

# Lowestoft Place Board – Agenda

17<sup>th</sup> July 2020, 10:00-12:00 | Virtual



Attendees (Board)	Apologies (Board)
Stephen Javes – Chair Anne Rawston – Department for Work and Pensions Amanda Ankin – Suffolk Chamber of Commerce Cllr Ben Falat – Parish Councils representative Cllr Craig Rivett – East Suffolk Council Cllr Paul Ashdown - Lowestoft Community Forum Colin Davies – Marks and Spencer Danny Steel – Lowestoft Vision Emma Butler Smith – Marina Theatre Genevieve Christie – Flip Side Hayley Mace – New Anglia Local Enterprise Partnership Karen Barclay – Business in The Community/Anglian Water Keith Moore – Environment Agency Keith Patience – Lowestoft Town Council Keith Winpenny – CEFAS Cllr Nick Gowrley – Suffolk County Council Peter Aldous – MP Phil Aves – Lowestoft Rising Steve Hodger – Scottish Power Renewables Urmila Rasan – East Coast College Tom Duit – Associated British Ports	Stuart Rimmer – East Coast College Julia Nix – Department for Work and Pensions Paul Ager – Associated British Ports
Attendees (Officers/Speakers)	Apologies (Officers)
Darren Newman – East Suffolk Council Karen Staples – East Suffolk Council Paul Wood – East Suffolk Council Richard Best – East Suffolk Council Andrew Jarvis – East Suffolk Council Benjamin Porter – East Suffolk Council Emma Bloom – East Suffolk Council Kerry Blair – East Suffolk Council Nicole Rickard – East Suffolk Council Phil Harris – East Suffolk Council Sarah Foote – Lowestoft Town Council	Stephanie Beggs - Cities & Local Growth Unit Philip Ridley – East Suffolk Council Shona Bendix – Lowestoft Town Council

	Item	Lead
1	<b>Welcome</b>	Stephen Javes
2	<b>Actions from previous meeting</b> Kerry provided an update regarding his action. The redundancies by Sentinel Leisure related to contracts outside Lowestoft within Sentinel. Kerry did advise that the sector is not safe, and therefore the threat of redundancy in the sector is still possible but the Council recognises we need to offer every assistance possible to those it affects if this does happen.  The Chair noted that to date, the Place Board has not yet signed off previous minutes. Minutes from the last Place Board have been circulated previously and are available to view on East Suffolk Council's website: <a href="https://www.eastsuffolk.gov.uk/business/regeneration-projects/lowestoft-investment-plan/lowestoft-place-board-meetings/">https://www.eastsuffolk.gov.uk/business/regeneration-projects/lowestoft-investment-plan/lowestoft-place-board-meetings/</a> The Board formally approved all previous minutes and the minutes of the last meeting.	Stephen Javes

