



East Suffolk
Community
Partnerships

Bringing ideas to life

Lowestoft
& northern
parishes

Lowestoft and northern parishes Community Partnership

Chair: Councillor Paul Ashdown (East Suffolk Council)

Vice-Chair: Danny Steel (Lowestoft Vision)

East Suffolk Councillors:

Councillor Paul Ashdown	Councillor Louise Gooch
Councillor Edward Back	Councillor Frank Mortimer
Councillor Peter Byatt	Councillor Trish Mortimer
Councillor Linda Coulam	Councillor Keith Patience
Councillor Janet Craig	Councillor Malcolm Pitchers
Councillor Tess Gandy	Councillor Keith Robinson
Councillor Andrée Gee	Councillor Mary Rudd

Suffolk County Councillors:

Councillor Jenny Ceresa	Councillor Craig Rivett
Councillor Ryan Harvey	Councillor Jamie Starling
Councillor James Reeder	Councillor Melanie Vigo di Gallidoro

Partnership Organisations:

Local Town and Parish Councils
Suffolk Constabulary
Great Yarmouth and Waveney Clinical
Commissioning Group
Community Action Suffolk
Lowestoft Rising
Business Community
Youth Community
Environment

Members of the **Lowestoft and northern parishes Community Partnership** are invited to a meeting to be held at Riverside, 4 Canning Road, Lowestoft, Suffolk, NR33 0EQ, on **Tuesday, 21 June 2022 at 6.00pm**

Agenda

Pages

1 Welcome and Apologies for Absence

2 Appointment of Vice-Chairman

		Pages
3	Action Notes To confirm the Action Notes from the last meeting held on 9 March 2022.	1 - 3
4	Terms of Reference To note the generic Terms of Reference for all Community Partnerships.	4 - 6
5	Membership List To review the Partnership's membership for 2022/23.	7 - 8
6	2022/23 Budget To receive confirmation of the budget for 2022/23.	
7	Community Partnership Board Update	
8	Project - Updates School Allotment Planter Project - Paul Ashdown/Danny Steel BACT Transport - Paul Ashdown	
9	Social Isolation & Loneliness/Mental Health & Wellbeing Task and Finish Group Update	
10	Childhood Healthy Eating Task & Finish Group Update	9 - 10
11	Cost of Living Crisis To focus on the Cost of Living crisis and projects that are planned in East Suffolk to mitigate its impact on residents with an opportunity prioritise those projects that are likely to have the most impact in the Partnership's area and identify any additional ideas.	
12	Dates of Future Meetings To confirm the following dates of meetings (venues to be confirmed): Wednesday, 21 September 2022 Tuesday, 20 December 2022 Tuesday, 21 February 2023 (changed from previously agreed date of Wednesday, 15 March 2023)	

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Lowestoft and Northern Parishes Community Partnership

Action Notes of the Meeting held on Wednesday, 9 March 2022

at 6pm remotely via Zoom

ESC Councillors – Councillor Paul Ashdown (Chairman), Councillors Ed Back, Peter Byatt, Linda Coulam, Janet Craig, Tess Gandy and Andree Gee

SCC Councillors – Councillors Ryan Harvey and James Reeder

Town and Parish Councils – Councillors Peter Armstrong (Corton Parish Council), Neil Livingstone (Somerleyton, Ashby and Herringfleet Parish Council), Andy Pearce (Lowestoft Town Council) and Miles Thomas (Lound Parish Council)

Partnership Organisations – Danny Steel (Lowestoft Vision), Phil Aves (Lowestoft Rising), Nicki Cooper (SCC Public Health Suffolk) and David Moore (Community Action Trust)

Others present – Stephen Baker (Lowestoft Vision), Sarah Davis (Democratic Services Officer), Lee Drewery (Everyone Active), Sam Kenward (Communities Officer), Nicole Rickard (Head of Communities) and Louise Thomas (Communities Officer)

Item	Discussion
1.	<p>Welcome and Apologies for Absence</p> <p>The Chairman welcomed everyone to the meeting and received apologies from Councillors Louise Gooch, Jenny Hinton, Frank Mortimer, Trish Mortimer, Keith Patience, Keith Robinson and Mary Rudd.</p>
2.	<p>Action Notes</p> <p>Reference was made to the fact that the notes stated that the CP event was due to be held on 12 February 2022. The Chairman confirmed that the date of the event had subsequently changed and it would now take place on 12 March 2022.</p> <p>AGREED</p> <p>That the Action Notes from the last meeting held on 15 December 2021 be approved.</p>
3.	<p>Community Partnership Board Update</p> <p>Nicole provided a verbal update in relation to the activities at the last Board meeting held on 7 March 2022.</p> <p>In relation to the Financial Inequality and the Cost of Living Crisis Task Group, Danny Steel explained that the Board had felt there needed to be specialist early</p>

