



East Suffolk  
Community  
Partnerships  
*Bringing ideas to life*

Framlingham  
Wickham  
Market  
& villages

## Framlingham, Wickham Market and villages Community Partnership

### East Suffolk Councillors:

Councillor Carol Poulter (Chairman)  
Councillor Stephen Burroughes  
Councillor Maurice Cook

### 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, 22 October 2020 at 6.00pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at <https://youtu.be/6sRON-bugv8>

### Agenda

### Pages

#### 1 Welcome and Apologies

To receive apologies for absence, if any.

#### 2 Notes

To agree the Notes of the Community Partnership meeting held on 30 July 2020.

1 - 6

- |          |   |                |
|----------|---|----------------|
| <b>3</b> | <b>Appointment of Vice-Chairman</b><br>In accordance with the Terms of Reference, to appoint a Vice-Chairman of the Community Partnership for the first year. |                |
| <b>4</b> | <b>Feedback from the Community Partnership Board on 7 September 2020</b>  | <b>7 - 9</b>   |
| <b>5</b> | <b>Cycling and Walking Strategy</b><br>To receive a presentation by Jason Beck, Planner (Policy and Delivery), East Suffolk Council.                          |                |
| <b>6</b> | <b>Youth Employment Scheme</b><br>To receive a presentation by Simon Charlesworth, Economic Development Officer, East Suffolk Council.                        |                |
| <b>7</b> | <b>Community Partnership Projects / Outcome Proposal Forms</b>  | <b>10 - 12</b> |
| <b>8</b> | <b>To note the agreed Core Membership of the Community Partnership</b>  | <b>13 - 14</b> |
| <b>9</b> | <b>Date of Next Meeting</b><br>To note that the next meeting will be held on Thursday, 21 January 2021 at 6.00pm.   |                |

### **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](mailto: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](http://www.local.gov.uk/Community-Leadership)



## **Framlingham, Wickham Market and villages Community Partnership**

### **Action Notes of the Meeting held Remotely via Zoom on Thursday, 30 July 2020**

#### **Core Membership:**

**ESC Councillors** – Cllr C Poulter (Chairman), Cllr S Burroughes, 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), J Jones (Framlingham Town Council), K Jones (Ufford Parish Council), J Peters (Wickham Market Parish Council).

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

**Others present** – L Bennett (Community Partnerships Manager), Z Botten (Communities Officer), S Carter (Democratic Services Officer), N Jenner (Community Support Officer), N Rickard (Head of Communities), E Woods (Communities Officer).

Item	Discussion
1.	<p><b>Welcome and Apologies</b></p> <p>The Chairman of the CP, Councillor Carol Poulter, welcomed everyone to the meeting and set out a few housekeeping points to assist with the smooth running of the meeting.</p> <p>If discussions resulted in any voting, she proposed that those present agree by consensus rather than a formal vote which could be quite time consuming as the meeting was being held remotely via Zoom.</p> <p>The Chairman proposed not to go through formal introductions but suggested that those present introduced themselves when they first spoke.</p> <p>An apology for absence had been received from G Hirst (Community Support Officer) and the Chairman welcomed Nicola Jenner who was attending in her absence.</p>

