



East Suffolk
Community
Partnerships
Bringing ideas to life

Melton
Woodbridge
& Deben
Peninsula

Melton, Woodbridge and Deben Peninsula Community Partnership

East Suffolk Councillors:

Councillor Chris Mapey (Chairman)
Councillor Ray Herring
Councillor James Mallinder
Councillor Rachel Smith-Lyte
Councillor Kay Yule

Suffolk County Councillors:

Councillor Caroline Page
Councillor Andrew Reid

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 **Melton, Woodbridge and Deben Peninsula Community Partnership** are invited to a Meeting to be held remotely on **Wednesday 21 October 2020 at 4 pm**

The meeting will be facilitated using the Zoom video conferencing system and broadcast via the East Suffolk Council YouTube channel at <https://youtu.be/QzJy70N3WfA>.

Agenda

Pages

-
- 1 Welcome and Apologies for Absence**
To receive apologies for absence, if any.

2	Election of a Vice-Chairman To elect a Vice-Chairman for the Community Partnership	
3	Melton, Woodbridge and Deben Peninsula CP - Meeting action notes - 20 August 2020	1 - 4
4	Update from the meeting of the Community Partnership Board held in September 2020	5 - 7
5	Grants Scheme To receive an update from Ben Porter, Funding Manager	
6a	Village Hubs Grant Scheme Outcome Proposal	8 - 12
6b	Youth Engagement Grant Scheme Outcome Proposal	13 - 17
7	Date of Next Meeting - Wednesday 18 November 2020 at 4pm To confirm the date of the next Meeting of the Community Partnership	

Filming, Videoing, Photography and Audio Recording at Partnership Meetings

The Council and members of the partnership may record / film / photograph or broadcast this meeting. Any member of the public who attends a meeting and objects to being filmed should advise the Democratic Services Team (in advance), who will instruct that they are not included in any filming.

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: democraticservices@eastsoffolk.gov.uk



The national Charter and Charter Plus Awards for Elected Member Development
East Suffolk Council is committed to achieving excellence in elected member development
www.local.gov.uk/Community-Leadership



**East Suffolk
Community
Partnerships**
Bringing ideas to life

**Melton
Woodbridge
& Deben
Peninsula**

Notes of the remote Meeting held on Thursday 20 August 2020

Core Membership:

ESC Councillors – Cllr Chris Mapey (Chairman), Cllr Ray Herring, Cllr James Mallinder, Cllr Rachel Smith-Lyte; Cllr Kay Yule

J Lily-Peters (Blaxhall PC Clerk), Cllr J Pilgrim (Boyton PC), S Connick (Community Action Suffolk), Cllr H Hughes (Holllesley PC), Cllr A Porter (Melton PC), M Backhouse (Orford & Gedgrave PC), P Simper (Ramsholt PC Clerk), H Heelis (Rendlesham PC Clerk), Cllr C Page (SCC), Cllr A Reid (SCC) Cllr M Sutton (Woodbridge TC), K Fortmann (Campsea Ashe PC Clerk), S Gilkes (Suffolk Constabulary)

Others present – K Abbott (Clerk), L Bennett (Partnerships Manager), J Catterwell (Communities Officer), Cllr T Cooper (Acting Chairman), S Gill (Groundwork), N Jenner (Communities Support Officer), S Lambert (Economic Development Officer)

Item	Discussion
1.	<p>Apologies for Absence</p> <p>Apologies were received from Cllr Mapey. Cllr Tony Cooper, Chairman of the Aldeburgh, Leiston and Saxmundham CP kindly acted as Chair for the meeting.</p> <p>Apologies were also received from Samuel Gilkes (Suffolk Constabulary), Sally Connick (CAS), Jayne Vaughn (CAS), Cllr Caroline Page (SCC), Frances Bedding (CAS), Sabrina Ward (CAS).</p> <p>It was noted that, going forward, Sally Connick would represent the CAS on this CP.</p>
2.	<p>Welcome from the Acting Chairman and Introductions</p> <p>On behalf of Cllr Mapey, Cllr Cooper welcomed everyone to the meeting.</p> <p>The Chairman invited everybody to introduce themselves and state who they were representing.</p>



