



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: Vacant

East Suffolk Councillors:

Councillor Tony Cooper

Councillor Tom Daly

Councillor John Fisher

Councillor Russ Rainger

Suffolk County Councillor:

Councillor T-J Haworth-Culf

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 villages Community Partnership** are invited to a meeting to be held via Zoom,
on **Wednesday, 29 September 2021 at 3:30pm**

This meeting will be broadcast to the public via the East Suffolk YouTube Channel
at <https://youtu.be/QJ7CCKasdOs>

Agenda

Pages

1 **Welcome and Apologies for Absence**

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| 2 | Notes of the meeting of the Community Partnership
To confirm as a correct record the action notes of the Meeting held on 21 July 2021 | 1 - 6 |
| 3 | Written update from the Community Partnership Board held on 6 September 2021
Key outcomes of the East Suffolk Community Partnership Board meeting held 6 September 2021 | 7 - 8 |
| 4 | Rural Proofing
To receive and agree proposed application guidance | 9 - 9 |
| 5 | Small Grants Scheme
An update to be received from Zoe Botten, Communities Officer, on the Small Grants Scheme since its launch on 21 July and closing on 7 September | |
| 6 | Feedback on task and finish group
An update to be received from Dionne Walton, Head of Youth Services on the Access Community Trust | |
| 7 | Cycling and Walking Strategy
An update to be received from Anthony Taylor, Senior Planner, on the Cycling and Walking Strategy ahead of the launch of the consultation on 1 November 2021, closing date 10 January 2022. | |
| 8 | Community Partnership's priorities and forward work programme
To receive an update from Zoe Botten, Communities Officer | |
| 9 | Date of Next Meeting - To be Confirmed | |

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Aldeburgh, Leiston, Saxmundham and villages Community Partnership

Action Notes of the Meeting held on Wednesday 21 July 2021 via Zoom

Core Membership:

ESC Councillors – Councillor Tony Cooper (Chairman), Councillor Tom Daly, Councillor John Fisher, Councillor Russ Rainger

SCC Councillors – Councillor T-J Haworth-Culf

Town and Parish Councils – Roz Barnett (Saxmundham Town Council), Heather Brewell (Knodishall Parish Council), Councillor Julian Cusack (Middleton Parish Council), Councillor Lesley Hill (Leiston Town Council), Councillor Paul Richards (Snape Parish Council), Mary Schedrin (Friston Parish Council)

Partnership Organisations – Mel Geater (Avocet Academy), Sarah Mortimer (Community Action Suffolk)

Others present – Katherine Abbott (Democratic Services Officer), Zoe Botten (Communities Officer), Joanne Thain (ESC Leiston Change Manager)

Item	Discussion
1.	<p>Welcome and Apologies for Absence</p> <p>Apologies for absence were received from Councillor T-J Haworth-Culf (SCC), Caroline Rinder (Town Clerk), Sharon Cuthbert (Leiston Good Neighbour Scheme), Mark Taylor (Places for People)</p>
2.	<p>Election of a Vice Chairman</p> <p>Mel Geater was proposed by Councillor Cooper and seconded by Councillor Daly. There being no other nominees, Mel Geater was duly appointed as the Vice Chairman.</p>

3.	<p>Notes of the Meetings of the Community Partnership</p> <p>The unconfirmed action notes of the meetings held on 17 March 2021 and 19 May 2021 were received and confirmed as correct records.</p>
4.	<p>Written update from the Community Partnership Board held on 7 June 2021</p> <p>The Partnership received a short paper which provided details of the key outcomes from the most recent meeting of the Board. The Chairman invited questions.</p> <p>Councillor Cusack asked what the total budget for all the Community Partnerships was, how much had been spent, and across which headings or themes. The Head of Communities provided the headline figures; she emphasised that the total budget was not broken down by Partnership but was equitable in terms of access. The Head of Communities added that further analysis of spend across areas and themes would be available following the end of the financial year.</p> <p>Councillor Cusack asked if the Chairman was content that this Partnership had received a proportionate amount of the available funding. The Chairman confirmed that he felt it to be fair.</p> <p>ACTION: That an email would be sent to the membership by the Clerk on behalf of the Head of Communities with an additional briefing on the Partnerships' budget (previously provided to newly elected SCC Councillors). This email was sent on 23 July 2021.</p>
5.	<p>Rural Proofing</p> <p>The Partnership received a verbal update from the Task and Finish Group including its recommendations; this was noted.</p> <p>The Partnership received the proposed application guidance. Councillor Cusack asked if it was intended to apply this across the district. This was confirmed and Councillor Cusack suggested this would have significant consequences.</p> <p>It was suggested that the proposed application guidance be discussed further by the Task and Finish Group. Councillor Cusack highlighted that the last meeting of the Group had been poorly attended and queried if that was the best route.</p> <p>ACTION: That members of the Partnership provide their comments on the proposed application guidance to Zoe Botten/Sarah Mortimer by the end of July. The document would then be referred to the Task and Finish Group to consider further. An update or report to be provided to the next meeting of the Partnership by Zoe Botten/Sarah Mortimer.</p>

