



East Suffolk
Community
Partnerships
Bringing ideas to life

Beccles
Bungay,
Halesworth
& villages

Beccles, Bungay, Halesworth and villages Community Partnership

Chair: Councillor Judy Cloke (East Suffolk Council)

Vice-Chair: Councillor Caroline Topping (East Suffolk Council)

East Suffolk Councillors:

Councillor Elfrede Brambley-Crawshaw

Councillor Alison Cackett

Councillor Judy Cloke

Councillor Tony Goldson

Councillor Sarah Plummer

Councillor David Ritchie

Councillor Caroline Topping

Suffolk County Councillor:

Councillor Peggy McGregor

Partnership Organisations:

Local Town and Parish Councils

Suffolk Constabulary

Great Yarmouth and Waveney Clinical
Commissioning Group

Community Action Suffolk

Business Community

Youth Community

Environment

Members of the **Beccles, Bungay, Halesworth and villages Community Partnership** are invited to a meeting to be held at the Bungay Honey Pot Community Centre, Old Grammar Lane, Bungay, NR35 1PU on **Monday, 20 September 2021 at 6:00pm**

Agenda

Pages

1 Welcome and Apologies for Absence

2 Notes of the previous meeting

To agree the action notes of the meeting held on 14 June 2021

1 - 5

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| 3 | Community Partnership Board Update
To receive an update from the Community Partnership Board's meeting held on 6 September 2021 | 6 - 7 |
| 4 | Small Grants Scheme
To receive an update from the Communities Officer | 8 - 8 |
| 5 | Review of Priorities
a) Results of Priorities Survey

b) Rural Proofing Workshop

c) Project Ideas - Half term activities, Sports provision for the over 65s, Wild Wellbeing, Community Larder – Halesworth, Beccles Community Hub/Volunteer Centre, Best Parish Newsletter | |
| 6 | Connected Communities Suffolk
To receive an update from the Communities Officer | |
| 7 | Any Other Business | |
| 8 | Date of Next Meeting
Monday 10 January 2022, 6pm, venue to be confirmed | |

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Beccles, Bungay, Halesworth and villages Community Partnership

Action Notes of the Meeting held remotely via Zoom on Monday, 14 June 2021 at 6.00pm

Core Membership:

ESC Councillors – Cllr J Cloke (Chairman), Cllr E Brambley-Crawshaw, Cllr A Cackett, Cllr T Goldson, Cllr S Plummer, Cllr C Topping.

SCC Councillors

Town and Parish Councils – Cllr S Collins (Bungay Town Council), Cllr A Dunning (Halesworth Town Council), Cllr R Lewis (Halesworth Town Council), Cllr B Matthews (Wissett Parish Council), Cllr B Prior (Bungay Town Council), Cllr C Punt (Westhall Parish Council), Cllr W Summerfield (Worlingham Parish Council).

Partnership Organisations – F Bedding (Community Action Suffolk), Sarah Mortimer (Community Action Suffolk)

Others present – S Carter (Democratic Services Officer), S Kenward (Communities Officer), N Rickard (Head of Communities).

Item	Discussion
1.	<p>Welcome and Apologies</p> <p>The Chairman of the CP, Councillor Judy Cloke, welcomed everyone to the meeting and set out a few housekeeping points to assist with the smooth running of the meeting. The Chairman reminded those present that the meeting was being broadcast live on the Council's YouTube channel.</p> <p>Apologies were received from ESC Councillor David Ritchie, Emma Healey (Halesworth Volunteer Centre), Phil Love (Access Community Trust), Les LeLean (Spexhall Parish Council).</p> <p>Rosemary Lewis from Halesworth Town Council attended the meeting as a substitute for David Thomas who was no longer a Town Councillor.</p>
2.	<p>Notes</p> <p>The Notes of the meeting held on 22 March 2021 were agreed as a correct record.</p>

