



CENTRAL **area committee**

WEDNESDAY
3 JANUARY 2024
ALL SAINTS CHURCH HALL,
32 BLENHEIM ROAD, IPSWICH IP1 4EB
7.00 PM

WARD COUNCILLORS

ALEXANDRA:

John Cook, Labour
Adam Rae, Labour
Jane Riley, Labour

ST MARGARETS:

Oliver Holmes, Liberal Democrats
Inga Lockington, Liberal Democrats
Tim Lockington, Liberal Democrats

WESTGATE:

Julian Gibbs, Labour
Carole Jones, Labour
Colin Kreidewolf, Labour

CO-OPTES: SUFFOLK COUNTY COUNCIL COUNCILLORS

Rob Bridgeman – Labour, Bridge Division
Elizabeth Johnson – Labour, St Helen's Division
Debbie Richards – Conservative, St Margaret's & Westgate Division

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A G E N D A

	PART 1
1.	Apologies for Absence
2.	Unconfirmed Minutes of Previous Meeting - 1 November 2023 (Pages 5 - 10)
3.	To Confirm or Vary the Order of Business
4.	Declarations of Interest
5.	<p>Responses to Public Questions</p> <p>Residents are encouraged to ask questions at Area Committee meetings. Questions will be answered by an appropriate Officer or Councillor.</p> <p>To ask a question, residents simply need to email areacommitteequestions@ipswich.gov.uk including their name and address, a contact telephone number, their question, and which Area Committee they wish the question to be asked at. We ask that questions be submitted by 10am two working days before the day of the meeting in order that relevant information can be brought to the committee; for this meeting the deadline is 10am on Friday 29 December 2023.</p> <p>Questions may be asked by residents without prior notice having been given, with the permission of the Chair, however it may not be possible for an answer to be given at the meeting. Priority will however be given to those residents who have submitted questions in advance.</p> <p>All questions must either be:</p> <ul style="list-style-type: none"> • relevant to the area committee they are to be asked at, or; • relevant to Ipswich as a whole and be asked by a resident of the area covered by the committee it is to be asked at. <p>Please note that questions or representations must not contain:</p> <ul style="list-style-type: none"> • references to identifiable individuals (whether by name or other information) unless the consent of that individual has been obtained and included with the notification; • potentially defamatory or provocative or abusive comments; • discriminatory remarks. <p>Please note that responses will not be provided where the question requires the disclosure of confidential or exempt information.</p> <p>If for any reason a question which has been submitted in advance is not able to be asked at a meeting, the Council will, within 14 days of the meeting date, reply to the resident asking the question explaining why and if possible providing a written answer.</p>

6.	Policing Update
7.	CAC/23/12 Area Committee Budget Update (Pages 11 - 16)
8.	CAC/23/13 Funding Request: Ipswich Greyfriars Roundtable Defibrillator Project (Pages 17 - 38)
9.	CAC/23/14 Funding Request: Home Start in Suffolk (Pages 39 - 58)
10.	CAC/23/15 Funding Request: Bows and Arrows (Pages 59 - 80)
11.	Chair's Update on Actions from Previous Meetings
12.	Community Intelligence - Verbal Update from Councillors
13.	Dates of Future Meetings <ul style="list-style-type: none"> • Wednesday 21 February 2024, 7pm • Wednesday 19 June 2024, 7pm • Wednesday 4 September 2024, 7pm • Wednesday 30 October 2024, 7pm • Wednesday 15 January 2025, 7pm • Wednesday 12 March 2025, 7pm



SHIRLEY JARLETT
MONITORING OFFICER

21 December 2023

Any enquiries about this meeting should be addressed to
Linda Slowgrove - 01473 432511
Grafton House, 15 - 17 Russell Road, Ipswich IP1 2DE.
Website: www.ipswich.gov.uk



The information contained within these papers can be made available in alternative formats. Please use the contact details above for assistance

CENTRAL AREA COMMITTEE

MINUTES

**WEDNESDAY 1 NOVEMBER 2023
MUSEUM STREET METHODIST CHURCH,
17 BLACK HORSE LANE, IP1 2EF
7.00 PM**

Present: Alexandra Ward Councillors: John Cook, Adam Rae and Jane Riley
St Margaret's Ward Councillors: Oliver Holmes, Inga Lockington and
Tim Lockington
Westgate Ward Councillors: Julian Gibbs and Carole Jones

30. Apologies for Absence

Apologies for absence were received from Councillor Kreidewolf, County Councillor Bridgeman and County Councillor Richards.

31. Unconfirmed Minutes of Previous Meeting - 6 September 2023

Resolved:

that the Minutes of the meeting held on 6 September 2023 be signed as a true record.

32. To Confirm or Vary the Order of Business

The Chair reported that Agenda Item 7 (report CAC/23/10) had been withdrawn on the advice of the Monitoring Officer.

Resolved:

that, subject to Agenda Item 7 being withdrawn, the Order of Business be confirmed as printed on the Agenda.

33. Declarations of Interest

There were no declarations of interest.

34. Responses to Public Questions

34.1. The Chair reported that 3 questions had been received in advance of the meeting.

34.2. Question 1: As Ipswich is built on land that is roughly in the shape of a bowl with a river running through the middle resulting in surplus water accumulating in the central area, I was wondering following the recent flooding in Debenham and Framlingham if more should be done to adapt to climate change in the short and long term?

For example, in the short term could the Ipswich Borough Council Central Area Committee Chair ask the Chairs of the surrounding areas to encourage their residents to empty their water butts when intense rain is forecast? By doing so it would minimise water butts overflowing and adding to the water heading to the central area.

In the long term, a value of £100 million was recently accepted by the UK Treasury as the cost of flooding in Aldeburgh High Street and I was wondering if the cost of flooding in the central area of Ipswich should be established to justify a business case for long term adaptation measures.

34.3. The following response was provided by the Director for Operations and Place:

Ownership of surface water drainage features was fragmented across a range of both public and private stakeholders, including private individuals and businesses, local authorities, highway authorities and water companies.

Responsibility for flood risk in Ipswich was divided between several different 'Flood Risk Authorities', including the Environment Agency, Suffolk County Council (SCC), Anglian Water and Ipswich Borough Council, who all worked together in a multi-agency approach, for example, through the Suffolk Flood Risk Management Partnership and Suffolk Flood Risk Management Strategy, the details of both could be found online.

In an urban area such as Central Ipswich, the challenges were different to those in coastal areas or in rural areas, as was seen on 20th October when farmers and landowners suffered flooding of their land leading to significant flooding downstream. In Ipswich, the relevant authorities all worked hard all year round to manage the surface water network; this included maintaining standards of highway and gully maintenance, which often went unnoticed but was key to ensuring that the surface water in the town could be managed.

In terms of protecting the town from river flooding, the Environment Agency's new tidal flood defence barrier for Ipswich was completed in 2019. Costing almost £70 million, the new flood defences, which included the tidal barrier, new and refurbished flood walls and a series of flood gates on the banks of the River Orwell, helped to keep the town safe from tidal surges during storms.

In terms of flood risk and new development in Ipswich, Planning Policy set the policies for new development coming forward. There were a range of policies within the Ipswich Local Plan related to climate change and flood risk. There

were policies which set out water efficiency standards for new development and that sought to ensure that development was located within areas that were of low risk of flooding and did not increase risk of flooding elsewhere. The use of Sustainable Drainage Systems was maximised and would be mandatory from 2024.

Because of the ongoing day to day management of the surface water network, the Planning policies that applied to any new development and the recent significant investment in the tidal flood defence barrier, flooding risk in Central Ipswich was being well managed, so establishing the cost of flooding in the central area of Ipswich would not currently add value; if the resident wished to pursue this matter further, SCC, as the Lead Local Flooding Authority, might be able to assist further.

In response to the proposal that the Borough Council should request that residents empty their water butts when intense rain was forecast, this type of request was outside of the remit of the Borough Council as there were many pros and cons associated with that proposal and decisions such as this should rest with individual residents.

34.4. Local resident: Both the Environment Agency and Anglian Water did send out messages to advise residents to empty water butts ahead of storms.

34.5. Question 2: Is anything planned to control the traffic on Anglesea Road? The 20mph limit is not respected virtually by anyone (buses, taxis, police cars).

34.6. The following response was provided by County Councillor Paul West:

The 20mph scheme was introduced to encourage people to drive slower. The only party who could legally enforce a speed limit was the Police.

34.7. The resident asked whether any other infrastructure could be considered to make drivers aware of the 20mph speed limit, such as flashing lights.

34.8. Councillor I Lockington commented that Councillors had been working with SCC Traffic Management to look to improve signage and deploy mobile cameras; however, this would either require approval for a post to mount the camera on or for a camera to be attached to an existing lamppost.

34.9. Councillor Jones added that this issue had been ongoing for many years; the ideal solution to slow traffic would have been a tabletop at the junction of Anglesea Road/Warrington Road/Orford Road, but this was deemed too expensive, so a 20 mph zone was introduced but speed enforcement was not a priority for the Police. Councillor Jones suggested that a speed indicator sign could be useful but was usually reserved for more rural areas. Councillor I Lockington added that a speed indicator sign was being pursued, subject to finding a suitable post for its installation.

34.10. Question 3: Is anything going to be done about trees being cut down within the Anglesea Road conservation area without permission? This was in relation to a

tree that had been cut down in the front garden of 48 Anglesea Road.

34.11. The following response was provided by the Head of Planning & Development:

With regards to the beech tree in the front garden of 48 Anglesea Road, this was felled under a 5-day notice as it was assessed as being dead and had become dangerous. As the tree was protected, the owner had a duty to re-plant and officers would pursue this with the owner.

If residents had any concerns about works that have been undertaken on protected trees, they can contact the local planning authority via email:

development.management@ipswich.gov.uk.

35. Policing Update

- 35.1. The Chair introduced PC Gary Austin, Link Officer, from the Ipswich Central Safer Neighbourhood Team (SNT) who provided the following policing update.
- 35.2. Speed enforcement: PC Austin commented that enforcement was requested across Central Ipswich, but it was difficult for the Police to be effective if only attending on site infrequently. Residents could raise this issue with Inspector Nicola Turner as a new Community Policing Team model was being introduced from 4 December 2023 which would focus on addressing more local issues.
- 35.3. Operation Silverton (addressing street prostitution around Barrack Corner) was ongoing; the number of street workers was currently low, and more emphasis was being placed on targeting their clientele.
- 35.4. Operation Hull (tackling ASB and drug related crime in the town centre): more patrols were being undertaken by the Kestrel Team which had led to a number of arrests recently.
- 35.5. Local priorities included: Great White Horse Hotel - a multi-agency approach had been taken to address ASB issues; Maple Park - patrols were continuing in the area and Education Welfare Officers were working with children not in education; work was continuing with the Ipswich Roma community to address ASB at the London Road flats; Cattle Market Bus Station – a multi-agency approach had been successful in reducing the level of ASB and Design Out Crime options were being considered; Wingfield Street/NCP car park – a multi-agency approach had been taken with patrols from the Police and Parking Services, and SCC had removed some of the trees from Rosemary Lane to increase natural surveillance; Waterfront/University of Suffolk/Suffolk New College – ASB in this area had reduced to a manageable level.
- 35.6. From 4 December 2023, a new system of working would see Police resources realigned and the SNTs would be replaced with Community Policing Teams, with 6 officers on shift but ringfenced to each area and a dedicated Beat Officer for each ward.
- 35.7. Councillor I Lockington asked whether the ASB issues at the Great White Horse Hotel were being caused by people congregating outside or people who

were staying at the hotel. PC Austin commented that it was a multi-faceted problem involving both.

35.8. Councillor Gibbs asked whether any intelligence had been received in relation to All Saints Road relating to drug activity and prostitution in brothels. PC Austin was aware of drug activity but had not heard of issues with prostitution at this location.

35.9. Councillor Jones welcomed the partnership work being done to address ASB by young children in the Maple Park/Ainslie Road area, and added that businesses on Bramford Road had been reassured by the Police response to alcohol related ASB.

36. CAC/23/10 Funding Request - St Helen's Church

This Agenda Item was withdrawn.

37. Chair's Update on Actions from Previous Meetings

The Chair commented that there were no actions to update on from the previous meeting.

38. Community Intelligence - Verbal Update from Councillors

38.1. Councillor T Lockington highlighted that whilst SCC were the responsible authority for flood management, Ipswich Borough Council was responsible for clearing detritus to prevent drains from becoming blocked; the recent flood on Westerfield Road had been caused by just one drain becoming blocked.

38.2. Councillor I Lockington commented that one drain had been reported to SCC as it was full of litter; it was important that there were sufficient bins available and that drains be kept free of detritus/rubbish. Flooding had also been reported on Valley Road and by the new housing in Westerfield Village.

38.3. Councillor J Cook commented that there had been a couple of successful prosecutions relating to littering and dumping offences; the Council issued Penalty Charge Notices in the first instance, but if the fines were not paid, offenders would be taken to court.

38.4. Councillor Jones highlighted a recent homelessness case where a family had been evicted from private accommodation as the landlord had decided to sell the property. Local authorities did not have a duty to help, but the Council's Private Sector Housing Team did arrange temporary accommodation. More landlords were opting to sell their properties rather than rent them out which was creating a burden on local authorities.