<p>3.</p>	<p>Update from the Community Partnership Board held on 23 June 2020</p> <p>A short update report had been circulated with the agenda. Luke Bennett (ESC Partnership Manager) briefly summarised the report's contents.</p> <p>Cllr Pilgrim referred to funds allocated to transport and access to services proposals which had not progressed due to Covid19 and the recommendation that these funds be returned for reallocation to more pressing business. Luke Bennett said that it had been clear that the proposed Hothouse was not going to be possible and that people were not currently using public transport in numbers. The Board had felt the priority should be a focus on recovery from the impacts of the pandemic and that the funding of other projects, such as this one, could be revisited in the autumn. He emphasised that this did not mean transport and access to services had been reduced in its importance as a priority.</p> <p>ACTION: The report on the outcomes from the Community Partnership Board meeting held on 23 June 2020 was received and noted.</p>
<p>4.</p>	<p>Review and confirm the Community Partnership's priorities</p> <p>The Community Partnership received a presentation which summarised the current priorities:</p> <ul style="list-style-type: none">• Village Hub – bringing services to people – Assistance to make premises in the area fit for use as a village hub• Youth Engagement Opportunities and Services - Support and develop better sharing of information of existing services/provisions with schools and local businesses• Improve (active and sustainable) transport provision in the area, particularly to rural communities – to be discussed on a strategic level <p>Joanne Lily-Peters asked if the installation of hearing loops in village hubs could be included: Julia Catterwell confirmed that this could be included.</p> <p>Klaus Fortmann asked if it was possible to include a small number of young people from Campsea Ashe within the Rendlesham youth offer. Nicola Jenner said the existence of the services would be publicised so that other young people</p>



	<p>in the area could attend and participate and that this would be indicated in the small grant application.</p> <p>Luke Bennett said this resonated with the Community Partnership Board's ambitions and would mesh well to give the potential for joint proposals.</p> <p>Nicola Jenner said that communication between parishes would help a more inclusive approach, increase involvement and the sharing of views and requirements.</p> <p>Klaus Fortmann asked for a little more information about the proposal to allocate small grants to Village Halls to improve the provision of internet access and technology-based facilities. Julia Catterwell replied that the grants would be to cover the set-up costs but would not cover the on-going costs.</p> <p>James Mallinder said there was scope to provide assistance training for elderly to residents in how best to use the internet for specific topics, such as achieving best value on household bills, on-line shopping etc. Hazel Heelis suggested this could also be extended to provide financial advice to families. It was suggested that perhaps a representative of the CAB be considered as a future member of the Community Partnership.</p> <p>John Pilgrim asked if the designation of village halls included church halls, or not. Nicola Jenner said that, initially, it was a wide designation but there would need to be a check to see if religious groups were exempt, or not. She added that it might still be possible to allocate funds to a church hall if, for example, it also provided services to non-religious groups; again, this needed to be checked.</p> <p>ACTION: The Community Partnership's priorities were reviewed and confirmed.</p>
<p>5.</p>	<p>Update on the Community Partnership's Task and Finish Groups</p> <p>The Community Partnership received a presentation which summarised the work of the two Task and Finish Groups to date. In summary:</p> <p>Task & Finish Group 1 Recommendation 1:</p>



