

## Aldeburgh, Leiston, Saxmundham and villages Community Partnership Meeting

**Wednesday 10 August 2022 at 4.15pm**

The Fromus Centre, Street Farm Road, Saxmundham, IP17 1AL

### Partnership Priorities

- Reduce social isolation and loneliness, particularly for carers, older people, and men over 40
- Encourage and enable everyone to more physically active and healthy
- Education, opportunities, and aspirations

### Meeting Goals

1. Agree action plan for the 2022/23 year

| Standing Items |  | Lead  | Supporting papers |
|----------------|--|---|-------------------|
| 1              | Action Notes                                       | Alli Stone, Democratic Services Officer                                     | Yes               |
| 2              | Community Partnership Board Update                 | Nicole Rickard, Head of Communities   | Yes               |
| 3              | Current projects and task and finish group updates | Zoe Botten, Communities Officer   | Yes               |
| 4              | Election of Vice Chair                             | Cllr Cooper, CP Chair   | None              |
| 5              | Date of the next meeting – 12 October 2022         | All   | None              |
| Meeting Items  |  | Lead  | Supporting papers |
| 6              | Introduction to the Towns Development Programme    | Jo McCallum, Town Development Co-ordinator                                  | Presentation      |
| 7              | Annual Service Providers Forum                     | Zoe Botten, Communities Officer<br>Helen Greengrass, Leiston Change Manager | Update            |
| 8              | Action Plan – Priorities/Objectives and KPIs       | Zoe Botten, Communities Officer   | Discussion        |

**Chair:** Councillor Tony Cooper (East Suffolk Council)

**Vice-Chair:** Mel Geater (Avocet Academy)

**Communities Officer:** Zoe Botten  
[zoe.botten@eastsoffolk.gov.uk](mailto:zoe.botten@eastsoffolk.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  
Leiston Together  
Business Community  
Youth Community  
Environment

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## **Aldeburgh, Leiston, Saxmundham and villages Community Partnership**

### **Action Notes of the Meeting held on Wednesday 18 May 2022 at Friston Village Hall**

#### **Core Membership:**

**ESC Councillors** – Councillor Tony Cooper (Chairman), Councillor Tom Daly, Councillor John Fisher, Councillor Russ Rainger,

#### **SCC Councillors** –

**Town and Parish Councils** – Councillor Julian Cusak (Middleton Parish Council), Councillor Marianne Fellowes (Aldeburgh Town Council), Councillor Lesley Hill (Leiston Town Council), Councillor Paul Richards (Snape Parish Council), Caroline Rinder (Clerk Leiston Town Council), Councillor Mary Schedrin (Friston Parish Council),

**Partnership Organisations** – Mel Geater (Avocet Academy), Sharon Cuthbert (Leiston GNS), Di Eastman (IP17 GNS)

**Others present** – Luke Bennett (Partnerships Manager), Zoe Botten (Communities Officer), Helen Greengrass (Leiston Change Manager), Mark Taylor (Places for People Leisure), Alli Stone (Democratic Services Officer)

| Item | Discussion   |
|------|--|
| 1.   | <b>Welcome and Apologies for Absence</b><br><br>Apologies for absence were received from Cllr T-J Haworth Culf (Suffolk County Council), Stuart Watson (Cyds Project). |
| 2.   | <b>Notes of the Meetings of the Community Partnership</b><br><br>The action notes of the meetings held on 9 March 2022 were agreed.                                    |

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|    | <p>LB confirmed that a piece of work was underway at Board level concerning cost of living, involving the District Council and other service providers. The work was considering the following areas:</p> <ul style="list-style-type: none"> <li>• Focussing on money, food, energy and housing</li> <li>• Will be mapping existing activities/support services in the area</li> <li>• Working day will be taking place on the 30 May to discuss cost of living with partners. Representatives from the CPs will be invited.</li> </ul> <p>Zoe Botten (ZB) shared a leaflet which had been created to be distributed locally to signpost people to the help available and to provide an initial outline for a budget. The Committee expressed support for this leaflet and agreed to distribute it within their areas either electronically or on paper. It was already in use by Citizens Advice and other groups in the area.</p> <p>Chiara Saunders (CS) from the Citizens Advice Bureau in Leiston updated the meeting on support they were offering, and the need to provide advice to people early on.</p> <ul style="list-style-type: none"> <li>• The budget sheet was to provide a starting point to get people to think about their budget and to enable them to have a more informed conversation with the organisations which can provide help.</li> <li>• Many of the solutions which could be provide by a variety of groups were only going to be a temporary solution.</li> <li>• The long-term solution was to get people to follow through and create their own action plans.</li> </ul> <p>Cllr Marianne Fellowes (MF) asked if East Suffolk could provide some detail from the Anglian Revenues Partnership on Council Tax payment rates.</p> |
| 3. | <p><b>Update on the Community Partnerships Projects</b></p> <p>ZB updated the meeting on projects:</p> <ul style="list-style-type: none"> <li>• The ActivLives application had been withdrawn.</li> <li>• Talking Benches would be delivered that week. ZB would provide some information about this scheme to advertise it to communities.</li> <li>• The Healthy Movers project was ongoing. Settings had received information and ZB was meeting with the Youth Sports Trust and settings in the next few weeks.</li> <li>• ZB and Mel Geater had met with another school on the Early Minds Project and were approaching others individually for the project.</li> <li>• Saxmundham schools were keen to join the dental project, Aldeburgh schools were being approached.</li> </ul>   |

