

Lowestoft Place Board – Minutes

Tuesday 20th April 2021 10:00-12:00 | Virtual



Attendees (Board)	Apologies (Board)
Stephen Javes – Chair Anne Rawstron – Department of Work and Pensions Amanda Ankin – Suffolk Chamber Andrew Brown – Anglian Water (& BiTC) Cllr Ben Falat – Parish Councils representative Cllr Colin Butler – Lowestoft Town Council Cllr Craig Rivett – East Suffolk Council Cllr Nick Gowrley – Suffolk County Council Cllr Paul Ashdown - Lowestoft Community Forum Danny Steel – Lowestoft Vision Emma Butler Smith – Marina Theatre Genevieve Christie – FlipSide Hayley Mace – New Anglia Local Enterprise Partnership James Garland – Park Holidays Keith Moore – Environment Agency Paul Ager – Associated British Ports Peter Aldous – MP Phil Aves – Lowestoft Rising	David Carlin – CEFAS Steven Hodger – Scottish Power Renewables Not in attendance: Colin Davies – Marks and Spencer Stuart Rimmer – East Coast College
Attendees (Officers/Speakers)	Apologies (Officers)
Andrew Jarvis – East Suffolk Council Charles Kitchin – City Fibre Emma Bloom – East Suffolk Council Gary Bellward – East Suffolk Council Jason Benham – BiTC Jon Seaff – Jon Seaff and Associates Karen Staples – East Suffolk Council Karen Thomas – Coastal Partnership East Kerry Blair – East Suffolk Council Matt Jones Nicole Rickard – East Suffolk Council Paul Wood – East Suffolk Council Philip Ridley – East Suffolk Council Richard Best – East Suffolk Council Sarah Foote – Lowestoft Town Council	Mark Ash – Suffolk County Council Shân Lloyd - Cities & Local Growth Unit

	Description	Lead
1	Welcome and approval of previous meeting minutes and actions from previous meeting. The Chair asked the Board if there were any conflicts of interest to be raised for today's meeting. No conflicts were noted. The Chair asked the Board if there were any comments to be raised regarding last meeting's minutes. None were raised, and the minutes were approved.	Stephen Javes
2	Governance The Chair noted that Cllr Keith Patience, who represented Lowestoft Town Council on the Place Board, has now resigned. The Chair expressed his thanks on behalf of the Place Board for his contributions. The Chair then welcomed Cllr Colin Butler who has now taken a place on the Board as Lowestoft Town Council's representative.	Stephen Javes

	<p>The Chair welcomed two new members to the Board: James Garland from Park Holidays UK, who will act as the Place Board's tourism representative. and Tom McGarry from EDF who will represent the energy sector.</p> <p>The Chair also wished to thank Karen Barclay from Anglian Water who has stepped back from the Place Board, and will be replaced by her substitute Andy Brown as main Board member. Karen will remain involved, now becoming Andrew's substitute.</p> <p>The Chair advised that Gabriella had circulated an updated Terms of Reference, and asked Board members to send email confirmation to Gabriella confirming acceptance of the Terms of Reference as soon as possible.</p> <p>Please see appendix for more information</p>	
3	<p>Covid update</p> <p>Restart Grant scheme - Since 1st April 2021, East Suffolk Council has been issuing grants under the Restart Grant scheme to eligible East Suffolk businesses. The scheme supports businesses in the non-essential retail, hospitality, leisure, personal care and accommodation sectors with a one-off grant, to reopen safely as COVID-19 restrictions are lifted.</p> <p>Eligible businesses in the non-essential retail sector may be entitled to a one-off cash grant of up to £6,000 from their local council. Eligible businesses in the hospitality, accommodation, leisure, personal care and gym sectors may be entitled to a one-off cash grant of up to £18,000 from their local council.</p> <p>Following checks to ensure there are no fraudulent applications, we expect the payments to be issued this week.</p> <p>Welcome Back Fund – The Welcome Back Fund is providing councils across England a share of £56 million from the European Regional Development Fund (ERDF) to support the safe return to high streets and help build back better from the pandemic. This funding builds on the £50 million Reopening High Street Safely Fund (RHSSF) allocated to councils in 2020 and forms part of the wider support government is providing to communities and businesses.</p> <p>It is worth noting that the Welcome Back Fund has been made available through the ERDF (European Regional Development Fund) which has a number of restrictions, but we are trying to make this as accessible as possible for Town Councils and need to manage expectations.</p> <p>Comments: Peter Aldous offered to help highlight concerns regarding grants and reopening guidance to Government. Paul will contact Peter with regards to the grants.</p> <p>Communities Update</p> <p>The Home But Not Alone referrals have now dropped off, but the Communities team are now working on County wide initiatives to help communities get back up and running as we recover from the pandemic.</p> <p>The Suffolk Community Restart programme will help community groups and halls reopen in a safe way for the community, which are vital for supporting mental and physical health, and increasing social connectivity. The programme will build on the existing bounce back funding.</p> <p>The Community Buddies initiative will support those who have been shielding the past year to develop their confidence in socialising again.</p> <p>Volunteering concerns - Community Action Suffolk would like to identify any groups which may not reopen due to struggling with volunteer numbers. If Board members become aware of any groups, please email communities@east Suffolk.gov.uk.</p>	<p>Paul Wood / Nicole Rickard / Phil Aves</p>

