



East Suffolk  
Community  
Partnerships  
*Bringing ideas to life*

Carlton Colville  
Kessingland  
Southwold  
& villages

## Carlton Colville, Kessingland, Southwold and villages Community Partnership

**Chair:** Councillor Jenny Ceresa (East Suffolk Council)

**Vice-Chair:** Councillor Michael Ladd (Suffolk County Council)

**East Suffolk Councillors:**

Councillor David Beavan

Councillor Norman Brooks

Councillor Jenny Ceresa

Councillor Craig Rivett

Councillor Letitia Smith

**Suffolk County Councillors:**

Councillor Michael Ladd

Councillor David Ritchie

Councillor Richard Smith

Councillor Melanie Vigo Di Gallidoro

**Partnership Organisations:**

Local Town and Parish Councils

Suffolk Constabulary

Great Yarmouth and Waveney Clinical  
Commissioning Group

Community Action Suffolk

Business Community

Youth Community

Environment

Members of the **Carlton Colville, Kessingland, Southwold and villages Community Partnership** are invited to a meeting to be held via Zoom, on **Wednesday, 12 May 2021 at 6.00pm**

This meeting will be broadcast to the public via East Suffolk Council's YouTube Channel at <https://youtu.be/wcSgbfIQ5UE>

Agenda

Pages

- |          |  |              |
|----------|--|--------------|
| <b>1</b> | <b>Welcome and Apologies for Absence</b><br>The Chairman will welcome everyone to the meeting and receive any apologies for absence.   |              |
| <b>2</b> | <b>Action Notes</b><br>To confirm the action notes from the last meeting held on 17 February 2021.   | <b>1 - 4</b> |
| <b>3</b> | <b>Terms of Reference</b><br>To note the updated generic Terms of Reference for Community Partnerships revised by the Cabinet Member for Communities, Leisure and Tourism.   | <b>5 - 7</b> |
| <b>4</b> | <b>Core Membership</b><br>To review the Partnership's membership in light of the revised Terms of Reference.   |              |
| <b>5</b> | <b>Appointment of Vice-Chairman</b><br>To appoint a Vice-Chairman for the 2021/22 Municipal Year.  |              |
| <b>6</b> | <b>Presentations</b><br>(a) <b>Rural Proofing</b><br>To receive a brief presentation from Sarah Mortimer, Community Action Suffolk, on the district wide Rural Proofing Project.<br><br>(b) <b>Virtual Walks</b><br>To receive a brief presentation by Rachel Tucker, Communities Officer. |              |
| <b>7</b> | <b>Community Partnership Board Update</b><br>To receive an update from the Community Partnership Board meeting held on 1 March 2021.   | <b>8 - 9</b> |

## 8 Project Updates

To receive any updates on the following projects:

### (a) 2019/20 Funding

- The Loft in Southwold – £1750 to extend its provision to a larger age group
- Impact Youth Group in Carlton Colville - £2K
- Be Involve – £2K for Munch and Mingle Sessions which provide skills and helps with social isolation
- Kessingland Youth Hub - £2K
- £2K ringfenced for research following anecdotal evidence of need to try to understand exactly what that need is

### (b) 2020/21 Funding

- Sloppy Slippers (50 pairs) = £800
- Talking Benches – £500 each x up to 10 = £5,000
- Voice of a Friend = £2,325
- Small Grants Scheme (£500-£1,500 maximum) = £15,000
- Virtual Walks = £1875

## 9 Partnership Members' Feedback

An opportunity for Partnership members to highlight any issues, challenges or successes within their area/group, particularly in relation to the current priorities of Youth, Social Isolation and Transport.

## 10 Priorities for 2021/22

Having reviewed the projects funded to date, heard about the rural proofing project and anecdotal evidence from members about the challenges and successes in their area, the Partnership is asked to review and agree the priorities for 2021/22.

## 11 Date of Next Meeting

To confirm the date of the next meeting as Wednesday, 14 July 2021 at 6pm.

## 12 Any Other Business

### Filming, Videoing, Photography and Audio Recording at Partnership Meetings

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[democraticservices@eastsoffolk.gov.uk](mailto:democraticservices@eastsoffolk.gov.uk)



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## **Carlton Colville, Kessingland, Southwold and villages** **Community Partnership**

### **Action Notes of the Meeting held on Wednesday, 17 February 2021 at 6pm remotely via Zoom**

Core Membership:

ESC Councillors – Cllr Jenny Ceresa (Chairman), Cllrs David Beavan, Norman Brooks, Craig Rivett and Letitia Smith.

