

Haverhill Town Council

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

Held remotely on Tuesday 6th July 2021 at 7.00pm



HAVERHILL
TOWN COUNCIL

Present: Councillor J Burns (Chairman)
Councillor A Brown
Councillor A Luccarini
Councillor M Marks
Councillor J Mason (*from 19:18*)
Councillor D Smith
Mayor L Smith (*from 19:17*)

Apologies: Councillor L Miller-Jones
Councillor D Roach
Councillor P Firman

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. To note 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 the mandate provided by Full Council on 23rd March 2020 C20/040d 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 /036	<u>Apologies for Absence</u> The above apologies was noted.	
LC21 /037	<u>Declarations of Interest and requests for Dispensation</u> None	
LC21 /038	<u>Appointment of Vice Chair</u> Councillor J Burns nominated Councillor D Smith and was seconded by Councillor T Brown. RESOLVED	
LC21 /039	<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 17 th May 2021 be agreed as a true record. RESOLVED	

<p>LC21 /040</p>	<p><u>Actions arising from the minutes</u> LC21/016 – St Mary’s Church: In seeking fulfilment of the action brief, the Clerk has been researching for credible information leaflets to be distributed to schools, without success. The education material is all about encouraging feeding birds. The Arts and Leisure Manager reported that Haverhill Town Council placed temporary signs asking people not to feed the birds on Armed Forces Day, which people appeared to respect. This was what West Suffolk had originally been asked to do. The Clerk to arrange for more permanent signs to be place discouraging the feeding of the Pigeons, including a brief explanation of the issues they are causing to St Mary’s Church.</p>	<p>Clerk</p>
<p>LC21 /041</p>	<p><u>Public Forum</u> No member of the public had joined the meeting.</p>	
<p>LC21 /042</p>	<p><u>Reports</u> <u>Arts and Leisure Manager</u> Nick Keeble referred Councillors to his report (see Appendix 1). Councillors reported positive feedback from the public regarding the events arranged last year. Members agreed that events throughout the summer and winter months including the summer fun days, picnic in the park, Halloween Trail and a Christmas event should be planned as normal and if necessary adapted to conform with any covid guidance in force at the time. It was proposed by Councillor T Brown and seconded by Councillor J Mason that this recommendation be made to Full Council. RESOLVED.</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><u>HAVE YOU: Podcast & Engagement Project report</u> Colin Poole referred Councillors to the report (see Appendix 5). NOTED.</p>	
<p>LC21 /043</p>	<p><u>Grant Applications:</u> The Clerk advised that the application received from Haverhill FC U15 team has been sent back asking for more information. NOTED</p>	
<p>LC21 /044</p>	<p><u>Youth Strategy Report</u> The Arts and Leisure Manager reported that the YAG meeting held 5th July discussed developing a new Youth Strategy for Haverhill. Young people’s mental health low mood and wellbeing, especially during and post-lockdown was a cross-cutting theme which was considered to require urgent action and could not wait for the development of a strategy. The YAG decided to form a Young People’s Mental Health</p>	

	<p>Action Group to move this subject up the agenda and consider how it can be best addressed. The group is due to meet before schools break up.</p> <p>The Clerk suggested that work to source some potential providers to complete legwork for a new Youth Strategy, such as collecting evidence of need in Haverhill, as the Town Council does not have the resource capacity to do this work. Any quotes would be taken to the Full Council Meeting for approval.</p>	Clerk
LC21 /045	<p><u>Date of Next Meeting</u> Tuesday 14th September 2021.</p>	
LC21 /046	<p><u>Closure</u> The Mayor declared the meeting closed at 20:23pm.</p>	

Signed
Chairman

Date

Appendix 1

Art & leisure Manager Report

Nick Keeble

6 July 2021

Re-opening of Haverhill Arts Centre

The auditorium at the Arts Centre re-opened to the public on 10 June as planned. We have had a programme of socially distanced cinema which has attracted relatively small audiences. The roster of films available is limited while some have already been broadcast on other platforms. We should see an upturn in numbers from September.

The live performances programmed will now be capacity-limited socially-distanced events following the extension to the lockdown. Two comedy evening and two musical performances are on sale and audience number are promising.

The wider opening of the Centre to the public has been postponed until after 19 July.

