



East Suffolk
Community
Partnerships
Bringing ideas to life

Kesgrave,
Rushmere St Andrew,
Martlesham, Carlford
& Fynn Valley

Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership

Chair: Councillor Chris Blundell (East Suffolk Council)

Vice-Chair: Councillor Robert Whiting (Suffolk County Council)

East Suffolk Councillors:

Councillor Chris Blundell Councillor Geoff Lynch
Councillor Tony Fryatt Councillor Debbie McCallum
Councillor Colin Hedgley Councillor Mark Newton
Councillor Stuart Lawson Councillor Ed Thompson

Suffolk County Councillor:

Councillor Robert Whiting

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 **Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership** are invited to a meeting to be held via Zoom, on **Monday, 17 May 2021 at 2:00pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel at <https://youtu.be/-GkExhgNWy4>

Agenda

Pages

1 Welcome and Apologies for Absence

2 Appointment of a Vice-Chair

To appoint a Vice-Chair of the Community Partnership for the 2021/22 Municipal Year.

	Pages
3	
Notes of the previous meeting	1 - 4
To agree the action notes of the meeting held on 18 February 2021	
4	
Terms of Reference	5 - 7
To receive and note the revised Terms of Reference	
5	
Kesgrave Town Council's partnership with East Suffolk Norse and the Kesgrave Conservation Group	
To receive a presentation from Kesgrave Town Council on its partnership with East Suffolk Norse and the Kesgrave Conservation Group	
6	
Updates from the Environmental Care Project Working Groups	
a) Rewilding Project Working Group	
b) Advice Hub Project Working Group	
c) Green Villages Project Working Group	
7	
Review of the Community Partnership's Membership	8 - 8
To review the membership of the Community Partnership, in line with the Terms of Reference	
8	
Date of Next Meeting	
Monday 12 July 2021, 2pm, venue to be confirmed	

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Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership

Action Notes of the Meeting held on Monday 11 March 2021 via the Zoom video conferencing system

Core Membership:

ESC Councillors – Councillor Chris Blundell (Chair), Councillor Tony Fryatt, Councillor Colin Hedgley, Councillor Stuart Lawson, Councillor Mark Newton, Councillor Ed Thompson

Town and Parish Councils – Joanna Abbott (Kesgrave Town Council Clerk), Councillor Alan Comber (Kesgrave Town Council), Diane Linsley (Martlesham Parish Council Deputy Clerk), Councillor James Wright (Rushmere St Andrew Parish Council)

Partnership Organisations – Laura Butters (Community Action Suffolk),

Others present – David Green (Co-Chair, Martlesham Climate Action), Andrew Jolliffe (ESC Communities Officer), Matt Makin (ESC Democratic Services Officer), Nicola Parrish (ESC Infrastructure Delivery Manager), Nicole Rickard (ESC Head of Communities), Ben Woolnough (ESC Major Sites and Infrastructure Manager)

Item	Discussion
1.	<p>Welcome and Apologies</p> <p>Apologies for absence were received from Councillor Stephen Denton from Martlesham Parish Council; Diane Linsley attended on Councillor Denton's behalf and was accompanied by David Green, Co-Chair of Martlesham Climate Action.</p>
2.	<p>Notes of the previous meeting</p> <p>The action notes of the previous meeting were agreed as a correct record.</p>
3.	<p>Allocation of the Remaining Budget for 2020/21</p> <p>Andrew Jolliffe (AJ) confirmed that £707.81 remained in the Community Partnership's allocated budget for 2020/21 and that this needed to be allocated before the end of the financial year.</p> <p>AJ suggested that this amount be allocated to the Mental Health First Aider training project and if this was added to the remaining funding for the project it would allow another seven to eight people to be trained as Mental Health First Aiders.</p>

