

**ONE Haverhill Partnership Board Meeting**  
**MINUTES**  
**28<sup>th</sup> March 2019 10:00am**  
**Haverhill Arts Centre**

**Present:**

John Mayhew	JM	Chair and Haverhill & District Chamber of Commerce
Henry Wilson	HW	Vice Chair and REACH
Alex Till	AT	CEO MENTA
Andy Cuthbertson	AC	Communities and VCS Lead People Services Suffolk County Council
Colin Poole	CP	Town Clerk
Councillor Pat Hanlon	CllrPH	Haverhill Town Council
Councillor Tony Brown	CllrTB	Haverhill Town Mayor
Darren Woodward	DW	Director of Education (Primary) Unity Schools Partnership
Dave Gooderham	DG	ONE Haverhill Partnership PR Consultant
Ian Gallin	IG	Chief Executive, St Edmundsbury & Forest Heath Councils
Inspector Danny Cooper	InspDC	Suffolk Police
Jacqui Singleton	JS	Work Related Learning Coordinator, Samuel Ward Academy
Lizzie Cocker	LC	Families & Communities Officer, St Edmundsbury Borough Council
Michelina Partridge	MP	Citizen Advice Bureau
Warren Smyth	WS	Abbeycroft Leisure
Alisha Jenkins	AJk	Minute taker, Office Administrator, Haverhill Town Council

**Item**

**ACTION**

**1. Welcome, Declaration of Interest, Apologies**

John Mayhew welcomed everyone to the meeting.

Apologies were received from:

- Amanda Ankin – Suffolk Chamber of Commerce
- Alison Blackwell - Abbeycroft Leisure
- Councillor John Burns - Haverhill Town Council
- Councillor Paula Fox - St Edmundsbury Borough Council
- Councillor Quillon Fox - Haverhill Town Council
- Councillor Susan Glossop - St Edmundsbury Borough Council
- Councillor David Roach – Suffolk County Council
- Councillor Paul West – Suffolk County Council
- Anita Jones - Havebury Housing Partnership
- Amy Morton - Community Action Suffolk
- David Collinson - Forest Heath District and St Edmundsbury Borough councils
- David Ruddy - West Suffolk College
- Linda Squirrell – Salvation Army
- Lois Wreathall - Head of Primary Care, West Suffolk CCG

JM noted that the unusually high number of apologies was caused by the realisation of a clash between the Board date and a planning Meeting that involved a number of elected Board Members. Attempts to find a substitute day via Doodle Poll had not yielded a consensus that won a higher turnout and therefore the date was unchanged.

1 member of the public was present.

Declarations of interest:

J. Mayhew is the temporarily Chair for the Chamber of Commerce.

**The Chair thanked Sanofi for the generous support of ONE Haverhill Partnership by allowing the use of their training room for the Board Meeting and for their kind hospitality.**

**2. Previous Minutes & Matters Arising:**

4.1 J. Mayhew asked Task Groups to assess the deliverability of all projects under their remit and report back in June. Those projects identified as not having a sponsor within the Task Group willing to fund delivery will need to be the subject of funding bids. **All to note**

It was advised that funding for projects should always include a contribution towards PR costs, to ensure the promotion of them locally.

6.1. L. Cocker advised that L. Wreathall is working on a health and wellbeing report, which will include a section on the provision of mental health services in Haverhill in the June Board meeting. **LW**

7.6.2. John Mayhew had not received any feedback from any of the Board members that are looking to run projects using volunteers. If any projects are requiring funding, they should speak to JM/CP, as Community Foundation Suffolk has indicated they have funds to invest in West Suffolk, the deadline for one fund

is the 9<sup>th</sup> May.

Cllr T. Brown asked whether D. Gooderham could put together a press release to advertise this opportunity. **DG**

J. Mayhew added that George Vesty has offered his garden as a venue for future events.

J. Mayhew to speak to D. Woodward regarding rooms available for Board meetings at Unity Schools. **JM**

Previous minutes were approved.

### **3. Board Update:**

#### **3.1 Financial overview:**

C. Poole outlined the financial statement. To month 11, core expenditure is £8,845, income £9,000. Anticipate the year ending on expenditure just under £10,000, the majority of which is for ensuring a strong PR presence which keeps us in the public eye and helps leverage funds.

West Suffolk Councillor locality budgets cannot be used to give grants to this, but County Councillors can use theirs.

