



East Suffolk
Community
Partnerships
Bringing ideas to life

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

Outcome Proposal Form 2023-24

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

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

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, 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



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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.

6. Stakeholders:

<p>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)</p>
<p>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.</p> <p>East Suffolk Council - promotion and engagement with Parishes with the aim of increasing engagement and uptake.</p> <p>JPEU – Provision of training sessions as appropriate in community venues.</p>

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

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

Does the project have a FUNDING REQUEST to East Suffolk Council or other source of funding pending? If so, please give details:	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



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‘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	1
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	2
Match funding	Small pot for match funding parish plans to enable a stronger response or preparation for flooding	£500	3
Free training	Coordination and arrangements for training via communitiesprepared.org.uk	£0.00	4
		£0.00	5
		£0.00	6
		£0.00	7
		£0.00	8
	Add more lines if needed and simply add to total (A)		
Total cost of Project/Programme, etc, ie 1+2+3+4+5+6+7+8		£3,500	(A)
Community Partnership Funding amount being applied for >>>>>>>>		£3,500	(B)
Delivery Organisation own funds already held to put towards THIS programme / project, ie in Bank/Building Society Account >>>>>>>>		£0.00	(C)
TOTAL Match-Funding Awarded but NOT in Delivery organisations account yet (if any)		£0.00	(D)
TOTAL Funding the Delivery organisation will hold, if CP Funding is approved, ie B+C+D		£3,500	(E)
Funding Shortfall, if any, ie (A) minus (E)		£0.00	(F)

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.