



East Suffolk  
Community  
Partnerships  
*Bringing ideas to life*

Kesgrave,  
Rushmere St Andrew,  
Martlesham, Carlford  
& Fynn Valley

## Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Meeting

Friday 8 March 2024, 2pm

Tuddenham St Martin Village Hall, Westerfield Lane, Tuddenham St Martin, IP6 9BH

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### Partnership Priorities

1. Support, encourage and enable everyone to become more active, and enable 'active travel' as an alternative option.
  2. Road and traffic safety.
  3. Environmental improvements.
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### Meeting Goals

1. To consider the decisions made at the CP Board meeting on 7 March 2024 and any issues to escalate to the next Board meeting.
2. To agree the best way forward for the projects discussed at the previous meeting.
3. To agree potential projects to tackle our three agreed priorities, including what the CP wants to achieve and who will lead these.

Standing Items		Lead	Supporting papers
1	Action Notes ( <i>5 minutes</i> )	Matt Makin ESC Democratic Services Officer	Attached
2	Ground Rules ( <i>5 minutes</i> ) <i>Are members of the CP happy to agree these rules, or are amendments required?</i>	Andy Jolliffe ESC Communities Officer	Attached
3	Where are we now? ( <i>15 minutes</i> ) <ul style="list-style-type: none"><li>• Community Partnership Board Update – summary conversation provided</li><li>• Issues/matters to raise from the CP to the Board <i>What local, recurring or emerging issues need to be raised to the CP Board for further discussion?</i></li></ul>	Luke Bennett ESC Partnerships Manager	None

4	<p><i>Presentations (45 minutes)</i></p> <ul style="list-style-type: none"> <li>• <i>Just42 (15 minutes)</i> <i>What are the current challenges facing young people in our CP area?</i> <i>How do the challenges faced link with our priorities?</i> <i>Are these issues something the CP wish to support via an outcome proposal?</i></li> <li>• <i>Integrated Neighbourhood Team (INT) (15 minutes)</i> <i>How do the INT priorities match our own?</i> <i>What needs to happen to work together productively for everyone's benefit?</i> <i>How can we share resources to benefit the CP area and its residents?</i></li> <li>• <i>Suffolk Joint Emergency Planning Unit (JEPU) (15 minutes)</i> <i>What does the Suffolk JEPU do?</i> <i>How can resilience be built within communities in the CP area?</i></li> </ul>	<p>Caroline Rutherford Just 42</p> <p>Nikki Pemberton Woodbridge INT</p> <p>Courtney Walsh Suffolk JEPU</p>	None
5	<p><i>Outcome proposals – to allocate remaining budget by the end of the meeting (30 minutes)</i></p> <ul style="list-style-type: none"> <li>• <i>Do we agree with the outcome proposals offered, and are willing to allocate the funds to them?</i></li> <li>• <i>To progress the proposals, who is going to do what, by when?</i></li> <li>• <i>Who is willing to engage in an environmental working group to develop and progress these proposals?</i></li> </ul>	<p>Andy Jolliffe ESC Communities Officer</p>	Attached
6	<p><i>Priority Review – Summer 2024 (15 minutes)</i></p> <p><i>Who needs to attend our next meeting to ensure our priorities are relevant and appropriate?</i></p>	<p>Andy Jolliffe ESC Communities Officer</p>	None
7	<p><i>Date of the next meeting:</i> 10 June 2024, 2pm Newton Room, Adastral Park, Martlesham Heath</p>	<p>All</p>	None

**Chair:** Ed Thompson (East Suffolk Council)

**Vice-Chair:** Dan Clery (East Suffolk Council)

**Communities Officer:** Andrew Jolliffe

[andrew.jolliffe@eastsuffolk.gov.uk](mailto:andrew.jolliffe@eastsuffolk.gov.uk)

**Partnership Organisations:**

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

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**Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership**

**Action Notes of the Meeting held on 8 January 2024**

**Kesgrave War Memorial Community Centre, Twelve Acre Approach, Kesgrave**

**Core Membership present:**

**ESC Councillors** – Councillor Ed Thompson (Chair), Councillor Colin Hedgley,

**SCC Councillors** –

**Town and Parish Councils** – Joanna Abbott (Clerk – Kesgrave Town Council), Alan Coomber (Kesgrave Town Council), Jean Ellinor (Tuddenham St Martin Parish Council), Jane Hall (Martlesham Parish Council), Mike Irwin (Martlesham Parish Council), Sue Prentice (Great Bealings Parish Council), Pete Carr (Little Bealings Parish Council), Richard Nicol (Swilland and Witlesham Parish Council), Nik Bestow (Bredfield Parish Council), Geoff Caryer (Grundisburgh and Culpho Parish Council), Ursula Richards (Playford Parish Council)

**Partnership Organisations** – Penny Holmes (Woodbridge Integrated Care), Caroline Rutherford (Just 42)

**Others present** – Luke Bennett (ESC Partnerships Manager), Andy Joliffe (ESC Communities Officer), Katy Cassidy (ESC Democratic Services Officer), Lorraine Fitch (ESC Democratic Services Manager)

**Apologies received** – Elaine Bryce (Vice-Chair)

Item	Discussion
1.	<b>Welcome and Apologies for Absence</b> Ed Thompson (ET) introduced himself as the Chair of the Community Partnership and set out the meeting objectives.
2	<b>Action Notes</b> The action notes of the meeting held on 21 July 2023 were agreed as a correct record.
3.	<b>Election of a Vice-Chair for 2023/24</b> It was by a unanimous vote agreed that Dan Clery be elected as the Community Partnership Vice Chair for 2023/24.

