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

Chair: Councillor Chris Blundell (East Suffolk Council) **Vice-Chair:** Councillor Elaine Bryce (Suffolk County Council) **East Suffolk Councillors:** Councillor Chris Blundell Councillor Geoff Lynch Councillor Tony Fryatt Councillor Debbie McCallum Councillor Colin Hedgley Councillor Mark Newton Councillor Stuart Lawson Councillor Ed Thompson **Suffolk County Councillors:** Councillor Elaine Bryce Councillor Patti Mulcahy	**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 **Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership** are invited to a meeting to be held via Zoom on **Monday, 12 July 2021** at **2:00pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at https://youtu.be/R59MnVAT9TI.

Agenda

Pages

1   **Welcome and Apologies for Absence**

2   **Notes of the previous meeting**   **1 - 4**
       To agree the action notes of the meeting held on 17 May 2021

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

Action Notes of the Meeting held on Monday 17 May 2021 via the Zoom video conferencing system

Core Membership:

ESC Councillors – Councillor Chris Blundell (Chair), Councillor Tony Fryatt, Councillor Colin Hedgley, Councillor Mark Newton, Councillor Ed Thompson

Town and Parish Councils – Joanna Abbott (Kesgrave Town Council Clerk), Councillor Alan Comber (Kesgrave Town Council), Helen Davey – Martlesham Parish Council (for Stephen Denton)

Others present – Luke Bennett (Partnership Manager), Louise Carter (Communities Apprentice), Andrew Jolliffe (ESC Communities Officer), Matt Makin (ESC Democratic Services Officer)

Item	Discussion
1.	**Welcome and Apologies** Apologies for absence were received from Councillor Elaine Bryce (Suffolk County Council), Laura Butters (Community Action Suffolk), Cllr Stephen Denton (Martlesham Parish Council), and Cllr James Wright (Rushmere St Andrew Parish Council).
2.	**Appointment of Vice-Chair** Councillor Elaine Bryce was appointed as Vice-Chair of the Community Partnership for the 2021/22 year.
3.	**Notes of the previous meeting** The action notes of the previous meeting were agreed as a correct record.
4.	**Terms of Reference** Matt Makin (MM) presented the revised Terms of Reference and outlined the key changes that had been made. The Community Partnership noted the revised Terms of Reference.

| 5. | **Kesgrave Town Council's partnership with East Suffolk Norse and the Kesgrave Conservation Group**

The Community Partnership received a presentation from Joanna Abbott (JA), Clerk to Kesgrave Town Council, on the Council's partnership with East Suffolk Norse and the Kesgrave Conservation Group.

The presentation covered the following key points:
• The seeking of understanding about the agreement with East Suffolk Norse regarding the maintenance of open spaces in Kesgrave.
• A recent meeting between Kesgrave Town Council, East Suffolk Norse and representatives from the Kesgrave Conservation Group.
• An example of an issue with a particular area in Kesgrave, noting a loss of emphasis on a designated conservation area.
• Issues in the past where requests from work from the Kesgrave Conservation Group had fallen short.
• Looking forward to how best to work with East Suffolk Norse in the long-term.
• A perceived lack of involvement from East Suffolk Council.

Andy Jolliffe (AJ) suggested that a representative from East Suffolk Norse could attend the Community Partnership's meetings in the future.

Cllr Mark Newton (MN) suggested making Cllr James Mallinder, East Suffolk Council's Cabinet Member with responsibility for the Environment, aware of the issues in Kesgrave.

Luke Bennett (LB) recommended an initial smaller meeting with East Suffolk Norse to ascertain what could be done under the current contract, before inviting them to a full meeting of the Community Partnership.

JA highlighted that East Suffolk Council and Suffolk County Council needed to have an understanding of local areas when putting maintenance contracts in place.

ACTION – contact to be made with East Suffolk Norse to establish current maintenance contract for open spaces. |
| 6. | **Updates from the Environmental Care Project Working Groups**

Rewilding Project Working Group

Louise Carter (LC) provided an update on the most recent meeting of this working group; the meeting was said to have been positive and representatives |

from a variety of organisations had attended. The meeting had produced potential outcomes such as green corridors, grass verges and wildflower planting. A further event was planned to discuss further issues.

Helen Davey (HD) updated the Community Partnership on her discussions with Travis Perkins regarding planting it would undertake on its site. HD had also spoken with the manager of the Martlesham industrial estate, who was keen on wildflower planting on certain areas in 2022.

Advice Hub Project Working Group

Cllr Ed Thompson (ET) explained that the Advice Hub would provide advice to people looking for ideas about what they could do to contribute to environmental care.

