

## Lowestoft and Northern Parishes Community Partnership Meeting

Tuesday 25 June 2024, 6pm

Lowestoft and Yarmouth Rugby Club, Gunton Park, Old Lane, Corton, NR32 5HE

### Partnership Priorities

- To improve healthy eating and activity in children by targeting & engaging with year 5 staff, children, and parents through communication and education
- To reduce social isolation and loneliness in Lowestoft Central, Kirkley and Gunton west wards
- Improve Mental Health and Wellbeing by following the 5 Ways to Wellbeing. Connect/Get Active/Take Notice/Learn/Give

### Meeting Goals

1. How do we become a more inclusive Community Partnership?
2. What are the next steps for projects under our priorities?

Standing Items		Lead	Supporting papers
1	Action Notes	Democratic Services Officer	Yes
2	Icebreaker	Paul Ashdown, Chair	
3	Community Partnership Board Update	Nicole Rickard, Head of Communities and Leisure	
4	Presentation Suffolk Centres for Warmth Project	Caroline Mackinson, Project Manager Tracy Cotterell, Support Officer	
5	Project Updates <ul style="list-style-type: none"> <li>• Box Up Update</li> <li>• Warm Welcomes</li> </ul>	George King, ESC Councillor for Gunton & St Margarets Louise Thomas, Communities Support Officer	
6	Mental Health Event – options for the day - bronze, silver, gold <ul style="list-style-type: none"> <li>• Vote on preferred option</li> </ul>	Louise Thomas, Communities Support Officer	Yes

7	Future project ideas – feedback from activity <ul style="list-style-type: none"> <li>• To reduce social isolation in Lowestoft central, Kirkley and Gunton west wards.</li> <li>• To improve mental health and wellbeing.</li> <li>• To improve healthy eating and activity in children.</li> </ul>	All	
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Dates of the next meeting:

Tuesday 10 September 2024, 6:00 pm, venue to be confirmed.

<p><b>Chair:</b> Councillor Paul Ashdown (East Suffolk Council)</p> <p><b>Vice-Chair:</b> Danny Steel (Lowestoft Vision)</p> <p><b>Communities Officers:</b>          Louise Thomas  <a href="mailto:louise.thomas@eastsoffolk.gov.uk">louise.thomas@eastsoffolk.gov.uk</a>          Rachel Tucker  <a href="mailto:Rachel.tucker@eastsoffolk.gov.uk">Rachel.tucker@eastsoffolk.gov.uk</a></p>	<p><b>Partnership Organisations:</b>          East Suffolk Council          Suffolk County Council          Local Town and Parish Councils          Suffolk Constabulary          Great Yarmouth and Waveney Clinical Commissioning Group          Community Action Suffolk          Lowestoft Rising          Business Community          Youth Community          Environment</p>
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If you require this document in large print, audio or Braille or in a different language, please contact the Democratic Services Team on 01502 523521 or email:  
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**Lowestoft and Northern Parishes Community Partnership**

**Action Notes of the Meeting held on 16 April 2024**

**Oulton Community Centre, Meadow Road, Lowestoft**

Attendees: Councillor Paul Ashdown (Chairman), Councillors King, Craig, Gooch, Back, Gee, Robinson and Whitelock, Councillor Peter Armstrong (Corton Parish Council), Councillor Miles Thomas (Chair Lound Parish Council), Phil Aves (Lowestoft Rising /Mental Health Ambassador), Councillor Andy Pearce (Lowestoft Town Council), Danny Steel (Lowestoft Vision), Simon Phillips (Somerleyton, Ashby and Herringfleet PC), Councillor James Reeder (SCC), PC Michelle Deal (Community Policing Team, Suffolk Constabulary), Sgt Rianna Coote (Community Policing Team, Suffolk Constabulary), Linda Dorset (Park Run Suffolk), Micheal Jackson (Kessingland Menshed), Rick Mullett (SCC Transport, Travel and Safety Team), Lucie Barker (Lowestoft Primary Care Network), Rev Helen Chandler (St Peter & St John Kirkley)

