



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Notes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY WORKING PARTY

Held remotely on Tuesday 9th November 2021 at 7.15pm

Present: Councillor J Burns (Chairman)
Councillor A Brown
Councillor P Firman
Councillor P Fox (*from 19:30*)
Councillor A Luccarini
Councillor M Marks
Councillor J Mason
Councillor L Miller-Jones
Councillor D Smith
Mayor L Smith

Apologies: Councillor D Roach

In Attendance: Colin Poole, Town Clerk
Nick Keeble, Arts & Leisure Manager
Alisha Jenkins, Office Administrator

4 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 /056	<u>Apologies for Absence</u> The above apologies was noted.	
LC21 /057	<u>Declarations of Interest and requests for Dispensation</u> None	
LC21 /058	<u>Minutes of the Last Meeting</u> It was proposed by Councillor L Smith, seconded by Councillor J Mason that the minutes of the meeting held 14 th September 2021 be agreed as a true record. RESOLVED	

<p>LC21 /059</p>	<p><u>Actions arising from the minutes</u></p> <p>LC21/016 – St Mary’s Church pigeon issue: The Clerk advised that a draft sign was put to the church representatives for comment, and they have asked for a sign which is stricter in asking people not to feed birds. Given it is not our land and there is no law against feeding birds, it was suggested the church could design their own signs and we fund their making, as they are not so limited as us. In answer to a question from Councillor Marks, the Clerk advised that some areas have local bylaws prohibiting feeding birds in designated spaces, but West Suffolk had no way of policing such a bylaw in Haverhill so would not implement one.</p> <p>LC21/ 044 – New Youth Strategy: The Clerk advised that the YAG have not met, this item to be deferred to the next meeting.</p>	
<p>LC21 /060</p>	<p><u>Public Forum</u></p> <p><i>Charmaine Slade asked for some clarification to the change of plans for the Family Christmas Night Event on Friday 3rd of December.</i></p> <p>The Clerk advised that due to insufficient trained marshals being available that day, those elements which required more marshals than we could provide had to be deleted from the event. To allow more space for social distancing to watch the fireworks, a larger frontage for the audience was proposed, which requires additional staff and infrastructure. We had less marshals than would be needed for the fireworks to happen regardless of Covid. Previously we have sourced additional marshals from the army/air cadets, but due to lockdowns these services were not able to be booked far enough in advance.</p> <p>The Arts and Leisure Manager advised that he had a meeting with Heart of Haverhill who partnered with us for the 2019 Family Christmas Night, and they have decided to go ahead with the late-night shopping element, and asked if the town council would partner with them to make this happen. Late-night shopping is spread out across the town centre and doesn’t attract a crowd to one space, so stewarding this doesn’t require very many marshals at all. The event will mostly focus on the local stall holders, businesses and street entertainment – including street performers, bands and carollers if available.</p>	
<p>LC21 /061</p>	<p><u>Reports</u></p> <p><u>Arts and Leisure Manager</u></p> <p>Nick Keeble referred Councillors to his report (see Appendix 1). Members expressed thanks to N. Keeble for all the work he has done for the town council in all his years of service. It was proposed by Councillor M Marks and seconded by Councillor J Mason to recommend the proposed revised Christmas Events Programme to the Full Council meeting.</p> <p>NOTED.</p> <p><u>Youth Skills Manager</u></p> <p>Colin Poole referred Councillors to the report (see Appendix 2).</p> <p>NOTED.</p> <p><u>The Zone</u></p> <p>Colin Poole referred Councillors to the report (see Appendix 3).</p> <p>NOTED.</p> <p><u>HAVE YOU:</u></p> <p>Colin Poole referred Councillors to the report (see Appendix 4).</p>	