38.5. Councillor Riley reported that the Spring Road Allotment composting toilet, which had been funded by the Central Area Committee, had been installed and operational since September 2023.

39. CAC/23/11 Area Committee Budget Update

- 39.1. Mr Robin Payne, Assistant Director for Operations, reported that the Central Area Committee currently had £2,552 available to spend on its priorities.
- 39.2. With regard to the Making a Difference funding, Christ Church had advised that there had been a surplus of £90.42 from the £405 of funding awarded for their Holiday at Home scheme, which would be returned to the Alexandra ward budget.

Resolved:

that the financial statement in Appendix 1 to the report be noted.

Reason: To provide details of the amount of funds available to the Area Committee to support priorities in Central Ipswich.

40. Dates of Future Meetings

- 40.1. The Chair reported that the dates of future meetings were listed on the Agenda, with the next meeting scheduled for Wednesday 3 January 2024 at 7pm in All Saints Church Hall, Blenheim Road.

The meeting closed at 7.34 pm

Chair

COMMITTEE: CENTRAL AREA

REF NO: CAC/23/12

DATE: 3 JANUARY 2024

SUBJECT: AREA COMMITTEE BUDGET UPDATE

Short description of report content and the decision requested:

This report details the financial position of the Central Area Committee budget. Appendix 1 sets out the current financial position of the Central Area Committee budget.

In January 2018, the Central Area Committee allocated £3,000 to establish a budget to enable the clearance of fly tipping, dumped rubbish and graffiti from areas of non-statutory land and Council owned land within the Central Area where ownership and responsibility cannot be determined.

As most of this budget had been utilised by January 2020, a further £2,000 was allocated for this purpose. However, there has only been 2 transactions made against this budget since the additional funding was added and £2,272 now remains in this budget. Details of the spends made against this budget are listed in Appendix 2.

The Central Area Committee may wish to consider whether all of the Fly-Tipping and Graffiti Removal Budget is still required, and if not, whether to return some of this budget back to the main unallocated Central Area Committee to allow it to be allocated to other projects.

List of Appendices included in this report:

- Appendix 1: Central Area Committee Budget – Financial Statement
- Appendix 2: Central Area Committee – Fly-Tipping and Graffiti Removal Budget Spends

Recommendation:

- 1. The Committee is asked to note the financial statement in Appendix 1.**

Reason: To provide clear and transparent details of the amount of funds available to the Area Committee to support priorities in Central Ipswich.

- 2. The Committee is asked to consider whether it wishes to return any of Fly-Tipping and Graffiti Removal Budget back to the main unallocated Central Area Committee budget.**

Reason: To enable any surplus budget to be reallocated to support other projects.

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APPENDIX 1 - CENTRAL AREA COMMITTEE - FINANCIAL IMPLICATIONS

Committee Date	Report Number	Description	Original Allocation Agreed	Budget B/F from 2022/23 + 23/24 Budget allocation	Committed	2023/24 Expenditure	Remaining Budget	Progress - Project Update
15/01/2020	CAC/19/16	Fly-Tipping & Graffiti Removal Budget	2,453.20	2,272.00	2,272.00			
21/06/2023	CAC/23/01	MAD Funding 2023/24	1,500.00		1,185.42	314.58		£314.58 - Christ Church Holiday at Home.
01/03/2022	CAC/22/17	King's Coronation Community Grants	1,000.00			1,000.00		Approved Funding Paid from 2023/24 budget
21/06/2023	CAC/23/06	Venue Hire and Publicity 2023/24	500.00	200.00	600.00	100.00		Hire of Meeting Room 1 Nov 2023.
21/06/2023	CAC/23/02	Community Family Fun Day	2,500.00			2,500.00		Approved Funding Bid & Paid
21/06/2023	CAC/23/03	Inside Out Community	3,000.00			3,000.00		Approved Funding Bid & Paid
21/06/2023	CAC/23/04	Chapter 82	1,000.00			1,000.00		Approved Funding Bid & Paid
21/06/2023	CAC/23/05	Ormiston Families	3,500.00			3,500.00		Approved Funding Bid & Paid
		Unallocated Budget B/F from 2022/23		552.00				
		2023/24 Budget		15,000.00				
		Total		18,024.00	4,057.42	11,414.58	2,552.00	

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APPENDIX 2

Central Area Committee – Fly-Tipping and Graffiti Removal budget spends

Location	Cost	Ward	Reported	Description
Bond St Car Park	£100.00	Alexandra	Mar-18	Fly-tipping removal
Milner St	£500.00	Alexandra	Apr-18	Fly-tipping removal
Sirdar/Gatacre Rd	£75.00	Westgate	Apr-18	Removal of rubbish and needle sweep
Tennyson Rd	£75.00	Alexandra	May-18	Fly-tipping removal
Dial Lane	£45.00	Alexandra	May-18	Graffiti removal
Wilberforce Street	£75.00	Westgate	-	Fly-tipping removal
Christine's Florist	£35.00	Westgate	-	Graffiti removal
Palmerston Rd	£350.00	Alexandra	-	Fly-tipping removal (asbestos)
Wilberforce Street	£30.00	Westgate	Dec-18	Fly-tipping removal
Tennyson Rd	£30.00	Alexandra	May-18	Fly-tipping removal
Faraday Rd	£35.00	Alexandra	-	Fly-tipping removal
Milner St	£160.00	Alexandra	Jan-19	Fly-tipping removal
St. Helen's Carpark	£300.00	Alexandra	Apr-19	Fly-tipping removal
Wellesley Rd	£36.00	Alexandra	Mar-19	Fly-tipping removal
Rosebery Rd	£207.20	Alexandra	Aug-19	Fly-tipping removal
Bond Street	£161.80	Alexandra	Sep-19	Fly-tipping removal
Wellesley Rd	£95.00	Alexandra	Aug-19	Fly-tipping removal
St Nicholas House	£161.80	Alexandra	Sep-19	Fly-tipping removal
Springfield Rd/Kitchener Rd	£60.00	Westgate	Oct-19	Fly-tipping removal
Clifford Road	£15.00	Alexandra	Nov-19	Fly-tipping removal
Foxhall Road	£105.46	Alexandra	Oct-21	Fly-tipping removal
Foxhall Road/Rosebery Road	£75.46	Alexandra	Feb-22	Fly-tipping removal
Total	£2,727.72			
Allocated Budget (£3k in Jan 2018 + £2k in Jan 2020)	£5,000.00			
Remaining Budget	£2,272.28			

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COMMITTEE: CENTRAL AREA **REF NO:** CAC/23/13

DATE: 3 JANUARY 2024

SUBJECT: FUNDING REQUEST: IPSWICH GREYFRIARS
ROUNDTABLE DEFIBRILLATOR PROJECT

REPORT AUTHOR: ZARA HANMAN

SENIOR OFFICER: ROBIN PAYNE

Short description of report content and the decision requested:

Ipswich Greyfriars Roundtable ([Charity Number: 1186366](#)) are looking to install 8 24/7 defibrillators across Ipswich. They are requesting a total of £7,000.00 from the Area Committees to purchase and install 7 defibrillators, one each in the South West, North West and South East areas and two each in the North East and Central areas.

Ipswich Greyfriars Roundtable are seeking £2,000.00 from the Central Area Committee to purchase and install two Artificial External Defibrillators at The Greyhound, IP1 3SE and Gilmour Piper, IP1 3JP.

The defibrillator will be available 24 hours a day, 7 days a week. The device will be externally mounted to the building, making it accessible should a visitor or person in the surrounding area experience a cardiac arrest. Defibrillators improve victims' survival chances and can be lifesaving. The intention of the project is to improve cardiac arrest survival rates in the Central Area of Ipswich.

List of Appendices included in this report:

- a) Appendix 1 - Completed Application Form

This report has been prepared by Zara Hanman

Tel: 01473 432226

Email: zara.hanman@ipswich.gov.uk

This report was prepared after consultation with:

Internal consultees

External consultees

Grant Houlden/ Adrian Game (Ipswich Roundtable Members)

The following policies form a context to this report:

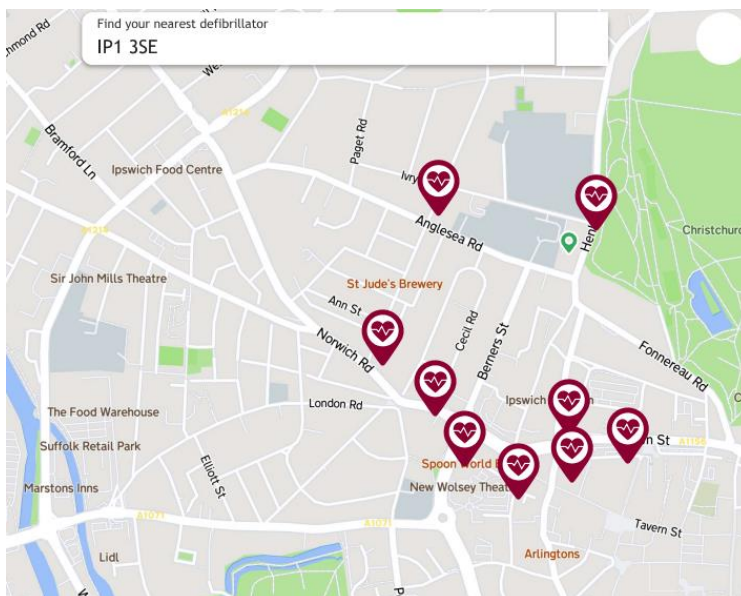
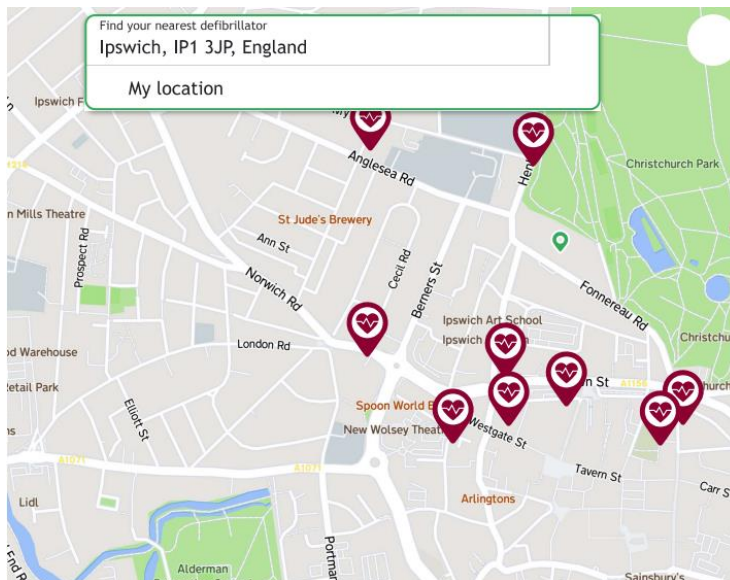
(all relevant policies must also be referred to in the body of the report)

Corporate Strategy – Proud of Ipswich: Championing our Community and Revitalising our Town

1. Item of business and issues for consideration

- 1.1 To consider the application of Ipswich Greyfriars Roundtable and decide whether to agree to:
 - i) Option 1 - Fund the total amount requested.
 - ii) Option 2 - Fund a lesser amount to the amount requested.
 - iii) Option 3 - Not fund.
- 1.2 The Committee will make its decision based on whether the application meets the funding criteria and the funds available to the Committee.
- 1.3 Ipswich Greyfriars Roundtable was chartered in 1965 and received its charity status in 2019. The Roundtable serves as a format for young men to meet as equals, exchange ideas and improve social skills. One of the group's areas of focus is to raise awareness and money for the benefit of local causes that directly impact people in the local area of Ipswich. The Roundtable consistently raise £20,000 per year to improve the local community. One of the Roundtable's main fundraising projects in Ipswich is the Rudolf project, which has run for 53 years and has raised funds for many local causes in and around Ipswich.
- 1.4 Ipswich Greyfriars Roundtable are requesting funding from the Central Area Committee to purchase and install two defibrillators from AEDdonate at The Greyhound, IP1 3SE and Gilmour Piper, IP1 3JP. This is part of a wider project across Ipswich whereby the Roundtable are looking to install 8 new defibrillators and are requesting funding for 7 of them from the Area Committees.
- 1.5 Sudden cardiac arrest can happen to anyone, anywhere at any time. This affects people of all backgrounds, ages and health. Survival rate from a sudden cardiac arrest drops by 7-10% for every minute defibrillation (and CPR) is delayed. The average UK time for emergency services to arrive following a 999 call is 8-12 minutes. Defibrillation within 3-5 minutes of collapse can produce survival rates as high as 50-70%. Therefore, access to more public defibrillators will increase survival rates.
- 1.6 In the East of England there are around 3,600 out of hospital cardiac arrests each year in which 1 in 14 people survive. In Ipswich roughly 15,000 people are living with a heart and circulatory disease. Ipswich has 128 defibrillators whereby less than 40% (51) are available 24/7. The Roundtable would like to install 8 more 24/7 defibrillators in Ipswich, increasing that number to 59, specifically two in Central Ipswich at The Greyhound and Gilmour Piper.
- 1.7 The Roundtable's aim is to improve survival rates in Ipswich by providing local residents greater access to 24/7 defibrillators.