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| 4. | <p><b>Task Group Update</b></p> <p><b>Task and Finish Group on older people</b><br/> MF updated the meeting on the recent meeting of the task and finish group around older people.<br/> She highlighted the following points:</p> <ul style="list-style-type: none"> <li>• Slow return to support/volunteer groups following Covid.</li> <li>• Patchy coverage in the area for support groups, and people not willing to travel as they would be seen as ‘outsiders’.</li> <li>• Online databases not up to date with details of events.</li> <li>• Need for paper copies of things for those older people who are not able to access the internet.</li> <li>• Need support for schemes/projects to leave Community Partnership funding and become self-sustaining.</li> <li>• Would be useful to have a support network for the managers of these groups to share best practise.</li> </ul> <p>The task and finish group had identified the following actions:</p> <ul style="list-style-type: none"> <li>• To map/refresh details of service provision in the area, including comparison to other rural areas.</li> <li>• To create a standard for the minimum number of services and projects provided in an area.</li> <li>• To create a forum for those running the projects within this CP area and neighbouring CP areas to provide support and share best projects.</li> <li>• To determine the best online forum to share details of projects (is Infolink still the best place?), and to create information packs to be distributed to community locations to help signpost people to services.</li> <li>• A Suffolk wide adult version of the Duke of Edinburgh award to help people develop new social and physical skills.</li> </ul> <p>ZB stated that CAS were working to produce a database of existing provisions and support groups in the area which still existed following Covid.</p> <p><b>ACTION:</b> ZB would contact CAS to confirm timeline for this project in this area.</p> <p><b>ACTION:</b> Task and finish group to meet to determine minimum standards and guidelines.</p> <p><b>Education, opportunities and aspirations task and finish group</b></p> <ul style="list-style-type: none"> <li>• Met to discuss gaps in provision, concerns over provision for neurodivergent children/young people; speech and language therapy; and preparing nursery age children for school.</li> <li>• No provision of any services in this area, or in the wider area to Lowestoft and Ipswich. Homestart are commissioning work in West Suffolk and ZB is in contact with them for this area.</li> </ul> |
|----|---|

|           |  |
|-----------|--|
|           | <ul style="list-style-type: none"> <li>• ZB is meeting with Communities Officers in the area and other health providers to discussion provisions for neurodivergent children in the district and what projects can be put into place.</li> </ul>   |
| <b>5.</b> | <p><b>AOB</b></p> <p>Cllr Cooper referred recent cooking demonstration that had taken place in other areas and asked if they could repeated in this area. MG stated that someone was being employed at the school to focus on nutrition, details would be shared with ZB.</p> <p>The community partnership agreed that the slow cooker project should be revived in the autumn alongside cooking and budgeting, and details on how to freeze and store food.</p> |
| <b>6.</b> | <p><b>Date of the next meeting</b></p> <p>It was noted that the next meeting would be held on the 6 July 2022 in Saxmundham.</p>   |

The meeting concluded at 4.39 pm

## COMMUNITY PARTNERSHIP CHAIR'S BRIEFING NOTE

### COMMUNITY PARTNERSHIP BOARD – 13 JUNE 2022

HELD AT BT, THE HUBBLE ROOM, ADASTRAL PARK, IPSWICH, IP5 3RE

#### 1 Introduction

All eight Community Partnerships are represented on the Community Partnership Board by their respective Chairs. The meeting agendas and papers can be viewed [HERE](#)

#### 2. Vice Chair for 2022-23

Lisa Perkins will continue as Vice Chair of the Community Partnership Board. Lisa is Director of BT Adastral Park and Research Realisation.

#### 3. Focus on Community Partnerships

The Board received the following update on activity of the eight Community Partnerships: [Community Partnerships Summary of Activity](#)

The Board then received a short presentation from the [Carlton Colville, Kessingland, Southwold and Villages Community Partnership](#) and the [Framlingham, Wickham Market and Villages Community Partnership](#)

#### 4. Implementation of the Peer Challenge Action Plan

The Board received a verbal update from Nick Khan:

A major step in our development of the Community Partnerships was to invite a team from the Local Government Association to review our progress and make recommendations on what they observed. The review took place over three days 12 – 14 October 2021. At the conclusion of the review, the Team shared insights they had gained through the process and gave recommendations for East Suffolk Council and the Community Partnership Board to consider. Although the review was very positive, there were areas identified where we could do better.

