

**ST EDMUNDSBURY BOROUGH COUNCIL**

**HAVERHILL AREA WORKING PARTY**

**Minutes of a meeting held on Thursday 23 July 2009 at 4.00 pm  
in the Conference Room, Samuel Ward Arts and Technology College,  
Chalkstone Way, Haverhill**

PRESENT: Councillor A Whittaker (Chairman)  
Councillors Ager, Cox, Mrs Gower, McManus, Redhead,  
Mrs Richardson and Mrs Rushbrook

BY INVITATION: Councillor Anderson  
Tina Hanks, Haverhill Town Centre Manager  
Gordon Mussett, Clerk to Haverhill Town Council  
Alison Wheatland, Localities Officer, Suffolk County Council  
(for Agenda Item 6 only)

Agenda Item 7 Only

Samuel Ward Arts and Technology College

Russ Bennett, Media Technician  
Emily Carr, Year 10 Student  
Megan Farenden, Year 10 Student  
William Hawe, Year 10 Student  
Neil Williams, Head of Art

Castle Manor Business and Technology College

Mick Walker, Head of Art

**15. Substitutes**

No substitutions were declared.

**16. Apologies for Absence**

An apology for absence was received from Councillor Aitkens.

**17. Minutes**

The minutes of the meeting held on 11 June 2009 were confirmed as a correct record and signed by the Chairman.

**18. Declaration of Interests**

Members' declarations of interests are recorded under the item to which the declaration relates.

**19. Terms of Reference**

The Working Party received and noted a narrative item which presented the Terms of Reference for the Haverhill Area Working Party which had been approved by Cabinet on 24 May 2006.

On 24 May 2006, the Cabinet had determined the Terms of Reference for the Working Party as:-

*'To maintain an overview of issues relating to the wellbeing and future development of Haverhill and make recommendations to the Cabinet about actions required to promote the success of the town and its community.'*

On 11 June 2009, the Working Party had requested that the Terms of Reference for the Haverhill Area Working Party should be presented for review at the next meeting of the Working Party (Minute 5 referred.)

The Working Party considered the Terms of Reference, however, it was agreed that no changes be recommended to the Cabinet at the present time.

## **20. Haverhill Locality Project**

The Working Party received and noted a presentation from Alison Wheatland, Localities Officer, Suffolk County Council in respect of the Haverhill Locality Project.

Ms Wheatland reported that in order to meet requirements of new and emerging legislation, councils and their partners needed to move towards a 'locality' way of working, which would seek to place communities in the centre of local decision making by involving local people in the shaping of services and addressing local issues. Haverhill had been identified as one of three areas in Suffolk to pilot a Locality Project.

Two principal strands comprised the Haverhill Locality Project, namely:-

- (a) testing the devolvement of services, decisions, budgets to a more local level; and
- (b) exploring whether the established Haverhill Partnership could fulfil the functions of a 'Community Board' in terms of:-
  - (i) using community engagement to identify local priorities;
  - (ii) allocating resources to these priorities; and
  - (iii) addressing these priorities through joint problem solving with the local community.

The Working Party noted examples of services that could be devolved to Haverhill Town Council as a local body, and the role of the Haverhill Partnership in the process detailed in (b) above.

Following consultation with partner organisations in Haverhill, five priorities for action had been identified for the Haverhill Partnership to focus on, namely:-

- (1) Activities and Things to Do in Haverhill;
- (2) Facilities and Places to Go in and around Haverhill;
- (3) Feelings of Safety/More Visible Policing;
- (4) Environmental Issues; and
- (5) Welfare of Older People.

Ms Wheatland then explained that by identifying potential opportunities for the devolvement of decisions, services and/or budgets to a more local level, this would help to strengthen the understanding of the needs of local communities and any issues they may have.

A detailed discussion was held which informed the Working Party that extensive consultation was currently being undertaken with the local community in respect of the Locality Project and any decisions required by the Borough Council would be forwarded to the Working Party for consideration in the first instance.

Comparisons were also made between the requirements of the former Comprehensive Performance Assessment and the current Comprehensive Area Assessment which placed greater emphasis on partnership working and community leadership.

