

PROTECTIVE MARKING

COMMUNITY SAFETY WORKING GROUP

Meeting Type:	DoO Governance Group Meeting
Date:	12 th June 2025, 11:00-13:00
Venue:	MS Teams
Meeting Chair:	Richard Baldwin, Clair Harvey, Leigh Jenkins
Attendees:	SZC: Rebecca Calder (RC), Zoe Botten (ZB), Mike Humphrey (MH) – (Observer), Rebecca Quigg (RQ) – (Observer), Jen Mills (JM) – (Observer) SCC: Clair Harvey (CH), Richard Baldwin (RB), Kate Watson (KW) – (Observer), Shadi Ghadami (SG) – (Observer) ESC: Sharon Harkin (SH), Anita Humphrey (AH) Suffolk Constabulary: Leigh Jenkins (LJ) East of England Ambulance Service: Craig King (CK) Suffolk Fire and Rescue: Conrad Burgess (CB)
Apologies:	
Meeting Record produced by:	Caitlin Murphy (SZC)
Next Meeting Date:	9 th September 2025

Summary / Key Discussion

Meeting Notes:

Actions raised during the previous meeting:

Date Raised	Ref.	Description	Lead	Date Due
16/01/2025	1	RB will determine how to better coordinate funding for community safety initiatives, making sure it's clear which projects are getting support from which funds, to ensure funds are used effectively. ZB will talk with Marjorie Barnes to decide the best approach from SZC's perspective.	Working Group	11/03/2025
11/03/2025	2	Group to revisit Community Safety Action Plan to ensure all parties are in agreement	Working Group	12/06/2025
11/03/2025	3	SCC and ESC are to resubmit updated funding request templates for the proposals agreed upon in principle within two weeks, allowing the group to reconvene for final approval.	SCC and ESC	25/03/2025
11/03/2025	4	LJ and RC to circulate amended ToR with group for feedback	Working Group	12/06/2025

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- Action 1: ongoing
- Action 2: closed
- Action 3: closed
- Action 4: closed

Funding Requests

- ESC funding requests from this meeting and previous meetings are being funded by part (b) of the Public Services Resilience Fund, as defined in Schedule 5 of the Deed of Obligation. The fund is set in Schedule 5, 2.2 Local Community Safety Measures.

Previous Funding Requests

- Three previous funding requests are approved by the group:
 - Resilience building in young people and children
 - Staff costs
 - Building resilience in local women

New Funding Request

- Resources to support community engagement.
- ESC requests funding to enhance community engagement by establishing resources for a more professional presence at community partnership events, as well as for acquiring additional marketing materials.
- Seeking a funding allocation for 18 to 24 months to avoid repeated requests at meetings.
- LJ has mentioned that the Suffolk Constabulary headquarters has a printing press available, which ESC can utilise for any required materials and assistance with posters and other promotional items.
- Group approves this request.

Key decision – Group approved ESC funding requests

Member Reporting

SZC

- Sizewell C – Community Safety Officer
 - ZB presented reporting since January.
 - ZB raises perception issue that all vehicles are related to SZC. When looking at statistics, number of complaints which are actually SZC vehicles are few.
 - ZB highlights the robust action plan undertaken if a worker is to be found at fault.

READ Team / Community Relations

- Forums:
 - Community engagement has significantly increased, with the average number of inquiries per month rising since last year. Many inquiries are positive, particularly regarding employment and accommodation offers, while complaints have dropped notably.
 - There is considerable activity surrounding archaeology, which is actively shared during forums.
- Town and parish council engagement:
 - Regular engagement occurs with most affected parishes.
 - An event was held last week at Pakefield Holiday Village, fostering positive relationships with the councils.

Transport Monitoring Report:

- Daily HGV movements are currently well below the legal cap.

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- The directional split shows a slightly higher proportion of movements coming from the north, attributed to specific materials being brought in. This trend is not expected to continue and is shifting towards the south.
- LGV movements remain low.
- AIL movements have increased significantly since March as the project gains momentum.
- Traffic monitoring indicates a distribution towards the south, however, this is an overall picture of traffic and does not differentiate between SZC traffic and other traffic.
- SG requests traffic monitoring reports to support the care sector.

Action – RQ to share Traffic Monitoring Report with SG

- RQ provides notes on the Traffic Incident Management Plan following traffic incidents.

Suffolk Fire and Rescue

- Fire and Rescue Service Contribution – Expenditure / Effectiveness:
 - Retrospective draw down of funds taking place this quarter now that activity is increasing.
 - High-risk team visits take place in January & March resulting in updates to Site-Specific Risk Information (SSRI) records.
 - Work on-going with new SFRS Fire Control to develop mobilising protocols to site for different incident types.
 - Familiarisation visits by local crews and officers.
 - Liaison with site around on-site Fire and Rescue provision.
- Community Safety Effects:
 - Have not seen any significant increase in incidents as a result of the project. Continue to monitor through the monthly SFRS Performance and Assurance Board.
 - Starting to see an increase in planning applications/consultations for change of use properties.
- Social Review Group reporting:
 - Site visit by high-risk team has increased to quarterly.
 - Protection - Planning for an increase in audits and potential enforcement of short-term lets.
 - Prevention - Plans being developed to increase prevention activity.
 - Option being considered to introduce dedicated community safety officer.

