# **Haverhill Town Council**

Notes of a Meeting of Haverhill Town Council's

# **LEISURE & COMMUNITY WORKING PARTY**

Held remotely on Tuesday 14th September 2021 at 7.00pm



Present: Councillor J Burns (Chairman) Councillor A Brown Councillor P Firman Councillor A Luccarini Councillor J Mason Councillor D Smith Mayor L Smith

Apologies: Councillor M Marks Councillor L Miller-Jones Councillor D Roach

# Absent:

In Attendance: Colin Poole, Town Clerk Nick Keeble, Arts & Leisure Manager Councillor B Davidson 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 delegated powers 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	Apologies for Absence	
/047	The above apologies was noted.	
LC21	Declarations of Interest and requests for Dispensation	
/048	None	
LC21	Minutes of the Last Meeting	
/049	It was proposed by Councillor A Luccarini, seconded by Councillor D Smith	
	that minutes of the meeting held 6 <sup>th</sup> July 2021 be agreed as a true record.	
	RESOLVED	
LC21	Actions arising from the minutes	
/050	LC21/016 – St Mary's Church pigeon issue: The clerk has been quoted	
	£270.80 for 20 exterior signs, and will liaise with Sara Marsh over the	
	content of the signs before finalising print.	

	LC21/ 044 – No completed befor meeting.				
LC21 /051	Public Forum No member of being live-broa				
LC21 /052	ReportsArts and LeisuNick Keeble refThe Halloweenwill be able topositives viewswasn't being hdecision of theenjoy the eventhe attendanceexperience forwith no sense ofCouncillors askpeople to enjoyThe Clerk adviwill take place ofOn Saturday 24will have an enNOTED.Youth Skills NColin Poole refNOTED.The ZoneColin Poole refWork is takingand putting upNOTED.	Art & Leisure Manager			
	HAVE YOU: Colin Poole ref Councillors to s and whether th helping out with NOTED.	Councillors			
LC21 /053	Grant Applica Henry Wilson a thank the Cour made for the fu				
	Requesting Group				
	Homestart Mid & West Suffolk				

				RESOLVED	
	REACH Haverhill	Contribution towards the running costs of	£10,000	£10,000 Councillor T Brown	
		the Resource Centre		Councillor J Mason RESOLVED	
	Churches Together	Community and outreach events to celebrate Haverhill and Christmas	£1,775	£1,475 Councillor J Burns Councillor L Smith <b>RESOLVED</b>	
LC21 /054	Date of Next Meeting Tuesday 9 <sup>th</sup> November 2021.				
LC21 /055	Closure The Chairma	n declared the meeting cl	osed at 20:36	Spm.	

Signed	
Chairman	

Date .....

# Appendix 1

# Art & leisure Manager Report

Nick Keeble 14 September 2021

### **Haverhill Arts Centre**

In common with many theatres, cinemas and venues, audience numbers are well down on pre-Covid times. Bookings for live performances are monitored regularly and decisions taken in consultation with the artists/agents about postponements if required. Cinema numbers have improved marginally and the types and quality of films available are improving.

A brochure of live performances to December and cinema to October has been produced and distributed. Operationally we are using the front doors again for most events, but the rear extension is proving useful for refreshments and extra dressing room space for groups that require it.

### **Summer Events Programme**

The Summer Saturdays programme of events has finished. Events were well received and attended with noticeable increase in numbers where events had definite starting times. The weather was not always kind but there was much praise from many different sources for the Town Council promoting the town centre through events. Participatory workshops were very successful and popular. The 'Haver the Dane' parade was a great spectacle. Additional events and activities funded by the Governments Recovery Fund are being organised on Saturdays up to Christmas. The Community Fun Days focussed on creative workshops and worked well on a smaller scale.

### **Remembrance / Queens Platinum Jubilee**

The group that has taken on these events has met and arrangements for the Remembrance Parade and Service on Sunday 14 November are well advanced. We do not yet know if all groups will take part in the parade, but information has been sent out to groups who have previously participated. Initial ideas for celebrating the Queens Platinum Jubilee in June 2022 were discussed and a programme of activities will be developed.

