

**Unconfirmed**



Minutes of a Meeting of the **Community Partnership Board** held at the Riverside Centre,  
Stratford St Andrew, Suffolk, IP17 1LL  
on Monday, 7 March 2022 at 6.00pm

**Community Partnership Board Members Present:**

Steve Gallant (Chair of the Community Partnership Board and Leader of East Suffolk Council)  
Chris Abraham (Chief Executive of Community Action Suffolk)  
Chris Blundell (Chair of the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership)  
Norman Brooks (Chair of the Carlton Colville, Kessingland, Southwold and villages Community Partnership)  
Judy Cloke (Chair of the Beccles, Bungay, Halesworth and Villages Community Partnership)  
Tony Cooper (Chair of the Aldeburgh, Leiston, Saxmundham and Villages Community Partnership)  
Susan Harvey (Greenprint Forum)  
Mark Jepson (Chair of the Felixtowe Peninsula Community Partnership)  
Stephen Singleton (Chief Executive of Suffolk Community Foundation)  
Letitia Smith (East Suffolk Council Cabinet Member with responsibility for Communities, Leisure and Tourism)  
Danny Steel (Vice Chair of the Lowestoft and Northern Villages Community Partnership) - substitute  
Roger Wright (Chief Executive of Britten Pears Arts, Snape Maltings)

**Others present:**

Luke Bennett (Partnerships Manager, East Suffolk Council)  
Zoe Botten (Communities Officer, East Suffolk Council)  
Julia Catterwell (Communities Officer, East Suffolk Council)  
Chrissie Green (Head of Localities and Partnerships, Suffolk County Council)  
Nick Khan (Strategic Director, East Suffolk Council)  
Alexander Nicholl (Deputy Cabinet Member for Transport Strategy, Suffolk County Council)  
Alli Stone (Democratic Services Officer, East Suffolk Council)  
Daniel Wareing (Environmental Sustainability Officer, East Suffolk Council)  
Nicola Wotton (Deputy Democratic Services Manager, East Suffolk Council)

---

**1. Apologies for Absence**

Apologies for absence were received from Paul Ashdown, Maddie Baker-Woods, Matt Carney, Sarsfield Donohue, Michael Ladd, James Mallinder, Tom McGarry, Lisa Perkins, Carol Poulter and Jane Topping.

Apologies for absence were also received from Nicole Rickard.

## **2. Minutes of the Previous Meeting**

Steve Gallant presented the Minutes from the last meeting of the Board held on 6 December 2021 and it was by consensus

### **RESOLVED**

That the Minutes of the Community Partnership Board Meeting held on 6 December 2021 be approved as a true record.

## **3. Focus on Community Partnerships**

This item was introduced by Letitia Smith. She highlighted that there was no detailed update on all of the eight Community Partnerships for this meeting, however a full written update would be included in the meeting papers for the June 2022 meeting.

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

The Board received a short presentation from Tony Cooper, Chair of the Community Partnership, and Zoe Botten, Communities Officer. The presentation covered the Aldeburgh, Leiston, Saxmundham and Villages Community Partnership's three priorities which were:

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

The Community Partnership's key achievement had been working in partnership with the Integrated Neighbourhood Teams for shared priorities, which had focussed on:

- Childhood obesity
- Dental Care for young people
- Mental Health provisions

As a result of this partnership working, there had been an increase in the sharing information/ data, sharing resources and match funding opportunities. The Board were updated on the wide range of projects that the Community Partnership had supported during 2021/22, which included: ActivLives Rural Programme, Dementia Project, Mental Health Workshop Pilot, Healthy Movers, Small Grants Scheme, Arts Project, Talking Benches, Walking Football and the Promotion of Existing Groups.

Tony Cooper said that there were a number of conflicting issues in the area, which had been quite challenging, however he was pleased with what had been achieved to date, which had made a positive difference to local residents.

Steve Gallant commented about having a small grants scheme and the need to understand the ethos of the Community Partnerships, to ensure that there was appropriate use of the funding. In response to a query from Chris Blundell, Zoe Botten confirmed that match funding would be sought wherever possible, to supplement the various projects underway.

Mark Jepson queried if EDF was supportive of the work of the Community Partnerships and if they would assist in any way. Steve Gallant confirmed that EDF were supportive of the Community Partnerships and as the programme progressed with Sizewell, additional funding channels would emerge.