Events at the Arts Centre is being programmed as from September 2021 currently being available at full capacity.

Summer Events Programme

The Summer Saturdays programme of events has been published (see below) and events are now being promoted and delivered. Unfortunately, the Thank You Day Parade on Sunday 4 July had to be cancelled as this would not have fitted within the guidance.

We are working with the Markets Development Officer and the new Town Centre Manager to promote the events widely with town centre traders. We are running events for local artists, performers, groups and traders alongside those featuring professional entertainers.

A verbal report will be given at the meeting on events that have already taken place and updates will be provided to Councillors through the summer.

Suffolk Day / Armed Forces Week

A long but successful day with flags raised at 4.38am and 2.00pm and taken down at 9.23pm. Our Suffolk Day activities saw us get regional coverage. Thanks to the Mayor and Councillors who attended and also filmed the events to put on Facebook.

Leiston Community Centre

Regular hirers have been contacted regarding returning. Again, the extension to lockdown limits the activities of some groups but we have 3 groups who can meet under current guidelines back using the Centre.

YAG

The meeting of the Youth Action Group to discuss the development of a new Youth Strategy is being held on Monday 5 July. A verbal update will be given at the Working Party meeting.

Future outdoor events

The Town Council promotes two of its most popular events in the autumn / winter, namely The Halloween Trail and the Family Christmas Night. Councillors will recall that we managed to run a

socially distanced version of the Halloween event in October 2020 and replaced the traditional Christmas event with the Marvellous Magical Winter Kingdom, another trail that was socially distanced. Both were popular and well received.

The outlook for large scale events in the autumn / winter is uncertain with some authorities, including West Suffolk, already cancelling their traditional winter markets and fayres. I am aware that many Councils are keeping their powder dry as regards fireworks displays at the current time.

For Halloween, the least risky option for the Council is to plan an event that can be socially distanced if required. This would be based on the 2020 trail which was run 3 times in an evening with tickets booked in advance.

For Christmas, there are many options including having the traditional event on Friday 3rd December (with or without fireworks), running a series of smaller events over a longer period of time, having a second version of the Christmas Trail and there are other options too.

Now is also the time to start looking at additional events for 2022. A four-day bank holiday weekend has been announced for the national celebration of the Queen's Platinum Jubilee from June 2nd- June 5th 2022. It is likely that other Countywide events may be planned around that time too.

Councillors may wish to consider forming sub-groups to discuss the options for Christmas and the Platinum Jubilee Celebrations.

The planning for the 2021 Remembrance Parade on Sunday 14 November has started and is being discussed with the Royal British Legion and other groups.

Nick Keeble
July 2021

Appendix 2

Youth Skills Report

Karen Chapple & Dan Cooke
July 2021

We are now offering a full service to our clients. We have since April 2021 worked with and enrolled 37 young people on to our service. This support has been bespoke and varied depending on the needs of the young person.

We have in the past weeks few weeks been busy working on the below:

- Meeting up with young people on a 1-2-1 mentoring and offering them encouragement and advice and signposting where necessary to other services.
- Guide our clients to create CV's, assist them with education, employment, and training applications. Give them tips and advice on interview techniques.
- 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 September.
- 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.

- 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.
- Maintaining a strong social media presence on Facebook, Twitter and Instagram, to share relevant information with our 2,300 followers and the local community.
- We have completed an application for funding to Suffolk Community Foundation to enable us to work with school refusers for September 2021. We have held meetings with both schools and students to discuss their views and ideas on how to shape this important project. We are going to run a trial project for 4 weeks, to allow us further valuable insights before the official programme start date.
- Our Adult Signpost, group are now meeting up face to face on a Thursday. They have cooked with Shaun Hill in the Community Kitchen and had some outdoor sessions with Outdoor Explore. The group are noticeably growing in confidence and are forming good relationships with each other. We have had 2 successful transitions, one into work and one into learning. These clients are suffering from low mood and poor self-esteem, and it is our mission to help encourage them to take positive next steps when ready. We have also welcomed back our Junior Signpost school attendees; we have made full use of the Community Kitchen with Shaun Hill leading the cooking sessions. We are in the process of supporting the students to plan further sessions.
- We have completed the necessary paperwork and have now been authorised to advertise for a member of staff through the government kickstart scheme. We look forward to offering an opportunity to a young person to grow their skills and gather some work experience whilst working in our department. We will ensure they are job-ready and support them to find employment on completion of their 6-month placement.
- Providing an apprenticeship/employment matching service to match young people to 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