M. Attwood has allocated some funds. A. Cuthbertson will check the status of that. **AC**

J. Mayhew advised that an invoice had been sent to Sanofi totalling £4,000 which would help to give sufficient cover for core costs of the Partnership. (JM Since paid)

A. Till suggested using George Vesty's garden for a fundraising event to support a Town project; perhaps the volunteer Centre.

### **4. Public Speaking:**

A member of public fed back that he felt there had been insufficient publicity about the change of venue for this Board meeting or that the minutes are obviously displayed on the ONE Haverhill Partnership website. D. Gooderham to look into whether we can improve the ease of navigation on our website. **DG**

The member of public welcomed the Haverhill Arts Centre running Dementia Friendly Screenings. So far 2 screenings have been confirmed on Tuesday 2<sup>nd</sup> April at 10.30am and Tuesday 14 May at 10.30am. The hall will be set out cabaret style for these screenings with adjustments to the volume and the lighting. Refreshments will be available in the bar available for after the screenings.

### **5. Task Group updates:**

#### **5.1 Health and Wellbeing Task Group:**

5.1.1. Lauren White-Miller and Suzanne Stevenson are currently reviewing LifeLink data for the full financial year to present in the June Board meeting. It was reported in the previous meeting that LifeLink has secured funding in excess of £625k for the next 3 years which included a budget to expand out to Brandon and Mildenhall. The general procedures will be the same, with the same emphasis on sound data collection to better inform the Statutory bodies of the

value of this work. It was agreed that it is not the role of ONE Haverhill to be in a state of perpetual fund raising for successful projects.

5.1.2. W. Smyth updated that Abbeycroft Leisure are currently trying to reinvigorate walking and running programmes. Currently looking into the best practises that other towns have successfully done and roll out similar activities in Haverhill.

'Haverhill Challenge' to burn 1 million calories was a big success, easily hitting the goal within the first week

5.1.3. L. Cocker advised that the Dementia Action Alliance is aiming to bring all the different support groups available in Haverhill together. The last meeting was about 8 weeks ago, where the main focus was workshopping and creating an action plan; another meeting date had not yet been confirmed.

J. Mayhew asked whether there was any information regarding the number of people in Haverhill that are affected by dementia.

C. Poole advised that the Alzheimer's Society estimates 1 in 14 people over the age of 65 may suffer with some form of dementia.

L. Cocker to update attendees further in the next Op's Group meeting.

LC

Cllr A Brown observed that local hairdressers may be a good route for distribution of information about the DAA, as they see so many different customers.

5.1.4. The Haverhill Health Fair will be taking place on Friday 5<sup>th</sup> April from 10am-2pm at the Haverhill Leisure Centre.

D. Gooderham informed that this event has been advertised through the Echo and on multiple social media platforms to help boost attendance. DG to provide a suitable Jpeg image to AJK to advertise on the digital display.

DG/ AJk

5.1.5. I. Gallin challenged the current public health commissioning intentions. He felt the current commission model lacks detail and talks at too-high a level to make an impact. He urged ONE Haverhill Partnership to do more than just deliver innovative projects, but to lobby at a strategic level so that what Haverhill does for itself becomes commissioning strategy. IG asked whether this could be a made as an agenda item; as future health plans for Haverhill.

CP

W. Smyth added that they are working on a prevention programme WS to put together a short report detailing the plan to send out to the board members.

WS

J. Mayhew to add this item to the agenda of the next Op's Group meeting where it could be discussed further and an idea could then be brought forward for the next Board meeting. A Sub-Task Group could be created under the Health and Wellbeing Task Group to focus on this.

CP

## **5.2 Education, Training and Employment Task Group:**

5.2.1. C. Poole updated that West Suffolk and Suffolk County Council have approved funding to support young people over 2 years, who are not in education, employment or training in West Suffolk. The project has two parts. The first part is to contribute towards the retention of the Haverhill Youth Skills project. The second part is to commission West Suffolk College to deliver 'One Step Closer'. The project will identify and select individuals who are NEET and have yet to be successful in securing employment. West Suffolk College will provide them with targeted coaching (it is envisaged that there will be three 'talent coaches' to cover West Suffolk, excluding Haverhill) and training in order to prepare them with skills,

attitudes and behaviours that will ensure success in further education, the apprenticeship job market, or employment. West Suffolk College will work with local voluntary and community organisations as appropriate in order to find the best solution for each individual young person.

