



East Suffolk  
Community  
Partnerships  
*Bringing ideas to life*

Felixstowe  
Peninsula

## Felixstowe Peninsula Community Partnership

**Chair:** Councillor Mark Jepson (East Suffolk Council)

**Vice-Chair:** Councillor Sharon Harkin (Felixstowe Town Council)

**East Suffolk Councillors:**

|                          |                            |
|--------------------------|----------------------------|
| Councillor Stuart Bird   | Councillor Mark Jepson     |
| Councillor Mike Deacon   | Councillor Richard Kerry   |
| Councillor Steve Gallant | Councillor Mick Richardson |
| Councillor Tracey Green  | Councillor Steve Wiles     |

**Suffolk County Councillor:**

Councillor Graham Newman

**Partnership Organisations:**

Local Town and Parish Councils  
Suffolk Constabulary  
Ipswich and East Suffolk Clinical  
Commissioning Group  
Community Action Suffolk  
Felixstowe Forward  
Business Community  
Youth Community  
Environment

Members of the **Felixstowe Peninsula Community Partnership** are invited to a meeting to be held at The Welcome Hall, 198 High Road, Trimley St Mary, IP11 0TN on **Thursday, 23 June 2022 at 2.00pm**

### Agenda

### Pages

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|---|---|
| 1 | <b>Welcome, housekeeping and overview of the session</b><br>Mark Jepson, Felixstowe Peninsula Community Partnership Chair |
| 2 | <b>Appointment of a Vice-Chair for 2022/23</b><br>Mark Jepson, Felixstowe Peninsula Community Partnership Chair           |

|    |  | Pages  |
|----|--|--------|
| 3  | <b>Agreement of the Action Notes - 17 March 2022</b><br>Matt Makin, ESC Democratic Services Officer  | 1 - 5  |
| 4  | <b>Agreement of the Action Notes - 26 April 2022</b><br>Matt Makin, ESC Democratic Services Officer  | 6 - 8  |
| 5  | <b>Annual Review of the Community Partnership's Terms of Reference</b><br>Mark Jepson, Felixstowe Peninsula Community Partnership Chair<br>Matt Makin, ESC Democratic Services Officer   | 9 - 11 |
| 6  | <b>Community Partnership Board Feedback</b><br>Mark Jepson, Felixstowe Peninsula Community Partnership Chair   |        |
| 7  | <b>Feedback from the Task and Finish Groups for the new priorities</b><br>a. Supporting the community through the rising cost of living and fuel crisis<br>b. Improving the physical health and wellbeing of primary school children<br>c. Increase physical and social activity in adults<br><br>Chloe Lee, ESC Communities Officer |        |
| 8  | <b>Opportunities</b><br>a. Chat Benches - opportunity to convert existing benches<br>b. Community Co-ordinator role<br><br>Chloe Lee, ESC Communities Officer  |        |
| 9  | <b>Updates</b><br>a. Youth Voice<br>b. Project updates<br>c. 2022/23 budget<br><br>Chloe Lee, ESC Communities Officer  |        |
| 10 | <b>Any other business</b><br>All   |        |
| 11 | <b>Date of the next meeting</b><br>Thursday 29 September 2022, 2pm, venue to be confirmed  |        |

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The Council cannot guarantee public seating areas will not be filmed or recorded. By entering the Conference Room and sitting in the public seating area, those present will be deemed to have consented to the possible use of filmed images and sound recordings. If you do not wish to be recorded, please speak to a member of the Democratic Services team at the earliest opportunity.

If you require this document in large print, audio or Braille or in a different language, please contact the Democratic Services Team on 01502 523521 or email:

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



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## **Felixstowe Peninsula Community Partnership**

### **Action Notes of the Meeting held on Thursday 17 March 2022, 2pm via the Zoom video conferencing system**

#### **Core Membership present:**

**ESC Councillors** – Stuart Bird, Mike Deacon, Steve Gallant

**Town and Parish Councils** – John Fothergill (Kirton and Falkenham Parish Council), Sharon Harkin (Felixstowe Town Council & Vice-Chair), Brain Hunt (Nacton Parish Council), Rhea Gardner (Bucklesham Parish Council)

**Partnership Organisations** – Shez Hopkins (Level 2 Youth Project), Hayley Stearn (Integrated Neighbourhood Team), Sarah Wilson (Community Representative)