	<p>Additional Resource – The Communities team have employed temporary Liaison Officers to support the community in cases of outbreaks and vaccinations, particularly businesses and community groups.</p> <p>Lowestoft Rising Update The Mental Health in Schools programme currently has 19 schools registered, and approximately 8000 pupils will have access to mental health practitioners who are based within the schools.</p> <p>Lowestoft Rising are offering, where possible, Professional Development to teachers, to support cultural education and the curriculum.</p> <p>Food Bank – the food bank has made the decision to continue with the central hub in Lowestoft, operating 3 days per week.</p> <p>Social Prescribing – 8 GP surgeries in Lowestoft now offer referrals to the Citizens Advice Bureau (CAB) to help with social assistance. Mental wellbeing is undoubtedly going to be the work Lowestoft Rising focus on going forward, and has been picked up in the Communities Action Plan.</p>	
4	<p>Strategic Community Partnership update The Lowestoft & Northern Parishes Community Partnership's priorities were determined as needing to improve mental health and wellbeing, tackle childhood obesity, and reduce social isolation for all ages. From this, the Lowestoft Mile was developed which comprises of four virtual walks around the local area, filmed using 360o virtual reality, drone footage, and voice over. The walks are approximately one mile and have been created for people who are unable to leave their homes, including elderly people and those with health conditions, however they are accessible to all.</p> <p>The walks to date include: Nicholas Everitt Park and Oulton Broad, Lighthouse to Ness, Lound Heath Circular, and Claremont Pier and Kensington Gardens.</p> <p>The partnership have now engaged with Suffolk Wildlife Trust to develop a walk for Carlton Marshes.</p> <p>Cllr Falat expressed interest in creating further walks for Oulton Broad.</p> <p>To view the walks please visit: www.thelowestoftmile.co.uk</p>	Cllr Paul Ashdown/ Nicole Rickard
5	<p>Update on Towns Fund The Heads of Terms were returned to MHCLG on the 24th March. A small number of conditions were stipulated for the Cultural Quarter which included:</p> <ul style="list-style-type: none"> • To provide a more detailed delivery plan including risks and interdependencies, and detail regarding outputs/outcomes • Clarify total project value • Complete consultation before plans are finalised • Ensure the connection to Power Park includes provision for cyclists as well as pedestrians <p>The Project Confirmation Templates are to be returned to MHCLG by the 24th May which include:</p> <ul style="list-style-type: none"> • Towns Fund Ask • Breakdown of Match Funding • Expected Outputs & Outcomes • Plan for addressing conditions • Fast Tracked Projects • Capital/Revenue Splits • Financial Profiling 	Karen Staples/ Gary Bellward

ESC's Section 151 Officer is the accountable officer for the Towns Fund. The templates will require sign off from by Place Board Chair and ESC Section 151 Officer

As part of the monitoring and evaluation, ESC are required to submit a Monitoring and Evaluation Plan by the 24th May. It will be the responsibility of ESC to report on activities, inputs and outputs twice a year. MHCLG will lead on data collection for outcomes and impacts with support from ESC. The monitoring returns will include both mandatory and optional indicator. The report submission dates are outlined as June for the annual report, and December for the mid-term report, each year.

MHCLG were lobbied for additional support to develop the business cases., with East Suffolk Council receiving £40k in capacity funding. Development costs are anticipated to exceed the capacity funding and ESC are exploring other financial options.

