

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held remotely on Tuesday, 09 March 2021 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 J Mason
Councillor D Roach
Councillor D Smith
Councillor L Smith

Apologies: Councillor M Marks

Absent: Councillor L Miller-Jones

In Attendance: Colin Poole, Town Clerk
Nick Keeble, Arts & Leisure Manager
Alisha Jenkins, Office Administrator
John Eccleston, St Mary's Church
Laura Brennan-Keesey, Haverhill Breastfeeding Friends

2 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				
LC21 /012	Apologies for Absence The above apologies was noted.					
LC21 /013	Declarations of Interest and requests for Dispensation <table border="1" style="width: 100%;"> <tr> <td>Councillor T Brown</td> <td>NPI: LC/21/017 St Mary's Church Member of Friends of St Mary's</td> </tr> <tr> <td>Councillor D Roach</td> <td>NPI: LC/21/017 St Mary's Church Chair of Friends of St Mary's</td> </tr> </table>	Councillor T Brown	NPI: LC/21/017 St Mary's Church Member of Friends of St Mary's	Councillor D Roach	NPI: LC/21/017 St Mary's Church Chair of Friends of St Mary's	
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LC21 /014	Minutes of the Last Meeting It was proposed by Councillor J Mason, seconded by Councillor T Brown that minutes of the meeting held Tuesday, 12 January 2021 be agreed as a true record. RESOLVED					

<p>LC21 /015</p>	<p><u>Actions arising from the minutes</u> LC21/007 – Railway Walk Bench Project: A. Jenkins and V. Phillips are arranging a time to walk the route, to make sure that there is sufficient space available to place benches, to aid in the development of total costing for the project. Locality funding for the project can be held by Haverhill Community Trust. The Clerk to prepare a funding application for remaining locality funds. Councillors who wish to donate their remaining funds to email the Clerk.</p>	<p>A. Jenkins, V. Phillip</p> <p>The Clerk ALL</p>
<p>LC21 /016</p>	<p><u>Public Forum</u> Other than those speakers attending for items LC21/017 and LC21/020, no other member of the public wished to speak.</p>	
<p>LC21 /017</p>	<p><u>St Mary’s Church</u> A letter from the Friends of St Mary’s Church had been received, in regard to the damage being done to the church by pigeons. Mr John Eccleston outlined the economic impacts that the feral pigeons had in and around the church area. Money has already been spent on clean up and prevention of the pigeons roosting, including work to restrict access to the church tower and the porch. The church was required by their insurers to install a roof alarm to prevent potential lead theft. The sensors on the alarm should not be able to be activated by birds but the sheer number of birds on the roof have managed to set the alarm off 8 times since installation. Thanks to donations, work costing £6,500 is due to commence, which will continue to prevent the pigeons entering the tower to help keep bell ringers and council workers who maintain the clock safe. Discussion on effective control took place. It was noted that the issues with pigeons was not just limited to St Mary’s Church but rather the whole town centre including the Gurteen’s building and the Haverhill Arts Centre, and whether a combined effort could be a solution. This would include information signage in the church yard explaining the negative impact of over-feeding wild birds and create a social media appeal. The Clerk to speak to West Suffolk Council regarding land ownership and the imposition of a bylaw in respect to feeding the birds in a public place.</p>	<p>The Clerk</p>
<p>LC21 /018</p>	<p><u>Reports</u> <u>Arts and Leisure manager</u> The Arts & Leisure Manager referred Councillors to his report (see Appendix 1). It was noted: That the Haverhill Arts Centre is currently being used as a lateral flow test centre. It was agreed that the council would help find alternative suitable locations to host the test centre from the end of May, so that preparations to open the Arts Centre in June could take place. Most events for the Arts Centre have been booked in for September, Work is being planned around potential summer events, including events that are socially distanced if needed. Mr Keeble proposed the council considered having a large marquee for events. It was asked whether a marquee that could be flexible in size could be sourced that could then be hired out for other events. The meeting agreed that the marquee proposal was worth considering and asked that Mr Keeble bring forward a costed proposal. NHS Frontline Day: further information to be sent to councillors.</p>	<p>Arts & Leisure Manager</p> <p>Arts & Leisure Manager</p> <p>Arts & Leisure Manager</p>

