



East Suffolk  
Community  
Partnerships

*Bringing ideas to life*

Aldeburgh  
Leiston  
Saxmundham  
& villages

## Aldeburgh, Leiston, Saxmundham and villages Community Partnership

**Chair:** Councillor Tony Cooper (East Suffolk Council)

**Vice-Chair:** Councillor T-J Haworth-Culf (East Suffolk Council)

**East Suffolk Councillors:**

Councillor Jocelyn Bond

Councillor Tony Cooper

Councillor John Fisher

Councillor T-J Haworth-Culf

**Suffolk County Councillor:**

Councillor Russ Rainger

**Partnership Organisations:**

Local Town and Parish Councils

Suffolk Constabulary

Ipswich and East Suffolk Clinical  
Commissioning Group

Community Action Suffolk

Leiston Together

Business Community

Youth Community

Environment

Members of the **Aldeburgh, Leiston, Saxmundham and surrounding villages  
Community Partnership** are invited to a Meeting to be held via Zoom on **Monday 11  
January 2021 at 3:30pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel  
at <https://youtu.be/sOg2ZNUIXKY>.

### Agenda

### Pages

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**1 Welcome and Apologies for Absence**

To receive apologies for absence, if any.

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- 2**      **Notes of the meetings of the Community Partnership held on 9 November 2020 and 1 December 2020**  
To receive and confirm as a correct record
- Aldeburgh, Leiston, Saxmundham and villages Community Partnership - Notes of the meeting held 9 November 2020**      **1 - 4**
- Aldeburgh, Leiston, Saxmundham and villages Community Partnership - Notes of the meeting held 1 December 2020**      **5 - 6**
- 3**      **Written update from the Community Partnership Board meeting of 7 December 2020**  
Cllr Tony Cooper to feedback as Chair on any impact on the Community Partnership and Luke Bennett, Partnerships Manager, to provide any additional detail
- Community Partnership Board 7 December 2020 - CP Report**      **7 - 8**
- 4**      **Announcement of the Community Partnership Grant Scheme's launch and key dates**  
To be awarded by a Panel to the Scheme's criteria
- Outline application by the Education, Opportunities and Aspirations Task and Finish Group: Rural East Suffolk locality NEET Project**
- Outline proposal by Education, Opportunities and Aspirations TFG: Rural East Suffolk locality NEET Project**      **9 - 10**
- 6**      **Community Partnership Grant Applications 2020/21**  
Verbal updates by Sharon Cuthbert on the Community Art Project and the Dementia Project
- 7**      **Forward Work Plan for the Community Partnership**
- Forward work programme**      **11 - 12**
- 8**      **Date of Next Meeting - To be Confirmed**  
Wednesday 17 March 2021 at 3.30pm (remotely)

## **Filming, Videoing, Photography and Audio Recording at Partnership Meetings**

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[democraticservices@eastsoffolk.gov.uk](mailto:democraticservices@eastsoffolk.gov.uk)



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## Notes of the remote Meeting held on Monday 9 November 2020 at 3.30pm

### Present:

ESC Councillors: Cllr T Cooper (Chairman), Cllr J Bond, Cllr J Fisher, Cllr T-J Haworth-Culf

SCC Councillor: Cllr R Rainger

Town and Parish Councils: Cllr J Cusack (Middleton PC), Cllr M Fellowes (Aldeburgh TC), Cllr J Findlay (Saxmundham TC), Cllr L Hill (Leiston TC), Cllr M Schedrin (Friston PC), Cllr H Ward (Theberton & Eastbridge PC), C Rinder (Deputy Town Clerk, Leiston TC)

Partnership Organisations: S Cuthbert (Leiston Good Neighbour Scheme), D Eastman (IP17 GNS), B Gaunt (Flagship Housing Association), S Mortimer (Community Action Suffolk), A Parke (Access CT),

