



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 in the Deben Conference Room, East Suffolk House, Riduna Park, Station Road, Melton, Woodbridge, Suffolk, IP12 1RT,  
on **Thursday, 27 February 2020 at 6.00pm**

### Agenda

### Pages

1	Apologies for Absence	
2	Welcome from the Chairman and Introductions	1 - 4
3	Approval of the Terms of Reference	5 - 7

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<b>4</b>	<b>Approval of the Ground Rules</b>	<b>8 - 8</b>
<b>5</b>	<b>Discussion of the 3 Community Partnership Objectives</b>	<b>9 - 9</b>
<b>6</b>	<b>Review of the Membership of the Community Partnership</b>	
<b>7</b>	<b>Funding for 2019/20 and 2020/21</b>	
<b>8</b>	<b>Task/Finish Groups</b>	
<b>9</b>	<b>Date of Next Meeting - To be Confirmed</b>	

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## East Suffolk Community Partnerships Overview - January 2020

### What are Community Partnerships?

Community Partnerships are an innovative new way for the Council, partners and communities to work together to 'bring ideas to life' by taking a solution-focussed approach to local priorities

### Why?

During the consultation on forming the new East Suffolk Council (ESC), concerns were expressed about the 55 Councillors covering larger geographical areas, more Town and Parish Councils and more people, and becoming disconnected from local people.

### How Many?

Eight Community Partnerships (CPs), based on natural groupings of communities, using the new ESC ward boundaries as the 'building blocks'.

### Who?

- Each ESC Councillor will sit on their CP – between 4 and 14 ESC Councillors per CP area
- Each SCC Councillor will attend the CP that best fits with their SCC Division
- All the Town Councils within the CP boundary plus one Parish Council/Meeting per ESC Ward
- Suffolk Police and the relevant CCG – either Norfolk and Waveney or Ipswich & East Suffolk
- 2 x voluntary organisations and/or community groups (through Community Action Suffolk)
- Youth and Business representatives
- Lowestoft Rising, Leiston Together or Felixstowe Forward (where relevant)

### How?

- Informal bodies with a solution-focussed workshop style, rather than a formal board or committee
- Focussed on priorities identified at an annual workshop and based on data (facts and figures) and local insight
- Simple Terms of Reference
- All eight CP Chairs will sit on the Community Partnership Board, alongside key partners including the CCGs and Police, ESC, SCC, SALC, CAS and the Greenprint Forum
- CPs will evolve organically in each area to reflect local distinctiveness
- Annual Forum bringing representatives from all 8 CPs together

## Community Partnership Workshops

Between 27<sup>th</sup> October and 27<sup>th</sup> November 2019, the eight East Suffolk Community Partnerships were launched with a programme of workshops based around a tailored data pack, one in each of the Community Partnership areas. Attendance ranged from 30 to 80 participants per workshop and three priorities were agreed by those present at each workshop (derived both from the data presented on the evening and from intelligence about local needs):

### Community Partnership Priorities



<b>Lowestoft and northern parishes</b>	<b>Kesgrave, Martlesham and villages</b>	<b>Melton, Woodbridge and Deben Peninsula</b>	<b>Carlton Colville, Kessingland, Southwold and villages</b>
1. Improve mental health and wellbeing (45)	1. Reduce social isolation & loneliness (27)	1. Active and sustainable transport provision (39)	1. Active and sustainable transport provision, particularly rural (27)
2.= Tackle childhood obesity (31)	2. Environmental care and sustainable transport (23)	2. Village Hub – bringing services to people (28)	2. Reduce social isolation and loneliness
2.= Reduce social isolation – all ages (31)	3. Support people to age well/Traffic and road safety (17)	3. Youth Engagement, opportunities and services (21)	3. Facilities, activities and employment for young people (20)
<b>Felixstowe Peninsular</b>	<b>Beccles, Bungay, Halesworth and villages</b>	<b>Framlingham, Wickham Market and villages</b>	<b>Aldeburgh, Leiston, Saxmundham and villages</b>
1. Community spaces and physical enhancements (35)	1. Active and sustainable transport solutions / community transport (47)	1. Developing opportunities for young people (24)	1. Transport and access to services (30)
2. Social isolation and loneliness (33)	2. Reduce social isolation and loneliness (42)	2.= Reduce social isolation and loneliness (22)	2. Economic Regeneration / High Streets (28)
3. Education – aspirations, ambition and standards (24)	3. Improve wellbeing and enable people to live healthy lives (34)	2.= Alternative, active and sustainable transport provision (22)	3. Housing that meets local needs (18)

The individual voting sheet for your Community Partnership is Item 4 on the agenda.