SCC Councillors – Cllrs Michael Ladd, Tony Goldson and Melanie Vigo di Gallidoro.

Town and Parish Councils – John Armstrong (Henstead with Hulver Parish Council), Alison Ayers (Carlton Colville Town Council), Cllr Ian Bradbury (Southwold Town Council) and Cllr Jill Tyler (Carlton Colville Town Council).

Partnership Organisations – Ian Castro (Impact Detached), Lynne Fulcher and Lorraine Light (Community Action Suffolk).

Others present (non-voting) – Luke Bennet (Partnerships Manager), Louise Carter (Communities Apprentice), Sarah Davis (Democratic Services Officer), Janet John (NESCAB), and Jo McCallum (Communities Officer).

Item	Discussion
1.	<p><b>Welcome from the Chairman, Introductions and Apologies</b></p> <p>The Chairman, Councillor Jenny Ceresa, welcomed everyone to the meeting and it was noted that apologies for absence had been received from Neil Coleby (Kessingland Parish Council) and Cllr Jenny Sheahan (Mutford PC).</p>
2.	<p><b>Notes of the Last Meeting</b></p> <p>Jo McCallum reported that, as requested at the last meeting, she had asked about the delay in the Loft Project receiving funding and it was noted that this had been due to the grant acceptance form not being returned.</p> <p>The notes of the last meeting held on 18 November 2020 were agreed.</p>
4.	<p><b>Community Partnership Board Update</b></p> <p>The Partnership's attention was drawn to the update report of the discussions at the last Board meeting held on 7 December 2020. Luke Bennet reported that the Board had made a lot of progress against a number of their priorities and a</p>

	<p>lot of these would resonate for this Community Partnership. He explained that the Hidden Needs Scheme had funded 16 projects and had £35,000 left in the pot. The Bounce Back Scheme had funded 46 projects and had £22,000 left. Luke added that it was hoped to expand this funding because a lot of the projects were making an impact on the ground.</p> <p><b>AGREED:</b> That the update be noted.</p>
5.	<p><b>Update on 2019/20 Funding</b></p> <p>Jo McCallum provided an update on the projects funded as follows:</p> <ul style="list-style-type: none"> <li>• Be Involved Munch and Mingle café sessions - postponed due to Covid but would hopefully be launched in June/July with a pop up café in the community. Bev Patnell would update the Partnership nearer the time.</li> <li>• Impact Detached Youth – funding was ringfenced and they would host drop-in sessions for young people once Covid restrictions lifted.</li> <li>• Youth consultation to ascertain what young people wanted in their area – proposed to take place in the summer but, again, was Covid dependent.</li> </ul> <p>Cllr Beavan gave an update on the Loft project in Southwold – the money had been used to purchase equipment eg a pool table, PS console, games etc.</p> <p><b>AGREED:</b> That the project updates be noted.</p>
6.	<p><b>Allocation of 2020/21 Funding</b></p> <p>The Partnership received an update on the Voice of a Friend Project and it was noted that this had been started by the Lowestoft and Northern Parishes Community Partnership last year. Janet John explained that the project now had 38 clients linked to befrienders and there were 29 on the waiting list. She added that one of the clients linked to a befriender was from the Kessingland area. Janet stated that NESAB wanted to build the client list up but would not advertise the project until they had enough volunteers to match demand. She explained that, at the moment, most volunteers were only linked to one client until they gained in confidence and then they would have up to four. Janet requested that anyone who wanted to volunteer as a befriender to come forward. She added that, in the meantime, the Project Co-ordinator kept in touch with those on the waiting list until a befriender became available. The Co-ordinator was also linked into the Social Prescribing Scheme so if a client was not suitable because they had more complex needs then it was possible to channel them through to an adviser. It was noted that the Solutions Social Prescribing</p>

Scheme had been going for over five years now and clients could be referred to it or if anyone wanted to volunteer by contacting [solutions@nescab.cabnet.org.uk](mailto:solutions@nescab.cabnet.org.uk) or 01502 464597. Janet stressed that whilst no-one would be left behind, NES CAB would prioritise individuals based on their needs rather than on which Community Partnership area they lived in.

Alison Ayers asked Janet if NES CAB could provide suitable wording that Parishes could use to promote the need for volunteers.

