

## NOTES

**Tuesday 17<sup>th</sup> September 10am – Midday**

**Castle Manor Business & Training Centre, Eastern Avenue, Haverhill, Suffolk  
CB9 9JE**

**In attendance:** Sarah Howard (SH), Clair Harvey (CH), Will Austin (WA), Roger Andre (RA), Mary Taylor (MT), John Mayhew (JM), Jason Andre (JA), Lois Wreathall (LW), Rosanne Kilburn (RK) (rep Alex Till), Tony Brown (TB), Cathy Manning, Henry Wilson,

**Apologies:** Philip Sullivan, Warren Smyth, Rebecca Hopfensperger (RH), Alex Till (AT), Peter Ferrie (PF), Elaine Hewes (EH), Les Ager (LA)  
**Not in attendance:** Nigel Bishop (NB) Ernie Goody (EG) Adam Whittaker (AW)

### **1) Welcome, Introductions, Apologies + Nomination of Vice Chair**

SH welcomed JM to the board representing Haverhill Chamber of Commerce. Nominations for Vice-Chair to be requested when the notes of this meeting are circulated.

### **2) Minutes from 22<sup>nd</sup> May '13 meeting**

All actions complete, in progress or on this agenda to be discussed

### **3) Task & Finish Group Updates**

- Promoting Haverhill (JA): The group hasn't met since the last update - capacity is an issue. Sue Warren continues to lead the ONE Haverhill PR - particularly around the NCB pilot and NCB 2 proposal.

**Action: Promoting Haverhill Task & Finish Group to remain inactive until the work of NCB 2 is clearer and a new lead can be found to drive it forward.**

- Older Peoples Forum (CH) Proposal to merge this with the Haverhill Partnership for Older people to be discussed at their meeting this month.
- Young People's Steering Group (WA) The Board approved the five objectives as set out in Karen Chapple's report but asked for two additional actions - (i) that the objectives be prioritised and include measurable targets, and (ii) that an additional objective be considered: To ensure the widest possible engagement of young people and their direct involvement in the Group's decision-making process (the suggestion was that young people should have representation on the Group itself). The board also asked that the 'diversionary activities' priority be expanded - more than just diversionary activities, with ownership of the activities by young people being a key aspect, along with the sense that they will feel the benefit themselves. The Board asked that KC come along to their next meeting in December, and that she gain as much as possible from the experience of The Mix in Stowmarket - recommending a visit. They felt that the plan for Karen's work should include a strategy for attracting young people to H1 when it opens. SH confirmed that she remains the business representative on the youth steering group.

**Action: Karen Chapple to amend report as per above discussion. WA to circulate further documents as soon as possible.**

- Town Team (SH) Discussions have taken place with the Suffolk Chamber to see what support they can provide to move this forward.

**Action: SH to broker this offer directly with AM**

- Grants (CH) 12 applications received. Grants panel meeting 24<sup>th</sup> September to allocate funds granted from SEBC to ONE Haverhill.
- Neighbourhood Community Budget core group (SH) Work continues to deliver on NCB pilot such as the Community Ambassadors, H1 Centre, cost benefit analysis and mentoring other areas who request our support.

**1) Haverhill Masterplan**

SH took the meeting through the slide set circulated previously. ONE Haverhill is in a unique position and has a real opportunity to impact/influence how Haverhill is shaped over the coming years. It also fits in well with the NCB approach which we have good experience of that can be transferred to the master planning process. We do however need to understand funding requirements, capacity issues and must be ambitious yet realistic about what can be achieved. It is accepted that communications around this must be strong and be clear about ONE Haverhill's role in this.

**Agreed: ONE Haverhill to support the development of the Haverhill Masterplan consultation and play an active role in influencing the priorities and aspirations for the Town**

**2) Holding meetings in Public**

There were a range of views discussed in this item (below). It was felt that many of the non elected members who may have a view on this weren't present and would want to have their say.

- More important now to open meetings to the public now we have agreed to be part of the master planning process
- With success comes openness
- This is not a council meeting and we shouldn't get hung up on council methods
- Notes are sufficient to keep people up to speed. We aren't a decision making body and as such any discussions we have are work in progress and could be taken out of context
- The non elected members are purposely in the minority as ONE Haverhill is not a council meeting. Other members didn't put themselves up for this
- There are other ways to engage the public if we choose not to have the meetings open to the public
- If we make the best use of our communications we could ensure the public were kept up to date.

**Action: CH to set up survey monkey vote and circulate**

**3) The Head**

MR and KP updated the group on the Head project. There are potential opportunities for ONE Haverhill to use the HEAD to promote all aspects of ONE Haverhill and indeed the partner organisations.

**Action: KP to meet with JA and scope the benefits of ONE Haverhill's involvement in managing the HEAD going forward.**

**4) Any Other Business**

Corn Exchange (TB): Proposal to set up a group to look at the possibility of purchasing and renovating the corn exchange building in Haverhill. Support in principle for bringing the building back into use but not for setting up a task and finish group of ONE Haverhill to progress the project. It was noted that sustainability will be a big issue.

- Terms of Reference (CH): Proposal to remove voting rights for officers on the board (CH/CM/WA). Officers of local authorities are not usually

put in this position where they can vote against elected members whom they are employed to support. It had the potential to lead to a conflict of interest. Officers should be present in a support/advisory role only. SCC and SEBC officers support this view. Given we are reviewing the meeting in public issue it seems timely to make any changes needed in this regard now too.

**Action: CH to set up Survey Monkey vote and circulate**

- Schools representation (SH) We would like keep Castle manor Partnership and ask Samuel Ward Academy to join the OH board as the focus of our priorities is on young people.

**Action: CH to make contact with MV**

**Dates of Future Meetings (all 10am-Midday):**

17 December 2013, 18<sup>th</sup> March 2014, 17<sup>th</sup> June, 16<sup>th</sup> September, 16<sup>th</sup> December  
(Venues required)