- 1.8 The Greyhound Pub has been selected based on heavy footfall in the area. In reviewing the 10 nearest defibs around the area, only 4 are available 24/7. The closest 24h defib is 779 yards away.
- 1.9 The Gilmour Piper Healthcare practice has been selected based on its proximity to the community, both in terms of footfall, and in its notoriety. Further, the Gilmour Piper Healthcare practice is suitable given the 'geographical restrictions' of the nearest defib having a steep incline to reach. Below maps highlight the nearest defibs in the proposed areas.



- 1.10 The AED device will be fitted by AEDdonate's approved installers to ensure they are installed correctly. Before installation the installer will visit the sites to establish the best location for the unit. The device will be fitted in an external location to ensure it is accessible to all 24/7.

- 1.11 AEDdonate offer large group online training programmes which can be delivered free of charge to anyone wanting to know more about the defibrillator and how it can be implemented in a communication style to meet the needs of everyone.
- 1.12 Both The Greyhound and Gilmour Piper are fully supportive of the project and understands their role as the guardian of the defibrillator unit.

2. Links to Area Action Plan

- 2.1 Department of Communities and Local Government - Domains of Deprivation:
- **Health and Disability**, which is an action plan priority
 - Living Environment
- 2.2 Proud of Ipswich underlying principles:
- **Promoting Community Wellbeing and Fairness in Ipswich**, which is an action plan priority

3. Financial implications

- 3.1 There is **£2,552.00** remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.
- 3.2 The table below shows the breakdown in costs.

Description of expenditure	Cost (£)
<p>7x Powerheart Defibrillator, cabinet & install + VAT from AEDdonate which includes:</p> <ul style="list-style-type: none"> - Cardiac Science G5 CPR Fully Automatic - 8 Year AED Warranty - Rescue Pack - Polycarbonate cabinet - Cabinet warranty (10 year structural/ 5 year electrical) - Custom designed sponsor board - Installation by approved electrician - Installation organised by AEDdonate installation coordinator - Awareness training - Ambulance service registration - Press release and social media promotion - 24/7 on call support - PAD and battery reminder service - Post installation care pack - Post 999 deployment assistance - Unlimited access to technical support - 999 deployment notification 	£13,398.00

<ul style="list-style-type: none"> - Post deployment 'Listening and Support' service - Free loan AED when the unit is unavailable (subject to availability) - Coordinate warranty repairs - Defibrillator software updates - Postage and packaging costs included - £435.00 Contribution from AEDdonate (package normally costs £2349.00) 	
Total project costs	£13,398.00
Total amount requested from Area Committees	£7,000.00
Total requested from the Area Committee	South West £1,000.00
	North West £1,000.00
	Central £2,000.00
	South East £1,000.00
	North East £2,000.00

- 3.3 Ipswich Greyfriars Roundtable are contributing £1128.00 towards the project in Central Ipswich.
- 3.4 The Greyhound are contributing £500.00 towards the project.
- 3.5 Gilmour Piper are contributing £200.00 towards the project.
- 3.6 AEDdonate are contributing £435.00 towards each unit (taken off the cost of the package).
- 3.7 Ipswich Greyfriars Roundtable has sent the Community Engagement Team the quote for the package from AEDdonate.
- 3.8 The Greyhound and Gilmour Piper have confirmed that, as the guardians of the unit, they will take on the ongoing running costs after installation of the defibrillator. These include:
- Pads: £58.00 + VAT (to be replaced every 2 years/ once used)
 - Battery: £285.00 + VAT (every 4 years)
 - Running costs: £5 -10 (a year for power which runs a small heat to keep the gel on the pads in good condition)
 - The sites will also get the defibrillator insured however this should not negatively impact their insurance premium.
- 3.9 **The total amount requested from Central Area Committee is £2,000.00.**

4. Legal implications

- 4.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 4.2 Area Committees have the power to award grants in accordance with Part 3, Section 2 of the Council's Constitution i.e. the Area Committee Terms of Reference.
- 4.3 Ipswich Greyfriars Roundtable has provided its constitution, annual accounts, a named bank account, and safeguarding policy as required by the Area Committee Funding Guidelines.
- 4.4 Ipswich Greyfriars Roundtable has provided confirmation that The Greyhound and Gilmour Piper are aware of the project and will take on the ongoing costs after installation of the defibrillator.

5. Risks considered

- 5.1 Ipswich Greyfriars Roundtable and the sites are responsible for the risks associated with purchase, installation and maintenance of the AED device. The risks relating to the effective allocation of public funds are owned by the Committee.

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1 almost impossible - 6 very high)	Impact of risk, if it occurred taking account of actions (1 negligible - 4 catastrophic)
Vandalism of the unit.	Lifesaving treatment is not available. Avoidable death	Strong Cabinet Insurance	2	4
Actions to mitigate risk	The defibrillator unit cabinets are strong and well made. AEDdonate have seen very few units damaged/ vandalised in other locations around the UK. The sites will notify their insurers of the defibrillator and will get it insured.			
Device unavailable or not working when required.	Lifesaving treatment is not available. Avoidable death	Location Maintenance Warranties/ 'loan' unit. Emergency Services	2	4
Actions to mitigate risk	The AED device will be fitted to the building by AEDdonate's approved installers to ensure they are installed correctly. Before installation the installer will visit the site to establish the best location for the unit. The device will be fitted in an external location to ensure it is accessible to all 24/7.			

	<p>The unit will be maintained by the sites and wired to the building power supply so that the gel on the pads is kept warm and in good condition. The Roundtable have had extensive conversations with both sites to discuss their responsibility of maintaining the unit going forward and the project has The Greyhound and Gilmour Pipers full support.</p> <p>The package that will be purchased from AEDdonate includes a comprehensive warranty, support and assistance. It also includes a free loan unit if the unit purchased is unavailable/</p> <p>The AED devices supplementary to the emergency services provision and are designed to stabilise a patient until an ambulance arrives.</p>
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6. Options

- 6.1 **Option 1** – Approve allocation of funding of £2,000.00 to Ipswich Greyfriars Roundtable to purchase and install an Artificial External Defibrillator at The Greyhound and Gilmour Piper.
- 6.2 **Option 2** – Approve allocation of less than £2,000.00 as contribution to the same.
- 6.3 **Option 3** – Do not fund.

7. Record of Decision taken

--

8. Exemption from call in (if applicable)

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

--

Signed.....

[This must be signed by the Chair of the Area Committee]

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Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

To install external around Ipswich, in various areas, to help the community, and allow access to life saving pieces of equipment to those that may need it. 24 hours a day and to engage with companies and site that will commit to the guardian role to allow this project to continue for many years to come.

Amount of funding requested

£2000

PART 2 - About your group

Name of Organisation/Group:

Ipswich Greyfriars Round Table

Address:

REDACTED

Name of person completing application:

REDACTED

Ipswich Round Table

Contact Address (if same as above leave blank):

REDACTED

Telephone Number:

REDACTED

E-mail Address:

REDACTED

Website Address/Social Media:

Welcome to Ipswich Round Tables website

https://www.facebook.com/ipswichroundtable/?locale=en_GB

<https://www.instagram.com/ipsroundtable/?hl=en-gb>

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number: (if applicable)	Charity – charity number 1186366
Company Number: (if applicable)	
Date organisation established:	10 th April 1965 (Charter Date) 4 th November 2019 (Charity Status)

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

Round Table groups exist all across the country and worldwide to serve as a format for young men to meet as equals, exchange ideas and improve social and business skills. In addition to doing this in a fun environment we will do a range of activities that we may not normally do. One of our main focus' is to raise awareness and vital money predominantly for the benefit of local causes that directly impact the people of our local area, in our case Ipswich.

The satisfaction we find in raising consistently £20,000 per year to better the lives of those around us is difficult to put into words. We maintain that the money is always put to good use within our community, and it really does change lives.

We are probably best known in Ipswich for our bringing Santa and Rudolph to the streets of Ipswich. For 53 years Rudolph this has raised funds for many worthy local causes in and around Ipswich and this year is no different, no matter the circumstances.

		YES	NO
2.1	Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	Does the organisation/group have a committee with at least three members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3	Does the organisation have a bank account in the organisation/group's name?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4	Does the organisation/group have a safeguarding policy in place? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5	Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.6	Has your group/organisation considered or explored any other routes (for example other organisations, grant funders, companies, property owners) to fund or part-fund this project before applying to Area Committee funding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered yes to question 2.5, please provide the amount and date received:	Date	Amount (£)
If you answered yes to question 2.6, please provide the date and other routes considered:	Date	Details

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more [here](#).

PART 3 – Why is your project needed?

Which Area Committee are you applying to? If more than one, please indicate. Please note that the outcome of your bid is at the discretion of each Area Committee, independent of one another.

North East Area Committee	North West Area Committee	Central Area Committee	South East Area Committee	South West Area Committee
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you are applying to more than one Area Committee, please explain why this is. What are the benefits to each area? Where will attendees come from?

We are applying for multiple sites (8) to give a greater access to 24/7 defibrillators across the footprint of Ipswich to give provision

Why should there be more defibrillators in public places?

There is no doubt that AEDs save lives. However, many public places in the UK do not have AEDs. The government has been taking steps to increase the number of AEDs in public places, but there is still a long way to go. There are many reasons there should be more defibrillators in public places:

Time is critical in cardiac arrest: The chances of survival from a cardiac arrest decrease by 10% for every minute that passes without defibrillation. The average response time for emergency services is around 8-12 minutes, but a defibrillator on-site can be used immediately, increasing the chance of survival.

Cardiac arrests can happen anywhere: Sudden cardiac arrests can occur in any public place, such as a shopping centre, park, or public transport station. Having a defibrillator on-site can help to save lives in an emergency.

Defibrillators are easy to use: AEDs are designed to be easy to use, even by people without medical training. The device provides step-by-step instructions, and some models even have voice prompts to guide users through the process.

Defibrillators are cost-effective: The cost of an AED is relatively low compared to the cost of treating a cardiac arrest victim or the cost of potential legal action against an organization that fails to provide proper emergency care.

Defibrillators are safe: AEDs are designed to be safe and effective. They only deliver a shock if it's needed and won't shock someone who doesn't need it. Additionally, the device will only analyse the heart's rhythm and will not deliver a shock if the person's heart rhythm is normal.

AEDs are essential in public places. They are easy to use, and anyone can use them to save a life.

What is the need for your project? Who will be helped?

Outline the information on your project below, ensuring you relate to the relevant [Area Committee Action Plan](#) (Max 500 words)

The aim is to install and distribute 8 defibrillators that are accessible 24 hours a day 7 days a week in key areas around Ipswich.

This will be for the benefit of the whole community.

Sudden Cardiac Arrest can happen to anyone, anywhere at any time. This affects people of all backgrounds, age and health. Statistics around survival can be frightening, with quality CPR and speedy deployment a defib increases victims survival exponentially.

When reviewing your action plan and your Areas corporate strategy for this year's campaign, you pledged to support and promote community wellbeing and fairness in Ipswich. We feel this project perfectly aligns to this as it doesn't exclude anyone within your area, and saving lives is the ultimate measure in our opinion of health and wellbeing.

[Automated external defibrillator location and socioeconomic deprivation in Great Britain | Heart \(bmj.com\)](#)

Conclusion In England and Scotland, there are differences in distances to the nearest 24/7 accessible AED between the most and least deprived communities. Equitable access to 'out-of-hours' accessible AEDs may improve outcomes for people with OHCA.

[Call for more equal access to public defibrillators - BBC News](#)

What evidence do you have of this need?

Please include results of any consultation and evidence on how it will benefit the residents of the committee area you are applying to (Max 500 words)

In the UK there are over 30,000 Cardiac Arrests a year outside of hospital. However, the survival rate is less than one in ten victims survive to be discharged from hospital, and this rate lags behind those of other developed nations.

In the UK, the **average time** for emergency services to arrive following a 999 call is **8-12 minutes**.

With Sudden Cardiac Arrest (SCA), every minute counts as **survival rate drops by 7-10% for every minute defibrillation (and CPR) is delayed**. Defibrillation within 3-5 minutes of collapse can produce survival rates as high as 50-70%. This means with more public access defibs, we can significantly improve survival rates.

There are around **3,600** out-of-hospital cardiac arrests each year in the East of England of which only **1** in 14 people survive. Using these number above it calculates to 257 positives outcomes, which is amazing, however 3343 deaths, our aim is to improve the survival numbers further and we feel the speed and access of a defib will only improve this.

Two big factors that play a part in this are:

1. There aren't enough people prepared to perform CPR when someone has a cardiac arrest.
2. There aren't enough defibrillators locally that are available 24/7.

Around 15000 people are living with heart and circulatory disease in Ipswich. 16% of adults smoke in Ipswich. Smoking is a risk factor of cardiac arrest. 28% of adults in Ipswich have obesity. Eating a healthy diet will reduce the risk of having a cardiac arrest.

