



East Suffolk
Community
Partnerships

Bringing ideas to life

Aldeburgh
Leiston
Saxmundham
& villages

Aldeburgh, Leiston, Saxmundham and villages Community Partnership

Chair: Councillor Tony Cooper (East Suffolk Council)

Vice-Chair: Vacant

East Suffolk Councillors:

Councillor Jocelyn Bond

Councillor Tony Cooper

Councillor John Fisher

Suffolk County Councillor:

Role Vacant

Partnership Organisations:

Local Town and Parish Councils

Suffolk Constabulary

Ipswich and East Suffolk Clinical
Commissioning Group

Community Action Suffolk

Leiston Together

Business Community

Youth Community

Environment

Members of the **Aldeburgh, Leiston, Saxmundham and surrounding villages
Community Partnership** are invited to a Meeting to be held remotely via Zoom on
Wednesday 21 July 2021 at 3:30 pm

This Meeting will be broadcast to the public via the East Suffolk YouTube Channel at
https://youtu.be/_GkUPryDMw

Agenda

Pages

1 Welcome and Apologies for Absence

Apologies for absence have been received from Councillor T-J Haworth-Culf
(SCC)

| | | |
|------------|---|----------------|
| 2 | Election of a Vice-Chairman To elect a Vice-Chairman for the Community Partnership | |
| 3 | Notes of the Meetings of the Community Partnership To confirm as a correct record the action notes of the Meetings held on 17 March 2021 and 19 May 2021 | |
| (a) | Action Notes - 17 March 2021 | 1 - 4 |
| (b) | Action Notes - 19 May 2021 | 5 - 7 |
| 4 | Written update from the Community Partnership Board held on 7 June 2021 Chairman and Head of Communities | |
| | Key outcomes of the East Suffolk Community Partnership Board meeting held 7 June 2021 | 8 - 9 |
| 5 | Rural Proofing (i) To receive a verbal update from the Task and Finish Group and its recommendations for consideration (ii) To receive and agree proposed application guidance | |
| | Rural Proofing - Recommendations | 10 - 14 |
| | Rural Proofing CP Application Guidance | 15 - 15 |
| 6 | Application: Art Station/Photo Shed To consider an application for funding by Clare Palmier, Director, Art Station and make recommendation, as appropriate | |
| | Application Art Station June 2021 | 16 - 22 |
| | Photo Shed Budget | 23 - 23 |
| 7 | Positive Holiday Activities To consider the initial information on this project. The required paperwork to follow. To make recommendation, as appropriate | |
| | Holiday Gardening Activities | 24 - 24 |

Holiday gardening activities - Project plans

25 - 25

8 Feedback from recipients of Funding

To receive a written update from Sharon Cuthbert, Leiston Dementia Project regarding the Art in a Bag project

Update from the Art in a Bag project

26 - 27

9 Launch of the Small Grants Scheme

An update to be received from Zoe Botten, Communities Officer, on the launch of the next round (21 July), closing date (7 September) and Grants Panel (date to be advised). To receive and note the related guidance.

Draft Further funding for local communities

28 - 29

Grant scheme guidance

30 - 32

10 Community Partnership's priorities

To receive an update from Zoe Botten, Communities Officer

Community Partnership priorities as at July 2021

33 - 33

11 Forward Work Programme

To receive the indicative forward work programme

Forward work programme

34 - 34

12 Any other business

To receive any other items of business

13 Date of Next Meeting - To be Confirmed

Wednesday 29 September 2021 at 3.30pm

Filming, Videoing, Photography and Audio Recording at Partnership Meetings

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www.local.gov.uk/Community-Leadership



Aldeburgh, Leiston, Saxmundham and villages Community Partnership

Action Notes of the Meeting held on Wednesday 17 March 2021 via Zoom

Core Membership:

ESC Councillors – Councillor Tony Cooper (Chairman), Councillor John Fisher

SCC Councillors – Councillor Russ Rainger

Town and Parish Councils – Heather Brewell (Knodishall Parish Council), Councillor Julian Cusack (Middleton Parish Council), Councillor Marianne Fellowes (Aldeburgh Town Council)

Partnership Organisations – Sharon Cuthbert (Leiston Good Neighbour Scheme), Sarah Mortimer (Community Action Suffolk), Caroline Rinder (Leiston Town Council), Cllr Mary Schedrin (Friston Parish Council), Joanne Thain (ESC Leiston Change Manager)

Others present – Katherine Abbott (Democratic Services Officer), Zoe Botten (Communities Officer), Nicole Rickard (Head of Communities)

| Item | Discussion |
|------|--|
| 1. | <p>Welcome and Apologies for Absence</p> <p>Apologies for absence were received from Councillor T-J Haworth-Culf, Councillor Jocelyn Bond, Councillor Stephen Brett (Theberton & Eastbridge Parish Councils), Di Eastman (IP17 Good Neighbour Scheme) and, Councillor Lesley Hill (Leiston Town Council)</p> <p>It was noted that Councillor Russ Rainger would be standing down as the County Councillor and so would continue to participate in the Partnership as the Vice Chairman of Snape Parish Council.</p> |
| 2. | <p>Notes of the meeting of the Community Partnership held 11 January 2021</p> <p>The notes were received and agreed as a correct record.</p> <p>It was noted that Caroline Rinder was now Town Clerk for Leiston Town Council, but the change of role was not known at the January meeting, so the notes were correct to refer to her, then, as Deputy Clerk.</p> |

