

Community Partnership Outcome Proposal Form 2025 – 2026

Please ensure that all questions are answered before submitting the proposal. Your proposal must be discussed with your local Communities Officer before submission – failure to do so will stop the process.

Guidance notes for this document can be found [here](#) and should be read before completion. Total read time for this document is between 8 and 10 minutes.

Section A – Key Details

Proposal Title:	Saxon Road Allotment Garden
Brief description (2 lines max) to summarise the proposal.	To transform an underused parcel of land into a welcoming community allotment garden with shared facilities, promoting wellbeing, sustainability, and social connection.

Lead delivery organisation:	Saxmundham Town Council
Other organisations involved in the proposal and their roles:	Flagship Housing – owner of the land who have agreed to lease the land to the Town Council for an allotment garden.

Will this proposal target the entire CP area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If 'No', please specify which towns/villages will be targeted by this proposal.	Saxmundham

Which CP priority/priorities does this proposal match?	Improve mental health and wellbeing
Has this proposal been discussed with your Communities Officer?	Yes

Funding requested from the Community Partnership:	£5,000
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Have you read the guidance document here ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Section B – Outcomes, actions and beneficiaries

We want you to show that your project has made the difference you planned. To make your outcomes clear and achievable, keep them specific and realistic.

What outcomes do you expect this project to achieve?
Flagship Housing has offered Saxmundham Town Council the opportunity to transform an underused parcel of land into a vibrant community growing space.
The Council will create allotment plots for local residents, with a focus on encouraging social gardening and wellbeing-related activity. The land will initially be leased for a minimum of 10 years at a peppercorn rent, providing long-term stability for the project.

If the initiative proves successful, it is anticipated that the lease will be extended in perpetuity, securing the site as a lasting community asset for the benefit of current and future residents.

The site will be cleared and prepared for free by Sizewell C contractors. Allotment plots will be established and demarcated by grass walkways to create an accessible and visually appealing layout.

The plots will be allocated to local residents, particularly those within easy walking and cycling distance from the site.

Ongoing support and coordination will be provided by the Allotments Association, with oversight from the Town Council to ensure the site is well maintained and inclusive.

Who will benefit from this project? Please be specific.

At least 20-30 individuals and their family networks will directly benefit from using the site, with wider indirect benefit through social networks for the participants and improved visual amenity for the residents of Saxon Road.

This project will encourage a sense of ownership and pride in the local environment, promote healthy and active lifestyles through regular outdoor activity, and provide opportunities for social interaction and peer support. Participants will also be introduced to wider networks through links to local services and community initiatives.

By bringing a neglected area back into productive use, the project will contribute to the wellbeing of individuals and the wider community, creating a lasting local asset that reflects shared effort and collaboration.

Evidence of need

How was the need for this project identified? For example, statistical data, local insight, etc.

Click or tap here to enter text.

The project responds directly to evidence gathered through the Saxmundham Neighbourhood Plan, shaped by extensive consultation with over 1,000 residents. The Plan identifies *improved wellbeing, sustainability, and access to green community spaces* as key priorities for the town's future. It also calls for *inclusive, locally-led initiatives* that enhance mental and physical health, reduce isolation, and build social connection.

In addition, the Town Council maintains an active waiting list of 37 residents seeking allotment plots, demonstrating clear local demand for accessible growing space and community gardening opportunities.

How did this evidence influence the design of this project?

When Flagship Housing approached the Town Council to explore the future use of land at Saxon Road, the Council recognised the opportunity to meet the evidenced local demand for allotments while advancing the wellbeing and sustainability objectives of both the Neighbourhood Plan and the Town Council's Strategic Plan 2025–2030.

The project has therefore been designed as a community-led, multi-benefit initiative - providing affordable food-growing opportunities, environmental education, and social inclusion within a safe, well-managed green space.

Proposal Description

Describe the project in detail, explaining what will be done to achieve your outcomes.

Click or tap here to enter text.

This is Saxmundham's first allotment scheme, developed in response to strong local demand. The Town Council maintains a waiting list of residents seeking growing space, and this project will initially provide up to 23 new allotment plots to meet that need.

Plots will be allocated to local residents, with priority given to those living nearby to encourage walking or cycling to the site. Looking ahead, the Council intends to identify and secure additional small parcels of land across the parish to replicate this model, providing accessible community growing spaces within easy reach of different residential areas.

To ensure long-term sustainability and support, a new Allotments Association will be established to coordinate activity on the site, supported by ongoing oversight from the Council. This structure will help maintain an inclusive and welcoming environment, ensuring all users feel supported and able to participate fully.

Free labour from Sizewell C has already been secured to clear and prepare the site. Allotment plots will be laid out and defined by grass walkways to ensure accessibility and visual appeal. This work is expected to commence next month.

