

**Confirmed**



Minutes of a Meeting of the **Community Partnership Board** held in the Deben Conference Room, East Suffolk House, Melton on **Monday, 16 March 2020 at 6:00 pm**

**Members of the Community Partnership Board present:**

Steve Gallant (Chairman of the Community Partnership Board and Leader of East Suffolk Council),  
Chris Abraham (Chief Executive of Community Action Suffolk (CAS)),  
Paul Ashdown (Chairman of the Lowestoft and Northern Parishes Community Partnership),  
Chris Blundell (Chairman of the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership),  
Jenny Ceresa (Chairman of the Carlton Colville, Kessingland, Southwold and Villages Community Partnership),  
Judy Cloke (Chairman of the Beccles, Bungay, Halesworth and Villages Community Partnership),  
Tony Cooper (Chairman of the Aldeburgh, Leiston, Saxmundham and Villages Community Partnership),  
Kerry Cutler (Superintendent and Southern Area Commander for Suffolk Constabulary),  
Louise Hardwick (NHS Ipswich and East Suffolk Clinical Commissioning Group),  
Susan Harvey (Member of the Greenprint Forum),  
Mark Jepson (Chairman of the Felixstowe Peninsula Community Partnership),  
Chris Mapey (Chairman of the Melton, Woodbridge and Deben Peninsula Community Partnership),  
Lisa Perkins (Realisation Director for British Telecom),  
Stephen Singleton (Chief Executive for the Suffolk Community Foundation),  
Letitia Smith (East Suffolk Council Cabinet Member for Communities, Leisure and Tourism) and  
Russ Rainger (Suffolk Association of Local Councils (SALC)).

**East Suffolk Council Officers present:**

Luke Bennett (Communities Manager),  
Nick Khan (Strategic Director),  
Jade Read (Communities Assistant),  
Nicole Rickard (Head of Communities) and  
Nicola Wotton (Deputy Democratic Services Manager).

**Others present:**

Andy Cuthbertson (Communities and VSC Lead for Suffolk County Council),  
Sally Longmate (Chief Executive of Suffolk Association of Local Councils (SALC)).

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**1 Introductions by Councillor Gallant, Leader of East Suffolk Council and Chairman of the Community Partnership Board**

Steve Gallant, Leader of East Suffolk Council and Chairman of the Community Partnership Board, welcomed everyone to the first meeting.

He reflected on the fact that everyone present brought together a unique set of skills and influence which could be used ambitiously to make a real difference to the residents of East Suffolk. He explained that the Community Partnership Board meetings would have an informal style, be data led and facilitate problem solving to allocate resources and funds to make significant improvements for local residents in East Suffolk.

## **2 Apologies for Absence**

Apologies for absence were received from Michael Ladd (Councillor - Suffolk County Council), Carol Poulter (Chairman of the Aldeburgh, Leiston, Saxmundham and Villages Community Partnership), Paul Sharp (Superintendent - Suffolk Constabulary) and Paul West (Councillor - Suffolk County Council).

## **3 Election of a Vice-Chairman of the Community Partnership Board**

Steve Gallant took the opportunity to propose Lisa Perkins, Adastral Park & Research Realisation Director for BT, for the position of Vice Chairman of the East Suffolk Council Community Partnership Board.

This was seconded by Mark Jepson and upon being put to the vote it was unanimously agreed.

### **RESOLVED**

That Lisa Perkins be appointed Vice Chairman of the East Suffolk Council Community Partnership Board.

## **4 Terms of Reference of the Community Partnership Board**

Steve Gallant presented the draft Terms of Reference for the Community Partnership Board, which were similar to those of the former East Suffolk Partnership.

It was noted that since the meeting papers had been published, the name of the Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership had been updated to reflect the recent change.

Those present confirmed their support for the proposed Terms of Reference.

### **RESOLVED**

That the Terms of Reference be adopted.

