**ONE Haverhill Partnership Board Meeting**

**MINUTES**

**23rd September 2021 10:00am**

Zoom teleconferencing

**Present:**

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| Andy Hunter | AH | Chair and Headteacher, Samuel Ward Academy |
| Paul Vella | PV | MENTA |
| Colin Poole | CP | Town Clerk, Haverhill Town Council |
| Councillor Dave Smith | CllrDS | Haverhill Town Council |
| Councillor David Roach | CllrDR | Suffolk County Council |
| Councillor John Burns | CllrJB | Haverhill Town Council |
| Councillor Margaret Marks | CllrMM | West Suffolk Council |
| Councillor Liz Smith | CllrLS | Haverhill Town Mayor |
| Councillor Tony Brown | CllrTB | Haverhill Town Council |
| Dave Gooderham | DG | ONE Haverhill PR Consultant |
| David Osborne | DO | West Suffolk Council |
| Helen Cullup | HC | Community Action Suffolk |
| Ian Gallin | IG | Chief Executive, West Suffolk Council |
| Tony Howard | TH | Business Development Manager, Citizens Advice Bureau |
| Jon Eaton | JE | Families & Communities Officer, West Suffolk Council |
| Lizzi Cocker | LC | Families & Communities Officer, West Suffolk Council |
| Lois Wreathall | LW | Head of Primary Care, West Suffolk CCG |
| Alisha Jenkins | AJ | Haverhill Town Council, minute taker |

