



East Suffolk  
Community  
Partnerships  
*Bringing ideas to life*

Melton  
Woodbridge  
& Deben  
Peninsula

## Melton, Woodbridge and Deben Peninsula Community Partnership

**Acting Chair:** Councillor James Mallinder (East Suffolk Council and Vice-Chair of the Community Partnership)

**East Suffolk Councillors:**

Councillor Ray Herring  
Councillor James Mallinder  
Councillor Chris Mapey  
Councillor Rachel Smith-Lyte  
Councillor Kay Yule

**Suffolk County Councillors:**

Councillor Caroline Page  
Councillor Andrew Reid

**Partnership Organisations:**

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

Members of the **Melton, Woodbridge and Deben Peninsula Community Partnership** are invited to a meeting to be held Remotely on **Wednesday 21 April 2021 at 4pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at [https://youtu.be/G\\_IVAzKz2zc](https://youtu.be/G_IVAzKz2zc)

### Agenda

### Pages

- 1 Welcome and Apologies for Absence**
- 2 Note of the meeting held on 3 February 2021**  
To confirm the notes as an accurate record

	Pages
<b>Melton, Woodbridge and Deben Peninsula CP - Meeting action notes - 3 February 2021</b>	<b>1 - 4</b>
<b>3 Update from the Community Partnership Board held on 1 March 2021</b> To receive an update from the Vice Chairman	
<b>Community Partnership Board 1 March 2021 - Report</b>	<b>5 - 6</b>
<b>4 Presentation on Grants</b> To receive a presentation by Kevin Wegg, Funding Officer	
<b>5 Grants for 2021/22</b> To receive an update on the launch and allocations etc., from Julia Catterwell, Communities Officer	
<b>6 Funding summary</b> To receive an update from the Vice Chairman and Julia Catterwell, Communities Officer	
<b>Funding summary report</b>	<b>7 - 11</b>
<b>7 Update on Community Partnership funded projects</b> To receive an update from the Vice Chairman and Julia Catterwell, Communities Officer	
<b>8 Update on Task and Finish Groups</b> To receive an update from Julia Catterwell, Communities Officer	
<b>9 Any other business</b> (i) <u>Terms of Reference</u> To receive and note the revised Terms of Reference (to follow) (ii) <u>Review of the Partnership's Membership based on revised Terms of Reference</u>	
<b>Melton Woodbridge CP Membership as at 18-03-21</b>	<b>12 - 14</b>
<b>10 Date of Next Meeting - To be Confirmed</b> Wednesday 2 June 2021 at 4pm (remotely)	

<p><b>Filming, Videoing, Photography and Audio Recording at Partnership Meetings</b></p>
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## **Notes of the remote Meeting held on Wednesday 3 February 2021**

### Core Membership present:

ESC Councillors – Cllr Chris Mapey (Chairman), Cllr James Mallinder (Vice Chairman), Cllr Kay Yule

Cllr J Pilgrim (Boyton PC), S Connick (Community Action Suffolk), , Cllr A Porter (Melton PC), H Heelis (Rendlesham PC Clerk), C Fortmann (Campsea Ashe PC Clerk), S Gilkes (Suffolk Constabulary)

Others present – K Abbott (Clerk), S Barnett (Passenger Transport Development Manager, SCC) (item 3), L Bennett (Partnerships Manager), J Catterwell (Communities Officer), N Jenner (Communities Support Officer)

<b>Item</b>	<b>Discussion</b>
<b>1.</b>	<b>Welcome and Apologies for Absence</b>  Apologies were received from Cllr Hazel Hughes (Hollesley) and Jo Lily-Peters (Blaxhall).  The Chairman welcomed all present to the Meeting and invited everyone to briefly introduce themselves.
<b>2.</b>	<b>Notes of the previous meeting of the Community Partnership held on 18 November 2020.</b>  The notes were received and confirmed as a correct record.
<b>3.</b>	<b>Update on the Katch EV Bus</b>  Simon Barnett, Passenger Transport Development Manager, Suffolk County Council, provided a comprehensive presentation on the proposals for the Bus.  The Chairman invited questions:  Councillor Porter welcomed the initiative. He asked if the quoted electricity usage (100) included lights and heater etc. Simon Barnett replied that the figure