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| 3. | <p>Written update from the Community Partnership Board held on 1 March 2021</p> <p>The Chairman summarised the update paper which had been published with the agenda and provided the key outcomes from the Board meeting held in early March.</p> <p>There were no questions on the contents of the paper which was noted.</p> |
| 4. | <p>Verbal update on the Community Partnership Grant Scheme</p> <p>Zoe Botten, the Communities Officer, provided a short verbal update for the information of the Partnership.</p> <p>The Partnership was advised that five applications had been received; two had been successful whilst three had not met the required criteria. The two successful applicants were the Leiston Swimming Club (c£700) and the Friends of Aldeburgh Library (c£900). This left c£3500 to be carried over into the 2021/22 Grant Scheme. The Partnership was further informed that, if it so wished, this could be 'topped up' to £5,000.</p> <p>Zoe Botten informed the Partnership that the Grants Scheme would be opened again and asked members to encourage applications from small local projects.</p> <p>The verbal update was noted.</p> |
| 5. | <p>Aldeburgh and Blyth Community Radio Project - Application</p> <p>Before considering the application, the Chairman wished to advise the Partnership that he, Councillor Bond and Councillor Haworth-Culf had given funds to the project from their individual Enabling Communities Budgets (ECBs). It had been clarified that the original vision had always been that Councillors could align ECBs to their Community Partnership priorities (given that the latter were data led and chosen by community representatives) but for good practice Councillor Cooper wished to advise the Partnership. Councillor Rainger said he too had given the project funding from his community budget.</p> <p>Councillor Fellowes said that Aldeburgh Town Council and Leiston Town Council had also given the project funds. She questioned whether it was fair or appropriate for an application for further funding to come to the Partnership too. The Chairman said that this might be a matter for the Community</p> |

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| | <p>Partnership Board to consider, in terms of the criteria for applications to meet, but, for now, the Monitoring Officer had confirmed that the application was acceptable and, if so decided, so was additional grant funding.</p> <p>Joanne Thain was invited to present the application. The Chairman invited questions and comments.</p> <p>Sarah Mortimer said that whilst young people were perhaps not the primary target audience of the project, anything that would help to facilitate greater engagement would be very welcome. Joanne Thain said the project was keen to include young people and utilise social media to encourage their engagement. Sarah Mortimer also urged the Partnership to ensure that the project, if funding was agreed, was asked to avoid the digital exclusion of the elderly; Joanne Thain said the project planned to obtain an FM licence within 18 months.</p> <p>Councillor Cusack asked for more details on the Project Lead and if the Group was a limited company and had a Constitution. Joanne Thain outlined the Project Lead's experience and confirmed that the Group was a Community Interest Company.</p> <p>Councillor Fellowes, with reference to the earlier discussion about other funding which had been obtained by the project, outlined the £14,861 which had already been obtained from various sources and to the £7143 now applied for. She questioned the principle behind this approach. Joanne Thain said the project had advised the application was for monies to cover all the costs arising from the launch. She added that the project had stated it was sustainable.</p> <p>In response to a query about whether there was sufficient confidence to agree the application, the Head of Communities said this must be the decision of the Partnership having considered if the project was value for money. She added that match-funding by Councillors of projects supported by other Community Partnerships had occurred and so there was a precedence.</p> <p>ACTION: The application for funding was approved, unanimously, for a grant of £4,726 in total.</p> |
| 6. | <p>Date of next meeting</p> <p>The suggested date of Wednesday 19 May 2021 at 3.30pm was agreed.</p> |
| 7. | <p>Any other business</p> |



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| | <p>It was agreed that the following would be brought to a future meeting within the next six months:</p> <ul style="list-style-type: none">▪ Partnership members to suggest items for the agenda that meet the three agreed priorities▪ Sharon Cuthbert to provide an update on the Task and Finish Group, to include which organisations are being worked with. The TFG to map any gaps▪ Events for well-being and mental health around the benefits of nature▪ How best to engage with SALC at board level to try and increase awareness of the Community Partnerships and seek support for projects |
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The meeting concluded at 4.30 pm



Aldeburgh, Leiston, Saxmundham and villages Community Partnership

Action Notes of the Meeting held on Wednesday 19 May 2021 via Zoom

Core Membership:

ESC Councillors – Councillor Tony Cooper (Chairman), Councillor John Fisher

SCC Councillors – Councillor T-J Haworth-Culf

Town and Parish Councils – Heather Brewell (Knodishall Parish Council), Councillor Julian Cusack (Middleton Parish Council), Councillor Lesley Hill (Leiston Town Council), Caroline Rinder (Leiston Town Council), Councillor Russ Rainger (Snape Parish Council)

Partnership Organisations – Di Eastman (IP17 Good Neighbour Scheme), Sarah Mortimer (Community Action Suffolk), Joanne Thain (ESC Leiston Change Manager)

Others present – Katherine Abbott (Democratic Services Officer), Zoe Botten (Communities Officer), Luke Bennett (Partnerships Manager), Mel Geater (Avocet Academy)

| Item | Discussion |
|------|--|
| 1. | <p>Welcome and Apologies for Absence</p> <p>Apologies for absence were received from Sharon Cuthbert (Good Neighbour Scheme) and Councillor Marianne Fellowes (Aldeburgh Town Council)</p> |
| 2. | <p>Rural Proofing Toolkit</p> <p>Sarah Mortimer (Community Action Suffolk) gave a presentation as an introduction to the Rural Proofing Toolkit. This included how to best use the rural proofing approach, how best to embed it, provided examples of projects and services and offered further support.</p> <p>Councillor Cusack asked if there was a definition of ‘rural’ in the context of rural proofing. Sarah Mortimer replied that this was, largely, up to the Partnership to define; she added that there might be a wish to identify, as a group, the areas</p> |