Supporting Officers: Katy Cassidy (Democratic Services Officer), Tracy Cotterell (Support Officer, Private Sector Housing), Caroline Mackinson (Project Manager, Private Sector Housing), Nicole Rickard (Head of Communities and Leisure), Louise Thomas (Communities Officer), Rachel Tucker (Senior ASB Officer)

Apologies: Councillor Graham Parker (ESC), Councillor Peter Byatt (ESC), Councillor Malcolm Pitchers (ESC), Sally Connick (Literacy Trust), Councillor Christine Ashdown (Oulton Broad Parish Council), Rev Damon Rogers (Lowestoft St Andrew), Claire Taylor-Haigh (Women Like Me)

Item	Discussion
1.	<p><b>Welcome and Apologies for Absence</b></p> <p>Apologies were received from:</p> <p>Councillor Graham Parker (ESC), Councillor Peter Byatt (ESC), Councillor Malcolm Pitchers (ESC), Sally Connick (Literacy Trust), Councillor Christine Ashdown (Oulton Broad Parish Council), Rev Damon Rogers (Lowestoft St Andrew)</p>
2	<p><b>Action Notes</b></p> <p>The Action Notes of the meeting held on 30 January 2024 were agreed.</p>



<b>3.</b>	<p><b>Icebreaker – What could improve the Community Partnership and why?</b></p> <p>The following ideas were shared from the Icebreaker activity:</p> <ul style="list-style-type: none"><li>• Funding – combining outside funding with the grants available from East Suffolk Council to further support the community, use the expertise within the partnership to develop new ideas.</li><li>• Continue to provide networking opportunities, particularly face to face.</li><li>• Encourage more agencies to attend and be represented at the CP Meetings.</li><li>• Share the details of all members, who they represent and why they attend the CP Meetings.</li><li>• The CP has already completed great projects that have been picked up at county level, so important to keep being creative and trying new things.</li><li>• Involve c community groups to talk about their initiatives and discover how the CP can support them.</li><li>• Encourage grants for projects with an overriding community benefit as well as those linked to particular CP themes.</li><li>• Produce regular activity reports – promote and advertise projects to date.</li><li>• Create case studies of the activities that have benefited from CP funding.</li></ul>
<b>4.</b>	<p><b>Lowestoft Cycling Project</b></p> <p>Rik Mullett, Suffolk County Council advised on the cycling project aimed at promoting health and wellbeing by encouraging people to get out on cycles and walks.</p> <ul style="list-style-type: none"><li>• Four levels of cycling</li><li>• 8 weeks per level</li><li>• Links with public transport</li><li>• Provides an alternative to medicine and physiotherapy – the idea is to get people out and active for a whole variety of reasons. Classed as social prescribing.</li><li>• Cycle rides are not too long, no one is pushed beyond their limits. Cycles are provided, normal and electric cycles. Also cater for disabilities. Always ends up with a free drink to talk and socialise and meet new people for new opportunities. Promoting through GP surgeries, linked with JPH.</li><li>• Various locations to meet people.</li><li>• Question whether tandem for sight impaired could be provided.</li><li>• Connected with GP surgeries via scrolling screens, posters, link with GP Managers.</li></ul>