## **5 Background to the Establishment of Community Partnerships**

Steve Gallant gave a short presentation on the background to the establishment of the Community Partnerships. It was noted that East Suffolk Council was now the largest district council, by population, in England. The 8 Community Partnerships had been created as a new and innovative way to stay connected with local communities. The Community Partnerships were launched in October and November 2019, via Workshops in each area, which focused upon the data that was currently available for those Partnership areas, along with local knowledge and insight, which led to a number

of objectives being set for each Partnership. The first round of Community Partnership meetings then took place in February and March 2020, to look at the objectives that had been raised at the Workshops and a number of key partners were invited along, including East Suffolk & Suffolk County Councillors, Town and Parish Councils, Police, Clinical Commissioning Groups, Youth Voice, businesses, environmental groups and the voluntary, community and social enterprise sector (VCSE).

Steve Gallant advised that there was a £25,000 budget, per Community Partnership, per year. However, the 2019/20 financial year would only have a £10,000 to spend, as there was a reduced amount of time in which to allocate the funding.

In terms of the Community Partnership Board, it was reported that it had a Strategic Pot of £300,000 per year, with £150,000 in the 2019/20 financial year, which would be managed by and delivered through the Community Partnership Board. Support for the Community Partnerships would be available from locality-based Communities and Economic Development Officers. Therefore, there was significant funding for Community Partnerships and Community Grants, of approximately £4.1 million over 4 years, which would have a substantial impact on local residents throughout the district, improving their quality of life.

## **6 What is the data telling us about East Suffolk**

Nicole Rickard, East Suffolk Council's Head of Communities, gave a presentation on the statistical data that was currently available for the East Suffolk District. A summary of the highlights is below:

- The total population of East Suffolk District was 248,250.
- The largest age group was the 70 - 74 year age group, with the 85 year age group being the smallest, however this is also the most over-represented group in the East Suffolk population.
- Just over 1 in 6 of the population were aged under 16 years, which was 17% and was below the national average of 19%.
- More than 1 in 4 of people were aged over 65 years, which was 27% and significantly above the national average of 18%.
- There were fewer people below the age of 50 years, when compared to the national average.
- The population of those over 65 years was forecast to grow by 39% by 2039.
- The amount of people affected by income deprivation, working age employment deprivation, the number of children and older people affected by income deprivation were all higher than the Suffolk average.
- The largest gap in life expectancy for males was 10.9 years between the Deben Ward and Kirkley Ward. The largest gap in life expectancy for females was 14.8 years between the Kirton Ward and Kirkley Ward.
- The prevalence of dementia was higher than the national average among patients at 14 of 25 GP surgeries in East Suffolk. The prevalence of depression was also higher than the national average among patients at 8 of 25 GP surgeries in East Suffolk.
- 26.7% of primary school children were overweight or obese, which was slightly above the Suffolk average. It was noted that 46.9% of adults in East Suffolk do not exercise.

- The number of adults in receipt of Universal Credit was 7% for the District, rising to 15.7% in Lowestoft, which was above the Suffolk average of 5.4%.
- There were 26,600 houses in poor condition in the District, which equated to 24.2%, which was slightly below the Suffolk average of 25%. It was noted that 6.8% of homes were hard to heat in the District, slightly above the Suffolk average of 6%.

It was noted that there was some data missing in relation to crime and disorder, county lines, young people etc and it was hoped that further information would be made available in due course. Transport is another area where limited data is available and this had also been raised by many of the Community Partnerships and this would now be considered in more detail by the Community Partnership Board, as it was a District-wide issue and taking a holistic approach with partners would hopefully lead to some improvements over time.

In respect of households in financial difficulty, it was reported that a Low Income Financial Tracker had been purchased to help identify those families who were struggling financially, perhaps with high levels of debt or rent arrears, and additional support could then be provided to help prevent those households getting into financial crisis. It was hoped that this preventative work could be expanded over time and that the mapping of such households could be overlaid with other information to provide greater detail and information, to enable support to be provided when needed.

Nicole Rickard took the opportunity to thank Suffolk County Council's Knowledge Team for their data packs, which had been crucial to the work of the Community Partnerships.

## **7 What are the eight Community Partnerships saying**

Steve Gallant then invited the Community Partnership Chairmen to give an update on progress in their Partnership areas to date.

### Lowestoft and Northern Parishes Community Partnership

Paul Ashdown reported that the Workshop in October 2019 had come up with 3 priorities which were: Improving mental health and wellbeing, Tackling childhood obesity and Reducing social isolation for all ages. The Community Partnership had met in January 2020 and agreed to focus upon 2 priorities and 2 Task and Finish Groups were set up to look at what could be done for each priority. Phil Aves was the lead for Improving mental health and wellbeing and Nicki Cooper was the lead for Tackling childhood obesity.