An East Suffolk Council Field to Fork Grant has been secured to contribute to the provision of a communal shed with individual lockers, which will serve as a key meeting point for plot holders. The shed will provide safe, accessible storage for tools, seeds, and other supplies - reducing the need for users to drive to the site. This will encourage sustainable travel choices, such as walking or cycling, especially for those who do not own a car. As a shared space, it will also provide an informal setting for peer support, knowledge exchange, and building a sense of community among participants. In addition, the grant will contribute to a rainwater harvesting system, comprising a roof extension and three 1,000-litre storage tanks, to provide a sustainable and cost-effective water source. This will reduce reliance on treated mains water and help ensure the site operates in an environmentally responsible way.

An East Suffolk Council Tour of Britain Grant has been secured to install secure cycle storage at the allotment site. The cycle rack will directly improve access for cyclists in and around the town, enabling residents to reach the allotment site by bike and reducing reliance on car travel. Located within walking and cycling distance of the High Street, the allotments will also support linked trips into the town centre - helping to boost local footfall and reduce congestion.

A grant from Adnams Community Trust has been applied for to repair and replace part of the perimeter fencing around the allotment garden site and to install a secure gated entrance with a combination lock. This investment is essential to ensure the site is safe, accessible, and sustainable for long-term community use. Without robust fencing and controlled access, the site would be vulnerable to vandalism, unauthorised entry, and damage to plots - risks that could

undermine community confidence in the project and jeopardise the significant volunteer and financial contributions already committed.

Explain how you will publicise your project using the most appropriate methods for your location, the type of project you are leading, and your target audience.

Click or tap here to enter text.

We will actively promote the scheme through the Council's website, social media, and in Sax News, a monthly publication sent to all households. We will also promote the scheme through partnership working with schools, housing providers, health professionals, and community groups.

In particular, we aim to reach:

- **Residents in nearby social housing**, who may lack outdoor space or transport;
- **Older people and those experiencing social isolation**, by offering shared activity in a friendly, local setting;
- **Young people and families**, through links with local schools and intergenerational gardening initiatives;
- **People referred through health and wellbeing services**, for whom outdoor activity can offer therapeutic benefits.

Section C - Monitoring and evaluation

See the [guidance](#) document for details and requirements from this section.

What data is collected? Eg; attendance figures, perceptions...	From whom? Eg: service users, residents, other organisations...	Which outcome (<i>listed in Section B</i>) does it demonstrate?	Method of collection – eg;, survey, workshop, register...	When will it be collected? Eg; quarterly intervals...
Number of active plot holders	Allotment Association records; Town Council Officers	Increased community participation and shared use of outdoor space	Plot register and attendance logs	Ongoing
Volunteer hours and group involvement	Volunteer groups, schools, community partners	Greater community cohesion and inter-generational engagement	Volunteer sign-in sheets; partnership reports	Ongoing
Participant feedback on wellbeing, satisfaction, and sense of community	Plot holders and residents	Improved mental and physical wellbeing	Short online/paper survey and informal feedback sessions	Annually

Photographic record of site improvements and community use	Plot holders and Town Council Officers	Visible environmental enhancement and community ownership	Photo log and before/after images	Before works, mid-project, and on completion
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Timescales

Start date – MM/YY	November 2025
End date – MM/YY	May 2026

Section D - Funding and resources

Please include a thorough breakdown of the costs associated with this outcome proposal. Key points to consider include;

- Materials, staff costs, venue hire, refreshments, publicity, etc should all be listed separately.
- Volunteer hours including planning and delivery of project should be included under the relevant header. The standard value rate is £13.13 per hour for over-18s. Specialist services provided free of charge should be costed at their market value.
- If a project is to see a repeated use of volunteers, for example a community session for 2 hours a month, the volunteer benefit should display the value of the course of the entire project.
- Donations of any kind should be included. This may include materials or services.
- Discounts negotiated should be noted alongside the relevant item.

CP funding request	£5,000
Total cost of the project	£10,160
% of project funded by the CP	49%

Itemised breakdown of the CP funding request

Description	Cost
Additional funding for communal shed	£1,000
Additional funding for rainwater harvesting	£1,000
Additional funding for perimeter fencing	£2,190
Secure lockers for communal shed	£810
Project funding already in organisations account	£3,000
Project funding approved but not yet in account	£0

Undetermined applications to ESC or other organisations	£2,160
An application has been submitted to the Adnams Community Trust for funding to repair the front boundary and install a new gate. The awarding panel meets in October 2025, and we expect to be notified of the outcome shortly thereafter. The funding requested in this application is additional and assumes that our application to Adnams will be successful.	