	<ul style="list-style-type: none"> <li>• People can self-refer as well as GP referrals. Open to everyone over the age of 18. Allotted cycle routes. Clare Taylor-Haigh has done a collation of all of the walks available to map what is there, and the Suffolk County Council team have added two new routes – poster being produced compiling all the walks available.</li> <li>• Fleet of 2<sup>nd</sup> hand bikes that have been recycled and can be loaned indefinitely.</li> <li>• Project needs promoting widely to ensure take up is maximised and it is sustained.</li> <li>• Phil Aves to send information to the Health and Wellbeing Coaches as it fits their remit.</li> <li>• Ideal to be promoted to Waveney Network.</li> <li>• Basic bike maintenance course provided as part of the bike loan programme.</li> <li>• Details sent to all schools – partnership could be involved to encourage engagement.</li> <li>• East Suffolk Transport Strategy also has a group for cycling in Lowestoft.</li> </ul>
5.	<p><b>Where are we now?</b></p> <p><b>Community Partnership Board Update</b> – Nicole Rickard</p> <p>There are eight Community Partnerships and an overarching Board. Each Community Partnership Board meeting has a theme, previous meeting was culture at Snape Maltings.</p> <p>The newly produced Well Minds - East Suffolk booklet was shared with the group which pulls together and signposts support for mental health and wellbeing. Aimed to be a handy guide for people to help others. Printed and online page turn version created. Funded from the Community Partnership Board.</p> <p>At March Board, all remaining funding at year end was allocated to projects from individual Community Partnerships, which were:</p> <ul style="list-style-type: none"> <li>• Tech Hub – supporting older people to get online and use technology safely.</li> <li>• Suffolk Mind – The Comprehensive Toolkit course for two East Suffolk CP areas.</li> <li>• Box Up – expansion of the Lowestoft pilot.</li> <li>• E Bike pilot scheme in two East Suffolk CP areas.</li> </ul> <p>The June Board meeting will be focusing on community safety and the Right Care Right Person (RCRP) new policing model, the police will be attending.</p>

## Project Updates

Paul Ashdown - Snape Maltings have Children Choirs which come out and support in the community. Group A meets every two weeks at the Seagull Theatre, Lowestoft for 8-18 years olds led by Snape Maltings.

**Healthy Eating booklet** - Distributed to Year 5 and 6 pupils. Confirmed it will be re-printed with slightly revised content and distributed to current Year 5 pupils district wide. It was suggested to use Suffolk Libraries for the amended content as the Literacy Trust funding was specifically targeted at wards in Lowestoft. Schools to be targeted for feedback from the Healthy Eating booklet activity, to measure impact.

Lucy Barker updated the group on **Sleep Station** project, which was funded in Lowestoft and provided an online, human guided sleep improvement project. The project is currently free for anyone with a Lowestoft postcode. Nicole Rickard confirmed a link to the programme could be added to the online Well Minds booklet.

**Kessingland Men's Shed** – Producing bird and bug boxes either in flat packs for groups to build or as complete pieces. Recently worked with Carlton Hall, meeting residents, talking to them whilst they worked on the boxes, providing alternative activities other than watching TV. Also worked with Marram Green in Kessingland using the boxes to encourage group activities and talking. Planning a fete to sell the boxes and boost community funds.

**Box Up project** - Rachel Tucker updated on Box up. Boxes due to be wrapped in East Suffolk Council logo and colours and shipped to arrive by 11/05/24. One set of boxes will be in Normanston park and one at the South Beach in Lowestoft. Users will download an app and can see location of where boxes sit. Plan for launch at Normanston park on a Saturday, big event to attract people to the park, working with Catch 22 who will be delivering games etc. The lockers will contain all free sporting equipment and users can access it via the app and have it for 3 hours, no money exchange or ID required. This is the first scheme like this in the country. Details of the launch to be sent to the Police and they will combine it with a street meet on the day.



Lowestoft Town Council are recruiting a sports development officer who will work with tennis, bowls, cricket etc to develop participation. They may not be in post until after the launch but would be keen to be involved.

Louise Gooch advised that the box content has been tailored for each site, considering the environment, courts, spaces etc, with some being for team sports and some being for individuals. In Kirkley area there is the need for a permanent net court area.

Rachel Tucker advised that the location of the beach lockers needed to be reviewed to ensure it was disability compliant. Andy Pearce suggested considering a grant application to the Town Council if there were additional costs required.

Soft launch planned for First Light Festival weekend; net should be erected for First Light Festival.

Paul Ashdown – School Planter project – 16 schools provided with planters made by Pakefield Menshed, a further 10 on order. Schools allocated to members of the Community Partnership to seek feedback on planter activity. Members to visit to review the planter activity and distribute £20 Lound Plant Centre vouchers. These visits could be used for Healthy Eating booklet feedback too.