We proudly have 128 defibrillators in Ipswich, but only 51 have 24/7 access which is less than 40% ref [Download UK Defibrillator Location Data - BHF](#)

The Greyhound

The site we have agreed for your areas Defib is the Greyhound Pub, on Henley Road. Which is perfectly situated on the border of St Margarets Ward and Westgate Ward. The location is very prominent and within a heavily population residential area, and a busy walk through route to the parks and town centre. The pub itself welcomes all patrons and supports the community, from coffee mornings, lunches and social events. With the incredible recent success of the football club, the pub is known as a go to location for pre and post game social gatherings and has been known to have upwards of 400 people in the venue. Typically, busy in summer times with their improved outside area, regularly hosting 200 friendly patrons.

When reviewing the national defib circuit information we have considered the 10 nearest defibs to our chosen site. Of these 10, only 4 of these defibs are available 24/7. The closest defib to the site is 164 yards away but only accessible between 8am- 4pm, 7 days a week, when we offered this information to the Greyhound they were surprised and also agreed the pub is typically at its busiest outside of these hours. When reviewing the closest 24/7 defib this was located more than 779 yards away, at Tesco Express St Mathews Street

Gilmour & Piper Healthcare practice

The site we have agreed for your areas Defib is the Gilmour & Piper Healthcare practice on Fonnereau Road. Which is perfectly situated within the Westgate Ward. The location is close to the park, town centre and religious meeting venues. The health care practice itself is well known, support a large community within Ipswich, and has around 2000 patient interactions per month. With the recent success of the football club, Fonnereau Road is a heavily trafficked both with vehicles and pedestrians pre and post match days, as well as other large events held in the town centre. It is difficult to calculate this level of footfall or potential impact on individuals.

When reviewing the national defib circuit information we have considered the 10 nearest defibs to our chosen site. Of these 10, only 4 of these defibs are available 24/7. The closest defib to the site is 164 yards away but only accessible between 8am- 4pm, 7 days a week, when we offered this information to Gilmour Piper they were surprised that no defibs were in and around the Park

entrances, with 24 hour access. The closest 24/7 available defib is over 420 yards away at Fizroy house .We are all aware of the geographical restrictions Fonnerau road has with its steep incline, having a defib in the location is ideal to service the local community.

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

To supply and install a defibrillator and an external cabinet into specific locations in our local area, to engage with the location providers, share education around the importance of their guardianship responsibilities, ongoing financial commitments for the maintenance of the unit. Keeping the national circuit updated with the units status is so important to allow clear visibility for all to see if and when a defib is needed.

Ultimately leading to increased positive outcomes and a way of saving more lives when a sudden cardiac arrest does occur, giving a much higher chance of survival to the victim until the emergency service arrive.

Register the defib on the [The Circuit - the national defibrillator network](#) and appoint a guardian who will do regular checks on the defib.

We are aware that defibs are everywhere, work places, sport centres, garden centres, community spaces as a few examples. This is great news, and in the unlikely event of you having a SCA (sudden cardiac arrest) in these places you probably have the best chance of survival. Most of these units aren't registered on the circuit, and may only be available at locations known to the venues first aiders. It also falls into the unknown responsibility as to how regularly the units are checked and tested. The circuit is a visible online network that allows emergency services a pin point location, and directions to anyone that is with the victim and can bring the device to the patient.

Package includes:

- 8-yr warranty on AED Cardiac Science G5 ICPR Fully Automatic
- 10yr structural warranty on cabinet 5yr on electrical
- Awareness training
- Ambulance service registration
- Press release and social media promotion
- 24/7 on call support
- PAD and battery reminder service
- Post 999 deployment assistance & notification
- Unlimited access to technical support
- Free loan AED when your AED is unavailable subject to availability
- Defibrillator software updates

What risks have you identified for your project and how will you manage them? (e.g. financial, health and safety, operational, success etc.)

We are aware that unfortunately there will always be a few individuals that will not see the value or the benefit of these units within the local community, and may find satisfaction in damaging

and vandalising the units. We have raised this concern with AEDonate, and they have assured us that whilst nothing can fully guaranteed against this, the cabinets the units are kept in are very strong and well made, they have seen very few units damaged or stolen despite some attempts by vandals in other locations around the UK. We have made site locations aware to notify their insurers and to have the defibs insured against this rare eventuality. We have also been told that this should not negatively impact their insurance premium.

We have made every effort to meet with all the locations to discuss the importance of the guardianship role, and their ongoing time and financial commitments needed to keep the units fit for purpose and available. We have received full support and engagement from our guardians now and in the future, with many locations offering their own finances to assist with this project through to completion.

We have removed any risk of poor installation by allowing AEDonate to work with their approved installers, who will conduct full site visits to establish best location and requirements.

We have reduced the risk of spending money on units that may not perform as intended, or for the future of the project, by using a reputable brand with comprehensive warranties, and fully back after care for assistance and support.

How many beneficiaries will benefit from the project?

Please refer to the evidence you highlighted in Section 3. (Max 500 words)

Sudden Cardiac Arrest can happen to anyone, anywhere at any time. This affects people of all backgrounds. However we have detailed some local number and statistics in the earlier section of this report. Although its difficult to calculate exactly the spread and impact our project, we have the attitude that if we help save one more life, this is a hugely successful outcome. With an unmeasurable level of gratitude from the families and loved one of the survivors.

How will potential beneficiaries be made aware of the project?

- Word of Mouth.
- Networking with community groups, IBC and SCC
- Websites
- Registering on "The Circuit"
- Social Media posts
- The Media EADT/Ipswich Star
- Launch/install events.
- AEDdonate do LIVE training events on a regular basis

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

Sudden Cardiac Arrest can happen to anyone, anywhere at any time. The units will be available 24/7 in external locations to allow access to everyone

The defibs will most likely be deployed via a contact made to emergency services such as 999 and 111. These services are provided with translators to all nationalities and languages and will offer support in the moment to those with the patient that need it. The defib unit itself is designed in such a way that it will help patient and will not shock anyone else trying to help if used incorrectly.

With the support of the guardians and AEDonate, they have offered large group online training programmes which can be delivered free of charge to anyone that wish to know more about the defibs and how this can be implemented in a communication style to meet the needs of someone from a different cultural background.

		YES	NO
4.1	Have you considered the use of volunteers for delivering your project and how you will promote these volunteering opportunities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2	Have you read the relevant guidance and information about volunteers in Appendix 1 of the Funding Guidelines ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above questions, please state how you will promote your opportunities and engage with volunteers?

Please describe how you will minimise the environmental impact of your project

Sudden Cardiac Arrest can happen to anyone, anywhere at any time. The units will be available 24/7 in external locations to allow access to everyone

The defibs will most likely be deployed via a contact made to emergency services such as 999 and 111. These services are provided with translators to all nationalities and languages and will offer support in the moment to those with the patient that need it. The defib unit itself is designed in such a way that it will help patient and will not shock anyone else trying to help if used incorrectly.

With the support of the guardians and AEDonate, they have offered large group online training programmes which can be delivered free of charge to anyone that wish to know more about the defibs and how this can be implemented in a communication style to meet the needs of someone from a different cultural background.

PART 5 – Costs & Funding

Please provide a full breakdown of project costs for each item of expenditure, and enclose quotations/links where applicable:

Description of expenditure	Cost (£)
2x Powerheart Defib, cabinet & install	£3190.00

VAT	£638.00	
Total project costs	£3828.00	
Total amount requested from the Area Committee(s) If you are applying to more than one Area Committee, please consider the amount of money requested is proportionate to the impact of the project on the residents in each specific area.	North West	
	South West	
	Central	£2000.00
	North East	
	South East	

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
Ipswich Round Table	£1128	Yes	No
Gilmour & Piper	£200	Yes	No
Greyhound	£500	Yes	No

How will any remaining costs be met?

There are no remaining costs.

How will the project be sustained after the funding has been spent?

Permanently installed – Guardian to take on Defib and made aware of the ongoing costs

- Pads £58.00 + VAT, pads replaced every 2 years

- Battery £285 + VAT if not use and battery every 4 years if not used.
- Running cost £5-10 a year for power (which runs a small heat to keep the gel on pads in good condition)

All ongoing costs have been discussed and agreed that the guardians will take on once the install is completed.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- ☒ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*
- ☒ Proof of bank account in the name of the organisation (e.g. bank statement or letter) *
- ☒ Results of consultation (if applicable)
- ☒ Safeguarding policy (if applicable)
- ☒ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

- ☒ Yearend accounts *

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

- ☒ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project? What will be the key performance measures that you will report on?

Monitoring is collecting and recording information about what your group is doing – outputs (number of sessions held, number of attendees, demographics etc), outcomes (the effect your work is having on peoples' lives) and impact (the change created as a result of the project).

Evaluating is using the information collected (qualitative and quantitative), together with other information and peoples' experiences, to get an overall picture of your group/project, its work, and its impact.

This will one of the largest community projects Ipswich Round Table has delivered in Ipswich for many years, one that we feel will become a legacy and will help the people of our town. We are immensely proud of support we have already gained, and our interest in the project will not stop once the defibs are installed. We are fully aware that the best ever outcome of project is that none of our units will ever be used, on the basis that they are not needed. The second best outcome is that they used and lives are saved. This vision is also shared with the individual site guardians, they will receive notifications as part of their ongoing support promise and maintenance of the units live on the circuit. If a unit has been deployed, although keeping patient confidentially at the fore front, and we have no way of knowing the individuals that suffer a SCA. It is highly likely in the event of a positive outcome and a life saved, we will hear this news of joy from those close to the families etc. We don't think there is a much better way to measure this success.

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Date: REDACTED	Date: REDACTED
Name:	Name: REDACTED
Position: Member	Position: Member

Please return your completed form to the Community Engagement team at Ipswich Borough Council:

e: communities@ipswich.gov.uk

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COMMITTEE: CENTRAL AREA **REF NO:** CAC/23/14

DATE: 3 JANUARY 2024

SUBJECT: FUNDING REQUEST: HOME START IN SUFFOLK

REPORT AUTHOR: BETH ROBINSON

SENIOR OFFICER: ROBIN PAYNE

Short description of report content and the decision requested:

This report requests that the Central Area Committee consider allocating £730.39 to Home Start in Suffolk (HSIS), to fund their project which will support parents/carers with children with special educational needs and disability (SEND), including information, ideas, navigating health and social care systems, and supporting in education. This application is part of a multi-area bid, with HSIS requesting proportionate funding from all Area Committees.

List of Appendices included in this report:

- a) Appendix 1 - Completed Application Form

This report has been prepared by Beth Robinson ,

Tel: 01473 432837

Email: beth.robinson@ipswich.gov.uk

This report was prepared after consultation with:

Internal consultees

External consultees

The following policies form a context to this report:

Corporate Strategy – Proud of Ipswich: Championing our Community and Revitalising our Town

1. Item of business and issues for consideration

- 1.1 To consider the application of Home Start in Suffolk and decide whether to agree:
- i) Option 1 - Fund the total amount requested.
 - ii) Option 2 - Fund a lesser amount to the amount requested.
 - iii) Option 3 - Not fund.
- 1.2 The Committee will make its decision based on whether the application meets the funding criteria and the funds available to the Committee.
- 1.3 HSIS offer early intervention services to families with children aged 0-12, with a vision that 'every child is given the best support in life because of the love, support, and guidance they receive from their caregivers.
- 1.4 HSIS's main activities are 1-1 support for families who display support needs such as isolation, poor mental health, isolation, bereavement, illness, disability and domestic abuse. In this work, HSIS act as a primary service, either reducing demand on statutory services, and/or empowering families to receive this support if needed.
- 1.5 HSIS currently receive thousands of referrals and work closely with other agencies to provide support, across health, education, and family support services.
- 1.6 This project will focus specifically on supporting families with children with special educational needs and disability (SEND).
- 1.7 Across the borough, there will be 75 beneficiary families, with 220 individuals. Proportions of funding have been calculated using geographical locations of the target 'families with SEND children' target audience.
- 1.8 In Central Ipswich, the project will support 15 families. This will be achieved through group work, owing to increased need in the area, allowing for funding to support more families.
- 1.9 Funding will also support 6 volunteer beneficiaries per area, often using a targeted approach to attract a broader demographic to reflect that of Ipswich.
- 1.10 Home Start in Suffolk track their referrals and Group attendees via their CharityLog Management/Monitoring system and as such can allocate attendees/referees to this specific project.

