

Framlingham, Wickham Market, Kelsale and Yoxford and villages Community Partnership Meeting

Thursday 25 April 2024, 6pm
The Hub, Huntingfield, Brick Kiln Ln, Huntingfield, Halesworth, IP19 0QH
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Partnership Priorities

- Transport (especially around health appointments & isolated communities)
- Mental health (all ages) links to lack of physical activities available
- Enabling communities to share skills and knowledge within and between communities
- Facilitate opportunities for local people to care for the environment and biodiversity (Cross-Cutting Theme)

Meeting Goals

- To focus on two of our priorities and identify opportunities on both
- Discuss ways of working going forward

Standing Items		Lead	Supporting papers
1	Action Notes	Alli Stone, Democratic Services Officer	Yes
2	 Where are we now? (15 minutes) Community Partnership Board Update Does the CP want to escalate anything to the next CP Board meeting? Are there opportunities to work with the Board/other CPs on specific projects e.g. Tackling Inequalities programme? Projects Updates, including projects discussed at the last meeting Does the CP agree with the proposed way forward for these projects? 	Sam Kenward, Communities Officer Nicole Rickard, Head of Communities and Leisure	Yes
3	Ways of Working as a Partnership	All – discussion	Yes

	 Is the Community Partnership happy with the collaborative agreement and SWOT analysis? What do we want to do when a project has been funded and isn't working as well as we would like? And where there is an underspend? 		
4	Workshop – focus on: Environment and Skill Sharing Priorities	All – discussion	
	 Environment priority What do you want to focus on in this cross cutting theme? Bearing in mind current scope of the priority and what we can do as the CP Potential project ideas to meet the environment priority (including extending Wild About) Skills Sharing priority Are there any particular gaps that we could support around in terms of skills sharing within communities? What support can we provide to enable parishes and groups to share skills, experience and insights? 		
5	Dates of the next meeting		I
	11 July 24 10 October 24 23 January 25 24 April 25		

Vice-Chair: Anne Westover

Communities Officer: Sam Kenward
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East Suffolk Council

Local Town and Parish Councils

Suffolk Constabulary

Ipswich and East Suffolk Clinical

Commissioning Group

Community Action Suffolk

Business Community

Youth Community

Environment

Partnership Organisations:

Chair: Councillor Sally Noble (East Suffolk Council)

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Framlingham, Wickham Market, Kelsale, Yoxford and Villages Community Partnership

Action Notes of the Meeting held at Castle Community Rooms on Thursday 25 January 2024

<u>Attendees:</u>

Councillor Sally Noble (Chair), Nick Corke (Hour Community), Caroline Chenery (Park Gate Care Farm), Cllr David Chenery (Wickham Market Parish Council), Cllr Richard Cooper (Marlesford Parish Council), Cllr Rosemary Conibeer (Farnham with Stratford St Andrew Parish Council), Cllr Gemma Dempsey-Gray (Wickham Market Parish Council), Cllr David Findley (Ufford Parish Council), Jane Healey (Greenprint Forum), Dick Jenkinson (Wickham Market Good Neighbours), Lydia Kirk (Saxtead Parish Council, Parham Parish Council, Framlingham Town Council, Cllr Vince Langdon Morris (East Suffolk Council), Cllr Vashti Mouncer (Dennington Parish Council), Cllr Deborah Thompson (Yoxford Parish Council), Martin Thorold (SAX Community Fridge, Kelsale), Rosamund Webb (Station House Community Connections (Campsea Ashe)), Cllr John Cross, Great Glemham Parish Council,

<u>Others present</u> – Sam Kenward (Communities Officer, East Suffolk Council), Nicole Rickard (Head of Communities), Alli Stone (Democratic Services Officer, East Suffolk Council)

Apologies:- Cllr Julia Ewart, Cllr Owen Grey, Cllr Edward Watson, Anne Westover

Item	Discussion			
1.	Action Notes			
	The action notes of the meeting held on 5 October 2023 were confirmed as a correct record.			
2.	Where are we now?			
	Nicole Rickard (NR) updated on the most recent meeting of the Community			
	Partnership Board.			
	The Board had agreed £146,000 for tackling inequalities funding which includes			
	workstreams on mental health and wellbeing, poverty, and young people's health.			
	Examples of projects the board were considering as a part of this work were:Mental Wellbeing leaflets			
	Pillow swap for sleep health			
	Poverty Proofing the School Day report implementation			
	 Projects to benefit people with disabilities living in poverty 			
	Access to counselling in schools			



