

**ONE Haverhill Partnership Board Meeting**  
**MINUTES**  
**21 June 2018 10:00am**  
**Haverhill Arts Centre**

**Present:**

John Mayhew	JM	Chair and Haverhill & District Chamber of Commerce
Alison Blackwell	AB	Abbeycroft Leisure
Amy Morton	AM	Community Action Suffolk
Anita Jones	AJ	Havebury Housing Partnership
Colin Poole	CP	Town Clerk
Councillor Alaric Pugh	CllrAP	Cabinet Member for Planning & Growth, St Edmundsbury Borough Council
Councillor David Roach	CllrDR	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 Quillon Fox	CllrQF	Haverhill Town Council
Councillor Tony Brown	CllrTB	Haverhill Town Mayor
Daren Woodward	DW	Director of Education, Samuel Ward Academy Trust
Dave Gooderham	DG	ONE Haverhill Partnership PR Consultant
David Collinson	DC	Director of Planning, West Suffolk Council
David Ruddy	DR	West Suffolk College
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
Linda Squirrel	LS	Salvation Army
Lizzie Cocker	LC	Families & Communities Officer, St Edmundsbury Borough Council
Michael Attwood	MA	Locality Officer, Suffolk County Council
Michelina Partridge	MP	Citizen Advice Bureau
Alisha Jenkins	AJk	Minute taker, Office Administrator, Haverhill Town Council

**Item**

**ACTION**

**Welcome, Declaration of Interest, Apologies**

John Mayhew welcomed everyone to the meeting.  
 Apologies were received from:  
 Henry Wilson, Vice Chair and REACH  
 Alex Till, CEO MENTA  
 Lois Wreathall, Head of Primary Care, W Suffolk CCG

3 members of the public were present.

Declarations of interest:  
 None.

**1. Election of Chair and Vice Chair:**

It was agreed in January 2018 that Chairs and Vice Chairs are elected to a two-year tenure, reviewed annually. That decision post-dates the election of JM as Chair and HW as Vice Chair for a second year on 20<sup>th</sup> September 2017, therefore a vote is required for this year.  
 Colin Poole confirmed that only two nominations had been put forward, by JM and HW to continue their tenure. As the election was uncontested, the Board voted by a show of hands to ratify the election.

**AGREED.**

CP advised that under the current constitution JM and HW could not serve a fourth consecutive year in their respective roles, so succession planning needed to be considered.

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

It was agreed agendas for Board meetings will be put onto the website alongside the meeting minutes.

**DG**

Michelina Partridge has been speaking to GYROS who support migrant communities across Norfolk and Suffolk, by helping them settle and integrate into local communities. MP is aiming to organise a monthly drop-in sessions for European workers in Haverhill.  
 Lizzi Cocker mentioned that Borough Councillor E McManus also has contact with the Polish community in Haverhill.

John Mayhew to invite George Vestey to attend a Masterplan meeting.

**JM**

Previous minutes were approved.

**3. Board Update:**

**2.1.Financial overview:**

Colin Poole advised that the 2017/18 outturn for ONE Haverhill Partnership was:  
 Balance b/f £24,808  
 Income £7,122  
 Expenditure £18,426  
 Balance c/f £13,504

**2.2. Contribution to core costs:**

John Mayhew informed that the ONE Haverhill Partnerships funds have been

made up through donations and grants. When applying for a grant it is imperative to include core costs into the application. ALL  
 John Mayhew asked that attendees notify him of any potential funding/ donation opportunities and thanked local councillors who donated some of their locality budget at the end of the last financial year.

John Burns asked if it was possible for ONE Haverhill to publish their accounts on their website. DG  
 John Mayhew agreed, DG to put the accounts online.

**4. Public Speaking:**

Question: Are Board members aware that a general mental health event was happening at the Arts Centre tomorrow.

John Mayhew advised that he was not aware; if the event leaders email: [admin@onehaverhill.co.uk](mailto:admin@onehaverhill.co.uk) then information could be posted onto the ONE Haverhill social media sites to help improve advertising.

Question: there are certain organisations within the town which are low on volunteers. How can OHP help?