4.	<p><b>Where are we now?</b></p> <p><b>Community Partnership Board Update</b></p> <p><b>Does the CP want to escalate anything to the next CP Board meeting?</b></p> <p><b>Are there opportunities to work with the Board/other CPs on specific projects?</b></p> <p>Luke Bennett (LB) provided an update on the Community Partnership Board, outlining to the group the purpose of the Board and how the Community Partnership activity fed into the board.</p> <ul style="list-style-type: none"> <li>• The Spot Wellbeing project was highlighted at the recent Board meeting to be expanded to other areas in Suffolk.</li> <li>• The partnership was updated on the Community Action Suffolk rural proofing workshop that occurred at the Board. The purpose being that all Community Partnership decisions considered the rural proofing approach. Further work on this key area was anticipated.</li> <li>• LB advised that the findings from the Tackling Inequalities task and finish group would be shared with the meeting notes.</li> <li>• The partnership was advised that there was significant match funding for the mental health and wellbeing and young people's health outcomes, bringing a total of £285k. AJ and ET are the links for this programme.</li> <li>• The partnership was updated on the Transport and Travel projects, pilots had been supported by Community Partnerships in East Suffolk. A business model with partners was being explored to generate a new funding model. Buzzabout and Katch had bid for funding to make them full time services.</li> </ul> <p><b>Projects Updates, including projects discussed at the last meeting</b></p> <p><b>Does the CP agree with the proposed way forward for these projects?</b></p> <ul style="list-style-type: none"> <li>• Additional funding had been secured for Safer Village Driving with £1,000 allocated for a new device.</li> <li>• Rock Paper Scissors project had been allocated funding to work with local primary schools around road safety. Artwork had been sent out to all families in schools and lamp post banners around the primary schools were being</li> </ul>
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	<p>installed 8 January 2023. The pricing package secured meant that surplus funding could be used to widen the project to other schools in the area.</p> <p>A budget of approximately £21k was remaining to spend.</p>
5.	<p><b>Workshop Session</b></p> <p>AJ introduced the workshop activity with a presentation summarising the Partnership priorities and the work to date.</p> <p>The Community Partnership took part in a workshop activity focusing on each of the priorities to explore potential project ideas whilst considering the following:</p> <ul style="list-style-type: none"> <li>• How does it link to the Community Partnership area?</li> <li>• What is already in place?</li> <li>• What might not work?</li> <li>• Discuss/suggest practical actions/projects to address the issues highlighted</li> <li>• Prioritise suggested actions</li> <li>• Develop details of prioritised actions</li> <li>• Identify who is best placed to deliver project(s) and what needs to happen between now and the next meeting in March.</li> </ul> <p>Outcomes from the workshop activity were collated for distribution with the action notes to enable project plan development at the next Community Partnership in March.</p>
6.	<p><b>AOB</b></p> <p>It was noted that Road Safety was not discussed. AJ agreed to share the road safety forum dates for the whole calendar year with the action notes.</p> <p>AJ updated the partnership that the preferred meeting time responses were mixed with a 50/50 split for evening/afternoon preference. It was proposed that the winter meetings took place in the afternoon and summer meetings in the evenings. Action – Democratic Services to follow up.</p>
6.	<p><b>Date of the next meeting:</b></p> <p>Friday 8 March at 2pm, Tuddenham St Martin Village Hall</p>

The meeting concluded at 4.00pm

**Kesgrave, Rushmere St Andrew, Martlesham, Carlford & Fynn Valley  
Community Partnership**

**Meeting 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. Allow every voice to be heard, avoid side conversations and value other people's contributions.
5. 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.
6. Be honest and respect confidentiality
7. 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.
8. Ask questions to seek clarification when you don't understand the meaning of someone's comments
9. Bring your humour and have fun!



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## Outcome Proposal Form 2023-24

Please note that this MUST have already been discussed/agreed by the Community Partnership

**Programme or Project Name:**

**ROAD SAFETY in rural villages using a Speed Indication Devices (SID)**

**Name of Organisation(s) that will deliver it: SAVID**

**Brief Description of What the  
Programme/Project is (2 lines max.):**

The plan is to have a SID machine dedicated to each of  
the ten parishes in the SAVID network.

**Partnership Budget Funding Request:**

**£ 3720**

### 1. Outcomes and Beneficiaries:

- **Outcomes:** The deployment of a Speed Indication Device is an important tool in the quest to educate drivers passing through rural communities. The device selected is designed to inform drivers of their speed. A congratulatory green “smile” is lit up for those travelling within the speed limit whilst errant drivers are reminded with a red “angry” sign.
- The device is attached to a permanent post which is sited at an agreed location, approved by the Police and Highways Authorities. The fixing and removal of these portable signs is carried out by local volunteers who, in addition, are also responsible for maintaining fully charged batteries and downloading vital data gathered during the deployment of each three-week cycle.
- Analysis of the data provides extensive information with regard to vehicle flows, average speeds, numbers and percentages of “speeders” etc. No details of individual vehicles or their owner/drivers is obtained by the SID. Thus, the statistical evidence can be used to inform local groups such as parish councils and Community Speedwatch Teams. The latter are then able to “target” specific times and days of the week in which to operate.
- Whilst in NORMAL use the SID has a noticeable effect on passing motorists. Most are encouraged to moderate their speed. “Non-locals” are informed of the speed limit. Whilst in COVERT mode the SID continues to gather data which is used to compare with data gathered during normal operation.
- **Beneficiaries:** The main beneficiaries are residents in local villages “going about their daily activities”. Speeding vehicles create a “hostile” environment such that people are often deterred from doing such basic things as walking to meet family or friends. Likewise, those





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choosing cycling as a means of transport feel “threatened” by the unacceptable behaviour of errant motorists.

## 2. Programme/Project Description: How you will achieve your stated outcomes for your chosen beneficiaries (up to 200 words)

The Community Partnership will need to know, *practically*, what the Delivery Organisation(s) intend to do to achieve your outcomes. Please answer each question below:

***Why the Delivery Organisation(s) have been chosen over and above any others (eg capacity, skills, etc):***

Since its formation several years ago SAVID has delivered a number of vital road safety projects. These include provision and deployment of Vehicle Activated Signs and Speed Indication Devices. SAVID is a road safety group representing ten villages in the rural area north and east of Ipswich. Parish Councils are represented at SAVID meetings which are held bi-monthly. Business is transacted according to its constitution. There is an elected Chairman, secretary and treasurer to support the work of delegates.

***How they intend to do it:***

SAVID has a specific target of providing a SID for every village to the north and east of Ipswich.

***How it demonstrates value for money:***

SAVID is an excellent example whereby, if volunteers, living within communities, are provided with appropriate equipment, they are able to have a significant influence to improve the lives of residents.

***How it relates to the beneficiaries stated in Question 1:***

SAVID is able to effectively deal with parish councils to deliver targeted road safety initiatives.

***How many people you intend to reach / give benefit to:***

Whenever residents are asked to talk about “quality of life” in their village, one of the top answers concerns traffic. This may be about the volume and/or type of traffic but, without doubt, it is the speed of passing vehicles which causes the most concern. Thus ALL local residents stand to benefit from the deployment of a SID.



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***If you have chosen to run a Small Grant Scheme, why is this the best way to address the outcomes / priorities (eg capacity and skills, etc.):***

Not applicable.