• Reproducing the Lowestoft Healthy Habits booklet for all schools

An update on the Partnership's task and finish groups had been sent out with the agenda. Sam Kenward (SK) added that mappinghad been done on transport services in the area with more targeted engagement happening in some areas. It was clear that there was a lack of awareness on what was available and whether services had to be booked in advance or not. Rosamund Webb (RW) commented that the new Katch leaflet was now much better and clearer for people to understand.

SALC had run a survey of parish councils that hadn't attended the meetings in a while to see if there was anything the CP could help them with, or how we could engage with them in other ways. SK was looking at how he could assist parishes that had issues which did not come under the role of the Partnership, such as highways e.g. contacts and signposting.

3. Project proposals

SK confirmed that £9,508 remained in this year's budget. The Community Partnership discussed the following projects:

Mental Health Survey (no cost)

To create a survey to gauge a baseline for mental health needs in the area. Some areas of the CP were well covered in terms of intelligence about mental health needs, some weren't, and we needed to understand the gaps and requirements to provide the best help. This could be combined with one of the CP Board's projects to provide mental health support leaflets to signpost people to immediate help. SK confirmed the following points:

- The survey would be created and run by East Suffolk Council.
- It would be for the general population to respond to.
- It would be promoted through the Council's social media, and through other social media groups in the area.
- A limited number of paper copies would be produced for meet up groups etc. to capture people who weren't on social media.
- The survey also included wider questions on the cost of living etc. which would provide helpful information for other projects.
- A link to the survey would also be provided to all parish councils and other interested groups for them to share.

ACTION: project agreed.

MH activities – 'try it' (£4,000)



This would provide a grant fund for organisations to run in their area to allow residents to try something they wouldn't be able to do otherwise.

Nick Corke (NC) commented it was important to try different activities and so that we could learn from them.

The task and finish group would assess applications and report projects back to the Partnership.

ACTION: £4,000 to be allocated to 'try it' activities.

Wild Wellbeing Days (£1,500)

Fund total of 36 people to visit Foxburrow Nature Reserve to explore and connect with nature.

Community Partnership members commented that the Green Light Trust and Potsford Farm also provided similar days and asked whether other providers been considered so that this was not duplicating effort.

SK suggested that the task and finish group look at who else was providing this in the area to ensure there wasn't any duplication, and to ensure support was put in the right place.

ACTION: task and finish group would map provision to see where they could best provide support/add value in the area, and how the referral process worked.

Field to Fork Ease the Squeeze top-up (£5,000)

A project to provide packs to local primary schools and community venues to supplement the wider Ease the Squeeze scheme. This would extend the scheme to all schools in the area.

NR confirmed that the kits would be different to the ones given out previously. Garden centres had provided seeds at a reduced cost, and information on growing was also sent out including follow up emails. The group who had received packs last year had provided feedback on what should be included in the kits this year. This project had been a bit of an unknown when it had been run previously, but it had gone down very well.

ACTION: £5000 to be allocated to the Field to Fork Ease the Squeeze top-up

Wickham Market Men's Shed (£3,000)

This project would allow the Men's Shed to rewire and fit out the two portacabins they had for the group. The men's shed currently had twelve members, needed to have the new facility in order to grow.

£3,000 was the indicative cost, SK confirmed that the money would not be paid until a full quote and tender had been received. If the cost was significantly higher, there were other sources of funding that could be used. The men's shed did have the correct insurance and policies in place to enable them to apply for grants.



Nick Corke stated he would share information on funding from Framlingham Men's Shed.

ACTION: £3000 to be allocated to Wickham Market Men's Shed.

SAX Community Barn (£800)

This was a project to renovate a barn on the community allotment. This would provide a dry and covered area for volunteers on the allotment, and allow them to expand to hold educational and community events.

