



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

Monday 8 January 2024, 2pm

The Orwell Room, Kesgrave War Memorial Community Centre, Twelve Acre Approach,  
Kesgrave, IP5 1JF

## 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.

## Meeting Goals

1. To consider the decisions made at the CP Board meeting on 13<sup>th</sup> December and any issues to escalate to the March 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	Yes
2	Election of a Vice-Chair for 2023/24 ( <i>5 minutes</i> )	Matt Makin, ESC Democratic Services Officer	None
3	<p>Where are we now? (<i>15 minutes</i>)</p> <ul style="list-style-type: none"> <li>Community Partnership Board Update <i>Does the CP want to escalate anything to the next CP Board meeting?</i> <i>Are there opportunities to work with the Board/other CPs on specific projects?</i></li> <li>Projects Updates, including projects discussed at the last meeting <i>Does the CP agree with the proposed way forward for these projects?</i></li> </ul>	<p>Luke Bennett, ESC Partnerships Manager</p> <p>Andy Joliffe, ESC Communities Officer</p>	To follow

4	<p>Workshop Session (60 minutes)</p> <p>For each of our three priorities (see top of agenda):</p> <ul style="list-style-type: none"> <li>• <i>How does it link to the CP area?</i></li> <li>• <i>What is already in place?</i></li> <li>• <i>What might not work?</i></li> <li>• <i>Discuss/suggest practical actions/projects to address the issues highlighted (SMART)</i></li> </ul> <p>Next steps:</p> <ul style="list-style-type: none"> <li>• <i>Prioritise suggested actions</i></li> <li>• <i>Develop details of prioritised actions</i></li> <li>• <i>Identify who is best placed to deliver project(s) and what needs to happen between now and the next meeting</i></li> </ul>	All (facilitated by Andy)	Workshop
5	<p>Date of the next meeting: Monday 11 March 2023, 2pm Venue TBC</p>	All	None

<p><b>Chair:</b> Ed Thompson (East Suffolk Council)</p> <p><b>Vice-Chair:</b> Vacant</p> <p><b>Communities Officer:</b> Andrew Joliffe  <a href="mailto:andrew.joliffe@eastsuffolk.gov.uk">andrew.joliffe@eastsuffolk.gov.uk</a></p>	<p><b>Partnership Organisations:</b></p> <p>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</p>
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[democraticservices@eastsoffolk.gov.uk](mailto:democraticservices@eastsoffolk.gov.uk)



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

### **Action Notes of the Meeting held on Friday 21 July 2023, 2pm in the Deben Conference Room, East Suffolk House, Melton**

#### **Core Membership:**

**ESC Councillors** – Dan Clery, Colin Hedgley, Mark Packard, Ed Thompson (Chair)

**Town and Parish Councils** – Nik Bestow (Bredfield Parish Council), Alan Comber (Kesgrave Town Council), Jean Ellinor (Tuddenham St Martin Parish Council), Jane Hall (Martlesham Parish Council), Jan Pedgraft (Charsfield Parish Council), Sue Prentice (Great Bealings Parish Council), Kathy Price (Little Bealings Parish Council), Ian Ransome (Little Bealings Parish Council), Kimberley Shaw (Swiland and Witnesham Parish Council), Graeme Watts (Brightwell, Foxhall and Purdis Farm Group Parish Council), James Wright (Rushmere St Andrew Parish Council)

**Others present** – Luke Bennett (ESC Partnerships Manager), Andy Jolliffe (ESC Communities Officer), Matt Makin (ESC Democratic Services Officer)

<b>Item</b>	<b>Discussion</b>
<b>1.</b>	<b>Welcome from the Chair and networking</b>  Ed Thompson (ET) introduced himself as the new Chair of the Community Partnership and set out the meeting objectives.
<b>2.</b>	<b>To elect a Vice-Chair for the Community Partnership for 2023/24</b>  Matt Makin (MM) explained that the current Vice-Chair, Elaine Bryce, was not present at the meeting. There was a consensus that the election of a Vice-Chair for 2023/24 be deferred to the next meeting.  <b>ACTION</b> – defer the election of a Vice-Chair for 2023/24 to the meeting scheduled for 2 October 2023.
<b>3.</b>	<b>Action Notes</b>  MM summarised the actions agreed at the previous meeting.  The action notes were agreed by consensus (subject to the item numbering error being amended) and the Community Partnership received updates on the actions agreed.

4.	<p><b>Community Partnership Board Update</b></p> <p>ET invited Luke Bennett (LB) to provide an update on the Community Partnership Board.</p> <p>LB summarised the update document included with the meeting papers, which gave an overview of the Community Partnership Board’s most recent meeting. LB outlined the purpose of the Board and the support available for town and parish councils from the Suffolk Association of Local Councils (SALC).</p>
5.	<p><b>Annual Review of Community Partnership’s Terms of Reference</b></p> <p>MM summarised the purpose of the Community Partnership’s Terms of Reference and Ground Rules; no comment was made by anyone present.</p> <p>Andy Jolliffe (AJ) outlined the purpose of the Community Partnership, covering the following key points:</p> <ul style="list-style-type: none"> <li>• Reminder of governance structure</li> <li>• How members can help</li> <li>• Partnership intent</li> <li>• Structure of meetings</li> <li>• Calendar and planning for financial year and expenditure</li> <li>• Capacity</li> </ul>
6.	<p><b>Presentations from Community Partners</b></p> <p>AJ advised that the partners due to present at the meeting had all been unable to attend the meeting and this item would be deferred to the next meeting.</p> <p><b>ACTION</b> – the Community Partnership to receive presentations from community partners at its meeting scheduled for 2 October 2023.</p>
7.	<p><b>Priority Review Workshop</b></p> <p>AJ gave a presentation which summarised the contents of the latest data pack and a survey of young people at Farlingaye High School, both of which had been circulated as part of the meeting papers.</p> <p>The Community Partnership took part in an exercise to build on the data presented to it.</p> <p>There was a vote on the three priorities for 2023/24 which were decided as:</p>

	<ol style="list-style-type: none"> <li>1. Support, encourage and enable everyone to become more active, and enable 'active travel' as an alternative option.</li> <li>2. Road and traffic safety.</li> <li>3. Environmental improvements.</li> </ol> <p>The Community Partnership took part in an exercise to identify possible actions to achieve these priorities, the results of which were collected by AJ for collation.</p> <p><b>ACTION</b> – that the Community Partnership's priorities for 2023/24 will be:</p> <ol style="list-style-type: none"> <li>1. Support, encourage and enable everyone to become more active, and enable 'active travel' as an alternative option.</li> <li>2. Road and traffic safety.</li> <li>3. Environmental improvements.</li> </ol>
8.	<p><b>Community Partnership Meeting Hosts</b></p> <p>The remaining meeting dates for 2023/24 were set as:</p> <ul style="list-style-type: none"> <li>• 2 October 2023 at Adastral Park, Martlesham Heath</li> <li>• 8 January 2024, venue TBC</li> <li>• 11 March 2024, venue TBC</li> </ul> <p>Members were asked to submit suggested venues for the January and March 2024 meetings to either AJ or MM.</p> <p>AJ noted there had been some discussion on the start time of meetings; a survey would be sent to all members to ascertain the preferred start time for future meetings.</p> <p><b>ACTION</b> – AJ to distribute a survey to all members to ascertain the preferred start time for future meetings.</p>

The meeting concluded at 3.58pm.