

ST EDMUNDSBURY BOROUGH COUNCIL

HAVERHILL AREA WORKING PARTY

**Minutes of a meeting held on Thursday 22 April 2010 at 4.15 pm
in the Conference Room, Samuel Ward Arts and Technology College,
Chalkstone Way, Haverhill**

PRESENT: Councillor Mrs K D Richardson (Vice-Chairman) (In the Chair)
Councillors Ager, Cox, Mrs Gower, McManus, Price (substituting for
Aitkens), Redhead and Mrs Rushbrook

BY INVITATION: Tina Hanks, Haverhill Town Centre Manager
Clair Harvey, Head of Localities, Suffolk County Council
Haverhill Town Councillor Mrs E McManus

(Immediately prior to the meeting at 3.00 pm, some Members of the Working Party undertook a tour of the Haverhill Community Football Project located at the adjacent Chalkstone Playing Fields.)

(The Chairman, Councillor Mrs Richardson, introduced Clair Harvey, Head of Localities at Suffolk County Council (SCC), explaining that Ms Harvey had replaced Alison Wheatland, SCC's Localities Officer, and would therefore, be progressing the Haverhill Locality Project. Ms Harvey was in attendance as an observer.)

100. Substitutes

The following substitution was declared:-

Councillor Price substituting for Councillor Aitkens.

101. Apologies for Absence

Apologies for absence were received from Councillors Aitkens and A Whittaker and the Clerk to Haverhill Town Council, Mr Gordon Mussett.

102. Minutes

Councillor Cox made reference to Minute 85 of the previous meeting of the Working Party held on 11 March 2010, regarding the validity of the substitution of Councillor A Whittaker by Councillor Marks. In response, Councillor Cox was advised that a response to his query, which he had also been raised at the meeting of the Cabinet on 17 March 2010, had already been provided by the Head of Legal and Democratic Services at the Cabinet meeting.

In respect of a matter recorded under Minute 87, the Head of Property Services and Engineering stated that a response to Councillor Cox regarding his query relating to the Haverhill Community Football Project would be circulated by email shortly.

In response to a question regarding the recommendation emanating from an issue recorded under Minute 93, which was to agree terms with Suffolk County Council for the transfer of the necessary strip of land to enable the progression of a project to create access for the new Westfield Primary School in Haverhill; this action had not yet been undertaken and a further report on progress would be presented to the Working Party in due course.

The minutes of the meeting held on 11 March 2010 were confirmed as a correct record and signed by the Chairman.

(Councillor Cox left the meeting at the conclusion of this item.)

103. Declaration of Interests

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

(With the agreement of the Chairman, the following items were considered in a different order to that published in the agenda.)

104. Haverhill Community Football Project: Update

The Working Party received and noted Report A648 (previously circulated) which was the Project Status Report for the Haverhill Community Football Project as at 15 April 2010.

The Leisure Development Officer drew relevant issues to the attention of the Working Party including that the electricity supply to the site was due to be connected shortly. External funding was being bid for allocation towards the fitting-out of the function room. Haverhill Town Council had provided funding towards the construction of a borehole which enabled water for watering the pitches to be extracted directly from the hole instead of from the mains supply. The Haverhill Community Sports Association, which was the organisation currently responsible for the overall implementation of the Project, would shortly be seeking to establish a Partnership Group comprising representatives of the Borough Council, Haverhill Town Council, Suffolk Football Association and Abbeycroft Leisure. The Group would take over the operation of the Project following its handover. An official opening date was provisionally scheduled for 17 July 2010. Amongst other issues, the Group wished to incorporate a Haverhill Football School and would also be appointing a Football Development Officer to manage and encourage use of the facility.

Having undertaken a tour of the Football Project, the Working Party was extremely impressed with the facility and commended the officers for their sterling work in bringing the scheme to near fruition. Members acknowledged that the Project was a tremendous addition to the increasing number of facilities available for young people in Haverhill.

(Borough Councillor McManus arrived during the consideration of this item.)

105. Development Brief: Chantry Mills, Former Gurteen's Factory Site, Haverhill

The Working Party considered Report A645 (previously circulated) which sought approval for the adoption of the Development Brief for Chantry Mills, Former Gurteen's Factory Site, Haverhill as non-statutory planning guidance to inform future decisions on the potential redevelopment and reuse of the site.

