



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, 1 July 2021 at 6.00pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at
<https://youtu.be/jGyem1HYtDs>

Agenda

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| 1 | Welcome and Apologies
To receive apologies for absence, if any. | |
| 2 | Notes | 1 - 5 |

To agree the Notes of the Community Partnership meeting held on 18 March 2021

3 Rural Proofing

To receive a presentation by Sarah Mortimer, Community Action Suffolk.

4 Feedback from the Community Partnership Board on 7 June 2021 6 - 7

5 Community Partnership Projects / Funding

To received a presentation from the Communities Officer outlining the CP's achievements.

6 Outcome Proposal Forms / Project Ideas

To receive an oral report from the Communities Officer

7 Task & Finish Group - Developing Opportunities for Young People

To consider appointments to the Task & Finish Group

8 Terms of Reference 8 - 10

To receive and note the revised Terms of Reference.

9 Core Membership 11 - 12

To review the agreed Core Membership of the CP and consider any changes.

10 Appointment of Vice-Chairman

To appoint a Vice-Chairman for the 2021/22 municipal year.

11 Date of Next Meeting

To note that the next meeting will be held on Thursday 7 October 2021 at 6.00pm

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Framlingham, Wickham Market and villages Community Partnership

**Action Notes of the Meeting held remotely via Zoom
on Thursday, 18 March 2021 at 6.00pm**

Core Membership:

ESC Councillors – Cllr C Poulter (Chairman), Cllr M Cook.

SCC Councillors – Cllr A Nicoll

Town and Parish Councils – D Chenery (Wickham Market Parish Council), J Cross (Great Glemham Parish Council), I French (Wickham Market Parish Council), M Hine (Framlingham Town Council), K Jones (Ufford Parish Council), A Revill (Hacheston Parish Council).

Partnership Organisations – C Abraham (Community Action Suffolk), J Healey (Green Print Forum).

Others present – S Carter (Democratic Services Officer), J Catterwell (Communities Officer), N Jenner (Communities Officer) K Wegg (Partnerships Funding Officer).

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 Councillor S Burroughes (ESC), J Jones (Framlingham Town Council) and L Bennett (ESC Partnerships Manager).</p>
2.	<p>Notes</p> <p>The Notes of the meeting held on 21 January 2021 were agreed as a correct record.</p>



<p>3.</p>	<p>Feedback from the Community Partnership Board on meeting on 1 March 2021</p> <p>The CP received a report which provided details of the progress and outcomes of the CP Board meeting on 1 March 2021.</p> <p>The Chairman advised she was pleased with the success and achievements that had been completed in the first year of operation of the CP.</p> <p>There being no specific questions, the CP noted the report.</p>
<p>4.</p>	<p>Community Partnership Projects / Funding</p> <p>a) Funding Summary as at 4 March 2021</p> <p>The Communities Officer gave a short presentation explaining how the CP’s financial allocation had all been assigned. The summary slide showed the allocations leaving £3,510 for a Small Grants Scheme which was to be approved by the Funding Team. It was understood that Great Glemham would be getting their bench soon and there had been lots of interest in benches throughout the area. Updates on the funding to the Youth Groups and Outreach Work were currently awaited.</p> <p>The Communities Officer advised that pictorial feedback would be provided at the next meeting of the CP. She thanked the CP members for their involvement and support in getting the funding for the projects and also for getting things up and running.</p> <p>b) Small Grants Scheme</p> <p>The Chairman welcomed Kevin Wegg, Partnerships Funding Officer, from the ESC Funding Team to the meeting, who gave an overview of the Small Grants Scheme.</p> <p>The Partnerships Funding Officer explained the grant application process via a step-by-step guide. An application would be received, logged and appraised by the Funding Team, shared with the Communities Officer and once any queries had been answered by the applicant, the project would be presented to a Panel appointed by the CP. Projects that were supported would be summarised for the Cabinet Member for Communities, Leisure and Tourism and on approval, the Funding Team would send out notification of grant acceptance to each of the groups. Payment would be processed and the Funding Team would, after 12 months, seek a monitoring report. If any project applications were rejected, the Funding Team would notify the groups accordingly. Alternatively, an application might be deferred pending the answer to supplementary questions which the</p>



Funding Team would facilitate. Upon receipt of the answers, the Panel would then cast a 'virtual vote' on whether to accept or reject the application.