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	<p>had been provided by the manufacturer.</p> <p>Heather Heelis asked if the route for the bus could be extended to Rendlesham. Simon Barnett said the initial route was for trial purposes; if it proved successful other options would be considered. Heather Heelis asked if the Bus could be included in her parish's climate emergency action plan. Simon Barnett said this was fine but did just caution that the launch in March might be delayed because of the pandemic.</p> <p>Councillor Mallinder said the Bus represented a very important initiative for the district and the future of transport in rural communities. He added that it was crucial that the trial be successful and asked how the Bus would be marketed to encourage its use. Simon Barnett said he was not directly involved in the marketing strategy but would provide this information outside of the meeting.</p> <p>Cllr Yule asked about electric charging points for the Bus. Simon Barnett replied that two charging points had been installed at Campsea Ash station, one for the Bus and one for public use.</p> <p>Luke Bennett said the Community Partnership Board had allocated £40,000 to fund the fare subsidy model for the Bus and that it was a significant project which would be watched with interest by the other Partnerships.</p> <p>The Chairman thanked Mr Barnett for attending and his interesting presentation.</p> <p>A copy of the presentation and further information on the launch date and marketing were provided after the meeting by the Clerk.</p>
4.	<p><b>Update from the Community Partnership Board held on 7 December 2020</b></p> <p>Luke Bennett referred those present to the written report published with the agenda. There were no questions. The report was received.</p>
5.	<p><b>Confirmation of the Community Partnership's priorities</b></p>



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	<p>Julia Catterwell, Communities Officer, suggested that the priorities identified at the workshop in November 2019 be continued because of the interruption caused by the pandemic. Julia added that other Partnerships had also decided to take the same course of action, maintaining the original evidence-based priorities. This was agreed.</p> <p>Julia Catterwell also outlined the funds allocated to various projects by the Community Partnership. This was noted.</p>
<b>6.</b>	<b>Update on the Small Grants Scheme's allocation and remaining funds</b>
	<p>The Chairman stated he was very proud of the work of the Community Partnership and said that it had made a real difference to its communities. The Chairman, in particular, wished to record his thanks to Julia Catterwell and Nicola Jenner for their hard work. He referred to the remaining funds and reminded the Partnership's members to submit suggestions.</p> <p>In response to a question about timescales and time limits, Julia Catterwell clarified that once a small grant was approved there was up to 12 months to issue the funds. She also referred to the ability to carry over funds into the next financial year so that monies were not 'lost'.</p> <p>The information within the update was noted.</p>
<b>7.</b>	<b>Review of the Membership of the Community Partnership</b>
	<p>A copy of the membership as of 20 August 2020 was received.</p> <p>The Chairman stated that the membership needed to evolve and grow to ensure it that it reflected the area of the Partnership and effective information conduits were in place.</p> <p>The Chairman asked all members to let him and the Clerk know of any suggestions for membership.</p>
<b>8.</b>	<b>Date of the next meeting</b>



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	It was agreed that the next meeting would be held on 21 April 2021 at 4pm. The Clerk to send the diary invitation.
<b>9.</b>	<b>Any other business</b>
	<p><u>East bags</u></p> <p>The Vice Chairman referred to the excellent project underway to get these items to the vulnerable and isolated in our communities. He wished to thank all those who had worked hard to make this happen.</p> <p><u>Volunteering campaign</u></p> <p>Sally Connick, Community Action Suffolk (CAS), reminded all present that if any help was required with voluntary projects to contact Janet Perry at CAS.</p>

The Meeting concluded at 4.43pm.

## **Key outcomes of the East Suffolk Community Partnership Board meeting held 1 March 2021.**

### **1. Recap:**

All eight Community Partnerships are represented on the Community Partnership Board by their respective Chairs.

Community Partnership Board meeting agendas / papers / presentations / minutes can be viewed [HERE](#)

### **2. One Year On - Annual Impact Review**

A review of the impact of Community Partnerships was led by Steve Gallant, Chairman.

The presentation can be viewed [HERE](#)

Key points relating to the eight Community Partnerships (CP's):

- The Community Partnership model was based on and IN communities, envisaged as centred on dynamic workshops and meetings in community spaces (villages halls community centres etc) to allow people to come together and problem solve local issues in their own local area. COVID totally changed this and added a whole new dimension to issues faced by communities. The CP's have responded magnificently by shifting their whole model to virtual working and managing to successfully develop a programme of work to support and coordinate elements of our community response to Covid across the whole of East Suffolk, as well as delivering on their own priorities. Several CPs have also set up Task and Finish Groups to make progress between meetings.
- £247,951 has been committed to projects across all eight CP's. with 48 projects planned, completed or underway across all eight CP's this year. However, total project costs across all CP's amounts to £604,435.09. This is combined funding for projects either initiated, developed, or supported by the CP's which represents a multiplier of 1.48 on their own budgets (i.e. for every pound that ESC has invested through the CPs a further £1.48 has been contributed). This demonstrates the value that is added by working in partnership by bringing budgets and funding streams together around shared priorities.