# Women's Tour

The last stage of the Women's Tour is leaving from Haverhill on Saturday 9 October. This is a big event for the town. Haverhill Town Council are organising the community participation through coordinating decorated bikes in the Town Centre (working with Town Centre Manager, Julie Clark). Also organizing a programme of street entertainers and musicians on the day and providing logistical support and staffing.

# **Christmas Subgroup**

This group has met to consider the events in the lead up to Christmas. Discussions included the new lights display, Christmas Lights Switch On events, Family Christmas Night and Fireworks, additional Winter events, collaboration with Heart of Haverhill Business Group and additional marketing initiatives. The events will include flexibility to adapt to the relevant Covid guidance at the time. (See programme on page 2)

YAG

A sub-group of the YAG are currently developing a Young Persons Mental Health Strategy for Haverhill. The main YAG will meet in October to resume overseeing the delivery of young people's services and progress the preparation of a new Youth Strategy.

### **Haverhill Community Kitchen**

With Shaun Hill having left, the work of the community kitchen is currently limited to those groups that can work with their own group leaders plus Sandra Linnane is working with young people on cooking sessions. Currently looking at the funding available and the requirements of the project to move forward.

### Other

I have recently had meetings with regarding workers on two new projects in town. The West Suffolk Covid Vaccination Programme – which is looking to identify groups and communities in the town where there is a low uptake on Covid vaccinations and to address this through engagement and additional opportunities and the Get Suffolk Reading project which is looking to reduce inequalities through literacy.

Both projects have workers who are specifically looking to address the issues in Haverhill. I was able to provide them with introductions to key individuals and discuss how Town Council activities and facilities may be utilized to benefit these projects.

### **Councillors Volunteering**

If any Councillors wish to volunteer their services for stewarding at events, please contact nick.keeble@haverhill-tc.gov.uk

Future outdoor events DATE / TIMES	EVENT	VENUE	Notes
Saturday 9 October 11.00am	Women Tour Cycle Stage	Town Centre	Town Council organising entertainment and logistical support
Friday 29 October 5.30pm onwards	Halloween Trail	Scouts and Guides	Currently being developed. £1 entrance fee.
Sunday 14 November	Remembrance Parade &	Town Centre / Haverhill	Town Council working
From 10.15am	Service	Cemetery	with Royal British Legion on organising.
Thursday 18 November	Christmas Lights Switch	Town Centre / Market	Town Council organizing
From 5.30pm	On	Square	Lantern Parade and Fire Show
Friday 3 December	Family Christmas Night	Town Centre &	Town Council co-
From 5.00pm	& Fireworks	Recreation Ground	ordinating community engagement and entertainment
Saturday 4 December	Super Winter Saturday	Town Centre	Entertainment programme under development

# Appendix 2

# Youth Skills Report

Karen Chapple & Dan Cooke September 2021

Youth Skills offers a full range of support provisions for local young people. The majority of our work remains the same month-on-month, with adaptions to suit the needs of our clients.

- Offering a bespoke support service to our caseload of young people to ensure they reach their full potential.
- Guiding our clients in creating CVs and assisting them with education, employment, and training applications.
- Providing an apprenticeship/employment matching service to match young people with businesses and vice versa; for businesses, advertising the value of apprenticeships and the Kickstart Scheme, connecting them with training providers and encouraging the uptake of government grants.
- Arranging and attending meetings with our partners throughout the town, district, and county; ensuring that our service is promoted, encouraging joined-up services, and maintaining up-to-date knowledge of other services.
- Collaborating with our partners to advocate for the improvement of existing youth services, including mental health, domestic abuse, and school refusers; ensuring that those most difficult to reach have appropriate support.
- Coordinating with training providers to offer local training in Haverhill to young people who otherwise would be NEET. Cambridge Regional College is aiming to roll out Traineeships in mid to late September.
- Maintaining a strong social media presence on Facebook, Twitter, and Instagram, to share relevant information with our 2,300 followers and the local community.
- Organising, planning, and providing Adult SignPost, Junior SignPost, SignPost Toddler 'n' Me, and our new wellbeing project for school refusers, SignPost 2gether; sourcing grants to provide these as necessary.