	<p>It was also noted that not all board members have signed their terms of reference. The Chair proposed the Board adopt the Terms of Reference. This was unanimously approved by the Board.</p> <p>Darren Newman provided details regarding a members Code of Conduct which we will require all members to sign - this will be sent by email in the coming week. Please can the Board return these as soon as possible upon receipt.</p> <p>An update was provided by Peter Aldous MP regarding the Tidal Barrier and Lake Lothing Third Crossing.</p> <p>Tidal Barrier – Peter updated the group on the news that HM Government had awarded the town £43M to deliver the Lowestoft Flood Risk Management programme. The investment now means the project, which will protect hundreds of homes and over 825 businesses, will move into delivery stage. East Suffolk Council, Coastal Partnership East, and Environment Agency in partnership with Associated British Ports, have been developing a flood defence scheme for several years, which became a priority project following the 2013 floods.</p> <p>The scheme will address the issues relating to flooding in the immediate harbour/town centre are which will consist of flood defence walls and a flood barrier and will also address the pluvial and fluvial issues. We will need keep the port open whilst constructed – which is anticipated to take place over three winter seasons.</p> <p>Lake Lothing Third Crossing – A report is being prepared for SCC Cabinet meeting on 23<sup>rd</sup> August and will seek authority for the officers to award the contract, submit the final business case to the Department for Transport and will set out the timetable for the remainder of the project. If all goes to plan, the report will be agreed, with construction commencing early 2021. There were concerns with COVID-19 that tenders would be withdrawn but this has not been the case and the procurement timetable was instead extended due to the pandemic.</p> <p>In the Autumn SCC will approach central government for further approval ready to start on site early next year.</p> <p>Together the Third Crossing and Tidal Barrier will bring long term, significant benefits for the town, and act as a major catalyst for significant inward investment. We have a responsibility to keep as much of the money relating to these major infrastructure projects within the local economy as possible.</p>	Peter Aldous MP
3	<p><b>COVID-19 response</b></p> <p>As of the first half June, within the Waveney area 3,000 people have been furloughed and 3,500 people have claimed on the self-employment scheme - an uptake of 73%. As of 10<sup>th</sup> July, over £62.5m had been paid out by East Suffolk Council for business support grants. 31<sup>st</sup> July is the last day in which people claiming furlough payments can claim. The 2<sup>nd</sup> August is the last day that self-employed people can make a claim. The Government have not provided sector specific grants to date but have recognised the issues the cultural sector faces and as a result, £1.57bn fund has been set out consisting of loans and grants although guidance is yet to be released regarding this. There is a need for these sectors to have an opening date.</p> <p>Peter outlined that there have been individuals left out of any government funding, these include newly self-employed, directors who are paid in dividends and short-term contractors.</p> <p>There are currently incentives available to employers to employ young people and support apprenticeships, stamp duty initiatives to kickstart the housing market, and 'Eating Out' incentives to entice people to support the hospitality sector – businesses wishing to register this must do so before 31<sup>st</sup> August.</p>	Peter Aldous MP

	<p>The COVID Summer Food Fund will provide vouchers through schools and local authorities to support pupils eligible for free school meals over the summer holiday period during the COVID-19 outbreak. There will be a full budget in the Autumn where Peter hopes a longer-term strategy will be set out.</p> <p><b>Communities</b></p> <p>To date, the Communities team have received 1792 calls for help including requests for food and medicine across Waveney. Of this, 1267 calls alone were from Lowestoft – evidently the highest demand area for support.</p> <p>Shielding officially ends 31<sup>st</sup> July and Lowestoft Rising are now looking at how Home but Not Alone continues after this date, but recognise that people need to start looking into how they can help themselves instead of becoming reliant on others by using family and friend networks where possible. The Communities team are still receiving 60 jobs/calls per week, and the food bank remains well stocked.</p> <p>The Community Partnership board approved that we work with Citizens Advice Bureau on the befriending scheme ‘Voice of a Friend’ as isolation has been difficult in Lowestoft during the pandemic, during COVID there were 151 people having a weekly call. AgeUK are withdrawing their scheme, and therefore East Suffolk Council and Lowestoft Rising need to ensure there is some service available to the community.</p> <p>There was a noticeable spike in people rough sleeping in the doorways of shops in London Road North over the past few weeks. The housing team at East Suffolk Council have managed to find them housing and long-term solutions to this issue, and Suffolk Police now report there is no current activity. We have advised soup kitchens do not set up in the public realm, and instead advise that they deliver to the hostels to avoid any outbreak of the virus. It is not safe for people to gather in this way.</p> <p>A county wide scheme, Summer in a Box, led by Healthy Suffolk as part of the Suffolk Holiday Activities &amp; Food Programme, for vulnerable children. The Local Cultural Education Partnership (LCEP) summer activity pack is also to be distributed to vulnerable children in Lowestoft ensuring that they have access to nutritional meals and physical activities. The idea is that the pink orange food parcel scheme will be launched with video support to help children cook with their parents twice a week</p>	Phil Aves
4	<p><b>Endorsement of Town Centre Masterplan</b></p> <p>Paul Wood shared a presentation to the board of the Lowestoft Town Centre Masterplan, which will form part of the Town Investment Plan. All members of the Place Board received a link to the brochure and the full masterplan prior to this meeting to ensure they had viewed the document before endorsing it.</p> <p>The masterplan shows the aspiration and direction of travel for the Town Centre – the proposals are to be treated as opportunities rather than decided actions. 10-15 vision with quick wins. Setting out a clear vision and aspiration is more important than ever, giving confidence to businesses, funders, consumers, and investors.</p> <p>The Masterplan is a concept proposal with a Delivery Plan that will:</p> <ul style="list-style-type: none"> <li>- Seek funding</li> <li>- Shape next stage projects for input in Town Investment</li> </ul> <p>The vision has been shaped with stakeholder from the outset to ensure all consider what would change the town for the better – looking at political, environmental, social, technological, economical etc factor. East Suffolk Council plan to support Lowestoft and partners to continue to work with People and Places on a town centre recovery framework that can support the development of a Recovery Plan.</p>	Paul Wood