### **3. Progress from the Covid Impact Task and Finish Group.**

The Covid Impacts Task and Finish Group has now met three times since it was formed, most recently on February 5th, 2021. the group reviewed all the material considered at its previous meetings about the impacts of Covid-19 in East Suffolk. This is summarised in a table [HERE](#)

The East Suffolk Buddy Up programme will build on the Suffolk model designed and delivered by Community Action Suffolk which in turn emerged from the Community Can programme. CAS are recruiting three members of staff to lead on their Isolation Buddies programme - one to work across Suffolk, one to focus on BAME and hard to reach communities and a legacy officer. All these roles are linked to the Covid



Outbreak Management Fund ambition to limit the transmission of Covid-19 by supporting people to stay well.

The model involves the recruitment of Covid-Support Buddies, initially from Good Neighbour Schemes and mutual aid/Covid response groups. The East Suffolk programme will augment this model by providing additional capacity to focus on recruiting, training, and supporting Community Buddies and Digital Buddies/Champions in our District. The aim is to support people to stay well and connected during the response phase of Covid-19 and then to support people to re-connect with community groups, activities, and facilities during the Covid-19 recovery phase. The full outcome proposal can be viewed [HERE](#)

Following discussion, the Board agreed to:

- Allocate £10,369 towards the Buddy Up project
- Allocate the remaining (£11,500) to the East Suffolk Grandpads scheme.
- Allocate £22,049.73 to the Bounce Back Fund
- Mandate the Task and Finish Group and partner organisations to develop the projects identified as a priority for 2021/22 funding from the Community Partnership Board and bring outcome proposals back to the June Board meeting

#### **4. Feedback on the Transport and Travel Programme**

The Programme Manager has started work on the programme, following the kind offer from EDF (15 hrs p/w for 6 months). Progress to date:

- Kicked off both quantitative and qualitative data gathering, which is due to ramp up over the next couple of weeks.
- Produced a key contacts list to support the creation of the CPB transport & travel strategy and begun contacting all 8 Community Partnership Chairs to arrange a conversation.
- Created a plan of action for the path leading to the strategy and fed back to the task group for further input.

#### **5. Looking forward**

The Board considered the coming year in East Suffolk and reviewed it's ambitions for 2021/22. Presentation "What will this year look like in East Suffolk" can be viewed [HERE](#)

The Board agreed to:

##### **1. Maintain focus on current Priorities:**

- Isolation and Loneliness (even bigger issue than pre-Covid...)
- Transport and Travel (deliver more impacts at a community level this year)

##### **2. Continue to tackle the impacts of Covid-19 with a specific focus on Vulnerable People and Places**

##### **3. Also focus on Mental Health and Wellbeing (third highest Community Partnership priority – given links to Isolation and Loneliness and a growing issue due to Covid)**

Luke Bennett, Partnerships Manager. 03.03.2021

### Community Partnership Grant - Melton, Woodbridge & Deben Peninsula

<b>Applicant</b>	<b>Project Name</b>	<b>Decision</b>	<b>Summary of project</b>	<b>Grant awarded</b>
Eyke Village Hall	Village Hall Refurbishment	<p>Approved on the following conditions:</p> <ul style="list-style-type: none"> <li>• The group work with CAS to get in place relevant policies/governance as these are all fundamental and good practice for an organisation to have in place (I have spoken to CAS who are more than happy to work with groups to get relevant documents in place).</li> <li>• Clarification is needed on how they will monitor the project. It is not clear in the application.</li> <li>• I would also suggest a condition is in place that they must acknowledge the Community Partnership funding provided by East Suffolk Council as this was not clear in their application.</li> <li>• The group are aware that a monitoring report will need to be provided and information on project costs (invoices/quotes) are provided within the report.</li> </ul>	Refurbishment of the Village Hall kitchen and water heater	£2,500
Campsea Ash Village Hall	Village Hall toilets refurbishment	<p>Approved on the following conditions:</p> <ul style="list-style-type: none"> <li>• I would suggest a condition is in place that they must acknowledge the Community Partnership funding provided by East Suffolk Council as this was not clear in their application.</li> <li>• I would also suggest that the 10% Contingency cost is not covered as part of this grant. They have over £11k in match funding, so I would suggest that our</li> </ul>	Refurbishment of the toilets at the VH	£2,500