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| **Item** |  | **ACTION** |
| **1.** | **Welcome, Declaration of Interest, Apologies**  Andy Hunter welcomed everyone to the meeting and mentioned to members that the meeting was being recorded.  Apologies were received from:  Andrew Smith, Havebury Housing  Alex Till, CEO MENTA  Councillor Susan Glossop, Cabinet Member for Planning & Growth, West Suffolk Council  David Ruddy, Vice Chair and West Suffolk College  Henry Wilson, REACH Haverhill  Jacqui Singleton, Work Related Learning Coordinator, Samuel Ward Academy  John Mayhew, Haverhill & District Chamber of Commerce  Kate Vaughton, West Suffolk CCG  Sergeant Matt Gilbert, Police  Warren Smyth, Abbeycroft Leisure  1 members of the public were present  Lois Wreathall mentioned that Sarah Portway will be her replacement representative for West Suffolk CCG seat on the ONE Haverhill Board meetings.  **Declarations of interest:**  None.  A. Hunter reminded members with any declarations of interest in future meeting to notify himself or Alisha before the meeting. | **ALL** |
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| **2.** | **Previous Minutes & Matters Arising from the meeting held 10th June 2021:**  Substantive actions from previous minutes (Reference numbers from previous minutes)  6.3.2. Two strands have been identified which are to support young people promoting healthy relationships and to raise awareness of domestic abuse support already available within the community such as the Domestic Abuse Champions, trained via Suffolk County Council. AH to speak to HC regarding these strands.  9.2 Exploring the role of community microenterprises in shaping the 21st Century: Cllr M Marks has sent out the information to attendees after the last meeting and is continuing push for similar services to be available in Haverhill.  A. Jenkins to resend the report to L. Wreathall.  Previous minutes were approved. | **AJ** |
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| **3.** | **Future Systems Presentation to Board:**  To be deferred to the December Board meeting. |  |
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| **4.** | **Public Speaking:**  None. |  |
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| **5.** | **Business Plan Review:**  C. Poole shared the One Haverhill Business Plan Development Process document, which included the proposed steps for the next development of the Business Plan.  Cllr J Burns noted that the Business Plan Development document did not include a public consultation review for the current business plan to identify whether all KPI’s were met.  D. Gooderham informed that publicising has been a little quiet for the last 18 months due to the pandemic. The 10-year anniversary celebration looks to republicize the past successes and key events that ONE Haverhill has achieved and gives the opportunity to look forward at what we would like to achieve as a partnership.  Cllr M Marks asked where the data was being sourced from.  L. Cocker added that the data will be sourced from West Suffolk Council and Suffolk County Council ward reports.  Cllr T Brown asked whether the Town Centre Masterplan could be relaunched with the Business Plan and that the fortnightly meetings could be reinstated, as they were an asset for information and as more and more things open would be a key opportunity for the task group to make noticeable impact.  Cllr J Burns asked which members attend the Ops Group and how they get elected.  C. Poole informed that the Op’s Group is made up of the Chair, the Vice Chairs, Comms Officer and Officers from the 3 main councils. Members are elected in with the Chair and Vice Chair positions as written in the ONE Haverhill Partnership Constitution.  A vote was taken, and all members were happy to adopt the ONE Haverhill Business Plan Development Process document as it stands.  **ADOPTED.** |  |
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| **6.** | **Task Group updates:**  **6.1. Health and Wellbeing Task Group:**  6.1.1. L. Cocker gave a brief update for the physical health strand as follows:   * Park Runs have now resumed in Haverhill, with the help of the Haverhill Volunteer Centre promoting volunteer opportunities. * Exercise on referral pulmonary rehabilitation and physical activity pathways have seen an increase in referrals at their facilities. * Dementia friendly sessions are up and running but the uptake has been a little low, Abbeycroft Leisure are looking at further advertising to help improve engagement.     6.1.2. Women’s Cycle Tour: J. Eaton to send A. Jenkins the members briefing to be circulated with the minutes.  The event will be taking pace on Saturday 9th October, and it is expected to bring at least 4,000 people from surrounding towns and villagers into the town to watch the event. Activities will take place throughout the day at the Market Square and the Church Yard, and a local bike trial is currently in the process of being set up.  6.1.3. L. Wreathall informed that the mental health pilot running in Haverhill is showing promising results. Within a 10-week trial only 2 people were referred to additional mental health services, where all others where able to be dealt in house with the mental health nurses. The project is looking to improve its e-consult forms to allow clients to provide more detailed information on there struggles rather than the broad ‘mental health’ term currently used. The mental health nurses have 6 slots available daily to meet with new referrals.  6.1.4. L. Wreathall informed that GP surgeries have been working on mapping data out for their previous appointments, which shows that in the month of July this year 41% of West Suffolk had an appointment with their GP – the statistics are unable to distinguish between per person and repeat appointments.  6.1.5. L. Wreathall added that Covid-19 cases ae one the rise again, leading to high waiting lists for treatment and people turning back to the GP asking for when appointments and procedures will be taking place. Covid-19 booster jabs have now started.  Thanks was given to Lois Wreathall for all her hard work and contribution to ONE Haverhill Partnership for the health of Haverhill and West Suffolk.  **6.2. Education, training, and Employment Task Group:**  No further update.  **6.3. Crime and ASB Task Group:**  6.3.1. H. Cullup exploring training options for people to become Domestic Abuse Champions as there are no domestic abuse services in Haverhill. H. Cullup to send information to A. Jenkins to circulate.  The Bury St Edmunds Women’s Refuge are looking to put together a BID to provide additional services into Haverhill working with other partners in the town.  6.3.2. Cllr J Burns reported that last quarter we haven’t seen the spike in alcohol related crime following covid restrictions being removed like we thought may occur.  Theft from vehicles continues to be an ongoing issue, mostly with suspects looking for insecure vehicles during the early hours and taking loose change, wallets and then using bank cards to withdraw cash – we urge people to check their vehicles are locked before heading off to bed, don’t make it easy for these opportunists.  We saw an increase in catalytic convertor thefts for several months and this was a national trend, we did arrest one male for this offence and saw the number decline, we had a further offence reported last weekend. Again, we ask people to remain aware of this under reported and not a well-known crime, as the suspects will wear hi-vis and look like mechanics and are efficient at what they do. We were hoping to complete smart water marking this week but due to unforeseen circumstances had to cancel it but will try again in November.  