**Others present** – Chloe Lee (Communities Officer), Matt Makin (Democratic Services Officer), Asha Plavny (Brackenbury Sports Centre), Nicole Rickard (Head of Communities), Jordan Street (Felixstowe Leisure Centre)

| <b>Item</b> | <b>Discussion</b>  |
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| <b>1.</b>   | <p><b>Welcome and Apologies</b></p> <p>Apologies for absence were received from:</p> <p>Lynn Beal (Trimley St Mary Parish Council)<br/> Mark Jepson (East Suffolk Council)<br/> Graham Newman (Suffolk County Council)<br/> Yvonne Smart (Trimley St Martin Parish Council)<br/> Andy Smith (Felixstowe Town Council)</p> <p>Sharon Harkin (SHa) chaired the meeting in Mark Jepson's absence.</p> |
| <b>2.</b>   | <p><b>Notes of the previous meeting</b></p> <p>The action notes of the previous meeting were agreed as a correct record.</p>   |
| <b>3.</b>   | <p><b>Community Partnership Board Update</b></p> <p>Nicole Rickard (NR) referred to the paper providing an update on the Community Partnership Board's meeting of 6 December 2021 that had been circulated with the agenda, noting that this had been overtaken by the meeting of the Board that had taken place on 7 March 2022. NR highlighted that the December 2021</p>                        |

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|    | <p>meeting had received a presentation from the Felixstowe Peninsula Community Partnership.</p> <p>NR outlined the Board's meeting of 7 March 2022, which had been the first face-to-face meeting of the Board since the COVID-19 pandemic began. NR provided an overview of the following points discussed at that meeting:</p> <ul style="list-style-type: none"> <li>• Presentations from Community Partnerships: <ul style="list-style-type: none"> <li>○ Aldeburgh, Leiston, Saxmundham and villages</li> <li>○ Melton, Woodbridge and Deben Peninsula</li> </ul> </li> <li>• An update from the Mental Health Task and Finish Group</li> <li>• Tackling Inequalities – focus on financial inequality</li> <li>• An update from the Transport and Travel Task and Finish Group</li> <li>• A presentation from the Greenprint Forum</li> <li>• An update on the upcoming Community Partnership Forum on 25 March 2022</li> </ul> <p>NR noted that over 200 people had registered to attend the Community Partnership Forum and that a waiting list was now in place.</p> <p>Sarah Wilson (SW) expressed interest on the initiative to contact small businesses such as barbers, tattooists and taxi drivers and asked what this scheme might look like. NR said that the sessions would be pitched as twilight sessions to engage with these types of businesses at a convenient time of day for them.</p> <p><b>ACTIONS</b> – None</p> |
| 4. | <p><b>Budget Summary</b></p> <p>Chloe Lee (CL) gave a short presentation on the Community Partnership's budget and confirmed that there had been a £100 carry over from 2020/21 and that £25,900 had been allocated in the current financial year, meaning there would be a carry over of £252.30 into the 2022/23 budget.</p> <p><b>ACTIONS</b> – None</p>   |
| 5. | <p><b>Community Partnership LGA Peer Challenge 2021 – Feedback and Recommendations</b></p> <p>NR gave a presentation on the recent LGA Peer Challenge Review of East Suffolk Council (ESC), explaining that ESC had selected Community Partnerships for its focused piece of work as part of this process.</p>  |

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|    | <p>NR referred to the paper circulated with the agenda which highlighted the feedback of the Peer Challenge Review and summarised the event held at Trinity Park in November 2021 to consider this feedback and the suggested actions and priorities identified at the session.</p> <p>Members of the Community Partnership supported the comments from NR, highlighting that the Community Partnerships were not supposed to be just formal meetings and take action rather than just discuss issues.</p> <p>CL highlighted the refreshed data pack for the Community Partnership area and suggested that the Community Partnership meet on 26 April 2022 in person to refresh its priorities against this new data. Members of the Community Partnership were in support of having this extra meeting; CL and Matt Makin (MM) agreed to circulate the date after the meeting and identify a venue.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• MM to circulate the additional meeting date of 26 April 2022 to all members of the Community Partnership</li> <li>• MM and CL to identify a suitable venue for the meeting on 26 April 2022</li> </ul> |
| 6. | <p><b>Update on Projects</b></p> <p><i>Felixstowe Allotment Association</i></p> <p>CL displayed pictures detailing the progression of the project; the Felixstowe Allotment Association were still looking to put more furniture at the front of the building and install external lighting. CL passed on the Association's thanks to the Community Partnership for supporting the project.</p> <p><i>Walton Parish Nursing</i></p> <p>CL displayed a message from Walton Parish Nursing that thank the Community Partnership for its support and what the funding had helped the project achieved.</p> <p>Mike Deacon added his thanks for this funding, noting the real asset Walton Parish Nursing was in his ward.</p> <p><i>Christmas Day 2021 (Salvation Army)</i></p> <p>CL had not received any information from this project and was unable to provide an update.</p>   |