	The Clerk to invite Michelle Brace to the January Leisure and Community Working Party meeting. NOTED.	Clerk																								
LC21 /062	<p><u>Grant Applications:</u> Brian Thompson attended the meeting on behalf of the Family History Group to thank the Council for previous support, to outline the preparations being made for the future projects and to answer questions in respect of the current grant application.</p> <table border="1"> <thead> <tr> <th>Requesting Group</th> <th>Cause</th> <th>Amount requested</th> <th>Amount Awarded</th> </tr> </thead> <tbody> <tr> <td>Family History Group</td> <td>Contribution towards 2 exhibitions in 2022</td> <td>£660</td> <td>£660 Councillor M Marks Councillor L Smith RESOLVED</td> </tr> <tr> <td>Haverhill Arts Group</td> <td>Contribution towards the running costs of 4 art demonstrations</td> <td>£600</td> <td>£600 Councillor D Smith Councillor A Luccarini RESOLVED</td> </tr> <tr> <td>Haverhill U3A</td> <td>National U3A Day 2022 40th Anniversary celebration</td> <td>£300</td> <td>£300 Councillor T Brown Councillor L Smith RESOLVED</td> </tr> <tr> <td>Headway Suffolk</td> <td>Awaiting completed application</td> <td></td> <td></td> </tr> <tr> <td>REACH Haverhill</td> <td>Provide panto tickets to families in need</td> <td>£775</td> <td>£775 Councillor J Burns Councillor M Marks RESOLVED</td> </tr> </tbody> </table>	Requesting Group	Cause	Amount requested	Amount Awarded	Family History Group	Contribution towards 2 exhibitions in 2022	£660	£660 Councillor M Marks Councillor L Smith RESOLVED	Haverhill Arts Group	Contribution towards the running costs of 4 art demonstrations	£600	£600 Councillor D Smith Councillor A Luccarini RESOLVED	Haverhill U3A	National U3A Day 2022 40 th Anniversary celebration	£300	£300 Councillor T Brown Councillor L Smith RESOLVED	Headway Suffolk	Awaiting completed application			REACH Haverhill	Provide panto tickets to families in need	£775	£775 Councillor J Burns Councillor M Marks RESOLVED	
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LC21 /063	<p><u>Date of Next Meeting</u> Tuesday 11th January 2021.</p>																									
LC21 /064	<p><u>Closure</u> The Chairman declared the meeting closed at 20:40pm.</p>																									

Signed

Date

Chairman

Appendix 1

Art & leisure Manager Report

Nick Keeble

9 November 2021

Haverhill Arts Centre

- Attendances steadily improving quickly for events i.e for Neil Sands Senior citizens show in September sold 47 tickets. His November show has already sold 124 tickets.
- Pres-sales for Pantomime are ahead of comparative sales in 2018 and 2019.
- Covid Vaccination Pop Up Clinic - approx. 300 people were jabbed on 5 November.

Halloween Trail

- 2300 people attended
- Very positive feedback

Women's Tour

- Very successful event for Haverhill
- Town Council's entertainment praised by organisers and was logistical support and local knowledge
- Decorated Bike Display very successful - 25 bikes adopted by local businesses
- Women's Tour rated it as one the most successful ever stages

Remembrance

- Remembrance Parade is on Sunday 14 November starting at 10.15am
- Good response from participating Groups
- Focus on Covid Safety for those attending
- Service being live streamed

Christmas Events Programme

Events programme includes:

- Christmas Lights Switch On – Thursday 18 November at 6pm
- Saturday entertainment and activities in November and December
- Christmas Community Event on Saturday 4 December

The new Christmas Lights scheme is currently being installed in town and the tree is due for delivery on Tuesday 16 November. Argos and AXA will be scaffolded out over Christmas and the scheme has had to be adjusted to take this into account.

Queens Platinum Jubilee

No further progress. This project will be left with the group who plan Armed Forces, Remembrance, and other National Celebrations.

YAG

- Sub-group of the YAG are currently developing a Young Persons Mental Health Strategy for Haverhill.
- The main YAG will be tasked with progressing the preparation of a new Youth Strategy.

Current Focus

My focus before I leave is to:

- Plan and deliver outdoor events
- Programme Haverhill Arts Centre as far ahead as possible
- Produce information for a suitable handover

- Clear up my desk and surroundings

I have pencilled in potential dates for outdoor events in 2022 and will leave a basic toolkit for the administration of outdoor events. I have included most of the events which took place prior to the pandemic but the delivery of these will be subject to the Council's future priorities and accessing suitable content.

Thank you

I would like to put on record my thanks to this and previous leisure committees for their support over my employment with Haverhill Town Council. It has been a pleasure to work for such a forward-thinking Council who do so much to offer arts and leisure opportunities and to help make the residents of Haverhill smile.

Nick Keeble
November 2021

Appendix 2

Youth Skills Report

Karen Chapple & Dan Cooke
9 November 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 adaptations 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.
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Activities/ results since last report

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Case Study

A parent contacted our department after we were recommended on Facebook. Her daughter 16 years old was feeling low, she had recently left college as she wasn't enjoying her art course. She felt panicked that she had left college and didn't know where to turn, she was very shy and lacked confidence. She had decided she wanted to work with children. We met her and persuaded her to volunteer at our toddler and me signpost group, where she could help with the toddlers. She also attended the paediatric first aid training we organised alongside the parents. We contacted a local nursery to recommend her, they agreed to meet her and after a couple of voluntary shifts they have agreed to take her on as an apprentice.