It was intended that the hub would run out of the Runway Café in Martlesham Heath as a drop-in service, with a view to roll it out to other villages in the Community Partnership's area if successful.

ET confirmed that local residents were involved who could provide expert knowledge on environmental technologies.

AJ noted that a decision had been taken to work with East Suffolk Council to create a webpage on its site to signpost individuals to reliable online resources and reduce information overload.

Green Villages Project Working Group

AJ considered this to be a significant project, which had involvement from several different towns and parishes. It was planned that each town/parish would have an environmentally focussed project suited to its area's geography and interest, financially supported by the Community Partnership.

AJ explained that information would be collected as projects were completed to be reviewed and to provide both learning and opportunities to adopt best practice, which could be duplicated in other areas.

7.	**Review of the Community Partnership's Membership**
	MM outlined the changes to the core membership resulting from the elections to Suffolk County Council that took place on 6 May 2021.
	Following discussion by the Community Partnership, it was agreed to approach the Suffolk Association of Local Councils (SALC) to promote the Community

	Partnership to towns and parishes not currently involved. It was also suggested that Ward Members could encourage towns and parishes to become more involved.
	Further discussion resulted in a suggestion being made that Bredfield Parish Council, the Suffolk Wildlife Trust and the Suffolk Coasts and Heaths Area of Outstanding Natural Beauty be approached to join the core membership of the Community Partnership.
	LB highlighted that the agreement with Community Action Suffolk (CAS) to provide support to Community Partnerships ended in March 2021 and that it should be confirmed if CAS wish to remain a core member. LB added that it would also be useful to confirm the same with the Ipswich and East Suffolk Clinical Commissioning Group (IESCCG).
	ACTION – AJ to approach Bredfield Parish Council, the Suffolk Wildlife Trust and the Suffolk Coasts and Heaths Area of Outstanding Natural Beauty regarding joining the core membership of the Community Partnership.
	ACTION – AJ to confirm with CAS and IESCCG if they wish to remain core members of the Community Partnership.
8.	**Dates of next meeting:** Monday 12 July 2021, 2pm, via Zoom.

The meeting concluded at 3.16pm

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 important of validating data before decision 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

Introduction

Rural areas have an abundance of assets which can be visible such the built and natural environment, or hidden, particularly within people such as skills, gifts, passions and knowledge. Within the Community Partnership areas there are many rural communities working together to keep themselves safe, secure and well cared for without outside support, but they know where to go should they need it. Self-sufficient communities flourish; are vibrant and resilient; they should be embraced and encouraged.

Each Community Partnership area is unique with its own mix of urban and rural areas and, within those, exist vast variations in population, topography, employment, connectivity and economy. These directly impact on well-being and quality of life. Whilst unintentional, it can be easy to focus on the development of projects/services centred around market towns leaving rural areas overlooked.

Rural communities benefit from services developed, approved, commissioned and/or delivered by outside agencies who face challenges such as
- rural communities tend to be further away from urban/market town areas and more spread out across sometimes less accessible areas;
- proportionally, more older people tend to live in rural areas who may require increased levels of support and/or services;
- public transport services are less frequent and higher travelling distances leads to increased costs.

The Rural-Urban Classification defines areas as rural if they are outside settlements with more than 10,000 resident population, and as urban if inside such settlements, according to Defra. Whilst some Community Partnerships have clear urban or rural areas, others have varying levels of rurality across the area with between one and three market towns, or other larger settlement areas. For these Community Partnerships it is worth considering all areas outside of market towns as rural.

What is 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." [i]

Rural proofing involves asking questions, encouraging discussions, and evidencing this has happened, and the resulting outcomes. Rural proofing is an approach that should be used at each stage of policy and project/service development as well as delivery, starting at the point of initial planning through to evaluation.

Why should Community Partnerships use a rural proofing approach?

All decisions made by the Community Partnership will have an impact on rural areas as all Community Partnerships have rural areas. It is important that these decisions impact fairly on rural areas taking into consideration the challenges they face and their unique assets. Rural proofing helps to
- enable the achievement of the Community Partnership's stated priorities through delivery of impactful projects;
- understand the scale of that direct and indirect impact and what actions need to be taken for the best outcome for rural areas;
- contribute to local growth by achieving good economic, environmental and social solutions;
- demonstrate understanding of the area, encourage collaboration and commitment to equity for all;
- provide a framework to work with which supports opportunities to discuss, reflect and evidence whether the Community Partnership's priorities and subsequent projects are equally accessible to all
- influence the development of stronger projects/services to ensure equity.

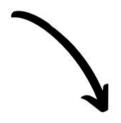# Why is rural proofing effective for Community Partnerships?