3.	<p>Rural Proofing</p> <p>The Community Partnership received a presentation from Sarah Mortimer from Community Action Suffolk (CAS), on a rural proofing approach for East Suffolk Community Partnerships.</p> <p>The presentation covered the following key points:</p> <ul style="list-style-type: none"> • The initial meetings between CAS and the Community Partnership Chairs, to discuss rural proofing. • The rural proofing toolkit developed with the information gathered at those meetings. • How the toolkit could be applied to the work of the Community Partnerships. • The support in place from Sarah Mortimer until the end of March 2022, including tailored support for each of the eight East Suffolk Community Partnerships. • The what, why and how of rural proofing <ul style="list-style-type: none"> ▪ The definition of a rural area ▪ Provision of impactful projects ▪ The reference to rural proofing in the updated Terms of Reference. • Rural proofing projects and services, including examples of questions for each stage of a project. <p>Rural proofing was discussed by the CP and covered the following:</p> <ul style="list-style-type: none"> - Cover for rural areas compared to the towns - Inclusion of smaller parishes - Mental Health Friendly Towns and sharing of good practise - Access to services such as dentists and doctors - Areas affected by rural exclusion with no village shops - Availability/lack of public transport to travel to hospital(s) and the bookable service provided by Beccles and Bungay Community Transport <p>The Communities Officer informed the CP of some interesting population statistics such as 63.6% of people lived in the market towns. This compared to the total area of which 12% was from the market towns. It was noted that the data was based on the 2011 census so while the general picture was likely to be the same, the figures were now likely to be different.</p> <p>The Communities Officer confirmed that work would be undertaken on priorities over the summer period and he would be organising a workshop in July for the CP members to attend.</p> <p>ACTION: Sam Kenward</p>
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	<p>The Chairman thanked Sarah for an informative presentation and invited her to stay for the remainder of the meeting if she so wished. The full presentation would be published on the Council's website with the Agenda papers.</p>
4.	<p>Feedback from the Community Partnership Board on 7 June 2021</p> <p>The CP received a report which provided details of the progress and outcomes of the CP Board meeting held on 7 June 2021.</p> <p>The Chairman was happy to take the report as read unless members of the CP had specific questions.</p> <p>The Head of Communities advised that it had been a very positive meeting and drew particular attention to the Task & Finish Group who had been asked to look at factors identified in the table in the report. In addition, there would be a focus on transport at CP Board level and each CP could feed its views into that piece of work.</p>
5.	<p>Small Grants Scheme</p> <p>The Communities Officer gave a verbal update with regard to the second round of funding which had run from mid May to 4 June 2021. A virtual drop-in session had been held with six organisations attending.</p> <p>Overall, there had been a good response to the scheme with 19 applications having been received. There was a good mix, both geographically and themes, which included youth, community radio and several new projects. The Grants Panel would be meeting at the end of June to appraise and consider the applications.</p> <p>The Communities Officer reminded the CP Members that they had allocated £10,000 in the current financial year and, with the carry forward of £3,726 from the previous year, the CP was in a good position to fund most of the grants that had been applied for, subject to the applications meeting the relevant criteria. With the 19 applications, there would be a shortfall as a total of £17,492.60 had been applied for, leaving a shortfall of £3,766.60. Approval was being sought now for that amount to be allocated to top up the small grants pot if all applications were approved, rather than waiting until the next CP meeting at the end of September as any successful organisations might welcome the funding through the summer period.</p> <p>The CP discussed the options and whether any additional funding for small grants might leave it short of funding for other schemes and on a vote, it was agreed in principle for the additional money to be allocated. The Head of Communities advised that it would be unlikely for the full allocation to be spent and it would be</p>

	<p>disappointing if the applicants had to wait for funding for their projects until September.</p> <p>ACTION: Sam Kenward</p>
6.	<p>CP's Priorities</p> <p>As it was the first CP meeting in the municipal year, the Communities Officer asked the CP to consider its priorities and decide on keeping its current priorities:</p> <ul style="list-style-type: none"> - Transport. - Reducing Social Isolation. - Healthy lifestyle. <p>The Communities Officer proposed either a brainstorming session or a survey monkey to seek everyone's thoughts as this would allow better conversations in September at the CP's next meeting.</p> <p>Following discussion, it was agreed to extend the survey to voluntary organisations. The CP noted that many people working in the voluntary sector and with charities were voluntary part-timers and not paid employees, so it might be difficult to get such groups to become more involved. It was noted that CAS and Emma Ratzner would provide additional contact details.</p> <p>ACTION: Sam Kenward</p>
7.	<p>Terms of Reference</p> <p>Following a review after the first year's operation, the Terms of Reference, as circulated with the Agenda, had been updated to take account of comments that had been received and also recommendations made by CAS as part of the rural proofing toolkit. It should be noted that all Parish Councils could be invited to attend and that the quoracy had been changed to six.</p> <p>The CP noted its updated Terms of Reference.</p>
8.	<p>Core Membership</p> <p>The Chairman explained that, with the widening of the Terms of Reference to include more parishes, it was proposed that representatives from Spexhall and Westhall become core member of the CP. Further proposals included:</p> <p><u>Pool of other representatives</u> Add Martha Coleman, , the Bungay Community Support (BCS) Project Co Ordinator</p>