2. Links to Area Action Plan

- 2.1 Department of Communities and Local Government - Domains of Deprivation:

- **Education, Skills, and Training**, which is an Area Action Plan priority.
- **Health and Disability**, which is an Area Action Plan Priority.
- **Living Environment**
- **Barriers to Housing and Services.**

2.2 Proud of Ipswich underlying principles:

- **Promoting Community Wellbeing and Fairness in Ipswich, which is *the* action plan priority.**

3. Financial implications

3.1 There is £2,552.00 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.

3.2 Cost breakdown:

Description of expenditure	Cost (£)
SEND Support [calculated costs <u>do not</u> include pensions]	£9,173.08 Dedicated time to this project SEND coordinator (536h), admin (52h) and supervision (14h)
Volunteer recruitment and training [calculated costs <u>do not</u> include pensions]	£470.65 £433.37 Volunteer & Training Manager (32hrs) £37.28 social media sponsored posts & printing leaflets
Funds to cope with extra capacity/demand	£2,000 costs for extra capacity/demand – over the last 6 months we have recorded 28% of all referrals for Ipswich to include SEND needs, this proportion is an increase over previous levels and now appears to be a trend, rather than a blip in our incoming work demand. This funding will contribute to the Group work led by the SEND co-ordinator for Ipswich families. <i>This £2,000 has been granted by "The 29th May 1961 Charitable Trust" as per table below</i>
Total project costs	<u>£11643.73</u>

Total amount requested from the Area Committee(s)	North West	£3353.56
	South West	£1500.28
	Central	£730.39
	North East	£1676.75
	South East	£2382.75

- 3.3 Home Start in Suffolk has secured £2,000 of grant funding towards the project from The 29th May 1961 Charitable Trust.
- 3.4 HSIS are specifically requesting less money from the Central Area Committee, because they have recognised the reduced budget for the area and have thus decided to adapt their project into group sessions rather than 1:1s in the area, meaning the cost per family will be less than in other areas (£49/family).

4. Legal Implications

- 4.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 4.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e., the Area Committee terms of reference.
- 4.3 Home Start in Suffolk (registered Charity no. 1105001), has provided its constitution, named officers, proof of bank account, year-end accounts, and safeguarding policy as required by the Area Committee Funding Guidelines.

5. Risks considered

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Safeguarding risk to children and vulnerable people	Emotional or physical harm to individual	Safeguarding system in place	2	3

Actions to mitigate risk	All staff and volunteers use a vulnerable children and safeguarding policy.			
Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Lack of funding from other Area Committees, or part funding.	Project may not be able to run as effectively if not fully funded across all areas.	HSIS have broken down their bid by families supported in the area and continue to seek other funding sources.	2	3
Actions to mitigate risk	HSIS have specified area-specific intervention by the proportionate number of families, thus can support families per area if not funded by all committees. Their project can be adapted to support fewer families.			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £730.39 to Home Start in Suffolk.
- 6.2 Option 2 – Approve allocation of less than £730.39 as contribution to the same.
- 6.3 Option 3 – Do not fund.

7. Record of Decision taken

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8. Exemption from call in (if applicable)

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

--

Signed.....

[This must be signed by the Chair of the Area Committee]

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Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

We would like to employ an experienced Special Educational Needs (SEN) Navigator and 6 volunteers following a successful 12-month pilot. They will work with parents/carers with children with SEN to provide practical support and guidance pre- and post-diagnosis. Working with parents they will provide information, ideas, help parents, navigate the health and social care system, provide support with education etc.

Amount of funding requested

£9,643.73

PART 2 - About your group

Name of Organisation/Group:

Home-Start in Suffolk

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

Redacted

Website Address/Social Media:

www.homestartinsuffolk.org

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number: (if applicable)	1105001
Company Number: (if applicable)	5169779
Date organisation established:	01/1999

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

Home-Start in Suffolk (HSIS) works with families with children aged 0-12 across the county. Annually we have worked with 4600+ people across Suffolk through our team of volunteers offering over 80,000hrs of direct family support. Fundamentally, our vision is that every child in Suffolk is given the best start in life because of the love, support and guidance they receive from their care givers. We focus on the early years because that's where children reap the biggest benefit from parents who are healthy and happy. Our main activities are the provision of 1-1 support to families who display support needs such as Isolation, Mental Health, Bereavement, Illness, Disability, and Domestic Abuse. Providing early help to families, can even minimise the need for professional intervention, or where despite increased needs, a family has shunned the statutory services through fear or mistrust, we can be that first step, the initial foot in the door, supporting with little steps, to help them get to a place where they are able to use the services in their local community. The support and interventions offered are based on an early help model; HSIS's support is recognized as a first point of support, prior or to prevent statutory services becoming involved. HSIS has provided such services for over 20 years.

		YES	NO
2.1	Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	Does the organisation/group have a committee with at least three members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2.3	Does the organisation have a bank account in the organisation/group's name?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4	Does the organisation/group have a safeguarding policy in place? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5	Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.6	Has your group/organisation considered or explored any other routes (for example other organisations, grant funders, companies, property owners) to fund or part-fund this project before applying to Area Committee funding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered yes to question 2.5, please provide the amount and date received:	Date	Amount (£)
If you answered yes to question 2.6, please provide the date and other routes considered:	Date	Details
	April 2023	Activities unlimited
	August 2023	Garfield Weston

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

PART 3 – Why is your project needed?

Which Area Committee are you applying to? If more than one, please indicate. Please note that the outcome of your bid is at the discretion of each Area Committee, independent of one another.

North East Area Committee	North West Area Committee	Central Area Committee	South East Area Committee	South West Area Committee
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you are applying to more than one Area Committee, please explain why this is. What are the benefits to each area? Where will attendees come from?

We are applying to all the committees as based on our data we are seeing a consistent need for this service and demand from our existing waiting lists from families across the whole of the borough where we are seeing the most referrals from parents of children with special educational needs who need additional support.

The support delivered is to people in their homes and via telephone and virtual support,

What is the need for your project? Who will be helped?

Outline the information on your project below, ensuring you relate to the relevant Area Committee Action Plan (Max 500 words)

This project meets “Promoting community wellbeing and fairness in Ipswich” priority under the Ipswich Corporate Strategy (2023), specifically Health and Disability elements of the NW, NE, SE and Central Area Action Plans and the Community Wellbeing element of the SW Action Plan.

The project will help “tackle Inequalities” by helping SEN families navigate the system and by being able to access and understand the support available to them, minimising the inequalities that otherwise could build up between those in this position and families without the additional difficulties presented by SEN. Supporting families early on their SEN journey, can also help “Improve People’s Health” by giving the families the knowledge that they are not alone and equipping them with strategies and the information they need to continue to navigate the complexities of SEN in their family life – in so doing we can help the health of the carers, avoiding escalation of poor mental health that is often caused by isolation and stress, both of which are evident in families with SEN children.

In addition, the project also meets four of Suffolk’s hidden needs:

- **Compassion in Crisis-** The project offers support to parent carers as they navigate life changes, bought about by their first steps into their caring role, at a point where they are equally navigating the challenges that a SEN diagnosis brings
- **Education, Learning & Life Skills-** By providing guidance on a range of SEN parenting skills, to empower the parent carer
- **Health & Wellbeing-**recognising the importance of health and wellbeing the project allows us to work closely with parent carers providing a person-centred approach to the individual with a range of support and solutions
- **Thriving and safe communities-** By providing peer support opportunities the project creates some small supportive communities to support parent carers navigating recent difficulties bought about by a change in circumstance against those who have a more established caring role

What evidence do you have of this need?

Please include results of any consultation and evidence on how it will benefit the residents of the committee area you are applying to (Max 500 words)

We have been working closely with our supported parents’ carers who have helped us to identify a gap in provision. For many parent carers who are supporting a child with SEND at initial diagnosis, the system can be extremely complicated. This can cause additional stress for parent carers who are coming to terms with their caring role against the diagnosis of their child.

Our existing delivery to parent carers of children with SEN identified the need for this role. Parent carers identified the challenges of newly becoming a parent carer with a child with SEN needs. The difficulties in navigating a system against self-managing the new role and impact of becoming a parent carer.

Parent carers recognised the benefits of the role of family support navigator, and we review the feedback and outcomes of the pilot role and this evidences the ongoing need for this.

Over the last twelve months, we have supported 64 families in Suffolk with SEND children under 12, of which 38% were in IP1/NW&Central, 17% IP2/SW, 27% IP3/SE & 19% IP4/NE&Central

areas.

In the main parent/carers identified a range of particular challenges faced as they begin their caring journey for Children with SEN provision:

- Finding accurate information, information from the internet and other parent/carers can be confusing and incorrect, having a place to go with challenges misconceptions and provides accurate information is key. Especially around DLA, EHCPs, education provision and the diagnosis process
- Knowing which organisations will help to do what and in particular to complete forms.
- Gaining resources and strategies to support with setting up systems to manage SEN associated behaviours
- The need for support and suggestions for parents who are preparing for meetings with schools, paediatricians, and local authority representatives (EHCP meetings)
- To provide a listening ear for those parent's struggling to feel heard
- Provide opportunities for peer-to-peer support through Time to Be and Time To Explore groups
- Respond to questions that may have taken a parent a long time to find out the answer for themselves

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

We have been trialling a SEN navigator role for the past 12 months, which has supported a range of parent carers with children who have special educational needs.

Our supported parents' carers have told us how needed this role is to help them as they navigate their way through the SEN system.

The family support navigator support parent carers in a variety of ways including:

- To establish relationships and become the primary point of contact with parent carers with children with SEN
- To work with parent carers of children with SEND, on a one to one or group basis, face-face, telephone, virtually or within the community. Using a variety of interventions, to identify needs and to achieve positive outcomes. For NW,SW, SE and NE Areas, the funds would allow individual 1 to 1 work with the families and Central Area work would be through Group in order to maximise the reach we can achieve with the lower grant available at this time.
- To work co-operatively with children's services, health agencies and other community-based services, to provide the most effective service for parent carers of children with SEN
- To plan and deliver workshops and information sessions to parents' carers online and in person on a variety of subjects.
- To facilitate support groups for parents' carers to come together to share support and experiences. The Central target however has been set at 15 families, with the support for this Area mainly given through Group work, due to the reduced Area Committee funds currently available. Given therefore, Central is an Area of higher demand for services, delivery through Group work will allow HSIS to support more families, than otherwise possible via 1 to 1 work.

Project Outcomes

- Improved mental wellbeing for the main parent carer of a child with SEN needs
- Improved knowledge of financial benefits available and relevant signposting to ensure parent carers are accessing appropriate financial support
- Increased understanding of SEN behaviours and coping strategies to meet their child's needs
- Increased knowledge and understanding of SEN processes: including EHCPs, diagnosis pathways, education SEN provision etc.

Monitoring

We use the Charitylog evaluation system; initial assessments form a baseline and acknowledge areas of need and shape what outcomes the support offer focuses on. These can be monitored throughout the support period; scores can be recorded for each outcome which has been agreed with the individual parent carer and we can track many areas of need within our system. Generated reports can visualise progress and the overall impact quantitatively, however stories and the words from our clients themselves are equally as important in exemplifying the effect HSIS can have.

As part of this project we will measure coping scores based on our following outcome measures:

- Mental health and wellbeing improved
- Positive impact for babies, children, and young people
- Improved social support
- Financial situation improved
- General improvement for the family

How the service will be delivered

The service will deliver via two main activities:

- Through our experienced Family support navigator who will support parents in a variety of views, providing information, guidance, help to access further support etc This service will aim to support 65 families per year via family navigation, with 2 days of dedicated support within the borough
- Through peer-peer, facilitated SEN parent/carers groups. We aim to deliver one group with this funding, this will operate virtually in the evenings and will support up to 10 parent/carers at any time for up to 6 months, so totalling 20 per year

What risks have you identified for your project and how will you manage them? (e.g. financial, health and safety, operational, success etc.)

As we have already undertaken a 12-month pilot and are delivering this project in other areas of the county we have already had the opportunity to work through the development of the project and role and many of the risks associated with a new project have been mitigated. We already have a staff member in place who is able to extend their hours to cover this area, meaning no lead-in period is required and we can start immediately once funding is secured.

As an existing family support charity all policy procedure, risk assessment, training, management and governance is already in place and in terms of financial risks we work professionally, with arrangements in place to ensure that we can finish off and close down operations if the need occurs. This includes holding a 6-month contingency (as per charity commissions requirements) to ensure this happens in the most appropriate way, and that we do not leave clients in the lurch. The work in West Suffolk is also partly funded through our SCC contract, this specific project aimed to help recruit and train new volunteers at a time when current need is putting a strain on West Suffolk families and communities. Our Grants and Research Officer will continue to keep sourcing funds for ongoing and future projects.

How many beneficiaries will benefit from the project?

Please refer to the evidence you highlighted in Section 3. (Max 500 words)

75 beneficiary families from across the borough will benefit, approximately 220 individuals. We will aim to work with the families in each of the committee areas, for non-Central areas this has been calculated according to geographical distribution of SEND families HSIS supported in the previous twelve months: NW: 23 families; SW: 10 families; SE: 16 families; NE: 11 families. This then translates to an average of £149.30 per family to deliver the one-to-one work in NW, SW, SE, NE (£145.81, £150.03, £148.92, £152.43 per family – variance through rounding)

The Central target however has been set at 15 families, with the support for this Area mainly given through Group work, due to the reduced Area Committee funds currently available, at £49 per family. Given therefore, Central is an Area of higher demand for services, delivery through Group work will allow HSIS to support more families, than otherwise possible via 1-to-1 work.

How will potential beneficiaries be made aware of the project?

We will use our existing links with health, education and family support services in the borough.

We will also make potential beneficiaries aware through our links with partner charities such as which we work with as part of the Suffolk information partnership, of which we are members and existing links with partner charities such as CAB and Suffolk Mind. We currently receive over 1000 referrals from statutory source in the borough so have good pre-existing referral routes. We also have several families on waiting lists in case such as service is funded so have existing cohort of potential beneficiaries.