**ACTION:**

Janet John to provide brief wording on the project and the request for volunteers

Janet was asked whether NES CAB had spoken to local churches as a source of volunteers and she responded that she would like to do so as they would also be a good contact to identify potential clients as well as volunteers. Tony Goldson stated that Halesworth Volunteer Centre and churches already had a very successful Befriending Scheme in place and apologised that he had to leave the meeting.

The Chairman thanked Janet John for her update and Janet left the meeting.

Jo McCallum provided the Partnership with an update on the remaining projects funded in 2020/21 as follows:

- the grants scheme deadline had been extended until 12 February. 5 applications had been received and were currently being looked at by the Grants Team, prior to herself looking at them and a Grants Panel deciding on the applications on 1 March.
- 5 requests had been received for talking benches.
- The Slipper Swap project was on hold due to Covid, although it was being actively promoted eg leaflets had been included in the East Bags to ask if people were interested and the 50 pairs of slippers would then be distributed in the community once Covid restrictions were lifted.

Jo explained that there was £1,875 left in the budget and it was being proposed that this Partnership bolt on to the Lowestoft CP project – the Lowestoft Mile which was being launched on 1 April and was a virtual walk, picking up points of interest in the area. She added that the cost was £1K per walk and suggested that most of the CPS would eventually want to join this project as it was so good. Jo stated that, if agreed, the proposed walk would need to be in an interesting area that had for example an historic value but someone in the community that had that knowledge. Craig Rivett expressed his support of the project and suggested that it might be useful to have different narratives or themes for the

	<p>same visual walk to engage more people. Norman Brooks stated that he would be happy to provide the additional funding from his Enabling Budgets funding to enable two walks to be funded. It was noted that the videos lasted approximately 25 minutes and all the virtual walks would be made widely available rather than restricted to just people in this Partnership area. The Chairman asked anyone with ideas for where the walks should take place to contact Jo McCallum.</p> <p><b>Ian Castro joined the meeting at this point.</b></p> <p><b>AGREED:</b> That the updates on the existing projects be noted and the remaining funding be allocated towards two walks with the outstanding funding being provided by Councillor Brooks from his Enabling Budget.</p> <p>Clarification was sought in relation to the progress of the Grandpads and Jo McCallum explained that a number were available so referrals for those that might benefit would be gratefully received.</p>
<b>7.</b>	<p><b>Dates of Future Meetings</b></p> <p>It was confirmed that the next meetings would take place on:</p> <p>Wednesday, 12 May 2021 at 6pm  Wednesday, 14 July 2021 at 6pm  Wednesday, 17 November 2021 at 6pm  Wednesday, 16 February 2022 at 6pm</p>

The meeting concluded at 6.45pm.



## East Suffolk Community Partnerships - Terms of Reference

***Community Partnerships (CPs) are an innovative way for the Council, partners and communities to work together to 'bring ideas to life' by taking a local approach to local priorities, following the creation of East Suffolk Council (ES), with larger wards and fewer (55) Councillors.***

### **1. Form and Membership**

- 1.1** There will be eight Community Partnerships (CPs), covering the whole of the ES Council area, based on groupings of communities, and using the ES ward boundaries as the building blocks. A plan showing the area of each CP is attached to these terms of reference. The CPs will report to the CP Board and the ES Cabinet.
  
- 1.2** The core voting membership of each CP will be drawn from the following pool dependent on the priorities of the CP (which means that each CP's membership will vary as some sectors or individuals may not be included as voting members, although they could be included as non-voting interested bodies/people):
  - The ES Councillors for the CP area (between 4 and 14 Councillors)
  - The Suffolk County Council (SCC) Councillor(s) for the CP area (to sit on whichever/however many CPs best fit their SCC Division)
  - 2 representatives (from each Town Council in the CP area)
  - A representative from at least one Parish Council/Meeting for each of the individual ES wards within the CP area
  - A representative from Suffolk Police
  - A representative from Great Yarmouth and Waveney CCG or Ipswich and East Suffolk CCG (whichever serves the CP)
  - At least two representatives from the Voluntary, Community and Social Enterprise sector (VCSE) nominated and supported by Community Action Suffolk
  - At least one representative from the business community
  - At least one representative from the youth community
  - A representative from Lowestoft Rising, Leiston Together or Felixstowe Forward, in the CPs covering Lowestoft or Leiston or Felixstowe.
  - At least one of the core members to be a 'rural champion' – representing and championing the views and needs of rural communities
  
- 1.3** Core voting members of the CP will be expected to;
  - live, work or trade in the CP area,
  - have sufficient authority to speak for their organisation/partnership and
  - report back to their organisation/partnership on the activities of the CP.
  