The Development Brief had been prepared in accordance with the adopted Replacement St Edmundsbury Local Plan 2016 (Local Plan), with particular adherence to Policy DS5 Design Guidance and Development Briefs. Furthermore, the procedures had been undertaken in accordance with the protocol for the preparation of Design Guidance and Development Briefs.

On 22 October 2009, a draft of the document was recommended for public consultation by the Working Party and subsequently approved by the Cabinet.

Following consultation, the Development Brief had been amended in the light of comments received and this was attached as Appendix 1 to the report.

Consultation was undertaken by Bidwells Planning Consultants between 5 January and 1 February 2010. Attached as Appendix 2 to the Report was Bidwells' Community and Stakeholder Involvement Statement, which contained details of the public consultation process and Exempt Appendix 3 provided a full record of the attendees to the public exhibition and the consultation responses. As a consequence of the 37 comments received during the consultation period, amendments were made where possible and reasonable, and details of these were contained in Section 4.4 of the report.

The Working Party commended the excellent work involved in producing the document and expressed its appreciation to Bidwells for its contribution. Some Members had attended the exhibition at the site, which was considered both informative and beneficial to the consultation process.



RECOMMENDED:-

- (1) *the Development Brief for Chantry Mills, former Gurteen's factory site, Haverhill, as detailed in Appendix 1 to Report A645, be adopted as non-statutory planning guidance for the determination of future planning and listed building applications; and*
- (2) *delegated authority be given to the Senior Conservation Officer, in consultation with the Portfolio Holder for Transport and Planning, to make any minor typographical, grammatical and/or factual changes to the Development Brief for Chantry Mills.*

106. Haverhill Town Centre Management: Update and Proposed Activities to December 2010

The Working Party considered Report A646 (previously circulated), which provided 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 provided additional information on the proposed Town Centre Management activities outlined in Table 1 of the report, and an update on progress in respect of the initiatives and activities undertaken since the approval of the Work Programme in July 2009. She also tabled details of the public consultation on the proposed pedestrianisation of High Street and Queen Street in Haverhill at certain times of the day, whereby Suffolk County Council (SCC) was seeking the views of residents and businesses located in Haverhill Town Centre.

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

- (a) in respect of Table 1 (C), *'Marketing Master Classes for Haverhill Businesses'*, the Mid-Anglian Enterprise Agency (MENTA) and the Local Employment Access Projects (LEAP) Centre had not been involved with progressing this scheme; however, the Town Centre Manager would approach them to ascertain whether they would be interested in working in partnership on this project. Job Centre Plus would also be informed of the objectives and benefits of the scheme;

- (b) in respect of Table 1 (F), *'Seek to Deliver More Events in Queen Street'*, the Town Centre Manager recognised that marshals, stewards and suitably qualified first aiders were required for the duration of the proposed street events. However, the costs to provide these additional persons, together with the possibility of hiring a 'kiddies ride', as suggested by email by the Clerk to Haverhill Town Council, had not been factored into the budget of £2,700, as detailed in the report. Therefore, in order to ensure the safety of the events' participants, a number of the suggested activities outlined in the report may not be accommodated in order to remain within the budget. Members agreed that the Town Centre Manager should provide the necessary requirements for the first event scheduled for 28 May 2010 within the allocated budget and that should additional funding be required for future events, this be reconsidered at the next meeting of the Working Party on 10 June 2010;
- (c) competitive prices had been sought to hire meeting rooms; however, investigations would be undertaken by the Town Centre Manager to possibly use a meeting room located within the new Haverhill Community Football Project facility free of charge, following its opening in summer 2010; and
- (d) the Town Centre Audit referred to in Item 17 of Table 2, was not a regular occurrence; however, the Town Centre Manager would approach SCC asking for the audit to be undertaken annually. The Working Party noted that as a direct result of the recent Town Centre Audit, SCC would be allocating funding towards the erection of new signage on the approach roads to the town centre.

Councillor Mrs Gower, Portfolio Holder for Haverhill and Housing, suggested that a list of the events planned by the Town Council in 2010/2011 be circulated by the Clerk to Haverhill Town Council to the Town Centre Manager and to SCC's Head of Localities, to avoid any potential clashes of events being organised by the respective authorities.

