



East Suffolk
Community
Partnerships
Bringing ideas to life

Framlingham
Wickham
Market
& villages

Framlingham, Wickham Market and villages Community Partnership

Chair: Councillor Carol Poulter (East Suffolk Council)

Vice-Chair: Councillor Maurice Cook (East Suffolk Council)

East Suffolk Councillors:

Councillor Stephen Burroughes

Councillor Maurice Cook

Councillor Lydia Freeman

Councillor Carol Poulter

Suffolk County Councillor:

Councillor Alexander Nicoll

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 **Framlingham, Wickham Market and villages Community Partnership** are invited to a meeting to be held remotely via Zoom, on **Thursday, 28 October 2021 at 6.00pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at <https://youtu.be/s5BttcOGkHc>

Agenda

Pages

1 Welcome and Apologies

To receive apologies for absence, if any.

2 Notes

To agree the Notes of the Community Partnership meeting held on 1 July 2021.

1 - 6

3 **Feedback from the Community Partnership Board** 7 - 8

To receive an update from the Community Partnership Board's meeting held on 6 September 2021.

4 **Revisit the CP's Priorities**

1. Developing opportunities for young people
2. Reduce social isolation and loneliness
3. Sustainable transport (being looked at, at CP Board level)

5 **Funding Plan**

To receive an oral report from the Communities Officer on:

- a) Grants Scheme
- b) Launch Dates
- c) Funding Panel

6 **Date of Next Meeting**

To note that the next meeting will be held at 6.00pm on Thursday, 13 January 2022 via Zoom.

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Framlingham, Wickham Market and villages Community Partnership

**Action Notes of the Meeting held remotely via Zoom
on Thursday, 1 July 2021 at 6.00pm**

Core Membership:

ESC Councillors – Councillor Carol Poulter (Chairman), Councillor Stephen Burroughes, Councillor Maurice Cook

SCC Councillors –

Town and Parish Councils – Cllr John Cross (Great Glemham Parish Council), Cllr Marion Hine (Framlingham Parish Council), Cllr Kathryn Jones (Ufford Parish Council), Cllr Adrian Revill (Hacheston Parish Council),

Partnership Organisations – Jane Healey (Green Print Forum), Richard Jenkinson (Wickham Market Good Neighbour Scheme), Bryony Peall (IP17 Good Neighbour Scheme), Dionne Walton (Access Community Trust – Young People)

Others present – Sarah Carter (Democratic Services Officer), Julia Catterwell (Communities Officer), Nicola Jenner (Communities Officer), Sarah Mortimer (Community Action Suffolk)

Item	Discussion
1.	<p>Welcome and Apologies</p> <p>The Chairman of the CP, Councillor Carol Poulter, welcomed everyone to the meeting and made a few introductory comments to assist with the smooth running of the meeting. She reminded everyone present that the meeting was being broadcast live via the Council's YouTube channel. In addition, the Chairman advised that any matters to be agreed would be by consensus rather than a formal vote.</p> <p>Apologies for absence had been received from Cllr David Chenery, Cllr Ivor French (Wickham Market Parish Council), Cllr John Jones (Framlingham Town Council), SCC Cllr Alexander Nicoll, Debbie Tayler (Farnham with Stratford St Andrew Parish Council), and Nicole Rickard (Head of Communities).</p>
2.	<p>Notes</p> <p>The Notes of the meeting held on 18 March 2021 were agreed as a correct record.</p>

3. Rural Proofing

The Community Partnership received a presentation from Sarah Mortimer from Community Action Suffolk (CAS), on a rural proofing approach for East Suffolk Community Partnerships.

The presentation covered the following key points:

- The initial meetings between CAS and the Community Partnership Chairs, to discuss rural proofing.
- The rural proofing toolkit developed with the information gathered at those meetings.
- How the toolkit could be applied to the work of the Community Partnerships.
- The support in place from Sarah Mortimer until the end of March 2022, including tailored support for each of the eight East Suffolk Community Partnerships.
- The what, why and how of rural proofing
 - The definition of a rural area
 - Provision of impactful projects
 - The reference to rural proofing in the updated Terms of Reference.
- Rural proofing projects and services, including examples of questions for each stage of a project.

Rural proofing was discussed by the CP and covered the following:

- Overarching projects that could support and deliver small village initiatives.
- Delivering a digital framework due to lack of infrastructure resulting in poor internet connections and mobile signals.
- Benefits of using technology and providing wifi in village halls.
- Lack of public transport from villages.
- The need for a co-ordinated approach for the provision of Broadband.
- Support for young people.
- Training and guidance for older people to support them with access to services etc via the internet.

The Communities Officer proposed that Sarah Mortimer join the Young Peoples Task and Finish Group and this was supported.

Action: Communities Officer

The Chairman thanked Sarah for an informative presentation and invited her to stay for the remainder of the meeting if she so wished. The full presentation would be published on the Council's website with the Agenda papers.