<p>6.</p>	<p>Application: Art Station/Photo Shed</p> <p>Before discussion commenced, Councillor Richards declared that he was a Trustee of the Arts Station.</p> <p>Joanne Thain, Leiston Change Manager, presented the published application. It was noted that Leiston and Saxmundham Town Councils had already given the project some funding. The Chairman invited questions.</p> <p>The Communities Officer asked Joanne Thain to clarify where referrals would come from and if funding was sought direct from the Partnership, or through the grants scheme. Joanne Thain stated that referrals would come via the NHS (Rachel Nightingale) and the request for funding was direct to the Partnership. Sarah Mortimer asked if there would be a spread of participants, both rural and urban-based. Joanne Thain said she was unaware where participants would originate from but could ascertain this. Sarah Mortimer said it would be useful if data on participants could be recorded. Mel Geater asked if sixth form students could be involved in assisting those participating in the project who might have varying IT skills and outlined how this offered a double benefit both to the student and the participant. Joanne Thain said she would mention this to the applicant.</p> <p>ACTION: It was agreed that Sarah Mortimer, Mel Geater, Joanne Thain and Zoe Botten would meet with the project’s lead, Rachel Nightingale, to ‘flesh out’ what might be possible in terms of student support.</p> <p>Councillor Rainger noted that 50% of the project’s funding was being sought and asked for a little more detail on what it would be used for. Joanne Thain said it was largely for technical capabilities so was ‘reusable’.</p> <p>ACTION: Approval of the application was proposed by Councillor Hill and seconded by Councillor Rainger and, by unanimous vote, agreed.</p>
<p>7.</p>	<p>Positive Holiday Activities</p> <p>Before discussion commenced, Councillor Hill and Councillor Rainger declared that they were both Trustees of the Community Land Trust.</p> <p>Stuart Watson, CYDS, provided an outline of a direct application for funding to the Partnership for a project to involve young people in community spaces. The agenda had also included some further detail on the project and its aims.</p> <p>ACTION: It was proposed by Councillor Richards, seconded by Councillor Schedrin and, by unanimous vote, agreed that the application be approved, subject to the submission of an outcome proposal document.</p>

<p>8.</p>	<p>Feedback from recipients of funding</p> <p>The Partnership received and noted the written published update from Sharon Cuthbert on the Art in a Bag project. Councillor Rainger referred to comments he had received from recipients in Snape on the quality of the contents and the pleasure they had given to recipients.</p> <p>ACTION: It was agreed that the recipients of funding at items 6 and 7 above be invited to come to a future meeting to tell the Partnership of the impact of the allocated funds. (Zoe Botten/Joanne Thain)</p>
<p>9.</p>	<p>Launch of the Small Grants Scheme</p> <p>An update was received from the Communities Officer on the launch of the next round of this Scheme. The launch date was 21 July with a closing date of 7 September; the date of the Grants Panel – in late September - would be advised at a later point. The Partnership also received and noted the relevant guidance published with the agenda. The Partnership was asked to encourage any groups or projects they were aware of that might benefit from the Scheme to apply if they met the criteria. A copy of the press release for the launch was also published with the agenda.</p> <p>Councillor Cusack asked if it was possible to extend the deadline as, due to the August recess, his parish council would not be able to meet to agree its application by that date. The Head of Communities said that if the Parish Council could provide indicative draft details it might be possible to alert the Funding Team to a slightly delayed submission of the full application but allow consideration of the draft. Councillor Cusack reiterated that an extension of the deadline would be preferable. The Communities Officer said she would enquire if this was possible. <u>(Clerk’s note:</u> On 28 July, the Communities Officer advised Councillor Cusack, by email, that she had discussed the opportunity of a small extension to the Grants Scheme deadline date with the funding team. Unfortunately, this had not been possible due to other Partnership schemes scheduled immediately after this one.)</p> <p>The dates of the latest round of the Small Grants Scheme were noted.</p>
<p>10.</p>	<p>Community Partnership’s priorities</p> <p>The Communities Officer introduced Stuart Jardine (contracts manager for leisure centres, Everyone Active). Mr Jardine said that he and Mark Taylor (Places for People) were supporting the Partnerships in the achievement of their physical activity priorities. He hoped to be able to work with the Partnership in this regard.</p> <p>Councillor Cusack said that he was broadly supportive of the Partnership’s current priorities, however, he said that since they had been agreed social</p>