	<p>intervention to help those families who had not struggled previously but were doing so now. He referred to the updated Lowestoft and Northern Parishes data pack recently circulated to CP members which had shown there were a considerable number of children in families with financial difficulties living in this area. He also asked if anyone was interested in joining the Greenprint Forum Steering Group as they did not have many people from the north of the district.</p>
4.	<p>2021/22 Funding</p> <p>The Chairman suggested that the remainder of the 2021/22 funding be allocated towards the School Allotment/Planter project to ensure it could be expanded over the next year as there were a number of schools who had expressed in interest in having them. Peter Byatt stated that the Men's Sheds Group was happy to help build the planters. Phil Aves stated that he had six more schools interested in receiving the planters and he was meeting with southern school Headteachers tomorrow. The point was made that the planters could be made to fit any size including window boxes if schools did not have much space.</p> <p>AGREED</p> <p>That the remainder of the 2021/22 funding of £3,166.17 be allocated to the School Allotment/Planter project.</p>
5.	<p>Community Partnership Event - 12 March 2022</p> <p>The Chairman reminded the Partnership of the details of the event and stressed that anyone from the Town and Parish Councils could attend. It was also noted that 25 stalls from businesses and community groups had confirmed they would be attending. The Chairman also referred to a meeting held with Jack Raven to discuss the recent survey results and it was noted that a proposal for community transport in the rural areas and including Gunton St Peter would be coming forward shortly.</p>
6.	<p>Date of Next Meeting</p> <p>AGREED</p> <p>Tuesday, 21 June 2022 (Riverside) Wednesday, 21 September 2022 (TBC) Tuesday, 20 December 2022 (TBC) Wednesday, 15 March 2023 (TBC)</p>
7.	<p>Community Partnership's Priorities 2022/23</p> <p>(Neil Livingstone arrived)</p>

	<p>Louise Thomas gave a brief presentation on a process for drilling down into the Partnership's three priorities of Social Isolation and Loneliness, Mental Health & Wellbeing and Healthy Eating, including the introduction of KPI's and the creation of an Action Plan.</p> <p>The live feed on YouTube was ended as the Partnership went into three break out groups to discuss the priorities in detail. At the end, it was agreed that there had not been sufficient time to discuss these properly and it was suggested, therefore, that two Task and Finish Group Workshops be held with Mental Health & Wellbeing and Social Isolation and Loneliness being joined together as they were so closely linked.</p> <p>AGREED</p> <p>That dates for the two Task and Finish Group Workshops be circulated to Partnership members shortly.</p>
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The meeting concluded at 7.25pm

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.



Lowestoft and Northern Parishes Community Partnership

Membership List

Current Voting Members (37 including 3 vacancies)	
Name	Representing
Cllr Paul Ashdown	ESC Cllr - CP Chairman
Danny Steel	Lowestoft Vision
Cllr Peter Armstrong Cllr Stephen Pavey or Lynne Pavey (Clerk)	Corton Parish Council
Phil Aves	Lowestoft Rising / Mental Health Ambassador
Cllr Edward Back	ESC Cllr for the Oulton Broad Ward
Cllr Peter Byatt	ESC Cllr for the Kirkley and Pakefield Ward
Cllr Jenny Ceresa	SCC Cllr for Lowestoft South Division
Nicki Cooper or Karen McCormack	SCC Public Health Suffolk
Cllr Linda Coulam	ESC Cllr for Gunton and St Margarets Ward
Cllr Janet Craig	ESC Cllr for the Harbour and Normanston Ward
Sarah Foote	Deputy Clerk, Lowestoft Town Council
Cllr Tess Gandy	ESC Cllr for the Harbour and Normanston Ward
Cllr Andree Gee	ESC Cllr for the Oulton Broad Ward
Cllr Louise Gooch	ESC Cllr for the Kirkley and Pakefield Ward
Cllr Ryan Harvey	SCC Cllr for Gunton Division
Cllr Jenny Hinton Or Carla Peterson	Oulton Parish Council Clerk, Oulton Parish Council
Cllr Sandra Keller Or Michaela McGoun	Chairman, Oulton Broad Parish Council Clerk, Oulton Broad Parish Council
Cllr Neil Livingstone	Chairman, Somerleyton, Ashby & Herringfleet Parish Council
Cllr Frank Mortimer	ESC Cllr for Carlton and Whitton Ward
Cllr Trish Mortimer	ESC Cllr for Carlton and Whitton Ward
Ben Parish	Lowestoft Church and Faith Groups
Cllr Keith Patience	ESC Cllr for the Harbour and Normanston Ward
Cllr Andy Pearce or Cllr Peter Lang	Lowestoft Town Council
Cllr Malcolm Pitchers	ESC Cllr for the Kirkley and Pakefield Ward
Emma Ratzer	Mental Health Ambassador, CEO Access Community Trust
Cllr James Reeder	SCC Cllr for the Oulton Division
Cllr Craig Rivett	SCC Cllr for Pakefield Division