# Activities/results since last report

- We are spending more time working with our Signpost Projects, with low mood being an
  increasing issue we feel this is time very well spent. The Signpost Project born after a gap in
  service was identified by us, is now more than 6 years old. It has been tweaked and
  improved upon, with the help of its users. It continues to develop and is well respected by
  our partners. During the summer holidays our SignPost groups have had various sessions
  including visiting a farm, attending the Zone, cooked, had afternoon tea, painted, walked,
  picnicked, and discussed positive language, looking, and recognising their skills, meditation,
  the benefit of healthy diet and much more.
- Some of our clients from our SignPost Project have successfully progressed on to education, jobs, and volunteering.
- Attended training to up skill ourselves. Mental Health First Aid
- We have recruited a young person via the Kickstart Scheme

- We have found a volunteer for our school refuser project.
- We have successfully applied and will receive a grant from Youth Intervention Fund for our new bespoke school refusers project, which will be an additional arm of the Signpost Project.
- We have worked with 66 young people since April 21 and our success rate is currently stands at 45%.

### **Case Study**

### From fear to flourishing – L's story

We were asked by another agency to work with L, as they were struggling to make progress with her, she refused to meet up with them and was elusive, they were concerned about how isolated she was. She had lost a parent, and this was impacting on her everyday life.

After several attempts we managed to build up a relationship with her firstly by text, then phone and eventually after a couple of mis-starts met her in person, she shared she didn't feel comfortable leaving her home. After working with her on a 1-2-1 for some time she eventually agreed to attend our Adult SignPost Project. We noticed her potential and we persuaded her to volunteer at our Junior SignPost Project. The change in her was dramatic, so much so, that she was offered a job in a local solicitor. She accepted after she had shared her fears, and been reassured by us, that she was more than capable.

She made a guest appearance at a SignPost session recently, where she shared her progress with the others. I am sure this reassured our young clients that with the right support and the right time, life can change.

Karen Chapple & Dan Cooke September 2021

# **Appendix 3**

# The Zone Report

Sandra Linnane September 2021

### Staffing

The Zone staff and youth workers are all back to work. New casual staff have been taken on and we have one member of The Zone team on the Kick Start Scheme which is funded by the government and enables a young person to gain skills and training in a workforce environment. The young person has been with us on a voluntarily basis and is pleased that we are a part of this government initiative so she can continue at The Zone. (Make great cakes)

#### Training

Free Training has been offered to Zone staff, youth workers and the Mental Health action Group for An Introduction to Trauma delivered by Hannah from Room4. Also, Rachel Cox an Accredited Creative Mindfulness Practitioner for children and young people has offered an introduction to mindfulness via zoom. Supporting Young People's Emotional Well-being Through Creative Mindfulness This is to enable us to understand a little of what she will be delivering in her group sessions to the young people. Some staff have been lucky to get onto a course which is offered by Suffolk CPD, Youth Mental Health First Aid and is free. This filled up quickly. Suffolk County Council are not recommissioning the funding as of 9.9.21 and so is being put out to tender so there will be no more courses at the moment. Other mental health training has been offered through Community Action Suffolk which will also be via zoom. All staff at The Zone will be carrying out Allergy training ready for the introduction of Natasha's Law.

#### The Zone

Enquiring about the cost of a structural inspection of the framework continues. 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. Security cameras are in the process of being installed in and around the outside of The Zone. The Zumba Class has continued to take place in the carpark on a Wednesday after The Zone is closed. (Weather permitting.) Confirmation that this will cease at The Zone as the instructor returns to her previously booked halls before lockdown. Booking of parties at The Zone has begun with five options to choose from. Two are the standard soft play with two age groups 0-3 years and 3-12 years. SL Sports and Education is coming into The Zone to deliver laser, football and basketball parties on a Monday and Tuesday after school. There is always the option to have a private party and hire the place. (No alcohol) Suzanne Stevenson National Literacy Trust made contact and will be visiting The Zone to develop the reading that was happening at The Zone lockdown.