If there is a funding shortfall, please explain how this is being addressed.	Any further necessary expenditure will be met from the Town Council's precept budget.
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Non-cash assets

Volunteer hours

40 hours at £13.13 p/hr over the course of the project, or annually if a multi year/ongoing project.	£525.20
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Donations of services/items - please specify below

	£
	£
	£

Total value of the project, including non-cash assets	£10,685.30
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CP Contribution % vs total value of the project	£5,000 47%
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Section E - Sustainability and legacy

How will the project continue after the funding is spent? If it's a one-time project, what lasting impact do you expect it to have?

Click or tap here to enter text.

The project will be sustained through ongoing management by the Saxmundham Allotments Association, supported by the Town Council through its precept and future small grants as required.

Section F - Delivery organisation

Which of the following is most relevant to this proposal?

- East Suffolk Council will hold the funds on behalf of the Community Partnership
- The lead organisation should be paid direct
- More than one delivery should be paid direct

Communities Officer to complete – if more than one organisation is to be funded, provide a breakdown of how much each organisation should receive.

Organisation	Amount to be paid
	£
	£

Lead delivery organisation details and documents

Which type of organisation are you? (If your project is operating under an 'umbrella' organisation and their own policies and procedures formally cover you, these will suffice).

<input type="checkbox"/> Community or voluntary group	<input type="checkbox"/> CIC / Social Enterprise
<input type="checkbox"/> Registered charity	<input type="checkbox"/> School
<input type="checkbox"/> Community Interest Organisation	<input type="checkbox"/> Village Hall / Recreation Ground Committee
<input type="checkbox"/> Local branch of a national VCSE organisation	<input checked="" type="checkbox"/> Town or Parish Council
<input type="checkbox"/> Charitable company limited by guarantee	<input type="checkbox"/> Private company limited by guarantee
If registered charity, please state number:	
If registered as a company please state number:	

Which policies and procedures do you have in place? Please attach all of them below.

Constitution/set of rules	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Child protection policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Vulnerable adults policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Health and Safety policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Equal opportunities policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If you have answered 'N/A' to any of the list above, please explain further.			
Attach versions of all the policies and procedures you have as requested.			

Section G - Declarations and authorisation

The following information will be used to process transfer of funds. Please ensure all details are correct.

Organisation to Receive Funding as written exactly on your organisations bank account:	
Delivery organisation - Name of person representing (contact):	
Delivery organisation – Address:	
Delivery Organisation - Contact Email:	
Delivery Organisation - Contact Tel. No.:	

The information you have supplied is being collected in order for East Suffolk Council to process your application for funding in accordance with the grant scheme guidance.

Your Information will not be used for any other purpose. Your information may be shared with an East Suffolk Community Partnership panel to assess your application this panel could include external organisations from the Voluntary Community Faith Social Enterprises (VCFSE) sector or where permitted by law. Only information relevant to the funding decision will be shared with external organisations.

Due to corporate retention requirements for financial information relating to this scheme, information relating to this application will be retained for 7 years.

Where you have supplied any personal data relating to other individuals, you confirm that you have met your own obligations under data protection law, including the requirements that data is shared only where a lawful basis exists, and the data subject is informed of their rights.

Data will be processed and held securely and in accordance with the UK General Data Protection Regulations and the Data Protection Act 2018 (and any updates).

Further information about data protection and the full Communities Team privacy notice can be found on the East Suffolk Website:

<https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Communities-Privacy-Notice.pdf>

I confirm that:

- I have the authority to represent the organisation making this grant application.
- All information provided in this application form is correct and complete to the best of my knowledge.
- I confirm I am not withholding any information that would be likely to affect the outcome of the application.
- I shall inform East Suffolk Council if, prior to any grant funding being awarded, I become aware of any further information which might reasonably be considered as relevant in deciding whether to fund the grant application.
- I have informed all individuals whose personal data has been included in this application or supporting paperwork that their information has been collected and shared, and I have advised them of the relevant East Suffolk Council Privacy Notices.
- I understand that without prior reference to me the information given in this application may be submitted for checking against records held by East Suffolk Council or other organisations (such as government departments, other agencies, local authorities and the police) for the purposes of assessing my eligibility for grant funding or for the purposes of the prevention and detection of crime.
- I understand that where checks against other departments or organisations are made and discrepancies are identified, the Council may provide details of this application to those departments and organisations, and this may result in changes being made to those external records.
- I understand that data recorded by or on behalf of East Suffolk Council is subject to the Freedom of Information Act 2000, including information provided in relation to grant applications.

Name:	Sharon Smith
Position:	Town Clerk
Signature:	Sharon Smith
Date:	15 October 2025

East Suffolk Council Declarations

This Outcome Proposal has been developed and endorsed by the Community Partnership and I am happy to propose and approve it on that basis.

Community Partnership Chair Signature:	
Date:	

Cabinet Member Signature:	
Date:	