4.	<p>Feedback from the Community Partnership Board meeting on 7 June 2021</p> <p>The CP received a report which provided details of the progress and outcomes of the CP Board meeting held on 7 June 2021.</p> <p>There being no specific questions, the CP noted the report.</p>
5.	<p>Community Partnership Projects / Funding</p> <p>The Communities Office gave a detailed presentation on funding that the CP had allocated and the resulting achievements. She had welcomed the opportunity to work with everyone and use their local knowledge from such a large geographical area.</p> <p>The presentation, which covered the allocation of funding and achievements would be uploaded on the Council's website with the Agenda papers. The Communities Officer drew particular attention to:</p> <ul style="list-style-type: none"> - Part funding for a new Wheelchair Accessible vehicle - Katch Electric Taxibus - Great Glemham Chat Bench - FAYAP Youth Provision and Outreach Programme - Student Life Youth Consultation - Wickham Market Youth Provision - £510 remaining in the Small Grant Scheme <p>Dionne Walton explained the youth engagement over the summer period and the holiday activity programme which would also include nutrition and cooking. Due to her input, it was proposed that Dionne join the Youth Task and Finish Group. This was supported.</p> <p>Action: Communities Officer</p>
6.	<p>Outcome Proposal Forms / Project Ideas</p> <p>The Communities Officer outlined the process of the Outcome Proposal Forms which should be completed by CP members then submitted to her for consideration against criteria before being passed to the Funding Team before being signed of by the relevant Cabinet Member.</p> <p>The Communities Officer explained that this would be her last CP meeting as she was leaving her post later in the month. Julia Catterwell would be the CP's initial contact until a replacement had been appointed.</p>

The Communities Officer reminded the CP of the £25,000 and asked members to consider any project or proposals that could benefit from funding. She proposed that the chat bench project could be developed, there were connectivity issues as just discussed and additional work with young people could be pursued. It was understood that Nick Khan, Strategic Director, was working with the Economic Development Team on infrastructure projects.

The CP discussed the following:

- Contacting the parishes for their views
- Internet support for parishes at their council meetings
- Updating hearing loops in village halls
- Setting a launch date for grant applications supported by a press release
- Use of electric vehicles and electric bike hire
- Parish audit being undertaken by SALC
- On demand services provided by the Katch bus
- Vehicle charging points in car parks
- Heritage trails in leaflet form with QR codes – a modern way to encourage young people become interested in history.

Cllr K Jones referred to communications relating to a pilot studs for electric points and she could share that information with the CP. The information could be forwarded to Democratic Services for circulation to the CP members.

Action: Sarah Carter

The Communities Officer also referred to the 'East Suffolk Mile' virtual 360° walks that other CPs had funded for Lowestoft and Oulton Broad. That too could be followed up. Ms Walton mentioned the need for support on inter-generational knowledge and the Chairman agreed both proposals should be taken forward.

In summing up, the Communities Officer advised that outcome proposal forms would need to be completed for the following projects which would then be ready for discussion at the CP's next meeting in October:

East Suffolk Mile
Chat Benches
Walks between Chat Benches
Connectivity for Parishes

Action: CP Members

7.	<p>Task & Finish Group - Developing Opportunities for Young People</p> <p>Having already discussed funding for schemes for young people, it was important to continue with successful investments and also look at other projects. The Communities Officer confirmed that Sarah Mortimer and Dionne Walton would join the Task and Finish Group, with Christine Abraham remaining on the Group. This was supported.</p>
8.	<p>Terms of Reference</p> <p>Following a review after the first year's operation, the Terms of Reference, as circulated with the Agenda, had been updated to take account of comments that had been received and also recommendations made by CAS as part of the rural proofing toolkit. It should be noted that all Parish Councils could be invited to attend and that the quoracy had been changed to six.</p> <p>The CP noted its updated Terms of Reference.</p>
9.	<p>Core Membership</p> <p>The Chairman explained that, with the widening of the Terms of Reference to include more parishes and partnership organisations, it was proposed that the following be included in the CP's Core Membership:</p> <p>Dick Jenkinson, Wickham Market Good Neighbour Scheme Byrony Peall, IP17 Good Neighbour Scheme Debbie Tayler, Farnham with Stratford Parish Council Dionne Walton, Access Community trust (Young People) Cratfield Parish Council – name of representative to be advised.</p> <p>This was supported.</p>
10.	<p>Appointment of Vice-Chairman</p> <p>The Chairman advised that Cllr Cook had only been in post as Vice-Chairman for six months and proposed that he continue in that role for a further year. There being no further nominations, the CP supported that proposal.</p>
11.	<p>Date of next meeting</p> <p>It was noted that the next meeting would be held on Thursday, 7 October 2021 at 6.00pm. Due to the uncertainty surrounding the lifting of Covid restrictions, the Chairman advised that this meeting would be virtual via Zoom.</p>



Prior to the close of the meeting, the Chairman thanked Nicola Jenner for her valuable work since being in post as Communities Officer for the CP. She had driven forward a number of achievements for the CP and her enthusiasm had been most refreshing. She would be a huge loss to the Communities Team and the CP, and a hard act to follow.