	<p>The Christmas lighting contract is up for re-tender. This would be managed by the tendering working party, but Mr Keeble outlined potential changes to the Christmas lights in the town centre, for the Leisure and Community Committee to comment on the scope and content.</p> <p>Councillors asked that the design changes from a single colour display and suggested additional coloured lights would be welcomed. As the High Street was not a main vehicle route through town, some thought to Christmas lighting on Ehringshausen Way and the possibility to have a Christmas tree on the Plaza should also be explored.</p> <p>Mr Keeble thanked the committee for its input and would incorporate this into the specification.</p> <p><u>Youth Skills Manager</u> The Clerk referred Councillors to the report (see Appendix 2). It was asked whether information of the types of employment sectors young people are entering was available. The Clerk will ask the Youth Skills Manager if this information was available.</p> <p><u>The Zone</u> The Clerk referred Councillors to the report (see Appendix 3). NOTED.</p> <p><u>Community Kitchen Co-ordinator</u> The Clerk referred Councillors to the report (see Appendix 4). NOTED.</p> <p><u>Volunteer Centre</u> The Clerk referred Councillors to the report (see Appendix 5). The reports were NOTED.</p>	<p>Arts & Leisure Manager</p> <p>CLERK</p>								
<p>LC21 /019</p>	<p><u>Provision of Fibre To The Property in Haverhill</u> It was agreed that Open Reach would need to go door-to-door to gain information, and Haverhill Town Council can advertise to residents via Social Media.</p>									
<p>LC21 /020</p>	<p><u>Meeting to continue</u> It was proposed by Councillor D Roach and seconded by Councillor T Brown that due to the meeting only having one more item of business to transact, that Standing Order 3x, <i>a meeting shall not exceed a period of 2 hours</i>, be suspended. RESOLVED</p>									
<p>LC21 /021</p>	<p><u>Grant Applications:</u> Ms Laura Brennan-Keeseey attended the meeting on behalf of the Haverhill Breastfeeding Friends to thank the Council for previous support, to outline the purpose of the project and to answer questions.</p> <table border="1" data-bbox="308 1765 1289 1980"> <thead> <tr> <th data-bbox="308 1765 531 1868">Requesting Group</th> <th data-bbox="531 1765 823 1868">Cause</th> <th data-bbox="823 1765 995 1868">Amount requested</th> <th data-bbox="995 1765 1289 1868">Amount Awarded</th> </tr> </thead> <tbody> <tr> <td data-bbox="308 1868 531 1980">Haverhill Breastfeeding Friends</td> <td data-bbox="531 1868 823 1980">Continue to fund breastfeeding counsellors.</td> <td data-bbox="823 1868 995 1980">£3,120</td> <td data-bbox="995 1868 1289 1980">£3,120 1. Cllr L Smith 2. Cllr J Mason</td> </tr> </tbody> </table>	Requesting Group	Cause	Amount requested	Amount Awarded	Haverhill Breastfeeding Friends	Continue to fund breastfeeding counsellors.	£3,120	£3,120 1. Cllr L Smith 2. Cllr J Mason	
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Haverhill Breastfeeding Friends	Continue to fund breastfeeding counsellors.	£3,120	£3,120 1. Cllr L Smith 2. Cllr J Mason							

	Haverhill Community Sports Association	Improving the community and indoor social space at The New Croft.	£2,880	£2,880 1. Cllr P Fox 2. Cllr D Smith	Office Administrator
	The office Administrator was asked to put together a list of available grant pots for organisations seeking funding and place on the Haverhill Town Council website.				
LC21 /022	<u>Youth Strategy Report</u> No further update.				
LC21 /023	<u>Date of Next Meeting</u> Monday, 17 May 2021.				
LC21 /024	<u>Closure</u> The Mayor declared the meeting closed at 21:10pm.				

Signed

Chairman

Date

Appendix 1

Art & leisure Manager Report

Nick Keeble

9 March 2021

Re-opening of Haverhill Arts Centre

The auditorium at the Arts Centre is currently being used as a Rapid Covid-19 Test Centre. We have managed to separate the testing upstairs from the use the ground floor of the venue by utilising the tunnel entrance constructed at the rear of the building (but without the toilets). This has been very successful and enables the hirers to access the Centre between 6am and 7pm without it being staffed providing an important service in the centre of town.

A contract for hire by Suffolk County Council has been agreed until 31st March. SCC have recently enquired about having an extension to the existing agreement should the testing programme be funded beyond that date.

The Government has announced that, subject to the data, venues/cinemas could be opened up again for socially distanced entertainment on May 17th.

Consequently, an initial extension until May 3rd has been provisionally offered to SCC. This would then give 2 weeks to carry out outstanding works and prepare the Centre for events again. Alternatively the hire could continue if required.