#### Funding

Sue Pitches with some assistance has secured funding from Youth Intervention Fund with Suffolk Community Foundation to keep the 1 to 1 counselling sessions going. Room4 are looking for another counsellor as the person who was due to start September is no longer available. This is frustrating as the funds and need are there. The newly formed subgroup of the YAG, Mental Health Action Group have been meeting via Zoom to gain funding to enable group work to be delivered to young people to tackle mental health problems. Strategy and funding application is in the process of being completed. SP has been looking at funding for outdoor activities to tackle mental health.

#### Youth Work

Mental Health Action Group –Work with Michelle Brace with Haveyou continues to promote and display achievements for young people. Meetings with MB are ongoing to develop the pod casts and other ideas. Rachel Cox to deliver group work over a six-week period. (Once funding gained) This will cover Managing feelings and emotions, Anxiety and worry. Also, one of standalone workshops. Other options and professional services will be sought when needed as we move this project on. Sue and Sandra met Christine a Park Ranger at East Town Park to see how we can work together and use their expertise and East Town Park with the young people. We walked to a fenced off wildlife area on the chalkstone, which is not being maintained at the moment. This is a great opportunity not only for young people, but for the community of Haverhill. It is still in the early stages of planning and funding will be sought. Being in the outdoor environment is great for mental health and relaxation.

Hannah from Room4 is looking for another counsellor to enable 1 to 1 counselling to take place twice a week at 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 have started to refer themselves.

#### Detached

We have two new qualified youth workers on the team. Jay Mills and Maxine Watson who have previously been concentrating on the South side of town on a voluntary basis and with Community Action Suffolk. They are now working alongside Haverhill Town Councils youth workers to deliver youth work across Haverhill and surrounding villages when asked. Detached is taking place twice weekly at the moment across Haverhill. While out on detached some conversations are being recorded (with permission) to use on projects planned for the Media Hub with Michelle Brace. Walk and talk is about to get launched which encourages young people to meet at a chosen area and walk alongside youth workers and talk.

# **Chill Out**

In the planning now that things have opened up. This will be a booking online night which will help with capping numbers and hopefully save having to turn young people away.

Youth Night – This is also in the planning, and it is not expected that pre-booking will be needed. This will be advertised in a variety of ways to ensure good coverage.

# On Spot Van

Is about to be back on the road. Young people are not in bubbles at the moment and are freely mixing at schools. We will ensure that all young people using the van sanitise when coming on and leaving the van and when possible, in between user equipment will be wiped down. All users of the van sign in and are signed out when leaving.

# **Community Kitchen**

Due to Shaun's departure from his role at the kitchen. SL teamed up with Cheryl Claydon Community Engagement Officer with the police and made use of the Community Kitchen at the Leiston and delivered two cooking sessions. 6 cadets made pizzas and on the other occasions individual cakes were made with 5 cadets. one cadet had an egg allergy which gave the opportunity to use a Vegan cake recipe, a first for the young person and myself with great results. CC took some photos to share on social media sites and Haveyou. Future sessions are being discussed.

Thank you for your continued support.

Sandra Linnane September 2021

# **Appendix 4**

# HAVE YOU: Podcast & Engagement Project report

Michelle Brace September 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

- So far during this latest 3 month period we have directly involved 6 young people in recordings and 2 organisations Emergency Services Cadets and Guides.
- 71 young people have been involved indirectly by submitting pictures (Castle Manor Year 7 & 10 environment galleries) or appearing in pictures (Skatepark Gallery publishing in September).
- This brings us to a project total of directly engaging with 24 young people & 4 organisations (of anticipated total 36 young people / 12 organisations).

### OVERVIEW

- HAVE YOU team members have been focussing on recording and gathering information for the Things To Do in Haverhill series (July September).
- We have been recording features on clubs (Guides and Cadets so far) and are in the process of updating Things To Do information on the HAVE YOU website.
- MB attended the Sign Up Fair on the Market Square on 17 July to get info / contacts on activities taking place in Haverhill for young people.
- The Youth Outreach Team (4 youth workers) now have mobile recording kit so they're equipped to record interviews with young people when the opportunity arises.
- Recording kit goes out with a guide sheet including info on the project and purpose, suggested Things To Do questions & a link to our consent form for under 18s.
- A mini training session is taking place this week with Patrick Sneezum (Arts Centre staff team) to upgrade audio editing skills using Audacity so these skills can be shared with young people in due course.