<b>2.</b>	<p><b>Notes</b></p> <p>The Notes of the meeting held on 6 February 2020 were agreed as a correct record, subject to the deletion of 'Health and Wellbeing information on Framlingham Town Council website' on page 5 as the information was not available.</p>
<b>3.</b>	<p><b>Community Partnership Board Update</b></p> <p>The CP received a report which gave details on actions relating to Hidden Needs, the Hardship Fund, Rural Needs, and Transport and Access to Services, the potential impacts of Covid19 on east Suffolk and areas of focus for the Board.</p> <p>The Chairman thanked those present for their recent work and that the last few months had brought out the best in our communities. There had been good examples of marvellous community events and the support to the elderly and vulnerable people had been of great benefit to all.</p> <p>The Partnership Manager explained that the Board was specifically looking at the items listed in his report, many of which had been fixed round Covid19. He particularly highlighted the existing projects already delivering support in east Suffolk including, for example, the Hidden Needs grants programme and the digital 'GrandPads'. A Board Task Group would focus on:</p> <ul style="list-style-type: none"> <li>• Social Isolation and Loneliness</li> <li>• Sustaining Community Hubs and Community Resilience</li> <li>• Supporting the most Vulnerable Communities and People</li> </ul>
<b>4.</b>	<p><b>To review and confirm the Community Partnership's Priorities</b></p> <p>The Communities Officer reminded the CP that it had identified its main three priorities as</p> <ol style="list-style-type: none"> <li>1. Developing opportunities for young people</li> <li>2. Reduce social isolation and loneliness</li> <li>3. Sustainable transport – now being looked at, at CP Board level</li> </ol> <p>The Communities Officer explained that it was important to confirm the priorities to take forward and consider ways of incorporating other priorities as things progressed and developed.</p> <p>The CP sought clarification on the following points:</p> <ul style="list-style-type: none"> <li>• Allocation of finance, if it had been spent or rolled forward</li> </ul>

	<ul style="list-style-type: none"> <li>• The need for Parishes and CP's input into transport at Board level</li> </ul> <p>The Chairman advised that any unspent monies had been carried forward into the current year. The CP Board was looking at transport because it was a priority raise by several of the CPs particularly those in rural areas. As the Board progressed this priority, there would be the opportunity for Parishes to have their input. Comment was made that the Framlingham project, for a community bus which would call into villages on the way to the railway station, was quite well advanced and it would be important to have the opportunity to feed relevant information into the CP Board. The Chairman confirmed best practise should be shared to save reinventing the wheel.</p> <p>The Partnerships Manager advised that the County Council was overseeing some transport work and it was hoped to attract Government funding. SC Councillor Nicoll explained the rural mobility fund, the grant application that had been submitted, improvements to connectivity with Framlingham, Wickham Market and Campsea Ashe, and de-carbonising the county's highways. Discussions were being undertaken with regard to electric vehicles and they were also looking into various routes.</p> <p>The CP discussed and agreed the need to recognise that transport was also an important factor when talking about the elderly, social isolation and youngsters in the community. Most priorities had strong links to transport and that aspect should not be neglected.</p> <p>The Communities Officer advised that it had been hoped to hold a face to face hot-house event with all Towns and Parishes to feed into the CP Board level review. However, under Covid19, that had not taken place. Alternatives were being investigated.</p>
5.	<p><b>To consider the Community Partnership Projects to deliver against the CP's Priorities</b></p> <p>The Chairman reminded the CP that the Covid19 lockdown had put many things on hold and, in order to move things forward, a small Task and Finish Group comprising 5-6 people maximum could be set up to progress ideas and priorities. The Community Support Officer advised that she had been involved in funding and the CP might wish to consider a programme for people to apply for small grants.</p> <p>Comment was made about funding for the Wickham Market Men's Shed and youth opportunities via Spadge Hopkins at the FAYAP youth club. It was then noted that the Men's Shed had a major problem with regard to its premises. The</p>

Communities Officer explained that the expected report on youth opportunities had not yet been finalised and more conversations were being undertaken. It was important to make a decision on ring fencing a portion of the CP's finance for a grants process. Some groups could achieve great benefit from a grant of just £250. It was suggested that Covid19 was allowing time for planning and the unspent £10,000 which had been allocated for 2019/20 could be earmarked for a small grants programme.

It was recognised that, in rural areas, youth issues were much more challenging and the development of small Task and Finish Groups was supported. It was agreed that a shopping list of ideas come forward to the CP's next meeting, then they could be properly assessed. A small amount of money now could benefit a lot of the smaller parishes; however, more parishes needed to be aware of the process and what could be achieved.