£10,200 had already been funded from other groups. This £800 would make up funding to allow electricity to be supplied to the barn.

The group was speaking with social prescribers to help people access the allotment.

ACTION: £800 to be allocated to SAX Community Barn.

Wickham Market Community Choir (£2,560)

This funding would keep the choir free to the local community for a year until 2025. The costs covered hire of the hall and the choir teacher for a year. The Choir currently has around twenty members but is slowly growing. The group was looking at how they could self-sustain beyond this year, and SK would help with this.

ACTION: £2,560 to be allocated to Wickham Market Community Choir

Hour Community Men's and Ladies Shed (cost to be agreed by the CP)

Funding would contribute to the running of the shed as they took on a restoration project of a bow topped wagon (Vardo). The actual restoration project was fully covered, but support was needed for ongoing costs.

The shed had 20 regular members.

The Shed also had an attached furniture project and were setting up a shop to generate more income and sell smaller items such as Christmas decorations. NC stated that Hour Community had employed a fundraising advisor to help them write funding applications, and she had worked with them on grant funding for a number of years. NC confirmed that this was always disclosed in funding applications, and that the support of a fundraising advisor had been invaluable.

ACTION: That £1,500 be allocated to Hour Community Men's Shed, should more be required then this could be discussed at the next meeting.

The group discussed how funding could be spread across the year to ensure money was always available for projects.



4. Priorities

Following discussion from the previous meeting and the meeting in July, SK presented the following suggestions for the group's priorities:

- Retain Transport and Mental Health as priorities
- Remove 'Support for Volunteers' as a cross cutting theme
- All projects for all priorities must be 'cost of living proofed' to ensure they were low/no cost and accessible

The CP considered whether to add environmental care as a priority and what best to do with regard to the intergenerational skills exchange priority.

There was support for adding an environmental priority as it was clear people were passionate about this and it was important for the whole area.

Intergenerational skills had been a very narrow priority to work within, and the CP would be much better off focussing on skills sharing/exchangein general.

SK commented that there were a number of groups looking at the environment which the CP could link with and support, and a clear local interest, especially following the flooding.

There was discussion about flooding and how communities could ensure they were prepared for emergencies, there was a need to share these skills between communities as well as within communities

It was agreed that the new priorities would be:

- 1. Transport (especially around health appointments & isolated communities)
- 2. Mental health (all ages) links to lack of physical activities available
- 3. Enabling communities to share skills and knowledge within and between communities
- 4. Facilitate opportunities for local people to care for the environment and biodiversity (cross cutting theme)

5. Date of the next meeting

The dates of the next meeting are:

25 April 2024

11 July 2024

10 October 2024

23 January 2025

24 April 2025

The meeting concluded at 8.01pm

Communities Officer update 16th April 2024

Task and Finish Groups

- Transport
 - Engagement work beginning with Thomas Mills to gauge their perceptions and usage of Katch
- Mental health
 - o "Try it" fund being developed
 - o Mental health survey launched
- Skills sharing
 - o Getting the community cooking workshops set up with Abbeycroft Leisure

Project updates since last meeting

Project updates sin	Locations	Cost	Update/progress
Priority – intergenerational skills			
Intergenerational community cooking workshops	All three wards	£5,991.87	 Due to delays, will now be planned for a September start Wickham Market venue to include the Open Pantry Possible locations for Framlingham (Castle Community Rooms) and Kelsale and Yoxford (SAX Community Allotment)
WM Men's Shed	Wickham Market ward	£3,000	Now no longer required as funding was granted by another body – this funding to be reallocated
SAX Community Barn Project	Kelsale and Yoxford ward	£800	The original barn project proposal is set to change so they will come back to the CP with an update on this
WM Community Choir	Wickham Market ward	£2,560	The CO has started conversations with the organiser about sustainability going forward
Hour Community Men's & Ladies Shed	Framlingham ward	£1,500	Funding provided to Hour Community
Priority – Mental health			
Youth Opportunity Fund	Organisations in all three wards	£7,000	 Some delay to get this set up but now in operation Positive response thus far including subscriptions for youth club covered for lower income families and a school trip covered for a family dealing with a health crisis