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|           | <p><i>Chat Benches</i></p> <p>CL displayed pictures of the benches that had been installed.</p>  |
| <b>7.</b> | <p><b>Emerging Projects</b></p> <p><i>Felixstowe Youth Community Café</i></p> <p>Hayley Stearn (HS) made a presentation on the project which covered the following key points:</p> <ul style="list-style-type: none"> <li>• Who is Access Community Trust (ACT)</li> <li>• Access Community Trust's existing projects</li> <li>• Current provisions in Felixstowe <ul style="list-style-type: none"> <li>○ Supported accommodation for young people 16-21</li> <li>○ Connect for Health - social prescribing</li> <li>○ Community circles</li> <li>○ Skills Connect</li> <li>○ Pink Orange</li> </ul> </li> <li>• Proposals for a youth community café in Felixstowe <ul style="list-style-type: none"> <li>○ Long-term vision <ul style="list-style-type: none"> <li>• Creating a multi-agency hub aimed at older young people (16-25)</li> <li>• Opportunities to continually develop the offer for community through ACT, the Salvation Army and other key partners</li> </ul> </li> <li>○ Medium-term vision <ul style="list-style-type: none"> <li>• Develop a committee of young people</li> <li>• Develop a range of groups and activities to meet needs</li> </ul> </li> <li>○ Short-term vision <ul style="list-style-type: none"> <li>• Key work sessions</li> <li>• Morning session employability and confidence building</li> <li>• Membership</li> <li>• Café run by ACT and young people</li> </ul> </li> </ul> </li> <li>• Next steps <ul style="list-style-type: none"> <li>○ A soft launch on 3 May 2022 for one day per week</li> <li>○ Run by ACT youth workers and volunteers</li> <li>○ Supported by Youth supported housing manager</li> <li>○ Overseen by Dionne Walton (Head of YPS for ACT)</li> <li>○ Funding</li> </ul> </li> </ul> |

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|    | <p>Steve Gallant (SG) said that this was an excellent project and suggested it would be very good if it could be used as an opportunity for the Community Partnership to engage with young people and involve them in identifying what needs to happen in the area. HS agreed and said the project would also look to collaborate with the Level Two Youth Project. Shez Hopkins (SHo) said that Level Two would be able to promote the project to its target age range and noted the geographical closeness of the two projects.</p> <p><i>Level Two Youth Project</i></p> <p>SHo provided an update on the restart of detached youth work and outreach sessions with young people living in accommodation at Maidstone Road and Langley Avenue in Felixstowe and at other locations such as the skate park. Outreach work on health was also going to take place alongside The Grove Medical Centre.</p> |
| 8. | <p><b>Any Other Business</b></p> <p>CL noted that there had been a request for a new youth networking event; CL discussed the wider youth offer in the area and the aim to create cohesion between the existing providers through the Community Partnerships.</p> <p>Mike Deacon noted his experiences during telephone contact with lonely people at the height of the COVID-19 pandemic and hoped that the data gathered could be used to address social isolation and loneliness, highlighting that a high proportion seemed to be in rural areas.</p>  |
| 9. | <p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Tuesday 26 April 2022 at 1pm – venue to be confirmed</li> <li>• Thursday 23 June 2022 at 2pm - venue to be confirmed</li> </ul>  |

The meeting concluded at 3.21pm





## **Felixstowe Peninsula Community Partnership**

### **Action Notes of the Meeting held on Thursday 26 April 2022, 1pm at Bucklesham Village Hall, Levington Lane, Bucklesham**

#### **Core Membership present:**

**ESC Councillors** – Stuart Bird, Mike Deacon, Steve Gallant, Tracey Green, Mark Jepson (Chair).

**SCC Councillors** – Graham Newman.

**Town and Parish Councils** – Rhea Gardner (Bucklesham Parish Council), Sharon Harkin (Felixstowe Town Council (Vice-Chair), Colin Reid (Waldringfield Parish Council), Yvonne Smart (Trimley St Martin Parish Council), Andy Smith (Felixstowe Town Council), Ash Tadjrishi (Felixstowe Town Council Clerk).

