

Haverhill Town Council



HAVERHILL
TOWN COUNCIL

Notes of a Meeting of Haverhill Town Council's **LEISURE & COMMUNITY WORKING PARTY**

Held remotely on Monday 17th May 2021 at 7.00pm

- Present:** Mayor L Smith
Councillor 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 Roach
Councillor D Smith
- Apologies:** Councillor L Miller-Jones
- Absent:** None
- In Attendance:** Colin Poole, Town Clerk
Nick Keeble, Arts & Leisure Manager
Sara Marsh, Marketing Manager
Alisha Jenkins, Office Administrator
Kelly Bennett, Haverhill Show

1 member of the public joined the Zoom meeting.

Welcome:

The Chairman welcomed everyone to the meeting and advised that this Working Party has no delegated authority and may only make recommendations to Full Council. Urgent actions may be taken by the Clerk under delegated authority and reported to the next Full Council meeting. The Clerk advised that the meeting was being streamed live on the Council's YouTube channel.

MINUTES

		ACTION
LC21 /025	<u>Apologies for Absence</u> The above apologies was noted.	
LC21 /026	<u>Declarations of Interest and requests for Dispensation</u> Councillor J Mason	NPI: LC21 /032b Haverhill Show Grant application, as Councillor Mason is the Chairman.
LC21 /027	<u>Minutes of the Last Meeting</u> It was proposed by Councillor M Marks, seconded by Councillor D Smith that minutes of the meeting held 9 th March 2021 be agreed as a true record. RESOLVED	

<p>LC21 /028</p>	<p><u>Actions arising from the minutes</u> LC21/015 – Railway Walk Bench Project: A. Jenkins and V. Phillips have walked the full route, making sure that there is sufficient space available to place the benches. A. Jenkins has updated the report, to include a more in-depth budget costings of the project including a section with a diverse range of benches that were approved in the January Full Council meeting.</p> <p>LC21/016 – St Mary’s Church: It was reported that Damien Parker at West Suffolk Council was looking into sourcing signage to help prevent the public from feeding the pigeons outside the Church. The Clerk to write to schools to help encourage students to stop feeding the pigeons.</p> <p>LC21/021 – Grants: A. Jenkins confirmed that the Grants page on the Town Council website now advertises alternative funding pots available.</p>	<p>Clerk</p>								
<p>LC21 /029</p>	<p><u>Public Forum</u> No member of the public had joined the meeting and the meeting was being live-broadcast.</p>									
<p>LC21 /030</p>	<p><u>Public Art</u> Sara Marsh presented a public art report, which outline some smaller and larger scaled projects that the town council may be interested in including roundabout sculptures, murals, and plant-based art/ gardens. It was proposed by Councillor M Marks, seconded by Councillor P Fox to make a formal proposal granting £2,000 for the development of public art in Haverhill. RESOLVED</p>	<p>S Marsh</p>								
<p>LC21 /031</p>	<p><u>Reports</u> <u>Arts and Leisure manager</u> Nick Keeble referred Councillors to his report (see Appendix 1). NOTED.</p> <p><u>Youth Skills Manager</u> Colin Poole referred Councillors to the report (see Appendix 2). NOTED.</p> <p><u>The Zone</u> Colin Poole referred Councillors to the report (see Appendix 3). NOTED.</p> <p><u>Community Kitchen Co-ordinator</u> Colin Poole referred Councillors to the report (see Appendix 4). NOTED.</p>									
<p>LC21 /032</p>	<p><u>Grant Applications:</u> Kelly Bennett attended the meeting on behalf of the Haverhill Show to thank the Council for previous support, to outline the preparations being made for the event and to answer questions.</p> <table border="1" data-bbox="316 1753 1281 1966"> <thead> <tr> <th data-bbox="316 1753 515 1854">Requesting Group</th> <th data-bbox="515 1753 818 1854">Cause</th> <th data-bbox="818 1753 991 1854">Amount requested</th> <th data-bbox="991 1753 1281 1854">Amount recommended</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 1854 515 1966">Haverhill Gymnastics Club</td> <td data-bbox="515 1854 818 1966">Funds for a Porta foam pit</td> <td data-bbox="818 1854 991 1966">£3,360</td> <td data-bbox="991 1854 1281 1966">£3,360 1. Cllr T Brown 2. Cllr J Burns</td> </tr> </tbody> </table>	Requesting Group	Cause	Amount requested	Amount recommended	Haverhill Gymnastics Club	Funds for a Porta foam pit	£3,360	£3,360 1. Cllr T Brown 2. Cllr J Burns	
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Haverhill Gymnastics Club	Funds for a Porta foam pit	£3,360	£3,360 1. Cllr T Brown 2. Cllr J Burns							

