

ST EDMUNDSBURY BOROUGH COUNCIL

HAVERHILL AREA WORKING PARTY

**Minutes of a meeting held on Thursday 9 June 2011 at 4.15 pm
in the Conference Room, Samuel Ward Academy, Chalkstone Way, Haverhill**

PRESENT: Councillors Ager, Ms Byrne, French, Mrs Gower, Marks, McManus, Redhead, Mrs Richardson and A Whittaker

BY INVITATION: Ms Suzanne Buck, Representative of Suffolk County Council's Highways Section (for Minute 11 below only)
Mr Sam Cliff, Representative of Suffolk County Council's Highways Section (for Minute 11 below only)
Councillor Pat Hanlon, Haverhill Town Council
Mr Gordon Mussett, Clerk to Haverhill Town Council
Mr Richard Webster, Electrical Services Manager, Suffolk County Council (for Minute 8 below only)

1. Substitutes

No substitutions were declared.

2. Election of Chairman

It was proposed, seconded and

RESOLVED:-

That Councillor Mrs K D Richardson be elected Chairman of this Working Party.

(At this point, the Chairman welcomed to the meeting, the member of the public present and the newly appointed Members and invitees of the Working Party, Borough Councillors Ms Byrne and French, and Haverhill Town Councillor Hanlon.)

3. Appointment of Vice Chairman

It was proposed, seconded and

RESOLVED:-

That Councillor A Whittaker be appointed Vice-Chairman of this Working Party.

4. Apology for Absence

An apology for absence was received from Councillor Mrs Rushbrook.

5. Minutes

The minutes of the meeting held on 24 March 2011 were confirmed as a correct record and signed by the Chairman.

6. Declaration of Interests

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

(With the agreement of the Chairman the agenda was considered in a different order to that published in the agenda.)

7. Haverhill Vision 2031: Issues Consultation: Summary

The Working Party received and noted Report C15 (previously circulated), which provided a summary of the outcomes emanating from the initial public engagement events that had been held in preparation of the Haverhill Vision 2031 document.

On 13 January 2011, the Working Party had noted a narrative item on the process for preparing the Haverhill Vision 2031 document and had been asked for suggestions for engaging local people in the process (Minute 47 referred). The initial public engagement events were held between 1 February and 30 April 2011. Attached as Appendix A to the Report was a summary of the events undertaken during the consultation period and a summary of the comments received during this period was attached as Appendix B.

A member of the public was in attendance and was invited to speak by the Chairman. The gentleman expressed concern that the issues identified in the consultation under the Historic and Natural Environment theme and outlined on page 11 and 12 of Appendix B, had been inadequately ranked in order of importance as this was the final theme recorded in the list of topics. In response, the Planning Policy and Specialist Services Manager stated the themes had not been ranked in any particular order, only the comments listed within each theme. Each theme would be given equal weight when continuing the development of the Haverhill Vision 2031 document.

The Planning Policy and Specialist Services Manager undertook a presentation and set out the timescales by which the document would be developed. It was envisaged that the final version of the Vision 2031 document would be adopted in late 2012 with subsequent delivery plans emanating from the document at a later date.

A detailed discussion was held on the process for developing the document to ensure it encompassed the objective of creating a community led shared vision for Haverhill for the next 20 years. The discussion included references to the correlation between the document and the Community Infrastructure Levy, how decisions would be taken on deciding which issues remained appropriate to be included in the final version, and the importance of engaging young people in the process.

8. Street Lighting Proposals

(Councillor Mrs Gower declared a personal interest as Suffolk County Councillor for Haverhill East and Kedington Division. Councillor Mrs Richardson declared a personal interest as her employer, Haldo Developments Limited, supplied street lighting furniture to Suffolk County Council. Both Councillors remained in the meeting for the consideration of this item.)

The Working Party received and noted a narrative item and presentation provided by Mr Richard Webster, Electrical Services Manager at Suffolk County Council (SCC), in respect of SCC's proposals to control the timings and light level output of street lighting in Haverhill and its neighbouring area.

SCC would be investing £2.5 million to install an 'intelligent lighting system' affecting over 55,000 street lights across Suffolk. This would enable street lights to be

dimmed and lighting hours to be controlled from a central location. Overall, the investment would deliver annual savings on energy costs approaching £500,000 and carbon reductions of over 4,000 tonnes per annum. In general, it was proposed that street lighting would be turned off in residential areas between midnight and 5.30 am, and dimmed in other areas. However, there were certain locations where lighting levels and operating times needed closer examination such as in town centres, major junctions, public car parks and some residential areas.

Mr Webster tabled copies of maps of Haverhill and its neighbouring area, which identified the existing locations of street lights in the town and also provided initial illustrative proposals of how they might be affected. Each were annotated with the following colour indicators:-

- (a) Black: these lights were proposed to be extinguished between midnight and 5.30 am;
- (b) Orange: this lighting was proposed to remain available all night, but would be dimmed when the technology was sufficiently developed;
- (c) Yellow: this lighting would remain available throughout the night; and
- (d) Green: this lighting was owned by other partners and not SCC, therefore no proposals had been made to change how these lights currently operated.