*(Alison Wheatland left the meeting at the conclusion of this item.)*

## **21. Public Art in the Town Centre of Haverhill (PATCH): Presentation**

*(The Chairman, Councillor Whittaker, declared a personal interest as one of the Borough Council's nominated representatives on the Havebury Housing Partnership Management Board and remained in the meeting for the consideration of this item.)*

The Working Party considered design options for public art in Queen Street, Haverhill which were provided by the Public Art in the Town Centre of Haverhill (PATCH) Group and representatives of Samuel Ward Arts and Technology College, and Castle Manor Business and Enterprise College.

On 12 March 2009, the Working Party had approved the brief and methodology for public art in Queen Street, Haverhill (Minute 57 referred.) This included providing the aims and objectives of the commission to be undertaken as a joint project between students located at the Castle Manor Business and Enterprise College and Samuel Ward Arts and Technology College. A budget of £20,000 had been allocated from the total Queen Street Enhancement Scheme budget to provide public art in Queen Street. This could include two gates located at each end of the Street, and other structures, such as sculptures, planters and archways, all of which should meet the following criteria, as detailed in the brief and methodology:-

- (a) must be traditional and if possible, illustrative of the history of the town;
- (b) must have a strong sense of relating to Haverhill;
- (c) should be a co-ordinated range;
- (d) must be practical and easy to maintain;
- (e) must meet with highway requirements;
- (f) any gates must provide a vehicle barrier but be visually permeable;
- (g) should encourage visitors and shoppers to explore the whole of the street; and
- (h) should not add to street 'clutter'.

The Working Party received a presentation from Heads of Art, Mick Walker of Castle Manor Business and Enterprise College, and Neil Williams of Samuel Ward Arts and Technology College regarding their proposed design options for public art in Queen Street. They were accompanied by Russ Bennett, Media Technician and Year 10 students, Emily Carr, Megan Farenden and William Hawe of Samuel Ward Arts and Technology College. Mr Williams explained that a selection of Year 10 students had been tasked with the project taking into account the aims and objectives of the commission, as detailed above. He tabled illustrations which had provided inspirations for the designs, and included references to the history of Haverhill and connections to Queen Street. He emphasised that whilst the designs were relatively modern, they also reflected the traditional features of Queen Street and Haverhill.

The project team had noted that the installation of gates to prevent vehicular access at certain times of the day at either end of Queen Street were required as part of the enhancement of Queen Street; therefore, the project team had considered incorporating the public art within the design for the gates. Lime trees were indigenous

to East Anglia and could be found in and around Haverhill, and this inspired a Lime leaf design for the gates, which were illustratively presented to the Working Party. The larger gates for the proposed installation at the Lower Downs Slade end of Queen Street were designed as a three-dimensional structure, similar to the shape of a crown to reflect the regal connotations of Queen Street. Smaller gates, which were more linear in shape and were proposed for installation at the High Street end of Queen Street, had also been designed to incorporate the Lime leaf design feature. An alternative option showed a corn and barley design for the smaller gates which was also supported by the majority of Members, but in order to maintain continuity in design, the Working Party favoured the Lime leaf design. Both sets of gates would be manufactured from aluminium and stainless steel to ensure minimal maintenance, the leaf element would be designed to be visually permeable and the larger gates could be illuminated at dusk, if appropriate, to provide additional interest. Some consultation had been undertaken with the Borough Council's Senior Assistant Engineer to ascertain their feasibility of manufacture and whilst this was yet to be fully determined, it was understood that the designs could be satisfactorily manufactured and installed to be fit-for-purpose.

The Working Party also considered designs for sculptured figures to be positioned in specific locations in Queen Street and agreed that these would be a positive draw for visitors to Queen Street. The majority of Members also supported the suggestion of relocating the figures to other designated sites within Haverhill on a rolling basis. Tree and shrub planters reflecting the aluminium and stainless steel design feature of the public art were also recognised as items that would continue the theme of the gates and the sculptured figures, and agreed that these should also be incorporated into Queen Street.

The Working Party noted that consultation had been undertaken with partners in Haverhill such as the Chamber of Commerce, Police, Havebury Housing Partnership and local Residents Associations', and positive comments had largely been received.