### **3. Evidence of Meeting Outcomes – Impact / On-Going Monitoring & Evaluation:**

**As the project progresses, the Community Partnership needs to know exactly what the delivery partner will be measuring, how and when. So the delivery partner will need to provide strong evidence that they are achieving the outcomes. *Please note we will send you a monitoring sheet to complete and return, at programme/project or funding end.***

***For example:***

***What information do you need to record as the programme or project develops to prove you are achieving your outcomes?***

The most effective way is to obtain data with the SID in “normal mode” compared with “covert mode”.

***How will you get this information?***

The SID machine will be set in normal mode for three weeks. This is the time frame recommended nationally by highways authorities. The machine is then set in covert mode for the next cycle.

***How often will you need to record it?***

SID machines are deployed on three week cycles. Data is downloaded and stored for analysis.

### **4. Community Partnership Priorities:**

**Which Community Partnership (CP) priority or priorities does the programme/project deliver against?**

East Suffolk Council Community Partnership through its Road Safety Forum has made significant progress in recent years to improve the quality of life for the more vulnerable road users, particularly in rural settings. This project is a continuation of that theme.

### **5. Identification of Need:**

**How was the need for the programme/project identified (up to 200 words):**



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*Please specify how the idea for the programme or project developed, e.g., as a result of a Task & Finish Group, Parish/Neighbourhood Plan, Market Town health check, questionnaire or another means of consultation/engagement, etc. You can also show need through anecdotal evidence such as ticket sales/reviews or events. It is important your answer describes how the need relates to the Community Partnership Priorities you stated in 4.*

At each meeting of SAVID there is an agenda item dealing specifically with issues relating to vehicles "speeding". Speeding vehicles is the one item repeatedly mentioned as having a negative effect on life in rural communities.

Villages which have completed Neighbourhood Plans similarly find that issues of traffic and the errant speed of vehicles as a top priority of concern.

## 6. Stakeholders:

**Which organisations and other stakeholders will be involved and how will they contribute to the programme/project, e.g., Time / Money / Facilities, etc. Please remember to detail any time given by volunteers (hours / days)**

Within the SAVID group it is expected that an additional SID machine would enable significant extra coverage of local roads. SAVID has an overarching principle of ensuring that every village has its own SID machine. The success of this bid will be one further step in that quest.

SAVID is primarily a VOLUNTEER ORGANISATION. The work of setting and maintaining the machines along with data collection is completed by volunteers. Once the equipment is provided there are no further on-costs making the scheme extremely cost-effective. SAVID operates as an administrative organisation within a very small budget. It does not hold funds to purchase large items of equipment - hence the bid for funding.

## 7. When the programme/project will start & finish:

<b>Start Date (MM/YY)</b>	04/24	<b>Finish Date (MM/YY)</b>	On-going
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## 8. Resources/Costs/Funding:

<b>Does the project have a FUNDING REQUEST to East Suffolk Council or other source of funding pending? If so, please give details:</b>	No further request than the bid as detailed below:
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Please provide a breakdown of the total programme/project resources needed and budget costs (add extra rows if necessary). Please list each item separately. For example, please do **NOT** put 'Materials, venue hire and refreshments' as one cost – this must be 3 separate amounts. See example in first line of the **TABLE** below, that you must complete please. **The letters in RED are there to guide and help you ensure the proposal is fully costed:**

*If you need to explain your costs further, please use the box labelled 'Costs - Further Info', underneath 'Funding Shortfall'*

Item	What is it; how long will it last; how much, etc.	Cost	Ref
Speed Indication Device	Speed detecting device with graphic display to passing motorists. Minimum 10 year lifespan. No on-costs	£3289	<b>1</b>
Data Collection integrated software	An essential tool within the device to collect data which is analysed using custom built software (provided within the quote)	£379	<b>2</b>
Brackets	Brackets used to attach the device to a fixed pole	£52	<b>3</b>
Add more lines if needed and simply add to total <b>(A)</b>			
<b>Total cost of Project/Programme, etc, ie <b>1+2+3</b></b>		<b>£3720</b>	<b>(A)</b>
<b>Community Partnership Funding amount being applied for &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£3720</b>	<b>(B)</b>
<b>Delivery Organisation own funds already held to put towards THIS programme / project, ie in Bank/Building Society Account &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£0</b>	<b>(C)</b>
<b>TOTAL Match-Funding Awarded but NOT in Delivery organisations account yet (if any)</b>		<b>£0</b>	<b>(D)</b>
<b>TOTAL Funding the Delivery organisation will hold, if CP Funding is approved, ie <b>B+C+D</b></b>		<b>£3720</b>	<b>(E)</b>



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Funding Shortfall, if any, ie (A) minus (E)	£0.00	(F)
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<b>FUNDING SHORTFALL (F)</b> If there is a shortfall, please explain how/where the Delivery organisation aims to make that up and when:
Not Applicable

**Costs - Further Info:** Only complete the box below if you need to add further clarity regarding your costs:

## 9. Sustainability:

<b>How will the programme/project be sustained / continued once any funding awarded has been used (if relevant)?</b>
Once purchased and in use there are no further on-costs. SAVID will name a village to make the purchase once funding is received. The selected parish council will make the purchase. Its team of volunteers will use and maintain it. The parish council will list the machine and insure it as part of their inventory of equipment.

## 10. Publicity:

<b>How will the programme/project be promoted and publicised?</b> It will be a requirement of any funding award to acknowledge the Community Partnership funding provided by East Suffolk Council in any relevant publicity.
Should the bid for funding be successful SAVID will designate the village to make the purchase. The selected village and SAVID will then organise a publicity event. This is likely to take the form of a road-side “switch on”. Invitations will be sent to the East Suffolk Community Partnership Team.



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## Outcome Proposal Form 2023-24

Please note that this MUST have already been discussed/agreed by the Community Partnership

<b>Programme or Project Name:</b> Community engagement with environmental issues (working title)	
<b>Name of Organisation(s) that will deliver it:</b> Town/Parish Councils, East Suffolk Council, Kesgrave High School and other individuals to be confirmed	
<b>Brief Description of What the Programme/Project is (2 lines max.):</b>	Litter picks and neighbourhood tidy events akin to Road Safety Week
<b>Partnership Budget Funding Request:</b>	<b>£6,183</b>

### 1. Outcomes and Beneficiaries:

The Community Partnership will need to fully understand these and how they will be measured before they can consider funding a programme or project: Therefore, please state what the anticipated outcomes of the programme or project are and who they are targeted at. Note:

- **Outcomes** are the specific **changes or impact** that you want to result from the programme or project. Your outcomes need to be measurable so that you can prove that your project has driven the change and created the impact you said it would. The best way to make your outcomes measurable is to ensure they are specific rather than general. And the best way to ensure you will achieve your outcomes is to make them realistic. If it's very difficult to measure or to achieve your expected outcome, you should consider whether it needs replacing or expressing differently.
- Your **Beneficiaries** are the people who will benefit from your programme or project.