Cultural Quarter: Project Structures have been set up, and a cultural sector meeting was held last month, with 65 creative sector attendees. We are now reviewing their Expressions of Interest. Initial discussions have occurred with the Marina Theatre Trust to set out project arrangements, and we have identified and agreed business case development costs. A full presentation is scheduled at the next Place Board.

Heritage Quarter: Project structures are currently being set up. Lowestoft Town Council has created a working group for Town Hall Development, with Shiela Moss King Associates is working with LTC to create an activity plan for the Town Hall. The National Heritage Lottery Fund have confirmed that the Expression of Interest submitted for a development grant to sit alongside the Towns Fund has been successful. The next step will be to submit an application for an NHLF Development Grant 28th May 2021.

Scores steering group set up John Sheaff Associates appointed to Scores development with project initiation commencing in April.

Station Quarter: East Suffolk Council Cabinet have approved development of former Post Office for cultural purposes. Conservation works on the Listed sections are due to start imminently.

A feasibility study to RIBA Stage 2 has been completed for the Station Square public realm and is ready to be placed in the business case. There are additional plans, in line with the TIP, for the Station Building to be purchased.

Port Gateway Improvements: The project scope has been drafted and a working group set up. The Business Case development costs have been established with site survey costs identified – an options appraisal is underway to assess the greatest opportunities to support clean energy. Additionally, the writing of strategic and economic cases have commenced.

Seafront Vision: A masterplan being undertaken, and anticipate work being completed August. A presentation will be made by Jon Sheaff and Associates later in the agenda. Several workshops were held last month to engage stakeholders. The Masterplan will identify priority expenditure to take forward as part of the Towns Fund £1.3m public realm.

Next steps:

- Sign off Local Assurance Processes – May 2021
- Complete and submit Project Confirmation Template – May 2021
- Develop and submit Monitoring & Evaluation Plan – May 2021
- Complete and submit the Financial Profiling for the priority projects – May 2021
- Prepare for first M&E Report – June 2021
- Continue to develop business cases for priority projects – Ongoing
- Project development to be showcased at Place Board - Ongoing

	<p>Place Making</p> <p>Hopefully everyone will have received hard copies of the Lowestoft Storybook and Town Investment Plan which were sent to Place Board/Stakeholders last week. We hope these will be utilised by the ambassadors to promote the projects.</p> <p>79 people attended the Ambassador Event on 31st March, with the next ambassador event scheduled for the 16th July 2021.</p> <p>The Lowestoft Place Making Website is in the final stages of the build, which will enable people to remain up to date with the projects and promote the Lowestoft brand.</p> <p>The 'Voices from the community' podcast, run by Youth Ambassador Joshua Freemantle, is seeking speakers – if any Place Board members are interested then please email gabriella.fox@eastssuffolk.gov.uk.</p> <p>We continue to work on actions outlined in the Lowestoft Place Plan, and research community engagement platforms.</p> <p>Questions:</p> <p>Peter Aldous – With regards to the Station, can ESC confirm that ESC are engaged with Martin Halliday at the Community Rail Partnership. Karen confirmed this was the case, and that we are also engaged with Network Rail.</p> <p>Peter also noted that McDonalds have now closed their franchise on Station Square. Peter asked if we are in contact with the owners. Karen confirmed that we are engaged with the owner/management of McDonalds building. Karen also noted that Station Square is part of the HSHAZ, and we would like to use our shopfront grant scheme to support regeneration.</p>	
6	<p>Lowestoft Flood Risk Management Programme</p> <p>Lowestoft is a significantly high flood risk aream, with a large volume of homes and businesses, as well as infrastructure, at immediate risk. During the December 2013 tidal surge over 160 homes and businesses in Lowestoft were flooded. In addition to this road and rail networks were significantly disrupted.</p> <p>The Lowestoft Flood Risk Management Project is about developing a way forward to reduce the risk of flooding from tidal surges such as was seen in 2013. It will also reduce flooding from rivers and surface water flooding in parts of Lowestoft that experienced flooding in 2015 and 2016. The target date for completion is 2025 and when finished, the project will support the economic growth and regeneration of Lowestoft and reduce the risk of flooding to existing homes and businesses.</p> <p>Covid restrictions have meant that the project delayed the delivery of the property protection projects. However, with regards to the pluvial and fluvial works, piling is nearing completion and the pumping station is in construction, with the current completion date anticipated for mid-May. As a result of these works, over 150 homes to be protected.</p> <p>Phase 1 of the tidal flood wall has started this month. The gates will weigh 3000 tonnes each and will be fabricated in Lowestoft. Navigation simulation is now being undertaken by ABP to see how we can progress the project whilst allowing the channel to remain operational. To add, the LFRMP will be the only barrier scheme in the country that will try to keep port operation running 24/7.</p> <p>As with other projects and Covid restrictions, we are having to be innovative with the way we engage with people.</p>	Karen Thomas