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

Our existing service delivery within the borough is already engaged with a wide variety of people from different backgrounds. We work with a variety of partner organisations that help us to access a wide range of people from different backgrounds and have a range of service entry points that we can utilise for this project to ensure we are working with a variety of people, and no one is excluded from the service due to their background. Currently we have drop-in services in operation across the borough for families as well as targeted services which have a greater ethnic diversity than that of the average diversity across the borough. We have staff and volunteers that speak a range of languages to support greater engagement, and staff and volunteers with lived experience of a variety of challenges including Special Educational Needs to support client engagement and an understanding of services.

		YES	NO
4.1	Have you considered the use of volunteers for delivering your project and how you will promote these volunteering opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2	Have you read the relevant guidance and information about volunteers in Appendix 1 of the Funding Guidelines ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above questions, please state how you will promote your opportunities and engage with volunteers?

Home-Start in Suffolk utilises volunteers in all our operations. We believe that the best outcomes are delivered by communities and volunteers embody this.

We have over 300 volunteers across Suffolk and volunteer recruitment and training, to deliver services is part of our charitable objects and business plan. Therefore, for all projects we aim to work with and support volunteers as part of the overall outcomes. For this project we aim to work with approximately 6 volunteers per area committee area (36 in total), these volunteers will be a combination of existing and newly recruited and trained volunteers to support a developing capacity of volunteers in the borough. We have a volunteer Recruitment manager who is responsible for the recruitment and initial training of volunteers. Volunteers are recruited utilising a range of mixed media. Currently within the borough we find that social media advertising and links with education settings generates the best rate of volunteer enquiries, however we also provide information and lesson on volunteering to ESOL classes at Suffolk New College, with Ipswich community media and via SPEAK Ipswich which has helped to engage a wide range of volunteers.

All volunteers receive a minimum 25hr induction course and ongoing training and support. All volunteers have an individual plan of supervision, support and training and all have checks including enhanced DBS checks.

Please describe how you will minimise the environmental impact of your project

Home-Start in Suffolk have an environmental policy in place which concentrates on reducing carbon usage across the whole organisation. We are signed up to the local authority's commercial climate change ask and have undertaken significant work (which is ongoing) to reduce our environmental impact.

We recognise as a home-based service that the nature of our business means that our overall mileage is higher than the average business, which has an adverse impact on our overall carbon footprint. However, over the past 5 years we have been able to put processes in place to significantly reduce our carbon impact. This has included moving to a partial homeworking model, offering telephone and virtual services and by increasing the numbers for volunteers in areas of less coverage to mean reduced journey times.

Overall, our carbon footprint sits at 25.93 tonnes, compared to 47,557 in 2017. For the size and scope of our business our carbon intensity is 82.5% below the average for a comparable business.

A move towards reduced carbon usage is something that is a priority for HSIS, linked to our environmental policy and SCCs climate emergency plan. HSIS are currently working with Groundworks to reduce our carbon usage and have recently undertaken an Energy Audit. As part of this a range of recommendations have been made to further reduce our carbon usage, and these recommendations have been added to our budgetary responsibilities for the 2022-23 and 2023-24 financial years so that we can work towards a carbon net zero plan. These recommendations have included amendments to

our heating provisions, windows within our main office premises and providing increased staff and visitor information on carbon reductions.

Within our office environment we ensure the minimisation of paper and office consumables, where possible we maintain a paper free office environment; all paper use is from recycled paper, office waste is sorted and recycled offsite, with 97% of office waste recyclable; laptops are used for all staff, which use 80% less energy than standard desktop computers; purchased office equipment is 'A' energy efficient when purchased new.

PART 5 – Costs & Funding

Please provide a full breakdown of project costs for each item of expenditure, and enclose quotations/links where applicable:

Description of expenditure	Cost (£)	
SEND Support [calculated costs <u>do not</u> include pensions]	£9,173.08 Dedicated time to this project SEND coordinator (536h), admin (52h) and supervision (14h)	
Volunteer recruitment and training [calculated costs <u>do not</u> include pensions]	£470.65 £433.37 Volunteer & Training Manager (32hrs) £37.28 social media sponsored posts & printing leaflets	
Funds to cope with extra capacity/demand	£2,000 costs for extra capacity/demand – over the last 6 months we have recorded 28% of all referrals for Ipswich to include SEND needs, this proportion is an increase over previous levels and now appears to be a trend, rather than a blip in our incoming work demand. This funding will contribute to the Group work led by the SEND co-ordinator for Ipswich families. <i>This £2,000 has been granted by "The 29th May 1961 Charitable Trust" as per table below</i>	
Total project costs	<u>£11643.73</u>	
Total amount requested from the Area Committee(s) If you are applying to more than one Area Committee, please consider the amount of money requested is proportionate to the impact of the project on the residents in each specific area.	North West	£3353.56
	South West	£1500.28
	Central	£730.39
	North East	£1676.75
	South East	£2382.75

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
The 29th May 1961 Charitable Trust	£2000	£2000	No

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
Childwick Trust	20,000		Yes- this is a full county application and not Ipswich specific

How will any remaining costs be met?

We have applied to the 5 area committees to cover the cost of 2 days support each week for the borough, should we be unsuccessful we will continue to explore other funding routes, however these will be countywide, so provision would be shared with the remaining geography of Suffolk.

How will the project be sustained after the funding has been spent?

There is so much current need for this project due to challenges with the current statutory system being overwhelmed with demand and families not receiving an adequate service.

The current consultation with the SEND service delivered by SCC, should be concluded by the time this funding elapses and at this point there will hopefully be a clearer state of play to consider what future provision included this project is needed.

We will of course, whilst need is evident constitute to apply for funding from local and national funders to continue this provision and that may include statutory services depending on the results of their consultation.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- ☐ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.* **ATTACHED**
- ☐ Proof of bank account in the name of the organisation (e.g. bank statement or letter) * **ATTACHED**
- ☐ Results of consultation (if applicable)
- ☐ Safeguarding policy (if applicable) **ATTACHED**
- ☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

- ☐ Yearend accounts * **ATTACHED**

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

- ☐ Business plan or similar document setting out your plan to sustain your organisation & project.* **ATTACHED**

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project? What will be the key performance measures that you will report on?

Monitoring is collecting and recording information about what your group is doing – outputs (number of sessions held, number of attendees, demographics etc), outcomes (the effect your work is having on peoples’ lives) and impact (the change created as a result of the project).

Evaluating is using the information collected (qualitative and quantitative), together with other information and peoples’ experiences, to get an overall picture of your group/project, its work, and its impact.

We use the Charitylog evaluation system; initial assessments form a baseline and acknowledge areas of need and shape what outcomes the support offer focuses on. These can be monitored throughout the support period; scores can be recorded for each outcome which has been agreed with the individual parent carer and we can track many areas of need within our system. Generated reports can visualise progress and the overall impact quantitatively, however stories and the words from our clients themselves are equally as important in exemplifying the effect HSIS can have.

As part of this project we will measure coping scores based on our following outcome measures:

- Mental health and wellbeing improved
- Positive impact for babies, children, and young people
- Improved social support
- Financial situation improved
- General improvement for the family

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1): Redacted	Signed by authorised signatory (2): Redacted
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council.

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10

COMMITTEE: CENTRAL AREA **REF NO:** CAC/23/15
DATE: 3 JANUARY 2024
SUBJECT: FUNDING REQUEST: BOWS AND ARROWS
REPORT AUTHOR: BETH ROBINSON
SENIOR OFFICER: ROBIN PAYNE

Short description of report content and the decision requested:

This report requests that the Central Area Committee consider allocating £500.00 to Bows and Arrows to contribute towards funding 190 'Forest School' sessions for 450 disadvantaged children in Ipswich across 12 months, encouraging outdoor learning and play with positive consequences for children. This application is part of a multi-area bid, with Bows and Arrows requesting proportionate funding from the Central, North West, South West, and South East Area Committees, and the Ravenswood Community Fund.

List of Appendices included in this report:

- a) Appendix 1 - Completed Application Form

This report has been prepared by Beth Robinson

Tel: 01473 432837

Email: beth.robinson@ipswich.gov.uk

This report was prepared after consultation with:

Internal consultees

External consultees

The following policies form a context to this report:

Corporate Strategy – Proud of Ipswich: Championing our Community and Revitalising our Town

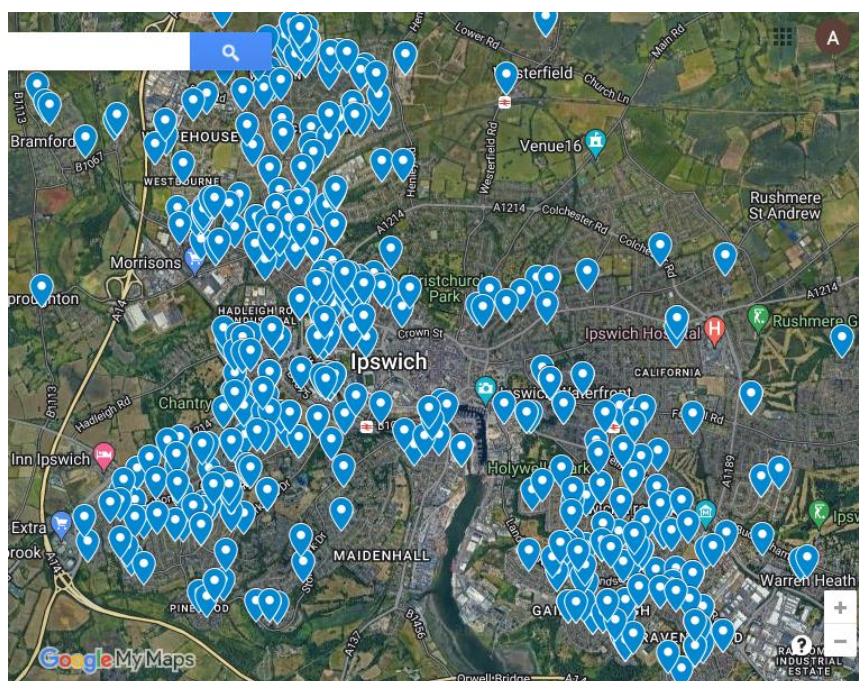
1.	Item of business and issues for consideration
1.1	<p>To consider the application of Bows and Arrows and decide whether to agree:</p> <ul style="list-style-type: none"> i) Option 1 - Fund the total amount requested. ii) Option 2 - Fund a lesser amount to the amount requested. iii) Option 3 - Not fund.
1.2	<p>The Committee will make its decision based on whether the application meets the funding criteria and the funds available to the Committee.</p>
1.3	<p>Bows and Arrows operate 7 day care nurseries for children aged 0-5 years, with the aim of advancing the education and development of young children. 82% of participants registered live in a most deprived LSOA; an active choice to reach those most in need.</p>
1.4	<p>An additional service offered is Forest School sessions. These will take place outdoors, in selected woodlands, encouraging play, and facilitating an increase in self-esteem, self-confidence, and physical stamina. Self-regulation, emotional wellbeing, and language development have also been shown to be effective in such learning environments.</p>
1.5	<p>There will be focus on exploration and interaction with nature, with a model of playful learning, teamwork, and collaboration through natural resources. This is particularly beneficial for the many children with SEND who attend, who are often unable to express such educational needs within a classroom. This also provides opportunity for children and families to learn about, and take pride in, the green spaces within Ipswich.</p>
1.6	<p>Over 12 months, this project seeks to operate 190 Forest Schools for 450 disadvantaged children, alongside open-access drop in sessions.</p>
1.7	<p>On Tuesdays, Wednesdays and Thursdays, coaches will collect up to 30 children to participate in outdoor learning, or participants who are able will travel on foot. These sessions will operate from 9:00-15:00.</p>
1.8	<p>On Mondays, there will be an open access Forest School 'stay and play' session. On Fridays, there will be an open access Forest School 'stay and play' session for children with SEND and their parents. Both will last for 1.5h in the morning or afternoon.</p>
1.9	<p>Participants for Sessions Tuesday-Thursday will specifically target young children from high areas of deprivation, using referrals and criterion. Monday and Friday sessions are open access. All sessions are free.</p>
1.10	<p>It is anticipated all sessions will be fully booked. Sessions will also be advertised on social media.</p>

1.11 Volunteers are being sought to help manage the project. In a survey of parents, 45% expressed some interest in volunteering, which Bows and Arrows intend to promote and develop.

1.12 The nursery locations are as follows:

- Ravenswood Nursery
- Buttons and Bows Nursery
- Wigwams Nursery
- Little Learners & Forest Learners Nursery
- Children's Triangle Nursery
- Wellington Nursery

1.13 Figure 1. Plots of attendees across Ipswich, with each blue marker representing the residence of a child:



2. Links to Area Action Plan

2.1 Department of Communities and Local Government - Domains of Deprivation:

- **Education, Skills, and Training**, which is an Area Action Plan priority.
- **Health and Disability**, which is an Area Action Plan Priority.
- **Living Environment**.
- **Barriers to Housing and Services**.