If we were to open on May 17, as with the opening before Christmas, this would be a limited programme of cinema and live performances with a maximum capacity of between 50 and 100, depending upon the interpretation of government guidelines.

Given the uncertainty, it is difficult to programme events until the actual date is confirmed and this leaves limited time to market and sell tickets. This is well suited to cinema and some small-scale live performances. There is likely to be a reluctance for some artists to commit (I have postponed a number of performers 3 times!)

The date of June 21st has been given as a potential date for full re-opening of indoor venues. There is still some doubt about whether full socially distancing restrictions will be removed at that date and also whether this would be subject to some kind of proof of vaccination. The government has said they will conduct a review of social distancing before Step 4 begins but have not given a date or any indication of the likelihood of any recommendations being implemented.

There is also a large element of uncertainty regarding how soon audiences would feel comfortable returning to full capacity indoor spaces. On the other hand there may be an expectation that we will re-open and a desire for a swift return to performances and film

may be expected. We have enough time to wait to see if the next stage hits deadline before making a final decision.

Use by Community Groups and regular hirers can return as soon as regulations allow.

The Marquee Project

I would like to propose an exciting and alternative approach which would bearing a greater degree of certainty and the ability to plan for the remainder of the Spring and Summer.

It is evident that events and activities that are staged outdoors are safer, will open up faster and can be staged to distanced and undistanced audiences in greater numbers.

I am currently working on costing up a project for the Town Council to purchase a large marquee which, if sited in a secure venue from May until September, would enable the Town Council to deliver some of the events that would normally be staged in the Arts Centre to a larger audience in a more open space. This space would be adaptable to changing restrictions and capable of delivering events and activities to socially distanced and non-socially distance audiences. It could also serve as a base for some of the regular Town Council summer events and potentially be used/booked out by other organisations.

The current plan is costing up the purchase of a large 15mx30m marquee, a storage container, resources to make the marquee performance ready plus hire of toilets and staff/performer facilities.

I am having exploratory meetings with potential sites to see what may be possible.

I do not have figures at the current time but will be looking to present these to Council at a future date.

A marquee of the specification being considered would be a resource for the Town Council and the town for years to come and could be put up each summer. One manufacturer quoted that a customer had a marquee that had been up continuously for 5 years.

A steer from this Committee as to whether they feel this idea is worth pursuing would be appreciated.

Easter Trail

Preparations were being finalised for an Easter Trail at the Scouts and Guides HQ on Easter Saturday but unfortunately the event does not fit into any of the categories allowed under current restrictions. The event has been designed so that it will have a 'Spring' theme that can be adapted for delivery at any date in the next few months.

As the trail does not fit neatly into the guidance, I am in discussions with WSC Environmental Health regarding the earliest date that they would advise and support this. This event will follow the same format as the successful Halloween Trail and Marvellous Magical Winter Kingdom.

Summer Events Programme

Should the events sector be open again on June 21st then it will be possible to stage a number of the events that would have been held during a 'normal' summer. This could be achieved by agreeing provisional arrangements until dates were confirmed. Some of the more complex events with multiple partners and participants may be more difficult to achieve.

I have started work on the following events:

Armed Forces Day – The group who have previously delivered Armed Forces Day have met to discuss the day and will be planning a convoy of Armed Forces Vehicles, a flag raising and other activities if possible.

Clements Fun Day – The Haverhill South Peoples Forum have already approached the Town Council regarding their potential involvement in this event.

Picnic in the Park – a discussion with the East Town Park Head Ranger

Other potential events.

The organisation fronted by Bruno Peak who have co-ordinated numerous nationwide celebrations including beacons and bell ringing on military commemoration days are organising An NHS Frontline Workers Day on 5 July which is raising funds for NHS charities <https://www.nhsfrontlineday.org/>

There would be the possibility to have a weekend of activity from Friday 25 June – Sunday 27 June to celebrate the end of lockdown.

Live Streaming

As Haverhill Arts Centre is currently being used as a Covid testing centre, this has pushed back plans for livestreaming from within the venue.

The availability of streamed content direct from artistes appears to have declined. Other arts centres (such as Bridport, The Junction, Warwick, Colchester) have very limited streamed content.

I am working with Sara Marsh to further research a suitable ticketing platform should we be able to move forward. For example one provider TicketCo links with Spektrix (our box office system) to allow us to track customer data.

We will continue to promote live streams of the type that the Arts Centre is known for (National Theatre, children's shows and music)

Have you?