		<p>grant, if approved, covers the actual costs of the works.</p> <ul style="list-style-type: none"> <li>The group are aware that a monitoring report will need to be provided and information on project costs (invoices/quotes) are provided within the report.</li> </ul>		
Bawdsey Village Hall & Recreation Ground Committee	War memorial improvement project	Rejected – the project does not meet the criteria. It was felt that the project does not actually provide a Village Hub.	Refurbishment to the war memorial area.	-
Woodbridge Town Council	Basketball area	<p>Approved on condition:</p> <ul style="list-style-type: none"> <li>The applicant ensures that the project is in an area that will maximise usage amounts all ages.</li> <li>That the basketball area be outside of the children's fenced area to encourage older children to make use of facility</li> <li>A condition is in place that they must acknowledge the Community Partnership funding provided by East Suffolk Council as this was not clear in their application.</li> </ul>	To restore and improve a former basketball shooting area, to provide another focus for youth activity.	£2,500
Woodbridge Rugby Club	Land Purchase and development to Grow Junior Playing Numbers	<p>Approved on condition:</p> <ul style="list-style-type: none"> <li>Grant is released once all the match funding is in place (£5,000 shortfall currently).</li> </ul>	Funding towards the purchase of land at the club	£2,000
Blaxhall Parish Council	Blaxhall Village Hall Play Area Refurbishment	<p>Application on condition:</p> <ul style="list-style-type: none"> <li>The applicant to explain which element our grant will be spent on.</li> </ul>	Funding towards new play equipment	£2,500

		Because the total project cost is over £50k (with the group having £20k in match), the Funding Officer will provide them with links to other funding schemes (Suffolk Community Foundation, CAS, Bounce Back grant scheme) to help the applicant towards the funding shortfall.		
5 <sup>th</sup> Woodbridge Sea Scouts Group	Be Active. Reconnect. Kayak	<p>Approved on Condition:</p> <ul style="list-style-type: none"> <li>• They need to demonstrate that the Kayaks are best value for money. Are there other suppliers who would be able to provide the a cheaper option?</li> <li>• To offer out the Kayaks to other groups (water sport centre, schools etc).</li> <li>• They must acknowledge the Community Partnership funding provided by East Suffolk Council as this was not clear in their application.</li> </ul>	Funding to purchase 7 kayaks to enable the group to be active in the water.	Up to £4,893
Just42	Rural Youth Clubs	<p>Approved on condition:</p> <ul style="list-style-type: none"> <li>• That they demonstrate/provide information on future funding for the project to continue (this particular project is only for 6 months, what is the sustainability model for the project to continue)</li> <li>• How will the project run covid secure? Is the relevant Covid risk policy in place?</li> <li>• They must acknowledge the Community Partnership funding provided by East Suffolk Council as this was not clear in their application.</li> </ul>	To run the rural youth clubs services in Sutton Heath, Hollesley & Alderton	£2,500
Woodbridge Riverside Trust	"Follow the Ship" - Pilot	Rejected – does not represent good value for money.	The project as a whole is inspired by the reconstruction of the	-

	Phase		Sutton Hoo burial ship.  Students will experience “Follow the Ship” primarily through a range of hands-on activities, tailored to different age groups, linked to the National Curriculum and designed to develop individual and team skills	
Shottisham Parish Council	Village Playground Repairs	Approved on condition: <ul style="list-style-type: none"> <li>To check with the applicant whether any costs for this project has been incurred. If they have, then unfortunately, we are unable to support the project because it would be retrospective.</li> </ul>	Repairs to existing play equipment	£1,163.40
<b>Total agreed funding:</b>				<b>£20,556.40</b>  <i>There remains £4,443.60 in the scheme so this will be carried forward into the next round (March 2021)</i>

Signed by Chair (printed name and email as confirmation, satisfactory)

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Signed by Cllr Smith (printed name and email as confirmation, satisfactory)

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## Melton, Woodbridge and Deben Peninsula Community Partnership