Others present: L Bennett (ESC, Community Partnerships Manager), Z Botten (ESC, Communities Officer), J Thain (Leiston Change Manager), K Abbott (ESC, Clerk to the Community Partnership)

Item	
<b>1</b>	<b>Welcome and Apologies for Absence</b>
	Apologies for absence were received from Cllr Stephen Brett (Theberton & Eastbridge PC) who was represented by Cllr Hilary Ward.  The Chairman welcomed Cllr Julian Cusack (Middleton PC) and Becki Gaunt (Flagship Housing Association) to their first meeting of the Community Partnership.
<b>2</b>	<b>Election of a Vice Chairman</b>
	There being no nominations for the position of Vice Chairman received at the meeting on 29 September 2020 the Election had been deferred to this meeting. The Clerk, as requested, had emailed the role descriptions, clarity on who could be nominated and who could nominate etc., to the membership.  The Clerk sought nominations for the position of Vice Chairman in accordance with the Terms of Reference.



	<p>Cllr Haworth-Culf was nominated by Cllr Cooper, seconded by Cllr Rainger. There were no other nominations. Cllr Haworth-Culf was declared Vice Chairman. In accepting the position, Cllr Haworth Culf indicated that she would serve as Vice Chairman until the end of the current financial year.</p>
<b>3</b>	<b>Notes of the previous meeting of the Community Partnership</b>
	<p>The notes of the meeting held on 29 September 2020 were received and confirmed as a correct record.</p>
<b>4</b>	<b>Grants Proposal Scheme</b>
	<p>The guidance document and application forms had been sent to the Partnership on 5 October 2020; these were summarised by Zoe Botten.</p> <p>It was proposed that the Partnership's Scheme would be launched in early January 2021 and remain open for some 4-6 weeks for applications to be submitted. A Funding Panel would be established and meet later in February to determine which applications might be successful in receiving either total or partial funding allocations. Applications would be considered if they complied to the set criteria. The Scheme would also be 'advertised' on the East Suffolk Council website to encourage applications.</p> <p>Cllr Haworth-Culf asked if the proposed timeline allowed sufficient time to allocate the funds before the end of the financial year. Zoe Botten replied that if funds were committed before the end of the financial year the allocation could, if necessary, be a little delayed. However, she said she anticipated a quick turn-around.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. That, once open, the membership of the Partnership prompt local parishes to submit applications (<b>All</b>)</li> <li>2. The documents and proposed timelines were received and noted.</li> </ol>
<b>5</b>	<b>Parish Council representatives</b>
	<p>Cllr Bond welcomed the new representatives to the meeting and said that their involvement, contribution, and time were greatly valued.</p> <p>Cllr Cusack thanked Cllr Bond and the Partnership for the invitation to become a member. He requested that all new members receive documents to help bring them up to speed.</p> <p><b>ACTIONS:</b></p>



	<ol style="list-style-type: none"><li>1. That the <b>Clerk</b> would send the Partnership's terms of reference, objectives, the outcomes from the workshops, latest communications etc., to all new members. (These were emailed on 10 November 2020)</li><li>2. That <b>Di Eastman</b> would seek a representative from Benhall PC, if possible.</li><li>3. That, where possible, the membership encouraged currently unrepresented parishes to identify their Councillors to join and actively participate in the Partnership's objectives (<b>All</b>)</li></ol>
<b>7</b>	<b>Task and Finish Groups' applications</b>
	<p>The notes of the of the meeting of the Task and Finish Group on social isolation and loneliness held on 25 September 2020 together with an application for a grant of £12,000* for a Community Art Project had been published with the agenda. The application was summarised by Sharon Cuthbert on behalf of the Task and Finish Group.</p> <p><i>*The breakdown for this was provided within section 3 of the application.</i></p> <p>The Community Partnership discussed the application, and, in summary, the following points were made:</p> <ul style="list-style-type: none"><li>• That a title for the project be identified as soon as possible to aide promotion of the Project</li><li>• That the possible exhibition, after March 2021, be linked, if possible, to the 175th anniversary of the market hall in Saxmundham</li><li>• That the breadth of the project might be expanded to include other art forms, such as musical links, creative writing, photography, woodwork etc. It was noted that other groups already had poetry and photography projects so there needed to be coordination to avoid duplication.</li><li>• That all parishes and community groups within the Partnership's area be advised of the project and invited to be involved</li></ul> <p>Cllr Fellowes welcomed the proposal and praised it as an excellent example of engagement at a very difficult time. Cllr Fellowes asked about the governance that would be applied to this funding, if approved, by the Project. Sharon Cuthbert said that a small steering group would be established to oversee the project's delivery. In terms of the governance for the allocation of the grant, it was confirmed that all proposals, if approved by the Partnership, would be submitted to the Council's Funding Team which would ensure criteria had been met and undertake the "checks and balances" required for public money before forwarding the approved proposal to the responsible ESC Cabinet Member to endorse. This was all part of an auditable process.</p>