	<p>Proposals set out within the masterplan build on the Local Plan policy and expand on the requirements which recognises the transformative potential of this area, and we believe that this will lead to wider outputs including:</p> <ul style="list-style-type: none"> <li>• Employment opportunities</li> <li>• Better west east link to residential areas</li> <li>• Make Lowestoft a stronger, more competitive destination – knock on impact to attract visitor going to the broad etc and vice versa</li> <li>• Better accessibility to the seafront</li> <li>• Increased footfall – more dwell time, more spend – currently place turn up do 1 or 2 things and leave again – lacks dwell time and appeal</li> </ul> <p>Next steps</p> <ul style="list-style-type: none"> <li>• Present masterplan to Full Council 22<sup>nd</sup> July and Cabinet 31<sup>st</sup> July.</li> <li>• launch to public via social media, journal and updated East Suffolk Council website and brochure drop to local businesses</li> <li>• Tool to seek funding - High Street Fund / hopefully for inclusion in Town Funds</li> <li>• Capacity studies funded by Town Fund for more detailed looked at the Battery Green area and Station Square</li> </ul> <p>The Chair asked the board if they would endorse the Town centre masterplan which was unanimously approved.</p> <p>Comments</p> <p>Peter Aldous – Peter noted that we need to get families back into the town centre and provide residential accommodation/housing. We have unique cultural assets in the Marina Theatre which Peter has been advocating their needs to parliament due to issues the cultural sector faces, and it is clear that COVID-19 had accelerated online trends. We need to ensure that we provide alternative offers within our town centres. Andy Jarvis noted that Homes England do have an interest in Lowestoft and are impressed with the work we have planned. Andy advised we will need to look at working with other partners and hold further conversations about how to enhance Lowestoft. Paul noted that we are looking at leisure, hospitality, retail and residential provision.</p> <p>Norman Brooks - Norman had concerns that the bascule bridge would be closed to traffic once the third crossing was installed. Paul advised this will not be the case and we will be monitoring the impact of the 3<sup>rd</sup> crossing across Lowestoft.</p>	
5	<p><b>Towns Fund update</b></p> <p>The below dates set out our steps for the coming months:</p> <p><b>Now to 31<sup>st</sup> October 2020</b></p> <ul style="list-style-type: none"> <li>• Prepare Town Investment Plan</li> <li>• Place Board to sign-off Investment Plan</li> <li>• Submit Investment Plan</li> </ul> <p><b>October 2020 – 31<sup>st</sup> December 2020</b></p> <ul style="list-style-type: none"> <li>• Agree head of terms to agree selected projects for business case development</li> </ul> <p><b>January 2021 – October 2021</b></p> <ul style="list-style-type: none"> <li>• Develop detailed business case for each project</li> <li>• Submit businesses cases and summary document</li> <li>• Funding agreement</li> </ul> <p>The guidance notes:</p> <ul style="list-style-type: none"> <li>• Each town has been invited to put together proposals for up to £25 million from the Towns Fund – although we will consider <b>more than £25 million in exceptional cases</b>.</li> <li>• The Towns Deal should also be a <b>wrapper for other investment</b>, whether from other government departments or private investors.</li> <li>• The fund is <b>90% capital</b> however some capital projects may have a relevant element for delivery</li> </ul>	Karen Staples

