

**Unconfirmed**



Minutes of a Meeting of the **Community Partnership Board** held at the  
Riverside Centre, Stratford St Andrew  
on Wednesday 15 March at 2.00pm

**Community Partnership Board Members Present:**

Steve Gallant (Chairman of the Community Partnership Board and Leader of East Suffolk Council),  
Chris Abraham (Chief Executive of Community Action Suffolk (CAS)),  
Lesley Beevor (SALC representative),  
Chris Blundell (Chairman of the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn  
Valley Community Partnership),  
Norman Brooks (Chairman of the Carlton Colville, Kessingland, Southwold and Villages Community  
Partnership  
Judy Cloke (Chairman of the Beccles, Bungay, Halesworth and Villages Community Partnership),  
Melanie Craig (Suffolk Community Foundation),  
Mark Jepson (Chairman of the Felixstowe Peninsula Community Partnership),  
Lisa Perkins (Vice Chairman, Adastral Park & Research Realisation Director for BT)  
Carol Poulter (Chairman of the Framlingham, Wickham Market and Villages Community  
Partnership),  
Danny Steel (Vice Chairman of the Lowestoft and Northern Parishes Community Partnership)  
Letitia Smith (ESC Cabinet Member with responsibility for Communities, Leisure and Tourism),

**Others present:**

Luke Bennett (Partnerships Manager, East Suffolk Council),  
Zoe Botten (Communities Officer),  
Nick Khan (Strategic Director, East Suffolk Council),  
Mags Lambert (Project Manager, East Suffolk Council)  
Nicole Rickard (Head of Communities, East Suffolk Council and NHS Norfolk & Waveney / Ipswich  
& East Suffolk Integrated Care Boards),  
Alli Stone (Democratic Services Officer, East Suffolk Council)  
Paul Wood (Head of Economic Development and Regeneration, East Suffolk Council)

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**1 Welcome and Apologies for Absence**

Steve Gallant welcomed everyone to the meeting.

All those present then introduced themselves for the benefit of those who had not  
attended the meeting before.

Apologies for absence were then received from Bobby Bennett, Tony Cooper, James Mallinder.

## **2 Minutes**

Steve Gallant presented the Minutes from the last meeting of the Board, held on 8 December 2022. There being no comments or amendments proposed for the minutes, it was therefore

### **RESOLVED**

That the Minutes from 8 December 2022 be confirmed as a correct record.

## **3 Community Partnerships Annual Forum – 3 March 2023**

Steve Gallant updated the Board on the recent Community Partnerships Annual Forum.

The Forum had been well attended by over 200 delegates from various groups.

The Keynote Speaker had also been well received, and many attendees had commented that they would take this information about key challenges for East Suffolk and ideas for action on board.

Feedback from the event so far had been positive, full results of the survey would be sent round when all the information had been gathered.

There had been comments about finding a venue in a different part of the district, but there were few venues with enough breakout rooms.

The Board agreed that a similar event should be held in 2024, in mid-March.

## **4 Focus on Community Partnerships**

Letitia Smith recapped the work of the Community Partnerships since their creation in 2019. Despite Covid affecting the start up of the Partnerships, each area had evolved its own aims and ideas and enabled a good number of community projects. By focussing on data and local knowledge each Partnership had created individual strong priorities. Community Partnerships had adapted well to the changing needs of the district and had created strong links and work with partnership organisations, as well as local communities.

### Aldeburgh, Leiston and Saxmundham Community Partnership

Zoe Botten, Communities Officer, gave a presentation on the work of the Aldeburgh, Leiston and Saxmundham Community Partnership over the last year.

The Board noted the value of task and finish groups in focussing priorities and projects, as well as the involvement of young people in shaping projects and asked how young people could be encouraged to become more involved. Many Community Partnerships had links with youth clubs and schools and one has a youth member, but Partnerships

were often the first to reach out rather than being approached with projects others wanted.

Christine Abraham commented that there was a need to reach out to groups beyond youth clubs as this was often only one segment of the population. Letitia Smith commented that there was a need to acknowledge the concerns young people had and the issues they faced and to help prepare them with the right skills going forward.

## **5 Transport and Travel Task Group Report**

The Board received a presentation from Norman Brooks on the work of the Transport and Travel Task and Finish Group.

The Board discussed the difficulties in getting communities used to on demand services compared to traditional services, and while communities often commented on the need for transport this did not always result in high levels of use. Comment was made that some more vulnerable people were still unsure about leaving their homes, and that these services would help get people used to going outside again.