	<p>The Project is now fully funded, and we are grateful to have received the largest Green Recovery Fund grant allocation. The project represents a major capital investment for Lowestoft of around £67m. Funding has come from:</p> <ul style="list-style-type: none"> • Government Flood Defence Grant in Aid, which is administered by the Environment Agency • Government Green Recovery Fund • New Anglia Local Enterprise Partnership • Regional Flood and Coastal Committee Local Levy • Suffolk County Council • East Suffolk Council <p>To note, the project has to be delivered in the 6 year timeframe set out under the funding conditions. Tamzen is working with Balfour Beatty to ensure the project stays on track.</p> <p>Although we have the full funding for the project will require ongoing maintenance, and therefore we are looking at an operation and maintenance cost package – the hope is that we find a way for the project to become self financing, and linkages will need to be made with other projects.</p> <p>Outline of works:</p> <ul style="list-style-type: none"> • Phase 1 – Fluvial and Pluvial including Property Level Protection and tidal floodwalls – PLP and Velda • Package 1 Tidal Floodwalls – Hamilton Road, ABP port entrance, Waveney Road from ABP entrance to bus stop near Station Square • Package 2 Tidal Floodwalls – Bus Stop round to South Pier including RNSYC • Phase 2 – Tidal barrier <p>Programme:</p> <p>Fluvial / Pluvial</p> <ul style="list-style-type: none"> • PLR Construction Feb 2020 – May 2021 • Velda Close Construction Jul 2020 – May 2021 <p>Tidal Flood Walls</p> <ul style="list-style-type: none"> • Construction Package 1, Apr 2021 – May 2022 • Construction Package 2, Oct 2021 – Mar 2022 <p>Tidal Flood Barrier</p> <ul style="list-style-type: none"> • Detailed Design & TWAO, May 2021 – Dec 2022 • Outline Design, Navigation Simulation TWAO, Sept 2020 – May 2021 • Construction, Oct 2023 – Dec 2025 	
7	<p>South Lowestoft Masterplan</p> <p>Jon Sheaff and Associates were appointed earlier this year to undertake a masterplan of the Seafront and London Road, High Street Heritage Action Zone. The boundary extends from the Bascule Bridge to Pakefield.</p> <p>We have acknowledged that the spaces along the Esplanade don't function as well as they could, and we are keen to look into how to restore Wellington Gardens, and improve the public realm. To date, three stakeholder engagement sessions have taken place, with further structured interviews and further public consultation to be undertaken.</p> <p>We have noted that there are a number of things that could be done to reinvigorate the main retail area in Kirkley, which has been fairly resilient despite Covid, making it less traffic dominated by reintroducing softer landscape features such as planting and trees. We are also looking to introduce further biodiversity to the area around Cefas.</p>	Jon Sheaff & Associates / Richard Best

Peter Aldous wanted to ensure that we are aware of the Britten as a Boy Statue that is being developed as an external project. Jon confirmed that the stakeholders developing this project have been in touch, and that this will be incorporated into our public art strategy.

Seafront Vision Update

The aim of the Seafront Project is to increase visitor numbers and spend by attracting a younger, professional demographic and to extend the tourism season whilst retaining repeat visitors. We will achieve this through the design and delivery of a number of projects. As part of the Towns Fund, there will be a significant investment in the Seafront including an exciting public realm design being developed by Jon and his team, that will collectively deliver the Seafront Strategy and Vision.

The key projects include:

- Jubilee Chalets
- East Point Pavilion
- Accessible Boardwalk
- South Pier (short, medium and long-term action plan)
- Public Realm (active seafront, leisure provision, concessions)

Jubilee Chalets: The extensive work to Jubilee Parade is being provided over 3 phases

- Phase 1 – demolition of existing chalets and cliff strengthening works, which is anticipated to be completed Summer 2021.
- Phase 2 – Jubilee Terrace which will see the construction of 72 beach huts, of which 50% will be sold to finance further works, and 50% retained for short term hire. This is anticipated to be completed Summer 2021.
- Phase 3 – Jubilee Parade will see the revitalisation of the café, concessions, storage and public conveniences, with introduction of changing places facility. This is anticipated to be completed 2022/23

East Point Pavilion: This project is being provided over 2 phases which will eventually see an exciting and revitalised food and beverage offer, with a complimentary programme of cultural and community events.