### Core Membership

### Voting Members

Name	Representing (A-Z)	Email Address
CLlr James Mallinder	Chairman ESC CLlr for the Deben Ward	<a href="mailto:james.mallinder@eastsuffolk.gov.uk">james.mallinder@eastsuffolk.gov.uk</a>
Joanne Lily Peters	Blaxhall Parish Council Clerk	<a href="mailto:blaxhallparishclerk@gmail.com">blaxhallparishclerk@gmail.com</a>
CLlr John Pilgrim	Vice Chairman, Boyton Parish Council	<a href="mailto:boytonpc@gmail.com">boytonpc@gmail.com</a>
Sally Connick	Community Action Suffolk	<a href="mailto:sally.connick@communityactionsuffolk.org.uk">sally.connick@communityactionsuffolk.org.uk</a>
<i>Sabrina Ward</i> <i>If Sally Connick unavailable</i>	<i>Community Action Suffolk</i>	<i>Sabrina.ward@communityactionsuffolk.org.uk</i>
CLlr Chris Mapey	ESC CLlr for the Woodbridge Ward	<a href="mailto:chris.mapey@eastsuffolk.gov.uk">chris.mapey@eastsuffolk.gov.uk</a>
CLlr Kay Yule	ESC CLlr for the Woodbridge Ward	<a href="mailto:kay.yule@eastsuffolk.gov.uk">kay.yule@eastsuffolk.gov.uk</a>
CLlr Rachel Smith -Lyte	ESC CLlr for the Melton Ward	<a href="mailto:rachel.smith-lyte@eastsuffolk.gov.uk">rachel.smith-lyte@eastsuffolk.gov.uk</a>
CLlr Ray Herring	ESC CLlr	<a href="mailto:Ray.herring@eastsuffolk.gov.uk">Ray.herring@eastsuffolk.gov.uk</a>
Julia Catterwell (Non-voting)	ESC Communities Officer	<a href="mailto:julia.catterwell@eastsuffolk.gov.uk">julia.catterwell@eastsuffolk.gov.uk</a>
Nicola Jenner (Non-voting)	ESC Communities Support Officer	<a href="mailto:nicola.jenner@eastsuffolk.gov.uk">nicola.jenner@eastsuffolk.gov.uk</a>
		<a href="mailto:hollesleyparishclerk@gmail.com">hollesleyparishclerk@gmail.com</a>

As at 20 August 2020

CLlr Hazel Hughes	Hollesley Parish Council	<a href="mailto:hazel.hollesleyparishcouncil@outlook.com">hazel.hollesleyparishcouncil@outlook.com</a>
CLlr Alan Porter	Melton Parish Council	<a href="mailto:cllr.porter@melton-suffolk-pc.gov.uk">cllr.porter@melton-suffolk-pc.gov.uk</a>
Marie Backhouse	Orford and Gedgrave Parish Council	<a href="mailto:orfordtownhall@btconnect.com">orfordtownhall@btconnect.com</a>
Pearl Simper	Clerk, Ramsholt Parish Council	<a href="mailto:robertsimper@hotmail.com">robertsimper@hotmail.com</a>
Heather Heelis	Clerk, Rendlesham Parish Council	<a href="mailto:clerk@rendleshampc.org.uk">clerk@rendleshampc.org.uk</a>
CLlr Caroline Page	SCC CLlr for the Woodbridge Division	<a href="mailto:caroline.page@suffolk.gov.uk">caroline.page@suffolk.gov.uk</a>
CLlr Andrew Reid	SCC CLlr for the Wilford Division	<a href="mailto:andrew.reid@suffolk.gov.uk">andrew.reid@suffolk.gov.uk</a>
CLlr Mike Sutton	Woodbridge Town Council	<a href="mailto:townclerk@woodbridge-suffolk.gov.uk">townclerk@woodbridge-suffolk.gov.uk</a>
Klaus Fortmann	Clerk, Campsea Ashe Parish Council	<a href="mailto:clerk@campsea-ashe-pc.org">clerk@campsea-ashe-pc.org</a>
Samuel Gilkes	Suffolk Police	<a href="mailto:samuel.gilkes@suffolk.pnn.police.uk">samuel.gilkes@suffolk.pnn.police.uk</a>
Rachel Partridge	Suffolk Police	<a href="mailto:rachel.partridge@suffolk.pnn.police.uk">rachel.partridge@suffolk.pnn.police.uk</a>

Other Non-voting representatives who may attend in future, depending on priorities etc:

Name	Representing (A-Z)	Email Address
Sonia Lambert	ESC Economic Development Officer	<a href="mailto:sonia.lambert@eastsuffolk.gov.uk">sonia.lambert@eastsuffolk.gov.uk</a>
Jane Healey	Green Print Forum and Transition Woodbridge	<a href="mailto:pjtr1@tiscali.co.uk">pjtr1@tiscali.co.uk</a>
Louise Hardwick	Ipswich and East Suffolk CCG	<a href="mailto:louise.hardwick@ipswichandeastsuffolkccg.nhs.uk">louise.hardwick@ipswichandeastsuffolkccg.nhs.uk</a>
Caroline Rutherford	Just 42 Youth Clubs	<a href="mailto:caroline@just42.org.uk">caroline@just42.org.uk</a>
Joshua Ward	Sutton Hoo	<a href="mailto:joshua.ward@nationaltrust.org.uk">joshua.ward@nationaltrust.org.uk</a>
Sarah Gill	Groundwork	<a href="mailto:Sarah.Gill@groundwork.org.uk">Sarah.Gill@groundwork.org.uk</a>



As at 20 August 2020

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