

ST EDMUNDSBURY BOROUGH COUNCIL

HAVERHILL AREA WORKING PARTY

**Minutes of a meeting held on Thursday 14 January 2010 at 4.15 pm
in the Conference Room, Samuel Ward Arts and Technology College,
Chalkstone Way, Haverhill**

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

BY INVITATION: Tina Hanks, Haverhill Town Centre Manager
Haverhill Town Councillor Mrs E McManus
Mr Paul Scarlett and Mr Patrick Stephenson, Architects, of Brown
and Scarlett Architects for Agenda Item 5 only (Minute 77 below)

73. Substitutes

The following substitution was declared:-

Councillor Marks substituting for Councillor McManus.

74. Apologies for Absence

Apologies for absence were received from Councillors Aitkens and McManus.

75. Minutes

Councillor Cox made the following observations on issues arising from the minutes:-

- (a) a written reply had not yet been received by email in respect of confirming whether Market Square was under the ownership of the Borough Council (Minute 50 of the minutes of the meeting held on 22 October 2009 referred.) The Head of Planning and Economic Development apologised for this oversight and stated that a response would be circulated shortly;
- (b) the report of the Town Centre Manager presented to the Working Party on 23 July 2009 (Report A134 referred) had stated that the external cover of the Business Directory would be produced in full colour with the contents in black and white only. Although the minutes of the meeting held on 10 September 2009 had stated that the Directory would cost the equivalent of 28p a copy (minute 4 referred), it had not been determined that the Directory would be produced in full colour throughout. A full breakdown of costs had also not been received. In response, the remaining Members of the Working Party commended the professional finish of the Directory and the cost of 28p a copy was satisfactorily within the Town Centre Management budget; and
- (c) Councillor Cox also queried whether the Head of Property Services and Engineering had the delegated authority to instigate the provision of additional security measures on the site of the Haverhill Community Football Project from the approved contingency contained within the total budget allocation for this scheme. In response, the Head of Property Services and Engineering stated he would provide a written response on this issue following consultation with the Head of Legal and Democratic Services.

The minutes of the meeting held on 10 December 2009 were confirmed as a correct record and signed by the Chairman.

RESOLVED:-

That, a written response be provided by the Head of Property Services and Engineering by email in respect of whether he had the delegated authority to instigate the provision of additional security measures on the site of the Haverhill Community Football Project from the approved contingency contained within the total budget allocation for this scheme.

76. Declaration of Interests

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

77. Land at Millfields Way, Haverhill: Worked up Scheme

The Working Party received and noted a presentation from Mr Paul Scarlett, accompanied by Mr Patrick Stephenson, of Brown and Scarlett Architects, in respect of the development proposals for the land to the north of Millfields Way, Haverhill.

On 22 October 2009, the Working Party had received a presentation on the planning design brief for this parcel of land and Members had noted that the draft proposals required significant further work and development. The design for the scheme had now progressed and more detailed proposals were presented to the Working Party. Members noted that the development was anticipated to comprise a mixed residential scheme of nine units, whereby four units would provide affordable housing and five would be offered for sale on the open market. The properties would consist of two and three bedroom terrace dwellings and two bungalows.

Members noted the design was of traditional and conventional form to satisfactorily integrate with the existing housing in this location. A combination of elevation and floor plans were presented to the Working Party, together with details of the principal sustainability elements that would feature in the development, which would contribute to achieving the target of Level 4 of the Code for Sustainable Homes. In order to attain Code Level 4, a reduction in carbon emissions was required by means of reduced energy use and this would be achieved through the installation of several technologies such as air source heat pumps and rainwater collection receptacles.

Mr Scarlett and Mr Stephenson comprehensively responded to questions raised, including that the incorporation of a balancing pond at a suitable location on the site would provide a depression in the land to collect any naturally accumulating surface water run-off; however, the proposed location of the balancing pond was merely an option at the present time which may not even be required, and other solutions could be explored to mitigate surface water run-off, if required.

(Mr Paul Scarlet and Mr Patrick Stephenson left the meeting.)

78. Town Centre Management: Update and Proposed Activities to March 2010

The Working Party considered Report A445 (previously circulated), which provided Members with an update on progress with the previously approved Town Centre Management Work Programme and sought approval for the development of a number of planned activities.

The Haverhill Town Centre Manager updated Members on progress in respect of the number of initiatives and activities undertaken since the approval of the Work Programme in July 2009, which were contained in Items 1 to 19 of Sections 1.1, 1.2 and 1.3 of the table contained in the report. She also highlighted a number of discrepancies in the table as follows:-

- (a) a section of Item 6, *'Fact Pack: Commercial'* had inadvertently been omitted from the table and should be amended to read, *'the regional business support agencies are producing detailed data for businesses and it is judged that this is satisfactory; Economic Development colleagues will compile this with any very local data according to a specific enquiry'*. The timetable relating to Item 6 should also be amended to read *'this work would duplicate Economic Development activities so has been removed from the Work Programme'*;
- (b) Item 2: the £216.01 cost of producing posters was connected with Item 3: *'Empty Shop Displays and Window Dressing Initiatives'* and therefore, should have been included under this item and not under Item 2, as printed;
- (c) Item 9: *'Re-opening of Queen Street: Italian Market'*, one of the prize winners should be amended to read, *'E Peacock'* and not *'E Porter'*, as printed; and
- (d) meetings with the Clerk to Haverhill Town Council were shaping up to be held every six to eight weeks and this detail should have been included under Item 15(i) and not under 15(j), as printed.