The Head of Communities advised that the Hardship Fund totalling £130,000 had been set up and finance had been allocated to 67 projects. The grant process remained open with the remaining funds of just over £30,000. The Hidden Needs Programme had been relaunched which would consider funding applications up to £10,000, with the second round closing at the end of September.

In view of the fact that many young people had been seriously adversely affected, it was proposed that a one off virtual meeting of young people, providers, for example scouts, guides, youth groups and clubs, could be held to identify what they thought the priorities should be. With the demise of Age UK Suffolk, perhaps their work and resultant gaps could be supported. The Chairman welcomed these proposals. However, it should be noted that it was not the role of the CP to bolster the finances of struggling charities.

Councillor Burroughes advised that his County colleagues were looking at support via other funding streams and for other groups to fill the gaps. He undertook to check and report back to the CP.

**ACTION: Stephen Burroughes**

The Partnerships Manager explained that there needed for transparency over the CP's finances and the Funding Team were ready to support the CP. Each project to be progressed would be subject to consideration via the appropriate application form.

The Community Support Officer explained her involvement with the Funding Team and proposed setting up two Task and Finish groups to feed into the CP's priorities of social isolation and young people in order to move things forward.

	<p>The Chairman summarised as follows:</p> <ol style="list-style-type: none"> <li>1. That CP members come forward with projects within the CP's priorities.</li> <li>2. To set up Task and Finish Groups to be supported, on this occasion, by the Community Support Officer</li> </ol> <p>The membership of the groups would be as follows:</p> <p><u>Social Isolation Task and Finish Group</u>          Nicola Jenner, ESC Communities (supporting role)          ESC Councillor Stephen Burroughes          John Cross, Great Glemham PC          Marion Hine, Framlingham TC          ESC Councillor Carol Poulter (lead)</p> <p><u>Young Peoples Task and Finish Group</u>          Nicola Jenner, ESC Communities (supporting role)          Christine Abraham, CAS (likely to attend first meeting only.          Zoe Botten, ESC Communities          ESC Councillor Maurice Cook (lead)          Ivor French, Wickham Market PC          John Jones, Framlingham TC</p> <p><b>ACTION – Nicola Jenner</b></p> <p>In response to questions and comments, it was hoped that both groups would meet before the end of August and have some proposals for the CP to consider at its next meeting. The Head of Communities explained that the CP Board would be focussing on social isolation at its forthcoming meeting and if the Task and Finish Group was likely to seek extra funding, such proposals could go back to the CP Board via this CP's Chairman. It was agreed that good ideas were emerging and it was hoped that the CP might be in a position to firm up projects at its next meeting.</p>
6.	<p><b>To confirm the Core Membership of the Community Partnership</b></p> <p>The Chairman referred to the Core Membership document that had been circulated with the Agenda and which also gave details of other representatives who could be invited to attend future CP meetings, depending on priorities.</p> <p>Ms Abraham explained that Community Action Suffolk was supporting the CPs and Board and she explained her role would be to help identify appropriate voluntary sector representatives to attend the meetings and help progress things going forward.</p>



	<p>The Democratic Services Officer updated the CP since the publication of the Core Membership list, in that Campsea Ashe Parish Council would be removed as it came within the area of the Melton, Woodbridge and Deben Peninsula CP. John Jones would be representing Framlingham TC instead of Eileen Coe. Ufford PC would be represented by Kathryn Jones only. Wickham Market would be amended to read Parish Council and its representatives were David Chenery and Ivor French. Wickham Market Partnership would be removed from the list as no nomination from that organisation had been forthcoming.</p> <p>The Chairman advised that the pool of other representatives was considered to be 'work in progress' as it was likely to change as things advanced. The proposal to add Emma Ratzer from Access Community Trust on to the pool of other representatives was supported. Going forward, the CP could review its membership after the first year.</p> <p><b>ACTION: Sarah Carter – to update list</b></p>
7.	<p><b>Dates of next meeting(s)</b></p> <p>The CP was asked to note the following dates for future meetings which would commence at 6.00pm:</p> <p>Thursday, 22 October 2020 Thursday, 21 January 2021</p> <p><b>ACTION: all – diary note</b></p> <p>The Democratic Services Officer advised that, by fixing those dates, it would not preclude any extra meetings that might become necessary and which could be arranged if required.</p> <p>The Chairman thanked all for attending and participating in the meeting.</p>

The meeting concluded at 7.23pm.