	<p>Allocating a large amount of funding to upgrade the facilities at Hollesley Village Hall (roof requires removal of asbestos at a cost of £60,000)</p> <p>Recommendation 2: Allocating small grants to Village Halls to improve provision of internet access and technology-based facilities.</p> <p>Task & Finish Group 2 Recommendation: Allocating £5,000 on activities in Rendlesham with minibus hire to pick up children from local hinterland villages. Activities to include mobile skatepark, forest activity days, tennis, basketball, and other sport coaching sessions Youth clubs could be run in other locations, funds permitting and with support from the residents and parish council. Short term projects could also be offered rather than permanent clubs A total of £5000 or maybe slightly less so that more could be used for the village hall improvements. Say £3-4000 leaving them £6-7000. The money for youth activities could be used to help existing clubs run and possibly help set up a new club in a new location</p> <p>ACTION: It was agreed that the direction of travel of the two Task and Finish Groups continue. The update on the work of the Task and Finish Groups was received and noted.</p>
<p>6.</p>	<p>Melton, Woodbridge and Deben Peninsula Core Membership</p> <p>The Community Partnership received a copy of the Core Membership as at 31 July 2020. This was reviewed and suggested changes considered and agreed.</p> <p>ACTION: The Core Membership was reviewed and updated.</p>
<p>7.</p>	<p>Date of the next Meeting</p> <p>ACTION: The proposed date of Thursday 21 October 2020 at 4pm (via Zoom) was agreed.</p>

The Meeting concluded at 5pm

OUTCOMES OF THE COMMUNITY PARTNERSHIP BOARD HELD 7 SEPTEMBER 2020

1. Progress since the previous meeting held 23 June 2020

At its previous meeting, the Board had considered the potential impacts of Covid-19 on East Suffolk people and places. As a result, several Board Members put themselves forward to form a Task Group to consider the following issues and report back to the September meeting of the Board:

- **Social isolation and loneliness:** Top priority overall for the Board (and for six of the eight East Suffolk Community Partnerships)
- **Sustaining Community Hubs and Community Resilience/Empowering/Capability:** How do we capture and retain community energy – and fill any gaps?
- **Supporting the most vulnerable communities and people:** Covid-19 has not impacted every place and age group equally – how can we reduce these differences during recovery?

The Task Group met on 4 August.

Key decisions:

The Board agreed the following recommendations from the Task Group:

Action 1: Invest £50,000 additional funding in the Hidden Needs grant programme aimed at tackling Social Isolation and Loneliness in identified hot spot areas.

Action 2: Fund 25 additional GrandPads or equivalent (cost £25,000) to enable people with limited resources and no IT equipment/Wi-Fi to get connected (particularly in the north of the District).

Action 3: Hold a focus group with our Community Response Groups to identify what interventions have worked best to support those who are isolated and lonely and expand/sustain these groups.

Action 4 - Invest £100,000 in a new East Suffolk VCSE “Bounce Back Fund” to focus on four themes:

- Help local VCSE organisations and community groups to survive and thrive in a new context e.g. funding for infrastructure, promotion, adaptation, or other relevant costs
- Help local community buildings to reopen and resume enabling community activities safely e.g. for signage, PPE, disposable plates and cutlery
- Help youth organisations, groups, and clubs to adapt their activities and continue to support the mental and physical health and wellbeing of young people
- Help organisations who involve volunteers to thrive and grow in line with the volunteering strategy and campaign

Action 5: Allocate £5,000 of funding for a specific East Suffolk Volunteering Campaign to help people to get into volunteering as a pathway back into work, retain new Covid-19 volunteers by offering them additional volunteering opportunities, and support existing volunteers to continue in a new context. (District-wide campaign but with a specific focus on areas such as Lowestoft where volunteer numbers are low).

Action 6: Work with the key Covid-19 response groups in East Suffolk to develop a place focussed approach to Hardship and Food Poverty and scope out any additional resources required.

Action 7: Task Group to meet again with a particular focus on 'Vulnerable People and Places' to develop proposals for the December Board meeting.

2. Transport

Transport is one of two key priorities for the Community Partnership Board (alongside Social Isolation and Loneliness), however the recent focus of the Board has been on social isolation and loneliness and the Covid-19 response. Transport issues remain a priority (and key element of the discussions in many of the Community partnerships) and the Board is now keen to make progress, particularly given the links to other key areas of activity e.g. isolation, health and wellbeing and youth activities.

Key decisions:

The Board agreed the following actions to refocus on this priority:

Action 1: Put plans in place to ensure that the Transport priority is given substantive focus during the Community Partnership Forum in November (see below).

Action 2: Commission some additional resource to work with the Board to identify potential 'quick win' transport projects and help local organisations and groups to develop these with a tight focus on delivering tangible outcomes on the ground.