**Partnership Organisations** – Shez Hopkins (Level Two Youth Project), Hayley Stearn (Integrated Neighbourhood Team).

**Others present** – Chloe Lee (ESC Communities Officer), Matt Makin (ESC Democratic Services Officer), Nicole Rickard (ESC Head of Communities).

| Item | Discussion   |
|------|--|
| 1.   | <b>Welcome, housekeeping and overview of the session</b><br><br>Mark Jepson (MJ) thanked everyone for attending and set out the structure of the workshop, which would focus on refreshing the Community Partnership's priorities in response to the refreshed data pack from the Suffolk Office for Data and Analytics (SODA).  |
| 2.   | <b>Refreshed Data Pack for the Community Partnership area</b><br><br>Nicole Rickard (NR) gave a presentation on the refreshed data pack from SODA on the Community Partnership area. NR provided an overview of the data on population, deprivation, health and social care, employment and education, housing, environment, and community/services, highlighting where data had changed since the first data pack was produced in 2019. |

**3.**

### **Identifying the new priorities**

#### Table Discussion

The attendees broke into two groups to discuss the data received in NR's presentation.

Group 1 provided the following feedback:

- The group was surprised by the childhood obesity figures and that the 70-74 age group was the largest.
- The group wanted to know more about the breakdown between people overweight and people obese.
- The group considered that the crime and anti-social behaviour statistics should have been included in the data pack.

Group 2 provided the following feedback:

- The group was surprised that the Community Partnership area had the highest child obesity in East Suffolk, that 520 homes were in poor condition, that there was a concentration of deprivation in Felixstowe, the physical activity levels and the climate change statistics.
- The group wanted to know more about crime statistics, employment, (including information on working from home and unemployment levels), NHS waiting lists (hospital and dentists), the availability of face-to-face GP appointments, adult literacy, swimming, school statistics (including achievement), and how many children attend school outside of the Community Partnership area.
- The group considered that the dispersal of loneliness in the Community Partnership area should have been included in the data pack.

#### Ideas wall – what else matters to you?

The two groups took part in an "ideas wall" exercise to identify suggestions for the refreshed priorities.

#### Agreeing suggestions from each table

The two groups discussed the suggestions identified and agreed what they would put forward as their suggestions.

#### Feedback from each table

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|    | <p>The first group suggested the following priorities:</p> <ol style="list-style-type: none"> <li>1. A priority on obesity (with further detail to be agreed).</li> <li>2. A priority on physical activity (with further detail to be agreed).</li> <li>3. Addressing deprivation through social prescribing.</li> </ol> <p>The second group suggested the following priorities:</p> <ol style="list-style-type: none"> <li>1. Support the community through the cost of living/fuel cost crisis.</li> <li>2. Improving the physical health and wellbeing of primary school children.</li> <li>3. A priority on either the environment or mental health (with further detail to be agreed).</li> </ol> <p><u>e) Agreeing the new priorities</u></p> <p>Following discussion, the new priorities were agreed as:</p> <ol style="list-style-type: none"> <li>1. Support the community through the cost of living/fuel cost crisis.</li> <li>2. Improving the physical health and wellbeing of primary school children.</li> <li>3. Increase physical and social activity in adults.</li> </ol> |
| 4. | <p><b>Mapping session – identifying projects to support the new priorities</b></p> <p>The mapping session was not completed at the meeting. It was suggested that a task and finish group be convened to further refine the new priorities and identify projects that could support them.</p>  |
| 5. | <p><b>Agreeing any actions</b></p> <p><b>ACTION</b> – That a task and finish group be convened to further refine the new priorities and identify projects that could support them.</p> <p><b>ACTION</b> – That all core members of the Community Partnership be invited to be involved in the task and finish group.</p>   |
| 9. | <p><b>Date of Next Meeting</b></p> <p>Thursday 23 June 2022 at 2pm – Welcome Hall, Trimley St Mary</p>   |

The meeting concluded at 3.45pm.

## 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.