- Phase 1 –Demolition work is currently underway, with the fit-out taking place in the Summer, and completion anticipated Autumn 2021.
- Phase 2 – will see a unique pop-up dining destination for Lowestoft seafront created.

Boardwalk: A concept design has been developed with the intention to provide access to Lowestoft's amazing beach for the wider community including for wheelchair and buggy users. The location will be in front of the existing Pagoda and toilets between the Beach Office and Claremont Pier.

We are working with an engineer to bring forward detailed designs this financial year, and consulting with the Disability Forum to inform the design. We anticipate delivery in 2022.

South Pier:

We hope to regenerate the South Pier to become a destination place once again for visitors. There is a short, medium, and long-term action plan and business case that has been developed with the South Pier Trust. The South Pier Trust is also working to place a Fishermans Mission sculpture at the East end of the pier to commemorate the Fisherman who have been lost at sea. This sculpture forms part of Via Beate project which follows a pilgrimage from East to West of the country with other statues along the route. We anticipate installation to take place later this summer.

As per Karen's presentation, the tidal flood walls will replace the existing railings with etched glass walls to South Quay wall.

8	<p>City Fibre</p> <p>The UK has not received a huge amount of investment in its infrastructure compared to that of its European neighbours in recent years. As a result, the Government has pledged full fibre across the country by 2025, although this is highly ambitious.</p> <p>67 projects are currently being undertaken, with Lowestoft amongst the first 26 to be developed. A further 225 locations were announced last month.</p> <p>PodTrak have now been appointed following the previous contractor not fulfilling the contract requirements. PodTrak will be completing the partly built node areas, and rectifying the defects left by the previous contractor. We have been advised that we should still complete Summer 2022 despite the delays.</p> <p>We are now coordinating work to avoid heavy tourism in the summer, and to avoid major milestones with infrastructure projects such as the LFRMP and Gull Wing. A number of broadband providers are poised to connect the networks.</p> <p>If you require further information, please contact Charles.</p> <p>Paul Wood asked that once the programme has been updated, it would be useful for the Board to have oversight over this.</p> <p>Charles was asked when the full fibre will be live. Charles advised that there is no date yet as to when the first resident will be connected, but we hope within the next month. The delays have been due to suppliers encountering issues connecting. Paul asked that our Comms team are notified of milestones.</p> <p>Peter Aldous advised that he hopes that the local subcontractors from the previous contract were provided opportunities to also work on the new contract. Charles confirmed that PodTrak were working closely with local subcontractors to ensure there is benefit to the local economy, and that they would work much more on a partnership basis. Charles noted that CityFibre are finding it difficult to find subcontractors for Norfolk so there is an opportunity for more work in East Anglia for local subcontractors, but CityFibre are now providing specialist training, which means that skilled workers can be passed onto the subcontractors.</p>	Charles Kitchen
9	<p>Any other Business</p> <p>The Chair asked the Board if there were any further questions, comments, or concerns. None were noted and the meeting drawn to a close.</p> <p>The next meeting will take place 7th September, 2pm</p>	Stephen Javes

Appendix

Appendix 1

LOWESTOFT PLACE BOARD COMMUNICATIONS PROTOCOLS

This sets out the agreed communication protocols to be established jointly for all the Partners.

AIMS

- To ensure clear and consistent messages are delivered.
- To equip spokespeople with the information they need to deliver these messages.
- To effectively manage the reputations of all the Place board members
- To increase public awareness of the Lowestoft Place Board, and the benefits it brings
- To manage proactive communications, especially media relations.

It is recommended that this protocol is reviewed every year by the Place Board to assess their effectiveness and plan future developments.

TRADITIONAL MEDIA RELEASES

For proactive media releases to local, national, and specialist media the following will apply.