The Board discussed the costs of the services. Steve Gallant commented that services did not need to be totally self-sustaining, but they did need to help Partnerships achieve their aims. He also stated that he did not want Community Partnerships to be tied into subsidising transport services. Nick Khan stated that the cost model for the Katch service would be an improvement on the model used by the County Council as it would make use of infrastructure from an existing community transport provider and the more people who used the service the lower the cost would be to the council.

The Board discussed advertising of the service, and agreed that advertising was important to the success of the service. Comment was made that advertising needed to demonstrate why people should switch from their current transport to the Katch service for at least some of their journeys.

Nick Khan confirmed that no one demographic would be targeted by the service, and that it was important it was seen as an option for families, school children and the older population. Lisa Perkins commented that there needed to be a balance between those people who would rely on the transport as their sole means of travel and those who opted to use the service as a lifestyle choice. Nick Khan confirmed that the service would link to other services to provide flexibility depending on demand.

Letitia Smith commented that sustainability and reliability would be key to the success of the service so that people could make the switch to the service and rely on the provision.

### Katch Demand Responsive Transport Pilot

Nick Khan summarised the outcome proposal for the Katch Demand Responsive Transport Pilot.

- The service would be demand responsive and run from Monday to Saturday as a pilot for a year, starting on the 11 April.

- The aim was for 35 return passenger journeys a day by the end of the pilot period, with this number of passengers the service would cover costs to the provider.
- Marketing would be key, and this would include a launch and variety of incentives to encourage use.
- It was hoped that in a years' time this could be extended further beyond the pilot area.
- Livery of the current Katch would be kept, with some additions to show it was being funded by ESC.
- Total cost would be £90,000 to run the service for a year. This was based on lower level usage than it is hoped will be achieved, and a marketing budget of £10,000. The more users there were, the lower the cost to the Council.

## **RESOLVED**

That £90,000 be allocated to the Katch Demand Responsive Pilot.

### Demand Responsive Transport Mobile Application

Nick Khan summarised the outcome proposal for a demand responsive transport mobile app.

- The app would include all the demand responsive transport services in the area.
- There would still be a telephone line for those who did not wish to use an app.
- A budget of £50,000 had been allocated previously, but initial costs with that provider had been too much. A different solution had now been found, and the total cost would now be £14,500.
- The initial contract would be for 12 months, with the option to extend to a longer term contract with more services.

Steve Gallant stated that the new app needed to be easy to use, if people did not find it useable, they would never come back to use the service. Nick Khan commented that the app was used by providers elsewhere and was successful. Reviews from other users would be looked at to confirm it was the right option.

## **RESOLVED**

That a spend of £14,500 for the demand responsive transport mobile application be noted, and the unspent funds returned to the Board.

Steve Gallant confirmed that due to the Task Group seeking less funding than anticipated, it was proposed that the allocation of funding for the 21st Century Community Hubs Programme be increased to £68,000 from this year's budget, which would reduce the ask from the 2023/24 budget to £47,000 (from £70,000) thus freeing up an additional £23,000 of funding for allocation next year.

The Board agreed with this allocation.

## **6 Update on Well Minds East Suffolk and the Ease the Squeeze Programme**

Nicole Rickard summarised reports on Well Minds East Suffolk and Ease the Squeeze which had been shared with the agenda.

The key achievements of the Ease the Squeeze were highlighted. Nicole Rickard stated that the Field to Fork programme in particular had been well received and some community partnerships had sponsored additional kits for this. A number of new partnerships had also developed as a result of the programme with VCSE organisations and businesses.

A review of Ease the Squeeze was underway, and a report would be brought back to the Board in due course. Additional work would be carried out over the summer as the Council anticipated the next winter would be much tougher.

With regards to Well Minds, a report would be presented to the board when all aspects of the project were complete.

Melanie Craig asked whether it would be possible to evaluate all the programmes around cost of living, including those run by the County and volunteer organisations so a clearer picture of the demand could be built up to prepare for the next winter. The Board agreed that this was a good idea, and asked if it could be raised with Suffolk Public Sector Leaders/SCOLT/Collaborative Communities Board to coordinate.

## **7 Any Other Business**

Paul Wood provided an update on the UK Shared prosperity fund.

At the next board meeting there would be a workshop following the Board meeting on skills and workforce development.

Carol Poulter thanked Steve Gallant for his leadership of the Community Partnership Board, which was a real achievement of the council and had a real impact over the past few years

## **8 Date of Next Meeting**

It was noted that the next meeting would be held on Tuesday 27 June 2023 at 10am at the Fromus Centre, Saxmundham

The meeting concluded at 4.06pm

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Chairman