RESOLVED:- That,

- (1) the progress made to date on the 2009/2010 Town Centre Management Agreed Activities, as detailed in Table 2 of Report A646, be noted;
- (2) the new proposals, detailed in Table 1 of Report A646, be incorporated into the Town Centre Management Work Programme;
- (3) the £2,700 budget allocated towards Table 1 (F), *'Seek to Deliver More Events in Queen Street'*, be analysed to ascertain whether further funding was required from the overall approved Town Centre Management budget to deliver future events and this information be provided to the next meeting of the Working Party on 10 June 2010;
- (4) investigations be undertaken by the Town Centre Manager to possibly use a meeting room located within the new Haverhill Community Football Project facility free of charge, following its opening in summer 2010;
- (5) Suffolk County Council be approached by the Town Centre Manager asking for the Haverhill Town Centre audit to be undertaken annually; and

- (6) the Clerk to Haverhill Town Council be asked to circulate a list of the events planned by the Town Council for 2010/2011 to the Town Centre Manager and to the Head of Localities at Suffolk County Council.

107. Public Art in Queen Street, Haverhill: Update

The Working Party considered Report A647 (previously circulated) which provided an update on the progress regarding the installation of the vehicle restriction gates in Queen Street, Haverhill.

On 15 January 2009, the Working Party approved the Terms of Reference for a task-and-finish group to oversee the commissioning of pieces of art in Queen Street (Report Z466 refers). The group was called Public Art for the Town Centre of Haverhill (PATCH).

On 12 March 2009, the Working Party approved a draft brief and methodology for the public art and agreed that the principal artwork would be incorporated in vehicle restriction gates at both ends of Queen Street and that these would be designed by students from Castle Manor Business and Enterprise College, and Samuel Ward Arts and Technology College. The Working Party subsequently approved designs which featured individual Lime leaves, which were illustrated in Appendix A attached to the report.

A budget estimate of £20,000 was initially identified for public art in Queen Street, together with £10,000 allocated towards the gates at both ends of the street. Following the submission of tenders from three companies in Haverhill, the business with the lowest tender, Metcraft, had stated that costs would be lower and the structure stronger if the gates were constructed entirely of stainless steel, and not of aluminium as originally envisaged. Whilst the costs of the structure materials would be less than if built from aluminium, the lowest tender remained at £37,000 with the addition of £4,000 for installation and £1,000 for contingency. This quotation had also incorporated value engineering elements to further reduce costs. The cost to provide the gates was therefore, above the original budget estimate but the overall Queen Street Enhancement Scheme Project had been delivered below the total budget. The Working Party noted that the overspend on the provision of the gates could be accommodated by means of a virement from the budget for the overall scheme.

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

- (a) a provisional date of Friday 16 July 2010 had been scheduled to launch the installation of the gates; and
- (b) a wooden bollard may be erected at the top end of Queen Street between the highway and the gates to both prevent vehicles from parking in this location and also containing acknowledgments of the organisations involved with the project.

The Working Party commended the efforts undertaken to enable the gates to be completed and particular recognition was given by Councillor Mrs Richardson to Neil Williams, Head of Art at Samuel Ward Arts and Technology College for his outstanding contribution to the project. It was hoped that the launch would attract both local and national press coverage due to the inspirational design of the gates.



RECOMMENDED:-

*The Cabinet be requested to **NOTE** that the budget for the erection and installation of the gates at both ends of Queen Street, Haverhill had been exceeded and funded by means of a virement from the budget for the overall Queen Street Enhancement Scheme Project.*

108. Haverhill Bus Station: Update

(Councillor Mrs Gower declared a personal interest as a Member of Suffolk County Council and remained in the meeting for the consideration of this item.)

The Working Party considered a narrative item which provided an update on the present position regarding the replacement shelters for Haverhill Bus Station.

Simon Barnett, Passenger Transport Senior Infrastructure Officer of Suffolk County Council (SCC) had provided a written update, which included details of the proposed locations and size of the replacement shelters, together with information on the type of seating to be installed and the Real Time Passenger Information (RTPI) service.