	<p>Members of the Community Partnership spoke in support of this suggestion.</p> <p>ACTION – that the remaining 2020/21 budget of £707.81 be allocated to the Mental Health First Aider training project.</p>
<p>4.</p>	<p>2020/21 Projects Update</p> <p>AJ referred to the impact report for 2020/21 that had been circulated with the agenda. It was noted that five projects address the isolation priority had been funded by the Community Partnership, some of which would be starting in earnest once COVID-19 restrictions were eased.</p> <p>AJ provided updates on the funded projects:</p> <p><u>Mental Health First Aider Training</u> – 23 individuals were trained in January 2021, from varying backgrounds across the community. A further session was planned for staff at Kesgrave High School and work was being undertaken to link in with the Norfolk and Suffolk Foundation Trust regarding training care home staff in the area.</p> <p><u>Meet Up Mondays</u> – in addition to the event at Café 66, another event would be starting at Kesgrave Kitchen later in 2021; this meant that there would be two Meet Up Monday events covering an area with a high risk of loneliness. Community Action Suffolk were continuing to help identify further venues for new events.</p> <p><u>Great Bealings Speed Reduction Scheme</u> – this scheme had been match funded by District and County Councillors from their Enabling Communities and Locality budgets, respectively.</p> <p><u>Environmental Small Grants Scheme</u> – this had already funded ten projects with an environmental basis.</p> <p>AJ highlighted the visual impact map in the report and the positive coverage achieved by the funded projects.</p>
<p>5.</p>	<p>Discussion regarding Environmental Care Projects</p> <p>Councillor Blundell (CB) highlighted the successful workshop that had taken place recently and invited AJ to summarise the event and lead a discussion on identifying environmental care projects.</p>

	<p>AJ gave a summary of the workshop’s outcomes and stated that the objective of the discussion was not to allocate funding but to identify future projects related to the Community Partnership’s environmental care priority, which could then be explored.</p> <p>AJ highlighted the four questions posed at the workshop and displayed the feedback results. 37 ideas had been generated by the workshop and a poll, following the meeting, had identified 10 projects for further consideration. AJ outlined the top three ideas from this list.</p> <p>The Community Partnership discussed possible projects that would support its environmental care priority. Members discussed the following ideas:</p> <ul style="list-style-type: none"> • Community recycling centres • Re-wilding projects (i.e. closed churchyards) • Tree planting • Litter picking <p>Several members of the Community Partnership highlighted the need to co-ordinate projects and have a strategy for the re-wilding of areas, so that the whole community was aware. Councillor Comber (AC) and Jo Abbott (JA) gave instances where in the past, re-wilded areas had been cut back by Norse as contractors had not been aware that the area was to be left alone.</p> <p>CB thanked everyone for their contributions; AJ confirmed that he had taken notes of the ideas and further engagement would take place outside of the Community Partnership meetings to identify achievable projects and develop more detailed proposals that could be put to the Community Partnership for funding.</p> <p>ACTION – Andy Jolliffe to review the comments made, alongside the consensus from the environmental care workshop, and engage with community groups to develop achievable projects that could apply for funding.</p>
<p>6.</p>	<p>Community Infrastructure Levy (CIL) and Local Infrastructure Priorities</p> <p>CB invited Ben Woolnough (BW), Major Sites and Infrastructure Manager for East Suffolk Council (ESC) and Nicola Parrish (NP), ESC’s Infrastructure Delivery Manager to address the Community Partnership on Community Infrastructure Levy (CIL) and Local Infrastructure Priorities.</p> <p>BW gave an outline of the work of his team, particularly around its role relating to CIL and Section 106 developer contributions. BW detailed recent outreach work undertaken with town and parish councils on CIL and spending</p>

	<p>Neighbourhood CIL (NCIL) effectively.</p> <p>BW advised that ESC wanted to work with Community Partnerships about the use of CIL in their areas, to explore with towns and parishes on how to work with each other to use CIL income on projects that would be mutually beneficial.</p> <p>BW and NP gave a presentation to the Community Partnership; the slides can be found on CMIS accompanying the meeting papers. The presentation covered:</p> <ul style="list-style-type: none"> • NCIL overview • CIL Regulation 59c – Spending CIL • NCIL across the Community Partnership’s area • A breakdown of the NCIL received by each town/parish in the Community Partnership’s area • Predicted NCIL payments (as at 28 February 2021) • Local Plan Growth • ESC’s Infrastructure Funding Statement (in relation to the Community Partnership’s area) • The East Suffolk Cycling and Walking Strategy <p>CB thanked BW and NP for their presentation and invited questions from the Community Partnership members.</p> <p>BW was able to provide feedback to members of the Community Partnership on the CIL spending strategy, the disparity in CIL funding between towns and parishes (due to the location of developments), the delivery of significant infrastructure through District CIL (DCIL), and the expansion of school provision in villages.</p>
<p>7.</p>	<p>Dates of next meeting:</p> <p>Monday 17 May 2021, 2pm, venue to be confirmed.</p>