- The date and timing of the release of proactive announcements to the media will be jointly agreed by East Suffolk Council and the Place Board Chair.
- Neither East Suffolk Council nor Board members may offer story advances or exclusives to reporters without prior approval / agreement with the other partners.
- All press releases will include a quote from the Chair of the Place Board and East Suffolk Council.
- An agreed format for joint press releases, including a header, and contact details at the end (see consistent branding section)
- To fit within existing media protocols for organisation. Joint press releases will have each set of contact details, as required by each organisation, and - where practicable - be issued to all Partners four hours before release to the media.
- All press releases need to be signed off by East Suffolk Council's communications team (Communications@eastsuffolk.gov.uk)

FOR MEDIA ENQUIRIES REGARDING THE PLACE BOARD THE FOLLOWING WILL APPLY

- Place Board Members are requested to inform the communications staff if they have commented to the media on Place Board matters.
- Responses will be prepared by ESC and will involve the Place Board Chair
- Although media timings may mean that it is not possible for both parties to approve a response before it is issued, this should be aimed for.
- Councillors may be approached for a political perspective and will need to be briefed, which will be done by communications staff.
- Where a joint response is not necessary, or where it has not been possible to issue a joint release due to media deadlines etc, the final response will be emailed to the Chair and the other Board members for information.
- Key spokespeople (councillors and officers) contacts to be shared as well.
- Communications staff to ensure spokespeople are well briefed and know they may be called on for comment.

MEDIA SPOKESPEOPLE / COMMUNICATION LEADS

For the Lowestoft Place Board approved spokespeople. See table below:

APPROVED SPOKESPEOPLE	NAME	CONTACT EMAIL
East Suffolk Council	Cllr Craig Rivett Karen Staples Communications Team	Craig.Rivett@eastsuffolk.gov.uk Karen.Staples@eastsuffolk.gov.uk Communications@eastsuffolk.gov.uk
Chair of Place Board	Stephen Javes	stephenrjaves@gmail.com

SHARING INFORMATION / MATERIALS

- Place board members will advise each other in advance of making any communication about the Lowestoft Place Board providing copies of prepared and /or material at least three working days in advance of their release or before they go to design/print for comment/ sign off.
- If material cannot be easily changed (for example designed/ printed documents) these should be shared with the other members at proof (copy) stage.
- In instances where there is no forewarning of the communication (for example, a media enquiry), the member involved will advise the other members of the communication immediately after the enquiry is made.

CONSISTENT BRANDING

- A visual identity has been created for Lowestoft, using the place branding initiative. The Place Board members are required to use this for communications to ensure a consistent look and feel.
- All members will be named (and / or their logos used) in materials and collateral created.
- The Place Board members will send draft versions of **any material** relating to the Lowestoft Place Board to communication leads for approval 7 days in advance of their proposed use or at draft stage.
- The Place Board Chair and East Suffolk Council will then agree if material is suitable for publication and have full editing powers.
- Any branding requests please contact Gabriella Fox gabriella.fox@eastsuffolk.gov.uk

Appendix 2

Lowestoft Place Board: Members Code of Conduct

1. Introduction

This Code of Conduct outlines the basis for the operation of the Lowestoft Place Board and the individual responsibility of its members.

2. Our behaviour as a member of the Lowestoft Place Board

This Code of Conduct covers our behaviour as members of the Lowestoft Place Board, in any private or public meeting, private correspondence and decision-making processes.

As a member of the Lowestoft Place Board I agree to abide by our objectives. Additionally, I agree that:

I will be considerate. I recognise our work will affect other people and our work in turn will depend on the contributions of others. Any decision I take or advice I give, may affect other members or beneficiaries and The Lowestoft Place Board expects me to take those consequences into account when making decisions or giving advice and entering into discussion and negotiations with other members, groups, organisations and external bodies. Where I have any potential conflict of interest, this will be fully disclosed to the Chair.

I will be respectful. The Lowestoft Place Board values the participation and contribution of all its members. We expect members of the Lowestoft Place Board to be professional and respectful when dealing with colleagues, as well as with people outside of the Board, even where there is disagreement.

I will be collaborative. The Lowestoft Place Board is about collaboration and working together. Collaboration improves the quality of the work and support offered and values the input of others.

I will be selfless. Members of the Lowestoft Place Board should act on behalf of the sectors they represent and in the interests of the town.

I will be objective. Members of the Lowestoft Place board will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

I will uphold the integrity of the Lowestoft Place Board. Lowestoft Place Board members will avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

I will be honest. All members of the Lowestoft Place Board will be truthful

I will be consistent. Members of the Lowestoft Place Board will, wherever possible, uphold verbal or written agreements – I will do what I have said I would and do it when I said I would do it.