*Please be as specific as possible for both.*

**Your Outcomes (specific CHANGES or IMPACT) and Beneficiaries:**

- Reduced litter in areas identified as having this issue, reducing the impact on the environment and wildlife.
- Increased number of young people taking a practical role in caring for their environment.
- Increased number of community led litter pick events



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- Annual awareness week at CP level, similar in style to Road Safety Week.

#### Beneficiaries

- Residents across the Community Partnership area.
- Wildlife and the local environment due to less interference.
- High school students enabled to take practical action against a local issue.

## 2. Programme/Project Description: How you will achieve your stated outcomes for your chosen beneficiaries (up to 200 words)

The Community Partnership will need to know, *practically*, what the Delivery Organisation(s) intend to do to achieve your outcomes. Please answer each question below:

#### ***Why the Delivery Organisation(s) have been chosen over and above any others (eg capacity, skills, etc):***

Parish and Town Councils are aware of the issues and local matters affecting their community. They also have access to volunteers and interested parties that may wish to participate.

Kesgrave High School have requested to participate and be enabled to carry out litter picks on a regular basis.

East Suffolk Council will act as organisers and facilitate further development of the project in partnership with other stakeholders.

#### ***How they intend to do it:***

Delivery of an annual awareness week related to the local environment and keeping the communities clean and tidy. This will done in a similar format to the successful Road Safety Week events which take place each year. This will include engaging with local schools, provision of awareness raising banners, content sent to local publications and social media pages and other plans to be confirmed.

Interested volunteers that wish to run their own litter picks will be enabled to do so by completing online training via Keep Britain Tidy. This training will allow them to increase





community engagement and run their own events in the future with limited support from Councils.

***How it demonstrates value for money:***

The upskilling of volunteers increases their participation time and demonstrates good value for money against the initial investment. The amount of hours committed will be monitored and fed back to the CP.

The equipment being purchased is of a high quality, durable, and able to be used for the long term. It is believed that purchasing cheaper items may be a false economy considering their uses.

The training theory is tried and tested by Keep Britain Tidy and the context of the training is well embedded. It is expected that this training will be relevant for the long term and will not require top up sessions.

***How it relates to the beneficiaries stated in Question 1:***

Residents are expected to notice not only the improvement in the quality of their local area, but are aware of how they can actively contribute towards the improvements themselves. Events will be well publicised and engaging, increasing community cohesion and increasing health and wellbeing of the local population.

***How many people you intend to reach / give benefit to:***

Areas to be targeted for litter picking and awareness events will be agreed in partnership with the CP members. It is expected that the residents in those areas will be reached with the opportunity to participate and the increased awareness about the local matters. Areas that are not facing such an issue will not be considered priority unless there is a clear interest from volunteers and the community.

***If you have chosen to run a Small Grant Scheme, why is this the best way to address the outcomes / priorities (eg capacity and skills, etc.):***

Not applicable.





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### 3. Evidence of Meeting Outcomes – Impact / On-Going Monitoring & Evaluation:

As the project progresses, the Community Partnership needs to know exactly what the delivery partner will be measuring, how and when. So the delivery partner will need to provide strong evidence that they are achieving the outcomes. *Please note we will send you a monitoring sheet to complete and return, at programme/project or funding end.*

***For example:***

***What information do you need to record as the programme or project develops to prove you are achieving your outcomes?***

Number of litter pick events held at Kesgrave High School and approximate number of students participating.

Number of community events taking place during the nominated week, and number of participants involved.

Subjective feedback from participants about the event and how it has made an improvement to the local area.

***How will you get this information?***

Agreement with the high school will be completed before any equipment is provided, ensuring the key data will be provided.

We will also complete a survey of actions completed after the week has ended to see how things have changed and progressed.

***How often will you need to record it?***

Updates will be provided to the Community Partnership on a quarterly basis during a standing agenda item.

### 4. Community Partnership Priorities:

**Which Community Partnership (CP) priority or priorities does the programme/project deliver against?**

Environmental Improvements



## 5. Identification of Need:

**How was the need for the programme/project identified (up to 200 words):**

*Please specify how the idea for the programme or project developed, e.g., as a result of a Task & Finish Group, Parish/Neighbourhood Plan, Market Town health check, questionnaire or another means of consultation/engagement, etc. You can also show need through anecdotal evidence such as ticket sales/reviews or events. It is important your answer describes how the need relates to the Community Partnership Priorities you stated in 4.*

The topic was discussed at the January 2024 Community Partnership meeting and a follow up online workshop to discussed and adjust the plans further. the matters in this proposal were identified by members of the CP during a lengthy discussion.

CP data also shows that residents of the CP have an above average level of interest in environmental matters, including recycling and similar issues. This suggests, along with real life examples such as the Kesgrave Wombles, that participation from a number of local residents can be expected.

## 6. Stakeholders:

**Which organisations and other stakeholders will be involved and how will they contribute to the programme/project, e.g., Time / Money / Facilities, etc. Please remember to detail any time given by volunteers (hours / days)**

Kesgrave High School and Students – litter picking on a regular basis, all voluntarily.  
Volunteers – trained to deliver litter picking and similar events in the long term.  
Town and Parish Councils – contributions in various ways towards the annual awareness events.  
East Suffolk Council – facilitating discussions about the events and also coordinating volunteers and partnership organisations.

## 7. When the programme/project will start & finish:



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<b>Start Date (MM/YY)</b>	05/2024	<b>Finish Date (MM/YY)</b>	05/2025
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## 8. Resources/Costs/Funding:

<b>Does the project have a FUNDING REQUEST to East Suffolk Council or other source of funding pending? If so, please give details:</b>	No
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Please provide a breakdown of the total programme/project resources needed and budget costs (add extra rows if necessary). Please list each item separately. For example, please do **NOT** put 'Materials, venue hire and refreshments' as one cost – this must be 3 separate amounts. See example in first line of the **TABLE** below, that you must complete please. *The letters in **RED** are there to guide and help you ensure the proposal is fully costed:*

*If you need to explain your costs further, please use the box labelled 'Costs - Further Info', underneath 'Funding Shortfall'*