	Haverhill Show	Production of the Haverhill Show on Sunday 4 th July 2021	£2,000	£2,000 1. D Roach 2. Cllr T Brown	Clerk
	<p>The Full Council will be asked to approve the recommendations on grants.</p> <p>The Clerk to add an additional check box to the grant application form asking if other grant funding pots have been sourced whilst making this application.</p> <p>RESOLVED</p>				
LC21 /033	<p><u>Youth Strategy Report</u> Nick Keeble reported that the Youth Strategy approved by the Full Council in 2016 has been delivered in the most part and the YAG had recommended that a new strategy be written, to reflect the needs of young people in Haverhill post-covid. Councillors agreed that a review, consultation and new strategy should be part of the YAG work plan.</p> <p>Future development for the Youth Action Group include tailoring to the current needs of young people and introducing subgroups with specific focus areas.</p>				
LC21 /034	<p><u>Date of Next Meeting</u> Tuesday 6th July 2021.</p>				
LC21 /035	<p><u>Closure</u> The Mayor declared the meeting closed at 20:38pm.</p>				

Signed
Chairman

Date

Appendix 1

Art & leisure Manager Report

Nick Keeble

17 May 2021

Re-opening of Haverhill Arts Centre

The auditorium at the Arts Centre is being used as a Rapid Covid-19 Test Centre until Sunday 30 May.

The equipment is due to be removed from the Centre by Wednesday 2 June 2021.

Socially distanced cinema screenings are due to resume in the week beginning 7 June alongside a trial programme of live performances. It is envisaged we will be open 3-4 evenings a week through June and July.

Hirers will be invited to resume activities as from 21 June when the café can open.

A wider programme of events at the Arts Centre is being programmed as from September 2021. The scale and capacity of this will take into account the findings of local and national research as regards audience's interests and intentions.

Spring Trail

The Scouts and Guides HQ was transformed into a madcap garden full of bouncing bunnies, beautiful butterflies, squirrels, fairy houses, a techno chicken and beautiful flowers. The trail was completed successfully and safely and received some excellent feedback and coverage on social media. More than 600 people attended.

Summer Events Programme

A comprehensive programme of outdoor events is being worked on. (the latest provisional grid is attached – please note of all of these events are confirmed yet). I can explain the contents of the events at the meeting. While the government has indicated that it is still on track for re-opening on 21 June, the review of social distancing has still not been made public. Given the uncertainty, as far as possible, the programme will be deliverable with a level of social distancing incorporated if required.

The schedule combines activity in the Town Centre on Saturdays (part of the Welcome Back campaign), resumption of the Community Fun Day events and 2 weekends of outdoor music and entertainment. All activities are deliverable within existing budgets.

The Marquee Project

Initial costs obtained for the proposal for purchase, storage and resourcing of a large marquee make this project unviable and uneconomic. Having discussed the matter with the Town Clerk, it is proposed this project will not now be taken forward in 2021. Alternative, smaller scale options may be worth considering in future years.

Have you?

A project for young people to make podcasts is being led by Michelle Brace. A schedule of podcasts relating to particular issues has been developed and is being worked on by a group including the Zones Manager and Youth Skills Team.

Leiston Centre

Regular hirers are being contacted regarding when they are looking to return. The Centre is being made available to groups who can prove that they meet the government restrictions as from May 17th.

YAG

The Youth Action Group met in early May. They will be meeting again in the near future to discuss a process to develop a new Youth Strategy and look at how the YAG is set up and run.

Christmas Lights

The tender document has been updated following input from Town Councillors and has been sent to the Town Clerk to undertake the tender process.