2.2 Proud of Ipswich underlying principles:

- **Promoting Community Wellbeing and Fairness in Ipswich**, which is *the* action plan priority.

3. Financial implications

3.1 There is £2,552.00 remaining unallocated in the Central Area Committee's budget, which is available to fund grant applications.

3.2 Cost breakdown:

Description of expenditure		Cost (£)
1x Forest School Leader Salary		£14,261.00
2x Coach hire per week		£9,500.00
Children's waterproof clothing		£1,590.00
Group Shelter		£109.00
Early years Forest School Kit		£469.00
Total project costs		£25,929.00
Total requested from Area Committees	North East	-
	North West	£1,000.00
	Central	£500.00
	South East	£3,000.00
	Ravenswood Community Fund	£3,000.00
	South West	£2,000.00
	TOTAL	£9,500.00

3.3 Other grants and match funding:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
Steel Trust	£10,000	No	Yes, Applied 30/10/23

Children in Need	£12,000	No	Not yet applied
Local funders – (Redacted) and Scarfe Charitable Trust	Up to £3,000	No	Not yet applied
Internal fund raising Just Giving	£2,000	Yes - £1067.59	Yes – ongoing fund raising
Internal fund raising Easy Fundraising	£250	Yes - £55.18	Yes – ongoing fund raising

- 3.4 Bows and Arrows are requesting funding from each area proportional to their user base in each.
- 3.5 As per Area Committee guidelines, any funding allocated would not be funded as contribution toward the core salary cost.
- 3.6 The Bows and Arrows group were previously awarded £2,639.75 from the NWAC in November 2022 to improve their outdoor play facilities at the Nature Den Nursery on Bramford Lane. This funding was later returned to the NWAC due to Nature Den Nursery ceasing operations in March 2023.

4. Legal Implications

- 4.1 The Council has the power to make grants to community projects through the Area Committees. The Area Committees have delegated Executive powers and devolved budgets.
- 4.2 Area Committees have the power to award grants in accordance with part 3, section 2 of the Council's Constitution i.e., the Area Committee terms of reference.
- 4.3 Bows and Arrows (registered Charity no. 1129046), has provided its constitution, named officers, proof of bank account, year-end accounts, safeguarding policy, and business plan, as required by the Area Committee Funding Guidelines.
- 4.4 Ipswich Borough Council can confirm that this project is **not** a replacement of statutory services in Ipswich.

5. Risks considered

Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Safeguarding risk to children and vulnerable people	Emotional or physical harm to individual	Safeguarding system in place	3	3
Actions to mitigate risk	All staff and volunteers use a vulnerable children and safeguarding policy. There is a higher proportion of trained adults: children to mitigate the effect of being outdoors and the particular vulnerabilities of the target audience.			
Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)
Lack of funding from other Area Committees, or part funding.	Project may not be able to run as effectively if not fully funded across all areas.	Bows and Arrows have broken down their bid by families supported in the area and continue to seek other funding sources.	2	3
Actions to mitigate risk	Bows and Arrows have specified area-specific intervention by the proportionate number of families, thus can support families per area if not funded by all committees. They have also secured other funding as contribution towards the project and continue to do so.			
Risk Description	Consequence of risk	Risk Controls	Probability of risk occurring taking account of controls (1: almost impossible - 6: very high)	Impact of risk, if it occurred taking account of actions (1: negligible - 4: catastrophic)

Damage to the forest environment.	Sentient and non-sentient wildlife could be interrupted.	High ratio of supervision of children; promoting a sense of pride in the woodland areas; young age of participants.	2	2
Actions to mitigate risk	Bows and Arrows have a higher than usual ratio of supervision of children for this project to manage any risk to both the individuals and the wildlife preservation. A key goal is to encourage respect for the environment in Ipswich to encourage more time spend outside which will be a part of the sessions. This intends to facilitate an environment where there will not be interruptive damage to the wildlife.			

6. Options

- 6.1 Option 1 – Approve allocation of funding of £500.00 to Bows and Arrows.
- 6.2 Option 2 – Approve allocation of less than £500.00 as contribution to the same.
- 6.3 Option 3 – Do not fund.

7. Record of Decision taken

8. Exemption from call in (if applicable)

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

Signed.....

[This must be signed by the Chair of the Area Committee]

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Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

Providing weekly Forest School Sessions for 450 deprived children aged 0-5 years old for a period of 12 months.

Amount of funding requested

£9,500

PART 2 - About your group

Name of Organisation/Group:

Bows and Arrows Nurseries

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Redacted

Telephone Number:

Redacted

E-mail Address:

Redacted

Website/Social Media:

<https://www.bowsandarrowsgroup.co.uk/about/who-are-we/>
<https://www.facebook.com/bowsandarrowsgroup>

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Charity Number:

(if applicable)

Registered Charity: 1129046

Company Number:

(if applicable)

Registered Company: 06784276

Date organisation
established:

6 January 2009

What does your organisation do? Please outline the vision, values, and main activities (Max 500 words)

Bows and Arrows is a charitable non-profit making organisation, governed by a Board of Trustees. Our main activity is the operation of 7 day care nurseries for children aged 0-5 years old in Ipswich, Suffolk. In line with our legal purpose within our Memorandum of Association, our aim is to advance the education and development of young children. Across the nurseries we have approximately 15% of children speak English as an additional language; 25% of children have special needs and 5% of children have a safeguarding concern. 81% of children registered at Bows and Arrows nurseries live in the 30% most deprived LSOAs in Ipswich (June 2023), operating in these areas is an active choice so we can reach those who need us most. Last year around 900 children attended our nurseries, and we employ a staff team of circa 100 people. Of our 7 nurseries, 5 are rated OUTSTANDING by Ofsted.

Aside from childcare and early years education, we offer additional services including Forest School Sessions. Weekly Forest Schools Sessions take place in numerous, carefully selected local woodlands and are led by our Forest School Leader. The idea for Forest Schools Sessions came from the children and families. Parents told us that due to economic disadvantage their children had limited access to natural spaces outdoors, either at home (many live in flats without gardens) or through leisure (transport or entry costs are too expensive). We also notice that many of the disadvantaged children struggle to self-regulate and manage their own behaviour successfully in a classroom environment. In the forest the children are encouraged to run, climb, jump etc, but these actions are mostly forbidden inside. Parents also tell us that their child becomes more confident when they regularly attend the forest sessions, and their resilience improves. Forest School sessions are hugely beneficial, when the children participate they are less likely to exhibit negative behaviour, have increased levels of self-esteem and self-confidence and more likely to have improved physical stamina and concentration. All these aspects counterbalance the negative outcomes associated with disadvantage, raise aspirations and educational attainment, and help prevent intergenerational cyclical poverty and deprivation.

		YES	NO
2.1	Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	Does the organisation/group have a committee with at least three members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3	Does the organisation have a bank account in the organisation/group's name?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4	Does the organisation/group have a safeguarding policy in place? <i>If yes, please attach when submitting the document</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5	Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.6	Has your group/organisation considered or explored any other routes (for example other organisations, grant funders, companies, property owners) to fund or part-fund this project before applying to Area Committee funding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered yes to question 2.5, please provide the amount and date received:	Date	Amount (£)
If you answered yes to question 2.6, please provide the date and other routes considered:	Date	Details
	On 30/10/2023	Applied to the Steet Charitable Trust for £10,000
	As at 09/11/2023	£1,067.59 raised via Just Giving & £55.18 via Easy Fundraising

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

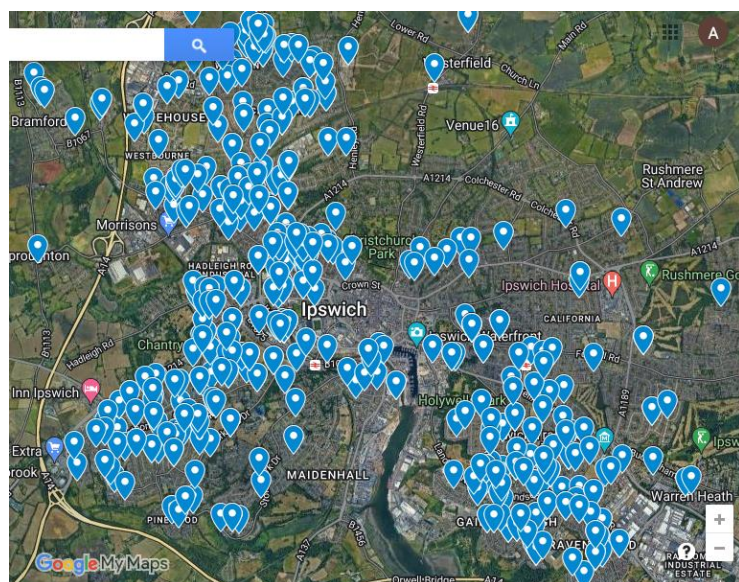
PART 3 – Why is your project needed?

Which Area Committee are you applying to? If more than one, please indicate. Note that the outcome of your bid is at the discretion of each Area Committee, independent of one another.

North East Area Committee	North West Area Committee	Central Area Committee	South East Area Committee	South West Area Committee
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you are applying to more than one Area Committee, please explain why this is. What are the benefits to each area? Where will attendees come from?

We expect all attendees to reside in Ipswich, most will reside in areas close to a Bows and Arrows Nursery so Gainsborough, Whitton, Chantry, Westgate, Gipping and Ravenswood. Our organisation has nurseries located in South East, South West, North West and Central Ipswich, so we are applying for all areas except for North East Ipswich. The map of Ipswich below plots where children live who attend a Bows and Arrows nursery (June 2023). Each blue marker represents a residence of a child (anonymously) and you can see the majority of markers are in the areas in which we are applying for funding. North East Ipswich is considered a more affluent area, so it is less likely children from this area will access the project.



As this project targets deprived children, we expect most children accessing the project to reside in a deprived area of Ipswich.

What is the need for your project? Who will be helped? Outline the information on your project below, ensuring you relate to the relevant [Area Committee Action Plan](#) (Max 500 words)

Disadvantage

The project is designed to counterbalance social and economic disadvantage by providing an enriching and healthy learning activity that only privileged children can access because deprived families find the costs a barrier. A lack of financial resources restricts our children's access to enriching learning experiences such as Forest Schools. Families tell us they can't afford to buy the waterproof clothing required and attendance fees required for a non-funded forest school session. Also, the added Families say that transport costs to get to a woodland are inhibiting as many do not drive, public transport costs are high, or transport links do not exist. For this project the sessions would be free to access, with free transport to the forest and appropriate clothing is provided. Forest school sessions are essential for our children as they exhibit more behavioural and emotional problems on average than their wealthier peers. According to Gaster et al., 2007, children growing up in a deprived areas are more likely to be provided with insufficient educational support, lack of recreational space and receive poor quality health support. This project will help counterbalance the effects of poverty and improve social inclusion.

Special Needs and Disabilities

Ipswich children with additional needs and disabilities will benefit from the project. The Bows and Arrows children have higher than average needs. Our 'Supported Children Report, Spring Term 2023' indicates:

- 25% of all the children at the Bows and Arrows nurseries were receiving Special Educational Needs and Disability (SEND) support compared with 12.6% nationally
- 12% of the children claimed Early Year Pupil Premium (EYPP) compared with 10% nationally
- 20.1% of the children had English as an additional language (EAL) compared to 19% nationally

For these children, the Forest School Sessions offer an outlet encouraging activities such as running, jumping and climbing which are not appropriate in indoor settings, resulting in less behaviour management interventions. The sessions also build confidence and improve self-esteem as the children usually often have low resilience. Other benefits include improved stamina, sleep and wellbeing.

Any child with SEND can access the drop-in sessions. Being in nature offers practical, sensory experiences that are suited to the preferred learning styles of many SEND children as the forest environment provides a calm space to process, stim or reduce demands.

Education, Skills and Training

The Forest Schools approach to learning not only helps combat economic disadvantage, but it also supports holistic academic performance too. We know through experience and well documented research that the Forest School sessions support self-regulation; emotional wellbeing; language development; confidence and independence exceptionally well.

Environment

The Forest School sessions facilitate contact with nature and set the foundations for a deep and meaningful connection with it, so that children and parents wish to care for it in the long term. By engaging in Forest School activities our children learn about their environment, the trees and plants and the animals that live there. This contributes to a sense of place and responsibility which includes supporting wildlife, recycling and caring for the local environment to the benefit of the community. The project sessions will make a long-term difference in laying the foundations for families to continue outdoor activities themselves beyond the funded period.

What evidence do you have of this need? Please include results of any consultation and evidence on how it will benefit the residents of the committee area you are applying to (Max 500 words)

In February 2023, 61% of our families (103 parents surveyed) told us that their children play outside for less than 1 hour a day. As children 1- 4 years old should be physically active for at least 3 hours a day (NHS England) we know they would benefit from more activity outside to enhance their physical development. Parents tell us their child's physical health and stamina improves when they engage in Forest School sessions; they sleep better and appear to be ill less often. In the same survey Ipswich parents tell us that they highly value forest school sessions and they really benefit their children: they told us,

"I think forest school helps children have experiences out of their usual comfort zones and gives them a wonderful opportunity to learn about the outside world. Whilst we have walks and go to the playground, we don't usually go in to depth / explore nature as much as we should!"