A detailed discussion was held and Members provided feedback to Mr Webster on the proposals, including making suggestions for changes the maps in terms of the levels of lighting proposed. Consideration was also given to requesting that comments should be invited from other stakeholders and the general public by providing the maps and appropriate consultation documentation on SCC's website to generate further feedback. Mr Webster stated the consultation process would incorporate this suggestion and he also welcomed the opportunity to attend a future meeting of the Working Party to update on progress.

(Councillor Redhead and Mr Webster left the meeting at the conclusion of this item.)

9. Terms of Reference

The Working Party considered a narrative item which asked the Working Party to review the Terms of Reference for the Haverhill Area Working Party.

The current Terms of Reference for the Working Party were:-

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

A discussion was held on how the functions of the Working Party related to the remit of the new ONE Haverhill Board which had recently been established and was holding its first meeting shortly. In response, Councillor Mrs Gower, Chairman of ONE Haverhill during the transition period, explained that the two bodies would operate simultaneously until the direction of ONE Haverhill was fully established.

The Committee Administrator advised that the Haverhill Area Working Party was a Working Party of the Borough Council which made recommendations to its Cabinet, and was currently operating as a separate entity to ONE Haverhill.

Members considered whether the Terms of Reference should be amended to include reference to *'reviewing the existence of the Haverhill Area Working Party in six*

months time; however, it was considered more appropriate for the Terms of Reference to remain unchanged at the present time and for this item to be placed on the agenda in six months time for subsequent review.

RESOLVED:-

That the Terms of Reference of the Haverhill Area Working Party be placed on the agenda for review at its meeting on 15 December 2011.

10. Haverhill Town Centre Management: Update

The Working Party considered a report (tabled at the meeting), where approval was sought for funding towards the Haverhill Shopper Survey Project. An oral update was also provided in respect of the situation regarding Haverhill Town Centre Management in general.

The Economic Development Manager informed the Working Party that the former Haverhill Town Centre Manager's contract had expired on 2 June 2011 and that much of the workload had transferred to the Economic Development Section. Particular attention was being given to the Haverhill Shopper Survey Project which was the subject of the tabled report.

On 27 April 2011, the Cabinet approved the Working Party's recommendation to accept the offer from Kent Business School (KBS) of a student placement to undertake a professionally designed and conducted survey by a specially selected student in Haverhill Town Centre, as detailed in section 3.13 of Report B527 (Cabinet Minute 155 (2) referred). A sum of £1,000 from the existing Town Centre Management budget was approved to support expenses incurred by the student.

Since then, the potential for this project had grown. The Association of Town Centre Managers (ATCM) had written to express its keen interest in the outcomes; the Government has announced its intention to commission Mary Portas (Mary Queen of Shops) to undertake a review of the "High Street"; and most notably a number of shops in Haverhill High Street had announced their intention to close.

The co-ordination and promotion of this project would take time and whilst the skills existed within the current staff structure of the Borough Council, there was insufficient staff time to dedicate to this project. The potential for this project to become nationally recognised suggested that a dedicated Project Manager was required to ensure that the project created an impact on Haverhill Town Centre.

The Council had previously allocated £25,000 funding towards the Haverhill Shop Front Grant Scheme from its Local Authority Business Growth Incentive (LABGI) budget allocation, however this scheme had not been widely accessed. Therefore, the Working Party was asked if it would recommend that £10,000 be re-allocated from the funding that remained available for this scheme towards Phase 1 of the Haverhill Shoppers Project; however as £1,000 had already been allocated from the Haverhill Town Centre Management budget, this amount was reduced to £9,000. An application to KBS's 'Innovation Fund' would be submitted to match-fund this amount, potentially providing an overall budget of £20,000 for Phase 1.

The Working Party noted the principal aim of the project was to translate the knowledge held by large national multiple retailers such as Tesco to the smaller independent trader. The proposed outcomes of the project were briefly listed in Section 1.9 of the tabled Report; however some concern was expressed at the meeting that insufficient detail was provided as to what would be gained from commissioning Phase 1 on the project and whether additional funding would be required to progress into Phase 2. The majority of Members concurred that the project would be beneficial, however as

Terms of Reference had not yet been formally produced for the project, the Working Party considered it appropriate to delegate authority to the Economic Development Manager, in consultation with the Chairman and Vice-Chairman of the Haverhill Area Working Party, to produce and finalise the Terms of Reference, having taken into account suggestions for inclusion made by the Working Party by email.



RECOMMENDED:- That

- (1) £9,000 be allocated from the Local Authority Business Growth Incentive (LABGI) budget previously allocated to the Haverhill Shopfront Grant Scheme and subject to additional match funding from Kent Business School to support the project management and expenses associated with the Haverhill Shopper Survey Project detailed in Report B527;**
- (2) the Economic Development Manager be authorised to recruit a Project Manager using funding from (1) above and to commission them to work with Kent Business School to progress this project; and**
- (3) delegated authority be given to the Economic Development Manager, in consultation with the Chairman and Vice-Chairman of the Haverhill Area Working Party, to produce and finalise the Terms of Reference for the Haverhill Shoppers Survey Project.**

RESOLVED:-

That, suggestions be emailed by Members of the Haverhill Area Working Party to the Economic Development Manager in respect of the proposed Terms of Reference for the Haverhill Shopper Survey Project.