Warm Welcomes – Louise Thomas advised 2000 people accessed the service as at the end of February. Some Ease the Squeeze and Community Development would be continuing April to September in Gunton, Seagull, Over 60's (name changing to Evergreen), St Andrews and Reutilise.

Spot Wellbeing courses – there were no applications for the March courses. Going forward it was agreed to work with Active Suffolk to look at feedback from the rural locations and deliver courses that match the needs of those rural communities.

Park Run and Children's Park run. Completely free initiative for public to take part, a Social enterprise with volunteers. They offer a 2km course for children on a Sunday and 4–14-year-olds can take part until the Sunday before their 15<sup>th</sup> birthday. It is a physical activity without competitiveness and a great opportunity for parents to take part too. Plan to start one in Lowestoft, all of the start-up costs have been sourced, lots of advertising has been sent to local schools, Active Suffolk, East Suffolk Council and already had potential volunteers come forward. Normanston Park would be the venue, risk assessment and contracts being finalised and looking at a launch at the end of the Summer holidays.

Daily Mile is a school activity which is 15 minutes of physical activity for the children, it helps with learning, fitness, self-confidence, mental health. They work

	<p>with Suffolk Mind, need to encourage schools to fit it into their day. Quite a few signed up in Lowestoft but still several not doing it. Activity promotion to go into the Well Minds booklet.</p> <p>Phil Aves - Mental health update. Funding for Waveney befriending scheme, a dedicated telephone befriending scheme. Idea being to build up telephone contact and eventually link with warm rooms activities. Volunteers have been commissioned.</p> <p>Mental health first aid training – 32 people trained from voluntary sector in Lowestoft. In July there will be 16 school staff. PA advised there was sufficient money left for at least one more course, and with Suffolk Mind funding the potential to do another 2 in Lowestoft.</p> <p>Andy Pearce advised Lowestoft Town Council will be working with Norfolk and Waveney Mind for Festival of Kindness at Sparrows Nest. The Lowestoft Pride event is also scheduled for the same weekend. A note was made that it clashes with the Gala in Oulton Broad as it was Bank Holiday weekend and consideration should be given to that.</p>
<p><b>6.</b></p>	<p><b>Draft Collaborative Agreement</b></p> <p>Draft collaborative agreement previously sent around to all members. Any further comments to be sent to Louise Thomas or Rachel Tucker. Action – send round to all attendees.</p>
<p><b>7.</b></p>	<p><b>Emerging Priorities – What do we need to adapt to meet them?</b></p> <p>Warm Rooms – Nicole Rickard confirmed there was another year’s funding, therefore need to be looking further ahead at alternative funding to ensure initiatives are sustained.</p> <p>Nicole advised that they would not be providing 100% grant funding upfront to encourage monitoring information.</p> <p>Action – costings to be put together for warm rooms.</p> <p>Priorities remain the same, mental health and wellbeing, social isolation and children’s health and wellbeing. Group agreed to progress with these and develop new projects accordingly but be flexible enough to adapt and take up challenges as new priorities emerge.</p>



	<p>AP advised that Lowestoft Town Council had £15k for food network which people could bid into, and this needed to be used collaboratively with other initiatives.</p> <p>Household support fund – helping people apply for Suffolk welfare assistance fund – funding emergency food and fuel. Risk of this fund not continuing, Lowestoft Town Council to ringfence budget from their main funding to support. Action Andy Pearce to meet with Louise/Nicole.</p> <p>Note that homelessness could be an emerging issue as people could come to Lowestoft as there were services but there isn't the accommodation.</p>
8.	<p><b>Update and Discussion from Task and Finish Group Activity</b></p> <p>Rachel Tucker updated the Task and Finish Group Activity.</p> <p>Warm Welcome – Louise Thomas to email round the Warm Welcome activity update.</p> <p>Louise Thomas updated on the planned mental health conference, advising they were currently looking at venue and it would be run in the same way as the CP forum, with key speakers and workshops.</p>
9.	<p><b>Date of Next Meeting</b></p> <p>25<sup>th</sup> June – Lowestoft and Yarmouth Rugby Club</p>

The meeting concluded at 8.05pm

### Bronze Option 1

The Event can be booked for any of the following days, and these are in line with the half-term week. This will ensure we can fully utilise the space for your event.