In respect of the shared priority of dentistry, it was noted that 46 patients were seen by the visiting dental service in Leiston, with patients being triaged before they went in and this had been very positively received. It was hoped that further sessions could be arranged, which would be part funded by Suffolk County Council, to see the outstanding patients in the area. Steve Gallant commented that there was the potential for the Community Partnerships to get further involved in visiting dental services, as dental provision was sporadic across the district, with Felixstowe having plenty of dentists, while other areas such as Leiston and Lowestoft did not have enough.

#### Melton, Woodbridge, Deben Peninsula Community Partnership

The Board received a short presentation from Julia Catterwell, Communities Officer. The presentation highlighted the 2 priorities for the Community Partnership, which were:

- Developing Community Hubs
- Improving the opportunities and services for Young People

It was noted that 24 projects had received a total of £60,000 of funding. The projects had included: Wheelchair/Picnic area and benches, Community Farm, Rewild Areas, Family Bee Keeping Club, Mentoring, Community Radio, Rural Youth Clubs, Back to Scouting and New Play Equipment.

The next steps for the Community Partnership involved distributing a survey to determine current needs, gaps and the way forward, as well as becoming more visible to local communities. Discussions on how to become more visible would take place as a workshop at the next scheduled Community Partnership meeting.

Alexander Nicholl commented that it was important to review the Community Partnership memberships regularly, as sometimes people became too busy and dropped out, whilst other people become more interested in being involved, as their circumstances changed. Steve Gallant stated that this was a valid point and he felt that Community Partnership meetings should take place in person and be more of a workshop style meeting, rather than a formal meeting, which increased engagement.

Steve Gallant thanked Tony Cooper, Zoe Botten and Julia Catterwell for their interesting updates on their Community Partnerships.

#### **4. Mental Health and Wellbeing Task and Finish Group**

N.B. Roger Wright left during the discussions on this item.

The Board received a presentation on the Mental Health and Wellbeing Task and Finish Group from Chris Abraham, in the absence of Nicole Rickard. It was noted that Mental Health and Wellbeing was one of the three priorities for the Community Partnership Board, as identified through the 8 workshops held to launch the Community Partnerships in 2019. Following the 6 December 2021 Community Partnership Board meeting, and the presentation received from Jon Neil, Chief Officer of Suffolk MIND, a Task and Finish Group had been formed to explore the concepts introduced by Jon and report back to the next Board meeting.

Chris Abraham reported that the Task and Finish Group had met on 11 February 2022. Representation on the group included Community Action Suffolk, Suffolk Community Foundation, Suffolk Mind, Norfolk and Suffolk Foundation Trust, Britten Arts, Suffolk County Council and East Suffolk Council. The group undertook an audit of existing activity around mental health and wellbeing in East Suffolk and Suffolk and the conversation then moved on to identifying gaps in emotional wellbeing.

The Task and Finish Group had provided an outcome proposal, which would support 7 distinct projects to assist Emotional Wellbeing. This would complement a programme of activity already planned by East Suffolk, which would be launched at 3 networking events across the District in March. It was noted that the Task and Finish Group would meet again shortly and an update would be provided at the next Community Partnership Board meeting in June 2022.

Steve Gallant commented about a recent event, where he had met a number of year 11 pupils from Beccles Free School. He had been saddened that they had been unable to attend a variety of trips and excursions during their time in school. The impact of Covid upon young people had been significant. The constant images of the war in Ukraine on social media also had a huge impact and it was important that they were supported.

Stephen Singleton stated that it was important to have a resource to keep track of all the help and support that was currently available, as there was the possibility of duplication and fragmentation. It was best to have integrated support, with different groups working together and signposting. Steve Gallant stated it would be helpful for the Task and Finish group to map the help available and also publicise what could be accessed, as people needed to know where to go for help.

Letitia Smith commented that many young people may feel sad and depressed but they may not know exactly why. It was important to share how people were feeling and feel that they were not alone.

Chris Blundell sought clarification regarding the 3 mental health networking events and whether Members could attend? Luke Bennett stated that he would check with the Communities Team and let them know that the CP Chairs would like to be involved in the events. He would also ask Andy Joliffe to speak to Chris outside of the meeting.