July 2021

Appendix 3

The Zone Report

Sandra Linnane

July 2021

Staffing – The Zone staff and youth workers are getting back in the swing of things. It's great to be back and we are all looking forward to the 19th July (fingers crossed) that will enable us to open up even further. Interviews took place for new staff at The Zone as a shuffle around with staffing meant we needed some casual staff to fill the gap and have staff to call upon for holiday, training, and sickness cover. Training for staff included scaffolding for one member and all staff were invited to Emergency Evacuation Training. Staff meeting has taken place and will continue with monthly meetings.

The Zone – Enquiring about the cost of a structural inspection of the soft play equipment has been sought. This is for our own peace of mind as the equipment has been in situ for years with no evidence of the inspection being carried out. The decorating of the building has been put on the agenda for discussions later in the year. Litter picking around The Zone and general tidying up continues, to keep the area looking welcoming. There has been another meeting regarding the updating of the security cameras around The Zone.

A Zumba Class has been taking place in the carpark during lockdown and now at the end of business on a Wednesday. A trained instructor runs sometimes 2 sessions on a Wednesday. (Weather permitting.)

Talks regarding the re-booking of parties are taking place. Before the first lockdown in March 2020 The Zone had invited SL Sports in to deliver laser, football and basket ball parties on a Monday and Tuesday after school. We are hoping this arrangement can still stand and be implemented for after the 19th July. Our everyday parties within a session will start again soon once we have the go ahead to enable us to deliver them safely and within any guidelines that may still be in place.

Funding – Sue secured funding from Tesco Bags of Help (£1000) and is completing an application from Youth Intervention Fund with Suffolk Community Foundation to keep the counselling sessions going. We are sending an email to Joe Mason and Elaine McManus to inform them of the success of the counselling so far in the hope to secure future funding.

Youth Work – YAG Mental Health Subgroup – Work with Michelle Brace with Haveyou continues and some pod chats have taken place. SL arranged a litter pick for the Great British Clean Up with MB and Chery Claydon (Haverhill Police) with the Emergency Cadets in Haverhill. While the cadets were litter picking MB recorded their conversations (permission gained) about the group and Haverhill. Recording and photos were put on Instagram, Facebook and the Haveyou site. A visit with MB took place with SL where they met users of the Pump Track on the Clements and the Skate Park on the Arrendene Estate to talk and record (permission gained) the young people's views on the areas they use for recreational purposes and what else they would like to see.

Counselling with young people aged 11 to 19 at The Zone is now looking at running 2 nights a week from this week. (4 - 50 min sessions) This is a 1 to 1 service delivered by Room4 team in Haverhill at The Zone and funded by The Zone. Funding for this project is on-going to ensure these sessions continue. Referrals are welcomed from different organisations or settings and young people will be encouraged to refer themselves. One young person was asked if they could sum up their sessions at counselling. Quote *"When I came to see you, I wanted to get in a car and drive it off a cliff. Now I want to get in that same car and go for a road trip with my mates"* young person aged 13.

Detached – Taking place twice weekly while chill out and the On Spot Van not in use. Young people we are coming into contact, are seeming quite resilient on the outside regarding the Lockdowns and their effects etc. (Not always easy to tell when they are in their groups) While on detached, 1 young person known to a youth worker shared that they suffered from anxiety and was worried about being bullied when going up to upper school. Conversation took place and youth worker contacted the parent who has now referred her child to Room4 for counselling at The Zone with funding accessed by The Zone. Mum said, she had been crying out for help.

Chill Out – Still not open. Staff meeting this week with youth workers will discuss the way forward and of course waiting for July 19th outcomes to see how we can deliver the session safely. During the summer holidays the numbers usually drop due to young people going away with their families. Will be difficult to predict how this summer will be. May be that it reopens in September.

On Spot Van – Will wait for restrictions to be lifted to enable a safe service for the young people to resume. The van is about to have its half yearly inspection which will ensure it is safe and in full working order to resume our service. The van is hoping to be ready to use to support summer events in Haverhill arranged by Haverhill Town Council.