	<p>We have also received information regarding towns hubs. The towns hubs have been introduced to provide technical support and appears as though we will be able to access 2/3 days of consultancy support, but we are awaiting them to confirm the full amount we are able to have.</p> <ul style="list-style-type: none"> <li>• MHCLG appointed as the Towns Fund Delivery Partner, a multi-disciplinary team of experts drawn from six companies: Arup, Nichols, FutureGov, Copper, Grant Thornton and Savills.</li> <li>• They will provide technical support throughout the Towns Fund journey, working in partnership with MHCLG officials and representatives of all 100 towns.</li> </ul> <p>Towns Fund Capital Accelerator Fund</p> <ul style="list-style-type: none"> <li>• Lowestoft awarded £750,000 last week from the Capital Accelerator fund. The ask was for shovel ready projects that would be delivered by March 2021 and as a result will be spent on the East Point Pavilion and within the HAZ – the money that was already allocated to this will be redistributed to other regeneration projects. To date, Lowestoft is the only town in the East of England that has responded of the Accelerator Fund which shows how well we are progressing with this project.</li> <li>• This is in addition to our ask of the Towns Fund £25m</li> <li>• Confirm project by 14th August 2020</li> <li>• Delivered by March 2021</li> </ul>	
6	<p><b>The Investment Plan update, project scoring update and approving priority projects</b></p> <p>Following the Towns Fund guidance and project submission forms, we now have a clearer understanding on what we need to provide for submission of the Town Investment Plan.</p> <p>The Investment Plan will need to cover a 10-year period and consist of:</p> <ul style="list-style-type: none"> <li>• Context analysis – The first part will essentially be a story of the town which we can design and scope to sell the town. It will provide details of all our projects listed within the Town Investment Plan but must include and be accessed on the following items.</li> <li>• Content Analysis &amp; strategy - As a Place Board we have outlined a strategy for the town and most of this work has been developed in partnership with ThinkingPlace which put us in a strong position</li> <li>• Engagement &amp; Delivery – This will essentially outline what the opportunities are and when they could be delivered. We would ensure that the projects are shovel ready for when the funding comes up instead of responding as it comes available. This will include the consultation work we have undertaken and development of project objectives as well as the methodology around the scoring of projects. More work is needed on highlighting commitment from private sector Investors as well as delivery of the projects (timeframes, future funds)</li> </ul> <p><b>Investment Plan – Section 1 2020 to 2030</b></p> <p>17 projects will form part of our Town Investment Plan - each project will have a paragraph within the Town Investment Plan along with being included within a table at the back of the document. the table will detail any funding secured, outcomes and potential funding opportunities. The presentation will be circulated post meeting.</p> <p><b>Contents of Investment Plan Section 2</b></p> <p>This section of the Investment plan is about those projects we are putting forward for the Towns Fund (our ask of £25M). We must complete the template they provide for each project within the towns fund. It details Project description, cost, need, timeframe and breakdown of annual costs, outputs, outcomes - very detailed information which falls just below a detailed business case. These projects must be deliverable by 2025, meet the terms of the Towns Fund and be capital projects</p>	Darren Newman