	<p>The application was formally proposed by Cllr Hill, seconded by Caroline Rinder and by unanimous consensus of those present, it was agreed that the project be awarded £9,000 and the remaining £3,000 in the next financial year, if required; this latter figure would be ring-fenced. An exhibition to be held in the 2021/22 financial year</p> <p><b>ACTION:</b> That Sharon Cuthbert provide additional detail to the January meeting of what the project would include and offer to participants (<b>Sharon Cuthbert</b>)</p> <p>Zoe Botten advised that the other Task &amp; Finish Group, led by Emma Ratzer, would meet in December, and would bring its proposals to the Partnership at its January meeting.</p>
<b>8</b>	<b>Any other business</b>
	<p><b>Dementia Project</b></p> <p>A project proposal had been raised at the September meeting by Joanne Thain and it had been agreed that a written application would be provided to this meeting. Unfortunately, this had not been published with the agenda and so it was not possible to discuss it at the meeting. However, there was a need to consider the proposal before the meeting in January and so the Chairman proposed that an extra meeting be arranged on Tuesday 1 December 2020 to receive the application for the dementia project only. This was agreed.</p> <p><b>Community Partnership Board</b></p> <p>Cllr Fellowes raised a concern that the Community Partnership Board (CPB) did not meet in public and its minutes were not in the public domain. The Clerk was asked to raise this with the Clerk to the CPB and to seek a response be sent to Cllr Fellowes (this was completed on 13 November by the CPBs Clerk).</p>
<b>9</b>	<b>Dates of the next meetings</b>
	<p>An extra meeting would be held on Tuesday 1 December 2020 at 4.30pm, as agreed at item 8 above.</p> <p>The next scheduled meeting would be held on Monday 11 January 2021 at 3.30pm</p>



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## Notes of the remote Meeting held on Tuesday 1 December 2020 at 4.30pm

### Present:

ESC Councillors: Cllr T Cooper (Chairman), Cllr J Bond, Cllr T-J Haworth-Culf

SCC Councillor: Cllr R Rainger

Town and Parish Councils: Cllr J Cusack (Middleton PC), Cllr M Fellowes (Aldeburgh TC), , Cllr L Hill (Leiston TC)

Partnership Organisations: D Eastman (IP17 GNS), S Watson (CYDs)

Others present: L Bennett (ESC, Community Partnerships Manager), Z Botten (ESC, Communities Officer), N Rickard (Head of Communities), J Thain (Leiston Change Manager), K Abbott (ESC, Clerk to the Community Partnership)

