



East Suffolk  
Community  
Partnerships  
*Bringing ideas to life*

Beccles  
Bungay,  
Halesworth  
& villages

## Beccles, Bungay, Halesworth and villages Community Partnership

### East Suffolk Councillors:

Councillor Judy Cloke (Chairman)  
Councillor Elfrede Brambley-Crawshaw  
Councillor Alison Cackett  
Councillor Graham Elliott  
Councillor Tony Goldson  
Councillor David Ritchie  
Councillor Caroline Topping

### Partnership Organisations:

Local Town and Parish Councils  
Suffolk Constabulary  
Great Yarmouth and Waveney Clinical Commissioning Group  
Community Action Suffolk  
Business Community  
Youth Community  
Environment

### Suffolk County Councillor:

Councillor Mark Bee

Members of the **Beccles, Bungay, Halesworth and villages Community Partnership** are invited to a meeting to be held Remotely via Zoom on **Monday, 2 November 2020 at 5.30pm**

### PLEASE NOTE EARLIER START TIME

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

<b>1</b>	<b>Welcome and Apologies</b> To receive apologies for absence, if any.	
<b>2</b>	<b>Notes</b> To agree the Notes of the Community Partnership meeting held on 14 September 2020.	<b>1 - 5</b>
<b>3</b>	<b>Cycling and Walking Strategy</b> To receive a presentation by Jason Beck, Planner (Policy and Delivery), East Suffolk Council.	
<b>4</b>	<b>Report back from the Small Grants Programme Task and Finish Group</b>	
<b>5</b>	<b>Community Partnership Projects / Outcome Proposal Forms</b> To consider projects and nominations to complete a proposal form.	<b>6 - 7</b>
<b>6</b>	<b>East Suffolk Community Partnership Annual Forum 2020</b>	<b>8 - 8</b>
<b>7</b>	<b>Date of Next meeting</b> To note that the next meeting will be held on Monday, 1 February 2021 at 6.00pm.	

### **Filming, Videoing, Photography and Audio Recording at Partnership Meetings**

The Council and members of the partnership may record / film / photograph or broadcast this meeting. Any member of the public who attends a meeting and objects to being filmed should advise the Democratic Services Team (in advance), who will instruct that they are not included in any filming.

If you require this document in large print, audio or Braille or in a different language, please contact the Democratic Services Team on 01502 523521 or email:

[democraticservices@eastsuffolk.gov.uk](mailto:democraticservices@eastsuffolk.gov.uk)



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## **Beccles, Bungay, Halesworth and villages Community Partnership**

### **Action Notes of the Meeting held Remotely via Zoom on Monday, 14 September 2020**

#### **Core Membership:**

**ESC Councillors** – Cllr J Cloke (Chairman), Cllr A Cackett, Cllr D Ritchie and Cllr C Topping.

**SCC Councillors** – Cllr T Goldson

**Town and Parish Councils** – S Collins (Bungay Town Council), A Dunning (Halesworth Town Council), C Ellis (Shadingfield, Sotterley, Willingham and Ellough Parish Council), B Matthews (Wissett Parish Council), B Prior (Bungay Town Council), D Thomas (Halesworth Town Council).

**Partnership Organisations** – F Bedding (CAS).

**Others present** – S Carter (Democratic Services Officer), S Charlesworth (Economic Development Officer), S Halsey (Communities Officer), N Rickard (Head of Communities).

Item	Discussion
1.	<p><b>Welcome and Apologies</b></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.</p> <p>If discussions resulted in any voting, she proposed that those present agreed by consensus rather than a formal vote which could be quite time consuming as the meeting was being held remotely via Zoom.</p> <p>The Chairman further advised that, moving forward after tonight, the remote meetings of the CPs would be available for the public to view live on the Council's YouTube channel.</p> <p>Apologies for absence had been received from L Bennett (ESC Partnership Manager), G Birrell (Beccles Town Council), Cllr E Bramley-Crawshaw (ESC), G Catchpole (Beccles Town Council), Cllr G Elliott (ESC), E Healey (Halesworth Volunteer Centre), M Jackson (Suffolk Police), P Love (Access Community Trust) and E Sewell (Apollo Youth Centre).</p>