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| | <p>which were not rural. It was agreed that the creation of the Partnership's own criteria for what constituted 'rural' in this regard would be beneficial.</p> <p>ACTION: A small Task and Finish Group was proposed and agreed to take this forward and return to the Partnership with recommendations. The Task and Finish Group was formed of Councillor Cusack, Heather Brewell, Sarah Mortimer and Zoe Botten. The Task and Finish Group to report the results of its discussions to the next meeting of the Partnership.</p> |
| 3. | <p>Terms of Reference</p> <p>The Partnership received the revised generic Terms of Reference for the Community Partnerships.</p> <p>Councillor Cusack queried the appointment of a Chairman to each Partnership by the political Leader of East Suffolk Council. The Partnerships Manager said this had always been the intention since the establishment of the Community Partnerships and so was not a change in approach. Councillor Cusack challenged the 'top-down' approach.</p> <p>ACTION: The Chairman agreed to take Councillor Cusack's comments to the next meeting of the Community Partnership Board. The revised Terms of Reference were noted.</p> |
| 4. | <p>Review of the Community Partnership's Membership</p> <p>The Partnership reviewed its current membership in light of the revised generic Terms of Reference.</p> <p>Di Eastman said she would raise membership at her next Annual General Meeting.</p> <p>ACTION: The Chairman asked that members remember to give apologies if they were unable to attend a Partnership meeting to help the Clerk ensure it was quorate and able to determine funding applications.</p> <p>There was a discussion of whether the meetings of the Partnership would continue to be held remotely or, when restrictions allowed, return to physical meetings. The Partnerships Manager said the original model for the Partnerships had envisaged the meetings moving around to venues within its communities. He acknowledged that remote meetings were attractive to some people, but that other people would prefer a different approach. He said that, perhaps, to maintain the general momentum of business the virtual meeting was more effective but, equally, the opportunity to attend a physical meeting had its benefits too. In short, he said, there was not yet a 'one size fits all' solution.</p> <p>Councillor Rainger asked if the Partnership was doing enough to promote or explain how it worked, what it had achieved and, he suggested, to better engage</p> |

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| | <p>with people through some self-analysis of that part of its role. Councillor Haworth-Culf suggested that recipients of funding be invited to feedback to the Partnership on the funding it had been awarded and what impact it had had – in this way, she suggested, the work of the Partnership would be promoted.</p> <p>ACTION: Recipients of funding from the Partnership to be invited, regularly, to attend a meeting to feedback on how the award had benefitted them and the direct impact.</p> |
| 5. | <p>Forward Work Programme</p> <p>The current Forward Work Programme was received and discussed. The following were agreed as additions to the Programme with dates, if indicated, as shown below.</p> <ul style="list-style-type: none"> • Feedback from Rural Proofing Task and Finish Group (July 2021) • Integrated Neighbourhood Teams (exploration of join working opportunities to meet priorities) • Feedback from recipients of funding (July 2021) • Reminder of the Partnership's priorities (July 2021) • Youth representative/youth voice – To explore as a new member or to seek involvement by other means – Perhaps link to The Big Ask initiative (September 2021) • Launch of next round of small grant funding (July 2021) • Cycling and Walking • Mental health/anxiety as communities came out of the pandemic |
| 6. | <p>Date of next meeting</p> <p>Wednesday 21 July 2021 at 3.30pm</p> |

The meeting concluded at 4.30pm

Key outcomes of the East Suffolk Community Partnership Board meeting held 7 June 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. Election of Vice Chair

Lisa Perkins from BT was appointed Vice Chair of the Board for a second year.

3. Terms of Reference

The revised Terms of Reference for the Board, which can be found [HERE](#), were approved. These reflect the changes made to the Terms of Reference for the eight Community Partnerships, the recommendations of the rural proofing work undertaken by Community Action Suffolk, enabling Vice Chairs to substitute for the Chair at the Board meetings, the important role of Task and Finish Groups to progress work between meetings, the fact that meetings can be held either virtually or in person, the process for voting in virtual meetings and the fact that priorities for the Board will be reviewed annually.

4. Covid Impacts Task and Finish Group

The Board considered a report from the Task and Finish Group focussing on Employment and Skills and a proposal from Student Life around mental health and wellbeing for young people. The report can be found [HERE](#) and Appendix 1 of the report, which includes a comprehensive overview of employment and skills support available for young people, adults and Over 55's in East Suffolk, can be found from page 5 onwards.

The Board considered three outcome proposals developed in order to fill identified gaps in relation to the current employment and skills offer in the District. These were discussed in turn and the following agreed:

- £18,000 was allocated towards the Employment/Work Readiness project, in addition to the £20,000 previously agreed by the East Suffolk Partnership – see outcome proposal [HERE](#)
- £30,827 was allocated towards the Volunteering Pathways project led by Community Action Suffolk – see outcome proposal [HERE](#)
- £25,000 was allocated towards the Ambitions to Employ project to be delivered by MENTA – see outcome proposal [HERE](#)

The Board also considered an outcome proposal submitted by Student Life to run an extended pilot in six East Suffolk Schools of their peer to peer mental health support project, which is part funded by Ipswich and East Suffolk CCG. Following discussion the Board agreed to:

- allocate £15,750 towards to Student Life Peer to Peer Mental Health Ambassador programme – see outcome proposal [HERE](#)

5. Vulnerability in East Suffolk post Covid-19

The Board received a presentation on the outcome of the 4,000+ calls made to Clinically Extremely Vulnerable residents in East Suffolk between November 2020 and March 2021. These calls identified some of the groups most impacted by the pandemic and some emerging issues.