The meeting concluded at 7.45pm.

Key outcomes of the East Suffolk Community Partnership Board meeting held 6 September 2021

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](#)

1. Report from Transport Task and Finish Group

The Board received a report ([HERE](#)) and presentation on behalf of the Task and Finish Group, including input from Transport East about alignment with regional and national ambitions, and considered a revised outcome proposal ([HERE](#)) for total funding of £180,000. £80,000 was agreed in 2020/21 and therefore the request was for an additional £100,000 from 2021/22 to be allocated across five projects:

£50k for the expansion of the BACT service into the Lowestoft and Northern Parishes CP area

£50k for a further Demand Responsive Transport pilot

£10k towards marketing of the KATCH service, with a view to accessing more villages on its route

£20k for active travel pilots to complement the DRT schemes

Up to £50k for the development of a mobile app to support the DRT and active travel pilots and enable a further expansion of DRT solutions into new areas of East Suffolk.

During the meeting it was also announced that a new Katch DRT service would be launched around the Snape/Tunstall area in the next few weeks.

The Task and Finish Group reiterated their offer to meet with Community Partnerships to discuss specific transport needs in their area – please contact Jack Raven at jack.raven@sizewellc.com.

2. Focus on Community Partnerships

An updated Progress Report, which can be found [HERE](#), summarising activity in each of the eight Community Partnership areas was received by the Board. The Board then received a short presentation from the Chair and Communities Officer from two of the eight Community Partnerships – Beccles, Bungay, Halesworth and villages and Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership. These presentations highlighted achievements to date and examples of innovation.

3. Covid Impacts Task and Finish Group / Hoarding Outcome Proposals

The Board considered a report ([HERE](#)) produced by ESC on behalf of the Task and Finish Group which reminded the Board of the funding allocated to date in response to the Covid-19 pandemic - a total of over £300k over three financial years. The report then focussed on the priorities identified by seven strategic partners at the June Board meeting. In total the list includes nine areas of focus, including the existing Board priorities of Social Isolation and Loneliness and Mental Health and Wellbeing. Since the meeting, partners have undertaken a piece of work to identify activity against each of the nine priorities and what else could be done under the auspices of the Board. It is proposed that the Task and Finish Group should meet a final time to consider any projects that could be developed into outcome proposals to be considered at the December Board meeting.

The Board also considered an outcome proposal (which can be found [HERE](#)) around Self Neglect and Hoarding developed by the ESC Private Sector Housing Team in conjunction with Access Community Trust. The need for this project had been identified during the pandemic and the first quarter has been funded through the Councils funding to support Clinically Extremely Vulnerable people, match funding of £30,000 is available from MHCLG. The request for £22,500 of funding was agreed by the Board.

4. Focus on BT

The Board received a presentation from Lisa Perkins, Vice Chair of the Board, about the work of BT, with a particular focus on their focus on innovation and work in the community. This focussed on four key areas of activity:

- Education and Skills, including a STEM focussed education programme
- DigiTech Centre at Adastral Park linked to the University and including support for SMEs with things like marketing and promotion
- Health and Wellbeing, including the provision of PPE and loan of people and kit during the pandemic, and current trials of digital and robot solutions health and care providers
- Transport optimisation engine to match schoolchildren with transport, and EV fleet management

This is the first in a series of presentations from Board partners at each quarterly meeting.

5. 2021/22 Community Partnership Forum

An update was provided on proposals for the 2021/22 Community Partnership Forum. The report includes a reminder about the 2020 Forum which was a week-long event held virtually which included 10 separate sessions. The proposal in December 2020 was to hold a hybrid event in 2021, culminating in a face-to-face event for up to 200 people at Trinity Park on November 5th. Given the ongoing concerns about the spread of the virus (particularly the Delta variant) across the country, it was agreed that the full Forum event would be pushed back to March 25th, 2022, and to use the 5th of November slot for a face to face Community Partnership Board workshop at Trinity Park for up to 45 people which will enable us to socially distance. The focus would be on visioning for 2022, receiving a report on the LGA Peer Challenge to be held in October and any data that is available at that point.

6. Any other Business

The Chair reminded the Board that the LGA 'deep dive' Peer Review of Community Partnerships is taking place between 12-14 September 2021 and thanked those who were involved in interviews and focus groups for their participation.

There was also a discussion about potentially moving the meetings to Teams which will be explored further as there are pros and cons to both Zoom and Teams.

Nicole Rickard, Head of Communities, 07/09/21