Item	<i>What is it; how long will it last; how much, etc.</i>	Cost	Ref
<b>Eg Venue Hire</b>	<b>Eg £75 per month x 8 months usage</b>	<b>Eg £600.00</b>	
<b>Eg Mileage</b>	<b>Eg Tutor, from Office to Venue, 40 miles @ 45ppm</b>	<b>Eg £18.00</b>	
<b>Equipment</b>	Litter pickers and bag hoops x 200, including a percentage to Kesgrave High School (75%). The costs attached are with 20% discount included and shipping free of charge.	<b>£3,482</b>	<b>1</b>
<b>Banners/ advertising</b>	PVC banners (3m x 1m) with bespoke design to be agreed around clean spaces (working title). Opportunity to propose match funding or sponsorship from town/parish councils. Quantity - 6	<b>£420</b>	<b>2</b>
<b>Training</b>	Training by Keep Britain Tidy – Neighbourhood Community Champion Scheme or Building Community Engagement or Litter Heroes Workshop training depending on demand. One day long virtual sessions. <a href="#">Community &amp; education training   Keep Britain Tidy</a>	<b>£2,000 for 8 spaces</b>	<b>3</b>
<b>Hi vis jackets</b>	Hi visibility jackets x 40. Extras, if needed, loaned by other organisations.	<b>£56</b>	<b>4</b>



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<b>Event costs</b>	Event costs for neighbourhood litter picking events	<b>£180</b>	<b>5</b>
		<b>£0.00</b>	<b>6</b>
		<b>£0.00</b>	<b>7</b>
		<b>£0.00</b>	<b>8</b>
	Add more lines if needed and simply add to total (A)		
<b>Total cost of Project/Programme, etc, ie 1+2+3+4+5+6+7+8</b>		<b>£6,183</b>	<b>(A)</b>
<b>Community Partnership Funding amount being applied for &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£6,183</b>	<b>(B)</b>
<b>Delivery Organisation own funds already held to put towards THIS programme / project, ie in Bank/Building Society Account &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£0.00</b>	<b>(C)</b>
<b>TOTAL Match-Funding Awarded but NOT in Delivery organisations account yet (if any)</b>		<b>£0.00</b>	<b>(D)</b>
<b>TOTAL Funding the Delivery organisation will hold, if CP Funding is approved, ie B+C+D</b>		<b>£0.00</b>	<b>(E)</b>
<b>Funding Shortfall, if any, ie (A) minus (E)</b>		<b>£0.00</b>	<b>(F)</b>

**FUNDING SHORTFALL (F)** If there is a shortfall, please explain how/where the Delivery organisation aims to make that up and when:

Not applicable.

**Costs - Further Info:** Only complete the box below if you need to add further clarity regarding your costs:

## 9. Sustainability:

**How will the programme/project be sustained / continued once any funding awarded has been used (if relevant)?**

The equipment and training are considered to be long term investments that will not require additional purchases in the future, unless a significant change in direction is required. This is not expected at present.

## 10.Publicity:

**How will the programme/project be promoted and publicised?** It will be a requirement of any funding award to acknowledge the Community Partnership funding provided by East Suffolk Council in any relevant publicity.

East Suffolk Council will support with the promotion. Volunteers will be guided through the training about how to promote greater community engagement. Social media pages, local newsletters and media will also be used to raised awareness of the topic at key times.



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## Outcome Proposal Form 2023-24

Please note that this MUST have already been discussed/agreed by the Community Partnership

<b>Programme or Project Name:</b> Flood resilience and prevention	
<b>Name of Organisation(s) that will deliver it:</b> East Suffolk Council along with Parish and Town Councils	
<b>Brief Description of What the Programme/Project is (2 lines max.):</b>	Series of actions taken by the stakeholders to improve resilience against flooding and to best prepare communities.
<b>Partnership Budget Funding Request:</b>	<b>£3,500</b>

### 1. Outcomes and Beneficiaries:

The Community Partnership will need to fully understand these and how they will be measured before they can consider funding a programme or project: Therefore, please state what the anticipated outcomes of the programme or project are and who they are targeted at. Note:

- **Outcomes** are the specific **changes or impact** that you want to result from the programme or project. Your outcomes need to be measurable so that you can prove that your project has driven the change and created the impact you said it would. The best way to make your outcomes measurable is to ensure they are specific rather than general. And the best way to ensure you will achieve your outcomes is to make them realistic. If it's very difficult to measure or to achieve your expected outcome, you should consider whether it needs replacing or expressing differently.
- Your **Beneficiaries** are the people who will benefit from your programme or project.

*Please be as specific as possible for both.*

**Your Outcomes (specific CHANGES or IMPACT) and Beneficiaries:**

- Ensure problems caused by flooding can either be avoided or addressed with greater speed and improved results.
- Enable appropriate support can be taken in response to flooding.



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- Improved communication regarding potential flooding throughout communities, particularly in Carlford/Fynn Valley.

#### Beneficiaries

- Residents within the CP area, particularly those living in properties at high risk of flooding. We anticipate this to be circa 2,700 properties.
- Residents within the CP that may be adversely affected by flooding in secondary matters, such as inability to travel due to flooded roads.
- Selected stakeholders that will be trained by professionals and upskilled in matters relating to emergency planning.

## 2. Programme/Project Description: How you will achieve your stated outcomes for your chosen beneficiaries (up to 200 words)

The Community Partnership will need to know, *practically*, what the Delivery Organisation(s) intend to do to achieve your outcomes. Please answer each question below:

***Why the Delivery Organisation(s) have been chosen over and above any others (eg capacity, skills, etc):***

Parish and Town Councils are considered to be the driving force in this project as they will have a consistent and historic presence in their communities. For the sake of consistency over a longer period, it's felt that training and upskilling should focus on these people, along with others in voluntary roles relating to community spaces.

East Suffolk Council Communities team will coordinate the project and promote the opportunities available to people. There is a history of doing so over recent years with positive results.

***How they intend to do it:***





Training facilitated by Suffolk Joint Emergency Planning Unit in communities most likely to be affected by flooding. The topics would include emergency plans, rest centres, and how volunteers can support any response required.

Registration of interested parishes with [communitiesprepared.org.uk](https://communitiesprepared.org.uk), enabling upskilling of Councillors to better prepare for flooding issues in the future.

Provision of Z Cards that can be attached to a fridge and taken at a moments notice. These cards include all key emergency contacts and information in the event of unexpected issues. The cards would be offered to the 2,700 properties at greatest risk of flooding according to Government data.

Identification of nominated volunteers in communities, preferably linked to their Parish/Town Councils or community spaces, to act as lead organiser for emergency plans.

A small match funding pot will be made available to encourage local Parish Councils to financially contribute to tackling issues in their area.

***How it demonstrates value for money:***

JPEU and communitiesprepared training is free of charge. The costs incurred include delivery of such training in appropriate community spaces, such as village halls.

The key contacts on Z Cards remain consistent and are not expected to change in the medium to long term. Other copies of the information will be made available to the public via local websites and noticeboards.