John Mayhew advised that a volunteer shopfront could help to advertise volunteering opportunities but OHP would need to see if this option would be feasible.

It would be difficult to keep up to date a volunteering section hosted on the ONE Haverhill website and there already was a web-based tool for people to search for opportunities, [www.volunteersuffolk.org](http://www.volunteersuffolk.org)

Dave Gooderham added that he is currently working with John Burns on formatting the mapping data from the task groups and the voluntary and community organisation mapping has been the hardest to maintain due to frequent change.

Colin Poole advised that sites such as Volunteer Suffolk and InfoLink rely on the specific organisation to keep their own data updated, we cannot do that for them. Michaela Partridge backed a volunteer shopfront as a great idea, given not everyone has access to the internet.

**OG**

It was agreed that Ops Group (OG) would consider options.

**5. Task Group updates:**

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

5.1.1 In the absence of Task Group Chair Lois Wreathall, Lizzi Cocker updated that Haverhill LifeLink has worked with 125 participants so far. Lauren White-Miller is collating data from the participants and sending it to the University of Essex as part of strategy to present Cost Benefit analysis. LWM is looking at sources for future funding

LWM to attend the next board meeting. LWM

5.1.2 Physical Activity Project Group Chair, Alison Blackwell, updated that the weekly 5km parkrun in Haverhill commenced 10<sup>th</sup> March. So far there have been a total of 475 participants, with 18 volunteers helping run the event each week.

Alison Blackwell proposed the 'Haverhill Challenge' to burn 1 million calories from July to August. It was explained that if everyone in the town took part in the

challenge that all they would need to do is just burn 36 calories. This would be measured through the Abbeycroft Leisure app; exercise can be transferred from a device or manually inputted. AB asked whether there should be an incentive in place to encourage people to take part.

John Mayhew suggested that an incentive would need to be sponsored and could become costly if everyone in Haverhill took part in the challenge.

AB to liaise with MA and public health.

AB

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

5.2.1. Task Group Chair David Ruddy reported that the last Task Group meeting was spent discussing the Skills Gap Forum. DR expressed regret that not more businesses attended the Forum.

5.2.2. Jacqui Singleton informed attendees that Sam Ward Academy had secured funding from the NEACO scheme which highlights postcode areas where young people are unlikely to go into higher education.

<https://www.takeyourplace.ac.uk/> - NEACO website.

The funding will fund a student and parent careers event on 8<sup>th</sup> November 2018 at the Haverhill Arts Centre from 4pm – 6pm.

5.2.3. David Ruddy reported that West Suffolk College are currently running adult courses at the old Parkway Middle School Building. The building has currently got eight classrooms which DR reported as currently fully booked.

DR informed that they are planning to get a careers and apprenticeship advisor in place in the building.

There is a one-year pilot for people on a low income to join classes without charge, to help them upskill.

Councillor Tony Brown enquired how people would be able to join classes if they are already in full-time work.

DR explained that the course would be distance learning, so they could do the work whenever they had the time to do so.

5.2.4. Jacqui Singleton reported that there has been a huge drive to encourage young people to attend the Samuel Ward Sixth Form as a result, number for academic year 2018 -19 had increased to 90.

5.2.5. David Ruddy has also been working with the Job Centre to deliver three programmes.

1. Journey into work:

Developed by Job Centre Consultants, to help people get back into work by developing their CV's. This course will be 2 weeks long.

2. Work Resource Centre:

This will be held once a week, where people will be able to attend and get one to one support.

3. Youth Obligation:

A government initiative aimed at 18-21 year olds currently claiming Universal Credit. This 16-week programme helps young people get back into education, training or employment. If they don't have a placement by the end

of the 16 weeks the Job Centre will mandate them to a work experience placement. This will start up in mid-July.

### **5.3.Culture Task Group:**

5.3.1. No further updates.

### **5.4.Crime and ASB:**

5.4.1. Michael Attwood confirmed there will be additional services for drug and alcohol misusers in Haverhill. This will work alongside the 'Turning Point' service based in Bury St Edmunds by helping to encourage people to continue to attend sessions. A similar service in Ipswich has been a success.

5.4.2. Task Group Chair Inspector Danny Cooper reported on crime data for the period January 2015 to December 2017. The data peaked in 2016, which is when the issues were brought to the police's attention.