East of England Ambulance Service

- An audit and reporting mechanism for 999 calls at associated sites is in place, with weekly reports to be generated.
- CK has been coordinating efforts to initiate familiarisation visits for officers on-site, along with finalising related exercises.

Suffolk Constabulary

- Since the last meeting, several contributions have been received from the DoO.
- This funding has allowed Suffolk Constabulary to maintain the dedicated SZC AIL Teams and recruit a sergeant for the uplift in County Policing Command, along with an additional police constable. A third police constable is expected to join in Q3 2025. There has also been an increase in back-office support and equipment to accommodate these changes.
- LJ provided a list of community and internal meetings attended.
- Policing: minimal activity with regards to HOCA groups from March to May 2025.
- Policing Update LPT, SZC Team: number of engagement events are maintaining at good level, with plans to expand further with additional resources.
- CPT: regular speed checks and enforcement activities are being conducted.

SCC

- Funding to support Domestic Abuse Outreach Service (DAOS)

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- Funding has been secured to support the Domestic Abuse Outreach Service. This funding enables targeted promotion of the service across East Suffolk, leading to increased awareness of the available support.
 - The project aims to fund an outreach worker specifically for East Suffolk.
- Community activity
 - Over the past quarter, significant engagement activities have taken place, focusing on signposting individuals to available services.
 - Pathways are being embedded to ensure that the outreach worker collaborates with other public services, facilitating timely access to necessary support.
- Data:
 - There have been fluctuations in data related to DAOS referrals.
 - The group emphasised the importance of the CSWG in defining priorities for future funding requests. Establishing clear governance around project support decisions will improve transparency and understanding of the criteria used for project approval.

ESC

- Several projects have been approved.
- The team is currently revisiting the work plan to incorporate a broader and more holistic approach to community safety.
- Plans are underway for ASB Week, with two events scheduled for early July.
- ESC are awaiting the results of the emotional needs audit conducted by Suffolk Mind.
- SZC Local Community Safety matters:
 - No anti-social behaviour has been reported through community safety emails.
 - The SZC complaints inbox allows for effective monitoring and resolution of incoming issues.
- What's going well:
 - No ASB reporting.
- Concerns:
 - At Sizewell Beach car park, while SZC offered free parking for a year, some vehicles have been found overnight, and there has been confusion regarding payment, with some still attempting to pay.
- What needs to happen next:
 - The Sizewell Beach Car Park will be discussed as an agenda item in the ESC/Police CSWG meeting.
 - An internal review of ESC ASK reporting will be conducted in collaboration with Community Safety colleagues.
 - ZB raised the complaints inbox and asked for SZC complaints to be routed through the information office.

Action – ZB requests SZC complaints in ESC inbox to be routed through the information office

Terms of Reference

- The group reviewed comments on ToR.

Action - JM and RC will determine how to manage the CSWG meeting dates

Action - RC to share final draft of ToR for formal approval

Action Plan Template for discussion:

- RC sets out wording from DoO of the Community Safety Measures definitions into a table. Asks group for feedback.

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- Respective parties will take this away and feedback on what they think should be required.

Action – Group to feedback on Action Plan Template

Reporting to SRG:

- What's going well:
 - LJ expressed satisfaction from the constabulary's perspective regarding the partnership with councils and SZC.
- Concerns:
 - The group needs to ensure that various Community Safety funding sources are aligned to avoid duplication. It is essential to understand where funding is allocated and what is being supported by different groups. RC is addressing this issue.
 - ZB raised a concern that the Information Sharing Agreement has not yet been finalised.
- What needs to happen next:
 - The Information Sharing Agreement needs to be agreed upon.

Meeting Dates

- Group needs to ensure that meeting dates are aligned with SRG.

Action – SZC to ensure that CSWG meeting dates are aligned with the SRG

Actions agreed in meeting:

Date Raised	Ref.	Description	Lead	Date Due
16/01/2025	1	RB will determine how to better coordinate funding for community safety initiatives, making sure it's clear which projects are getting support from which funds, to ensure funds are used effectively. ZB will talk with Marjorie Barnes to decide the best approach from SZC's perspective.	Working Group	Next meeting
12/06/2025	2	RQ to share Traffic Monitoring Report with SG	RQ	Next meeting
12/06/2025	3	ZB requests SZC complaints in ESC inbox to be routed through the information office	ESC	Next meeting
12/06/2025	4	JM and RC will determine how to manage the CSWG meeting dates	JM & RC	Next meeting
12/06/2025	5	RC to share final draft of ToR for formal approval	RC	Next meeting

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12/06/2025	6	Group to feedback on Action Plan Template	Working Group	Next meeting
12/06/2025	7	SZC to ensure that CSWG meeting dates are aligned with the SRG	SZC	Next meeting
Key Decisions made in the meeting:				
Decision				
<p>Group approved four ESC funding requests:</p> <ul style="list-style-type: none">• Resilience building in young people and children• Staff costs• Building resilience in local women• Resources to support community engagement				