#### Monday 17 February 2025 to Friday 21 February 2025

The proposed event space would be within the Lowestoft Sixth Form. The ground floor area would be set up in a conference-style layout with individual chairs.

- The organisational stands can be easily located around the seating plans.
- Breakout areas x 6 can be set up on the first floor as well as with the theatre space, behind the presenter area.
- Car parking would be defined in key areas next to the sixth form (stands and presenters) as well as the main car parks that can be managed and signposted to the Sixth Form.
- Sign-in stations will be set up in the main reception areas alongside 2 refreshment areas. A breakout area will also be located near this space to allow networking.
- A dedicated lunch area will be provided to support the set-up of lunch late morning, without disrupting the main event.

Event Space ( set up time if required the day before) to the agreed layout.	£1000.00
General event support for set up and during the day.	
Refreshments on arrival and during the day	£4.00/ person = £600

External caterer possibilities ( separate costs)

- Funnels
- Lound Garden Centre
- Access Community Trust ( Sams Café)
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Max £10pp = £1.5k

**TOTAL £3,100 ex vat**

## SILVER OPTION 2

### 6<sup>TH</sup> Form College

The Event can be booked for any of the following days, and these are in line with the half-term week. This will ensure we can fully utilise the space for your event.

#### **Monday 17 February 2025 to Friday 21 February 2025**

The proposed event space would be within the Lowestoft Sixth Form. The ground floor area would be set up in a conference-style layout with individual chairs.

- The organisational stands can be easily located around the seating plans.
- Breakout areas x 6 can be set up on the first floor as well as with the theatre space, behind the presenter area.
- Car parking would be defined in key areas next to the sixth form (stands and presenters) as well as the main car parks that can be managed and signposted to the Sixth Form.
- Sign-in stations will be set up in the main reception areas alongside 2 refreshment areas. A breakout area will also be located near this space to allow networking.
- A dedicated lunch area will be provided to support the set-up of lunch late morning, without disrupting the main event.

Event Space ( set up time if required the day before) to the agreed layout.	£1000.00
General event support for set up and during the day.	
Refreshments on arrival and during the day	£4.00/ person = £600

External caterer possibilities ( separate costs) <ul style="list-style-type: none"><li>- Funnels</li><li>- Lound Garden Centre</li><li>- Access Community Trust ( Sams Café)</li><li>-</li></ul> Max £10pp = £1.5k
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Management of the event to include- <ul style="list-style-type: none"><li>• Relevant risk assessments</li><li>• Management of the booking system and all communication with delegates leading up to the event</li><li>• Management of booking for all stands and set up instructions</li><li>• Wider marketing outside the council promotion via social media and key college contacts ( would gain permission for all external activity before launch)</li></ul>
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## SILVER OPTION 2

- Coordination of all guest speaker presentations before the event, and set up on the day
- Management of the breakout areas
- Any other elements with pre-agreement
- Oversight of event feedback and production of a summary report
- Liaising with the external caterer on needs, dietary requirements etc
- Support to explore carbon reduction activities linked to the event ( transport, waste)

Please note where possible college students/ adult within employment projects will be encouraged to support the event through aspects such as marketing, meet and greet, hospitality, and workshop facilitators/ note takers.

Cost £1,000

**TOTAL £4,100 ex vat**

The East of England LGA (EELGA) have been approached by Louise Thomas, Communities Officer, East Suffolk Council to provide event management for a half day Mental Health Stakeholder event. This proposal sets out the suggested approach to support this.

**Event Purpose:**

To bring together stakeholders to showcase the working that is taking place and as a networking opportunity.

**Event Format:**

- A half-day event starting at 09:00 – 14:00.
- Plenary session with up to 3 keynote speakers
- There will be a maximum of 5 workshops throughout the day. These will take place in two parts and each workshop will be repeated.
- Advanced workshop sign up
- Market stands / display tables

The event will bring together up to 150 people. The event is aimed professionals and groups delivering mental health support in the Waveney area.