5.4.3 HMOs – InspDC advised the next step would be to continue to speak with the key landlords, looking at the reason behind why ASB is happening, to inform prevention methods of the future.

Councillor John Burns asked whether there was any support being offered to the neighbours that live near the ASB.

Anita Jones added that Havebury pay attention to the community dynamics and has a range of support systems in place to help support their residents through ASB.

InspDC/MA/AJ

InspDC and MA to liaise with AJ regarding support systems.

Councillor Tony Brown reported complaints received regarding the 101 service number. Residents are not keen on reporting crimes to the 101 number as previous reporting's, don't seem to get dealt with.

JB to distribute by email 101 service posters to board members.

CllrJB

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

5.5.1. Lizzi Cocker updated the meeting on the Town Centre Refurbishment strand. Sanofi has offered employee volunteers to help clean and prepare the shop fronts as part of a team-building activity, alongside professional painters and decorators. Havebury Housing has also offered to help clean and fix the shop fronts before they get painted. Haverhill Chamber of commerce had offered to deploy Portas funding to support the initiative.

### **5.6. BID:**

5.6.1. John Mayhew introduced the Business Improvement District proposal for Haverhill, arising from the Masterplan Task Group in September 2017 Business Improvement Districts are business-led partnerships, created through a ballot process, to deliver additional services to local businesses.

JM and representatives from Suffolk Chamber of Commerce and Daniel Pilley, a High Street businessman, had visited towns that have a BID; people have been very helpful with information sharing.

During June two Haverhill BID meetings were held; in the morning and in the evening, on two separate dates reaching 20 businesses who were keen on the idea. Some of those businesses will become a OHP Task Group to help work on the development stage, to help steer Haverhill's BID to a ballot.

JM

Masterplan Task Group Chair, Councillor Alaric Pugh, advised that the BID would need some consultancy, marketing and media support.

John Mayhew to keep Board members updated of any progress made.

**JM**

**6. 6.1. Any Other Business:**

**6.1.1. High Sheriff's Garden Party:** John Mayhew gave feedback on the High Sheriff's Garden Party for Volunteers held 4<sup>th</sup> June. 186 people attended with 150 of those being volunteers, nominated by their peers, all receiving a certificate of thanks signed by George Vestey.

**6.1.2. Haverhill4Jobs:** John Mayhew reported that the ONE Haverhill Partnership was asked by George Vestey to help facilitate the launch of a new DWP programme called Haverhill4Jobs; this initiative launched originally in Norwich with much success. The idea is DWP work with businesses to support 18-24 year olds who are receiving employment-based benefits, to help them gain confidence or skills to gain employment. One Haverhill Partnership, supported by DWP and High Sheriff to arrange a business dinner 20<sup>th</sup> June where local business were invited to attend; businesses were invited to pledge to help with any resources they could spare, whether this being a CV writing workshop or work experience placements. DWP were very pleased with the number of pledges generated from the 30 businesses represented.

This had been organised, with little lead time available, to maximise support from the High Sheriff to make sure Haverhill featured highly in his shrieval year. Collaboration with the High Sheriff had been approved by the Board in March 2018. John Mayhew asked whether the board was happy for OHP to continue to support this initiative.

Discussion continued in closed session.

**6.1.3. GDPR:** Colin Poole reassured the Board that the Town Council had shouldered responsibility for ensuring OHP was complying with GDPR as part of its role of banker and secretariat for the partnership. A privacy policy statement is on the Haverhill Town Council website and the ONE Haverhill Partnership website will display a hyperlink.

The Town Council had included OHP in its data mapping.

**DG**

THE CHAIR CLOSED THE PUBLIC SECTION OF THE MEETING AT THIS STAGE AND THE REMAINDER OF THE MEETING WAS IN PRIVATE. BOARD MEMBERS SHOULD PLEASE TREAT REMAINING ITEMS AS CONFIDENTIAL

**Meeting Closed:**

John Mayhew declared the meeting closed at 12:40pm.

**Date of Next Meeting:**

Thursday 13<sup>st</sup> September 2018, 9:30am Haverhill Arts Centre