

## ONE Haverhill Board Meeting

### MEETING MINUTES

**20<sup>th</sup> September 2017 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
Colin Poole	CP	Town Clerk
Councillor Alaric Pugh	CllrAP	Cabinet Member for Planning & Growth, St Edmundsbury Borough Council
Councillor Betty McLatchy	CllrBM	Haverhill Town Council
Councillor David Roach	CllrDR	Mayor of Haverhill, Suffolk County Council
Councillor John Burns	CllrJB	Haverhill Town Council
Councillor Pat Hanlon	CllrPH	Haverhill Town Council
Councillor Paula Fox	CllrPF	St Edmundsbury Borough Council
Councillor Robin Millar	CllrRM	Cabinet Member for Families and Communities for Suffolk County Council
Dave Gooderham	DG	ONE Haverhill Partnership PR Consultant
David Ruddy	DR	West Suffolk College
Ian Gallin	IG	Chief Executive, St Edmundsbury and Forest Heath Councils
Inspector Danny Cooper	DC	Suffolk Police
Jacqui Singleton	JS	Samuel Ward Academy
Jason Andre	JA	Suffolk Chamber of Commerce
Lizzie Cocker	LC	Families and Communities Officer, St Edmundsbury Borough Council
Lois Wreathall	LW	Head of Primary Care, W Suffolk CCG
Lynn Davis	LD	VCSE
Michael Attwood	MA	Locality Officer, Suffolk County Council
Michelina Partridge	MP	Citizen Advice Bureau
Scott Bailey	SB	Havebury Housing Partnership
Alisha Jenkins	AJ	Minute taker, Haverhill Town Council Office Administrator

Item		ACTION
1.	<p><b><u>Welcome, Declaration of Interest, Apologies</u></b>  John Mayhew welcomed everyone to the meeting.  Apologies were received from:  Jon Eaton, Community Action Suffolk  Anita Jones, Havebury Housing Partnership  Darren Woodward, Director of Education Samuel Ward Academy Trust  Alison Blackwell, Abbeycroft Leisure</p> <p>JM introduced the new members of the board:  Cllr Robin Millar, Cabinet Member for Families and Communities for Suffolk County Council  Michelina Partridge, Citizen Advice Bureau  Alex Till, CEO MENTA  Darren Woodward, Director of Education Samuel Ward Academy Trust  Three members are now representing different organisations.  Jason Andre, returning, now representing Suffolk Chamber of Commerce  John Burns, now representing Haverhill Town Council  David Roach, now representing Suffolk County Council  Also welcomed was Scott Bailey, Havebury Housing Partnership (representing Anita Jones)</p> <p>Declarations of interest:  None</p>	
2.	<p><b><u>Appointment of Chair and Vice Chair 2017/18:</u></b>  Nomination for Chair: John Mayhew  Nomination for Vice Chair: Henry Wilson  John and Henry were unanimously re-elected to their current roles.</p>	
3.	<p><b><u>Previous Minutes &amp; Matters Arising:</u></b>  Previous minutes were approved.</p>	
4.	<p><b><u>Board Update:</u></b></p> <p><b><u>4.1.Financial overview:</u></b>  Colin Poole reported that ONE Haverhill Partnership has remaining funds of £14,308, of which £12,800 is dedicated to grants, of which £10,000 is ring-fenced for granting funds towards the delivery of the ONE Haverhill Partnership priorities within the business plan. This means there is only £1,500 available for maintaining the PR and Social Media presence of ONE Haverhill Partnership.  Whilst the core administrative support is provided free of charge by the Town Council, and other partners are administering the Task Groups they lead, the organisation does require some funding for ONE Haverhill Partnership core activity, such as PR.JM reminded Board members that projects should build in 10% on the budget towards these core costs.</p> <p><b><u>4.2. Review of Terms of Reference:</u></b>  John Mayhew asked for agreement that the ONE Haverhill Partnership Terms of Reference be renamed as the ONE Haverhill Partnership Constitution instead, as when funders asked for a copy of our constitutional document they</p>	

