

Confirmed



Minutes of a Meeting of the **Community Partnership Board** held via Zoom
on Monday, 6 September 2021 at 6.00pm

Steve Gallant (Chairman of the Community Partnership Board and Leader of East Suffolk Council)
Chris Abraham (Chief Executive of Community Action Suffolk (CAS))
Paul Ashdown (Chairman of the Lowestoft and Northern Parishes Community Partnership),
Chris Blundell (Chairman of the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership)
Judy Cloke (Chairman of the Beccles, Bungay, Halesworth and Villages Community Partnership)
Tony Cooper (Chairman of the Aldeburgh, Leiston, Saxmundham and Villages Community Partnership)
Sarsfield Donohue (Chief Inspector – attending as a Substitute for Paul Sharp)
Susan Harvey (Greenprint Forum)
James Mallinder (Chairman of the Melton, Woodbridge and Deben Peninsula Community Partnership)
Tom McGarry (Head of Stakeholder Engagement for EDF Energy)
Lisa Perkins (Realisation Director for British Telecom)
Russ Rainger (Suffolk Association of Local Councils (SALC))
Jane Topping (Southern Area Superintendent)
Letitia Smith (East Suffolk Council Cabinet Member for Communities, Leisure and Tourism)

Others present:

Norman Brooks (ESC Cabinet Member for Transport)
Sarah Davis (Democratic Services Officer, East Suffolk Council)
Andrew Jolliffe (Communities Officer, East Suffolk Council)
Sam Kenwood (Communities Officer, East Suffolk Council)
Nick Khan (Strategic Director, East Suffolk Council)
Alexander Nicholl (Deputy Cabinet Member for Transport, Suffolk County Council)
Ben Porter (Funding Manager, East Suffolk Council)
Jack Raven (Programme Manager, EDF)
Nicole Rickard (Head of Communities, East Suffolk Council and NHS Norfolk & Waveney / Ipswich & East Suffolk Clinical Commissioning Groups)
Andrew Summers (Strategic Director, Transport East)
Nicola Wotton (Deputy Democratic Services Manager, East Suffolk Council)

1. Apologies for Absence

Apologies for absence were received from Maddie Baker-Woods, Jenny Ceresa, Michael Ladd, Andrew Reid, Paul Sharp, Stephen Singleton and Roger Wright.

Jack Raven and Andrew Summers were welcomed to the meeting and it was noted that they were in attendance for Item 3 – Transport Task Group Report and Budget Request.

2. Minutes of the Previous Meeting

Steve Gallant presented the Minutes from the last two meetings of the Board, held on the 1 March and 7 June 2021 and, by consensus, those present confirmed that the minutes were a true record.

RESOLVED

- a) That the Minutes of the Board Meeting held on 1 March 2021 be approved as a true record.
- b) That the Minutes of the Board Meeting held on 7 June 2021 be approved as a true record.

3. Transport Task Group Report and Budget Request

The Board received a presentation from Councillor Alexander Nicoll and Jack Raven on the work of the Transport Task Group. The presentation highlighted the groups focus on sustainability and finding environmentally conscious solutions to transport issues that could be adopted across different areas. Transport was felt to be a key issue for communities in East Suffolk and the task group had worked to determine both short term goals and long term aims for community transport.

The Task Group had developed seven criteria to enable them to prioritise transport solutions, the criteria did not include costs or time to implement as the Group did not want these to be a barrier to solutions. Forty to fifty ideas were received which were scored according to the Groups criteria, solutions which benefitted the environment scored higher, and the highest scoring solutions were generally demand responsive or expansions on current services. The solutions were narrowed down and grouped by their state of readiness, with some being ready to implement and some requiring more work. The Task Group were confident that the selection model was robust and would continue to use it to identify potential solutions.

The Board received details of five projects which required funding:

a) Expansion of the BACT service, extending the service to the Lowestoft and the Northern Parishes - £50,000

This project would provide funding to promote the BACT service in villages north of Lowestoft so that the service could be expanded into this area. BACT had tried to expand into this area previously and were not successful. Despite this, gaps in service had been identified and it was felt that promoting the service differently and hiring an additional driver or admin staff could make the service more successful in these areas.

b) A further Demand Responsive Transport (DRT) pilot, in another area of East Suffolk not currently served by existing or proposed pilot schemes - £50,000

This project would likely cover Southwold and Leiston and would test a new area of demand or a new business model

c) Marketing and Communications for the Katch service - £10,000

This project would expand on the success of the pilot with the view to assessing more villages to be served on its route. Route would be expanding in the next few weeks to the Snape area.