# JULY - SEPTEMBER CONTENT CREATION & ENGAGEMENT

- In July we edited the Sustainable Haverhill podcast into a highlights reel of 'top tips' to boost engagement around this piece of work. We used photos of the local environment submitted by Castle Manor Year 7s to support this post, including a link through to the full gallery of CM Year 7s work on the HAVE YOU website.
- We produced a Sustainable Fashion edit of the podcast & as a result Kirsten Marshall (The Eco News) was given a spot on the BBC Belongings Fast Fashion feature.
- We also created and shared links to a gallery of Year 10s digital landscapes and trees pictures & shared these & promo text with Arts Centre Marketing for digital display outside the Arts Centre over the summer.
- Everything was gathered together into a Sustainable Haverhill NEWS post on the HAVE YOU website. Soundcloud links to podcast material were embedded into the page.
- The audio material we recorded at the Pump Track in June, to help us promote our Things To Do in Haverhill series, was edited into an Instagram reel along with pictures and video clips involving young people. This achieved excellent engagement: 3479 plays and 22 Instagram likes.
- We recorded further audio content with the Emergency Services Cadets in July as part of the #thingstodoinhaverhill series. This is about to be published as a reel along with pictures of Cadets and Cadets activities.

# Due to publish in September:

- Skatepark reel & pictures, Skatepark Gallery post.
- Full update to Things To Do pages.
- HAVE YOU business cards to support outreach work.
- HAVE YOU flyers for schools to share with pupils and parents raising awareness of our offer.

# EDITORIAL TEAM / SUPPORT SERIES PLANNING

• We aim to recruit a group or a few small groups of young people to work with us on presentation & production of podcast content from October - December around our

SUPPORT theme.

- We will be talking to schools & WAY (the Western Assembly of Youth) about how their young people can get involved.
- The HAVE YOU podcast delivery team will be meeting before the end of the month to review and contribute to our SUPPORT series plans and to begin the conversation about the SKILLS series (January March 2022).
- So far SUPPORT series plans include production of a Mindfulness tips miniseries, Walk and Talk out and about work with the Youth Outreach Team and content from possible creative activities during October Half Term week designed to support wellbeing through creative expression (lyric / song writing TBC).
- We will also be working on a complete update of SUPPORT info for young people on the HAVE YOU website and publishing the youth mental health Roadmap.

# OUTCOMES

- Relationship building/confidence building having worked with the Emergency Services Cadets twice it feels that we have begun to build a good rapport with leaders and young people. Cheryl Claydon commented that she was surprised how confidently young people spoke to HAVE YOU about the benefits of joining their club.
- Following a recording with a young Guides representative at Sign Up Day we have an invitation to go along to Guides in the autumn term & work with them on production of content for their vlogging badge! We are beginning to get ways into working with young people on content production!!

	Users	New users	Sessions	Page views
April 2021	98	91	118	227
May 2021	140	131	174	300
June 2021	148	141	200	448
July 2021	324	307	446	1035
August 2021	178	169	216	306
> 14 September 2021 *	76	72	89	232

# HAVE YOU website stats:

\* To be updated at the end of the month for project report to West Suffolk Council.

# Social media posts in this period:

Instagram: @HAVEYOUHaverhill Twitter: @HaveYouCB9 Facebook: @HAVEYOUHaverhill

	Facebook reach	Facebook engagement	Facebook shares	Instagram likes	Instagram reach/ plays	Twitter likes/ retweets
Pump Track reel	433	49	2	22	3479	1/0

Sustainable Haverhill post	52	3	0	14	81	0
Castle Manor Yr 7 Gallery Highlights	61	2	0	8	63	5/3
Sustainable Haverhill podcast highlights reel	0	0	0	10	1009	0
ECO fashion podcast	0	0	0	No stats	No stats	1/1
Castle Manor Yr 10 Gallery Highlights	31	12	1	3	62	1/0
Guides: Things To Do reel	0	0	0	4	829	0

Michelle Brace September 2021