Mark Jepson stated that he was supportive of the £122,000 being spent, however he wanted to know how the outcomes of the funding would be captured? Chris Abraham confirmed

that this information was included in the Outcome Proposal and reassurance was provided that Steve Gallant would need to sign off all funding requests, as Chairman of the Board. Stephen Singleton reported that additional references could be requested from those groups making bids for funding and he may be able to assist in this respect.

Steve Gallant reported that the updated year-end figures had been made available, since the report was produced. Therefore, the funding available for 2021/22 was now £75,923 which left £46,477 from 2022/23. There being no further comments or questions, it was therefore by consensus

#### **RESOLVED**

- 1) That the outcome proposal attached as Appendix A to this report which proposed the allocation of £75,923 from the 2021/22 budget and £46,447 from the 2022/23 budget – total funding of £122,400 be approved.
- 2) That a report on progress would be received at the Board meeting to be held in June 2022.

### **5. Tackling Inequalities – Focus on Financial Inequality**

The Board received a short presentation on Financial Inequality from Nick Khan; he summarised the information provided by Citizen's Advice, with detail on the numbers of people affected, the ways in which they were financially affected and 2 case studies.

The Board were then invited to use the 'Problem Solving Tree' to discuss Financial Inequality in groups, and to look at the cause, the problem and the effect. Each group would then be asked to feed back to the Board ways that could help people in financial difficulty.

A summary of suggestions that could assist and help people avoid getting into financial difficulties included:

- Don't try and solve all problems at once, help in small ways
- Signpost people to sources of support such as debt management advice or Citizens Advice
- Provide assistance with budget management training for adults
- Provide life skills including budgeting for young people in schools
- Different ways to make cheap and nutritious meals
- Highlight ways to check and compare prices for the cheapest petrol, insurance, utilities etc
- How to get referrals to foodbanks and other sources of practical help
- Use the coffee caravan to provide help, support and information to those people who cannot travel

The Board noted that many people were starting struggle for the first time, often when they were in work, which was upsetting and traumatic for them. There was no shame in

someone admitting that they were struggling, however it was important to get the right help and support early, to try and stop problems from escalating.

Letitia Smith commented that most people were only one step away from financial trouble. If someone was made redundant and lost their job, it would have a devastating affect on their financial position and security.

Steve Gallant commented that people were having more problems now and that the cost of living crisis was only going to become more challenging over time. Therefore, it was important to provide early intervention whenever possible. He suggested setting up a Financial Inequality Task and Finish Group and the outcomes of their discussions would be used to inform a programme of work to problem solve these issues and come up with some solutions.

### **RESOLVED**

- 1) That the update on Financial Inequality be noted.
- 2) That a Financial Inequality Task and Finish Group be created to discuss the situation and their proposals would be brought to the next Community Partnership Board meeting in June 2022.

## **6. Update from the Transport and Travel Task and Finish Group**

The Board received a short presentation from Nick Khan, Alexander Nicholl and Norman Brooks on the work of the Transport and Travel Task and Finish Group. Transport and Travel was a key priority for the Board and there were ongoing difficulties due to a lack of transport in rural areas. A summary was then provided on the 4 pilot schemes that were currently underway:

### **KATCH**

- A new route had been opened between Wickham Market Station at Campsea Ashe, Tunstall and Snape, which utilised the second bus.
- Bus utilisation had been severely affected through the pandemic, through lack of rider confidence, which had lowered the fares for Katch.
- Katch had recently won national awards:
  - 2021 QSI Professional Drivers Awards – Community Award (GOLD)
  - 2021 Community Rail Awards - Influencing Positive Change & Sustainability (WINNER)
- Steady increase in fares, but a persistent high subsidy requirement
- Over 2.5k fares in the first 6 months
- Bookings roughly 50% on the phone and 50% via the app
- Multiple occupancy increased over the summer months (when Covid rates lower)

### **CATS led Demand Responsive Transport Pilot**

Proposal which had been informed by consultation with the community partnership:

- Pilot to focus on enhancing the “East” Demand Responsive service which runs between Walberswick/Blythburgh and Sudborne/Campsea Ashe
- Findings from the questionnaire indicated that marketing will be key