	<p>The new County Councillor for Beccles Peggy McGregor to remain in this group.</p> <p><u>Core Members</u> Kathryn Ellis CCG to be removed as she had changed job roles. David Thomas had resigned from Halesworth TC and was to be replaced.</p> <p>It was agreed that Core Membership could be reviewed again in the future.</p> <p>ACTION: Sarah Carter</p>
9.	<p>Appointment of Vice Chairman</p> <p>On a nomination that was duly seconded, the CP agreed that Councillor Caroline Topping to be appointed Vice-Chairman for the 2021/22 municipal year.</p>
10.	<p>Date of Next Meeting</p> <p>It was noted that the next meeting would be held on Monday, 20 September 2021 at 6pm.</p> <p>The Chairman proposed that the next meeting of the CP be held in person in Holton or Bungay. With the new Community Centre in Bungay being available in September, this was agreed.</p> <p>ACTION: Sarah Carter</p>
11.	<p>Any Other Business</p> <p>The Head of Communities advised that as a result of recent work and an analysis of issues, concerns had been raised over domestic abuse and mental health in the community. She referred to three different courses over the next few months covering:</p> <ul style="list-style-type: none"> Domestic Abuse Community Advocates Training Programme Introduction to Mental health first aid Training Calls to Extremely Vulnerable and Suicide Awareness <p>Full details would be circulated to all CPs via Democratic Services and everyone was being asked to share the information with their communities. Comment was made that it would be useful to have a hyperlink to a poster for posting on social media.</p> <p>ACTION: Nicole Rickard</p>

The meeting concluded at 7.22pm.

Key outcomes of the East Suffolk Community Partnership Board meeting held 6 September 2021

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](#)

1. Report from Transport Task and Finish Group

The Board received a report ([HERE](#)) and presentation on behalf of the Task and Finish Group, including input from Transport East about alignment with regional and national ambitions, and considered a revised outcome proposal ([HERE](#)) for total funding of £180,000. £80,000 was agreed in 2020/21 and therefore the request was for an additional £100,000 from 2021/22 to be allocated across five projects:

£50k for the expansion of the BACT service into the Lowestoft and Northern Parishes CP area

£50k for a further Demand Responsive Transport pilot

£10k towards marketing of the KATCH service, with a view to accessing more villages on its route

£20k for active travel pilots to complement the DRT schemes

Up to £50k for the development of a mobile app to support the DRT and active travel pilots and enable a further expansion of DRT solutions into new areas of East Suffolk.

During the meeting it was also announced that a new Katch DRT service would be launched around the Snape/Tunstall area in the next few weeks.

The Task and Finish Group reiterated their offer to meet with Community Partnerships to discuss specific transport needs in their area – please contact Jack Raven at jack.raven@sizewellc.com.

2. Focus on Community Partnerships

An updated Progress Report, which can be found [HERE](#), summarising activity in each of the eight Community Partnership areas was received by the Board. The Board then received a short presentation from the Chair and Communities Officer from two of the eight Community Partnerships – Beccles, Bungay, Halesworth and villages and Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership. These presentations highlighted achievements to date and examples of innovation.

3. Covid Impacts Task and Finish Group / Hoarding Outcome Proposals

The Board considered a report ([HERE](#)) produced by ESC on behalf of the Task and Finish Group which reminded the Board of the funding allocated to date in response to the Covid-19 pandemic - a total of over £300k over three financial years. The report then focussed on the priorities identified by seven strategic partners at the June Board meeting. In total the list includes nine areas of focus, including the existing Board priorities of Social Isolation and Loneliness and Mental Health and Wellbeing. Since the meeting, partners have undertaken a piece of work to identify activity against each of the nine priorities and what else could be done under the auspices of the Board. It is proposed that the Task and Finish Group should meet a final time to consider any projects that could be developed into outcome proposals to be considered at the December Board meeting.