Seven strategic Board partners were then asked to identify three key priorities/areas of high demand for their organisation in East Suffolk, these are summarised in the slide below:

| Suffolk Community Foundation | Community Action Suffolk | SALC | Suffolk Police | Suffolk County Council | Norfolk and Waveney CCG | Ipswich & East Suffolk CCG | East Suffolk Council |
|---------------------------------|---------------------------------|--|---|---|--|---|--|
| Isolation and Loneliness | Social Isolation and Loneliness | Delivering high quality specialist support to local councils advice, communications, guidance and training | Victims of domestic abuse | Community recovery- emphasis on health and wellbeing and support for isolated / vulnerable people | Vaccine inequality uptake in deprived areas, migrant communities, younger, high risk & harder to reach communities | Long-term Covid impacts eg. supporting communities; mental health, job losses frailty, long Covid | Isolation and Loneliness, including digital exclusion |
| Declining Mental Health | Young People | Engage and represent local councils across the sector- partnerships and collaboration | Partnership liaison share information & joint patrols to dynamically tackle emerging vulnerability issues | Addressing health inequalities as part of the community recovery | Admission avoidance and waiting well- support to remain in the community or ensure once discharged they remain healthy | Long waiting lists for elective care – supporting people to remain fit and well whilst waiting | Physical Disabilities, Frailty and Long Term Conditions, including impacts of inactivity |
| Changed Financial Circumstances | VCSE Resilience | Improvement and development for local councils | Increased instances of acute mental health related issues | Enabling the VCSE to play an equal and active part of the Suffolk system in recovery | Addressing health inequalities- particular focus on inactivity and link to LTC's | Children and Young People's education, physical activity and emotional well-being | Mental Health and Wellbeing |

The presentation concluded with some slides summarising what is happening already in East Suffolk to address some of the issues/areas of demand identified. The Board was then asked to consider both gaps and opportunities to do more. Following discussion, including about the importance of validating data before decisions are made, it was agreed that the Task and Finish Group should meet again to consider the themes discussed at the meeting and report back to the September Board meeting.

6. Transport Task and Finish Group

An update was provided on progress, including conversations between the Programme Manager and the Community Partnership Chairs and key partners, but a more detailed 'deep dive' report will be presented for in-depth discussion at the September Board meeting.

7. Updates from the Community Partnerships

Following a brief overview of progress in terms of spend, each of the CP Chairs present was asked to provide an overview of one or two projects in their CP area.

8. Looking Forward

It was agreed that the September meeting of the Board will focus on Mental Health and Wellbeing, the third priority for East Suffolk, and that the Board will also receive reports from the Covid Impacts and Transport and Travel Task and Finish Groups.

Nicole Rickard, Head of Communities, 10/06/21



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Rural Proofing Recommendations

| Item | Recommendation | Decision | Date Agreed/Completed |
|---------------------|---|----------|-----------------------|
| Definition of Rural | <p>Determine which areas of the CP are defined as 'rural' and 'non-rural' by population and evidence by a list of parishes and map.</p> <p>Definition for 'rural' is a parish population of less than 2000.</p> <p>Definition for 'non-rural' is a parish population of 2000 or more.</p> <p>Rural</p> <p>Knodishall 810 Aldringham cum Thorpe 790 Snape 660 Benhall 550 Middleton 370 Friston 340 Theberton 290 Sternfield 130 TOTAL 3,940</p> <p>Non-Rural</p> | | |

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| | <p>Leiston 5670 Saxmundham 4330 Aldeburgh 2450 TOTAL 12,450</p> <p>Rural/non-rural ratio by population is 1:3</p> <p>It must be noted that this ratio would ensure equality but not equity as it does not take into account specific circumstances that rural areas/residents face.</p> | | |
| Governance | Update Terms of Reference to include recommendations as per the toolkit. | Terms of Reference updated and approved by Community Partnership Board. Noted at CP Meeting in May 2021 (available via CMIS on ESC website) | 19.05.21 |
| Membership | <p>Ascertain which CP members represent rural areas.</p> <p>Voting Members</p> <p>Rural Cllr Nigel Black Knodishall Cllr Anthony Wigg Knodishall Heather Brewell Knodishall Cllr Julian Cusack Middleton Cllr Stephen Brett Theberton & Eastbridge Cllr Mary Schedrin Friston Cllr Russ Rainger Snape</p> <p>Non-rural</p> | | |

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| | <p>Cllr for Aldeburgh and Leiston (election 8/7/21) Cllr John Fisher Saxmundham Cllr Lesley Hill Leiston Caroline Rinder, Town Clerk Leiston Roz Barnett Clerk, Saxmundham Sharon Cuthbert, Leiston</p> <p>Query Di Eastman IP17 Good Neighbour Scheme Emma Ratzer CEO Access CT</p> <p>Ratio for rural/non rural is even. Consider whether all voting members attend meetings and whether further encouragement to attend is required or recruitment to the CP.</p> <p>Consider exercise to ascertain other organisations/groups that member represent and evidence this.</p> | | |
| Rural Champion | Identify a rural champion from the voting members. | | |
| CP Priorities | Agree current priorities are reflective of rural areas, therefore no change. | | |
| Budget Allocations | Determine what proportion of CP budget has been spent in rural/non-rural areas. | | |

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| | Ringfence proportion of the CP budget for rural areas to ensure 50% of overall allocation is spent/ringfenced for rural. This takes into account the 1:3 ratio for rural/non-rural population plus extra as delivery of projects may be more expensive in/for rural areas. | | |
| Small Grants Fund | <p>Determine what proportion of small grants fund has been spent in rural/non rural areas.</p> <p>Ringfence proportion of the small grants fund budget for rural areas to ensure 50% of overall allocation is spent/ringfenced for rural. This takes into account the 1:3 ratio for rural/non-rural population plus extra as delivery of projects may be more expensive in/for rural areas.</p> <p>Amend paperwork for Small Grants Fund application & notes to include questions re rural proofing – as per Zoe’s document.</p> <p>Amend paperwork for monitoring form to include impact on rural areas</p> | | |
| Evidence of Rural Proofing | <p>Ensure questions and discussions take place considering the impact on rural areas when discussing projects.</p> <p>Questions, discussions and subsequent decisions and actions considering rural areas/residents to</p> | | |

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Rural Proofing

“Rural proofing is a means to achieve equally effective and successful outcomes for communities, businesses and individuals from policy and in the design and delivery of (publicly funded) services, regardless of their size or location.”