- Will add flexibility to payments and bookings with technology (an app, cashless payments)

### **BACT led Demand Responsive Transport Pilot**

Recommendation still being developed:

- Clear need for a new service in the Lound/Blundeston/Somerleyton/Gunton/St Margaret area
- Evident that those without a public bus service would use a bus to get to Lowestoft, James Paget and Oulton Broad, if there was awareness of the service
- Weighing up a timetabled demand responsive service (like Katch) and a fully demand responsive service (like CATS proposal) Beccles 1% Norwich 2% Bradwell 3% St Olaves 3% Hopton 6% Somerleyton 7% Other local villages 8% Oulton Broad 14%

### **Tackling Loneliness with Transport Fund**

Expressions of Interest in the “Tackling Loneliness with Transport Fund” (DfT):

- Bid submitted for £140k additional support for the transport project.
- Bid focussed on the Demand Responsive Digital Application project and increasing transport accessibility for rural communities
- The bid was endorsed by Transport East
- Currently awaiting confirmation of whether our “expression of interest” can progress to the next stage of evaluation

Steve Gallant commented that he was pleased with the developments, however he was concerned about the communications in relation to the pilots. It was important that they were properly advertised and were seen by the people they were set up to assist. The communications would need to be ongoing and should have a modern approach. Nick Khan commented that the Communities Manager had a background in marketing and he could assist with this area of work. All those present were very supportive of the work undertaken to date.

### **RESOLVED**

That the update from the Transport and Travel Task and Finish Group be received.

## **7. Presentation from the Greenprint Forum**

The Board received a short presentation from Susan Harvey and Daniel Wareing; which summarised the aims, membership and the Quiet Lanes project. It was noted that since the Greenprint Forum had been established in 1994, it had held 208 events, had assisted with Council Policy changes and been instrumental in the hedgerow survey across Suffolk.

The Forum also had a £20,000 pot of funding for small grants schemes, with a focus upon Nature First, to help biodiversity. To date, 11 projects had been awarded a total of £8,000. It was noted that it was important to make sure that any events held were fun, as this helped to maintain engagement with members of all ages.

There was also a lot of partnership work being undertaken in relation to the Climate Emergency Plan and there would be a workshop on this at the upcoming Community Partnership Forum.

Andrew Nicoll suggested that it may be helpful to have a Suffolk County Council representative on the Greenprint Forum and it was agreed that this would be looked into.

Chris Abraham asked how many of the lanes in East Suffolk were designated as Quiet Lanes? It was confirmed that over half were now Quiet Lanes, which was a significant achievement.

There being no further questions, it was

**RESOLVED**

That the presentation on the Greenprint Forum be received.

**8. Update on the Community Partnership Forum on 25 March 2022**

Steve Gallant reported that the Community Partnership Forum, which was to be held at Trinity Park, was fully booked, with 220 delegates. There were 12 workshops for the delegates to choose from and 15 partner organisations were involved. An additional breakfast session for businesses had been arranged on “Social Value and Climate Change - Commercial Ask”, which was sponsored by Suffolk County Council.

The market place was also fully booked, with 30 stalls. The keynote speaker was Jonathan Owen (CEO NALC) who would give a presentation on “Partnerships and Parishes”.

It was noted that the Forum should be a great success and all Board members were encouraged to attend, if possible.

**RESOLVED**

That the Update on the Community Partnership Forum be received.

**9. Any other business**

Danny Steel informed those present that Lowestoft and Northern Parishes Community Partnership were holding an event at Park Hill on Saturday, from 10.00am to 1.00pm to showcase the projects and organisations they had been working with. It was hoped that additional groups would become involved in the Community Partnership. Everyone would be welcome to attend.

**10. Dates of Future Meetings**

Steve Gallant raised the future dates of the Community Partnership Board meetings, which were noted as:

- 13 June 2022
- 5 September 2022
- 5 December 2022



In response to a question from Steve Gallant, those members present confirmed that meeting in person was preferred to having virtual meetings.

Steve then asked Luke to contact all Board members to seek their views about the timings of future meetings, to see if it would be better to hold the meetings during the day time or evening. A decision would then be taken about the timings of future meetings, once Board members views had been sought.

The meeting concluded at 8.34pm

.....  
Chairman