The Board also considered an outcome proposal (which can be found [HERE](#)) around Self Neglect and Hoarding developed by the ESC Private Sector Housing Team in conjunction with Access Community Trust. The need for this project had been identified during the pandemic and the first quarter has been funded through the Councils funding to support Clinically Extremely Vulnerable people, match funding of £30,000 is available from MHCLG. The request for £22,500 of funding was agreed by the Board.

4. Focus on BT

The Board received a presentation from Lisa Perkins, Vice Chair of the Board, about the work of BT, with a particular focus on their focus on innovation and work in the community. This focussed on four key areas of activity:

- Education and Skills, including a STEM focussed education programme
- DigiTech Centre at Adastral Park linked to the University and including support for SMEs with things like marketing and promotion
- Health and Wellbeing, including the provision of PPE and loan of people and kit during the pandemic, and current trials of digital and robot solutions health and care providers
- Transport optimisation engine to match schoolchildren with transport, and EV fleet management

This is the first in a series of presentations from Board partners at each quarterly meeting.

5. 2021/22 Community Partnership Forum

An update was provided on proposals for the 2021/22 Community Partnership Forum. The report includes a reminder about the 2020 Forum which was a week-long event held virtually which included 10 separate sessions. The proposal in December 2020 was to hold a hybrid event in 2021, culminating in a face-to-face event for up to 200 people at Trinity Park on November 5th. Given the ongoing concerns about the spread of the virus (particularly the Delta variant) across the country, it was agreed that the full Forum event would be pushed back to March 25th, 2022, and to use the 5th of November slot for a face to face Community Partnership Board workshop at Trinity Park for up to 45 people which will enable us to socially distance. The focus would be on visioning for 2022, receiving a report on the LGA Peer Challenge to be held in October and any data that is available at that point.

6. Any other Business

The Chair reminded the Board that the LGA 'deep dive' Peer Review of Community Partnerships is taking place between 12-14 September 2021 and thanked those who were involved in interviews and focus groups for their participation.

There was also a discussion about potentially moving the meetings to Teams which will be explored further as there are pros and cons to both Zoom and Teams.

Nicole Rickard, Head of Communities, 07/09/21

Small grants – update

- We received a very good take-up local organisations – 19 applications received
- We also had a good attendance and good feedback about our first funding advice drop-in (May 2021) – 6 organisations attended (some very new and some longstanding)
- The CP funding panel met in late June and decided to award funding to the following organisations:

Project	Amount awarded
The Rotary Club of Beccles – a replacement bench in the town	£436.00
Asperger East Anglia – an awning outside to extend their workshop working area	£1000.00
INK – setting up a pilot ‘INK Creatives’ Forum’	£1000.00
Earthwake CIC – an environmental youth club in Bungay	£1000.00
Beccles Parish – a new Youth Hub to start	£948.28
BEBA (Bungay Events and Business Association) - pilot village bus service	£1000.00
Swell Music CIC – fortnightly singing sessions for people who are affected by dementia	£997.80
Bungay Community Support – creative project for local residents	£ 999.12
Halesworth Volunteer Centre – providing activities to help people build friendships and share and learn skills	£999.00
Chediston & Linstead Group Parish Council – to restore the Chediston Community Field so it can be used again by the wider local community	£500.00
Girlguiding Bungay District – Activity day for members	£1,000.00
Shadingfield/Sot/Wil & Ellough Joint PC – replacement of play equipment	£1,000.00
Allocated in Round 1: £10,880.20	

- Note: Chediston & Linstead are outside of the Community Partnership area and there was some discussion about whether to support a project outside the CP area. It was agreed that with the villages being on the border with our area, some of our residents will benefit and therefore the contribution would be capped to half of the amount they asked for.
- Cheque presentations are currently being done by the Partnership Chair and Vice Chair – the Communities officer is arranging these presentations and writing press releases for these presentations so we can generate publicity