The Community Partnership met again in March 2020 to hear the proposals from the 2 Task and Finish Groups. It had been agreed at the meeting to allocate funding for the Mental Health and Wellbeing priority and £5,000 was allocated to the 'Walk in the Park' initiative and a further £5,000 was allocated to a youth club for 11 - 19 year olds, which would take place immediately after the walks. It had been agreed that the Tackling Childhood Obesity priority would be considered again at a future meeting and would receive funding from the 2020/21 financial year instead, which would focus on working with 3 primary schools to encourage children and their families to be healthier.

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

Chris Blundell reported that the Workshop had agreed 3 priorities which were: Reduce Social Isolation and Loneliness, Environmental Care and Sustainable Transport and Support people to age well/Traffic and road safety. The Workshop had been well attended, however fewer people had attended the Community Partnership meeting and he had been disappointed that no final decisions had been made regarding the funding allocation for the 2019/20 financial year. However, a further meeting was scheduled for 31 March 2020 and there were several suggestions which would be put forward for projects at that meeting, which was positive, and the funding would be allocated at that time.

#### Melton, Woodbridge and Deben Peninsula Community Partnership

Chris Mapey reported that the Workshop had agreed 3 priorities which were: Active and sustainable transport provision, Village hub - bringing services to people, Youth engagement, opportunities and services. He advised that Transport priority had been deferred as this would be considered strategically by the Community Partnership Board. The meetings had been well attended and 2 Task and Finish Groups had been created: James Mallinder had lead on the Community Hub and Katherine Rutherford had lead on Youth engagement and they would be reporting back at the next scheduled meeting on 30 March 2020. He was hopeful that the £10,000 would be allocated by the end of March 2020 deadline.

#### Carlton Colville, Kessingland, Southwold and Villages Community Partnership

Jenny Ceresa reported that the Workshop had met and agreed 3 priorities which were: Active and sustainable transport provision particularly rural, Reduce social isolation and loneliness and Facilities activities and employment for young people. Two of the priorities were due to be considered by the Community Partnership Board, so the meetings were now focusing on facilities, activities and employment for young people. The meeting had been useful, as those present were able to share information about what was available across the Partnership area and there were discussions regarding the possibility of re-opening youth clubs and seeking additional funding for youth workers.

#### Felixstowe Peninsula Community Partnership

Mark Jepson reported that the Workshop had met and agreed 3 priorities which were: Community spaces and physical enhancements, Social isolation and loneliness, Education - aspirations, ambition and standards. The Partnership were therefore focusing on 2 priorities as Social Isolation would be considered by the Community Partnership Board. The meeting had been well attended and a further meeting was due to take place shortly, in order to allocate the funding. The Partnership had involved a wide range of partner organisations including the local Academy, Job Centre, Citizens Advice Bureau, Flagship Housing and it was hoped that Children's Services would also become involved. It was an exciting time and hopefully the proposals

brought to the next meeting would make a significant difference to the local community.

#### Beccles, Bungay, Halesworth and Villages Community Partnership

Judy Cloke reported that the Workshop had met and agreed 3 priorities which were: Active and sustainable solutions/community transport, Reduce social isolation and loneliness, Improve wellbeing and enable people to live healthy lives. The first two priorities would be covered by the Community Partnership Board, therefore they had focused upon the remaining priority. A Task and Finish Group had been set up and their findings would be presented at a future meeting of the Community Partnership. Judy Cloke raised concerns about attendance at these meetings, as she felt that there had been little involvement from the villages within the Partnership area and it was important to get a wide range of representation including the villages.

#### Framlingham, Wickham Market and Villages Community Partnership

In the absence of Carol Poulter, Nicole Rickard gave an update on this Partnership so far. It was noted that the Workshop had met and agreed 3 priorities which were: Developing opportunities for young people, Reduce social isolation and loneliness and Alternative, active and sustainable transport provision. The Partnership had met once and the meeting had gone well, with lots of involvement and representatives from Framlingham, however it was felt that other parts of the Partnership area were under represented, therefore Carol and the Communities Officer were in the process of trying to rectify this situation. A number of project ideas were being worked upon in relation to developing opportunities for young people and a further meeting was due to be held later this month, to allocate the funding.