Summer 2021

	TOWN CENTRE EVENTS			OTHER EVENTS	
MAY					
Sat 29	Musical entertainment	TC			
JUNE					
Mndy 21	Suffolk Day	MS			
Stdays 26				Armed Forces Day	REC
JULY					
Sat 3	Streets Alive 1 & Makers Market	TC / MS			
Sun 4				Haverhill Show - Thank you Day	REC
Sat 10	Buskathon - Local Buskers	TC			
fri 16	New Recruits Day	HS			
sat 17	New Recruits Day	MS			
sat 24	Streets Alive 2	MS			
Sat 31	Cars on the Square	MS			
AUGUST					
wed 4				Picnic in the Park	ETP
thur 5				Haverhill Arts Centre Out of Doors	S&G
fri 6				Haverhill Arts Centre Out of Doors	S&G
sat 7	Makers Market	MS		Haverhill Arts Centre Out of Doors	S&G
Snd 8				Haverhill Arts Centre Out of Doors	S&G
Wds 11				Chalkstone Fun Day	Ch
Stday 14	Open Air Paint Party	SMC			
Wds 18				Leiston Fun Day	LCC
Thrs 19				Haverhill Arts Centre Out of Doors	S&G
Frd 20				Haverhill Arts Centre Out of Doors	S&G
Stday 21	Stilted - Stilts Day	TC		Haverhill Arts Centre Out of Doors	S&G

Snd 22				Haverhill Arts Centre Out of Doors	S&G
Stday 28	International Food Weekend	TC			
Sun 29	International Food Weekend	TC			

TC	Town Centre	REC	Recreation Ground
REC	Recreation Ground	ETP	East Town Park
MS	Market Square	S&G	Scouts and Guides
SMC	St Mary's Churchyard	LCC	Leiston Community Centre
HS	High Street	Ch	Chalkstone Community Centre

Nick Keeble
May 2021

Appendix 2

Youth Skills Report

Karen Chapple & Dan Cooke
May 2021

Lock down is lifting and there is a positive feeling that we can now start to get back to normal and do what we do best. **20** young people have enrolled onto our service, to receive our support since April 2021.

Offering a bespoke support service to our caseload of young people - to ensure they reach their full potential. Linking up with schools, partners, businesses, and training providers to offer and encourage a joined-up service to enable us to achieve positive outcomes.

- 1) Maintaining a strong social media presence on Facebook, Twitter and Instagram, to share relevant information with our 2,300 followers and the local community.
- 2) Guide our clients to create CV's, and to assist them with education, employment, and training applications.
- 3) Coordinating training providers to offer some local suitable training in Haverhill to young people who otherwise would be NEET. Cambridge Regional College will roll out Traineeships in June.
- 4) 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.
- 5) Assisting Suffolk County Council in tracking 16 to 18-year-olds, NEETs and those most difficult to reach - ensuring that young people know about our service and where they can access support.
- 6) We have meet partners to discuss how we can support domestic abuse victims and school refusers. We are currently in the process of sourcing grants that may be suitable for us to enable this work.
- 7) Our Adult Signpost, group are now meeting up face to face on a Tuesday. They are currently cooking in the Community Kitchen with Shaun Hill. We have a small group of 6-7 young people who are all suffering from low mood. Engagement is going well with some positive signs for future outcomes. We are planning the return of our Junior Signpost on the 20th of May, again we propose to use the Community Kitchen with Shaun Hill leading the cooking sessions.
- 8) We are discussing the possibility of securing a young person to work with us, on the Kick Start Scheme. They would follow Dan and I around and support the work we do, giving them a valuable insight to working with young people whilst building their confidence and making them job ready. The government scheme called the 'Kickstart Scheme' was created to encourage local

employers to offer work experience opportunities for 16-24-year-olds jobseekers. The benefits of this would include:

- a) An extra pair of hands for your business for 25 hours per week over a 6-month placement.
 - b) b. 100% of wages, at National Minimum Wage, fully subsidised by the government and additional employment costs are covered.
 - c) c. A £1500.00 one-off incentive payment for you to use to purchase PPE, uniform, IT, any necessary training etc.
 - d) d. Candidates will be interviewed like any other potential employee – you decide their suitability to your needs.
 - e) e. There is absolutely no obligation to take the young person on afterwards. Though, should they impress you, as they would have already demonstrated their suitability for a role with you, you could consider them for further employment or an apprenticeship or support them to find work with others.
- 9) Providing an apprenticeship/employment matching service to match young people with businesses, supporting local businesses in recruiting apprentices/trainees, connecting them with recognised training providers if applicable and encouraging the uptake of government grants that are currently available.