	<p>didn't necessarily recognise the ToR as being the same thing. Agreed unanimously.</p> <p>4.2.1 Public Attendance at Board: Colin Poole reminded the Board that the agreement to hold Board Meeting in public was a temporary arrangement to be reviewed at this meeting. John Mayhew commented that he had previously been against having the public attend as he thought that it may detract from the meeting itself, however after holding several meetings with the public present he now supports the principle that meetings be held in public as a permanent arrangement. Agreed unanimously.</p> <p>10:20am Michelina Partridge left to attend another meeting.</p> <p>4.2.3 Board Membership Review: The meeting considered whether there should be more representation from the voluntary sector.</p> <p>John Mayhew to table a proposal for the Board Meeting in December 2017.</p> <p><u>4.2.4. Procedure for election of Chair and Vice Chair 2018/19:</u> John Mayhew proposed that the vote for the next Chair and Vice Chair should take place at the June board meeting in order to give a new Chair or Vice Chair a chance to shadow the position for 3 months before they took over the posts at the September Board Meeting. This would benefit the forward momentum of the organisation. Agreed unanimously.</p> <p>4.2.5. John Mayhew further proposed that Chairs and Vice Chairs could be elected to a two-year tenure, reviewed annually. This would avoid the incumbents being reluctant to approve plans beyond their tenure Alaric Pugh supported this proposal, suggesting an amendment to the proposal to include an option for a third consecutive year to be served if elected, before mandatory retirement. Colin Poole advised that the amendments to the Constitution would need to be approved by Partners' governing bodies. John Mayhew will refer this idea back to the Ops Group to draft a formal proposal for consideration at the Board meeting in December 2017</p>	<p><b>JM</b></p> <p><b>JM</b></p>
<p><b>5.</b></p>	<p><b><u>Public Speaking:</u></b> There were no members of public present at this meeting.</p>	
<p><b>6.</b></p>	<p><b><u>Any Other Business:</u></b> 6.1. John Mayhew outlined proposals for ONE Haverhill Business Angels. This would be a proposition put garner support for ONE Haverhill Partnership amongst the Town business community.. The three main ideas behind this were having a community business budget to help the partnership with funds for strands of work and advertising; resources e.g. Sanofi provided a venue for the Apprenticeship Awards; and providing the opportunity for engaging support from employees for various ONE Haverhill Partnership projects. Approved unanimously.</p> <p>6.2 John Mayhew reported that Michaela Brelmann, the SCC/SEBC</p>	