#### Aldeburgh, Leiston, Saxmundham and Villages Community Partnership

Tony Cooper reported that the Workshop had met and agreed 3 priorities which were: Transport and access to services, Economic Regeneration/High Streets and Housing that meets local needs. It was noted that a further meeting was due to take place shortly to allocate funding.

Tony Cooper raised a concern that there was no information about crime at a Partnership level, as fear of crime was often raised by local residents. Kerry Cutler responded that it was the perception of crime that was the problem, the actual level of crime in Suffolk was low and it was noted that a significant amount of work was being undertaken in this respect, to allay people's fears. Mark Jepson reported that this had also been raised by the Community Safety Partnership and greater reassurance was required to reduce the fear of crime.

## **8 Focus on: Tackling Isolation and Loneliness**

Steve Gallant invited Nicole Rickard, East Suffolk Council's Head of Communities, to give a short presentation on the Tackling Isolation and Loneliness priority, which had been highlighted as a priority at 6 of the 8 Community Partnership Workshops. It was noted that a significant amount of work had already been undertaken on Social Isolation in East Suffolk, including the ground-breaking hidden needs mapping and associated Hidden Needs Grant Programme, which had enabled 8 innovative

community projects to tackle social isolation and loneliness, in the hidden need 'hot spots' identified through the mapping.

Although a large amount of work was already underway to tackle Social Isolation and Loneliness in East Suffolk, including initiatives such as Good Neighbour Schemes, Meet Up Mondays, Men's Sheds, Inter-generational activities and events, Talking Benches etc however the votes from the Community Partnership Workshops clearly indicated that there was more work to be done. However, since the meeting papers had been published, there had been further developments regarding Covid-19 and it was suggested that the focus on Tackling Social Isolation and Loneliness be amended slightly to incorporate the difficulties that will be experienced due to social distancing and self-isolation, that was likely to be implemented throughout the UK in the near future. The impending isolation would affect groups of society differently, however additional support would need to be provided to support and protect the elderly and most vulnerable in our communities.

Steve Gallant then took the opportunity to explain to the Board about the 'Problem Solving Tree' which can be used to clarify problems and solutions, particularly with group work. The Board were then asked to think about how different groups of people could be assisted or supported during social isolation that was anticipated imminently due to the spread of Covid-19 and they were asked to feed back their responses to the Board, which are shown below:

- Sign post people directly to organisations they can ask for practical help and assistance when they cannot leave the house e.g. for shopping, collecting prescriptions, using a variety of channels as not everyone has access to the internet.
- Collate the details of volunteers who are willing to help with shopping or phone people on a regular basis to check how they are, be a friendly ear during what is likely to be a lonely time.
- Health professionals to have a list of people with serious health issues and/or mental health issues, to ensure that they are contacted for welfare checks and to make sure they are not overlooked or allowed to deteriorate.
- Having a central hub for all queries, where people can be matched to others offering the particular support they need, perhaps using the Social Prescribing hotline.
- The Council could co-ordinate some of this work, using its officers.
- Encouraging people to keep in contact with friends, relatives and neighbours by telephone and email on a regular basis and to keep an eye on elderly or vulnerable neighbours, offering to help as appropriate.
- Some people had been distributing cards to their neighbours with their contact details on, offering to help in a variety of ways and providing much needed support and reassurance, this could be encouraged or expanded.
- Information about support available could be shared/spread via Town and Parish Council colleagues, who may know of vulnerable people in their areas who would be helped by this.
- Existing organisations should be included where possible, due to their knowledge and capabilities such as the Salvation Army, Help the Aged and local charities.

