



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 Melissa Allen Councillor Tracey Green

Councillor Stuart Bird Councillor Mark Jepson

Councillor Mike Deacon Councillor Richard Kerry

Councillor Steve Gallant Councillor Steve Wiles

Suffolk County Councillors:

Councillor Graham Newman

Councillor Patricia O'Brien

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 via Zoom on **Thursday, 22 April 2021 at 2:00 pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at https://youtu.be/LY_D97e9ZF4.

Agenda

Pages

1 Welcome and Apologies for Absence

2 Notes of the previous meeting

To agree the action notes of the meeting held on 18 February 2021

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	Pages
3 Community Partnership Board Update To receive an update on the Community Partnership Board meeting, which took place on 1 March 2021	6 - 7
4 Terms of Reference To receive and note the revised Terms of Reference	8 - 10
5 Consideration of new Community Partnership Projects a) The Suffolk Mile b) Victoria Field - Nacton	
6 Small Grants Scheme - Second Round of Funding To receive a verbal update from the Communities Officer on the second round of funding from the Small Grants Scheme	
7 Update from the COVID-19 Task and Finish Group To receive an update on the COVID-19 Task and Finish Group from the Chairman of the Community Partnership	
8 Review of the Community Partnership's Priorities for 2021/22 To review the Community Partnership's priorities for the 2021/22 year	
9 Date of Next Meeting Thursday 24 June 2021, 2pm, venue to be confirmed	

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Felixstowe Peninsula Community Partnership

Action Notes of the Meeting held on Thursday 18 February 2021 via the Zoom video conferencing system

Core Membership present:

ESC Councillors – Cllr Mark Jepson (Chair), Cllr Melissa Allen, Cllr Stuart Bird, Cllr Mike Deacon, Cllr Steve Gallant, Cllr Steve Wiles

SCC Councillors – Cllr Graham Newman

Town and Parish Councils – Cllr Sharon Harkin (Felixstowe Town Council (Vice-Chair)), Colin Shaw (Clerk to Kirton and Falkenham Parish Council), Cllr Yvonne Smart (Trimley St Martin Parish Council), Cllr Andy Smith (Felixstowe Town Council)

Partnership Organisations – Helen Greengrass (Felixstowe Forward Change Director), Shez Hopkins (Level Two Youth Project), Hannah Reid (Community Action Suffolk), Sarah Wilson (Community Representative)

Others present – Louise Carter (Communities Apprentice), Dr Paul Driscoll (Haven Health), Chloe Lee (Communities Officer), Matt Makin (Democratic Services Officer), Charlie Middleton (Business Support Officer), Nicola Parrish (Infrastructure Delivery Manager), Nicole Rickard (Head of Communities), Ben Woolnough (Major Sites and Infrastructure Manager)

Item	Discussion
1.	Welcome and Apologies Apologies for absence were received from: Cllr Tracey Green (East Suffolk Council) Ash Tadjrishi (Clerk to Felixstowe Town Council)
2.	Notes of the previous meeting The action notes of the previous meeting were agreed as a correct record. Before moving to the next item, the Chair invited Dr Driscoll, from Haven Health in Felixstowe, to update the Community Partnership on community initiatives undertaken during the COVID-19 pandemic.

	<p>Dr Driscoll outlined the various projects that had happened in the Felixstowe such as Helping Hands, volunteering at the vaccination centre set up at The Grove Medical Centre, work with local care homes and individuals vulnerable to isolation, and work around obesity and exercise. Dr Driscoll also highlighted how GP surgeries were operating safely during the pandemic.</p> <p>There was discussion between members of the Community Partnership and Dr Driscoll about the rollout of COVID-19 vaccinations in the Community Partnership area.</p> <p>The Chair advised that he had discussed with Dr Driscoll the possible projects that could be supported by the Community Partnership.</p>
3.	<p>Update on the Small Grants Scheme</p> <p>Chloe Lee (CL) provided an update on the first round of applications received for the Small Grants Scheme.</p> <p>Ten applications had been made; one was withdrawn, and another was identified as being relevant to a different Community Partnership area.</p> <p>Of the eight applications reviewed by the panel, four were approved for funding. CL highlighted the reasons for the rejection of the other four applications and confirmed that the successful applications would be covered in her presentation later in the meeting.</p>
4.	<p>Allocation of the remaining 2020/21 Budget</p> <p>CL advised that there was £940 remaining unallocated in the Community Partnership's 2020/21 budget. CL proposed that this amount could be allocated to the Small Grants Scheme to enable a second round of funding. The Community Partnership assented to this proposal.</p> <p>ACTION – that the remaining £940 of the Community Partnership's 2020/21 budget be allocated to the Small Grants Scheme, to enable a second round of funding</p>
5.	<p>Community Infrastructure Levy (CIL) and Local Infrastructure Priorities</p> <p>The Chair invited Ben Woolnough (BW) and Nicola Parrish (NP) to address the Community Partnership on Community Infrastructure Levy (CIL) and Local Infrastructure Priorities.</p>