It is the opinion of the working group that training Council representatives is a more cost effective and reliable method, as these people have a strong understanding of local need and will act as a consistent presence in the area.

***How it relates to the beneficiaries stated in Question 1:***

The plans intend to improve self reliance and reduce the demand on local services that may be stretched during periods of flooding or other matters. This way of working expects to embed the skills, awareness and preparation in the communities that need it most, rather than becoming reliant on a single point of contact.

***How many people you intend to reach / give benefit to:***

It is expected that circa 2,700 properties are considered at high risk of flooding. These properties mainly relate to areas near the rivers Deben, Fynn and Lark. However it is also noted that other





areas of the CP, for example Kesgrave, can be affected by flooding and the impact of greater traffic flow and dangerous conditions.

***If you have chosen to run a Small Grant Scheme, why is this the best way to address the outcomes / priorities (eg capacity and skills, etc.):***

Not applicable. Decisions around match funding will be made by the Community Partnership on a quarterly basis.

### **3. Evidence of Meeting Outcomes – Impact / On-Going Monitoring & Evaluation:**

**As the project progresses, the Community Partnership needs to know exactly what the delivery partner will be measuring, how and when. So the delivery partner will need to provide strong evidence that they are achieving the outcomes. *Please note we will send you a monitoring sheet to complete and return, at programme/project or funding end.***

***For example:***

***What information do you need to record as the programme or project develops to prove you are achieving your outcomes?***

- Number of trainees completing JPEU or similar courses, and the parishes they represent.
- Number of emergency plans in place following training and support, compared to prior to the project.
- Number of Z cards provided to properties in the CP area and a heat map to visualise the data.
- Match funding created based on this element of the project provided.
- Hours of training and work completed by volunteers relating to this project.

***How will you get this information?***

Some pre-project data collection will be required to understand the current circumstances and to promote the offer of training sessions.

Ongoing recording of training attendance and emergency planning time will be recorded by the Communities Officer.



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***How often will you need to record it?***

Quarterly feedback at Community Partnership meetings can be arranged and the agenda item is already in place.

#### **4. Community Partnership Priorities:**

**Which Community Partnership (CP) priority or priorities does the programme/project deliver against?**

Environmental Improvements

#### **5. Identification of Need:**

**How was the need for the programme/project identified (up to 200 words):**

*Please specify how the idea for the programme or project developed, e.g., as a result of a Task & Finish Group, Parish/Neighbourhood Plan, Market Town health check, questionnaire or another means of consultation/engagement, etc. You can also show need through anecdotal evidence such as ticket sales/reviews or events. It is important your answer describes how the need relates to the Community Partnership Priorities you stated in 4.*

Following the agreement in summer 2023 that 'Environmental Improvements' should be a CP priority, further exploration of the topic was completed in January 2024 and February 2024, both face to face and online. During these sessions, the impact of recent flooding was discussed in detail and identified as an area where improvements to the response could be made on a local level.

Examples have been given of local residents that are still unable to access their properties months after a flooding event. Councillor Hedgley and Councillor Pedgrift have provided practical examples of the impact that current planning and weather conditions have had on local people.

Discussion has been had about the expectation of flooding to return again in the future and something that needs CP support for the local residents.



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## 6. Stakeholders:

**Which organisations and other stakeholders will be involved and how will they contribute to the programme/project, e.g., Time / Money / Facilities, etc. Please remember to detail any time given by volunteers (hours / days)**

Town/Parish Councils – time, volunteering hours, coordination at a local level during times of flooding. It is agreed by the CP that these organisations and people are most likely to have a consistent and clear presence in the areas they represent.

East Suffolk Council - promotion and engagement with Parishes with the aim of increasing engagement and uptake.

JPEU – Provision of training sessions as appropriate in community venues.

## 7. When the programme/project will start & finish:

<b>Start Date (MM/YY)</b>	04/2024	<b>Finish Date (MM/YY)</b>	04/2025
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## 8. Resources/Costs/Funding:

<b>Does the project have a FUNDING REQUEST to East Suffolk Council or other source of funding pending? If so, please give details:</b>	No
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**Please provide a breakdown of the total programme/project resources needed and budget costs (add extra rows if necessary). Please list each item separately. For example, please do NOT put**



‘Materials, venue hire and refreshments’ as one cost – this must be 3 separate amounts. See example in first line of the **TABLE** below, that you must complete please. *The letters in **RED** are there to guide and help you ensure the proposal is fully costed:*

*If you need to explain your costs further, please use the box labelled ‘Costs - Further Info’, underneath ‘Funding Shortfall’*

Item	What is it; how long will it last; how much, etc.	Cost	Ref
Eg Venue Hire	Eg £75 per month x 8 months usage	Eg £600.00	
Eg Mileage	Eg Tutor, from Office to Venue, 40 miles @ 45ppm	Eg £18.00	
Z Cards	2,700 cards with key emergency details on them, provided to properties at the greatest risk of flooding.	£2,500	<b>1</b>
Training provision	Hall hire and refreshments for 6 training sessions delivered by JPEU at zero cost. Training provided regarding emergency plans and other key topics.	£500	<b>2</b>
Match funding	Small pot for match funding parish plans to enable a stronger response or preparation for flooding	£500	<b>3</b>
Free training	Coordination and arrangements for training via communitiesprepared.org.uk	£0.00	<b>4</b>
		£0.00	<b>5</b>
		£0.00	<b>6</b>
		£0.00	<b>7</b>
		£0.00	<b>8</b>
	Add more lines if needed and simply add to total <b>(A)</b>		
<b>Total cost of Project/Programme, etc, ie 1+2+3+4+5+6+7+8</b>		<b>£3,500</b>	<b>(A)</b>
<b>Community Partnership Funding amount being applied for &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£3,500</b>	<b>(B)</b>
<b>Delivery Organisation own funds already held to put towards THIS programme / project, ie in Bank/Building Society Account &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£0.00</b>	<b>(C)</b>
<b>TOTAL Match-Funding Awarded but NOT in Delivery organisations account yet (if any)</b>		<b>£0.00</b>	<b>(D)</b>
<b>TOTAL Funding the Delivery organisation will hold, if CP Funding is approved, ie B+C+D</b>		<b>£3,500</b>	<b>(E)</b>
<b>Funding Shortfall, if any, ie (A) minus (E)</b>		<b>£0.00</b>	<b>(F)</b>

**FUNDING SHORTFALL (F)** If there is a shortfall, please explain how/where the Delivery organisation aims to make that up and when:



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None at present.