Rural proofing is effective because it

- **identifies unintended gaps in service accessibility;**
- **identifies and encourages the best use of all available local resources and assets;**
- **identifies opportunities to innovate in collaboration with communities and groups;**
- **considers access and infrastructure, employment, economy and the environment;**
- **demonstrates understanding and commitment to equity to provide fair access to all;**
- **embeds good practice and provides evidence to demonstrate rural consideration.**

When and how should Community Partnerships rural proof?

Project Initiation
- Will this be available to rural areas?
- Have rural areas contributed to the project ideas? How?
- Is there support from rural areas? What evidence is there of this?
- What direct and indirect impact will this have on rural areas? Is this fair?
- Which rural assets can be utilised?
- What will the impact be on rural areas compared with urban areas?
- Are there opportunities for collaborative working?

Project Close Down or Transfer
(through reflection & evaluation)
- What worked well for rural areas?
- How many from rural areas accessed the project/service?
- What is the impact? What evidence is there of this?
- What learning can be taken forward to other projects/services for rural areas?
- What could be amended to improve the delivery and impact in rural areas? Are there budget implications?

Community Partnership project/service

Planning
- Are there any barriers for rural areas to access this project/service? E.g. access/infrastructure
- How will this be communicated effectively?
- What adjustments (if any) can be made to ensure equity for rural areas? Are there budget implications? Is the project still viable in rural communities?
- How will this be monitored?

Delivery
(through monitoring & evaluation)
- What is working well for rural areas?
- What is delivery like on the ground in rural areas compared to urban areas?
- How many are accessing this project or service from rural areas compared to non-rural areas?
- Is the project/service effective?
- What is the impact of the delivery?
- What could be amended to improve the delivery and impact in rural areas?

How rural proofing can be embedded across the Community Partnerships

Community Partnerships (CP) should discuss the following suggestions and apply those which will help adopt a rural proofing approach.

Terms of Reference

The East Suffolk Community Partnerships and the Community Partnership Board have their own Terms of Reference that set out the rules of each partnership. These should be reviewed and perhaps updated to include a commitment to rural proofing. The following examples could be included:

- **Section 1.2 "At least one core member to be a rural champion"**
- **Section 2.0 "Consider how CP decisions impact on rural areas"**
- **Section 3.1 "Ensure all decisions have given due consideration to the direct and indirect impact on rural areas."**

Rural Representation

Each Community Partnership should review membership and attendance around the table to ensure that there is proportionate representation there for rural areas and rural communities. A CP area with a high proportion of rural area and/or population should have this reflected in its membership.

- **Does the CP know the proportion of rural/non rural residents and geographical area?**
- **Does the CP membership reflect this including all 'hats' individuals wear?**
- **Are multiple hats of members identified explicitly? E.g. A Parish Council AND a youth group**
- **Does the CP need to identify and recruit rural representation?**
- **What can the CP do to stimulate engagement with rural areas?**

Rural Champions

The role of the rural champions as part of the core partnership could be:
- To explain and help the partnerships to understand what rural proofing is;
- To remind partnership members to consider any implications on rural communities and equal accessibility;
- To question what can be done to ensure positive implications affecting rural areas;
- To ensure that any project/service developments address rural considerations throughout the decision-making processes.

- **Who are the rural champions for the CP?**
- **Does the CP need to identify and recruit this rural champion?**
- **Do they understand the role?**
- **Do they need to meet separately as a sub-group?**

Community Partnership Priorities

The priorities should be reflective of the development needed across the whole CP for both rural and non-rural areas to deliver against these priorities. There should be clear evidence to support this, subject to appropriate and regular review.

- **Do the priorities need reviewing? Do the priorities reflect the needs of rural areas?**

Budget Allocation

Consideration should be given to reviewing budget allocations to ensure that they reflect the rural/urban split of that CP, and that rural needs are being addressed. It may be necessary to consider ringfencing an appropriate proportion of the CP's budget to ensure fair allocation of monies.

- **What proportion of funding has been allocated and spent so far on rural areas and residents?**
- **How does this compare to non-rural areas?**
- **How does this compare to the rural/non-rural population and/or geographical split?**
- **What can the CP do to stimulate engagement and project ideas from rural areas?**

The Community Partnership should ensure the rural proofing approach is continued across its small grants scheme to encourage the opportunity to consider the needs of, and impact on, rural areas and residents.

- **What proportion of funding will be ringfenced for rural areas and residents?**
- **How does this compare to non-rural areas and residents?**
- **How can the CP encourage effective communication with rural communities and stimulate discussions about community led projects, making best use of local assets?**

Application notes should clearly explain the importance of rural consideration and its impact on communities.

