21 /009</b></p>	<p><b><u>Youth Strategy Report</u></b> No further update.</p>													

<b>LC21</b> <b>/010</b>	<b><u>Date of Next Meeting</u></b> Tuesday 9 <sup>th</sup> March 2021.	
<b>LC21</b> <b>/011</b>	<b><u>Closure</u></b> The Mayor declared the meeting closed at 20:24pm.	

Signed .....

**Chairman**

Date .....

## Appendix 1

### Art & leisure Manager Report

Nick Keeble

12 January 2021

**Haverhill Arts Centre** - The advertised programme for November had to be cancelled and we eventually opened on Wednesday 9<sup>th</sup> December. We screened 4 films and had 10 performances of our Pop-Up Panto Party. We nominally reduced our capacity to 50 and achieved sales of 506 tickets for the panto. In spite of staff shortages we managed to complete the run safely and our systems worked well. Using the entrance at the rear of the Arts Centre enabled us to limit audience access around the building and we used Arts Centre staff to clean and 'disinfect' between performances. Customers were positive about the rear link structure and pleased to have some pre-Christmas entertainment and the performers enjoyed their time here too. The toilet block will be returned to the hire company until it is required again.

The programme for January and February has been cancelled and any events currently in the diary from March onwards are under review. Looking forward, it is difficult to predict what and when we may be able to stage performances. The table below shows a provisional plan that would see a limited programme until May half term.

Month	Arts Centre activities	Planning etc
February	Only allowed activity during lockdown	Continue to research and plan
March	Activity likely to be limited to rehearsals, possible streamed events and cinema	Monitor Government guidance and plan for main programme
April – May half term	Limited programme of film /performances with social distanced audiences programmed on a short lead time. Possible small scale hires.	Market main programme and plan for future programmes. Plan autumn programme
May Half Term onward	Limited published programme of activities plus limited private hires.	Plan Winter programme

I am also looking at how the Arts Centre could be used during Lockdown when audiences are not allowed to offer space to artists and performers to make new work which could be performed or streamed. The working title of this scheme is 'The Boiler Sessions' using the Arts Centre as a creative space.

**Winter outdoor events** - This Marvellous Magical Winter Kingdom event held in the Library grounds was delivered successfully and safely and was attended by 1900 people over the course of 2 days. We appreciated the co-operation and collaboration with Haverhill Library and St Nicholas Hospice to deliver this project. A mix of Bouncing Elves, Breakdancing Santas, Barrel Organ, Violin Virtuoso and Stilt Walkers entertained the shoppers on Market Days. This was particularly successful when we partnered with West Suffolk Markets on Saturday 12 December when, despite terrible weather, the town centre was very busy and had a great atmosphere.

**Christmas Lights** - The Lights Scheme and tree were well received this year and were relatively reliable. In spite of increased security the tree lights were unplugged on a regular basis but I managed to keep on top of this by checking most nights. The tree has already been taken down and the remaining lights are due to be removed by 15 January. The 2020 lights scheme was an extension of a previous 5-year contract. The lights contract is due to be re-tendered this year. I would like to present some ideas for consideration in respect of the new tender. The infrastructure that supports the lights is showing its age and I am asking for a quote for a health check which would also give the costs to upgrade/refurb power supplies and timers.

**Chalkstone Community Garden** – This panel formed 2 years ago met to take this project forward.

**Leiston Community Centre** - We were on course to open again for hirers in January 2021 but this has been delayed again until guidance allows.

**Future events** - Using the processes that were successfully developed for the Halloween and Winter trails (public socially distanced events) I am developing plans for an Easter trail and also looking further ahead into the summer anticipating that some large-scale events that we previously staged may not be possible. The Easter event can be funded using the net underspends on budgets previously agreed for the 2020 events. I will be meeting with Sharon Fairweather to see how we may support events that she has planned as well as attending the Heart of Haverhill meetings with Cllr Luccarini to ensure a joined-up approach to any upcoming Town Centre Events. The Women's Cycle Tour event has been re-scheduled for June 2021 and planning meetings are being reconvened.

**Nick Keeble**

**January 2021**

## **Appendix 2**

### **Youth Skills Report**

Karen Chapple & Dan Cooke  
January 2021

As leave was taken at the end of December and beginning of January this report relates to two weeks of work. The two weeks we are reporting on are probably the quietest weeks of the year for our service.

But we continued to offer the following services,

- Offering a virtual support service, to our caseload of young people; ensuring that clients aspire towards attainable progression; guiding them in creating quality CVs and assistance in applying for suitable vacancies, education, and training opportunities.
- Providing an apprenticeship matching service to; support young people and businesses alike to recruit and employ apprentices and sign up for recognised training and grants.
- Assisting Suffolk County Council with the tracking of young people, especially NEETs and those most difficult to reach, to ensure that these young people support for progression.
- Maintaining a strong social media presence, on Facebook, Twitter and Instagram, to share relevant information with our 2,300 followers, including young people and the local community.
- Adult Signpost run for two sessions, we worked out of the of the Community Kitchen for one session. Our young people enjoyed a session delivered by Shaun, we hope to continue with some cooking sessions in the future.
- Organising and planning future skills, education, and employability-based training courses to ensure that these support young people at a local level. Traineeships to be delivered by Cambridge Regional College was arranged to take place in January, this now looks like it will take place as virtual training.
- We answered some additional questions regarding our service from the Youth Futures Foundation, the outcome of the grant application has been delayed. We are hoping to receive the outcome of our application by the middle of January now.