Karen Chapple & Dan Cooke

May 2021

Appendix 3

The Zone Report

Sandra Linnane

May 2021

Staffing – The Zone staff and youth workers are kept up to date with events regarding their positions within Haverhill Town Council and when they can fully resume work. Some staff in small groups have carried out litter picking on the Chalkstone Estate. Action Plans and Risk Assessments are being up-date with staff involvement. Training (on-line) where possible is taking place ready for re-opening. Zone staff have undertaken working safely with ladders/step ladders and a previously postponed First Aid course has taken place. All passed.

The Zone – The usual checks continue to be made on the building. (water testing, security, pest control etc.)

The yearly Soft Play Inspection was carried out and staff came in to clean and prepare The Zone for the visit, which went well, and only minor points were picked up on which mainly were general wear and tear. Work that can be carried out within house will happen, but some repairs need a specialist company regarding soft play equipment.

Litter picking around The Zone and general tidying up continues in readiness of opening. It is a place for cars to gather and lorries to park up and the occasional fly tipping.

The Electrical work planned has been completed with great results. The place is so much brighter, safer and energy efficient. Thanks to all who have made it possible.

Funding – Sue continues to look for funding, that will benefit The Zone regarding families and young people. It is important to be able to secure future funding for the counselling project to enable it to continue.

Youth Work – YAG Mental Health Subgroup – Art Project –Lockdown (3) & Me took place with another 17 young people taking part. They prepared their artwork in their own homes to then share on social media with the help of Haveyou and the Arts Centre. Some participants provided their own resources while others had art packs supplied by us from previous funding thanks to Councillor Paula Fox. Work with Michelle Brace with Haveyou continues in setting up online chats with young people with issues and topics that are relevant and instigated by them. Training is being sought for the delivering of this regarding safe guarding.

Counselling with young people has started at The Zone. This is a 1 to 1 service taking place on a Thursday evening (Covid-19 Secure) offered by counsellors from Room4 in Haverhill but delivered at The Zone. Referrals are welcomed from different organisations or settings and young people will be encouraged to refer themselves.

Detached – Roll on the week of the 17th May when detached will commence. Risk assessments will be updated where required and youth workers will discuss safe practice of working.

Chill Out – Not able to operate at the moment due to social distancing. Discussions are taking place that when we can reopen safely that possibly a booking in system on-line may be the way to go as it will stop us sending young people away due to large numbers turning up.

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. Needed 2 new batteries and a tyre. Thank you for your continued support.

Sandra Linnane
May 2021

Appendix 4

The Kitchen Co-ordinator Report

Shaun Hill
May 2021

Since March I have been

1. In the Arts Centre 3 days a week producing lunches for the 'Covid' testers, using short dated stock rather than it being discarded before the re-opening of the Arts Centre to the public
2. Populating the Community Kitchen Facebook page with relevant recipes for specific days...St. Patrick's, Easter, Mother's Day and traditional family favourites
3. The Facebook page has reached over 45,000 people since November 2020. In the past 28 days we have reached 10.2k people, 3,334 post engagements and 23 new followers and 340 views
4. Meetings have taken place with the lunch club, coffee morning and South Haverhill People's Forum, regarding returning to the Community Centre as soon as permissible.
5. A meeting has taken place with Clements Allotment Society. So we in the kitchen can utilise their excess produce when it is ready to use.
6. I have also registered the Community Kitchen interest in the Tesco food redistribution scheme. Waiting for their confirmation on this.

7. A meeting is arranged with the Befriending Society also a dementia group to use the Community Kitchen.
8. Plans are afoot for re introducing the public access workshops, these will be running as soon as 'COVID' government guidelines permit
9. The Signpost Project have been using the kitchen for the past 5 weeks and plans are now made to introduce further group sessions for a younger age group.
10. We have had 4 enquires re people offering to volunteer to help out at the kitchen. Their details have been put on file for use at a later date.
11. We have had an enquiry from one of the town market stall holders to run a couple of sessions in the kitchen.

Shaun Hill
May 2021