The Community Partnership is committed to applying a rural proofing approach to its work. This ensures that any decisions made by the Community Partnership will be made considering equity for rural areas. We would like to see this approach reflected in the community projects we support and therefore encourage applicants to tell us how they have considered rural areas and residents. Below are some examples to be included in your application: -

What can be done to encourage participation from rural residents and ensure that local assets are utilised fully? What are the barriers to participation for rural residents and how can these be overcome?

- Applicants should demonstrate they are engaged with the community and what they will contribute.
- Applicants should consider what could be done to overcome any real or perceived barriers.
- There might be cost implications to these so budgeted costs may increase.

Is your project accessible to rural residents? If so, how?

- Applicants should consider whether their project/service can be reached by rural residents particularly those who do not have access to a private car.
- The cost of transport such as a bus, community transport or taxi might be a barrier for some.
- Transport schedules may not fit with session/service times.

Will planned communication reach rural residents?

- Multiple methods of communication will have a greater impact than just one. Examples include local newsletters, notice boards, social media including paid for services such as Facebook boosts, posters/flyers, 1 to 1 or small group conversations at community activities, word of mouth, through schools and local organisations.

How will rural participation be monitored?

- Applicants should think about how they will monitor where participants come from to ensure fair access to rural and non-rural residents.
- Applicants may need to amend their plans at a later stage to take any rural/non-rural imbalances into consideration.

Community Partnership Grant Application (2020-2021)

Section 1 – Organisation Details

| Contact Details | |
|---------------------------------|---|
| Name of Group: | The Art Station |
| Address (incl. Post Code) | The Art Station 48 High Street Saxmundham IP17 1AB |
| Project Lead (Name & Position): | Clare Palmier |
| Contact Email Address: | clare@theartstation.uk |
| Contact Telephone Number: | 07927770421 |

| Group Status | |
|---|---|
| <input type="checkbox"/> Community or voluntary group <input type="checkbox"/> Registered Charity <input type="checkbox"/> Community Interest Organisation (CIO) <input type="checkbox"/> Local Branch of a National Organisation <input checked="" type="checkbox"/> Charitable Company Limited by Guarantee | <input type="checkbox"/> CIC / Social Enterprise <input type="checkbox"/> School <input type="checkbox"/> Village Hall/Recreation Ground C'tee <input type="checkbox"/> Town or Parish Council <input type="checkbox"/> Other |
| If registered charity, please state number: | |
| If registered as a company e.g. Community Interest Company or Limited By Guarantee, please state number: | 10227051 |

| Supporting Documents | |
|--|---|
| Does your organisation have the relevant policies and procedures in place? Please tick those which are applicable to your organisation/this project: | |
| Constitution / set of rules | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Child Protection Policy | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Vulnerable Adults Policy | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Health & Safety Policy | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> |
| Equal Opportunities Policy | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

Section 2 – Project details

Project description

Please provide a brief description of your planned project or activity (up to 200 words).

We need to know the following:

- *What you intend to do*
- *How you intend to do it*
- *How your project demonstrates value for money*

Photo shed is a small, achievable six month pilot project that will use photography, walking and smart phones as a way of engaging participants in a local social network, support them to increase daily activity and allow them to document aspects of their life: cooking, walking, nature spotting or any other activities big or small. The project will focus on individual men (up to six participants) who may be experiencing isolation and loneliness, exacerbated by the pandemic who have identified by the social prescribing team and other local voluntary organisations over the last year.

This project will start online if some restrictions are in place and move into face-to-face sessions as this becomes possible. A communal, closed Instagram account will facilitate the sharing of their images and allow the men to comment and interact with each other.

The initial, fortnightly sessions will be led by a local artist/photographer Dominic Whiten and take place online. When appropriate, the participants and artist leader will start to meet and walk together. The sessions will give the participants the tools and understanding to have ownership over the project. The leader will also facilitate co-production amongst the men, focusing on what themes and subjects might emerge and develop. The artist/photographer will continue to support the group to become more self-reliant.

The communal walking will serve as an engaging and active way through which the men may discuss their activities and photographs, how to increase skills and explore photography more broadly and also to discover easy and pleasant local walks and places to visit – including the Community Garden in Saxmundham, and The Layers. The Railway Farm Project Benhall have agreed to host the group as a safe and welcoming destination to visit during the summer. A budget allocation for transport will allow the group special visits to the seaside or other locations that they choose.

If the demand increases a second group will be formed at six months, responding to the learning and feedback from the first six months and funding sought to continue the project. Smart phones will be project phones and re-used for new participants.

Photo Shed is a low-cost project with significant impact in terms of the long-term mental health of participants, enabling them to form social networks that will potentially last well beyond the duration of the project.

How does your project or activity address the following priorities (up to 200 words):

P1. Isolation

P2. Mental Health

P3. Obesity

P4. Low income

P5. Education attainment

Photo Shed is a project addressing social isolation and mental health specifically directed towards a group of men who have become significantly isolated (during the pandemic/due to rural isolation). They have been identified through the local network and have expressed interest in engaging in creative activity, which this project would provide.

Participants could connect and build a social network with each other during the project and through walking and talking with the artist leader would share experiences and skills which will contribute to their sense of well-being, build self-esteem and allow them to develop where appropriate skills in photography and responding creatively to their environment while also encouraging them out into the local landscape.

A regular activity and contact with others as well as increasing physical activity outside will increase both physical and mental well-being.

How was the need for the activity/project identified (up to 200 words):

- *Please specify if your project idea is a result of a Parish/Neighbourhood Plan, a Market Town health check, a questionnaire or another means of consultation/engagement.*
- *You can also show need through anecdotal evidence such as ticket sales/reviews or events.*

While we have been delivering our recent 'Art in a Bag' project, commissioned by East Suffolk Community Partnerships; and other local organisations have identified a small group of men as significantly isolated and being one of the key groups in need. Although they want to engage with creative projects, they fell outside of the Art in a Bag activity which is aimed at elders.