I will uphold the Lowestoft Place Board objectives. Disagreements happen all the time and the Lowestoft Place Board is no exception. The important goal is not to avoid disagreements or differing views, but to resolve them constructively. In the first instance I will turn to the chair to seek advice and to resolve disagreements.

I will uphold the democratic decisions of the Lowestoft Place Board. Where a decision has been made, members are expected to uphold and implement the decisions. This does not mean that there cannot be disagreement; Any members uncomfortable with a decision should be offered support to implement the decisions or a consensus reached on participation or implementation of the decision.

Additionally, members should ensure that decisions do not affect a person's employment, health and safety, equality or personal or religious beliefs or any other legal rights – however, members are expected to behave in a manner that upholds the democratic structures of the Lowestoft Place Board.

When I am unsure, I will ask for help. Nobody knows everything, and nobody is expected to. Asking questions avoids many problems down the road, and so questions are encouraged. Those who are asked should be responsive and helpful, and I should not be made to feel threatened or intimidated in any way.

3. Relationships with users, clients and others

Members of the Lowestoft Place Board will at all times conduct themselves in a professional manner whilst representing the Lowestoft Place Board. This includes communicating with other members and external partners, members of the public and supporting agencies. Members will always use appropriate language. All digital media (i.e. Facebook, Twitter, Website etc.) and digital methods (i.e. email) of communication shall be used appropriately; and meetings will be an effective tool to develop constructive conversations and ways to move forward in a positive manner.

Should any member of the Lowestoft Place Board or public feel that they have witnessed or been subjected to unacceptable behaviour by a member of The Lowestoft Place Board, the relevant complaints process should be put into operation as detailed in this document. The following behaviour is not acceptable:

- Insults and name calling
- Swearing, offensive language and gestures
- Inappropriate jokes
- Behaviour that ridicules or undermines someone or something
- Inappropriate or unnecessary physical contact
- Physical assault or threats of physical assault
- Intimidating, coercive or threatening actions and behaviours
- Unwelcome sexual advances
- Isolation, non-cooperation or deliberate exclusion
- Inappropriate comments about a person's appearance
- Intrusive questions or comment, and malicious gossip, about a person's private life
- Offensive images and literature
- Pestering, spying or stalking

Members of the Lowestoft Place Board will maintain the highest levels of professionalism and courtesy when working with service users, groups and individuals and all members will abide by the principles of equality and diversity.

Where agreements have been made with service users, groups or individuals all members of the Lowestoft Place board will act to ensure these agreements are respected and implemented.

4. Media

East Suffolk Council will co-ordinate all media activity with dates and timing of the release of announcements to the media.

Partners may not offer story advances or exclusives to reporters without prior approval / agreement.

The approved spokes people for the Lowestoft Place Board are Stephen Javes, Chairman, Lowestoft Place Board and Cllr Craig Rivett, Deputy Leader, East Suffolk Council.

Appendix 3

Lowestoft Place Board - Terms of Reference

The Place Board has been created to drive forward inclusive economic growth and regeneration in Lowestoft through a coordinated approach, ensuring all partners are promoting the ambitions and targets as set out in the Lowestoft Investment Plan. It will be responsible for providing a strategic, place-led view and leadership for the promotion and development of the place locally, regionally, nationally and internationally. The Board will be facilitated by East Suffolk Council.

VISION AND KEY PURPOSE:

1. To create a strong, shared identity for Lowestoft.
2. To have strategic oversight of development and delivery of the Lowestoft Regeneration and Economic Growth Programme.
3. Provide perspective, add value, develop project ideas and work alongside other key partners such as the Council, New Anglia Local Enterprise Partnership, Department for Work and Pensions, the Environment Agency etc.
4. Play a lead role in profiling the place, undertaking lobbying, seeking to attract investment, welcoming potential investors and VIP's and be the ultimate champions for Lowestoft

5. Oversee the Ambassadors Programme and encourage other organisations to get involved
6. Act as a 'sounding Board' for regeneration and growth-related activity inputting into place related strategies and plans e.g. economic, visitor, cultural, events
7. Be independent spokespeople for Lowestoft undertaking media activity where appropriate
8. Maximise Lowestoft's asset base to enhance the prosperity of Lowestoft for all members in our community and for future generations.
9. Where appropriate, attend events to sell and tell the story e.g. sector specific exhibitions and other place related opportunities

OBJECTIVES:

1. To develop and agree a Lowestoft Investment Plan, develop a clear programme of interventions and coordinate resources and influence stakeholders.
2. Provide support and oversight to the delivery of the agreed 'Lowestoft Investment Plan'.
3. Oversee and support the Ambassadors Programme.
4. To ensure better co-ordination and use of existing resources and to maximise leverage of additional public / private investment.
5. To consider strategic issues facing Lowestoft and to provide leadership in relation to them.
6. To involve private, public and voluntary sectors in the work of the Board through a proactive approach to communication and engagement.
7. To connect, advocate for and champion partnership working across Lowestoft, including celebrating achievements, lobbying relevant bodies on behalf of the town on a local, regional and national level.