	<p>BW explained that this was the first Community Partnership he and NP had visited to discuss the role of CIL with. BW explained that his team lead on the collection of developer contributions in East Suffolk, including Section 106, CIL and RAMS payments, and supported the delivery of infrastructure projects from that funding.</p> <p>BW explained that he and his team wanted to open up a conversation on working collaboratively with organisations across the Community Partnership area and had already been engaging with towns and parishes about developing infrastructure in their communities.</p> <p>BW and NP gave a presentation that covered the following key points:</p> <ul style="list-style-type: none"> • Overview of Neighbourhood CIL (NCIL) • CIL Regulation 59c – spending NCIL • NCIL across the Felixstowe Peninsula Community Partnership area • Breakdown of payments across the Community Partnership area (by town/parish) • Spending NCIL • Felixstowe Peninsula Local Plan Growth • Infrastructure Funding Statement, including different types of developer contribution • East Suffolk Cycling and Walking Strategy • Current position with District CIL <p>BW and NP answered questions from the Community Partnership on the use of CIL for grit bins and cycle paths, the need for masterplanning infrastructure in the area, and engagement with the CCG regarding health infrastructure needs.</p> <p>The Chair thanked BW and NP for their presentation; he encouraged members of the Community Partnership to contact BW and NP about their CIL needs.</p> <p><i>Following the meeting, the presentation slides for this item were added to CMIS alongside the meeting papers.</i></p>
6.	<p>Review of the Community Partnership’s work in 2020/21</p> <p>CL gave a presentation on the accomplishments of the Community Partnership during the 2020/21 year.</p> <p>The presentation summarised the following points:</p> <ul style="list-style-type: none"> • Funding allocated towards organisations supporting people with the impact of COVID-19

	<ul style="list-style-type: none"> • Funding allocated to organisations to support activities related to the Community Partnership's priorities • Funding allocated to The Friends of Felixstowe Library and feedback from users • Funding allocated to Felixstowe School for its library and feedback from users • Funding allocated to the Community Directory project • Funding allocated to the Digital Inclusion Fund • Funding allocated to Langer Primary School and feedback from the school's headteacher • The Small Grants Scheme and details of the projects funded: <ul style="list-style-type: none"> ○ Grange Community Primary School ○ Bucklesham Bumps Babies and Toddler Group (including user feedback) ○ Felixstowe Cricket Club ○ The Federation of Fairfield and Colneis <p>Sarah Wilson (SW) provided an update on the progress of the refurbishment at Felixstowe Library for facilities for both young children and older young people.</p> <p>Following the conclusion of the presentation, Councillor Stuart Bird (SB) confirmed that he had been able to provide funding from his Suffolk County Council locality budget for the Felixstowe School's library.</p>
7.	<p>To consider inviting a member of the Integrated Neighbourhood Team onto the Core Membership</p> <p>The Chair explained the rationale for inviting a member of the Integrated Neighbourhood Team (INT) to join the Community Partnership's core membership and invited Nicole Rickard (NR) to give an overview of the INT.</p> <p>NR explained the makeup of the INT and its intention to provide a holistic approach to health and social care. NR considered this was an exciting opportunity to link the INT with the Community Partnership, which was made up of representatives from General Practice, Community Health, Social Care, Mental Health, and social prescribing workers.</p> <p>The Community Partnership agreed to invite a member of the INT to join its core membership.</p> <p>ACTION – that a member of the Integrated Neighbourhood Team be invited to join the Community Partnership's core membership</p>



8.	Date of next meeting: Thursday 22 April 2021, 2pm, venue to be confirmed.
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The meeting concluded at 3.38pm



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

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.