	<p>Darren proceeded to show the board slides which we feel the scoring process has highlighted for delivery through the towns fund. Our ask of the board is to support the findings of this presentation to enable us to further develop these priority Project. These consist of:</p> <ul style="list-style-type: none"> <li>• Investment plan projects (Projects which need finance for delivery, projects which due for delivery, such as the tidal barrier, have not been included but will be part of the Investment plan and delivery process)</li> <li>• Quick win projects (with support from the accelerator fund)</li> <li>• Revenue projects (projects that do not have a capital ask and as a result can't move forward for the Towns fund though they are still recognised as key elements of the Town Investment Plan)</li> <li>• Projects undeliverable within the 5-year timeframe but are likely to form part of a later funding bid</li> <li>• Projects scored below 50%</li> </ul> <p>This leaves us with a final list of 6 projects which could be put forward for the towns fund. We need to understand what additional work is required, how much funding is required per project, full time frames etc. It is likely that this list will reduce further based on these facts, but all these projects have scored well through the scoring matrix.</p> <p>The Chair asked if the Board supported the approach taken from East Suffolk Council and those projects highlighted to date for the Towns Fund. This was formally approved by the group.</p> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Highlight other funding available for wider Investment Plan projects</li> <li>• Confirm potential capital investment from public &amp; private sector</li> <li>• Understand opportunity to ask for more than £25M</li> <li>• Support package from Arup Group</li> <li>• Critical friend review of Investment Plan</li> <li>• September meeting – presentation of draft Investment Plan</li> <li>• 16<sup>th</sup> October meeting signs off the Investment Plan</li> </ul>	
7	<p><b>Place making &amp; Ambassador Group</b></p> <p>Part of the role of the Place Board is to develop a place brand. Work started on this back in 2018, and three themes were identified. We have been moving this work forward in the past month, with Thinkingplace working on the branding that represents Lowestoft but can sit alongside other businesses branding.</p> <p>The Towns Fund team are seeking two Place Board representatives to help sign off the branding – the Chair subsequently agreed and asked that interested members email him with their expression of interests.</p> <p>The objective of the Ambassador Group is to get positive messages out in the public. 8 ambassador events will be held over the next two years. The first will be held virtually, but we hope in the future to host physical events when it is safe to do so.</p> <p>Alongside the Ambassador Group there will be a lead Ambassador Group who will be experts in their field and cover specific sectors. Jason Benham and Phil Aves are working with East Suffolk Council on this project.</p> <p>Place Board members are invited to log into the zoom webinar – a link to which Gabriella has circulated.</p>	Karen Staples
8	<p><b>Any other business</b></p> <p>Stephen suggested that we nominate a vice chair who can act in Stephen's absence. Please email your nominations to Stephen directly.</p>	Stephen Javes / Karen Staples

	<p>Phil Aves asked if the Place board could help Lowestoft Rising as they are lacking funding for their Work Inspiration Business Broker. Initially the post was funded by Suffolk County Council, but more recently the Government has paid for this through the New Anglia Local Enterprise Partnership but this has now ceased and is only for high schools, not primary or secondary. There is a concern that Lowestoft Rising cannot continue funding the gap, and require £6,600 to get them to January 2021. After this date there will be no support for primary schools. Lowestoft Rising are asking the board if there are any businesses that might be interested in helping to fund the gap. Interested parties are to email Phil directly.</p> <p>Darren asked if the Place Board would be happy for their names and organisations placed on the East Suffolk Council website which is an ask of the terms and conditions for the Towns Fund. The Chair asked the Board if they would agree to this and was unanimously approved.</p> <p>Date of next meeting is:</p> <table><tr><td>15<sup>th</sup> September 2020</td><td>13:00- 15:00</td></tr><tr><td>16<sup>th</sup> October 2020</td><td>10:00-12:00</td></tr><tr><td>11<sup>th</sup> December 2020</td><td>13:00-15:00</td></tr></table>	15 <sup>th</sup> September 2020	13:00- 15:00	16 <sup>th</sup> October 2020	10:00-12:00	11 <sup>th</sup> December 2020	13:00-15:00	
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