Action 3: The Board be prepared at its meeting in December to allocate funding from the 2020/21 Community Partnership Board budget to this priority - ringfenced to support local project development and delivery.

3. Community Partnership Annual Forum: 2 – 6 November 2020

As a response to Covid restrictions on events/social contact the annual forum planned to be held at Trinity Park Conference Centre has been cancelled. The Board has agreed to host a week-long programme of virtual events in its place.

Forum Purpose:

- For the Community Partnership Board to host a high-profile event in East Suffolk for representatives from our communities, voluntary organisations, community groups, public services, and businesses, focussing on the strategic priorities identified by the Board (Social Isolation and Transport) and individual Community Partnerships.
- To celebrate early wins and demonstrate the impact of the Community Partnership Board and Community Partnerships.
- To enable the eight Community Partnerships to;
 - i) highlight the impact they are having within their communities and
 - ii) problem solve shared challenges.
- To share knowledge and expertise in the Suffolk System and beyond to work together for the benefit of our communities and businesses in East Suffolk.

The theme of the event is “**East Suffolk: Bringing Ideas to Life**”. Delegates will have the opportunity to join as many sessions as they wish throughout the week. The programme and booking details will be circulated by the end of September and members of the Community Partnerships are encouraged to attend and support the event, as well as to help promote the event to their wider networks.

Luke Bennett, Partnerships Manager
8 September 2020



Community Partnerships Budget - Outcome Proposal Form

1. Applicant details

Name of Community Partnership:	Melton, Woodbridge and Deben Peninsula
Applicant Lead Name: Organisation: Contact email address: Phone number:	Julia Catterwell Community Officer East Suffolk Council Julia.catterwell@eastsuffolk.gov.uk 07768817607

2. Priority

Priority(s) the project is to deliver against:	Village Hubs (Bringing services to people): Including: <ul style="list-style-type: none"> • Reducing social isolation • Assistance to make premises in the area fit for use as a village hub • Expand and support existing village hub schemes • Support mobile services in bringing provision to villages in the area
How has the need for this project been identified? (200 words max):	According to recent data from the Community Partnership data packs, 28 members of the Community Partnership Workshop Group voted Village Hubs: Bringing Services to People as one of their top priorities, making it the second most popular option after Active and Sustainable Transport Provision (with 39 votes). Key suggested actions to take forward were: to offer assistance to make premises for use as a village hub, to expand and support existing village hub schemes and to support mobile services in bringing provision to villages.

	Community Groups within the area have been quick to respond to the needs of residents during the Covid-19 outbreak, and sustaining this effort has subsequently been mentioned as a priority moving forward.
--	--

3. Project description

Who will be delivering the project/activity:	<p>The Village Hubs Grant Scheme would be offered to local groups to bid for funding to provide services to help achieve the objectives of Supporting Village Hubs and Bringing Services to People.</p> <p>Community Groups can also bid to access the following services offered by East Suffolk Council Partner Organisations as part of the Scheme:</p> <ul style="list-style-type: none"> • Community Action Suffolk – Business Planning and Marketing Services • Groundwork (via the Suffolk Climate Change Partnership) – Energy Use Audit
Project/activity proposal – what is being delivered to address the identified need (200 max words):	<p>The Community Partnership Grant scheme is available to voluntary sector organisations and community groups who are located within the Melton, Woodbridge and Deben Peninsula Community Partnership Area.</p> <p>The Community Partnership will consider applications and award grant funding that reflects their priority to improve and increase levels of community provision.</p> <p>It is proposed that £10,000 be allocated to the Village Hubs Small Grant Scheme for the first year (2020-21). Bids can be placed by local organisations and groups meeting the criteria, for amounts ranging from £250 to £2,500, to be spent within 12 months of the Grant Application.</p> <p>Funding applications for larger sums will not be disregarded but would have to demonstrate significant project outcomes.</p> <p>An evaluation and monitoring form will be sent out to the applicant to complete after the project has</p>