A project for young people to make podcasts has been awarded funding from WSC Community Chest. A report on this project will be brought to a future meeting. This is being led by Michelle Brace.

Artistic Licence

The project to cover empty shop front windows with artwork has been completed (for now). 11 units have been fitted with artwork from 69 local artists. The TC website has been updated with a catalogue of the images. When the non-essential shops re-open the paper version will be distributed among them. Feedback from those involved has been very positive, as have comments from the general public. The owner of Hendersons said

‘I was at the shop today and was very impressed with the result. It seems to have caused quite a stir in the High Street’.

Membership of the associated Facebook group Artistic License has grown by 25% since the installation, which bodes well for future visual arts strands within TC and HAC projects.

Chalkstone Open Space

A meeting of the Steering Group will be called in March.

Nick Keeble
March 2021

Appendix 2

Youth Skills Report

Karen Chapple & Dan Cooke
March 2021

This report is provided by Dan Cooke whilst Karen is in sick leave. At Youth Skills, we are continuously reviewing and adapting our methods and services to ensure that the needs of our young people are met. As lockdown restrictions begin to recede, we expect that our interventions will become even more critical in a local recovery from the pandemic; we recognise that our highest chance in securing this is by utilising what our community does best - working together.

Summary of activities:

1. Offering a virtual support service to our caseload of young people - to ensure that they continue to aspire towards attainable progression, to guide them in creating quality CV's, and to assist them with education, employment, and training applications.
2. Providing an apprenticeship matching service to join young people with businesses; supporting local businesses in recruiting apprentices, connecting them with recognised training providers and encouraging the uptake of government grants.
3. Assisting Suffolk County Council in tracking 16 to 18-year-olds, NEETs and those most difficult to reach - ensuring that young people know about and can access support.

4. Maintaining a strong social media presence on Facebook, Twitter and Instagram, to share relevant information with our 2,300 followers and the local community.
5. Encouraging young people to undertake virtual training opportunities relating to skills, education, wellbeing, and employability.
6. Arranging and attending meetings with our colleagues, partners and networks throughout the town, local area, and county. We continue to maintain up-to-date knowledge of other services, collaborate and advocate for improving existing services.
 - a. Liaising regularly and worked closely with Sandra/Sue (The Zone). We will also be looking to engage further with our colleagues - Michelle Brace (Creative Arts, HaveYou etc.), Jill Moss/Emily Fox (Haverhill Volunteer Centre) and Shaun Hill (Community Kitchen).
 - b. Dan organised and chaired the latest meeting of the Youth Action Group's (YAG) Youth Mental Health Subgroup; discussions included the creation of a youth survey, the completion of a local services roadmap and training offers.
7. In place of Junior/Adult SignPost, we have been "checking in" regularly with our more vulnerable young people, ensuring that they know what support is available for their mental health and laying the groundwork for a smoother reintroduction to face-to-face engagement.
 - a. We are planning to reintroduce our youth wellbeing groups, which we believe will be more vital than ever before, as soon as it is safe to do so.
8. Undertaken relevant professional training to support and improve our work.

Headline statistics (year to date):

- 101 young people have enrolled in our service to receive our support.
 - Of these, 74 young people (73% of total enrolments) are 16-18 years old.
- 69 young people (68% of total enrolments) have successfully progressed onto employment, apprenticeships, education, training, or traineeships with our support.

Dan Cooke
March 2021

Appendix 3

The Zone Report

Sandra Linnane
March 2021

Staffing – Contact continues to be made with staff regarding their wellbeing, training opportunities and keeping them up to date with preparation for reopening.

The Zone – The usual checks are made on the building daily. Staff will be asked to come into The Zone to carry out tasks in preparation for reopening. Also, staff are carrying out litter picking around outside of The Zone and general cleaning and tidying up of the area. We will also litter picking around the estates while we remain shut.

Soft Play inspection is due in May and we have asked the inspectors if this can be carried out before opening to allow for any repairs to take place.

Electrical work has been carried out by Technical Team at Haverhill Town Council and signed off by an electrician as recommended by the electrical inspection. The lighting and emergency lighting is being replace/repared to bring it up to spec. This will also be more environmentally friendly and

cost saving with sensor activated lighting. Would like to thank Ben and Dylan for all their work they have undertaken at The Zone.

Funding – No funding has been gained this month, but Sue will be looking at any funding available for developing the outside area at The Zone with permission of landlords.