	<p>statistician, has been helping with statistical analysis of the LifeLink project for the purposes of Cost Benefit Analysis. (CBA) It was understood that the original funding for her role will be running out shortly. Ian Gallin suggested to the Board that funding might still be available from the original source. John Mayhew enquired whether it would be possible to use Michaela Brelmann to help deliver CBA for other strands. Ian Gallin stated that this could be possible and it was agreed that he and JM would discuss further.</p> <p>6.3 Dave Gooderham highlighted this year’s Apprenticeship Awards that would again be held at Sanofi, date yet to be confirmed. Alisha Jenkins to send out an Outlook invite to the board members.</p> <p>Pat Hanlon advised that the Family Christmas Night will be held on the 1 of December and this date should be avoided</p> <p>6.4. Dave Gooderham also reported that the Haverhill Echo had reopened an office in Haverhill and the Haverhill Weekly News will be closing down next week.</p> <p>John Burns added that the Haverhill Weekly News had ran some unfairly negative stories about Haverhill in their last few editions, picking up stories from views on the town on social media.</p> <p>Robin Millar added that the same problem is happening in other towns in Suffolk where stories are just being taken off of social media. It is important that we use Social Media to promote positive stories about Haverhill.</p> <p>6.5. Lynn Davis reported the issues that Community Transport is currently facing. To become a volunteer driver you now require a professional driving qualification that entails more than 30 hours’ worth of training, a theory test and a practical test. This lengthy and procedure is putting off volunteer drivers. The voluntary, community and social enterprise is currently working on getting volunteer drivers trained, but out of 25 volunteers only 2 are willing to do the training.</p> <p>Robin Millar advised Lynn Davis to speak to James Finch, Cabinet Member for Highways and Transport at Suffolk County Council, as he would have more information. Lynn Davis to keep the board updated on this matter.</p> <p>David Ruddy highlighted that he and Alex Till had attended a meeting at Sudbury that was the beginnings of a similar project to ONE Haverhill Partnership. He suggested that evidence of support from ONE Haverhill Partnership to other forums would be a useful asset in funding applications, as collaboration and sharing of best practice was valued highly by governmental funders. David Ruddy &amp; Alex Till to send more details to John Mayhew</p>	<p>IG/JM</p> <p>AJ</p> <p>LD</p> <p>DR/ AT</p>
<p>7.</p>	<p><b><u>Draft Business Plan:</u></b> Progress on the business plan will be a recurring item at every board meeting.</p> <p>John Mayhew informed the Board that the ONE Haverhill Partnership Business Plan received 160 comments and observations during the public consultation.</p>	

	<p>Officers had mapped these comments against the five ONE Haverhill Partnership Task Groups, where pertinent to their activity.</p> <p>John Mayhew asked that Task Groups go through this document and revise their sections of the Business Plan, to demonstrate to the public that ONE Haverhill Partnership is listening to their opinions and that changes to policy and practice had been made as a result.</p> <p>John Mayhew proposed that the current version of the Business Plan be adopted, with subsequent changes adopted in due course, as this was a living document.</p> <p>Agreed unanimously.</p> <p>John Mayhew thanked partners and officers for the combined effort they put into producing the Business Plan, the consultation document and in collating the responses.</p>	
<p>8.</p>	<p><b><u>Task Group updates:</u></b></p> <p><b><u>8.1. Health and Wellbeing Task Group:</u></b></p> <p>8.1.1 Lois Wreathall updated the board on the progress being made; The LifeLink project is underway with two LifeLink Co-ordinators who started in post in June 2017. They are currently working from the Haverhill Family Practice and looking to embrace the Clements Surgery before Christmas or in the New Year.</p> <p>8.2 Lizzie Cocker summarised the LifeLink project as Social Prescribing, designed to help take off the pressure on GPs caused by attendance at surgeries for non-medical issues. The LifeLink project has a 2year pilot currently. At the beginning of the project, the Health and Wellbeing Task Group had started an asset mapping, created a database of over 150 clubs and organisations within the Haverhill area. The name LifeLink was chosen by the public and its logo designed by a local student from Samuel Ward Academy Trust. The Co-ordinators had undertaken training and induction during the summer.</p> <p>8.3 The project has had a lot of advertising done online, newspapers and leaflets by Dave Gooderham.</p> <p>8.4. Once referred by their GP to the LifeLink Co-ordinator, clients will have a questionnaire to fill out about their initial wellbeing, both emotionally and physically; this will then been repeated after a period of time to see whether these markers have improved.</p> <p>8.5. So far the LifeLink project has had 20 referrals and has a target of reaching 450 referrals over two years. The project started taking Referral in August 2017, and it was expected that the rate of referral would increase, particularly once the second surgery comes on stream.</p> <p>8.6. WorkLife is also another initiative run by the job centre that is going to be aimed at ESA claimants to help them try and get back into work.</p> <p>8.7. Colin Poole distributed the Logic Model for Haverhill LifeLink, which is used by government to shape how projects are designed. Using these for each project will help focus Task Groups' plans and will help to secure external funding. Lizzi Cocker to send blank Logic Model templates out to Task Group Chairs.</p>	<p><b>LC</b></p>