	ended to ascertain the impact that the project/activity had.
Who will benefit from the project/activity? Please list the project beneficiaries and estimate numbers:	Local groups and organisations will be expected to deliver information on beneficiaries at the point of application.
What stakeholders will be involved (how: time/money/facilities etc):	<p>Stakeholders may include:</p> <ul style="list-style-type: none"> • Any constituted “not for profit” community or voluntary group • Registered charities (registered with the Charity Commission) • Voluntary organisations or social enterprises eg CIC’s • A local branch of a national community / voluntary sector organisation • Organisations that work across East Suffolk, or in a number of community partnership areas, can apply, but only for projects or activities which support an area’s priorities and are delivered in that community partnership area specifically • Towns and Parish Council • Village Hall/Recreation Ground Committees <p>who can demonstrate how the project can help to achieve the Community Partnership Priority of Bringing Services to People.</p>

4. Outcomes (clearly defined, how things will be different)

Please detail the key outcomes anticipated from the project/activity (measurable and time specific):	<p>Improved Community Provision, examples may include:</p> <ul style="list-style-type: none"> • Upgrade décor • Purchase of ICT equipment for loan to residents • Provision of classes/training for local residents • Provision or upgrade of recycling facilities • Provision of ICT equipment to improve accessibility eg hearing loops • Offering new services eg virtual learning • WiFi upgrades • Offering transport to local groups to increase usage
---	---

	<p>Other criteria for outcomes may include:</p> <ul style="list-style-type: none"> • Improved services and opportunities for young people • Improved transport provision to rural areas <p>Outcomes should be delivered within 12 months of application for funding.</p>
--	--

5. Costs – how will the project/activity be resourced?

Total project/activity costs:	<p>£10,000 to be allocated to the Small Grant Scheme in the first instance.</p> <p>The Project will also include access to services provided by the partners (those currently engaged include):</p> <ul style="list-style-type: none"> • Community Action Suffolk – Business Planning and Marketing Services • Groundwork (via the Suffolk Climate Change Partnership) – Energy Use Audit
Total confirmed match-funding (if applicable):	£
Total amount of Community Partnership budget required:	£10,000 to be allocated.
What will happen after the Community Partnership funding is spent? Please detail project/activity sustainability and planned next steps:	<p>The Village Hubs Small Grant Scheme may be extended to cover each year of the Community Partnership Programme.</p> <p>This will be dependent on demand for the scheme, and whether demonstrable outcomes have been achieved during the period of the first year of the scheme.</p>

6. Community Partnership Chair Declaration

Community Partnership Chair Name(s):	Cllr Chris Mapey
Signature(s):	
Date:	

Please submit this Outcome Proposal to grants@eastsuffolk.gov.uk Hard copies can be submitted and returned to: Funding Team, East Suffolk House, Station Road, Melton, Woodbridge, IP12 1RT.



Community Partnerships Budget - Outcome Proposal Form

1. Applicant details

Name of Community Partnership:	Melton, Woodbridge and Deben Peninsula
Applicant Lead Name: Organisation: Contact email address: Phone number:	Julia Catterwell Community Officer East Suffolk Council Julia.catterwell@eastsoffolk.gov.uk 07768817607

2. Priority

Priority(s) the project is to deliver against:	<p>Youth Engagement Opportunities and Services: Including:</p> <ul style="list-style-type: none"> • Provision of more activities for young people, centred around life skills, fun, and leisure. • Support the creation of new mobile facilities for young people and the enhancement of existing services. • Support and develop better sharing of information of existing services/provisions with schools and local businesses. • Support the enhancement and creation of outdoor spaces and play equipment.
How has the need for this project been identified? (200 words max):	<p>According to recent data from the Community Partnership data packs,</p> <p>21 members of the Community Partnership Workshop Group voted Youth Engagement Opportunities and Services as one of their top priorities, making it the third most popular option after Active and Sustainable Transport Provision (with 39 votes) and Village Hubs (28 votes)</p> <p>Key suggested actions to take forward were to: Provide more activities, support the creation of mobile facilities, support and develop sharing of</p>

	information on existing services and support the enhancement and creation of outdoor spaces.
--	--