When will your project start and finish?

| | |
|---------------------|------------|
| Start Date (MM/YY) | 01/08/2021 |
| Finish Date (MM/YY) | 30/01/2022 |

Section 3 – Budgets

Project Funding

| | |
|---|--------|
| Total Cost of the Project: | £ 4460 |
| How much grant is required? | £ 2460 |
| How much match funding is in place? (if applicable) | £ 2000 |

Section 4 – Outcomes/Monitoring

What are the anticipated outcomes:

Outcomes are the specific changes that you want to result from the project

Participants will connect with each other forming bonds to help them feel less isolated
Participants will engage with their daily lives in a creative way to encourage positive outlook and mental well-being. Where appropriate, participants will build confidence in composing photographs and how photography can be used to express identity and how it can be used to create a sense of connection to the local area and place. As appropriate to

each individual, they will develop skills, using photography as a form of expression with support and mentoring of the lead artist and the group.
Participants will engage in a regular activity to promote well-being, confidence and self-esteem and will spend more time outside.

How will you monitor and evaluate progress towards these outcomes?

i.e What information do you need to record as the project develops to track progress

Regular feedback from participants to the lead artist and the Art Station
Evaluation methods will be developed with participants and the lead artist to measure well-being and changes in mood over the six month period, using the WEMWB scale

Using informal participant led methods such as conversations, post it trees, video/audio conversations/ Q&A sessions, interviewing each other throughout the project - information will be gathered on any increase in well-being and the experience and skills developed during the six month period. The evaluation will form an essential part of the development of the project for the following six months/ following year.

The project will be evaluated and reviewed with participants and, if it's working, we will find funding for another six months into 2022 and link this to other social prescribing activity: food, physical activity etc.

How will you promote and publicise the project?

N.B. We expect you to acknowledge East Suffolk Council funding support in any relevant publicity.

Photo Shed will be promoted through the Art Station newsletter and social media channels, posters on local parish notice boards, local parish magazines, local press and media and via the social prescribing network.

Declaration

I am authorised and eligible to sign and approve this application on behalf of the organisation and declare the information included in this application is true and accurate.

By signing below, the information you have supplied is being collected to allow us to process your application. By completing this form, you consent to East Suffolk using your information in this way.

I understand that in the assessment of this application the Council may share information contained within it, with other core funders for funding programmes we have applied too, relevant Council directorates and committees.

If you do not provide your consent, we will not be able to process this application. Your information will not be used for any other purpose unless we obtain your consent.

Your information will be retained for 4 years. You can request that your information is deleted at any time.

Data will be processed and held securely and in accordance with the General Data Protection Regulation (and any updates).

Further information about data protection can be found on the East Suffolk Website <http://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>

To comply with General Data Protection Regulation 2018 and Data Protection Act 2018, I confirm that I have given my consent for my personal data to be used in accordance with the privacy notice above (please tick the box) ☐



Signature:
2021

Date: 14/06

Enter your name only if you agree to be bound by the terms set out in this form. We will treat this as your signature of the form.

Please submit this Grant application to grants@eastsuffolk.gov.uk



Photo Shed budget

Total budget: £4460

Budget breakdown:

Item Expenditure

6 x Used Smart Phones = £600

6 x 6-month Sim Cards = (£10 x 6 sim cards x 6 months) = £360

Total = £960

Transport £300

Refreshments including 1 sharing event £200

Creative lead

Artist/photographer lead development time = 1 day

1 session every fortnight for 6 months = 12 sessions

Evaluation time = 1 day

Total time = 8 days x £250

Total = £2000

Project management time/overheads

Art Station = £1000 over six months

Total = £1000

Total budget: £4460

Match funding:

Saxmundham Town Council £1000

Art Station £1000

Funding sought £2460



CYDS Positive Holiday Activities

A programme of fun challenging positive activities for at risk young people.

The issue we would like to address is a lack of motivation and aspiration in a number of local young people. This in turn is leading to Anti-Social Behaviour related to under-age drinking/ substance misuse and gang culture. Our aim is to offer positive activities during the School holidays, to young people who are involved in or at risk of being involved in risk taking activities. We would like to raise awareness of the risks and consequences and to tackle the problem by involving the young people in designing a programme of challenging positive activities that they will enjoy as well as benefit from. We hope to break down barriers between young people and the wider community to improve understanding and communication.

Services provided:

- Gardening activities to help young people to feel more ownership of public areas they can use, to encourage more respect for the space and other people using it.
- Greater knowledge of growing plants.
- How to encourage bird and insect life into public spaces
- Recycling old garden benches and planters.
- A safe fun place to take part in positive activities.
- Team building, confidence boosting activities.
- Community based projects
- Planning and positive goal setting
- Support with other issues that come up.

- Referral to One-to-One support where needed.

Target group:

Sessions are run in Leiston and Saxmundham. For young people aged 13 to 19 identified as taking part in risk taking behavior. Each session sees around 10 to 15 young people attending.

The Benefits for Young People

- More self-esteem.
- More community cohesion.
- Feeling less marginalisation.
- Raised aspirations.
- Positive things to do.
- Feeling more supported.

The Benefits for Local Community

- Young People engaged in positive activities.
- Less Antisocial Behavior



Costs for Leiston Gardening Project

To renovate old benches with new slats and repaint/stain. £750
PPE and tools £100
BBQ lunch plus drinks while working £150.
Staff time £400
Total £1,400

Costs for Saxmundham Gardening Project

Sleepers for the raised beds £650
PPE and tools £100
BBQ lunch plus drinks while working £150.
Plants £100
Staff time £400
Total £1,400

Total £2,800



Project plan

Leiston

To work during the summer holidays with a group of at risk young people to recycle old benches and plant pots from the site of the new community gardens in the High Street. This will include cleaning/jet washing, repairing benches, replanting the pots. These benches and pots will either be sold to the public to raise funds for the Community Garden or donated to local old people's homes.