Flood support	All three wards	£2,500	Wickham Market ward looking at Z cards with information on about emergency support
Youth mental health event	All wards	£2,250 £750 x3	 Wickham Market: 20 young people attended the event in October Useful feedback received about mental health needs and youth facilities in Wickham Market – fed into the task and finish group Yoxford: Partnering with CYDS to deliver this
			Framlingham:Partnering with FAYAP to deliver this
Mental health	All of the	£0	Launched on 12 th April
survey	area		Running until 24 th May
			 A delay on launching this as waiting for the Well Minds East Suffolk books to be ready with information
MH activities –	All three	£4,000	Grant guidance drafted and shared
'try it'	wards		with the Task and Finish Group
Field to Fork ETS top-up	All of the area	£5,000	 Liaised with the lead for the project and they have advised that due to timescales, it would work best for launch in Spring 2025 In the meantime, 'softer' work can be done to start laying the ground for this e.g. disseminating resources to schools and community groups
Priority – Transpo			
Chediston bus	Chediston area	£800	 Supported by the Transport Task and Finish Group with their unspent budget To provide more time to embed and become sustainable

Stakeholder and parish council (PC) engagement

- Have sent the mental health survey to parish councils who have shared it via local networks
- Am working with Thomas Mills High School to develop an activity about resilience for Year 10 students for the summer term
- Many parish councils have started looking at emergency plans (after the floods) and I have linked them up with SCC who can assist with this





Draft Collaborative Agreement 15th April 2024 v4

East Suffolk Council

Name of Community Partnership: Framlingham, Wickham Market, Kelsale, Yoxford and surrounding villages

1. What are our Shared Purpose, Vision and Goals?

Purpose of the group:

Suggested based on responses and conversations:

- Collating community input and intelligence so it is aware and understand issues in the community
- Using input and intelligence to drive work to develop community solutions to those identified community issues
- Providing a space that enables groups and stakeholders to meet and share experiences
- Driving action on projects and areas of work and ensure positive momentum

Responses to survey:

- Carefully target small sums of grant funding to achieve maximum impact and social benefits within our communities
- Helping Communities provide Community solutions to Community issues."
- To enable local community groups to regularly meet together with representatives of the council to pool resources and experience to make our community more integrated.
- To discuss/agree how to promote the work and priorities of the group to the community; who should be the beneficiaries of our work and financial support.
- Providing focus on community priorities through funding for relevant local initiatives
- To provide funding for those activities that make our community a better place.

From conversations:

- Purpose: scrutinise that proposals are doing what we want them to
- Providing a clearing house function

Vision:

Suggested based on responses and conversations:





For our communities:

 Communities have identified their key priorities and are able to deliver solutions to their issues by the CP providing guidance and funding

For our CP:

- Residents are and feel listened to and the CP acts based on what matters most to them
- People in our community are assisted to access resources that are beneficial to them
- We inject drive and innovation in helping to ensure a synergy between community groups and other agencies

Responses to survey:

- Assist people in our community to access resources that are beneficial to them and also allow them to experiment, e.g. caravan in Fram. But also to support innovation, and achieve multiplier effects by targeting resources carefully (that can be matched to stimulate ongoing efforts).
- Enabling Communities to deliver solutions to their issues.
- A united community with perfect synergy between all the local community groups and the council
- To support the communities, to support and perhaps guide their ideas for project support and delivery.
- Letting the local community determine its priorities then seed funding suitable initiatives to help improve residents lives
- To listen to the views of residents, note their requests then prioritize these requests and fund what we can. Then listen to the feedback and take action as required.

Goals:

Suggested based on responses and conversations:

- Learn from monitoring and feedback and develop a clearer sense of impact using qualitative and quantitative methods
- Emboldened asset based community development approach to issues and solutions
- We capture conversations from the community and keep conversation moving at the CP moving while identifying potential linkages that can be created
- We promote the Community Partnership and think creatively about how we promote/encourage suitable projects for the priorities
- Fund initiatives that create meaningful opportunities for residents and benefit the most people





Responses to survey:

- Perhaps improve on our KPI's, that are more visual and impactful. E.g. Not 4,000 tool
 and seed kits distributed to 'beneficiaries', rather an interview with recipients who
 received these kits and then used them to improve their food /livelihood/ wellbeing?
- Increasing Asset Based Community Development"
- To regularly meet, discuss and help each other in all our endeavours in order to strengthen community links.
- We have the priorities defined with environment now added. I think two goals could be how to promote the CP and how to promote/encourage suitable projects under the priority headings.
- Funding initiatives that create meaningful opportunities for residents with the agreed needs
- Choose projects that benefit the most people. Spend our funding allocation each year. Get feedback from every project.