	<p>isolation and loneliness had become an increasing and real problem. Councillor Cusack suggested there was a need for systematic survey data to fully understand the extent of the issue, including a demographic breakdown, whether this was a rural and/or urban problem etc., and said this would help to better direct the Partnership's efforts. The Head of Communities said that when the Partnerships were established a lot of mapping of such data had been undertaken. In addition, a survey along the lines suggested was planned for the next edition of the East Suffolk Council's magazine for residents.</p> <p>Councillor Cusack suggested that in addition to, or instead of one of, the current priorities housing deprivation, including tenants in houses which were not properly maintained and fuel poverty. The Head of Communities said that information on this area had been included in the original packs sent to members of the Partnership. She added that a new Social Inclusion Officer post was underway which would help with such issues, including financial and aspects of social prescribing.</p> <p>ACTION: It was agreed that further information would be provided to a future meeting (Nicole Rickard/Zoe Botten)</p>
<p>11.</p>	<p>Forward Work Programme</p> <p>The Partnership received and noted the current Forward Work Programme.</p> <p>Councillor Cusack asked if the item on a Cycling and Walking Strategy, which currently did not have a meeting date assigned to it, could be arranged.</p> <p>ACTION: The Clerk to invite the appropriate Officers to attend.</p>
<p>12.</p>	<p>Any other business</p> <p><u>Task and Finish Groups</u></p> <p>In response to a question by Councillor Richards, the Communities Officer outlined how the Task and Finish Groups worked in support of the Partnership.</p> <p>Councillor Hill referred to the earlier Task and Finish Group on NEETs and asked for an update on this. The Communities Officer said some work had been undertaken.</p> <p>ACTION: It was agreed that the lead for the Task Group (now Dionne Walton, Head of Youth Services, Access Community Trust) would be contacted and invited to attend the next meeting to provide an update. (Zoe Botten)</p>
<p>13.</p>	<p>Date of the next meeting</p> <p>This was confirmed for Wednesday 29 September 2021 at 3.30pm (remotely).</p>

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



Aldeburgh, Leiston, Saxmundham and Villages Community Partnership

Rural Proofing

“Rural proofing is a means to achieve equally effective and successful outcomes for communities, businesses and individuals from policy and in the design and delivery of (publicly funded) services, regardless of their size or location.”

The Community Partnership is committed to applying a rural proofing approach to its work. This ensures that any decisions made by the Community Partnership will be made considering equity for rural areas. We would like to see this approach reflected in the community projects we support and therefore encourage applicants to tell us how they have considered rural areas and residents.

Below are some examples to be included in your application: -

What can be done to encourage participation from rural residents and ensure that local assets are utilised fully? What are the barriers to participation for rural residents and how can these be overcome?

- Applicants should demonstrate they are engaged with the community and what they will contribute.
- Applicants should consider what could be done to overcome any real or perceived barriers.
- There might be cost implications to these so budgeted costs may increase.

Is your project accessible to rural residents? If so, how?

- Applicants should consider whether their project/service can be reached by rural residents particularly those who do not have access to a private car.
- The cost of transport such as a bus, community transport or taxi might be a barrier for some.
- Transport schedules may not fit with session/service times.

Will planned communication reach rural residents?

- Multiple methods of communication will have a greater impact than just one. Examples include local newsletters, notice boards, social media including paid for services such as Facebook boosts, posters/flyers, 1 to 1 or small group conversations at community activities, word of mouth, through schools and local organisations.

How will rural participation be monitored?

- Applicants should think about how they will monitor where participants come from to ensure fair access to rural and non-rural residents.
- Applicants may need to amend their plans at a later stage to take any rural/non-rural imbalances into consideration.