The CP discussed how easy it would be to access funding for projects within the relevant criteria and noted the initial step was to complete an Outcome Proposal Form, signed by the Chairman, passed to the Funding Team and then authorised by the Cabinet Member for Communities, Leisure and Tourism.

The Partnerships Funding Officer responded to questions and confirmed, with regard to values, grant amounts could range from £250 to £2,000, as set by the CP. Any groups within the CP area could apply. It should be noted that the self-employed did not qualify as such, unless they had an organisation who would act as an accountable body for the money, for example, a community organisation/town or parish council. Grants could not be paid into an individual's bank account.

The Democratic Services Officer advised that the guide would be published on the website with the Agenda papers.

ACTION: Sarah Carter

With the pre-election period due to start the following week, the Vice-Chairman of the CP proposed that the Small Grants Scheme be launched immediately and the Council's Communications Team could issue a press release in the next few days. The application process could be open for several weeks and a Panel would need to be appointed to review the applications. The Small Grants Panel would comprise the Chairman of the CP and the Communities Officer and he sought nominations, particularly from the rural areas within the CP.

It was agreed that the Small Grants Panel would comprise:

John Cross, Great Glemham PC
Jane Healey, Green Print Forum
Marion Hine, Framlingham TC
Kathryn Jones, Ufford PC
Councillor Carol Poulter, CP Chairman
Nicola Jenner, Communities Officer

It was confirmed that the first meeting of the Panel would likely be in two months' time and that the Panel members would not be able to vote on applications from their own parishes.

	<p>ACTION: Nicola Jenner</p> <p><i>Note: Subsequent to the meeting, the Small Grants Scheme was launched on 19 March 2021.</i></p> <p>Project Ideas</p> <p>There was a general discussion on project ideas, the friendly/chat benches and other proposals that might come forward prior to the next meeting of the CP. The Chairman confirmed that anyone could contact her or the Communities Officer if they wished to discuss putting forward any worthy projects between meetings.</p>
5.	<p>Core Membership</p> <p>The Chairman advised that consideration had been given to the under representation by some areas/parish councils and since the first meeting of the CP, people from other parishes had been volunteering to join the CP. In addition, the Communities Officer had created interest whilst visiting the parishes in the CP's area, particularly in the Kelsale and Yoxford Ward, and it was hoped to achieve further recruitment from the voluntary and community sector groups.</p> <p>In accordance with the CP's Terms of Reference, which were currently under review with the Head of Communities, the CP could review its membership on an annual basis. It was therefore proposed that representatives from the following join the CP:</p> <p>Cratfield Parish Council Farnham with Stratford St Andrew Parish Council IP17 Good Neighbour Scheme (Byrony Peel) Wickham Market Good Neighbour Scheme (Dick Jenkinson)</p> <p>ACTION: Nicola Jenner/Sarah Carter</p> <p>The Communities Officer reminded the CP members that young people were one of the CP's priorities and it was hoped the Task and Finish Group previously appointed could look at that priority and report back to the CP's meeting in July.</p> <p>ACTION: Nicola Jenner</p> <p>Cllr Nicoll questioned the fact that Campsea Ashe was within the CP that covered Melton, Woodbridge and Deben peninsula; it seemed illogical and unhelpful and would make sense for the boundaries to be coterminous. Councillor Cook</p>



	<p>confirmed that he had previously raised this issue, in that CP boundaries should be coterminous with Ward boundaries.</p> <p>The Chairman confirmed that the eight CP boundaries had been fixed and was an issue that would need to be raised with the Partnerships Manager/Head of Communities.</p> <p>ACTION: Sarah Carter to contact Luke Bennett/Nicole Rickard</p>
<p>6.</p>	<p>Dates of next meeting</p> <p>Members of the CP agreed that meetings would continue to be held on Thursdays at 6.00pm and agreed dates for the meetings of the CP for the 2021/22 year as follows:</p> <p>1 July and 7 October 2021 13 January and 24 March 2022</p> <p>The Democratic Services Officer confirmed that, by fixing those dates, it would not preclude any extra meetings that might become necessary and which would be arranged if required. Meeting invites would be circulated in due course.</p> <p>ACTION: all – diary note</p> <p>The Chairman thanked everyone for attending and participating in the meeting.</p>

The meeting concluded at 6.47pm.

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 importance of validating data before decisions 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

East Suffolk Community Partnerships - Terms of Reference

Community Partnerships (CPs) are an innovative way for the Council, partners and communities to work together to 'bring ideas to life' by taking a local approach to local priorities, following the creation of East Suffolk Council (ES), with larger wards and fewer (55) Councillors.