5.2.2. J. Singleton reported that Samuel Ward Academy has been tracking school leavers for up to 3 years after their last year, to put together a set of NEET figures. In one year of 220 young people there were only 3 young people that became NEET; the aim is to keep these figures as low as possible.

5.2.3. J. Singleton informed attendees that the current year 10's at Samuel Ward Academy have just completed a CV workshop, interview skills workshop and mock interviews with local employers. This year there was a real push on encouraging the young people to ask the employers suitable questions at the end of the interviews, which appears to have worked well. Several of the employers have already sent feedback on the success of the event, which was very encouraging. Daren Woodward commented on the news that Samuel Ward Academy had received a 'Needs Improvement' Grade in its recent OFTED. DW reported that that Unity Trust felt the report was Fair and noted that the report stated that significant improvement had been noted already, since the Inspection.

### **5.3.Crime and ASB:**

5.3.1. Inspector D. Cooper updated that the Task Group had formally agreed to remove HMO's as a strand from the Business Plan as there had been a 49% reduction in crime committed by those houses.

The Board agreed C. Poole to make the amendment removing the HMO strand from the Business Plan.

**CP**

5.3.2. J. Mayhew informed the Board that Cllr J. Burns had been collating crime data for Haverhill alone rather than including the surrounding areas. So far the data has reflected a 4.5% decrease in reported crime within the town in the last year. JM and Cllr JB had met recently and agreed they would make a joint approach to Tim Passmore, Regional Crime Commissioner, to lobby for the data collection to be separated.

**CP/DG**

5.3.3. Inspector D. Cooper mentioned that the Drug Support Worker has been working with a total of 13 people in Haverhill and Newmarket so far. These referrals have been sort via housing associations, private landlords, REACH and Haverhill LifeLink.

H. Wilson added that Haverhill has obtained a culture of non-recovery, which is why it is so important to support those vulnerable people through their recovery.

5.3.4. Inspector D. Cooper reported that progress was being made on delivering training on 'County Lines' within Haverhill.

5.3.5. Inspector D. Cooper commented that there have been a few highly-publicised serious crimes such as stabbings and robberies in Haverhill recently. To combat this, he was looking to target engaging with young people through the Crucial Crew scheme in Bury St Edmunds. Sessions include, fire safety, how to dial 999 in an emergency, staying safe on roads, cycling safety, alcohol and drug awareness, anti-social behaviour awareness, staying safe around electricity, first

aid, recycling and the environment, staying safe near water and how to stay safe online and using mobile devices.

Given the logistical issues involved in bussing 200+ children to Bury St Edmunds, D. Woodward to speak to J. Mayhew regarding the logistics and cost involved, as the Business Angels may be able to offer some support, or it may be able to be held in Haverhill.

DW/JM

#### **5.4. Town Centre MasterPlan Task Group:**

5.4.1. C. Poole updated that the shop front project is due to take place in late May and is currently in the process of receiving quotes from 3 professional decorators. A survey of the work needed was updated last in February to confirm the list remained the same. JM said he would chase Sanofi, who had previously said they would assist with preparation, as a team building exercise.

JM

5.4.2. I. Gallin updated the Board on the Future High Street Fund bid, which aims to bring transformative change and the regeneration of town centres through innovative proposals around transport, housing delivery and public services. The proposal that was submitted for Haverhill had an unembellished view that focused on the pitfalls of the town. It did not include a budget, but rather opportunities where Haverhill could be improved, with over 200 letters of support. Haverhill's future plan isn't the traditional investment model, which would be constrained by commercial loss, but rather focused on community cohesion, culture and arts.

IG to send information document to AJk to distribute to board members.

I. Gallin is still working through all the data submitted, to keep the momentum going.

IG/ AJk

C. Poole thanked West Suffolk Council for their support and Samuel Ward Academy students for helping make a promotional film supporting our bid.

5.4.3. C. Poole commended Cllr S. Glossop for pushing for action by the Masterplan Task Group to start delivering projects.

J. Mayhew advised that Cllr J. Burns was now appointed as vice chair for the MasterPlan Task Group.

#### **5.5. BID Task Group. (High Street Business Engagement:**

5.5.1. J. Mayhew updated that the BID group is meeting on a monthly basis, and is currently working on a business plan, with an autumn 2019 target completion.

#### **5.6. Business Angels:**

No further updates.