The majority of Members fully supported the designs and demonstrated tremendous enthusiasm for the proposals. However, Councillor Cox expressed concern that:-

- (a) the designs did not incorporate the CB9 logo;
- (b) the design for public artwork should not be incorporated into the vehicle restriction access gates;
- (c) a more traditional design for the public artwork should have been proposed;
- (d) the materials proposed for manufacturing the artwork were unsuitable; and
- (e) the sculptured figures would add to the sense of street 'clutter'.

These concerns were strongly opposed by the remaining Members of the Working Party; however, reassurance was sought that the gates would be installed in locations directly adjacent to the junctions of the adjoining highway to ensure that vehicles would be prevented from parking immediately next to the gates, which was confirmed by the officers.



**RECOMMENDED:-**

***That subject to ascertaining the feasibility of engineering the designs for public artwork in Queen Street, Haverhill, the following design option be approved:-***

- (1) larger gates incorporating the Lime Leaf design and manufactured from aluminium and stainless steel for installation at the Lower Downs Slade end of Queen Street;***

- (2) *smaller gates, also incorporating the Lime Leaf design and manufactured from aluminium and stainless steel for installation at the High Street end of Queen Street;*
- (3) *sculptured figures be positioned in specific locations in Queen Street, with the option to relocate them to other designated sites in Haverhill; and*
- (4) *planters reflecting the above aluminium and stainless steel design feature also be incorporated into Queen Street.*

*(Councillor Cox wished it be recorded that he voted against the recommendations.)*

*(Russ Bennett, Emily Carr, William Hawe, Megan Farenden, Mick Walker and Neil Williams all left the meeting at the conclusion of this item.)*

## **22. Friday Market Expansion into the High Street, Haverhill**

The Working Party considered Report A133 (previously circulated) which sought approval for the principle of expanding the current Friday market in Haverhill by extending it from Peas Market Hill into the High Street.

The current Friday market was held in the dedicated Market Square located in Peas Market Hill, whilst the Saturday market was located in both Peas Market Hill and the High Street, which was closed to all through traffic, other than emergency vehicles, during this time. The Friday market could only accommodate a fixed number of stalls due to the constraints of the available space in Market Square and therefore, had less appeal to customers and traders than the Saturday market. Existing permanent Friday market traders had given feedback that the Friday market was less financially viable than the Saturday market and this was giving cause for concern about the long-term viability of the Friday market. Revenue received from stall rents in connection with the Friday market was decreasing, whilst the Saturday market revenue had increased slightly. The total footage sold on Fridays from November 2007 to June 2008 was 11,185 sq ft and the same period in 2008/2009 was 10,411 sq ft, which equated to a 7% decrease, whereas the footage sold for the Saturday market had seen an increase of 0.5% in the same period.

It was proposed that the Friday market should identically reflect the same layout as the Saturday market by locating stalls in the High Street, together with the existing Market Square in Peas Market Hill. In order to undertake this proposal, an amendment to the current High Street traffic restrictions would be required, as there were currently more exemptions for access on Fridays. Suffolk County Council (SCC) would be requested to pursue these changes as part of its current consultations on changes to traffic restrictions in the town centre.

Consultation on the proposed changes to the Friday market would need to be undertaken with Haverhill Town Council, the local community, and both businesses and residents of the High Street, including consultation by SCC on the proposed amendments to the existing Traffic Regulation Order (TRO) for the High Street, to ensure any concerns were understood and addressed. A further report would be brought to the Working Party for consideration with the outcome of the consultation exercises before proceeding with the proposal.

Although SCC would pursue the changes to the TRO in the High Street, access to Quakers Lane and to an exit through the Town Hall car park would need to be provided to allow deliveries to local businesses to exit from Peas Market Hill. Therefore, engineering works, estimated at approximately £4,000 would need to be undertaken to achieve the necessary alterations to the entrance to the Town Hall car park from

Quakers Lane. In response to a question, the Working Party was informed that this funding would be sought from SCC; however, should there be a delay in obtaining the funding from SCC, approval was sought for this funding to be made available from the Haverhill Masterplan (Revenue) Reserve Fund in the interim period to enable the works to proceed before funding was received from SCC.