The Community Partnership Delivery Group is delivering the Peer Review Action Plan to address these issues on behalf of the Board. The first phase is structured around three priorities:

1. Each Community Partnership needs to RESET after lockdown:
  - Review / refresh priorities
  - Produce a focussed Plan of what they will deliver
  - Set SMART outcomes
2. Each Community Partnership needs to equip itself to deliver its plan:
  - Build confidence to take a proactive problem-solving approach
  - Engage the right people to get the job done
  - Gain the necessary skills to perform the task well
3. We must all communicate what we do:
  - Between Community Partnerships to share best practice
  - Internally within East Suffolk Council to embed the process
  - Externally to promote the benefits of Community Partnerships to our residents

## **5. Annual Report 2021-22**

Steve Gallant presented the [Annual Report 2021-22](#) which reviewed the progress that the Board and the eight individual CP's have made in achieving their original ambitions.

Covid restrictions and lockdown have had a profound effect on the development of CP's BUT we should recognise the outstanding achievement of all eight CP's and the Board by continuing to operate virtually, finding creative ways to engage online, and delivering tangible support to their communities during the pandemic.

With SALC support we have had successes in engaging Town and Parish Councils – but there is more to do, so we have recommissioned SALC for another 12 months.

We have enjoyed good support from our private sector partners on the Board, but not so much at CP level. The Board set up a small task group to develop proposals on how we can work more closely with our local businesses.

We recognise that we have not publicised the magnificent work that the Community Partnerships are doing enough and are taking steps to address this. Early progress includes:

- Completely refreshed website so that our residents can easily find out more about their Community Partnership.
- Publishing our first quarterly e-newsletter to promote communications between the CP's and partner organisations.

## **6: Report from the Tackling Inequalities Task Group**

Chris Abraham introduced the [Report from the Tackling Inequalities Task Group](#) and the accompanying [Outcome Proposal](#) that included a request for £100,000 this financial year.

Nicole Rickard reported that the Task and Finish Group had used information provided by Suffolk County Council based on their Making Ends Meeting cost of living profile and information dashboard. As a result, four themes have been identified – see below – and it is key to identify any gaps in provision, boost funding available and collaborate with existing projects.

Money:

Key Challenges – Are people accessing the right benefits? Can people budget properly? Do they have access to a bank account? Are people able to afford the relevant ID documentation (e.g. passport or driving licence) they required to access bank accounts and other services? How do we identify and assist those people who were Just About Managing (JAMs)?

Food and Essentials:

Key Challenges - Some people have a lack of cooking facilities, cannot afford to purchase cookers and must rely on food made with hot water. Others are just unable to afford basic items such nutritious food, school uniform / interview clothes or basic items for personal



hygiene, such as a toothbrush. People may also lack the skills to cook with basic, nutritious ingredients. Some people in work are in desperate need of assistance from Food Banks but are not able to attend during their opening hours.

#### Energy and Fuel:

Key Challenges – The high cost of energy to heat homes and to cook, as well as the high cost of fuel, affecting all forms of transport, both personal and public.

#### Housing:

Key Challenges – Increased pressure on the home rental sector. More people falling into rent arrears and then facing potential eviction over time. Homes falling into disrepair as homeowners or landlords cannot afford to repair them, which will exacerbate other issues such as poor health

Nicole provided the Board with a list of 65 projects identified by the Task Group for them to consider and the top scoring projects were as follows:

E3 Network of 'Warm Rooms' for Winter 2022/23

F1 Food Network Coordinator

M3 Expand the Family Early Intervention Model

F3 Expand 'Your Local Pantry' across the District

M1 Develop a comprehensive ES Financial Inclusion Framework

E9 Handyperson to fit draught excluders, curtains, LED bulbs etc

F7 Expand 'Cooking on a Budget' classes

H5 Use data to identify people who need support asap

F11 and F15 Fund microwaves and slow cookers (and energy cards)

F5 'Comfort Food' project – a free hot meal and drink at a local café

M8 A fund to pay for people to access ID documents

M7/M12 MECC for key workers / workers to go where people are

F8 Food to Fork projects – community allotments/gardens/planters

E12 Access to clean, warm bedding

M5. Build on digital projects (libraries) to make kit and support from digital champions available

F14 Fund School Uniform, Prom and Interview clothes

The Board agreed that the outcome proposal attached to the report, requesting the allocation of £100,000 to the emerging East Suffolk Cost of Living programme was approved – and that a report on progress be received at the next Board meeting on 5 September 2022.