## East Suffolk Priorities

A workshop on Community Partnerships was held at the East Suffolk Partnership Forum on 15<sup>th</sup> November 2019. This focussed on an East Suffolk data pack. It was attended by more than 50 conference delegates, who identified the following as their priorities:

- 1) Social Isolation – 5 Tables
- 2) Obesity and Healthy Weight – 3 Tables
- 3) Mental Health and Wellbeing – 3 tables
- 4) Crime – 2 Tables

Looking across all eight workshops and aggregating the total votes for each priority issue, the top priorities for the District are as follows:

	<b>Priority</b>	<b>Number of Votes (across all eight CPs)</b>
1	Reduce social isolation and loneliness	201
2	Active and sustainable transport links	190
3	Improve mental health and wellbeing	150
4	Community 'hubs', buildings and spaces	121
5	Opportunities, activities and facilities for young people	118

The top two of these - Social Isolation and Loneliness / Active and Sustainable Transport Links - were in the top three priorities for six of the eight East Suffolk Community Partnerships. It is therefore proposed that these should be the focus of the East Suffolk Community Partnership Board (see below).

## Community Partnership Meetings – Round One

The first round of meetings will take place between 27<sup>th</sup> January 2020 and 27<sup>th</sup> February 2020:

Community Partnership	Date	Time	Venue
Aldeburgh, Leiston, Saxmundham and villages	27 <sup>th</sup> January 2020	6.00pm	Community Centre, King George's Avenue, Leiston
Lowestoft and northern parishes	29 <sup>th</sup> January 2020	6.00pm	Conference Room, Riverside
Beccles, Bungay, Halesworth and villages	3 <sup>rd</sup> February 2020	6.00pm	Bungay Community Centre
Framlingham, Wickham Market and villages	6 <sup>th</sup> February 2020	6.00pm	Wickham Market Village Hall
Carlton Colville, Kessingland, Southwold and villages	19 <sup>th</sup> February 2020	10.00am	Carlton Colville Methodist Church
Kesgrave, Martlesham and villages	20 <sup>th</sup> February 2020	6.30pm	Martlesham Community Hall
Felixstowe Peninsular	24 <sup>th</sup> February 2020	2.00pm	Felixstowe Town Hall
Melton, Woodbridge and Deben Peninsular	27 <sup>th</sup> February 2020	6.00pm	Deben Conference Room, East Suffolk House

## Terms of Reference

Terms of Reference for the Community Partnerships have been drafted and are Item 3 on the agenda.

## East Suffolk Community Partnership Board

The first meeting of the Board will be held on 16<sup>th</sup> March 2020. The Board will bring together the eight Community Partnership Chairs with a range of strategic partners – Suffolk County Council, Police, CCGs, SALC, as well as East Suffolk Council. It will be Chaired by the Leader of the Council.

As outlined above, the Board will receive reports on progress from the eight Chairs and focus on two cross cutting issues – Social Isolation & Loneliness and Active & Sustainable Transport Links.

## Resources

Each Community Partnership has a budget of £10,000 for the 2019/20 financial year – this needs to be allocated by the end of March (not spent) - and then £25,000 per year for the next three years.

The budget for the Community Partnership Board is £150,000 for the 2019/20 financial year and then £300,000 per year for the next three years. Again, this year's allocation needs to be allocated by March 31<sup>st</sup>.

At the final East Suffolk Partnership Board in December 2019, some of the remaining budget was allocated to support two successful existing ESP projects which will continue under the Community Partnerships:

- Business and Project Planning support – groups can access 90% of the costs of a programme of support through Community Action Suffolk to develop a bespoke Business Plan for their organisation or a Project Plan for a particular project/initiative. 12 projects have benefitted from between 1 and 13 days support.
- Hidden Needs Funding – grants are available for projects in hidden need 'hot-spot' areas which focus on social isolation in older people or in families with limited access to resources. Eight projects have received funding to date for projects as diverse as dementia friendly cinema screenings, Men's Sheds, Age UK Chinwags groups and Compassionate Companions.

CPs will be supported by a range of ESC staff, including from the Democratic Services, Communities, Communications, Economic Development and Funding Teams.

**For more information about Community Partnerships, please visit  
<http://www.eastsuffolk.gov.uk/community/community-partnerships/>**

## East Suffolk Community Partnerships - Terms of Reference

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

### 1. Form and Membership

1.1 There will be eight Community Partnerships (CPs), covering the whole of the ES Council area, based on groupings of communities, and using the ES ward boundaries as the building blocks. A plan showing the area of each CP is attached to these terms of reference. The CPs will report to the CP Board and the ES Cabinet.