3. Project description

Who will be delivering the project/activity:	<p>The Youth Engagement Grant Scheme would be offered to local groups to bid for funding to provide services to help achieve the objectives mentioned above.</p> <p>Any bids for funding and services should demonstrate how the project will significantly improve the opportunities and services offered to young people within the area, and achieve at least one of the Youth Engagement Priorities.</p>
Project/activity proposal – what is being delivered to address the identified need (200 max words):	<p>The Community Partnership Grant scheme is available to voluntary sector organisations and community groups who are located within the Melton, Woodbridge and Deben Peninsula Community Partnership Area.</p> <p>The Community Partnership will consider applications and award grant funding that reflects their priority to improve and increase levels of youth engagement.</p> <p>It is proposed that £15,000 be allocated to the Youth Engagement Small Grant Scheme for the first year (2020-21). Bids can be placed by local organisations and groups meeting the criteria, for amounts ranging from £250 to £2,500, to be spent within 12 months of the approval of the Grant Application.</p> <p>Funding applications for larger sums will not be disregarded but would have to demonstrate significant project outcomes.</p> <p>An evaluation and monitoring form will be sent out to the applicant to complete after the project has ended to ascertain the impact that the project/activity had.</p>

<p>Who will benefit from the project/activity? Please list the project beneficiaries and estimate numbers:</p>	<p>Local groups and organisations will be expected to deliver information on beneficiaries at the point of application.</p>
<p>What stakeholders will be involved (how: time/money/facilities etc):</p>	<p>Stakeholders may include:</p> <ul style="list-style-type: none"> • Any constituted “not for profit” community or voluntary group • Registered charities (registered with the Charity Commission) • Voluntary organisations or social enterprises eg CIC’s • A local branch of a national community / voluntary sector organisation • Organisations that work across East Suffolk, or in a number of community partnership areas, can apply, but only for projects or activities which support an area’s priorities and are delivered in that community partnership area specifically • Towns and Parish Council • Village Hall/Recreation Ground Committees <p>who can demonstrate how the project can help to achieve the Community Partnership Priority of Youth Engagement.</p>

4. Outcomes (clearly defined, how things will be different)

<p>Please detail the key outcomes anticipated from the project/activity (measurable and time specific):</p>	<p>Youth Engagement Opportunities and Services examples may include:</p> <ul style="list-style-type: none"> • Purchase of ICT equipment for loan to young people • Provision of classes/training for local young people • Offer of new services which will engage young people (particularly within target demographics) • Offering transport to local groups to increase usage of existing/improved services • The enhancement and creation of outdoor spaces and play equipment • Improving communication links between key providers eg schools and youth groups
--	---

	<p>Other criteria for outcomes may include:</p> <ul style="list-style-type: none"> • Extending the provision of existing community hubs • Improved transport provision to rural areas <p>Outcomes should be delivered within 12 months of approval for funding.</p>
--	---

5. Costs – how will the project/activity be resourced?

Total project/activity costs:	<p>£15,000 to be allocated to the Youth Engagement Small Grant Scheme in the first instance.</p> <p>The Project will also include access to services provided by the partners (those currently engaged include):</p> <ul style="list-style-type: none"> • Community Action Suffolk – Business Planning and Marketing Services
Total confirmed match-funding (if applicable):	£
Total amount of Community Partnership budget required:	£15,000 to be allocated.
What will happen after the Community Partnership funding is spent? Please detail project/activity sustainability and planned next steps:	<p>The Youth Engagement Small Grant Scheme may be extended to cover each year of the Community Partnership Programme.</p> <p>This will be dependent on demand for the scheme, and whether demonstrable outcomes have been achieved during the period of the first year of the scheme.</p>

6. Community Partnership Chair Declaration

Community Partnership Chair Name(s):	Cllr Chris Mapey
Signature(s):	
Date:	

Please submit this Outcome Proposal to grants@eastsoffolk.gov.uk Hard copies can be submitted and returned to: Funding Team, East Suffolk House, Station Road, Melton, Woodbridge, IP12 1RT.