**7: Outcomes from the Annual Forum 2022:**

Luke Bennett gave a summary of the [Report on the Outcomes of "Bringing Ideas to Life" the Community Partnership Annual Forum 2022](#)

The Board agreed that the Forum had achieved high impact against its original purpose.

**8: Update from the Mental Health Task and Finish Group**

Nicole Rickard updated the Board on [Progress in Delivering the Well Minds East Suffolk Project](#) since the Stage 2 outcome proposal was approved in late March 2022

Luke Bennett, Partnerships Manager, East Suffolk Council.



Community Partnership Meeting Wednesday 6th July 2022

### Project Update Document

#### **Healthy Movers:-**

10 setting offered the opportunity to take part in the initiative. 6 have confirmed, 2 of those being from the Framlingham and Wickham Market CP, funding to be allocated following their CP meeting. (£8k SCC, £1k ECB underspend, £5k CP) - £2k needed from Fram/WM CP.

Locations confirmed:- Leiston Primary School, Saxmundham Primary School, Aldeburgh Primary School, Sunflower Montessori Nursery, Easton Primary, Wickham Market Primary school.

Coldfair Green Primary, Snape Primary School, Middleton Primary School, and Benhall Primary School still chasing.

#### **Talking Benches**

Talking Benches encourage people to start new conversations with people. They remove the awkwardness that may come from meeting someone new in a public space. With this barrier removed the opportunity for tackling isolation/loneliness increases.

Also, when buying from Realise Future, we change people's lives:

- You are supporting a social enterprise with a mission to improve people's social and economic wellbeing
- You are giving people who are long-term unemployed, disabled and/or disadvantaged the opportunity to progress in work and life
- You are helping thousands of people access learning and development in their communities
- You are doing right by people and the planet by buying recycled plastic otherwise destined for landfill sites
- You'll be helping people who haven't had the best breaks in life to progress and succeed

Benches have been delivered to:

2 x Leiston  
1 x Aldeburgh  
1 x Friston  
1 x Knodishall

Realise futures are waiting to hear back from

1 x Middleton  
1 x Theberton  
1 X Eastbridge  
1 x Snape  
1 x Aldringham  
2x Saxmundham

Will be looking to promote the benches through all means, would be grateful if town and parishes could support with this.

### **Dental Project**

We have allocated some £1k+ towards this bespoke project that can be offered to the high schools within the patch. AVA have not confirmed they would like to be part of the pilot but hoping this can be revisited at the end of this term for September. Saxmundham Free keen to be part of this.

Leiston Primary School were not identified by SCC to receive input regarding oral health and hygiene I have asked what the costs would be for the CP to commission this for our CP patch as this is vital considering the lack of dental care in the area.

### **Early Minds**

Really concerned at the lack of take up by the local provisions. £10k has been allocated to this which will provide support for 5 schools. We are looking to invite Suffolk Mind to the academy meeting to see if they can give some info to encourage sign up

### **Tasking Group – Social isolation and loneliness – update**

Group focusing on:-

1. Creative ways to provide information (work around Info Link)
2. Annual service providers event – purpose (identifying gaps, working together, commissioning services, funding opportunities etc)
3. Data Mapping – Meeting with CAS - Helen Greengrass leading on the mapping of patch
4. Minimum Standards for ALS – what does this look like, what will it include? What will the benefits be?

### **Tasking Group – Education, Aspirations and Opportunities – Helen Wade update**

Group looked at SEN group support/provision in the Sax/Leiston/Aldeburgh area and found that there is very little. The questions were around what ACT would be offering with their BEANS project but this is still unclear and referrals are not being picked up.

We discovered that the 'Smile' club that was run by PASTEL for many years in Sax has closed with no plans to re-open. The Activities Unlimited Website for supported activities or groups that young people with an AU budget can use their budget for in Sax/Leiston/Aldeburgh there is nothing (other than the Smile Club which still hasn't been taken down).

We then met with HomeStart who have been commissioned in other areas by SCC and other funding streams to provide various groups and services for families around Suffolk. HomeStart have just appointed an SEN Navigator who's focus will be to get provision extended into areas that have none, so they were keen to meet to discuss getting something up and running in our area. They are looking at getting an SEN group running, possibly fortnightly after school, where there will be an opportunity for young people to take part in a range of activities and for their parents to receive peer support and signposting. They are currently trying to tap into a grant for £8000 for one year to get a project off the ground. The bid will be submitted Wednesday 22nd June 2022 and we hope to hear back from them soon after that. This may be something the CP consider match funding in the future.

**If there is any support that can be offered to the project or tasking groups by town and parish councils or local groups or services that would be much appreciated.**

Zoe Botten – Communities Officer

20/06/2022