2. Who are members of our Community Partnership and what are their roles and responsibilities?

How would we define the different roles and responsibilities in our CP? What different roles are there do you think?

Suggested:

Position	Role / Responsibility
District Councillor CP members generally e.g. community reps (parish and / or key groups within Parishes).	 Attend meetings Support by process by 'being there' Representatives of the community Linkers and enablers "Supporting communities in their journey - financially and technically" "Identify needs then establish and support appropriate initiatives to help improve the lives of residents" "Community Partnership members and ESC decide priorities" "Community Partnership members and ESC find activities and projects"
	 "Community Partnership members and ESC allocate funding in accordance with priorities"
	Community Partnership members assist in delivery of activities and projects and providing feedback
Community groups	Provide benefit of experience





	Spot needs
ESC – Chair, Vice Chair, Democratic Services officer, Communities officer	 Facilitates the environment of the CP – 'gives the lead and direction' Provide a link with communities
Community itself	 Buy into the Community Partnership To support the Community Partnership Role which should be clearer is the link between the CP and the community, supporting the work of the community officers.

3. What are Our Priorities in 2024/25 to achieve our Vision (i.e. our plan which will inform our Meeting Agendas)

1 Transport (especially around health appointments & isolated communities)

- Increase available transport services, and increase uptake of existing services, specifically around health appointments and isolated communities.
- Increase awareness of transport services available

2 Mental health (all ages) – links to lack of physical activities available

• Improve the offering of existing physical activities and create new opportunities based on identified gaps in provision which support an individual's mental health

3 Enabling communities to share skills and knowledge within and between communities

- Build on existing assets such as Men's Sheds, sports, allotments & arts to provide more opportunities to share skills within communities
- Facilitate opportunities for communities to share skills and experiences to increase resilience and preparedness in the community

Cross cutting theme (de facto priority 4): Facilitate opportunities for local people to care for the environment and biodiversity

• Connect groups, information and tips with local residents to increase interest in environmental care and care for biodiversity

4. What are our Ground Rules?

- 1. Bring your experience, ideas, knowledge, skills and enthusiasm and be prepared to share this with the rest of the group.
- 2. Respect other people's views and opinions and remember not to dominate the meeting with issues relating to just your area or your political views.





- 3. Everyone is encouraged to participate throughout the entire meeting and treat everything you hear as an opportunity to learn and grow.
- Everyone is clear as to the purpose of the meeting having read the agenda and other materials that may add extra clarity
- 5. Allow every voice to be heard, avoid side conversations and value other people's contributions.
- Come prepared to each meeting having completed any agreed actions from previous meetings or Task and Finish Groups - Staying on schedule is everyone's responsibility.
- 7. Be honest and respect confidentiality
- 8. Expect to be surprised and remain open to new ways of doing things and ensure you understand the pros and cons of every option, not just those you prefer.
- 9. Ask questions to seek clarification when you don't understand the meaning of someone's comments
- 10. Everyone thinks of how they can communicate the activities of the Community Partnership to the groups they work with
- 11. Bring your humour and have fun!

Comments:

- My extra would be to ensure that all participants are clear as to the purpose of the meeting. The Agenda should assist but some may extra clarity may be needed.
- Communicate the activities of the Community Partnership to the groups you work with.
 - 5. How will we monitor 1-4 above and refine this Collaborative Agreement in the light of experience? E.g. monthly, quarterly
- Reflect on the question: Is there a reduction in the requests for help to local authorities?
- Discussing at meetings and progress reports
- Being really clear on projects about the definition and structure of it and lead person, key contacts, how it is promoted, who is promoting, desired outcomes and project time length, beneficiaries
- Go back to the project proposal at intervals to see if the project delivered/being delivered is meeting what it set out to and to ensure funds are wisely spent
- Ensure monitoring of impact is collated and communicated to all

Sam Kenward – Communities Officer, East Suffolk Council V4 15th April 2024





Appendix: PEST and SWOT V5 – 23rd February 2024

PEST – What POLITICAL factors could help or hinder us locally?