## Report to the Framlingham, Wickham Market and villages Community Partnership

### 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



## Project list for consideration by CP Core Membership

In order to support the CP Priorities of:

- **Developing opportunities for young people (YP)**
- **Reduce social isolation and loneliness (SI)**
- **Alternative, active, and sustainable transport provision (T)**

The following suggestions have been received. (All information is subject to change and final confirmation).

- **Replacement Wheelchair Accessible Vehicle at Hour Community (SI/T) (£15,000)**
- **Extending provision at FAYAP to help divert antisocial behaviour in Framlingham (YP) (£5,000 but costings to be confirmed)**
- **Outreach work from FAYAP to help identify and mitigate antisocial behaviour in Framlingham (YP) (£3,500 but costings to be confirmed)**
- **Diversions and Outreach work provided by Access Community Trust for young people in Wickham Market (YP) (£2,800: information attached)**
- **Funding for YES (Youth Employment Service) promotion and use (YP) (costings to be confirmed)**
- **Floodlight provision at Pageant Field (YP) (£19,000 – price from previous bid)**
- **Travel for Young People Small Grant Fund (YP/T) (£1000)**
- **Student Life Work Programme (Framlingham College) + £500 per school consultation programme (YP) (£2500 + £1000)**
- **Community Taxi-Bus Service (SI/YP/T) (£3000)**
- **Talking Bench Framlingham (SI) (£1,000 - £2,000 but costings to be confirmed)**
- **Motitech Bike/Screen mobility bike for care home (SI) (costing not yet sought)**

Nicola Jenner  
Communities Officer  
October 2020

## **Community Partnerships Budget - Outcome Proposal Form**

### **1. Applicant details**

<b>Name of Community Partnership:</b>	
<b><u>Applicant Lead</u></b> <b>Name:</b> <b>Organisation:</b> <b>Contact email address:</b> <b>Phone number:</b>	

### **2. Priority**

<b>Priority(s) the project is to deliver against:</b>	
<b>How has the need for this project been identified? (200 words max):</b>	

### **3. Project description**

<b>Who will be delivering the project/activity:</b>	
<b>Project/activity proposal – what is being delivered to address the identified need (200 max words):</b>	
<b>Who will benefit from the project/activity? Please list the project beneficiaries and estimate numbers:</b>	
<b>What stakeholders will be involved (how: time/money/facilities etc):</b>	

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

<b>Please detail the key outcomes anticipated from the project/activity (measurable and time specific):</b>	<ul style="list-style-type: none"><li>•</li></ul>
---	---

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

<b>Total project/activity costs:</b>	£
<b>Total confirmed match-funding (if applicable):</b>	£
<b>Total amount of Community Partnership budget required:</b>	£
<b>What will happen after the Community Partnership funding is spent? Please detail project/activity sustainability and planned next steps:</b>	

**6. Community Partnership Chair Declaration**

<b>Community Partnership Chair Name(s):</b>	
<b>Signature(s):</b>	
<b>Date:</b>	

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



**Framlingham, Wickham Market and villages Community Partnership**

**Core Membership – with voting rights**

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

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

<b>Name</b>	<b>Representing (A-Z)</b>
Emma Ratzer	Access Community Trust
Sonia Lambert	ESC Economic Development Officer
Spadge Hopkins	FAYAP youth club
Victoria Perkins	Chairman, Framlingham Business
Nick 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:**

<b>Name</b>	<b>Representing (A-Z)</b>
Nicola Jenner	ESC Communities Team
Sarah Carter	ESC Democratic Services Team