The majority of Members supported the proposal, however, it was requested that residents in Eden Road should also be consulted about the proposals, particularly the amendments to the TRO for the High Street, as occupants of these properties would not be able to access their homes with their vehicles until after 6.00 pm on a Friday if the amendments to the TRO were approved.

Councillor Cox expressed concern that visitors were currently attracted to the Friday market because they could enjoy a relaxed atmosphere without the hustle and bustle of the Saturday market, and therefore, he considered no changes should be made in order to preserve this ambience. He also considered that increased parking by market traders on Camps Road could become hazardous for school children. However, as stated at a previous meeting of the Working Party on 15 January 2009 (Minute 45 referred), the Working Party noted that investigations would be undertaken to provide long stay car parking for market traders free of charge at the Lower Downs Slade car park to encourage market traders to park in this location instead of on Camps Road.



**RECOMMENDED:-**

***That the proposal to expand the Friday market to the High Street, Haverhill, be approved in principle, subject to the following:-***

- (1) the officers undertake consultations, detailed in paragraph 5.1 of Report A133, and following the outcome of the consultation a further report be brought back to the Haverhill Area Working Party before the proposal proceeds;***
- (2) Suffolk County Council (SCC) be approached to undertake necessary amendments to the current Traffic Regulation Order (TRO) applicable to the High Street as part of its current consultations on changes to traffic restrictions in the town centre, as detailed in 3.2 of Report A133; and***
- (3) (a) engineering works be undertaken to make the necessary alterations to the entrance to the Town Hall car park from Quakers Lane; and***
  - (b) should there be a delay in receiving funding from SCC in respect of funding the engineering works estimated at approximately £4,000, the works be funded from the Haverhill Masterplan (revenue) Reserve Fund.***

*(Councillor Cox wished it be recorded that he voted against the recommendations.)*

### **23. Town Centre Management Planned Activities to March 2010**

The Working Party considered Report A134 (previously circulated) which sought approval for the Haverhill Town Centre Management Work Programme for 2009/2010.

The Haverhill Town Centre Manager presented Report A134 and reported the following additions to the report:-

- (a) Section 3.1(a): more than 370 responses had been received in connection with the Queen Street Enhancement Scheme;
- (b) Section 3.1(i): the new Tesco Store in Haverhill had been chosen as a pilot to recruit staff online. Tesco had been recognised as a principal employer that would positively investigate employing a significant number of the long-term unemployed or those identified as being 'harder to place';
- (c) Section 3.1(l): the promotion of Shop Watch and Town Link to businesses had been undertaken in partnership with the Safer Neighbourhood Team;
- (d) Section 4.2.3: the Town Centre Manager presented a template of the proposed Business Directory, which indicated that the dimensions of 210mm x 99mm would be of a standard leaflet size; and
- (e) a new bus service was being piloted from 22 July 2009, which would provide direct access between Haverhill and the villages of Great Yeldham via Birdbrook and Ridgewell and the Town Centre Manager considered this was worthy of support and promotion in the town. She had forwarded the request for financial support from the Birdbrook and Ridgewell Parish Councils to Tesco and would also help by circulating details of the service via the Intranet, the Council offices and the library. The 89A Bus Service was operated by Burtons Coaches in partnership with Birdbrook and Ridgewell Parish Councils, and funded by a grant provided by Essex County Council. The pilot would be monitored to assess its usage and viability until its review in 2010.

The Working Party noted the number of promotional activities detailed in the report and was pleased to support the Town Centre Manager's proposals, including the following areas she had identified as priorities:-

- (a) regularly liaising with businesses located in Haverhill Town Centre;
- (b) supporting the launch and progress of the Queen Street Shop Front Grant Scheme;
- (c) promoting the new 89A Bus Service which would provide direct access between Haverhill and the villages of Great Yeldham via Birdbrook and Ridgewell;
- (d) promoting the retail, leisure amenities and events in and around Haverhill through the 'Winter in West Suffolk 2009' brochure; and
- (e) promoting Queen Street following its enhancements.