- 1.4** The quorum for any meeting of the CP will be a minimum of 6 voting members of the CP. The membership of the CP will be reviewed annually in May, following the District or County Council elections (where applicable). If there is not a quorum present at each meeting of the CP, it will not be able to make any decisions at that meeting.

## **2. CP Principles**

- Involve local councils, public services, communities, voluntary sector organisations and businesses in planning and delivering joined up services that meet local needs
- Make the best collective use of our assets and resources
- Base decisions on data and intelligence about local places
- Identify, understand and address deprivation, disadvantage and hidden needs and consider how CP decisions impact on both rural and non-rural areas
- Champion, represent and influence on behalf of East Suffolk and the eight Community Partnerships

## **3. Role of the CPs**

### **3.1 CPs will:**

- a) focus on cross cutting issues for which no one organisation is solely responsible
- b) hold an annual CP workshop, ideally including representatives of the wider community of the CP area to set or confirm the priorities for that CP, which are based on local data and knowledge
- c) develop an annual work plan to address the CP priorities for the coming year, and support delivery of the ES Strategic Plan
- d) address the CP priorities and identified gaps in service provision using a solution-focussed and problem-solving approach
- e) monitor and adapt their agenda in response to emerging issues affecting the CP area or a wider area in ES, including issues raised through Youth Voice and other sources of community intelligence
- f) report quarterly to the CP Board, and annually to the ES Cabinet, on progress against their priorities, and provide such other verbal/written reports to other organisations or partnership bodies, as requested.
- g) develop proposals for expenditure against the annual budget of £25,000 per CP and seek authorisation for actual expenditure from the ES Cabinet Member for Communities
- i) bid for additional funds from the ES Strategic Budget and from other external sources in order to deliver the priorities of the CP
- j) create Task & Finish/Working Groups as required to explore specific issues/priorities in greater detail
- k) conduct or commission research into policy or service delivery issues affecting the CP area
- l) actively support and send representatives to participate in the CPs Annual Forum
- m) ensure that all decisions have given due regard to the direct and indirect impacts on rural areas

## **4. Chair and Vice Chair of CPs**

### **4.1 Each CP will be chaired by an ES Councillor for the CP area, appointed by the Leader of East Suffolk Council. This Councillor will (a detailed Job Description is available);**

- fulfil this role until such time as they are replaced by the Leader of East Suffolk Council
- sit on the East Suffolk CP Board
- provide a strong sense of purpose and direction to the CP
- drive the CP's annual work programme
- work alongside a range of Officers including the Communities Officer, Communities Manager and other Communities Team members, Head of Communities and the Partnerships Manager.

*Updated: April 2021*

- 4.2 The Vice Chair will be elected annually by the members of the CP and will deputise for, and take decisions on behalf of, the Chair in their absence.

## **5. Meetings of the CPs**

- 5.1 CP Meetings will be by invitation but held in public and their style will be inclusive and interactive. Wherever possible they will be organised to problem solve (for example workshop style) rather than as formal meetings.
- 5.2 The “Municipal Year” for CPs will align with the financial year so will run from April to March and meetings will normally be held at least three times each year, although additional meetings may be called by the Chair as necessary, on at least five clear working days written notice. Task and Finish Groups may be established in order to progress Community Partnership business between CP meetings.
- 5.3 The dates of each CP Meeting will be agreed in advance by the CP and they will be held at a suitable venue within the CP area or remotely using video conferencing facilities.
- 5.4 Any member of the CP may request that an item be included on the agenda for a meeting. The meeting papers will be sent out by electronic mail (or post if necessary to those without internet access) to all members of the CP no later than five clear working days before the meeting.
- 5.5 Agendas and action points arising from each meeting will be recorded and published on the Community Partnership pages of the ESC website.

## **6. Voting**

- 6.1 The aim at each CP meeting will be to reach decisions by a consensus with all core voting members of the CP being eligible to vote, and each will have one vote, indicated by a show of hands. The Chair of the CP will determine when there is no consensus and therefore an issue should be put to the vote. However, it is suggested that any funding matters should generally be voted on formally with core voting Members stating their vote verbally. Whichever method is used, a majority vote of those present and voting will prevail. The Chairman of the CP will have a casting vote.

## **7. Financial Accountability**

- 7.1 The ES Council will operate as an accountable body for the eight CPs and the CP Board. The budget for each CP will be allocated against agreed priorities (unique to each CP) and clear criteria (the same for all eight CPs) which will be agreed at the first meeting of the CP each year. These are designed to ensure that this funding is not used for purposes beyond the ES Council’s powers, or the law, and that projects supported align with the ES Council’s Strategic Plan.