Drug activity remains ongoing. Whilst active drug lines have reduced in this area, we are alive to the fact where there is a demand there will be always a supply even if locally sourced rather than county lines.  Lastly, ASB in general has reduced but the Safer Neighbourhood Team are actively working with housing, council officers and other partner agencies to tackle a few that are causing personal issues for others in the community and continue to work on eviction processes and interview others for offences.  6.3.3. Cllr J Burns updated that there is the meeting arranged with Alison Amstuts. L. Cocker and H. Wilson met with L. Wreathall mid-September and the upshot of this was that we do need to petition the commissioner for Haverhill. L. Wreathall also identified the need for wrap-around support for those that need help with D&A recovery. The Task Group are looking to evidence the need that D&A is a problem in Haverhill, and there is no evidence to support that there is any proactive work to help those who don’t show up for help.  The Task Group is also looking to gather some information around what the D&A crime rate figures were under a FOI request and what other towns similar in size were doing to help with D&A related issues.  Cllr M Marks asked that Dr Roz Tandy, mental health lead for West Suffolk CCG Haverhill be invited to attend the December Board meeting.  **6.4. Town Centre MasterPlan Task Group:**  6.4.1. Cllr D Roach will be speaking with Cllr S Glossop regarding arranging the next Town Centre Masterplan Task Group meeting, with a renewed sense of purpose.  6.4.2. Cllr D Roach mentioned that the TRO that is currently in place closing Queen Street and the High Street will be coming to an end, before it is lifted the task group is looking at suggesting a consultation with Suffolk County Council taking into consideration the pedestrianisation and the street licenses held by businesses which have been a real success for businesses during the Covid-19 restrictions in place.  **6.5. BID Task Group:**  6.5.1. Last Board, you met Julie Clark, the newly appointed Haverhill Town Centre Manager, employed b the business community. Her activity in the last quarter covers the following:   1. Business Improvement District 2. The Women’s Tour 3. Loyal Free 4. High Street Recovery   6.5.2. Business Improvement District:  Julie is working with Mo Azwat at Mosaic and a clear timetable for a ballot in February 2022 is now in place.  A factsheet has been produced and is being given to all businesses either by TCM, task group or Mo. The factsheet requests that all businesses complete a survey. The survey will close in October.  Mo will then analysis and support task group in updating and finalising our Business Plan in November.  The task group will then share and discuss the Business plan with all businesses in the proposed district during December and January ready for a February Ballot.  6.5.3. Women’s Tour:  The TCM has been attending all the community meeting and supporting with a variety of activities to ensure that businesses in the town centre make the most of this unique opportunity.  6.5.4. Heart of Haverhill:   1. Hosted a Breakfast Event and invited all businesses to attend to raise awareness of the event and tell businesses how they could get involved and what opportunity this gives the town. Thanks to Abbeycroft Leisure, who provided the venue and coffee, and Tesco who provided pastries. 2. Have worked with Haverhill Town Council to organise a Decorated Bike Trail on the Loyal Free app which will run 25 September until 9th October. 3. Are organising a Business Engagement Charity Bike Ride on the 1st October to promote the event.   Heart of Haverhill are also supporting the event in other ways by sponsoring the rider numbers, sourcing water for volunteers, giving out posters, sponsoring the community ride out numbers, engaging businesses.  6.5.5 Loyal Free:  TCM has increased number of businesses offering discounts and has been promoting the app via meetings, emails, and social media. As above added an interactive trail with prizes for the Women’s Tour.  TCM has secured funding for another year and was able to negotiate a 6-month discount whilst we await the BID outcome. Where did the money come from?  6.5.6. High Street Recovery  TCM pitched HofH task group’s ideas to the Town Council when they were seeking funding from West Suffolk for High Street Recovery and she is now working to put these in place, collaborating with the Town Council. Funding has been provided for several areas. Many thanks to HTC for their support in getting this valuable funding.    One big win is funding to use VMS – 3xVariable Messaging Signs – to advise residents and visitors to Haverhill about events/activities in the town centre from the main roads leading into the Town – Epi centre(Cambridge) Motts Field(Sturmer) and Persimmon Homes (BSE). Adequate funding has been secured to cover from around 10 days ahead of the Women’s Cycle race to the end of February, during which time it will promote events, activities in the town and encourage businesses to support the BID.  **6.6. Volunteering Task Group:**  6.6.1. C. Poole mentioned that Volunteer Task Group continues to meet to oversee the running of the Volunteer Centre. The Volunteer Centre has physically opened temporarily in the Haverhill Arts Centre until it can move to a more permanent location. | **JE**  **HC**  **AH** |
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| **7.** | **Financial Overview:**  C. Poole reported that ONE Haverhill has not received any income this year and would only have enough general funds to last until November 2021.  C. Poole reminded all representatives that it was part of the expectation of being a member to seek within their organisations for any funding opportunities that the ONE Haverhill Partnership could use to meet core costs and fund any of prospective projects. | **ALL** |
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| **8.** | **Any Other Business:**  One Haverhill 10th Birthday:  D. Gooderham has started website coverage, and a feature in the Echo is due to take place on the 6th of October, just chasing for final interviews. Briefly the plans did include a physical event for the autumn but with the fear that government restrictions that could be put in place at any time, it was suggested to move the event to next Spring, which would include the release of the updated Business Plan.  COVID-19 Vaccination Programme:  Katrina Hawker, West Suffolk Council Clinical Commissioning Group has been recruited to help with the vaccination programme in West Suffolk. Haverhill has been flagged as there has been a low uptake in the vaccinations by white males over the age of 30. K. Hawker has reached out to lager employers in Haverhill and the Haverhill Rovers Football Club regarding hosting sessions at the premises. Tesco’s has been hosting a pop-up vaccination bus which is due to return on the 23rd of September to do walk in vaccinations between 10am and 4pm. During the Women’s Tour we will be working with the Bowls and Cricket Club to host additional walk-in vaccination sessions.  A. Jenkins to send K. Hawker contact details for A Hunter, Cllr M Marks, Cllr J Burns, D Gooderham and L Wreathall after the meeting.  ONE Haverhill Board Meetings:  A. Hunter asked members whether Thursday was the best day of the week for board meeting to be arranged. A. Jenkins to set up a Doodle to assess everybody’s availability for 2022 quarterly board meetings. | **AJ**  **AJ** |
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| **10.** | **Dates of Next Meetings:**  Thursday 2nd December |  |