Costs for Leiston Summer Gardening Project

To renovate old benches with new slats and repaint/stain. £750

PPE and tools £100

BBQ lunch plus drinks while working £150

Staff time £400

Total £1,400

Project Plan

Saxmundham

To work during the summer holidays with a group of at risk young people to create a garden space next to the Youth Booth in Saxmundham Please see attached artists impression. This will include working alongside the Town Councils Environment Officer and hopefully the Men's Shed to teach the young about cultivation and looking after plants in sustainable way. Plus how to encourage birds and insects. And also wood working skill to build the raised beds around the outside that will also be usable as seating.

Costs for Saxmundham Summer Gardening Project

Sleepers for the raised beds £650

PPE and tools £100

BBQ lunch plus drinks while working £150

Plants £100

Staff time £400

Total £1,400

Update on 'Art in a Bag' Project at July 2021

Background

The 'Art in a Bag' Project emerged from the Community Partnership 'task and finish' group in relation to the priority to 'address social isolation and loneliness – particularly in relation to family carers, older people and men over 40'. In September 2020, community groups across the whole Community Partnership area were asked for ideas and an art project was selected on the basis that it would reach the greatest number of people in the context of the pandemic lockdown.

A small project group was formed to coordinate the project and 'The Art Station' (a non-profit arts organisation) in Saxmundham was contacted to find an artist with experience of similar projects to develop ideas. Helen Rousseau, a community artist, worked with the project group and volunteers to identify art activities which would be accessible to older people completing them on their own at home but which would be interesting and different and relevant to the experience of lockdown. Helen produced full instructions for the activities and The Art Station sourced all the materials and prepared the bags and worked with two primary schools on activities to be included. The project group and project coordinator identified individuals/groups who would like to be involved and distributed the bags. Some bags went as a set to a group to allocate – for example a Parish Council – while others involved a phone call to an individual and a doorstep visit to explain the contents and have a chat.

What we did

Since December 2020 A total of 140 bags have been produced and by July 2021 approximately 120 have been distributed across the whole Community Partnership area to older people and family carers who have been socially isolated since the start of the pandemic.

The bags contained several activities including:

- A letter exchange with children from two primary schools
- Making a pot and growing a bulb as a gift
- Cut up poetry
- Making a folding book
- A picture from poetry

Evaluation to date

The positive aspect of the project have been enabling social contact with so many people and making new links between community organisations. The feedback from participants has been very positive about the quality of the contents of the bag and many have enjoyed doing something different. From our point of view, each bag delivered was an opportunity

to talk to someone and check how they were and if there were concerns, these could be followed up.

The main challenge of this project has been that when we started in Autumn of 2020 we did not know that the pandemic restrictions would continue for nearly one year. This has had several effects including ongoing restrictions on going inside people's homes to give support and being unable to do some of the activities we had thought of which involved passing materials back and forwards between people. It also affected how the project was publicised as there was a long period when the free local papers were not being published and people were not in places to look at noticeboards. However, the Parish Councils and other organisations such as the Leiston Patient Participation Group helped by using their newsletters.

Next steps

There will be a display about the project in the afternoon of Wednesday 8th September at the Art Station. People who took part will be invited and we are currently asking people if they would be willing to display what they have made.

One of the hoped-for outcomes of the project was that we could make connections which could lead to some new groups which meet in person. At this point there are concerns about running groups for people who are more vulnerable to the virus and therefore it is something to be reviewed in the next couple of months.



News release

Date

For immediate release:

Further funding for local communities

Voluntary and community groups in Aldeburgh, Leiston, Saxmundham and surrounding villages are set to benefit as Community Partnership opens a second round of funding scheme.

The Aldeburgh, Leiston, Saxmundham and Surrounding Villages Community Partnership launched its Small Grant Scheme in January and has confirmed a second round will open on 21 July to enable local voluntary and community groups to apply for much-needed funding.

The scheme is aimed at tackling the priorities set by the Partnership, which includes encouraging and enabling everyone to be more physically active and healthy, reducing social isolation and loneliness and improving education, opportunities and aspirations for young people.

Funding is available for projects which addresses these priorities and can include activities that can help individuals, groups and families or benefit the wider community, either as a one off or as a series of activities/events, purchasing equipment to support community activity and targeted projects which addresses specific needs linked to the priorities set by the Partnership.

Cllr Tony Cooper, Chair of the Partnership, said: "I am pleased to announce the second round of our Small Grant Scheme, which is aimed at helping local voluntary and community groups deliver a wide range of communities activities and projects which will help support, improve and enhance the lives of our local communities and young people."

The scheme will be open for applications between 21 July and 7 September, offering grants between £250 and £1,000.

For more information, full details about eligibility criteria and to apply, go to www.eastsuffolk.gov.uk/community/community-partnerships/community-partnership-small-grant-schemes/.

For further information, please contact the Communications Team:

01502 523637 / 523602 and 01394 444361 / 444347
communications@eastsuffolk.gov.uk



ENDS

Note to editors

During the consultation on forming the new East Suffolk Council, a challenge was identified around the decreased number of councillors covering larger geographical areas, more town and parish councils, more people, and staying connected to local residents.

As a result, the East Suffolk Community Partnerships were established through a programme of stakeholder workshops in October and November 2019 as an innovative new way for the council, partners and communities to work together to 'bring ideas to life' by taking a solution focused approach to local priorities.

There are eight Community Partnerships, based on natural grouping of communities, using the new East Suffolk Council ward boundaries as the 'building blocks':

- Aldeburgh, Leiston, Saxmundham and villages
- Beccles, Bungay, Halesworth and villages
- Carlton, Colville, Kessingland, Southwold and villages
- Felixstowe Peninsula
- Framlingham, Wickham Market and villages
- Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Lowestoft and northern parishes
- Melton, Woodbridge and Deben Peninsula

For more information, go to www.eastsuffolk.gov.uk/community/community-partnerships/.