2.	<p><b>Notes</b></p> <p>The Notes of the meeting held on 13 July 2020 were agreed as a correct record.</p> <p>Councillor Thomas sought clarification as to why the CP meetings were recorded as Notes not Minutes and asked that it be changed. The Democratic Services Officer advised that was the instruction when the CPs were set up; she would clarify and report back.</p> <p><b>ACTION: Sarah Carter</b></p> <p>Further comments were made that some members of the CP had not been able to view the content of the Halesworth questionnaire. The Communities Officer explained that he has supported Councillor Goldson with the content of the questionnaire and he would arrange for the link to be forwarded to the CP members.</p> <p><b>ACTION: Stuart Halsey</b></p>
3.	<p><b>Feedback from the Community Partnership Board on 7 September 2020</b></p> <p>The CP received a report which provided details of the progress and outcomes of the CP Board meeting held on 7 September 2020.</p> <p>The Head of Communities reminded the CP that the CP Board brought together the eight CP Chairmen and strategic organisations to focus on strategic issues. The Board had received a presentation on the potential impacts of Covid19 and a report back from a Task and Finish Group which had met early in August. As a result, the Board had agreed to fund a number of projects:</p> <ol style="list-style-type: none"> <li>1. An additional £50,000 for the Hidden Needs, with the second round of funding closing at the end of September.</li> <li>2. 25 additional Grandpads.</li> <li>3. Invest £100,000 in a “Bounce Back Fund” which would look to support many issues.</li> <li>4. £5,000 allocated for a specific East Suffolk Volunteering Campaign.</li> </ol> <p>Because it would not be appropriate with Covid19 to hold a CP forum at Trinity Park, a CP forum was being arranged for the first week in November, with different sessions on each day. There would be no charge to attend the sessions. The East of England LGA would be running the booking system on behalf of the Council and once the programme was finalised, details would be circulated to all members of all CPs.</p>

	<p>The CP discussed availability and ordering of additional Grandpads via liaison with the Communities Officer and the ability for all to be able to view the Board on YouTube.</p> <p>Comment was made that in some area lunch clubs were still not operating and had anyone managed to do deliveries and operate safely. It was reported that St Lukes in Beccles were delivering to nearly 50 people and contact could be made with Rich Henderson or Fran Tuck for advice on how their provision was working. Councillor Dunning advised that the rural coffee caravan could visit Shadingfield if they so wished.</p> <p>The CP was advised that the luncheon club in Bungay had not been able to function since lockdown and, in order to revive and restart it, would funding be made available. The Head of Communities confirmed that consideration could be given to additional equipment such as PPE to support lunch clubs. The Chairman advised that this could be put forward as a project for Bungay and that was agreed.</p>
4.	<p><b>Community Partnership Project Updates</b></p> <p>The Communities Officer advised that the Funding Team had needed some clarification but the Beccles and Bungay projects were due to start in September. There appeared to be no progress to date in Halesworth since the change to the original project.</p> <p>Councillor Prior made comment on the request that had been made for an end date on the Bungay project before the funding came through. That was not ideal. The Communities Officer understood that due to the planting seasons it was difficult to give an exact date but he would chase up as he had been reassured that the funding would be paid soon.</p> <p><b>ACTION: Stuart Halsey</b></p> <p>It was reported that discussions with the Halesworth project were ongoing and negotiations being undertaken with the park ownership. It was likely that the Town Council would match fund. The Communities Officer explained that the money had been allocated to Halesworth but the project did need to be agreed and be progressed as the finance had been allocated and was waiting to be spent. If he was sent a Zoom meeting, he would join to assist with moving things forward.</p> <p>The allocation of finance for Summer Activities was being carried forward to next year.</p>