The event will be taking place in the north of East Suffolk Council and is scheduled for February 2025 (half term).

**Our Approach Venue Management:**

- Liaising with the venue on all the requirements for the day (room layouts, AV equipment, catering etc) and being the main point of contact.

**Delegate Management:**

- Online registration system and automatic confirmation of booking (booking system set-up for delegates with relevant logos hosted on the East of England LGA website).
- Circulation of joining instructions and reminder emails.
- Delegate enquires (being the first point of contact for any queries, dealing with name changes and cancellations).
- Regularly updating event lead on registrations.

**Speaker Management:**

- Produce and send detailed speaker briefs approximately four weeks before the event date.
- Liaise with speakers over presentations / biographies (if required).
- Liaise with speakers on all the logistics for the day and be the first point of contact for any queries.
- Liaise with speakers to seek permission for copies of their presentations to be shared after the event has taken place.
- Creation of the chairman's brief – outlining the running order of the day.

**Workshop Management:**

- Advance workshop session signs up (to be set up using MS forms).
- Produce and send detailed facilitator briefs approximately four weeks before the event date.
- Liaise with facilitators over workshop descriptions and presentations.
- Liaise with facilitators on all the logistics for the day and be the first point of contact for any queries.
- Liaise with facilitators to seek permission for copies of their presentations to be shared after the event has taken place.
- Informing workshop facilitators of how many people have signed up to their session, including an attendance list.

**Production of Event Resources:**

- Badges to be printed and distributed to attendees on the day.

GOLD Event management provided by EELGA

- QR codes for agenda and attendance list (to be displayed on the reception desk and spread out across the venue).
- Venue signage, including photo disclaimer.
- Producing slide deck to be used on the day and linking together speakers' presentations.

**Event Project Management:**

- Organisation of 30 minute MS Teams meetings every other week to ensure everyone is kept up to date with progress and to look at actions for the upcoming weeks. Meetings will take place on a weekly basis 6 weeks before the event date.
- Producing a detailed project plan, including actions and responsibilities so everyone is clear on their roles and what is expected.

**On the day event management:**

- Liaising with the venue and AV team - checking room layout, equipment, loading presentations and liaising with the catering team.
- Liaising with speakers and workshop facilitators on all the arrangements and checking they are happy with room set up, using AV equipment etc.
- Signing-in delegates – issuing badges and manning the reception desk.
- Provision of one member of staff.

**The above makes the following assumptions that East Suffolk Council will:**

- Send through all content for the online booking system, including a deadline date for delegate sign up
- Lead on the production of the agenda (including workshop sessions), securing speakers and providing an outline for speaker briefs and facilitator briefs.
- Liaising with round table facilitators (if required).
- Manage event marketing (producing invitation, advertising the event, press releases, promotional videos).
- Provide up to one additional member of staff on the day to support with the signing in of delegates
- Covering all venue and speaker costs.
- Manage all the arrangements for the market stands / display tables
- Provide post-event management.

**Please note:**

There will be an additional cost if the event is oversubscribed and reserve lists are required, and if bookings are accepted less than a week in advance of the event date.

**Optional Extra:**

Event Feedback Survey

- Setting up MS Forms, monitoring responses (sending round reminder if required).
- pulling together a report from all the responses received.

**Optional Extra:**

Virtual Delegate Pack

- Designing and producing a virtual participant pack (using Page Tiger) to circulate round to participants with the joining instructions. To include, welcome, contents page, agenda, virtual event info, speaker biographies, marketing page and further information.
- East Suffolk Council to be responsible for sending through information required
- EELGA to liaise with speakers for photos and biographies

**Pricing**

Events Manager Day Rate - £450 plus VAT

GOLD Event management provided by EELGA

Events Administrator Day rate - £250 plus VAT Activity	Events Manager – number of days	Events Administrator – number of days	Totals
<b>Event management</b>	8	4	
<b>Total cost</b>	£3,600	£1,000	£4,600

NB this does not factor in costs for venue hire, refreshments or lunch. Approximate cost all included would be a total of £7,400