<p><u>8.2. Education, Training and Employment Task Group:</u></p> <p>8.2.1. David Ruddy updated the board on the progress ; Mapping of services is now complete; there are a lot of educational opportunities in Haverhill of which residents are unaware. The mapping would soon include a database that professionals and the public can access, currently working on the format and will then send it to Dave Gooderham by the end of the week.</p> <p>8.2.2. John Mayhew informed the board that he, Colin Poole and Ian Gallin will be attending a meeting with Nikos Savvas, Principal of West Suffolk College on Monday the 25<sup>th</sup> of September. This arose from the letter that he had written on behalf of ONE Haverhill Partnership asking the College and political leaders to work together to improve the Further Education offer in Haverhill.</p> <p>8.2.3. Colin Poole reported another strand of approaching local businesses to start a dialogue that would identify local skills gaps work with Partners to seek solutions.</p> <p>ONE Haverhill Partnership is working with Haverhill &amp; District Chamber of Commerce to jointly organise and promote a Workshop for employers. Lesley Whiting is the Lead Director, representing the Chamber.</p> <p>8.2.4. David Ruddy reported that ONE Haverhill Partnership Youth Skills manager Karen Chapple is doing a first class job in creating apprenticeships, holding Signpost sessions for adults and young people and supporting NEET-potential young people.</p> <p><u>8.3. Crime and Anti-Social Behaviour Task Group:</u></p> <p>8.3.1. Michael Attwood said that the Task Group is looking to employ a support worker for people who are living in HMOs.</p> <p>8.3.2. Michael Attwood has also been working with Henry Wilson, John Mayhew and others to improve drug and alcohol dependency support in Haverhill; a meeting is looking to be set up for next month.</p> <p><u>8.4. Culture Task Group:</u></p> <p>8.4.1. John Mayhew advised that the Culture Task Group is looking for relevant members to join it. The task group has met twice and mapping of services has begun. The idea is to look at how much culture Haverhill children are exposed to. The main proposal that the task group is currently considering is a Haverhill Culture Festival to embrace and celebrate through food the diversity of cultures represented in Haverhill. A secondary idea is to campaign to get students in Haverhill to have the opportunity to visit an art gallery, theatrical production and a music concert by the age of 13.</p> <p>THE CHAIR CLOSED THE PUBLIC MEETING AT THIS STAGE AND THE REMAINDER OF THE MEETING WAS IN `PRIVATE. BOARD MEMBERS SHOULD PLEASE TREAT REMAINING ITEMS AS CONFIDENTIAL</p> <p><u>8.5. Town Centre MasterPlan Task Group:</u></p> <p>The MasterPlan Task Group updated the board on progress of their projects</p>	<p><b>DR/DG</b></p> <p><b>JM/CP/IG</b></p>
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	<p>the group is looking to deliver more visible projects as soon as possible and sub-groups have been formed to progress multiple strands concurrently. These include looking for quick-win improvements to the public realm; improving way finding and informing the public about the MasterPlan; exploring the appetite of local retail businesses for a Business Improvement District (BID), led by the Chamber of Commerce; also, redevelopment and reconfiguration of the Town Hall Car Park, Axa and Cleales car parks.</p> <p>Cllr Alaric Pugh informed the Board of the redevelopment that will be taking place in part of the Town Hall Car Park. Ingleton Wood is preparing to submit a planning application on behalf of Barley Homes to create 15 dwellings. There will be a consultation held on Thursday 5<sup>th</sup> October at 3pm to 7pm at the Haverhill Arts Centre.</p>	
	<p><b><u>Meeting Closed:</u></b> John Mayhew declared the meeting closed at 12:10pm.</p>	
	<p><b><u>Date of Next Meeting:</u></b> Thursday 6<sup>th</sup> December 2017, 9:30am Haverhill Arts Centre</p>	