d) Ringfencing of funds to set up active travel pilots as an accompaniment to the suggested DRT pilots - £20,000

This project would connect the active travel project to other transport solutions.

e) Development of a mobile app which will support the aforementioned pilots and allow further expansion of DRT solutions into new areas of East Suffolk and beyond - £50,000

This project would look to develop an app which would support other projects to expand access to new demographics. Group would first assess the requirements for an app, considering the issues with currently used apps, and then aim to create something which could work across the wider transport sector (bus, taxi, train) in the county to provide flexible transport solutions. Fifty percent of bookings on that Katch pilot were via app, which demonstrated that there was demand.

Andrew Summers explained Transport East's support for the Task Group in three main areas, firstly that the Task Group was delivering against the work of Transport East's Emerging Transport Strategy, particularly through the focus on net zero and support for rural and coastal communities. Secondly the Group had provided some credible case studies which could be taken to the government to demonstrate sustainable investment in rural transport. Lastly the Group demonstrated how communities, public and private sector could work in partnership to create a good model for prioritising schemes in the region.

Steve Gallant clarified that £80,000 of the funding ask was made of funds which had been allocated to the group but had not been spent. He added that he was pleased about the practical approach the group had taken, and that many of pilots, although initially very locally focussed, could be scaled up. He added that he would like to see the app developed by companies in the local area if possible, which the meeting agreed with.

Paul Ashdown stated that he had been discussing transport need with his villages. He felt that BACT had not been advertised sufficiently and felt that increased marketing and use of an app would be welcome, as long as sufficient training was in place.

Chris Blundell asked what transport solutions were being considered in the southern part of the district. There seemed to be a lack of projects and a lack of contact between the north and south in this regard. Alexander Nicoll agreed that there are some areas in need, but that it was important to test services properly and ensure that they were viable before rolling them out. However, these services should eventually service East Suffolk as a whole.

Letitia Smith asked how this information would be fed back to the Community Partnership Groups. Alexander Nicoll responded that he and other members of the Task Group would be pleased to attend any Community Partnership meetings to explain and follow up on the work being done. Nicole Rickard added that information would be included in the Community Partnerships in a briefing note following this meeting.

Chris Blundell accepted that programmes took time to roll out, but he was disappointed that work seemed to be done largely in the north of the district and that there were no representatives from the south who could feed into the work being done.

Tom McGarry highlighted that every Community Partnership Chair had been contacted as part of the Task and Finish Groups work, but that projects should not be considered on where they were in the district but based on need, according to the robust framework set up by the Task and Finish Group.

RESOLVED

- a) That the expansion of the BACT service, extending the service to the Lowestoft and the Northern Parishes, be approved and allocated £50k.
- b) That a further DRT pilot, in another area of East Suffolk not currently served by existing or proposed pilot schemes, be approved and allocated £50k.
- c) That funds to support marketing and comms for the Katch service, and with the view to assessing more villages to be served on its route, be approved and allocated £10k.
- d) That the ringfencing of funds to set up active travel pilots as an accompaniment to the suggested DRT pilots be approved and allocated £20k.
- e) That funds be provided for the development of a mobile app, which will support the aforementioned pilots and allow further expansion of DRT solutions into new areas of East Suffolk and beyond, be approved and allocated £50k.
- f) That the match funded element provided by EDF, for continued project support from Jack Raven, be noted.
- g) That the support for the Transport and Travel Task Group's continuation, in terms of championing and delivering against this theme, be noted.
- h) That the revised outcome proposal, as appended to this report, titled 'East Suffolk Travel and Transport Improvement Programme' be approved.

4. Community Partnerships

Letitia Smith reported that the Community Partnerships and those involved were doing an excellent job. It was noted that a detailed progress report for the 8 CPs was included as Appendix A to the covering report. Letitia invited Judy Cloke and Andrew Jolliffe to give an update on their respective Partnership's work.

Beccles, Bungay, Halesworth and Villages Community Partnership

Partnership had identified three priority areas around sustainable transport, social isolation and loneliness, and improving physical and mental health and wellbeing. The Partnership had some difficulty engaging rural villages but had worked to bring them on board. More than £17,000 had been allocated through small grants schemes. All three towns had delivered a summer activity scheme which was attended by over two hundred children, each town had also started a mental health initiative. The Partnership had also recently funded an extension to a footpath to allow increased access to green space around Bungay.

Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership

Partnership had run additional workshops online to discuss priorities in more depth and had also worked with Kesgrave High School to gather and implement student's ideas. The small grants scheme was oversubscribed and so the funding pot had been increased to around £11,000. Partnership had revived Kesgrave 'Chinwags' which had previously been run by AgeUK Suffolk, with the most recent meeting having an attendance of one hundred and five people. A primary school in the area also received funding for litter picking, recycling, and the creation of wildlife habitat.

RESOLVED

- a) That the progress report for the 8 Community Partnerships, at Appendix A to the report, be noted.
- b) That the verbal updates on Beccles, Bungay, Halesworth and Villages CP and the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley CP be noted.

5. Covid Recovery Priorities

The Board received the Covid Impacts Task and Finish Group's report on their activities since the last meeting. It was highlighted that the Group had influenced a total spend of over £300,000 from the Community Partnership Board.

Nicole Rickard summarised the priorities and areas of demand from seven key partners, which had been narrowed down into nine shared priorities. Each of the seven partners has fed into the report to show what has happened against these priorities and what work the Community Partnerships could do to further support these themes.

The Board then received details of an Outcome Proposal that required funding

a) Stage One Outcome Proposal – Hoarding - £22,500

A proposal to support individuals to tackle self-neglect and hoarding behaviours both through home clearing and longer-term social support to enable positive change moving forward. The pilot project had initially run for three months but the impact of the pandemic meant that this was extended to eighteen months. The pilot did make a demonstrable difference, but more work was needed. Match funding had been secured of £37,500 and the project required an additional £22,500 from the Board.

RESOLVED

- a) That Appendix 1, which provided an overview of current activity and potential project areas against the nine collective priorities identified, be noted.
- b) That any priority areas for development by the Task and Finish Group be identified for when it meets to consider the ideas in Appendix 1, prior to the December Board Meeting.
- c) That the Self Neglect and Hoarding Stage 1 Outcome Proposal, attached as Appendix 2 to this report, be noted and approved.

6. Focus on Board Partners

The Board received a presentation from Lisa Perkins on the work of BT focussing on their work in the community.

The report covered four areas:

- Work on education and skills, particularly digital upskilling both through a national web-based programme and a local programme delivered from Adastral Park to ensure children had the skills needed to pursue careers in STEM.
- A DigiTech Centre at Adastral Park linked with the University of Suffolk which provided support to small and medium enterprises.
- Work around health and wellbeing, including providing PPE and technology during the pandemic and current pilots to provide technological solutions to enable people to live in their own homes for longer.
- Work with Suffolk County Council to optimise school transport to ensure that transport options were being used efficiently and to implement an EV fleet.

RESOLVED

- a) That the presentation on BT and their work in the community be noted.
- b) That Lisa Perkins would speak with Councillor Alexander Nicoll outside of the meeting, in relation to the creation of an app, as previously mentioned under item 3 'Transport Task Group Report and Budget Request'.

7. Community Partnerships Forum 2021

The Board received an update on the plans for an Annual Forum 2021 from Steve Gallant. Due to ongoing concerns around Covid-19 the full Forum would be held in March 2022, with a half day workshop at Trinity Park in November 2021 for the Board and invited guests.

RESOLVED

- a) That the proposal to hold a visioning event for Board Members at Trinity Park on Friday 5 November 2021 be noted.
- b) That the proposal to hold a Forum week/weeks in March 2022, culminating in a full face to face Forum at Trinity Park on Friday 25 March 2022, be noted.

8. Any other Business

ESC Peer Challenge

Steve Gallant reminded the Board that the LGA Peer Review of Community Partnerships would be taking place on the 12-14 October. He thanked all those who would be taking part in the Review. Feedback from the LGA Peer Review would be included on the agenda for the visioning event on the 5 November at Trinity Park. Further information/briefing on the Review was available by contacting Nicole Rickard.

Future Virtual Meetings

Steve Gallant asked whether the Board had any preference regarding the medium used for future virtual meetings. Currently meetings were held via Zoom and he queried if there was a preference for future meetings to be held on Teams. There was some discussion in this respect and .

RESOLVED

That the Clerk of the meeting would explore the possibility of using Teams for future meetings.

9. Dates of Next Meetings

It was confirmed that the next meeting would take place on 5 November 2021 at Trinity Park for the Board visioning session.

The next Community Partnership Board Meeting would take place remotely on 6 December at 6.00 pm.

The meeting concluded at 7.58 pm

.....
Chairman