Item	
<b>1</b>	<b>Welcome</b>
	The Chairman welcomed all to the meeting.
<b>2</b>	<b>Apologies for Absence</b>
	Apologies for absence were received from Becki Gaunt (Flagship Housing Association), Cllr Roz Barnett (Saxmundham TC), Cllr John Fisher (ESC), Caroline Rinder, Deputy Clerk (Leiston TC)
<b>3</b>	<b>Community Partnership Grant Application – Dementia Project – Covid-19 Response and Recovery</b>
	Joanne Thain, supported by Zoe Botten, summarised the published application which sought £5400 grant funding to commence implementation of a Covid-19 response and recovery plan based on the priorities identified by the Community Partnership in relation to social isolation and the Suffolk Dementia Forum’s Covid 19 sub-group; these were summarised within the application at section 2. Joanne Thain added that it was proposed that the plan would be implemented in March 2021 and, in simple terms, would provide social connection for those with dementia and their carers and act as a single point of contact in the Partnership’s area. Zoe Botten stated that the impact of dementia linked to two of the Partnership’s identified priorities. Nicole Rickard also stated that those with dementia were a priority group,



	<p>but particularly during the pandemic when they were unable to understand the drastic change to their normal daily routine, and that the current crisis offered no respite for the carers of those with dementia.</p> <p>Cllr Haworth-Culf emphasised the importance of support and help those with dementia but equally those who care for them. She noted that, presently, the current project covered the Leiston area but would spread to Aldeburgh, Saxmundham and the surrounding villages as part of the application. Cllr Cusack said he supported the application but asked for an indication of what the grant, if agreed, would be spent upon and was it sufficient. Joanne Thain replied that it was sufficient until April 2021 as other sources of funding had been identified, including Leiston Town Council. She added that the sustainability of the proposed plan was being looked at to make it more permanent. It was noted that KPIs and deliverables for the project would be monitored.</p> <p>Cllr Bond asked if funding, similar to that provided by Leiston TC, would also be sought from Aldeburgh and Saxmundham TCs. Joanne Thain said this would be discussed with Sharon Cuthbert as would other additional sources of grant funding. In response to a query by Cllr Fellowes, Joanne Thain stated that Sharon Cuthbert would look for all opportunities to work with other organisations and providers to achieve synergy.</p> <p>The approval of the application was proposed by Cllr Hill, seconded by Cllr Haworth-Culf and agreed by unanimous consensus. The application would be submitted to the ESC Funding Team prior to submission for final endorsement by the Cabinet member.</p>
<b>4</b>	<b>Date of the next meeting</b>
	The next scheduled meeting would be held on Monday 11 January 2021 at 3.30pm

The meeting concluded at 4.50pm

## Key outcomes of the East Suffolk Community Partnership Board meeting held 7 December 2020.

### 1. Recap:

All eight Community Partnerships are represented on The Community Partnership Board by their respective Chairs.

The Board is currently focussed on these issues across East Suffolk:

- Transport
- Social Isolation and Loneliness
- Covid Impacts

The Community Partnership Board meeting agendas / papers / minutes can be viewed [HERE](#)

### 2. Progress on Transport Priority

A Transport Task Group had met on 26.10.20 to focus on i) Active and Sustainable Travel ii) Community Transport solutions ii) Rural Transport

The Task group recommend a twin track approach to the Transport Priority:

Short Term:

- Develop short-term 'quick win' deliverables.
- Identify, develop and seed/match fund pilots and trial projects to test 'proof of concept' and assess their viability to be scaled up across the area.

Medium – Long term:

- Study transport and travel issues & gaps in East Suffolk to provide rigorous data and intelligence on which to base future work.
- Work with strategic partners to redesign parts of the system, and collectively lobby to influence for change.

The Board agreed to this approach, and the Task Group has now taken the role of the Transport Programme Steering Group to help problem solve the transport priority. The three key elements for success are:

- i) The steering group – now scheduled to meet 27.01.21
- ii) A programme manager – who will start 01.02.21 (following an offer by EDF to provide a member of their staff to carry out the role for the Task Group)
- iii) A delivery budget – **the Board allocated £80k from its 2020/21 budget to fund this.**

The Travel and Transport improvement Programme proposal can be viewed [HERE](#)

The Board also agreed to support Suffolk County Council to trial an innovative new “Katch” EV Taxi bus service between Framlingham, Wickham Market and Campsea Ashe Station from January next Year. **The Board allocated 40k** from its budget towards this trial.

