



## Draft Collaborative Agreement

15<sup>th</sup> 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	<ul style="list-style-type: none"> <li>• Attend meetings</li> <li>• Support by process by 'being there'</li> <li>• Representatives of the community</li> <li>• Linkers and enablers</li> </ul>
CP members generally e.g. community reps (parish and / or key groups within Parishes).	<ul style="list-style-type: none"> <li>• "Supporting communities in their journey - financially and technically"</li> <li>• "Identify needs then establish and support appropriate initiatives to help improve the lives of residents"</li> <li>• "Community Partnership members and ESC decide priorities"</li> <li>• "Community Partnership members and ESC find activities and projects"</li> <li>• "Community Partnership members and ESC allocate funding in accordance with priorities"</li> <li>• Community Partnership members assist in delivery of activities and projects and providing feedback</li> </ul>
Community groups	<ul style="list-style-type: none"> <li>• Provide benefit of experience</li> </ul>



	<ul style="list-style-type: none"> <li>• Spot needs</li> <li>•</li> </ul>
ESC – Chair, Vice Chair, Democratic Services officer, Communities officer	<ul style="list-style-type: none"> <li>• Facilitates the environment of the CP – ‘gives the lead and direction’</li> <li>• Provide a link with communities</li> </ul>
Community itself	<ul style="list-style-type: none"> <li>• Buy into the Community Partnership</li> <li>• To support the Community Partnership</li> <li>• <i>Role which should be clearer is the link between the CP and the community, supporting the work of the community officers.</i></li> </ul>

### 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.
4. *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.
6. 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 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 15<sup>th</sup> April 2024



## Appendix: PEST and SWOT

V5 – 23<sup>rd</sup> 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
- 

#### **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