1. Form and Membership

- 1.1** There will be eight Community Partnerships (CPs), covering the whole of the ES Council area, based on groupings of communities, and using the ES ward boundaries as the building blocks. A plan showing the area of each CP is attached to these terms of reference. The CPs will report to the CP Board and the ES Cabinet.
- 1.2** The core voting membership of each CP will be drawn from the following pool dependent on the priorities of the CP (which means that each CP's membership will vary as some sectors or individuals may not be included as voting members, although they could be included as non-voting interested bodies/people):
- The ES Councillors for the CP area (between 4 and 14 Councillors)
 - The Suffolk County Council (SCC) Councillor(s) for the CP area (to sit on whichever/however many CPs best fit their SCC Division)
 - 2 representatives (from each Town Council in the CP area)
 - A representative from at least one Parish Council/Meeting for each of the individual ES wards within the CP area
 - A representative from Suffolk Police
 - A representative from Great Yarmouth and Waveney CCG or Ipswich and East Suffolk CCG (whichever serves the CP)
 - At least two representatives from the Voluntary, Community and Social Enterprise sector (VCSE) nominated and supported by Community Action Suffolk
 - At least one representative from the business community
 - At least one representative from the youth community
 - A representative from Lowestoft Rising, Leiston Together or Felixstowe Forward, in the CPs covering Lowestoft or Leiston or Felixstowe.
 - At least one of the core members to be a 'rural champion' – representing and championing the views and needs of rural communities
- 1.3** Core voting members of the CP will be expected to;
- live, work or trade in the CP area,
 - have sufficient authority to speak for their organisation/partnership and
 - report back to their organisation/partnership on the activities of the CP.
- 1.4** The quorum for any meeting of the CP will be a minimum of 6 voting members of the CP. The membership of the CP will be reviewed annually in May, following the District or County Council elections (where applicable). If there is not a quorum present at each meeting of the CP, it will not be able to make any decisions at that meeting.

2. CP Principles

- Involve local councils, public services, communities, voluntary sector organisations and businesses in planning and delivering joined up services that meet local needs
- Make the best collective use of our assets and resources
- Base decisions on data and intelligence about local places
- Identify, understand and address deprivation, disadvantage and hidden needs and consider how CP decisions impact on both rural and non-rural areas
- Champion, represent and influence on behalf of East Suffolk and the eight Community Partnerships

3. Role of the CPs

3.1 CPs will:

- a) focus on cross cutting issues for which no one organisation is solely responsible
- b) hold an annual CP workshop, ideally including representatives of the wider community of the CP area to set or confirm the priorities for that CP, which are based on local data and knowledge
- c) develop an annual work plan to address the CP priorities for the coming year, and support delivery of the ES Strategic Plan
- d) address the CP priorities and identified gaps in service provision using a solution-focussed and problem-solving approach
- e) monitor and adapt their agenda in response to emerging issues affecting the CP area or a wider area in ES, including issues raised through Youth Voice and other sources of community intelligence
- f) report quarterly to the CP Board, and annually to the ES Cabinet, on progress against their priorities, and provide such other verbal/written reports to other organisations or partnership bodies, as requested.
- g) develop proposals for expenditure against the annual budget of £25,000 per CP and seek authorisation for actual expenditure from the ES Cabinet Member for Communities
- i) bid for additional funds from the ES Strategic Budget and from other external sources in order to deliver the priorities of the CP
- j) create Task & Finish/Working Groups as required to explore specific issues/priorities in greater detail
- k) conduct or commission research into policy or service delivery issues affecting the CP area
- l) actively support and send representatives to participate in the CPs Annual Forum
- m) ensure that all decisions have given due regard to the direct and indirect impacts on rural areas

4. Chair and Vice Chair of CPs

4.1 Each CP will be chaired by an ES Councillor for the CP area, appointed by the Leader of East Suffolk Council. This Councillor will (a detailed Job Description is available);

- fulfil this role until such time as they are replaced by the Leader of East Suffolk Council
- sit on the East Suffolk CP Board
- provide a strong sense of purpose and direction to the CP
- drive the CP's annual work programme
- work alongside a range of Officers including the Communities Officer, Communities Manager and other Communities Team members, Head of Communities and the Partnerships Manager.