11. High Street Enhancement Scheme: Update

(Councillor Mrs Gower declared a personal interest as Suffolk County Councillor for Haverhill East and Kedington Division. Councillor French declared a personal interest as a Blue Badge Holder. Both Councillors remained in the meeting for the consideration of this item.)

The Working Party considered an oral report from Suzanne Buck of Suffolk County Council's (SCC) Highways Section in respect of the proposed enhancements to High Street, Haverhill. She was accompanied by SCC Highways Engineer, Sam Cliff, who provided an illustrative presentation on the proposals.

Ms Buck explained that the Traffic Regulation Order which proposed the pedestrianisation of the High Street at certain times of the day, together with relocating the Friday provisions market to the High Street, was advertised in 2010 and had received several objections. These issues remained unresolved, therefore it was anticipated the Order would be considered by SCC's Rights of Way Committee in September 2011 where authority would be sought for the Order to be determined by a Public Inquiry (PI). The PI was then expected to commence towards the end of September 2011.

A discussion was held on the proposed permitted vehicle access and loading/unloading arrangements to the High Street, as detailed in the Order and how soon the requirements of the Order would be fully implemented depending on the

outcome of the PI. A summary of this information would also be circulated by Ms Buck by email to the Working Party following the meeting.

Mr Cliff then provided a presentation on the proposed enhancements for the High Street. The Working Party noted computer generated illustrations of two options which both incorporated variations on the shared space concept. Mr Cliff also stated that it was intended to feature the Haverhill bespoke street furniture, bollards, seats and planters, and also to de-clutter the area of unnecessary road signage.

Ms Buck and Mr Cliff concluded their presentations advising the Working Party that suggestions for making specific changes to the proposed enhancement scheme would be welcomed and progress would be reported at the meeting of the Working Party on 8 September 2011.

RESOLVED:-

That, the following items be circulated to the Working Party by email:-

- (1) the proposed timetable to progress the implementation of the Traffic Regulation Order for the High Street, Haverhill; and
- (2) a summary of the proposed permitted vehicle access and loading/unloading arrangements, indicating the days and times associated with the restrictions and exemptions as detailed in the Order.

12. Public Art for the Town Centre of Haverhill (PATCH)

The Working Party considered a narrative item, which sought approval for a number of recommendations associated with commissioning artwork for the High 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 and Minute 42 referred). The group was called Public Art for the Town Centre of Haverhill (PATCH).

PATCH, which comprised representatives of the Working Party, Haverhill Town Council, local schools and businesses, successfully delivered the new gates in Queen Street in July 2010. PATCH now wished to produce another work of art as part of the enhancement of the High Street. The officers had recommended a budget of £10,000 for this work and whilst the Working Party was largely in agreement with this amount, it wished to reduce the limit to £8,000, but provide a contingency of £2,000. Installation of the artwork would also be met from within this budget, which would be drawn from the overall £750,000 Growth Area Funding budget that had already been allocated for the enhancement of the High Street. PATCH would provide updates to the Working Party and approval sought before commissioning any work.

The Working Party was in agreement that:-

- (a) Councillor Mrs Rushbrook should be appointed as Chairman of the Group;
- (b) Councillor Mrs Richardson should be appointed as a representative of the Working Party to sit on the Group; and
- (c) Haverhill Town Councillor Hanlon would be appointed to the Group by the Working Party.



RECOMMENDED:- That

- (1) *Public Art for the Town Centre of Haverhill (PATCH) be permitted to continue as a task-and-finish group;*
- (2) *the terms of reference be amended in order to enable PATCH to oversee the commissioning of a piece of art in High Street, Haverhill;*
- (3) *Councillor Mrs Rushbrook be appointed as Chairman of the Group;*
- (4) *Councillor Mrs Richardson be appointed as a representative of the Haverhill Area Working Party to sit on the Group;*
- (5) *Haverhill Town Councillor Hanlon be appointed to the Group by the Haverhill Area Working Party, and appropriate representatives also be sought from local schools and traders to sit on the Group;*
- (6)
 - (a) *PATCH be requested to work within a budget limit of £8,000 with a contingency of £2,000 provided from within the overall £750,000 Growth Area Funding budget allocated to the enhancement of the High Street, Haverhill;*
 - (b) *installation of the artwork also be met from within the budget allocated to PATCH; and*
- (7) *approval be sought from the Haverhill Area Working Party on PATCH's proposals before PATCH proceeds in commissioning any work.*

13. Dates of Future Meetings

The Working Party confirmed the following dates for future meetings in 2011:-

21 July;
8 September;
27 October; and
15 December.

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

The meeting concluded at 7.05 pm.

**MRS K D RICHARDSON
CHAIRMAN**