The meeting concluded at 3.16pm

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 East Suffolk Council (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 voting membership of each CP will be drawn from the following pool dependent on the priorities of the CP (which means that each CP's membership will vary as some sectors or individuals may not be included as voting members, although they could be included as non-voting interested bodies/people):
- 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 (from each Town Council in the CP area)
 - A representative from at least 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.
 - At least one of the core members to be a 'rural champion' – representing and championing the views and needs of rural communities
- 1.3** Core voting 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 a minimum of 6 voting members of the CP. The membership of the CP will be reviewed annually in May, following the District or County Council elections (where applicable). 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 and consider how CP decisions impact on both rural and non-rural areas
- 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, ideally including representatives of the wider community of the CP area to set or confirm the priorities for that CP, which are 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, including issues raised through Youth Voice and other sources of community intelligence
- 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 additional 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
- m) ensure that all decisions have given due regard to the direct and indirect impacts on rural areas

4. Chair and Vice Chair of CPs

4.1 Each CP will be chaired by an ES Councillor for the CP area, appointed by the Leader of East Suffolk Council. This Councillor will (a detailed Job Description is available);

- fulfil this role until such time as they are replaced by the Leader of East Suffolk Council
- 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, Communities Manager and other Communities Team members, Head of Communities and the Partnerships Manager.

Updated: April 2021

4.2 The Vice Chair will be elected annually by the members of the CP and will deputise for, and take decisions on behalf of, 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. Wherever possible they will be organised to problem solve (for example workshop style) rather than as formal meetings.

5.2 The “Municipal Year” for CPs will align with the financial year so will run from April to March and meetings will normally be held at least three times each year, although additional meetings may be called by the Chair as necessary, on at least five clear working days written notice. Task and Finish Groups may be established in order to progress Community Partnership business between CP meetings.

5.3 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 or remotely using video conferencing facilities.

5.4 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.

5.5 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 with all core voting members of the CP being 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. However, it is suggested that any funding matters should generally be voted on formally with core voting Members stating their vote verbally. Whichever method is used, 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 agreed priorities (unique to each CP) and 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.



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Partnership**

Core Membership – at 5 May 2021

Name	Representing (A-Z)
Cllr Chris Blundell	ESC Cllr for the Martlesham and Purdis Farm Ward (CP Chair)
Cllr Robert Whiting	SCC Cllr for the Kesgrave and Rushmere St Andrew Division (CP Vice-Chair)
Joanna Abbott	Town Clerk, Kesgrave Town Council
Frances Bedding	Community Action Suffolk
Cllr Mirabel Brown	Rushmere St Andrew Parish Council
Laura Butters	Community Action Suffolk
Cllr Alan Comber	Kesgrave Town Council
Cllr Stephen Denton	Martlesham Parish Council
Cllr Tony Fryatt	ESC Cllr for the Carlford and Fynn Valley Ward
Cllr Julie Gittoes	Clopton Parish Council
Louise Hardwick	Ipswich and East Suffolk CCG
Cllr Colin Hedgley	ESC Cllr for the Carlford and Fynn Valley Ward
Cllr Geoff Lynch	ESC Cllr for the Kesgrave Ward
Cllr Stuart Lawson	ESC Cllr for the Kesgrave Ward
Cllr Debbie McCallum	ESC Cllr for the Kesgrave Ward
Cllr Mark Newton	ESC Cllr for the Rushmere St Andrew Ward
Cllr Ed Thompson	ESC Cllr for the Martlesham and Purdis Farm Ward
Cllr Patricia O'Brien	SCC Cllr for the Martlesham Division