Nicole Rickard then explained the need to help build stronger communities, particularly at the next few months would be especially challenging and difficult. As a result of this, Nicole the explained the funding proposals for the £150,000 which needed to be allocated by the Board for the 2019/20 financial year, which were shown in detail within the report:

- 1) It was proposed to expand and relaunch the Hidden Needs grant programme, which currently focused on older people and families with limited access to resources, based upon the updated mapping and the priority groups/areas identified for 2020. Therefore, it was proposed that £40,000 be allocated from the Community Partnership Board budget to take the overall amount of funding for the Hidden Needs Grants Programme to over £100,000. This would allow the upper grant limit for applications to be £10,000. It was noted that the Programme would be overseen by the Hidden Needs Steering Group who would act as the Grants Panel, supported by the Funding Team at East Suffolk Council.
- 2) It was proposed to offer small grants in each Community Partnership area by providing a ring-fenced pot of £2,500 per Community Partnership (a total of £20,000 across the 8 Partnership areas) for start-up grants of up to £500 per project to kick start small scale projects to reduce Social Isolation and Loneliness. It was anticipated that the process of applying for these grants would be simpler and decision making quicker than the main fund and it was proposed that someone from each Community Partnership be involved in a virtual Panel to enable local input into the decision-making process.
- 3) It was proposed to make rural needs a priority and work with Community Action Suffolk to do further work around identifying the most rurally isolated/remote communities in East Suffolk that are also social isolation hot spots and undertake proactive work to stimulate the community activity focused around a community 'hub' such as a village hall, community centre, church building etc. The aim of this would be to use existing assets to their full potential in terms of meeting the needs of the whole community and maximising the opportunities for social connectivity. It was reported that Community Action Suffolk were also keen to 'rural proof' the work of the 8 Community Partnerships to ensure that funding was benefiting more remote rural communities. It was proposed to use £15,000 of the 2019/20 budget to help this project, specifically targeted at rural communities in each Community Partnership area.

There was some discussion in this respect, and it was

#### **RESOLVED**

1. That £40,000 from the 2019/20 Community Partnership Board budget be used on the re-launched Hidden Needs Grants Programme, as discussed at the meeting.
2. That £20,000 from the 2019/20 Community Partnership Board budget be used for the New Small Grants Fund, as discussed at the meeting.
3. That £15,000 from the 2019/20 Community Partnership Board budget be used for Rural Needs, as discussed at the meeting.



## **9 Focus on: Transport and access to services**

Steve Gallant invited Nick Khan, East Suffolk Council's Strategic Director, to present the report on Transport and Access to Services. It was noted that Social Isolation and Transport had been identified as clear priorities for East Suffolk, although there were many dimensions to the Transport priority e.g. connectivity, green vehicles, walking and cycling, community transport and alternative forms of transport provision. Since those Workshops, some initial work had been carried out with East Suffolk Council and Suffolk County Council to identify what transport and access to services data and modelling information was available for East Suffolk. It was clear that this was a complex area, that would require a significant amount of focused work to support the Board to make informed choices about how it can best use its influence and resources to achieve the most impact.

It was therefore proposed that an East Suffolk Transport Hot House event be held in either May or June 2020 to further define the use, clarify the priorities and identify specific gaps in provision, either thematic e.g. young people, access to employment, evening and weekend transport or geographic e.g. specific problems in specific places. It was anticipated that the Hot House session would include representatives from each Community Partnership plus relevant other organisations such as East Suffolk Council, Suffolk County Council, Community Action Suffolk, Community Transport providers, Greenprint Forum etc. Additional expertise was also required in East Suffolk to work with the Board, to identify potential projects and help local organisations and groups to develop these.

Those present were informed that it was recommended that the Board allocated a total of £75,000 from the 2019/20 Community Partnership Board budget to this priority for the Hot House, additional support resources and project funding. It was also recommended that most of the funding would be ring-fenced to support local project development and delivery. There followed some discussion in this respect and it was

### **RESOLVED**

That £75,000 of the 2019/20 Community Partnership Board budget be allocated to the Transport and Access to Services priority, for the Hot House, additional support resources and project funding, however the majority of the funding would be ring-fenced to support local project development and delivery.

## **10 Future Meeting Arrangements**

The arrangements for future meetings of the Community Partnership Board were confirmed as:

- Community Partnership Board on 23 June 2020 at 6.00pm in the Conference Room at Riverside
- Community Partnership Board on 7 September 2020 at 6.00pm in the Deben

Conference Room at ESH

- Community Partnership Board on 7 December 2020 at 6.00pm in the Conference Room at Riverside

## **11 Final Summary**

Steve Gallant thanked everyone for attending the first Community Partnership Board meeting, which had been very positive and productive.

He then wished everyone a safe journey home.

The meeting concluded at 8:05 pm

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Chairman