Community Kitchen – SL will meet with Shaun the coordinator to talk about young people using the community kitchen to learn important skills in the kitchen.
Thank you for your continued support.

Sandra Linnane
July 2021

Appendix 4

The Kitchen Co-ordinator Report

Shaun Hill

July 2021

SUFFOLK EATS DAY



Having previously researched, shopped for, cooked, photographed, written and printed the recipes. 4 people came to the kitchen to produce Suffolk fish pie, Suffolk buns and Suffolk cakes to celebrate Suffolk Day. Cllr Liz Smith came along to try the food.

GROUP SESSIONS

Group sessions are continuing with Signpost Adult Group. We have also had a couple of junior groups through Signpost in the kitchen. Each session involves writing recipes, printing them, lesson plans, shopping for ingredients, rigorous cleaning/sanitising of the kitchen and the laundry of aprons including ironing them!

In 2 weeks time we start with a 'school refusers' group - again with Signpost

MORNING COFFEE CLUB

I have produced cake and cookies to welcome this group back to the Community Centre and am looking to involve them in the Community Kitchen.

LUNCH CLUB

I have held meetings with the lunch club and diarised their return to the Community Centre.

BEFRIENDING SCHEME

I have held meetings with the befriending scheme who work with adults with additional needs and diarised their return to sessions in the Haverhill Community Kitchen

PUBLIC SESSIONS

These are due to start in the summer once there is confirmation that Covid restrictions are lifted.

FACEBOOK OVERVIEW

Page likes up 64% - 567

Posts reached up 11% - 847

Post engagements 1077

Page views 95

These figures cover the last 28 days, but do not include figures from the posts shared to other pages.

Shaun Hill
July 2021

Appendix 5

HAVE YOU: Podcast & Engagement Project report

Michelle Brace

July 2021

OBJECTIVES

- To build youth engagement around the HAVE YOU website and social media project.
- To **connect** young people to skills and support services.
- To shine a light on the good stuff going on in Haverhill (young people / talent).

OUTPUTS

- 2 HAVE YOU team members have been involved in recording podcast material with young people - 1 hosted podcast & 3 'out and about' recordings. So far audio editing & production of content has been by 1 team member with plans to extend this in October as we begin to work with our wider group..

Editorial team:

- We are currently talking with schools re recruitment of a group of young people to work with us on presentation & production of podcast content from October - December around our SUPPORT theme.

Monthly podcast:

- In May we hosted the Sustainable Haverhill podcast with **4** young guests, including 2

Deputy MYPs.

- We promoted the Town Council's work on Sustainable Haverhill including a call out to young people to get involved.

- On 2nd June we visited both the Skatepark and the Pump Track and recorded conversations with a total of **8** young people. We are about to publish this content to

social media to help promote our summer THINGS TO DO in Haverhill series.

- On 3rd June we went out with a group of Emergency Services Cadets on a litter pick

to record some content and take photos for our first Instagram reel. The reel achieved 1,161 plays! **5** young people were involved in sharing their views in relation to keeping the local area tidy and the environment.

Online events:

- We have plans to live stream with young performers from the Haverhill Buskathon on Saturday 10th July.

- We interviewed young local photographer Tyler Brinkworth & created a feature on his work & published a gallery on the website. Tyler also contributed photos to illustrate our Skatepark promotional content (coming soon!) (Note - Tyler was happy to be interviewed but did not want us to publish this as audio or video content).

Training for delivery of online youth services:

- As we move out of lockdown there is less demand for running online sessions with young people than we originally envisaged. We will reassess our need for training for working safely online with young people as the project progresses.

- Support will be given to team members with social media skills so they can help promote content and project opportunities as the need arises.

OUTCOMES

- We have so far directly involved **18 young people & 2 organisations** in this project (of anticipated total 36 young people / 12 organisations).

- Our plan is to use this project to promote organisations working in Haverhill with young people over the summer to encourage sign up to clubs for September.

- We are planning a HAVE YOU launch with schools in September to raise awareness of the project as a whole and opportunities for involvement.

- We are working on our live streaming set-up for the Haverhill Buskathon event and will be featuring young Haverhill artists performing live!