Example wording for application notes
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.

The funding application should have specific questions asking about inclusivity and accessibility for people living in rural areas.

Example questions and explanations for the application form

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?
- Spreading the word in rural areas can be more difficult due to fewer lines of communication and sparser populations.
- 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.

Clear application assessment criteria including those for the rural proofing approach should be in place for the assessment process.

Youth Cafe / Summer Activities for Young People

Young People in the area have voiced that they would like to have a regular drop in for young people where they can get together with others in a safe space. They would like to have a café with Wi-Fi as well as space to do activities. Suitable space has been identified in a market town.

Questions to facilitate discussion

Communication
- How will the service be promoted effectively to rural young people/residents to reach the widest audience?
- How will rural residents know about any volunteering opportunities and be encouraged to participate?
- What other methods of communication could be used?
- How could other groups/organisations/partners support with communication?

Access
- Can young people and volunteers from rural areas realistically get there?
- How will they get there? Walk? Cycle? Lift from family? Lift with others? Public or community transport?
- How will session times impact on this?
- Could session times be changed to fit in with public transport? Or when lifts are available?
- Will daylight hours impact on safe travel for those walking and cycling?
- Could transport be provided to get there?
- Could this be a mobile service so that the youth provision is delivered in more communities reducing the need to travel and enabling more people to use it? Will this have the same impact?
- Could IT solutions be used so people do not need to travel?
- Will IT solutions negatively impact on social/mental health needs of young people already living in remote rural areas?
- Are there already similar provisions running which could be expanded nearby to provide a similar facility for those who cannot get there?
- Project targets could be set for the number of young people from rural areas attending to ensure that the service provider actively promotes and encourages young people from rural areas. Consider if additional funds are required.

Assets
- Will the project make the most of local assets in rural areas? E.g. skills, connections, knowledge

Cost
- Will the cost of transport be more prohibitive for people from rural areas to get there?
- Could transport subsidies be offered to enable people to get there?
- Will rural broadband quality and cost be prohibitive?
- Will IT costs to YP be prohibitive and therefore a barrier to them accessing the service?

Monitoring
- What monitoring information could be provided to evidence engagement and participation from rural areas?
- How could any learning be used to expand the project/service into other rural areas?
- How will good news stories, impact and learning be shared and communicated?

Green Villages

Our Community Partnership is looking to support and encourage communities to become more aware of the environment, reduce energy consumption, reduce landfill and be more sustainable. Funding is being made available to communities which are being encouraged to discuss with their residents what they would like to see introduced or expanded. Examples could include carbon reduction developments to community buildings, swap and mend events, electric vehicle charging point installation, bike repair sessions, community fridge/larder, community allotment plots and car free day events.

Questions to facilitate discussion

Assets
- How are local people able to shape and influence ideas?
- How are young people able to shape and influence ideas?
- What local skills and assets can be utilised? E.g. local skills, knowledge, other physical assets, existing groups, activities. How have these been identified?
- What opportunities are there for collaborative working?
- What new services and activities will be introduced which will be of benefit to the residents and reduce the need to travel further afield? How will these be welcomed by the local community?
- Who will deliver any new services or activities? Are links already in place?
- How could this project support building upon existing local connections to increase community cohesion?

Communications
- How will this be communicated effectively to rural residents to ensure they are aware of the support?
- What other methods of communication could be used?
- How to reach those feeling isolated? How about those who are 'hidden'?
- How could other groups/organisations/partners support with communication?

Access
- Can people access the proposed projects?
- How far will people travel to use the service or site of the project?
- How will people get to the service or site without access to a car? Walking? Cycling? Lift from family? Lift with others? Public or community transport?
- If walking and cycling, are the routes safe especially if travelling when it is dark? Are the roads busy?
- Will times of services and activities be scheduled to tie in with public transport to enable access to as many as possible?
- Will there be opportunities for residents to get online if they require support or IT hardware?
- Will there be reliable mobile or broadband services to support delivery? If this is poor, how will this affect service and activity providers and what will the impact be for the community? How can this be overcome?

Economy
- Will this create any employment opportunities to support the local economy and make use of local skills?
- Will this create volunteering opportunities to make use of local skills and knowledge?
- How will the project impact on local businesses?
- What other services / activities might be attracted to the community as a result?

Monitoring
- What monitoring information could be provided to evidence engagement and participation from rural areas?
- How could any learning be used to expand the project/service into other rural areas?
- How will the impact of the project/service be promoted? E.g. case studies, newsletter articles, community websites. Will this reach a wide audience?