She was extremely pleased with the outcome and shared in an email, that without meeting us she would not have known where to turn. This was a pleasing outcome both for her and a local business.

Karen Chapple & Dan Cooke
November 2021

Appendix 3

The Zone Report

Sandra Linnane

9th November 2021

Staffing – Staff have worked hard getting back into the swing of things from the lockdowns. One member of staff is moving on to work with animals but still wishes to be involved with the youth club and Chill Out when up and running. New young person has joined our team and we welcome George, also Abbie who is just finishing her youth work training and wishing to volunteer.

Training – Free Training continues to be offered to all staff depending on theirs and The Zones needs. Staff requiring first aid and fire marshal training will be carried out in the new year.

The Zone – Enquiring about the cost of a structural inspection of the framework continues. There are a couple of jobs that need completing at The Zone regarding the soft play and to

find someone more local and at a reasonable price has not been possible. We may have to go back to the Soft Brick Company.

The rebranding and decorating of The Zone have been discussed and continues. Sandra will be visiting the Leisure Centre wellbeing rooms to see how they are laid out in view on making one of the training rooms more appealing and welcoming to such activities.

Staff at the Arts Centre are updating the web pages, social medias to promote events on at The Zone and youth work. They are using the photos that were taken at The Zone of staff's children. We were able to borrow laser gun equipment from SL Sports and Education, but as we were open to the public the children were not able to run around and play the games that usually happens so we are holding a thank you party for those children and SL Sports and Educations will come back and let them have a full session free of charge and use the photos to promote laser parties, dodge ball and football parties at The Zone.

Parties at The Zone have steadily increased with at least 4 a week. Bookings are already being taken for next year. We have had a couple of schools book parties for the children.

Litter picking around The Zone and general tidying up continues to keep the area looking welcoming. The Parish Handy person has done a great job at cutting and clearing overgrown vegetation leading up to The Zone. He has moved advertising signs back away from the welcome to Haverhill sign, but they seem to reappear again.

Almost all the security cameras are in installed in and around the outside of The Zone. Monitors are waiting to be installed in the office and one downstairs.

We continue to work with Suzanne Stevenson with the National Literacy Trust and at The Zone we will become Literacy Champions. We have already received new, and some recycled books to allow customers to read on site or take away to keep if they wish. We will be receiving new books regularly to encourage reading with the family. Books are already being taken. The Zone will also work with Suzanne to deliver other events at The Zone and around town to promote literacy skills.

We would like to offer other activities regarding play and have been talking with SL sports and education about delivering some of his organised activities from The Zone. We as a team are working on a calendar of events for The Zone.

Karen and Dans Signpost group have met at The Zone for various visits, one being first aid training and a member of The Zone team looked after the children while the training was taking place.

Halloween passed successfully with the Halloween parties proving a great success. Both staff and customers enjoyed the sessions, which were sold out. The Zone was decorated along with staff and various competitions and actives were arranged including judging the best carved pumpkin.

Christmas is being planned for and we are trying to get hold of some Father Christmas's to pay us a visit. Staff are contacting people who may be able to help. The Santa's Grotto will be planned to allow for social distancing, and it may have to be that FC sits inside our little grotto and visitors can sit just outside in our decorated area which would work. Staff will dress as elves once again to help FC. (Any other willing elves welcomed)

Funding –The newly formed subgroup of the YAG, Mental Health Action Group have continued to meet to enable us to establish what is needed regarding mental health and what is already being offered to our young people and how we can bridge the gap.

The funding received for the purchase of a cooker has enabled a young person to regularly bake cakes on the premises for The Zone. (Well received by customers and staff.)

Youth Work – Hannah from Room4 is hoping to have another counsellor to work at The Zone on the 1 to 1 counselling that is now taking place 2 evenings a week with 2 sessions on each of the nights. A waiting list is now in place. Seeking 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 – Youth workers are renewing old relationships and making new contacts while out on detached. The YW's also go out an hour before youth club on a Thursday night to promote the club.

Chill Out – Not opening yet.

Youth Night – This has started, and we are slowing getting the young people in. Going out on detached before the session has proved positive. Pool and table tennis have been well used activities along with the PlayStation 5.

On Spot Van – Is about to be back on the road and we are getting the PlayStation 5 securely installed in the van. We will limit the numbers on the van and to their specific group, ensuring we wipe down equipment after each group.

Thank you for your continued support.

**Sandra Linnane
November 2021**

Appendix 4

HAVE YOU: Podcast & Engagement Project report

Michelle Brace

9th November 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!!

HAVE YOU website stats:

	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
September 2021	215	206	262	700

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
Cadets: Things To Do Reel	0	0	0	10	971	0

**Michelle Brace
November 2021**