Updated: April 2021

4.2 The Vice Chair will be elected annually by the members of the CP and will deputise for, and take decisions on behalf of, the Chair in their absence.

5. Meetings of the CPs

5.1 CP Meetings will be by invitation but held in public and their style will be inclusive and interactive. Wherever possible they will be organised to problem solve (for example workshop style) rather than as formal meetings.

5.2 The “Municipal Year” for CPs will align with the financial year so will run from April to March and meetings will normally be held at least three times each year, although additional meetings may be called by the Chair as necessary, on at least five clear working days written notice. Task and Finish Groups may be established in order to progress Community Partnership business between CP meetings.

5.3 The dates of each CP Meeting will be agreed in advance by the CP and they will be held at a suitable venue within the CP area or remotely using video conferencing facilities.

5.4 Any member of the CP may request that an item be included on the agenda for a meeting. The meeting papers will be sent out by electronic mail (or post if necessary to those without internet access) to all members of the CP no later than five clear working days before the meeting.

5.5 Agendas and action points arising from each meeting will be recorded and published on the Community Partnership pages of the ESC website.

6. Voting

6.1 The aim at each CP meeting will be to reach decisions by a consensus with all core voting members of the CP being eligible to vote, and each will have one vote, indicated by a show of hands. The Chair of the CP will determine when there is no consensus and therefore an issue should be put to the vote. However, it is suggested that any funding matters should generally be voted on formally with core voting Members stating their vote verbally. Whichever method is used, a majority vote of those present and voting will prevail. The Chairman of the CP will have a casting vote.

7. Financial Accountability

7.1 The ES Council will operate as an accountable body for the eight CPs and the CP Board. The budget for each CP will be allocated against agreed priorities (unique to each CP) and clear criteria (the same for all eight CPs) which will be agreed at the first meeting of the CP each year. These are designed to ensure that this funding is not used for purposes beyond the ES Council’s powers, or the law, and that projects supported align with the ES Council’s Strategic Plan.



Framlingham, Wickham Market and Villages Community Partnership

Core Membership 2021 – with voting rights

Name	Representing (A-Z)
Cllr Carol Poulter	CP Chairman
Cllr Mary Mitson-Woods	Chairman, Brandeston Parish Council
Catherine Bacon	Clerk, Brandeston Parish Council
Christine Abraham	Community Action Suffolk
Cllr Robert Wardley	Chairman, Dennington Parish Council
Lydia Kirk	Clerk, Dennington/Saxtead Parish Council
Cllr Maurice Cook	ESC Cllr for the Framlingham Ward
Cllr Lydia Freeman	ESC Cllr for the Framlingham Ward
Cllr Stephen Burroughes	ESC Cllr for Kelsale and Yoxford Ward
Cllr Marion Hine	Chairman, Framlingham Town Council
Cllr John Jones	Framlingham Town Council
Jane Healey	Green Print Forum
Cllr John Cross	Great Glemham Parish Council
Cllr Adrian Revill	Chairman, Hacheston Parish Council
Jane Page	Clerk, Hacheston Parish Council
Cllr Terence Carlin	Chairman, Letheringham Parish Council
David Allan	Clerk, Letheringham Parish Council
Cllr George Cullingford	Chairman, Saxstead Parish Council
Cllr Kathryn Jones	Chairman, Ufford Parish Council
Cllr Alexander Nicoll	SCC Cllr for the Wickham Division
Cllr Ivor French	Chairman, Wickham Market Parish Council
Cllr David Chenery	Vice Chairman, Wickham Market Parish Council

**A pool of other representatives who may be invited to attend future CP meetings,
depending on priorities etc:**

Name	Representing (A-Z)
Emma Ratzer	Access Community Trust
Sonia Lambert	ESC Economic Development Officer
Spadge Hopkins	FAYAP youth club
Victoria Perkins	Chairman, Framlingham Business
N Corke	Hour Community Group
Maddie Baker-Woods	Ipswich and East Suffolk CCG
Supt Kerry Cutler	Southern Area Commander for Suffolk Constabulary
Supt Paul Sharp	East Suffolk Policing Commander for Suffolk Constabulary

Support for the Community Partnership Meetings:

Name	Representing (A-Z)	Email Address
Nicola Jenner	ESC Communities Team	nicola.jenner@eastsoffolk.gov.uk
Sarah Carter	ESC Democratic Services Team	sarah.carter@eastsoffolk.gov.uk