Page Break

MEMBERSHIP:

1. The 5 peripheral parishes that lie within the defined Development-Area (Oulton, Oulton Broad, Corton, Gisleham and Carlton Colville), are represented by a single Parish Councillor.
2. Nominated deputies will provide representation when the Board member (listed below) is unable to attend.

ORGANISATION	MEMBER
(Chair)	Stephen Javes
Anglian Water / Business in the Community	Karen Barclay/ Andy Brown
Associated British Ports	Paul Ager
CEFAS	David Carlin
DWP Jobcentre Plus	Anne Rawstron
East Coast College	Stuart Rimmer
East Suffolk Council	CLlr Craig Rivett
Environment Agency	Keith Moore
Greater Lowestoft Community Partnership	CLlr Paul Ashdown
Lowestoft Cultural Strategy Group	Genevieve Christie / Emma Butler-Smith
Lowestoft Rising	Philip Aves
Lowestoft Town Council	CLlr Colin Butler
Lowestoft Vision BID	Danny Steel
Marks & Spencer (representative for retailers)	Colin Davies
MP for Waveney	Peter Aldous MP
New Anglia Local Enterprise Partnership	Hayley Mace
Parish Council (representative for Oulton Broad, Oulton, Corton, Gisleham, Carlton Colville)	CLlr Ben Falat
Park Holidays	James Garland
Scottish Renewables	Steven Hodger
Suffolk Chamber of Commerce	Amanda Ankin

CONDUCT OF BUSINESS:**OPERATION & ADMINISTRATION**

1. Meetings will be organised quarterly with the option to call additional meetings when required.
2. Public sector officers will be present at meetings to observe and contribute to discussion but will not hold voting powers.
3. Meeting formats will be flexible (from headline guest presentations to group discussions).
4. Non-members to be invited to Board meetings, input to relevant agenda items as appropriate.
5. East Suffolk Council will perform secretariat functions for the Board including, but not exclusive of, recording attendance, minute-taking, and convening meetings.
6. The Place Board members will adhere to the communications protocol which sets out the parameters in which internal and external communications will be conducted.
7. To periodically review the Board's priorities, membership, and working practices to ensure they remain appropriate and effective.

FUNCTION

1. Members will take active role in Place Board activities, contributing to generating ideas and projects, acting as ambassadors to promote Lowestoft as a place to Invest, Work, Live and Enjoy. It is members responsibility to feedback information from the Place Board to their relevant organisations.
2. Sub-groups / working groups may be convened to address specific areas requiring expertise.
3. The Board will work with partners to deliver the Town Investment Plan and wider regeneration activities in Lowestoft.
4. In the event of a Board decision, the group will vote by consensus. In the event of a 50/50 split the chair will have the casting vote. One vote will be permitted per organisation.
5. The meeting will be quorate when there are at least 12 Board members present with a minimum of 4 private sector in attendance.
6. Members will promote the role of the Place Board and its aims
7. In the event that a Board member is unable to attend, they can be represented by a named deputy only.
8. New members can be adopted by a consensus vote.

CHAIR

1. The Chair will lead the Place Board and ensure effective representation across the membership
2. The term of the Chair will be for 2 years, however extensions to this term will be permitted at the Board's discretion
3. Provide strategic support to the Place Manager
4. Provide leadership to the Ambassador Programme alongside the Board
5. Be the lead contact between the Board and representatives for East Suffolk Council
6. Chair the meetings in accordance with the aims and objectives of the Board
7. Be the lead Ambassador for Lowestoft helping to raise the profile and promote the area as a location to Invest, Work, Live and Enjoy
8. Be given the deciding vote where there is no unanimous decision
9. A Vice-Chair will be nominated by the Board in the case where the Chair is unable to attend

AMENDMENTS:

These Terms of Reference shall be reviewed annually by the members.