**Costs - Further Info:** Only complete the box below if you need to add further clarity regarding your costs:

## 9. Sustainability:

**How will the programme/project be sustained / continued once any funding awarded has been used (if relevant)?**

Z card information is expected to stay in date for a considerable period of time. paper and online versions will be available via noticeboards and parish/town council websites.

JPEU and online training is provided free of charge. Costs for hall hire and refreshments are low, and parishes would be requested to contribute to additional sessions if required. Online versions of the training are also available.

## 10. Publicity:

**How will the programme/project be promoted and publicised?** It will be a requirement of any funding award to acknowledge the Community Partnership funding provided by East Suffolk Council in any relevant publicity.

Local parish newsletters such as In Touch, Fynn Lark News and the Grundisburgh and District News will have articles and updates included in them.

Websites for local town/parish councils, along with social media pages will provide information to residents in a clear and accessible way. Summer events such as fetes may also be considered as a means of raising awareness about the actions taking place.



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## Outcome Proposal Form 2023-24

Please note that this MUST have already been discussed/agreed by the Community Partnership

Programme or Project Name: Nature for us all – Martlesham	
Name of Organisation(s) that will deliver it: Martlesham Parish Council	
Brief Description of What the Programme/Project is (2 lines max.):	Create a sensory landscape on an existing grassed area that will stimulate the senses and bring a calming, welcoming sense to the natural countryside.
Partnership Budget Funding Request:	£9,700

### 1. Outcomes and Beneficiaries:

The Community Partnership will need to fully understand these and how they will be measured before they can consider funding a programme or project: Therefore, please state what the anticipated outcomes of the programme or project are and who they are targeted at. Note:

- **Outcomes** are the specific **changes or impact** that you want to result from the programme or project. Your outcomes need to be measurable so that you can prove that your project has driven the change and created the impact you said it would. The best way to make your outcomes measurable is to ensure they are specific rather than general. And the best way to ensure you will achieve your outcomes is to make them realistic. If it's very difficult to measure or to achieve your expected outcome, you should consider whether it needs replacing or expressing differently.
- Your **Beneficiaries** are the people who will benefit from your programme or project.

*Please be as specific as possible for both.*

Your Outcomes (specific CHANGES or IMPACT) and Beneficiaries:

- Increased biodiversity of an existing grassed area which, whilst not developed, has limited environmental benefit in its current state.
- Creation of an extended wildlife corridor between Martlesham and the Martlesham Wilds space.



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- Increased access and awareness of Martlesham Wilds by working in partnership with Suffolk Wildlife Trust.
- Provision of an accessible and sensory environmental space that enables people to become more physically active at zero cost.

Beneficiaries will include all residents of Martlesham and the surrounding area. This is due to the design being fully accessible for people with mobility issues or additional needs. The existence of a bike storage rack already on site and a regular bus route next to the site also enables those without access to their own vehicle to benefit from the improvements.

It is noted that the site is already considered a destination venue for dog walkers and other people from further afield than Martlesham. The site is 15 minutes by car from villages as far away as Clopton and 20 minutes on bike from Rushmere St Andrew and Grundisburgh. It is reasonable to consider large percentages of CP residents could easily access the site, without taking in to account the high number of people visiting the Parish to access services.

## 2. Programme/Project Description: How you will achieve your stated outcomes for your chosen beneficiaries (up to 200 words)

The Community Partnership will need to know, *practically*, what the Delivery Organisation(s) intend to do to achieve your outcomes. Please answer each question below:

***Why the Delivery Organisation(s) have been chosen over and above any others (eg capacity, skills, etc):***

Martlesham Parish Council are the owners of the land in question. They already have a maintenance contract in place for their open spaces which will incorporate the improvements. MPC have completed significant public consultation on the designs and commissioned a landscape architect to create the vision for the site (attached). MPC also have direct contact with potential sources of volunteers, from local conservation groups, Suffolk Wildlife Trust and local businesses with their own volunteering arrangements, such as Tesco.

***How they intend to do it:***





The funding requested will allow for the installation and works of Area A on the attached map to take place. The wider blueprint for the entire area will be funded through other sources noted later in this proposal.

Contractors will be engaged to complete the key works, whilst the use of local volunteers will complete the softer works, such as planting the vegetation and seeds.

Arrangements will be made to use the materials from the car park renovation to create the raised parts of the design. This will reduce the amount of waste created by the wider development, prevent any emissions caused by its transportation, and will reduce the overall costs of the project.

***How it demonstrates value for money:***

Consideration has been made to use potential wastage from other parts of the development where possible. The funding requested is a relatively small percentage of the overall cost, which will be supported by other funding sources as noted below.

The long term maintenance of the works is already in place through an existing management contract that MPC hold and are responsible for. There is no expected further funding for maintenance expected from the CP in the future.

There is expected to be significant value sought in the use of volunteers wherever possible. Martlesham has a history of environmentally minded community groups being in place and supporting the local area, so it is anticipated that finding volunteers for these works will be relatively simple.

***How it relates to the beneficiaries stated in Question 1:***

The development of the site provides an opportunity to local people to volunteer and take greater ownership of the site and local environment.

Specific promotional attention will be given to local organisations that support people with limited mobility or additional needs. Whilst the likes of Martlesham Wilds are excellent local spaces, by their nature they can be challenging for people with additional needs. The improvements will be highlighted to the likes of the local Integrated Neighbourhood Team, Social Prescribers and other relevant organisations as a suitable space to be used.

***How many people you intend to reach / give benefit to:***

Whilst it is difficult to confirm an exact number of people that will engage with the finished site, we are aware that the space is convenient for those using active travel or public transport to visit.





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When taking in to account the bike racks, bus stop, footpaths and car park available to the site, it is reasonable to assume that approximately 28,000 people will be within a 20 minute cycle ride from the site according to traveltime.com. This number of course increases when considering those travelling by car.

***If you have chosen to run a Small Grant Scheme, why is this the best way to address the outcomes / priorities (eg capacity and skills, etc.):***

Not applicable.

### **3. Evidence of Meeting Outcomes – Impact / On-Going Monitoring & Evaluation:**

**As the project progresses, the Community Partnership needs to know exactly what the delivery partner will be measuring, how and when. So the delivery partner will need to provide strong evidence that they are achieving the outcomes. *Please note we will send you a monitoring sheet to complete and return, at programme/project or funding end.***

***For example:***

***What information do you need to record as the programme or project develops to prove you are achieving your outcomes?***

Clear timescales and deadlines will be confirmed to ensure the project is progressing as expected. The MPC Recreation and Amenities Committee will provide such oversight.