The Katch proposal can be viewed [HERE](#)

The full report from the Transport Task Group can be viewed [HERE](#)

### 3. Update on Social Isolation and Loneliness Priority

To date, a total of £135,000 had been allocated to projects aimed at tackling Social Isolation and Loneliness. In addition, £100,000 was allocated by the Board at its meeting in September for the Bounce Back Fund which, although it emanated from the Covid Impacts Task and Finish Group, has strong links to the Isolation and Loneliness theme in that it is intended to enable VCSE groups, including youth groups and community buildings, to recommence their activities safely and securely.

The Board received a brief update on the four projects funded by them to support the reduction of Isolation and Loneliness in East Suffolk:

- Hidden Needs Grant Programme
- Small Grants (Covid Community Fund),
- Grandpads
- and the VCSE Bounce Back Fund.

The full report, with details of projects that have received grant funding to end November 2020 can be viewed [HERE](#)

### 4. Covid Impacts Task and Finish Group Report

The Covid impacts Task and Finish Group had met again on 13th October 2020 to focus specifically on 'Vulnerable People and Places'. Having received a report from that group highlighting a range of potential needs and existing solutions, the Board agreed to:

- endorse the package of projects identified by the Covid Impacts Task and Finish Group to respond to the issue of 'Vulnerable People and Places'.
- mandate the Task and Finish Group and partner organisations to develop these projects and report back to the March Board meeting
- **allocate up to £20,000 towards the EAST (Everyone Active, Supported, Together) Box project** aimed at older people who live alone (or care for someone in the household) and who are vulnerable due to social isolation and/or loneliness.

The full report from the Covid impacts Task Group can be viewed [HERE](#)

The proposal for the EAST (Everyone Active, Supported Together) Boxes can be viewed [HERE](#)

Luke Bennett, Partnerships Manager. 17.12.2020

## Education, Opportunities and Aspirations Task and Finish Group proposal

### Rural East Suffolk locality NEET project.

Access Community Trust is based in Saxmundham and delivers youth services in rural east Suffolk, particularly in the Leiston, Saxmundham and Woodbridge areas. We deliver the Emotional Wellbeing project in local schools as part of Vision and Voice which is a social prescribing based approach to support student's wellbeing both in school and within their communities. We have provided youth clubs and accommodation services within the area and currently deliver the Skills Connect youth employability programme and partner with local employers such as EDF to help young people to gain necessary skills and experience for the workplace and we also deliver our Pink Orange meal kit service for low-income families in the region.

From both a raft of reports nationally and our own experience of continuing to engage with young people throughout this difficult year we have witnessed those young people from the most disadvantaged backgrounds suffering a disproportionate amount of disruption both with their academic and social development. Whilst we have been able to maintain contact and support with some through adapting delivery and particularly the use of digital support we are concerned that post-Covid-19 the dislocation suffered by a substantial number of young people and their families will have long-term negative repercussions for both individuals and their communities.

As we are able to identify many individuals in this situation and have formed relationships with them we would like to be able to offer outdoor education opportunities for young people to take part in to sustain their engagement, equip them with both soft and practical skills and support them to be able to move forwards to take advantage of the employability programmes and opportunities that Access and other agencies offer.

We are particularly focusing on those with poor records of school engagement and attainment who have not engaged with further education and training and those who have fallen out of further education of whom we have seen an increase as the lack of one-to-one and more personal support has made it easier for those with less support and resilience to disengage and disappear from positive aspirational activities.