Youth Work – YAG Sub Group – Art Project – Lockdown (3) & Me a second art project for the month of February was launched to encourage young people to express how another lockdown has made them feel. Small uptake so far but hoping by extending the date into March we will have more takers. Teams meeting was held to discuss how we are going to tackle mental health in young people. Various professionals took part. We will be looking for the time being to be working online with young people developing safe platforms for discussions about their mental health and where to gain support from.

Counselling will start shortly at The Zone offering 1 to 1 support for young people with referrals initially made from schools and then opening it up to other professionals. Once we are established, we would hope that young people will also have the confidence to refer themselves.

Detached – It has been decided that we wait till the 17th May before we resume. Conversations with the police, security at Tesco and what I have seen has been mostly positive with little rule breaking regarding young people in this lockdown.

Chill Out – Not able to operate at the moment due to social distancing.

On Spot Van – Will wait for restrictions to be lifted to enable a safe service for the young people to resume. The van has had its service and Mot renewed.

Thank you for your continued support

Sandra Linnane
March 2021

Appendix 4

The Kitchen Co-ordinator Report

Shaun Hill

March 2021

With the continuation of lockdown the HCK has had limited engagement and interaction with the groups that use the centre.

- I have been feeding the Covid testing station at the Art Centre.
- I've made contact again with "Haverhill Lifelink" to discuss a meeting and further interaction as soon as permissible.
- I have also made contact with "Food Savvy Suffolk" and we are hoping to connect as soon as we can.
- The cake project, for people to nominate recipients of a cake is currently using up freezer stock, but we are looking at continuing, possibly monthly with a homemade (in house) offer.

The Facebook page continues in similar vein. The last 28 days posts have reached 6.1k, up 1.3k% and had 760 engagements this is 850% up. Facebook posts included St. Valentine's Day recipes and factsheet and Shrove Tuesday recipes and fact sheet. There have been other recipes posted and these are ongoing.

I have also been putting together some healthy eating/diet sheets.

With the government mapping out the opening up of the country, I look forward to opening up the HCK as soon as we can...safely.

Shaun Hill
March 2021

Appendix 5

The Volunteer Centre Report

Jill Moss

Good Neighbour Scheme

The scheme has provided a service delivering shopping and prescriptions and carrying out doorstep welfare checks throughout all lockdown periods. There have been 36 referrals and 26 volunteers carrying out 265 deployments. Referrals have been made by WSC, Social Services and the public, and are ongoing.

On three occasions volunteers have found clients in life threatening circumstances and have called emergency services on their behalf resulting in hospital admissions.

Local Conversation Project Haverhill South

We are supporting the 'Allotment Project' which is run by volunteers. Connections have been made with Haverhill Gateway Club and some members who were unable to access their day service during lockdown have become regular volunteers at the allotment. This has relieved pressure on their families and provided exercise and engagement which they are keen to continue.

Keep Haverhill Tidy

The Volunteer Centre worked with Keep Haverhill Tidy on the Great September Spring Clean event. This involved supporting volunteers on a litter pick in various areas of Haverhill. Emily and I went along to make introductions and promote the Volunteer Centre and Good Neighbour Scheme. We are now planning to support their next project cleaning parts of the river running through the town.

Other agencies

Prior to lockdown we have been in contact with other agencies including Reach, The Befriending Scheme, Life Link, Salvation Army, Cambridge Pringle Group, and various charity shops in town to connect and offer support. Work has been done with Our Special Friends to find volunteers to foster pets when owners are in hospital and to link elderly pet owners with a volunteer supporter.

We are also supporting a new project, 'Together Wednesdays' launched by Abbeycroft Leisure in February for people with Early Stage Dementia to participate in gentle exercise and other social activities. This is via Zoom at present but will be held at Haverhill Leisure Centre after lockdown.

Grant applications have been submitted to the National Lottery and Suffolk Community Foundation.

I have completed several online trainings offered by Community Action Suffolk and have attended the recent meetings on setting up a Suffolk Volunteer Forum and planning Volunteers Week in June.

Publicity

An article is submitted to Haverhill Echo each month. The Volunteer Centre website is now live and we have an active Facebook page which has attracted five volunteers to date.

We have a new leaflet available for distribution offering a brief description of volunteering and our contact details.

Office base

We have recently painted the room at the Arts Centre, previously the Media Hub, and are about to install furniture and new flooring in readiness to open to the public when Covid restrictions are lifted. Two volunteers have come forward to be part of the admin team and we are looking forward to extending and developing our services in the future.

Jill Moss
March 2021