Some concern was expressed that the 'Winter in West Suffolk 2009' brochure contained very little information connected with Haverhill, however, the majority of Members considered that the estimated cost of £600 to contribute to its production of 16,000 copies was extremely good value. Concern was also expressed whether the production of 16,000 copies of the proposed Business Directory, stated in the report at a cost of £3,700, which equated to 23p a copy, was an accurate estimate of the costings. In response, the Town Centre Manager stated that Suffolk County Council's

Printing Services located at West Suffolk House would be printing the Directory and she would obtain a breakdown of the costs involved.

In response to a question, the Working Party was informed that the Italian Market was scheduled to be held on Friday 13 and Saturday 14 November 2009.



**RECOMMENDED:-**

***That the Haverhill Town Centre Management Work Programme for 2009/2010, as detailed in Report A134, be approved including the following five priority areas identified by the Town Centre Manager:-***

- (1) regularly liaising with businesses located in Haverhill Town Centre;***
- (2) supporting the launch and progress of the Queen Street Shop Front Grant Scheme;***
- (3) promoting the new 89A Bus Service which will provide direct access between Haverhill and the villages of Great Yeldham via Birdbrook and Ridgewell;***
- (4) promoting the retail, leisure amenities and events in and around Haverhill through the 'Winter in West Suffolk 2009' brochure; and***
- (5) promoting Queen Street following its enhancements.***

**RESOLVED:-**

That a breakdown of costs to produce the proposed Business Directory be presented at a future meeting of the Working Party.

**24. Queen Street Enhancement Scheme: Update**

The Working Party received and noted Report A135 (previously circulated) which was the Project Status Report in respect of the Queen Street Enhancement Scheme as at 16 July 2009.

The Head of Planning and Engineering Services reported that the programme was progressing on time and within budget. The enhancement of the boundary to Murton Slade at the rear of USA Chicken was now being undertaken to make this unattractive back area more aesthetically pleasing. She added that the Tesco store was due to be completed in late September 2009 which was earlier than anticipated; therefore, the Queen Street Enhancement Scheme would not be fully completed in time for the Tesco opening. Whilst the majority of the engineering works would have been undertaken, the installation of the lamp columns, street furniture and planters would still be required and these should still be completed by October or November 2009, as previously scheduled in the programme of works.

In response to questions, the Working Party was informed that:-

- (a) although a number of small areas of forecourt located in front of some shops in Queen Street were not under the Council's ownership, these areas had been refurbished with the same block paving to continue the design and uniformity of the paving scheme. This had been implemented at a comparatively minor cost



and given the disruption suffered by businesses whilst the works had been undertaken, this was considered the most appropriate course of action to take; and

- (b) it was anticipated that the formal opening ceremony of the newly refurbished Queen Street could coincide with the Italian Market scheduled for 13 and 14 November 2009.

## **25. Queen Street Enhancement Scheme: Proposed Commemorative Plaque**

The Working Party considered Report A136 (previously circulated) which sought approval for the design, materials and costs for the installation of two plaques to commemorate the completion of the Queen Street Enhancement Scheme.

Section 2.3 of Report A136 illustrated the proposed plaque design, which would be approximately 20cm in diameter, cast in bronze and set into the paving in locations at either end of Queen Street. The total cost of providing two plaques would be £421 plus installation.

The majority of Members supported the proposal; however, Councillor Cox expressed concern that the plaque could be a slip hazard if installed into the paving slabs and that he considered that the Tesco name should be omitted from the plaque. In response, the officers stated that it was not unusual to locate plaques in paved areas and the raised lettering would provide a rough textured finish which should mitigate the risk of slipping. In addition, as Tesco had provided £300,000 as part of its Section 106 agreement, which had funded a significant proportion of the enhancement works, it was considered appropriate to include its name in the commemorative plaque.



### ***RECOMMENDED:-***

***That the design, materials and costs proposed for the installation of two Plaques to commemorate the completion of the Queen Street Enhancement Scheme, as detailed in Section 2 of Report A136, be approved.***

*(Councillor Cox wished it be recorded that he voted against the recommendation.)*

## **26. Haverhill Range of Bespoke Street Furniture: Raised Planter for Trees and Shrubs**

The Working Party considered Report A137 (previously circulated) which sought approval for an addition to the approved range of bespoke street furniture for Haverhill.