We will base our activities at Sax'cess House in Saxmundham, but will also utilise both beaches and countryside for activities and are able to provide transport for participants as this is also a major issue for young people in rural communities. We are well versed in working within the Covid-19 guidelines whenever necessary as we currently deliver some of our proposed activities at a Pupil Referral Unit in Lowestoft. The sessions are typically 2-2.5 hours long for up to 6 participants and will include activities in 2 broad spheres. Firstly, soft skills which will work on communication, co-operation, teamwork, mutual respect for others and the environment and other confidence based pursuits and secondly practical skills which will also boost confidence and esteem but can also equip young people with transferable skills for independent living, employment, or indeed self-employment.

Some survival based activities such as camp building, navigation and tracking are excellent to help young people develop empathy and soft skills and also help to build rapport and relationships with peers, staff and volunteers.

Our practical skills sessions will cover fire lighting, shelter building (with natural & manmade materials), safe use of tools (blood bubble, PPE, safe techniques, removing misconceptions, forest knife, Axe, Bill hook, Bow saw, draw knife etc.), the use of a Shave Horse, outdoor cooking & nutrition

and forest First Aid. All these activities have the additional benefit of giving each participant a sound knowledge of basic Health & Safety.

Outcomes will support young people to be more confident, aspirational, nearer to employment and social inclusion.

We would like to affect greater integration into the local community and encourage more intergenerational contact. We will encourage community/Access volunteers to involve themselves in community projects within their locality with support from our volunteers. We will also encourage young people to volunteer with Access or other voluntary organisations.

The use of tools and materials will teach young people how to make a variety of creative products such as plant hangers, bird boxes, toys and walking sticks which could either be developed into a social enterprise that we could operate in co-production with young people based at Sax'cess House. Alternatively, products could support community cohesion by gifting them to elderly resident's community residents or adding them to Pink Orange parcels for disadvantaged families.

The most important long-term outcome would involve young people embarking on their own employability journey after participating in the project. This can be monitored by signing up to Skills Connect, signposting to volunteering and work experience opportunities take-up or participation in on-line work-focused training.

The funding this project would require is £7,500 over 12 months, covering staff salary, transport cost and equipment.



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## FORWARD WORK PROGRAMME

### Monday 11 January 2021 at 3.30pm

**Deadline for papers to be submitted: Friday 18 December 2020**

- **Announcement of the Community Partnership Grant Scheme's launch and key dates.** (To be awarded by a Panel to the Scheme's criteria) – Zoe Botten
- **Community Partnership Grant Application 2020/21 – Community Art Project –** Verbal update by Sharon Cuthbert
- **Community Partnership Grant Application 2020/21 – Dementia Project –** Verbal update by Sharon Cuthbert
- **Outline funding application from the Education, Opportunities and Aspirations Task & Finish Group –** Emma Ratzer
- **Written update from the Community Partnership Board meeting of 7 December 2020 –** Cllr Tony Cooper to feedback as Chair on any impact on the Community Partnership/ Luke Bennett to provide any additional detail

### PROVISIONAL DATE Wednesday 17 March 2021 at 3.30pm

**Deadline for papers to be submitted: Thursday 4 March 2021**

- **Written update from the Community Partnership Board meeting of 1 March 2021 –** Cllr Tony Cooper to feedback as Chair on any impact on the Community Partnership/ Luke Bennett to provide any additional detail
- **TO BE CONFIRMED – Funded Project for endorsement by the Community Partnership's membership: Thriving Communities Fund: seeking match funding for application (Rachel Nightingale/Joanne Thain)**
- **Verbal update on the Community Partnership Grant Scheme –** Zoe Botten

### Future items - Date to be confirmed

New funding opportunities (as mentioned by Nicole Rickard at meeting on 1 December 2020)

Response from Town and Parishes small claims

Snape Welcome pack

Encourage and enable everyone to be more physically active and healthy

Community groups IP15, IP16 & IP17

Good Neighbour Schemes IP15, IP16 & IP17

Churches Together IP15, IP16 & IP17

Rose & Sweet William Club IP16

AGNES, Aldeburgh good neighbour scheme

Parish Nursing IP15

Update from each CPB (Cllr Cooper/Luke Bennett)