The Town Centre Manager also suggested the following for future initiatives:- that,

- (a) a photographer contracted by the Borough Council be appointed to take up-to-date photographs of Haverhill for use as marketing material, which may also be incorporated into producing non-saleable postcards;
- (b) in order to progress the *'Haverhill Welcome Pack: Residential'* initiative, as detailed under Item 7 of the table, a small working group be established to investigate options for the production and presentation of the Pack;
- (c) investigations be undertaken into holding a 'Hearts and Flowers' themed market in Queen Street for one day only on 10 February 2010, as detailed in Item 20 of the table. Consultation would be held with local traders to ascertain the level of support for this proposal; and
- (d) a data gathering exercise, including a footfall count of Haverhill Town Centre be undertaken by Professor Andrew Fearne of The Kent Business School and the Centre for Value Chain Research, as detailed in Item 22.

In response to the suggestions detailed above, the Working Party expressed the following:-

- (a) samples of postcards and other photographs should be presented to the Working Party before any other marketing material be produced. Whilst Councillor Cox wished a photographer to be sought locally, the majority of Members supported the proposal to appoint a photographer previously contracted by the Borough Council to take these photographs;

- (b) the Working Party supported the proposal to establish a working group of three Members, assisted by officers, to help develop the Haverhill Welcome Pack; however, a representative of the Town Council should be asked to be one of the three Members required to form this group. Members were asked to email the Town Centre Manager directly should they wish to volunteer to join the group;
- (c) subject to satisfactory consultation, the majority of Members were satisfied that a 'Hearts and Flowers' themed market could be held on 10 February 2010. A subsequent suggestion of holding a Farmers' Market in the future would be investigated by the Town Centre Manager; and
- (d) the majority of Members recognised the usefulness of the footfall count and whilst previous discussions had indicated that this could be undertaken by students of the upper schools in Haverhill, for example, Members recognised that the additional data collected for Professor Fearne's research could be applied to other projects. It had been suggested that the Professor could be invited to a future meeting of the Working Party to present his proposals and there was a general consensus of support for this proposal.

RESOLVED:- That

- (1) the progress made to date on the 2009/2010 Town Centre Management agreed activities, as detailed in Sections 1.2 and 1.3 of Report A445, be noted;
- (2) subject to further information being presented to the Working Party as detailed in Minute 78, the following new proposals be considered as potential initiatives for incorporation into the Work Programme:-
 - (a) the undertaking of a footfall count in Haverhill Town Centre, as detailed in Item 22 of the table contained in Section 1.4 of Report A445;
 - (b) the development of a *Haverhill Welcome Pack: Residential*, as outlined in Item 7 of the table contained in Section 1.2 of Report A445, through the establishment of a working group of three Members, assisted by officers, of which one Member should be a representative of Haverhill Town Council;
 - (c) photographs of Haverhill be taken by a photographer previously contracted by the Borough Council to be used for marketing material, including the production of non-saleable postcards of the town, as outlined in Item 4 of the table contained in Section 1.2 of Report A445;
 - (d) a 'Hearts and Flowers' themed market be held on 10 February 2010, subject to satisfactory consultation with traders as outlined in Item 20 of the table contained in Section 1.4 of Report A445. The suggestion of holding of a Farmers' Market be investigated for a future event; and
- (3) other than the initiatives identified in (2) above, all other activities identified in Sections 1.2, 1.3 and 1.4 of Report A445 continue to be developed by the Town Centre Manager.

(Councillor Cox wished it to be recorded that he voted against the resolutions.)

79. Queen Street Enhancement Scheme: Drakes Yard: Gateway Feature

The Working Party considered Report A446 (previously circulated) which sought approval for a design for the gateway feature to Drakes Yard as part of the Queen Street Enhancement Scheme.

On 22 October 2009, the Working Party requested that details be provided on costs for the erection of a gateway feature to Drakes Yard, together with lower cost alternative options. These options were presented to the Working Party on 10 December 2009 and following discussion, Members considered that the sketch options required further development.

Illustrated in Section 2.3 of Report A446 were two further options for consideration. It would cost approximately £3,500 to £4,000, including a gate to install both options.

A detailed discussion was held on the options provided and some Members considered that although more costly at approximately £6,800, the brick and stone option previously presented on 10 December 2009 (minute 65 of the Haverhill Area Working Party minutes referred) was superior to the two further options presented at this meeting. However, the majority of Members favoured Option 1 presented at this meeting, and considered this option should be recommended to the Cabinet for implementation.