Public consultation on the Queen Street Enhancement Scheme had indicated support for the inclusion of planting in the public realm within Haverhill Town Centre. Options for such planting could be limited but raised planters could extend the opportunities by avoiding potential difficulties with underground utilities and providing protection for small areas of planting. Works to The Pightle, as part of the construction of the Tesco development, included a requirement for tree planting alongside Stour Brook. As works had proceeded, it had become apparent that the presence of unmarked underground services would likely prohibit the excavation of any tree pits, therefore the introduction of raised planters was an alternative option that would enable tree planting to be undertaken.

Section 3.2 of the report illustrated the proposed planter design which incorporated an optional 'perch' seating element. The design would co-ordinate with the style associated with the existing bespoke Haverhill range of street furniture.

The Senior Committee Administrator informed the Working Party that the recommendation made reference to approving the design detailed in Section 3.2 of Report A134; however, this should be amended to read, 'as detailed in Section 3.2 of Report A137'.

In response to questions, the Working Party was informed that:-

- (a) the primary material for fabrication of mild steel would be galvanised and sprayed to prevent corrosion;
- (b) root growth of the trees and shrubs planted would be limited by the size of the planter; however, a number of species would adequately thrive in this situation;
- (c) the actual design for the planter was the principal element requiring approval at this stage. If approved, Tesco would provide and fund the cost of the planters along The Pightle; however, should further planters be incorporated into Haverhill Town Centre, detailed costings would be presented to the Working Party, together with dimensions proposed for the planter in the particular location;
- (d) subject to the approval of the Cabinet, any planters incorporated into Queen Street would be of the design detailed under Minute 21 above, to conform with the designs for the public artwork in this location;
- (e) should the optional 'perch' seating element also be approved, this would not be chosen for incorporation adjacent to the residential properties located in The Pightle.

The Working Party accepted the design and supported the incorporation of the seating element in appropriate locations as it helped to minimise the sense of clutter. However, the Working Party recognised the additional maintenance costs involved in terms of watering the planters.



**RECOMMENDED:-**

*That the design for a raised planter for trees and shrubs, with the option to incorporate a 'perch' seating element, where appropriate, as detailed in Section 3.2 of Report A137, be approved as an addition to the 'Haverhill Range' of bespoke street furniture.*

## **27. Haverhill Leisure Centre Refurbishment**

The Working Party considered Report A138 (previously circulated) which was the Project Status Report in respect of the Haverhill Leisure Centre Refurbishment Programme as at 15 July 2009.

The Head of Property Services reported that due to the excellent efforts of the contractor working with Abbeycroft Leisure and the Borough Council, the Leisure Centre had opened as planned on 4 July 2009. Due to a malfunction with the Leisure Centre's boiler, there had been a slight delay opening the swimming pool, which had resulted in the pool not reaching its optimum temperature by the scheduled opening time. On 25 July 2009, the 'Kidzone' soft play structure located on the first floor was due to open, with the Health Suite anticipated to open in mid August 2009. The external works would be completed during week commencing 27 July 2009 and planting would take

place at a later date to coincide with the recommended planting season. The official opening ceremony was scheduled for 12 September 2009.

Some discussion was held regarding the negative headlines contained in the *'Haverhill Echo'* newspaper which had reported that amongst other issues, the roof had leaked to the main sports hall. Works to the roof had not been part of the refurbishment programme and the leak was a maintenance issue associated with a blockage caused by leaves accumulating in the drainage gulleys, which had allowed water to penetrate through the roof. Whilst the Leisure Centre had received some negative comments in the press, the launch had been extremely successful with approximately 35,000 uses in the first 20 days of re-opening compared to between 10,000 and 20,000 uses recorded in a typical month prior to the refurbishment. These figures had also been recorded before the 'Kidzone' play structure and Health Suite had opened, therefore further increased useage was anticipated. Abbeycroft Leisure had employed additional staff to cope with the expected demand; however, in the first week of opening, customer attendance was considered to be exceptional.

The Working Party commended the work of Abbeycroft Leisure and the officers involved for the successful re-launch of the Leisure Centre and recognised the Centre as being a considerable asset to the town.