Help:

- All new district councillors who are eager to get involved
- Motivated Parish Council members at the table representing rural issues/concerns

Hinder:

- Inconsistent spread of Parish Councils at the table more from some wards than others
- Boundary lines for Westminster constituencies don't help in the case to bring all of our parishes together – e.g. Kelsale, Chediston in Suffolk Coastal whereas Wickham Market in Central Suffolk
- If all 38 PCs send representatives it would be unworkable

PEST – What ECONOMIC factors could help or hinder us locally?

Help:

- Potential 'boost' of people coming into the area due to Sizewell spending more in local economy e.g. cafes
- Wealth in some areas means there are pots of funding that can act as match funding for CP funds on projects e.g. Mills Trust, anonymous donors

Hinder:

- Lack of depth in the picture about economic drivers especially inequality in very rural areas e.g. Kelsale
- Potential costs/downsides to the district and the area in return for potential 'boost' of Sizewell
- Decrease in future ESC funding could effect projects
- Lack of jobs for young people mean the average age of the community is increasing
- Housing is unaffordable to most young people

PEST – What SOCIAL factors could help or hinder us locally?

Help:

- Some well-established community groups to support local residents e.g. Hour Community, Wickham GNS
- Those groups eager to share good practice

Hinder:

- Inconsistent spread of well-established community groups to support residents e.g. fewer to the north of the area that offer what Hour Community/Wickham GNS does
- Patchy public services
- Services leaving the area e.g. banking facilities





- Some volunteers and attenders have not returned after Covid to village groups
- Ageing communities and challenges that brings to accessing services/support
- Social issues caused by social changes as result of Sizewell e.g. examples of young people becoming addicted to drugs when Sizewell B was build as an influx of workers also meant hard drugs arrived and there were allegedly some fatal overdoses by students at Thomas Mills School

PEST – What TECHNOLOGICAL factors could help or hinder us locally?

Help:

- Some successful examples of rural areas in the patch using technology to keep people updated e.g. Wickham News, Sweffling Facebook page and WhatsApp
- Virtual activities reach a wider range of people

Hinder:

- Geography can mean some areas are better served with broadband than other areas
- Older populations in the CP area that could mean less access to online
- Mobile access in rural areas is poor

SWOT – What are our Strengths as a Community Partnership?

- Enthusiastic new district councillors
- Good take-up of parish councils in the south of the patch
- Strong relationships with schools being developed
- Good take-up of members taking part in task and finish groups/projects
- Experience in the group from members and officers
- Towns and villages have communication networks we can link to
- Adequate funding
- Local people sourcing and funding local projects

SWOT – What are our Weaknesses as a Community Partnership?

- Lower take-up of parish councils in the north of the patch
- Some parishes don't engage at all
- Membership is predominantly from parish councils and some community groups are not part of the group – trying to scope why, how to get them involved
- Communication Don't get information out to residents as well as we could need to improve CP communications and use of logos / info branding on promotional materials

SWOT – What are the **Opportunities** for our Community Partnership?

• Linking up with neighbouring Community Partnerships – especially those which are 'hubs' for our residents e.g. Beccles, Bungay, Halesworth for villages like





Chediston, Walpole etc, Aldeburgh, Leiston and Saxmundham for Kelsale and Yoxford etc

- Building more links with other interest groups in the community e.g. churches
- Linking up with schools more on projects
- Fostering more understanding and more robust/sustainable governance structures for our charities

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SWOT – What are the Threats for our Community Partnership?

- Geographical take-up leading to disproportionate outcomes e.g. south of the patch receiving more attention than the north as more take-up from the south
- Some of our most rural parishes (who we want to reach) not participating at all as don't see it for them
- Limited capacity for delivery
- Limited volunteers