5.	<p><b>Future Project Ideas for Consideration and Allocation of Funding</b></p> <p>With Youth Clubs not operating under Covid19, it was suggested that money could be released to the Youth Clubs undertaking out-reach work in the streets. The Communities Officer explained that the CP could make that decision and the Head of Communities advised that any larger project could apply for support through the Bounce Back Fund. It was hoped to have that up and running by the end of September.</p> <p>It was proposed that, due to the large rural area that was covered by the CP, project bids from the smaller villages would be welcome and via the Parish Clerks network, they could be contacted to ascertain their requirements. The ESC Councillors confirmed that they were in regular contact with their smaller parishes reiterating that finance for projects was available.</p> <p>Whilst the CP agreed there might be a further Covid19 spike in the current year, it was agreed that it would be beneficial to start up a small grants project. The Chairman welcomed the proposal for a small grants programme and it was important to get ideas on the table. She proposed a Task and Finish Group be set up to consider criteria and processes for applications which could then come back to the CP for approval. The Communities Officer explained that £10,000 could be allocated for small grants and he was willing to support, not lead, such a group. The Head of Communities advised that, once projects came forward, she and her Team could decide which pot of money would be best used to fund.</p> <p>The Communities Officer reminded the CP that, next April, there was a further £25,000 allocated to the CP. The money already allocated to projects was ring-fenced and would be carried forward. He would have to check with the Funding Team to ascertain the decision on any carry forwards in the future.</p> <p><b>ACTION: Stuart Halsey</b></p> <p>The agreed Small Grants Programme Task and Finish Group</p> <p>Nominations were sought for the Task and Finish Group which would have to meet/communicate amongst themselves in the next three weeks for reporting back to the Community Partnership at its next meeting before the end of the financial year. The membership of the group would be as follows:</p> <p><u>Small Grants Programme Task and Finish Group</u> Sue Collins, Bungay Town Council Annette Dunning, Halesworth Town Council</p>
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	Councillor Caroline Topping, ESC Ward Member for Beccles and Worlingham <i>(nomination accepted by the Chairman in the absence of a Beccles Town Councillor at the meeting)</i>
6.	<p><b>Appointment of Vice-Chairman</b></p> <p>In accordance with the Terms of Reference, the CP was required to appoint a Vice-Chairman who would be able to deputise for the Chairman in their absence.</p> <p>It was proposed and seconded and agreed that Councillor Caroline Topping be appointed as Vice-Chairman of the CP. Councillor Topping agreed to chair CP meetings in the Chairman's absence but was not in a position to take on any extra duties.</p>
7.	<p><b>To note the agreed Core Membership of the Community Partnership</b></p> <p>The CP noted its Core Membership and understood that, going forward, it could be reviewed after the first year.</p>
8.	<p><b>Date and Time of Next Meeting</b></p> <p>The CP noted that the next meeting would be held on Monday, 2 November 2020. Because of a clash of meetings with Halesworth Town Council, it was agreed to start at the earlier time of <b>5.30pm</b>.</p> <p><b>ACTION: All – diary note</b></p> <p>The Chairman proposed to invite a guest speaker to the next CP; Ben Woolnough, Major Sites and Infrastructure Manager, or one of his team could give a brief presentation and answer questions on CIL.</p> <p>The Communities Officer also suggested that, at a future meeting, it might be beneficial to have a speaker from the Connected Communities Project which was promoting support for the over 65s.</p>

The meeting concluded at 7.38pm.





## **Community Partnerships Budget - Outcome Proposal Form**

### **1. Applicant details**

<b>Name of Community Partnership:</b>	
<b><u>Applicant Lead</u></b> <b>Name:</b> <b>Organisation:</b> <b>Contact email address:</b> <b>Phone number:</b>	

### **2. Priority**

<b>Priority(s) the project is to deliver against:</b>	
<b>How has the need for this project been identified? (200 words max):</b>	

### **3. Project description**

<b>Who will be delivering the project/activity:</b>	
<b>Project/activity proposal – what is being delivered to address the identified need (200 max words):</b>	
<b>Who will benefit from the project/activity? Please list the project beneficiaries and estimate numbers:</b>	
<b>What stakeholders will be involved (how: time/money/facilities etc):</b>	

**4. Outcomes (*clearly defined, how things will be different*)**

<b>Please detail the key outcomes anticipated from the project/activity (measurable and time specific):</b>	<ul style="list-style-type: none"><li>•</li></ul>
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**5. Costs – how will the project/activity be resourced?**

<b>Total project/activity costs:</b>	£
<b>Total confirmed match-funding (if applicable):</b>	£
<b>Total amount of Community Partnership budget required:</b>	£
<b>What will happen after the Community Partnership funding is spent? Please detail project/activity sustainability and planned next steps:</b>	

**6. Community Partnership Chair Declaration**

<b>Community Partnership Chair Name(s):</b>	
<b>Signature(s):</b>	
<b>Date:</b>	

Please submit this Outcome Proposal to [grants@eastsoffolk.gov.uk](mailto:grants@eastsoffolk.gov.uk) Hard copies can be submitted and returned to: Funding Team, East Suffolk House, Station Road, Melton, Woodbridge, IP12 1RT.

## East Suffolk Community Partnership Annual Forum 2020

### 5 Day Virtual Programme (2-6 November 2020)

With a fantastic line up of speakers in 11 separate sessions, this event is an exciting opportunity to be brought up to speed on Community Partnerships, share knowledge and expertise, and work together to help find solutions.

Follow this link for more information and to **book your place**:

<https://www.eelga.gov.uk/events/east-suffolk-community-partnership-annual-forum-2020-5-day-virtual-programme-overview/>

Why sign up?

- Excellent networking opportunities across the range of different sessions
- Get up to speed on what is happening and what is on the horizon in East Suffolk
- Collaborate and improve life for everyone who lives and works in East Suffolk
- Promote your organisation or business to a wide audience

You can book places for one or more sessions (with a separate booking for each session you wish to attend).

All events are virtual.

Please also feel free to share this message with any individuals/groups who you think might be interested in attending.