Cllr Keith Robinson	ESC Cllr for the Oulton Broad Ward
Cllr Mary Rudd	ESC Cllr for Gunton and St Margarets Ward
Cllr Jamie Starling	SCC Cllr for Lowestoft South Division
Cllr Miles Thomas or Jill Brown (Clerk)	Chairman, Lound Parish Council
Cllr Melanie Vigo Di Gallidoro	SCC Cllr for the Pakefield Division
Cllr Melanie Wright Or Sarah Wells (Clerk)	Blundeston and Flixton Parish Council
PC Chris Pallett	Suffolk Constabulary
Awaiting reps details	<p>CAS has 2 voting places – previously taken by David Moore, Community Action Trust and Johnny Hawes, Sue Ryder</p> <p>Norfolk and Waveney CCG (previously Kathryn Ellis)</p>

Quorum = 6

Current non-voting Members
<p>Everyone Active - Lee Drewery/Stuart Jardine</p> <p>Lowestoft Vision - Stephen Baker</p> <p>Green Print Forum – Daniel Wareing</p>

Those that have indicated they would like to join as a voting Member
<p>Everyone Active - Lee Drewery/Stuart Jardine</p> <p>Literacy Trust - Sally Connick</p> <p>Women Like Me - Claire Taylor-Haigh</p> <p>Reutilise – Carol Dean</p> <p>Kirkley People’s Forum - David Lawrence (Chair) & Matt Grafton (awaiting confirmation from CAS)</p>

Those who have indicated they would like to join as a non-voting Member
<p>East Coast College – Julia Bates</p> <p>Lound Plant Centre - Helen Rawlings</p>

Briefing for Lowestoft Community Partnership

Task and Finish group was held on the 26th April 2022 in person at Riverside offices.

The aim of the group and the purpose of the work is to improve healthy eating in children by targeting & engaging with preschool/nursery staff, children, and parents by communication and education.

Topics discussed were:

- Communication with parents and families
- Community insight work
- Incentives
- Cooking classes

Specific projects that could be adopted:

- Pallet boxes
- Early intervention – working with early years, identified a missing gap. This could build upon work from the Healthy Movers work that was undertaken in 2021.
- Afterschool clubs
- Development of recipe cards
- Breakfast Clubs – providing Porridge to schools
- Daily Mile and any other free physical activity intervention that can be implemented within the early years/school settings.
- Engaging parents via a competition to submit recipe ideas for the recipe cards.

Actions and updates:

1. Family Recipe Cards – monthly collection of cards for families. Cllr James Reeder had a contact Newmarket for recipes. Louise Thomas to liaise with Cllr Reeder on this.
Better Health – Healthier families also have healthy recipes: [Recipes - Healthier Families - NHS \(www.nhs.uk\)](#)
2. Pallet Garden Boxes – this is already underway. 12 schools are already signed up to this. Plan to get pallets out to schools before end of summer term. Helen Fraser supporting with horticulture knowledge.
3. Porridge Pots/Breakfast Club Offer – Proposal to provide porridge pots or bags to breakfast clubs, this could link with action 1. Louise to source costs of porridge pots and Karen to engage with OLS to see if there is support there. Update – ask is being taken to OLS to see if they have capacity to support.
4. Free Apps/Resources, that we can promote to families along with the recipe cards, breakfast clubs etc. List of resources below to promote alongside the work outlined above. There will also be campaigns held throughout the year e.g. eat them to defeat them etc.
 - a. [Children's weight - Healthier Families - NHS \(www.nhs.uk\)](#)
 - b. [Food facts - Healthier Families - NHS \(www.nhs.uk\)](#)
 - i. NHS Food scanner app - [NHS Food Scanner app - Healthier Families - NHS \(www.nhs.uk\)](#)
 - ii. Healthier food swaps - [Healthier food swaps - Food facts - Healthier Families - NHS \(www.nhs.uk\)](#)



- iii. Snacks- [Healthier snacks - Food facts - Healthier Families - NHS \(www.nhs.uk\)](#)
 - iv. Sugar - [Reducing sugar - Food facts - Healthier Families - NHS \(www.nhs.uk\)](#)
 - v. Sugar calculator - [Sugar calculator - Food facts - Healthier Families - NHS \(www.nhs.uk\)](#)
 - vi. Salt - [Reduce salt - Food facts - Healthier Families - NHS \(www.nhs.uk\)](#)
 - vii. Fat - [Reduce saturated fat - Food facts - Healthier Families - NHS \(www.nhs.uk\)](#)
 - c. [The Eatwell Guide - NHS \(www.nhs.uk\)](#)
 - d. [Recipes - Healthier Families - NHS \(www.nhs.uk\)](#)
 - e. [Activities for kids - Healthier Families - NHS \(www.nhs.uk\)](#)
 - f. [Relaxation Tips - The Sleep Charity](#)
5. Healthy Eating schools – work to have a ‘champion’ within the schools. Link with the work that is already ongoing and build exemplar model to support other schools.
6. Exploring the offer of extending provision of a piece of fruit to KS2 in Primaries – needs to be picked up, possibility of engaging with local supermarkets to support.