RECOMMENDED:-

That, Option 1 of the proposed designs for the Drakes Yard Gateway Feature, as illustrated in Section 2.3 of Report A446, be approved.

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

80. Queen Street Enhancement Scheme: Project Status Report

The Working Party received and noted Report A447 (previously circulated) which was the Project Status Report (PSR) in respect of the Queen Street Enhancement Scheme as at 7 January 2010.

The Head of Planning and Economic Development informed the Working Party that a number of snagging issues were currently being addressed and following their completion, a comprehensive Project Close Out report would be presented to the next meeting of the Working Party on 11 March 2010.

Members also noted that under the terms of a Traffic Regulation Order, car parking on The Pightle would not be permitted when work to the adjacent residents' car park was completed.

Councillor Mrs Gower wished to record her thanks to the Town Centre Manager for following up the parking situation on The Pightle.

81. Haverhill Community Football Project: Update

(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 the item.)

The Working Party considered Report A448 (previously circulated) which was the Project Status Report for the Haverhill Community Football Project as at 8 January 2010.

The Head of Property Services and Engineering reported that the recent freezing weather had affected progress, and had resulted in the laying of the screed floor being delayed by two weeks. With only 12 weeks allocated for the construction of the whole project, this could potentially cause a delay to completing the scheme on time. However, the project remained within budget and the previously reported vandalism had eased.

In response to a question, the Head of Property Services and Engineering reported that he believed that the issue connected with the £20,000 funding previously earmarked to eradicate drainage problems on Chalkstone Playing Fields had previously been addressed at a meeting of full Council by Councillor Mrs Alexander, Portfolio Holder for Culture and Sport, and he would circulate this response by email to the Working Party.

RESOLVED:-

That, the response of Councillor Mrs Alexander, Portfolio Holder for Culture and Sport, believed to have been provided at a meeting of full Council, in respect of the £20,000 funding previously earmarked to eradicate drainage problems on Chalkstone Playing Fields, be circulated to the Working Party by the Head of Property Services and Engineering by email.

82. Haverhill Bus Station Refurbishment: Update

(Councillors Mrs Gower and Marks declared personal interests as Members of Suffolk County Council and remained in the meeting for the consideration of this item.)

The Working Party received and noted an oral update in respect of the Haverhill Bus Station Refurbishment Works.

The Head of Property Services and Engineering drew relevant issues to the attention of the Working Party including that Suffolk County Council had reviewed options for the bus shelters and would shortly be consulting with stakeholders on this issue. It was therefore, expected that proposals would be submitted to the Working Party at its next meeting on 11 March 2010.

83. Proposal for Pedestrianised Plaza

The Working Party received and noted a narrative item which informed the Working Party that the design for the proposed Plaza would be presented to the next meeting of the Working Party on 11 March 2010.

On 10 December 2009, the Working Party resolved that:-

'a detailed proposal on the possibility of allocating the paved area to the front of Subway and Prezzo from car parking to a pedestrianised plaza be presented to the next meeting of the Working Party on 14 January 2010.'

Due to further investigation required on the design of the proposed plaza, the Working Party noted that a detailed report would now be presented at its next meeting.

In response to a question, the Working Party was informed that although the paved area located to the front of *Subway* and *Prezzo* was previously allocated as car parking under the terms of the original planning permission for this development, Members were entitled to seek amendments to the permission, as appropriate.

Councillor Cox expressed concern that adequate seating was currently provided and that a pedestrianised Plaza would encourage youths to congregate in this area. He added that as planning permissions could be amended, the Working Party should reinvestigate the possibility of providing a handrail to the centre of Jubilee Walk as opposed to its present position to the side. In response, the remaining Members of the Working Party considered that a pedestrianised Plaza would be attractive for families and aesthetically pleasing. As there was considerable disabled parking located to the front of the Haverhill Leisure Centre, it was appropriate to remove this area of parking to the front of *Prezzo* and *Subway*. Councillor Cox's proposal to reinvestigate the possibility of relocating the handrail in Jubilee Walk was seconded; however, on being put to the vote, this motion was lost.

84. Dates of Future Meetings

In response to a question, the Committee Administrator informed the Working Party that at the request of the College, meetings held at the Samuel Ward Arts and Technology College commenced at the slightly later time of 4.15 pm to allow sufficient time for students to disperse from the premises. It was therefore, suggested that all future meetings of the Working Party commenced at 4.15 pm regardless of the location of the venue and this proposal was agreed. Members also requested that a list of the venues be included on the agenda in future.

The Working Party then confirmed the following dates for future meetings in 2010:-

11 March;
22 April;
10 June;
22 July;
9 September;
21 October; and
9 December.

All dates were Thursdays and the meetings to commence at 4.15 pm.

The meeting concluded at 6.21 pm

**A WHITTAKER
CHAIRMAN**