A visual review of the biodiversity before the works begin will be recorded. Once the site has 'settled', another visual review will be completed to notice the differences and improvements in the site.

There is the opportunity to invite visitors to complete a short online survey whilst on site using a QR code. This will allow greater understanding of the impact it is having on the environment and peoples health and wellbeing.

***How will you get this information?***



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Volunteers, Parish Council staff and other engaged organisations can be asked to support in the data gathering where possible.

***How often will you need to record it?***

It would be reasonable to consider a quarterly update would be useful to understand the outcomes of the project.

#### 4. Community Partnership Priorities:

**Which Community Partnership (CP) priority or priorities does the programme/project deliver against?**

Primarily, the **Environmental Improvements** priority as it is having a direct impact on this area of interest. Because of the nature of the site and the project, it is expected that it will increase the amount of overall physical activity completed by local residents because of the provision of a new space. Therefore, the **Increase physical activity...** particularly active travel priority will also be addressed to some extent.

#### 5. Identification of Need:

**How was the need for the programme/project identified (up to 200 words):**

*Please specify how the idea for the programme or project developed, e.g., as a result of a Task & Finish Group, Parish/Neighbourhood Plan, Market Town health check, questionnaire or another means of consultation/engagement, etc. You can also show need through anecdotal evidence such as ticket sales/reviews or events. It is important your answer describes how the need relates to the Community Partnership Priorities you stated in 4.*

Following extensive stakeholder engagement and a survey of residents, this project was established at the Recreation Ground with the aim of increasing usage by making it more attractive to a wider demographic within the context of an expanding and ageing population. The project also aims to recognise and enhance the natural setting of the grounds.

The establishment of Martlesham Wilds by the Suffolk Wildlife Trust (SWT) has led MPC to add two further objectives to its agenda which are supported by SWT, the managers of Martlesham Wilds;



- Link our existing biodiversity work with the Wilds, including establishing wildlife corridors.
- To work with SWT to support access to the Wilds.

All of the above actions were taken and agreed because of the significant research and community engagement completed by MPC.

## 6. Stakeholders:

**Which organisations and other stakeholders will be involved and how will they contribute to the programme/project, e.g., Time / Money / Facilities, etc. Please remember to detail any time given by volunteers (hours / days)**

- Martlesham Parish Council as lead organisation – funding, officer time, project management and community engagement.
- Landscape designer – informing the design of the entire site and considering the needs of the entire local population.
- Suffolk Wildlife Trust – advising MPC on the development of the wildlife corridor and similar queries.
- Local volunteers – planting and completing similar tasks during the development as considered safe and appropriate.
- East Suffolk Council – promotion of the finished site and making introductions to the local health providers that engage with the less represented members of the community.

## 7. When the programme/project will start & finish:

<b>Start Date (MM/YY)</b>	04/2024	<b>Finish Date (MM/YY)</b>	04/2025
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## 8. Resources/Costs/Funding:

<b>Does the project have a FUNDING REQUEST to East Suffolk Council or other source of funding pending? If so, please give details:</b>	Not at present, however a CIL application will be made in due course for a significant contribution
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	towards the rest of the recreation ground improvements.
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Please provide a breakdown of the total programme/project resources needed and budget costs (add extra rows if necessary). Please list each item separately. For example, please do **NOT** put 'Materials, venue hire and refreshments' as one cost – this must be 3 separate amounts. See example in first line of the **TABLE** below, that you must complete please. **The letters in RED are there to guide and help you ensure the proposal is fully costed:**

*If you need to explain your costs further, please use the box labelled 'Costs - Further Info', underneath 'Funding Shortfall'*

Item	What is it; how long will it last; how much, etc.	Cost	Ref
Path	Accessible footpath to be installed in the sensory area	£4,000	<b>1</b>
Seating	Recycled plastic seating on concrete bases	£2,200	<b>2</b>
Mound	Mound landscaping using soil excavated from elsewhere onsite (drainage swale and path)	£1,500	<b>3</b>
Fencing/Hedge	Planting approx. 9 shrubs/trees and including tactile features	£1,500	<b>4</b>
Planting	Further planting completed in part by volunteers	£500	<b>5</b>
		£0.00	
		£0.00	
		£0.00	
		£0.00	
		£0.00	
	Add more lines if needed and simply add to total <b>(A)</b>		
<b>Total cost of Project/Programme, etc, ie 1+2+3+4+5+6+7+8</b>		<b>£9,700</b>	<b>(A)</b>
<b>Community Partnership Funding amount being applied for &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£9,700</b>	<b>(B)</b>
<b>Delivery Organisation own funds already held to put towards THIS programme / project, ie in Bank/Building Society Account &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</b>		<b>£0.00</b>	<b>(C)</b>
<b>TOTAL Match-Funding Awarded but NOT in Delivery organisations account yet (if any)</b>		<b>£0.00</b>	<b>(D)</b>



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<b>TOTAL Funding the Delivery organisation will hold, if CP Funding is approved, ie <b>B+C+D</b></b>	<b>£0.00</b>	<b>(E)</b>
<b>Funding Shortfall, if any, ie <b>(A) minus (E)</b></b>	<b>£0.00</b>	<b>(F)</b>

**FUNDING SHORTFALL (F) If there is a shortfall, please explain how/where the Delivery organisation aims to make that up and when:**

An application for a significant CIL proposal is currently in the process of being drafted. Further funding sources will be identified and applied for, such as working with the Suffolk Community Foundation.

**Costs - Further Info:** Only complete the box below if you need to add further clarity regarding your costs:

Please note the funding request is for the sensory area of the development, Area A on the attached map. Funding from MPC has already paid for the design of the entire site. Once completed, the amount sought from the CP will be relatively small compared to the overall costs and funding gained.

## 9. Sustainability:

<b>How will the programme/project be sustained / continued once any funding awarded has been used (if relevant)?</b>
<p>MPC already have a grounds maintenance contract in place which covers the recreation ground. The design has been considered to ensure that no additional maintenance costs are incurred because of the improvements.</p> <p>Management of the site will be minimal with wildflowers requiring cutting back once a year and the standard maintenance already in place.</p> <p>It is not expected that further CP funding will be sought for this project.</p>



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## 10.Publicity:

<p><b>How will the programme/project be promoted and publicised?</b> It will be a requirement of any funding award to acknowledge the Community Partnership funding provided by East Suffolk Council in any relevant publicity.</p>
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<p>East Suffolk Council will support with the publicity of the new space, whilst MPC will use the existing promotional networks in their area to directly target Martlesham residents. These include the Martlesham Flyer, links with Martlesham Heath Householders Association, the Parish Newsletter and MPC's substantial social media presence.</p>
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