Councillor Cox sought reassurance that the installation of two dropped kerbs adjacent to the entrance to the Leisure Centre that he had previously requested would be undertaken. In response, the Head of Property Services stated that he believed two dropped kerbs had been installed, however he would check that this was the case. In addition, Councillor Cox stated that he had received a complaint from a resident located in nearby Vange Place in connection with the temporary building that had accommodated the fitness suite whilst the works were being undertaken. Since the building's removal, children had been playing in the debris and residue that had been left behind and it was therefore, requested that this area be immediately cleared for health and safety reasons. This was duly noted for action by the officers.

RESOLVED:-

That, debris and residue left behind following the removal of the temporary building that accommodated the Leisure Centre's fitness suite during its period of refurbishment, be immediately cleared for health and safety reasons.

## **28. Queen Street Shop Front Grant Scheme: Launch**

The Working Party received and noted a narrative item which informed the Working Party of the launch of the Queen Street Shop Front Grant Scheme.

The launch of the Queen Street Shop Front Grant Scheme would be held on Monday 3 August 2009. The Member and Officer Working Group appointed at the meeting of the Working Party on 6 May 2009, (Minute 80 referred) to devise criteria to enable the selection of three local shopfitting companies, met in early July 2009 and agreed an extensive list of potential suppliers. These companies had all been contacted inviting them to apply to be included on the list of suppliers that the Council would identify as offering free design services to applicants to the Grant Scheme in exchange for guaranteed work if the applicants they supported were successful in obtaining a grant. Submissions from interested shopfitting companies would be examined on 30 July 2009 and the three successful companies would be included within the scheme guidance at the launch.

The Head of Planning and Engineering Services informed the Working Party that a press/photo opportunity was being planned for 3 August 2009 and not 1 August 2009 as stated in the narrative item. She also reported that a meeting with the Member and

Officer Working Group would be held during week commencing 27 July 2009 to compile the shortlist of potential suppliers.

In response to a question, the Working Party was informed that there had been a substantial amount of initial interest to the scheme prior to its launch.

### **29. Haverhill Bus Station Refurbishment**

The Working Party considered an oral report from the Head of Planning and Engineering Services in respect of the refurbishment of the Haverhill Bus Station.

The paving was currently being laid and would be completed by the end of August 2009, and the new bus shelters would be installed on a progressive basis during August and September 2009 by Suffolk County Council (SCC). The plasma screen would be installed in November 2009 which would provide a clock. The Real Time Bus Passenger Information System was to be installed by SCC and was hoped to be in place by 31 March 2010.

Councillor Cox made reference to the minutes of the Haverhill Area Working Party meeting held on 22 August 2006 (Minute 24 referred) which stated that the CB9 logo could be etched into windows or panels at the bus station. In response, the Head of Planning and Engineering Services informed the Working Party that she would provide a written reply in respect of this issue, however, she was confident the CB9 logo could be included in the design for the bus shelters.

RESOLVED:-

That a written reply be supplied to the Working Party from the Head of Planning and Engineering Services in respect of whether the CB9 logo would be etched into the windows or panels of the bus shelters during the refurbishment of the Haverhill Bus Station.

### **30. Dates of Future Meetings**

The Working Party confirmed the following dates for future meetings in 2009:-

10 September;  
22 October; and  
10 December.

All dates were Thursdays, and all meetings to commence at 4.00 pm with the exception of 22 October 2009 which would commence at 4.15 pm.

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### **EXEMPT INFORMATION – EXCLUSION OF PUBLIC TERMS OF FORMAL RESOLUTION**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 & 3 of Part 1 of Schedule 12(A) of the Act.

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*(At this point, Town Councillor Mrs McManus and the Clerk to Haverhill Town Council, Mr Mussett, were invited to remain in the meeting during the consideration of the following item which would be held in private session. Councillor Cox wished it be recorded that he was against the invitation.)*

### **31. Haverhill Community Football Project**

*(Councillor Cox declared a personal interest as an affiliated member of the Suffolk and Cambridge Football Association and the Football Association and remained in the meeting for the consideration of this item.)*

The Working Party received and noted Exempt Report A139 (previously circulated) which was the Project Status Report in respect of the Haverhill Community Football Project as at 16 July 2009.

The Head of Property Services drew relevant issues to the attention of the Working Party.

The meeting concluded at 6.36 pm

**A WHITTAKER  
CHAIRMAN**