1.2 The core membership of each CP (although this may vary by CP area) is:

- The ES Councillors for the CP area (between 4 and 14 Councillors)
- The Suffolk County Council (SCC) Councillor(s) for the CP area (to sit on whichever/however many CPs best fit their SCC Division)
- 2 representatives (the Clerk and one Councillor) from each Town Council in the CP area
- A representative from one Parish Council/Meeting for each of the individual ES wards within the CP area
- A representative from Suffolk Police
- A representative from Great Yarmouth and Waveney CCG or Ipswich and East Suffolk CCG (whichever serves the CP)
- At least two representatives from the Voluntary, Community and Social Enterprise sector (VCSE) nominated and supported by Community Action Suffolk
- At least one representative from the business community
- At least one representative from the youth community
- A representative from Lowestoft Rising, Leiston Together or Felixstowe Forward, in the CPs covering Lowestoft or Leiston or Felixstowe.

1.3 Core members of the CP will be expected to;

- live, work or trade in the CP area,
- have sufficient authority to speak for their organisation/partnership and
- report back to their organisation/partnership on the activities of the CP.

1.4 The quorum for any meeting of the CP will be one third of the members of the CP. The membership of the CP will be reviewed at the first meeting of each CP and annually, thereafter. If there is not a quorum present at each meeting of the CP, it will not be able to make any decisions at that meeting.

### 2. CP Principles

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



### **3. Role of the CPs**

#### **3.1 CPs will:**

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

### **4. Chair and Vice Chair of CPs**

#### **4.1 Each CP will be chaired by an ES Councillor for the CP area. This Councillor will (a detailed Job Description is available);**

- fulfil this role for a minimum of 12 months commencing at the first meeting of the CP
- sit on the East Suffolk CP Board
- provide a strong sense of purpose and direction to the CP
- drive the CP's annual work programme
- work alongside a range of Officers including the Communities Officer, Support Officer, Head of Communities and the Partnerships Manager.

#### **4.2 The Vice Chair will be elected annually by the members of the CP and will deputise for the Chair in their absence.**

### **5. Meetings of the CPs**

#### **5.1 CP Meetings will be by invitation but held in public and their style will be inclusive and interactive. They will be organised to problem solve (for example workshop style) rather than as formal meetings. They will be held at least three times a year, but additional meetings may be called by the Chair as necessary, on at least five clear working days written notice.**

#### **5.2 The dates of each CP Meeting will be agreed in advance by the CP and they will be held at a suitable venue within the CP area.**

#### **5.3 Any member of the CP may request that an item be included on the agenda for a meeting. The meeting papers will be sent out by electronic mail (or post if necessary to those without**

internet access) to all members of the CP no later than five clear working days before the meeting.

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

## **6. Voting**

- 6.1 The aim at each CP meeting will be to reach decisions by a consensus, however, should a vote be necessary, then all core members of the CP (as listed in 1.2) will be eligible to vote, and each will have one vote, indicated by a show of hands. The Chair of the CP will determine when there is no consensus and therefore an issue should be put to the vote. A majority vote of those present and voting will prevail. The Chairman of the CP will have a casting vote.

## **7. Financial Accountability**

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



## Melton, Woodbridge and Deben Peninsula

### Meeting Ground Rules

1. Bring your experience, ideas, knowledge, skills and enthusiasm and be prepared to share this with the rest of the group.
2. Respect other people's views and opinions and remember not to dominate the meeting with issues relating to just your area or your political views.
3. Everyone is encouraged to participate throughout the entire meeting and treat everything you hear as an opportunity to learn and grow.
4. Allow every voice to be heard, avoid side conversations and value other people's contributions.
5. Come prepared to each meeting having completed any agreed actions from previous meetings or Task and Finish Groups - Staying on schedule is everyone's responsibility.
6. Be honest and respect confidentiality
7. Expect to be surprised and remain open to new ways of doing things and ensure you understand the pros and cons of every option, not just those you prefer.
8. Ask questions to seek clarification when you don't understand the meaning of someone's comments
9. Bring your humour and have fun!

## Melton, Woodbridge and Deben Peninsula Community Partnership

Priority	Votes	Priority
Support people to age well – to stay health and active and maximise their income	4	
Targeted work to support vulnerable children including children in care	2	
Reduce the life expectancy gap by tackling health inequalities	0	
Support people with Dementia and their carers	6	
Improve mental and physical health and wellbeing across the area	16	
Support encourage and enable everyone to be more active	10	
Reduce social isolation and loneliness	10	
Encourage people to make compromised to help the environment	5	
Improve the condition of housing, particularly in the rural north of the CP area	7	
Improve (active and sustainable) transport provision in the area, particularly to rural communities	39	1 <sup>st</sup>
Deprivation (income, digital, environmental)	11	
Anti Social Behaviour and Diversionary Activities	11	
Village Hub – bringing services to people	28	2 <sup>nd</sup>
Social and Affordable Housing	20	
Access to and links with Social Care	7	
Youth Engagement Opportunities and Services	21	3 <sup>rd</sup>