The Working Party particularly noted that there had been a delay in SCC's ability to order the new shelters. The supplier that SCC had been using for the last five years, Garrick Outdoor Limited, had gone into liquidation following financial difficulties with some of its other customers. Its parent company, Garrick Engineering Limited, remained solvent and was willing to undertake the work on three outstanding orders for shelters in rural locations. However, until the quality of workmanship had been ascertained on these three shelters, SCC was not prepared to commit to placing more orders with them. In the meantime, other shelter manufacturers had been invited to present their product range and ability to incorporate RTPI screens into their designs. It was anticipated that SCC would be in a position to confirm the supplier within the forthcoming weeks.

Whilst Members accepted that SCC was experiencing problems with its suppliers, it was suggested that SCC be asked to commit to a date for installation, as should any delays be experienced in installing the shelters in the rural locations, this could potentially impact on the time taken to replace the shelters at the Haverhill bus station. A request was also made that SCC investigate the possibility of ensuring that the buses provided for customers of the bus station were of a better quality and standard than those currently generally provided.

The following items were reported by Members as requiring investigation or action by the appropriate authority:-

- (a) urgent implementation of the proposed Traffic Regulation Order on The Pightle to prevent vehicles parking in this location;
- (b) the occupants of specific food premises located in the recently refurbished Queen Street had manually taken cooking oil to another premises located further along the Street, which had resulted in copious amounts of oil being spilt on the highway, which needed to be cleared;
- (c) smoking allegedly taking place in particular food premises in the town centre;

- (d) car repairs being undertaken by certain individuals on the highway in The Pightle;
- (e) the removal of advertising A-Boards from Queen Street and other locations in the town centre; and
- (f) alcohol allegedly being consumed in the town centre's alcohol-free zone.

In response, the officers suggested that the Haverhill Town Centre Manager approach the businesses involved in item (b) above and they be written to by the Head of Planning and Economic Development Services reminding them that as they had both successfully been offered grants under the Queen Street Shopfront Grant Scheme, the grants were offered, amongst other things, on the proviso that the upkeep and cleanliness of the shopfront and the immediate vicinity of the premises be maintained. In addition, following the implementation of the proposed Traffic Regulation Orders for High Street and Queen Street, it may be possible to use a proportion of the overall Haverhill Masterplan budget to fund overtime hours for additional policing to address enforcement issues, such as those reported under items (c) and (f) above.

RESOLVED:- That,

- (1) Suffolk County Council be asked:-
 - (a) to commit to a date for the installation of the replacement shelters at Haverhill Bus Station;
 - (b) to investigate the possibility of ensuring that the buses provided for customers of the bus station were of a better quality and standard than those currently generally provided;
 - (c) to urgently pursue the implementation of the proposed Traffic Regulation Order on The Pightle to prevent vehicles parking in this location;
 - (d) to approach certain individuals requesting that they refrain from undertaking car repairs on the highway in The Pightle;
 - (e) to approach businesses to remove the advertising A-Boards from Queen Street and other locations in the town centre; and
 - (f) to clear the spilt cooking oil from the highway in Queen Street, if necessary;
- (2) the businesses involved with the spillage of cooking oil be approached by the Haverhill Town Centre Manager and be written to by the Head of Planning and Economic Development Services reminding that as they had both successfully been offered grants under the Queen Street Shopfront Grant Scheme, the grants were offered, amongst other things, on the proviso that the upkeep and cleanliness of the shopfront and the immediate vicinity of the premises be maintained; and

(3)

- (a) following the implementation of the proposed Traffic Regulation Orders for High Street and Queen Street, investigations be undertaken into allocating a proportion of the overall Haverhill Masterplan budget towards funding additional policing to address enforcement issues, such as those concerning alleged smoking in premises and alcohol consumed in public places; and
- (b) a report detailing the necessary funding required for this action be considered at a future meeting of the Working Party.

109. Dates of Future Meetings

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

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

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

110. Development Brief: Chantry Mills, Former Gurteen's Factory Site, Haverhill: Exempt Appendix 3: Attendees to Public Exhibition and Public Consultation Responses

The Working Party had considered this item under Minute 105 above (Report A645 referred) and it had not been necessary to resolve to move into the private session to consider Exempt Appendix 3 as confidential information had not been discussed.

The meeting concluded at 5.30 pm.

CHAIRMAN