#### **5.6. Volunteering in Haverhill:**

C. Poole advised that the old HSBC building in the High Street was being considered as a potential site for a volunteering centre. The building has been empty since 2015 but was not in too bad condition. The main expense would be creating ground-floor toilets to avoid the greater expense of having to bring the whole building back into use. A key consideration was the long-term plan for the building – any use must not create a sense of entitlement to stay as the intention is to use the building to provide proof-of-concept only, until the Borough is ready to implement the reason for purchasing the building. Clearly this limitation would affect funding.

The next steps are to develop a logic model and start a business case. CP  
J. Mayhew suggested that the business angels may be able to offer support in getting the building back into use as a team-building activity.

6. **Dates of Future Board Meetings:**

13<sup>th</sup> June 2019 – Sanofi  
19<sup>th</sup> September 2019 – Haverhill Arts Centre  
28<sup>th</sup> November 2019 – Haverhill Arts Centre

John Mayhew asked that all members check their availability for the dates listed above. ALL

7. **Any Other Business:**

7.1.1. J. Mayhew reminded Board members that nominations for Chair and Vice Chairs will be taken ahead of the June meeting. JM asked that Board members should consider putting themselves forward, or approaching a fellow Board member to ask them if they are prepared to be nominated, ahead of the meeting. Nomination should be made to Colin Poole ahead of the June Board Meeting. ALL

7.1.2. J. Mayhew reminded members that bodies who appoint representatives to the ONE Haverhill Partnership Board should ensure that this is reviewed on a regular basis. This will be to the fore of our minds following the approaching District and Town Council elections if existing Board members are not returned to office. JM concluded by thanking all elected Board members facing re-election for their contribution to ONE Haverhill Partnership and wishing them good luck. ALL

**Meeting Closed:**

John Mayhew declared the meeting closed at 12:00pm.

**Date of Next Meeting:**

Thursday 13th June 2019, 9:30am Sanofi (Please look out for any notice on possible change of venue)

**Digest:**

<b>Item:</b>	<b>Action:</b>
2.1. Task Groups to assess the deliverability of all projects under their remit and report back in June. Those projects identified as not having a sponsor within the Task Group willing to fund delivery will need to be the subject of funding bids. It was advised that funding for projects should include a contribution towards PR costs, to ensure the promotion of them locally.	<b>All to note</b>
2.2. L. Wreathall to provide a health and wellbeing report, which will include a section on the provision of mental health services in Haverhill in the June Board meeting.	<b>LW</b>
2.3. D. Gooderham to put together a press release to advertise the funding opportunity for volunteer organisations from Community Foundation Suffolk.	<b>DG</b>
2.4. J. Mayhew to speak to D. Woodward regarding rooms available for Board meetings at Unity Schools.	<b>JM</b>
3.1. M. Attwood has allocated some funds to ONE Haverhill. A. Cuthbertson will check the status of that.	<b>AC</b>
4.1. D. Gooderham to boost the change in venue advertising and make sure that the Board documents are listed in date order.	<b>DG</b>
5.1.3. L. Cocker to update attendees on the Dementia Action Alliance in the next Op's Group meeting.	<b>LC</b>
5.1.4. D. Gooderham to provide a suitable Jpeg Haverhill Health Fair poster to AJk to advertise on the digital display	<b>DG/ AJk</b>
5.1.5. W. Smyth to put together a short prevention programme report detailing the plan to send out to the board members	<b>WS</b>
5.3.1. C. Poole to make the amendment removing the HMO strand from the Business Plan.	<b>CP</b>
5.3.2. J. Mayhew and Cllr J. Burns had met recently and agreed they would make a joint approach to Tim Passmore, Regional Crime Commissioner, to lobby for the data collection to be separated.	<b>JM/ CllrJB</b>
5.3.5. D. Woodward to speak to J. Mayhew regarding the logistics and cost involved, as the Business Angels may be able to offer some support.	<b>DW</b>
5.4.1. J. Mayhew said he would chase Sanofi, who had previously said they would assist with preparation for the Shop Front project, as a team building exercise.	<b>JM</b>
5.4.2. I. Gallin to send Future High Street Fund information document to AJk to distribute to board members.	<b>IG/ AJk</b>
5.6.1. C. Poole to develop a logic model and start a business case for the volunteer centre in Haverhill.	<b>CP</b>

6.1. John Mayhew asked that all members check their availability for the future Board meeting dates. **All**

7.1 Consider putting names forward for Chair/Vice Chairs of the Board. **ALL**

7.2 Ensure appointment to ONE Haverhill Partnership is on the appropriate agenda of your organisation. **ALL**