Other comments inc stats:

- We have been meeting monthly as a project delivery team including Sandra Linnane & Sue Pitches (Youth Support), Dan Cooke (Youth Skills Advisor), Sara Marsh (Marketing Manager) & Jay Mills (Haverhill South People's Forum).

- Following a Youth Action Group meeting on 5 May we agreed to alter programme themes to align with particular local needs and activity, HAVE YOU website key focus areas and to ensure that the project was manageable and deliverable within time and resource limitations. In summary the planned programme looks like this:

April - June: VOICE - the environment / Sustainable Haverhill

July - September: THINGS TO DO in Haverhill for young people - promoting sign up

October - December: SUPPORT (including youth mental health)

January - March: SKILLS

HAVE YOU website stats:

	Users	New users	Sessions	Page views
April 21	98	91	118	227
May 21	140	131	174	300
June 21	148	141	200	448

Social media posts:

	Facebook reach	Facebook engagement	Facebook shares	Instagram likes	Twitter retweets
Sustainable Haverhill	270	11	3	7	1
Litter pick	94	8	2	18	-
NEWS - Tyler feature	14	2	-	8	-

**Michelle Brace
July 2021**



SUMMER SATURDAYS FREE & 2 SUNDAYS FREE

Saturday 26 June

Armed Forces Vehicle Convoy 11.00am

Leaves Arts Centre Car Park on a route around the town.

Armed Forces Day Picnic Lunch 11.30am – 2.30pm

Bring down a picnic – Entertainment, activities and military vehicles.

ST MARY'S CHURCHYARD & MARKET SQUARE

Saturday 3 July • 10.30am – 2.30pm

Streets Alive 1 – Travellers and Explorers

Join a strange bunch of explorers, creatures and travellers from afar as they discover Haverhill town centre.

TOWN CENTRE

Makers Market 9.30am – 3.00pm

Local makers, crafters and artists sell their wares.

MARKET SQUARE

Sunday 4 July

The Haverhill Show*

10.00am – 4.00pm

A day of fun and charity.

RECREATION GROUND

Thank You Day Parade 11.00am

Grab your chance to say thank you to the NHS as the parade is postponed due to latest Covid guidelines

TOWN CENTRE TO RECREATION GROUND

Saturday 10 July • 10.30am – 2.30pm

The Haverhill Buskathon

Local performers entertain shoppers and raise money for charity.

TOWN CENTRE

Saturday 17 July

Join Up Day 10.30am – 2.30pm

Find out about groups and activities you can sign up to in Haverhill.

MARKET SQUARE

Saturday 24 July • 10.30am – 11.00am,

12.00pm – 12.30pm, 1.30pm – 2.00pm

Streets Alive 2 – Urban Safari

The streets come alive with fantastical urban wildlife safari.

TOWN CENTRE

Saturday 31 July • 10.30am – 2.30pm

Minis on the Market

Check out a marvellous collection of classic Minis.

MARKET SQUARE

Saturday 7 August • 9.30am – 3.00pm

Makers Market

As above.

MARKET SQUARE

Saturday 14 August • 10.30am – 2.30pm

Open Air Painting Party

Artists and crafters come and recreate what you can see around you. With a free children's workshop.

ST MARY'S CHURCHYARD (donations to St Mary's welcome)

Saturday 21 August • 10.30am – 2.30pm

My Name Is . . .

Design your own name badge for inclusion on a piece of public art and see an amazing pavement creation.

TOWN CENTRE

Saturday 28 August & Sunday 29 August

International Food Weekend

Buy tasty morsels from far and wide.

TOWN CENTRE

Saturday 4 September

Haverhill's Horrible History – The Legend of Haver the Dane

Meet Haver the Horrible as he parades through town.

TOWN CENTRE

Haverhill Arts Centre: Out of Doors

- Music, comedy and live shows held at the Scout and Guide HQ. Details to be announced.

Please note all events are subject to change at late notice.

However, they will take place in all but the very worst weather.

Please like Haverhill Town Council and Haverhill Arts Centre on Facebook and check our websites for updates.

www.haverhill-tc.gov.uk

www.haverhillartscentre.co.uk

01440 714140

* The Haverhill Show is run by a separate organisation.
Go to www.haverhillshow.co.uk