Community Partnership Grant Scheme - Guidance

There are 8 Community Partnership areas in East Suffolk, with each partnership having an agreed set of local priorities, and each partnership having a budget they can allocate to support these priorities.

The Community Partnership Grant scheme is available to voluntary sector organisations and community groups who are located within Aldeburgh, Leiston and Saxmundham and surrounding villages. The Community Partnership consider applications and award grant funding that reflects their local priorities.

It is advised that organisations read this guidance before writing and submitting their applications.

All applications **MUST** contribute to at least one of the priorities detailed below:

1. Reduce social isolation and loneliness, particularly carers, older people, and men over 40 years of age
2. Education, opportunities, and aspirations
3. Encourage and enable everyone to be more physically active and healthy.

Examples of the type of projects this fund can help with include:

- Activities that will offer support and guidance to young people eg youth projects, educational opportunities and personal development opportunities
- Focus groups and activities for those experiencing isolation
- Offering increased local provision of services eg improving community venues for use by target groups

These examples are given as a guide and are not exhaustive.

Who can apply

- Any constituted “not for profit” community or voluntary group
- Registered charities (registered with the Charity Commission)
- Voluntary organisations or social enterprises eg CIC’s
- A local branch of a national community / voluntary sector organisation
- Organisations that work across East Suffolk, or in a number of community partnership areas, can apply, but only for projects or activities which support an area’s priorities and are delivered in that community partnership area specifically
- Towns and Parish Council
- Village Hall/Recreation Ground Committees

NB – Grant payments directly to individuals cannot be supported

What we cannot fund

- Applications from businesses
- Applications from individuals
- VAT: If you are able to claim back VAT then VAT is not eligible as part of the costs of your project and should not be included.
- Total organisation running costs and core staffing costs
- Projects unable to start within 12 months of the grant award date
- Activities promoting political or religious beliefs
- Costs or activities that have already happened / been incurred
- Payments towards endowment funds, deficit funding or loans
- Overseas travel for individuals/groups
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations
- Repeat funding – i.e. grants that East Suffolk Council have previously provided for the same activity

How much money can be applied for?

It is anticipated that a typical funding application will be in the range of **£250 to £1000**. Funding applications for larger sums will not be disregarded but would have to demonstrate significant project outcomes.

How will funding applications be approved and when will funding be paid?

All funding applications must demonstrate how the planned project or activity will address and deliver against one (or more) of the Community Partnership priorities listed at the start of this document.

Applications will be independently appraised by East Suffolk Council's Funding Team and will be presented to the Community Partnership for consideration.

All applicants will be notified of the decision by email and payment will be made via a BACS transfer into the nominated bank account upon submission of a completed Grant Agreement Form.

Terms and Conditions

Grants through the Community Partnership Grant Fund should be spent only on the items / purpose detailed in the application form and within 12 months of the date of the Grant Approval Letter. If the grant is not spent on the approved purposes or there is an under spend, East Suffolk Council has the authority to reclaim part or all of the grant.

An evaluation and monitoring form will be sent out to the applicant to complete after the project has ended to ascertain the impact that the project/activity had. *Please keep copies of receipts and invoices related to the project/activity.*

Community Partnership ALS priorities

Key priorities identified for the Aldeburgh, Leiston, Saxmundham and surrounding villages Community Partnership

- Education, Opportunities and Aspirations (1)
- Reduce social isolation and loneliness – particularly carers, older people and men 40+ (2)
- Encourage and enable everyone to be more physically active and healthy (3)

Since the introduction of the Community Partnerships, the needs and focus for the community and services has significantly shifted. Covid has had a huge impact on the residents of all ages, yet this encouraged huge support from services which included the urgent financial input to meet the needs of the community.

The Community Partnerships sole focus is the impact the group can have on our community, addressing need or gaps in services, identification of emerging issues and supporting initiatives to positively promote the priorities.

Previous experience identified that smaller groups are keen to apply for more modest amounts of funding via the grants programme, but if we could promote the opportunities to all to ensure we are reaching as many as we possibly can.

Cllr Tony Cooper, the funding team and I are happy to discuss potential projects before submission if this would be of benefit to anyone wishing to submit an application for consideration.

Zoe Botten
Communities Officer



**East Suffolk
Community
Partnerships**
Bringing ideas to life

**Aldeburgh
Leiston
Saxmundham
& villages**

FORWARD WORK PROGRAMME

Wednesday 21 July 2021 at 3.30pm

- **Written update from the most recent meeting of the Community Partnership Board in June** – Cllr Tony Cooper to feedback as Chair on any impact on the Community Partnership/ Luke Bennett to provide any additional detail
- **Election of a Vice Chairman** (Clerk to send information to the CP voting members beforehand re process)
- **Application for funding** – Pilot project Photoshed, Leiston
- **Notes of the March and May meetings of the CP**

Wednesday 29 September 2021 at 3.30pm

- **Application for funding** – Yarnbombing Project, Leiston (Joanne Thain)
- **Update on the Small Grants Scheme** since its launch in July (Zoe Botten)
- **Notes of the July meeting of the CP**
- **Written update from the CP Board held on 6 September** (Chairman/Partnerships Manager)
- **Youth Voice representative of Youth Council** etc. – Zoe Botten

Future items - Date to be confirmed

Cycling and Walking – Councillor Julian Cusack
Mental health and anxiety as we exit the pandemic (Cllr Haworth-Culf)
Response from Town and Parishes small claims
Snape Welcome pack
Encourage and enable everyone to be more physically active and healthy
Community groups IP15, IP16 & IP17
Good Neighbour Schemes IP15, IP16 & IP17
Churches Together IP15, IP16 & IP17
Rose & Sweet William Club IP16
AGNES, Aldeburgh good neighbour scheme
Parish Nursing IP15
Update from each CPB (Cllr Cooper/Luke Bennett)