## Key outcomes of the East Suffolk Community Partnership Board meeting held 1 March 2021.

### 1. Recap:

All eight Community Partnerships are represented on the Community Partnership Board by their respective Chairs.

Community Partnership Board meeting agendas / papers / presentations / minutes can be viewed [HERE](#)

### 2. One Year On - Annual Impact Review

A review of the impact of Community Partnerships was led by Steve Gallant, Chairman.

The presentation can be viewed [HERE](#)

Key points relating to the eight Community Partnerships (CP's):

- The Community Partnership model was based on and IN communities, envisaged as centred on dynamic workshops and meetings in community spaces (villages halls community centres etc) to allow people to come together and problem solve local issues in their own local area. COVID totally changed this and added a whole new dimension to issues faced by communities. The CP's have responded magnificently by shifting their whole model to virtual working and managing to successfully develop a programme of work to support and coordinate elements of our community response to Covid across the whole of East Suffolk, as well as delivering on their own priorities. Several CPs have also set up Task and Finish Groups to make progress between meetings.
- £247,951 has been committed to projects across all eight CP's. with 48 projects planned, completed or underway across all eight CP's this year. However, total project costs across all CP's amounts to £604,435.09. This is combined funding for projects either initiated, developed, or supported by the CP's which represents a multiplier of 1.48 on their own budgets (i.e. for every pound that ESC has invested through the CPs a further £1.48 has been contributed). This demonstrates the value that is added by working in partnership by bringing budgets and funding streams together around shared priorities.

### 3. Progress from the Covid Impact Task and Finish Group.

The Covid Impacts Task and Finish Group has now met three times since it was formed, most recently on February 5th, 2021. the group reviewed all the material considered at its previous meetings about the impacts of Covid-19 in East Suffolk. This is summarised in a table [HERE](#)

The East Suffolk Buddy Up programme will build on the Suffolk model designed and delivered by Community Action Suffolk which in turn emerged from the Community Can programme. CAS are recruiting three members of staff to lead on their Isolation Buddies programme - one to work across Suffolk, one to focus on BAME and hard to reach communities and a legacy officer. All these roles are linked to the Covid

Outbreak Management Fund ambition to limit the transmission of Covid-19 by supporting people to stay well.

The model involves the recruitment of Covid-Support Buddies, initially from Good Neighbour Schemes and mutual aid/Covid response groups. The East Suffolk programme will augment this model by providing additional capacity to focus on recruiting, training, and supporting Community Buddies and Digital Buddies/Champions in our District. The aim is to support people to stay well and connected during the response phase of Covid-19 and then to support people to re-connect with community groups, activities, and facilities during the Covid-19 recovery phase. The full outcome proposal can be viewed [HERE](#)

Following discussion, the Board agreed to:

- Allocate £10,369 towards the Buddy Up project
- Allocate the remaining (£11,500) to the East Suffolk Grandpads scheme.
- Allocate £22,049.73 to the Bounce Back Fund
- Mandate the Task and Finish Group and partner organisations to develop the projects identified as a priority for 2021/22 funding from the Community Partnership Board and bring outcome proposals back to the June Board meeting

#### **4. Feedback on the Transport and Travel Programme**

The Programme Manager has started work on the programme, following the kind offer from EDF (15 hrs p/w for 6 months). Progress to date:

- Kicked off both quantitative and qualitative data gathering, which is due to ramp up over the next couple of weeks.
- Produced a key contacts list to support the creation of the CPB transport & travel strategy and begun contacting all 8 Community Partnership Chairs to arrange a conversation.
- Created a plan of action for the path leading to the strategy and fed back to the task group for further input.

#### **5. Looking forward**

The Board considered the coming year in East Suffolk and reviewed it's ambitions for 2021/22. Presentation "What will this year look like in East Suffolk" can be viewed [HERE](#)

The Board agreed to:

##### **1. Maintain focus on current Priorities:**

- Isolation and Loneliness (even bigger issue than pre-Covid...)
- Transport and Travel (deliver more impacts at a community level this year)

##### **2. Continue to tackle the impacts of Covid-19 with a specific focus on Vulnerable People and Places**

##### **3. Also focus on Mental Health and Wellbeing (third highest Community Partnership priority – given links to Isolation and Loneliness and a growing issue due to Covid)**

Luke Bennett, Partnerships Manager. 03.03.2021