We have been reflecting and looking ahead and have identified that our young people will need increased support once lock down measures are eased. We acknowledge that we will be an essential service to more young people than ever before, and that we will have increased challenges ahead. As an established successful project, we strongly feel we have the ability to achieve positive results that will make a difference to young people's lives.

This year to date we have supported 96 young people and we have a success rate of 65%.

All of the below are sourced from 'Youth unemployment statistics, House of Commons Library, 2020'.

- One month after the UK went into lockdown, the number of 18-24 years old claiming unemployment related benefits increased by 59% compared with the previous month (Youth unemployment statistics, House of Commons Library, 2020). The number of apprenticeships offered by employers fell 80% of pre-virus expectations (FE Week, 2020).
- As of November 2020, of the 3,100 unemployment benefit claimants in West Suffolk, 580 (18.7%) of these were young people, up 310 claimants (115%) between Mar-Nov 2020 (People claiming unemployment benefits by constituency, House of Commons Library, Dec 2020).

Mental Health

- More than 1/3 of children and young people said their mental health had worsened during the pandemic.

**Karen Chapple & Dan Cooke**  
**January 2021**

## Appendix 3

### The Zone Report

Sandra Linnane

January 2021

**Staffing** – The Zone and Hartseats staff worked as a team once again to re-open The Zone. Adjustments were made with staffing to allow for low numbers but still ensuring Covid-19 Secure work conditions. 4 staff need to be available each session to assist with the cleaning schedule at the end of each session. The Rota for late February is in the planning so that we will be ready to go once Lockdown 3 lifted.

**The Zone** – The short opening of The Zone went as planned. Conversations with customers were positive who were happy with the measures being taken to keep them safe. Staff continue to give feedback regarding the procedures in place which enables them to do their job more proficiently and giving them confidence to be at work.

**Funding** – We have the funding in place for our counsellor/s we are just waiting to be able to safely deliver the service to our young people.

**Youth Work** – YAG Sub Group – Art Project – Lockdown & Me saw 17 pieces of art work completed. They can be seen on the Haveyou site for young people. It has not been possible as yet to get the originals in shops around the town or on the digital screen outside the Arts Centre, but this continues to be worked on. The Thursday youth group was being discussed and planned before Christmas and was looking to open in January, but this has now had to be postponed till government guidelines allow. This group is different from Chill Out where the soft play was used and because of restrictions with Coronavirus the Thursday groups planning has had to change. After talking about the way forward with this project keeping everybody safe was the top priority. It has been decided for now that we liaise with schools, other professionals who can refer no more than 15 young people (government numbers) per session for a commitment of a six-week period. We can then consult within the team and the counsellor the way forward after the six weeks. Whether some young people from this group would benefit or want to continue for another six weeks and top up with new members for the next six-week session.

**Detached** – A few sessions were able to take place before lockdown. The streets and estates seemed quiet regarding young people and members of the public. Talking with Tesco Security they had not had groups of young people gathering outside. Chill Out – not able to operate at the moment. On Spot Van – not able to operate as in the past due to such close proximity for young people on the van and youth workers. Ways to deliver youth work on the van is being discussed, the possibility of the van being used by targeting established groups with bubbles of young people already in place. Whatever is decided youth workers and users of the van need to feel safe and secure with the arrangements and working within government guidelines.

Thank you for your continued support.

Sandra Linnane  
January 2021



## Appendix 4

### The Kitchen Co-ordinator Report

Shaun Hill

January 2021

Having made the HCK covid compliant and the kitchen cleaned, including the ovens we unfortunately find ourselves in lockdown...again

During December

- We successfully had a teaching session with a group of young people from the Youth Signpost project through Karen Chapple
- We held a Christmas lunch for nearly 30 people at the Leiston Community Centre, the majority of whom were socially isolated. All those attending thoroughly enjoyed their time in the centre. Volunteers from Haverhill South People's Forum assisted with this project. A big thanks to them!
- The soup and porridge giveaway on the Saturday morning town market was a great event. This helped raise the public awareness of the HCK, what it stands for and aspirations going forward
- During December we ran a winter recipe a day on the HCK Facebook platform, this was received exceptionally well
- Nov 24 - Dec 21 the Facebook stats read as follows
- 52 page likes up 108%
- 9,603 post reach up 70%
- 2,437 post engagements up 764%

From the various activities we have had enquiries from:

- Elaine Hewes (Lifelink project) for a healthy eating course
- Karen Chapple (Signpost Project ) further sessions as before
- Joan Key, resumption of the coffee mornings and lunch clubs. It was also discussed the possibility of a monthly Sunday roast at the centre
- Helen Cullup (Haverhill South People's Forum) is also very keen to resume activities within the centre
- We are also looking at other possibilities to promote the healthy eating, reducing waste, scratch cooking aspects of a healthier lifestyle. Possibilities include further recipes, short videos, you tube and classes at HCK once lockdown is lifted and life can again resume.

**Shaun Hill**  
**January 2021**