There isn't a whole bunch of flashing, loud plastic toys; nature is a far bigger focus and the Forest School sessions are the highlight of my son's week.

"I will be very upset if forest schools stopped. If no funding provided he will never attend forest school. It would be very upsetting as having two children I would not be able to afford extra Forrest group and it's amazing that children can learn about nature from a trained nursery staff."

Ipswich's 2020 Place Based Needs Assessment (PBNA) noted a 27.4% incidence of overweight or obese children in our postcodes. The Forest School sessions ensure children are physically active throughout the day. The children enjoy more exercise and less sedentary learning than their peers, which in turn helps tackle excess weight gain and obesity.

Within the East of England, children in 9 of 11 districts have better development than those in Suffolk (Early Years Foundation Stage Profile, 2022). Educational outcomes can be improved if children learn how to concentrate, but in our experience the children sometimes struggle to focus and concentrate in the confines of the classroom. Forest school sessions enable a much more active way to learn, the approach allows children to expand upon their practical abilities, to problem solve, learn how to protect themselves from physical harm and develop spiritually, physically, and intellectually.

In England the number and percentage of pupils with SEN continues to rise, continuing an increasing trend since 2016 (UK Government, Special Educational Needs in England Data Guidance, published 22 June 2023). Through our work we continually see more children who are neurodivergent and often their needs are not being met through traditional education. Exposure to a natural environment reduces ADHD symptoms in children including reduced stress levels, decreased risk of depression/anxiety and superior attention (F. E. Kou and A F Taylor 2004). The above evidence supports the need to offer weekly Forest School Sessions to SEND children and disadvantaged children in Ipswich.

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

This project looks to operate 190 Forest School Sessions for 450 disadvantaged children for a period of 12 months. The sessions involve collecting up to 30 children (aged 2- 5 years old) per day from the nurseries and travelling by coach or by foot to a nearby local wood on a Tuesday, Wednesday or Thursday to conduct outdoor learning, up to 10 parent volunteers and 6 nursery practitioners attend these sessions and they supervise the children. On Mondays there will be an “open access” Forest School Stay and Play session and on Fridays an open access Forest Schools Stay and Play Session for children with Special Educational Needs and Disabilities (SEND) and their parents. These sessions are for any family to attend they don’t have to be registered with the nurseries and families supervise their own children during these sessions.

We employ a Level 3 Qualified Forest School Leader to plan, deliver and manage each session. There will be 5 sessions each week, the sessions on Tuesday to Thursday operating for 6 hours from 9:00 to 15:00. The Monday and Friday sessions will be “drop in” events and run either in a morning or afternoon for 1.5 hours. All sessions will run for 38 weeks per year during term time.

Forest schooling originated in Scandinavia in the 1950s and is based on the philosophy that children’s interaction with nature and the natural world is a very important factor in their development. Forest schools is a long-term process of regular sessions in a forest environment. We strongly believe that playing and learning outside improves children’s physical and emotional wellbeing and the forest school experience has been shown to be hugely beneficial for children with a range of emotional and developmental needs. Rather than using classroom resources and equipment, children can use natural materials found in the woodland and enjoy activities such as collecting sticks and leaves, tying knots, making dens, handling tools, using twigs to write in the mud, climbing trees, jumping, and building fires. To keep everyone safe, staff to child ratios for forest school sessions is lower than those in the nursery. The ratios are one practitioner for every five children aged 3 years old or older and one practitioner for two children aged two years old. In addition, the qualified Forest School Leader will always be supernumerary. The link below is a one-minute video of a session delivered to local children.

https://www.youtube.com/watch?v=kN0hhjFqxMo&t=8s&ab_channel=BowsandArrows

The Forest Schools Sessions meet the needs of those participating by offering:

- Qualified educators with a high staff: child ratio to support deprived and disadvantaged children to learn and develop rapidly.
- A calm and stimulating environment for children who require support with emotional development, behaviour and SEND.
- An opportunity for children and families to learn more about green spaces and natural habitats in Ipswich, to help care for them and take pride in them.
- A new experience which fosters social skills such as collaboration, teamwork, cooperation.
- Health benefits for children including increased strength, stamina and wellbeing

What risks have you identified for your project and how will you manage them? (e.g. financial, health and safety, operational, success etc.)

Financial - In terms of long-term sustainability, we aim to reduce reliance on grant-funding for this service considering additional government investment in childcare and early years education

scheduled to take effect in 2024 and 2025. At this time our overall income will begin increasing giving us greater financial flexibility and as resources are freed up, we hope to begin designation of some money towards the continued provision of forest school sessions. In the interim, the funding would offer us the stability to continue the work.

Health and Safety – We have a comprehensive Health and Safety Policy and a specific Risk Assessment for the forest school sessions.

Operational – Sessions may not be able to run if the Forest School Leader is unavailable (due to leave or resignation) as sessions can only be run by a qualified leader. As part of our succession planning, we have two further employees who are qualified, and we are training another employee to be L3 qualified to run the sessions if necessary.

How many beneficiaries will benefit from the project?

Please refer to the evidence you highlighted in section 3. (max 500 words)

We expect 450 children aged 0 – 5 years old to engage, 270 children will attend the sessions on Tuesday to Thursday and 180 children on Mondays and/or Fridays. 270 is calculated as follows - 30 different children per day, so 90 children per week. Each term we expect the cohort of children to change and there are three terms per year, so $90 \times 3 = 270$ children. 180 children is calculated as follows – 15 children per group with 2 groups a week = 30 children. Each half term we expect the cohort of children to change and there are 6 half terms per year so $30 \times 6 = 180$ children. 270 children plus 180 children equals 450 children in total.

How will potential beneficiaries be made aware of the project?

Our organisation has been running for over 20 years and we have a wide spread of nurseries in the Ipswich area therefore we are well networked within the community, with families and with other organisations. Linkage with the nurseries facilitates rapid development of strong, trusting relationships with families. Through regular daily contact the nursery team are well placed to identify children's needs and signpost families to the sessions.

Children and families will access the project through:

- referrals from organisations we already work with eg Family Hubs, FIND food banks, Ipswich Housing Action Group, etc
- attending a Bows and Arrows nursery and meeting a set criterion eg eligibility for disadvantage funding, postcode, additional need, developmental delay, etc,
- self-referrals from families

We will also advertise the open access forest school sessions on social media and through existing networks. We expect all sessions to be fully booked.

How will your project affect people from different backgrounds? Have you considered how to make your project fair to everyone in relation to the Equality Act of 2010?

We are open to children of all cultures, religions, linguistic backgrounds, and abilities. All children are treated as individuals with equal concern, in order that they should feel equally valued regardless of their sex, disability, religion, nationality, ethnic or national origins. All staff work to encourage each child's self-esteem and respect for others by promoting the positive values of diverse cultural identities through anti-racist activities and resources. Within our equality and diversity policy we aim to provide a secure environment in which all our children can flourish, in which all contributions are valued and to make inclusion a thread that runs through all the activities of the nursery.

One of the key aims of this project is to recognise the different learning needs of disadvantaged children and consequently make appropriate provision to ensure children get the best possible opportunity to develop their skills and abilities. This project specifically targets disadvantaged and deprived children and families which are minority groups who deserve equity in education and society. This project looks to give all children an equal chance to develop and achieve in early childhood.

		YES	NO
4.1	Have you considered the use of volunteers for delivering your project and how you will promote these volunteering opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2	Have you read the relevant guidance and information about volunteers in Appendix 1 of the Funding Guidelines ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you stated yes to any of the above questions, please state how you will promote your opportunities and engage with volunteers.

In February 2023, we conducted a parent survey on forest school sessions and 103 parents responded. Of these 46 parents (45%) said they would be "very likely" or "somewhat likely" to help run a forest school session as a volunteer. Therefore, we already know we have a pool of people willing to volunteer, next steps would be to recruit and train the volunteers and motivate them to take part in the sessions. The Bows and Arrows Communications Coordinator will promote the difference volunteering makes and celebrate the impact of their work.

Please describe how you will minimise the environmental impact of your project

The use of the natural resources has to be managed with care. If we use them with abandon, we may find that we exhaust the supply created by the woodland and that could be catastrophic. One of the many special features of Forest School is that sessions are held in the same area of woodland over a period of time, allowing the children to become very comfortable in and knowledgeable about the area. Although this is very positive for learning, it can have an adverse environmental effect due to overuse of an area. We counterbalance this risk with an ecological impact assessment to assess and mitigate against compaction, denudation, pollution and damage to flora and fauna. Fortunately, the Forest Schools approach tends to attract people with a pro-environmental attitude, or the approach fosters a new interest in the environment for those who

participate, so most of the adults are self-motivated to minimise environmental impact from the onset of the work.

PART 5 – Costs & Funding

Please provide a breakdown of project costs for each item of expenditure, and enclose quotations /links where applicable:

Description of expenditure	Cost (£)	
1 x Forest School Leader salary cost	£14,261.00	
2 x Coach hire per week	£9,500.00	
Childrens waterproof clothing https://muddypuddles.com/collections/originals	£1,590.00	
Group shelter Large Group Shelters for Forest Schools Forest School Shop	£109.00	
Early years Forest School Kit https://www.forestschoolshop.co.uk/forest-school-kits/early-years-forest-school-kit.htm	£469.00	
Total project costs	£25,929.00	
Total amount requested from Area Committee If you are applying to more than one Area Committee, please consider the amount of money requested is proportionate to the impact of the project on the residents in each specific area.	North West	£1,000
	South West	£2,000
	Central	£500
	North East	-
	South East	£3,000
	Ravenswood Community Fund	£3,000

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
Steel Trust	£10,000	No	Yes, Applied 30/10/23
Children in Need	£12,000	No	Not yet applied
Local funders – (Redacted) and Scarfe Charitable Trust	Up to £3,000	No	Not yet applied
Internal fund raising Just Giving	£2,000	Yes - £1067.59	Yes – ongoing fund raising
Internal fund raising Easy Fundraising	£250	Yes - £55.18	Yes – ongoing fund raising

How will any remaining costs be met?

As part of our fundraising contingency plans we would undertake further prospect research and approach other grant funders as required. We will source and buy second hand tools, tarps and waterproofs instead of purchasing new items to reduce the costs. We will seek to mitigate or reduce the need for coach travel through seeking sites that can be accessed by foot which would offer environmental as well as cost saving benefits.

How will the project be sustained after the funding has been spent?

From September 2025, all working parents of children under the age of five will be entitled to 30 hours free childcare per week as announced in the 2023 Budget. The government are introducing more free childcare gradually to give childcare providers time to prepare for the changes, ensuring there are enough providers ready to meet demand. From September 2025 onwards we expect income from funded childcare places at Bows and Arrows Nurseries to increase significantly which will free up financial resources and enable us to invest more in additional non-statutory work. Consequently, by the end of the request period, we expect to be less reliant on external grant funding.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

All Grants

- ☒ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*
- ☒ Proof of bank account in the name of the organisation (e.g. bank statement or letter) *
- ☒ Results of consultation (if applicable)
- ☒ Safeguarding policy (if applicable)
- ☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

- ☒ Yearend accounts *

If no yearend accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

- ☒ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project? What will be the key performance measures that you will report on?

Monitoring is collecting and recording information about what your group is doing – outputs (number of sessions held, number of attendees, demographics etc), outcomes (the effect your work is having on peoples' lives) and impact (the change created as a result of the project).

Evaluating is using the information collected (qualitative and quantitative), together with other information and peoples' experiences, to get an overall picture of your group/project, its work, and its impact.

This project will be led and delivered by the Bows and Arrows employed Forest School Leader and monitored and evaluated by The Nursery Operations Manager, part of the senior leadership team. Project outcomes will be measured and evaluated as follows:

Attendance Records

Attendance at all sessions will be monitored. Participants in the Forest School Sessions will be required to "sign in" to allow us to record attendance. We expect to engage with approximately 450 children during the project, a -30% variance in attendance figures at each session is considered acceptable.

Parent Survey

We will ask all parents to complete a survey to determine parents' perception on their child's confidence, behaviour, and health after attending the forest school sessions. We may supplement this with parent interviews and additional consultation to understand the extent to which we are achieving desired outcomes through our activities. We expect that 80% of parents will report improvements in their children's behaviour, confidence levels and health.

Environmental Checklist Assessment

The Forest School Leaders will complete a simple assessment checklist for each child to measure the child's interactions and comprehension of living things, natural materials and how to respect and care for the environment. We expect that 90% of children will have improved understanding of the environment, and an interest in protecting the environment after participating in the project.

Highfield Resilience Tracker

The Highfield Resilience Tracker is a nationally used assessment tool for measuring the resilience (in terms of capacity to recover quickly from difficulty) of young children. The resilience tracker is a simple to use, RAG rating system to identify 3 strands of resilience: their feelings and beliefs, attitudes, and their interpersonal/social skills. All children attending the 6 hr forest school sessions will be tracked at the beginning and end of the project to measure the variance in their resilience levels. We expect that 60 % of children participating in the project who are attending a Bows and Arrows Nursery will score higher in resilience at the end of the project.

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi-annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council.