

Lowestoft Place Board

Monday 5th September 2022, 10:00-11:30 | Virtual



Attendees (Board)	Apologies (Board)
Stephen Javes – Chair Cllr Ben Falat – Parish Councils representative Cllr Colin Butler – Lowestoft Town Council Cllr Paul Ashdown - Lowestoft Community Forum Danny Steel – Lowestoft Vision Emma Butler Smith – Marina Theatre Genevieve Christie – FlipSide/First Light Festival Tom Duit – Associated British Ports (representing Paul Ager) Peter Aldous – MP Phil Aves – Lowestoft Rising Steve Hodger – Scottish Power Renewables Stuart Rimmer – East Coast College Tim Green – CEFAS Toby Warren – Suffolk Chamber of Commerce (representing Amanda Ankin) Tom McGarry - EDF	Amanda Ankin – Suffolk Chamber of Commerce Cllr Craig Rivett – East Suffolk Council Paul Ager - Associated British Ports David Dukes – New Anglia Local Enterprise Partnership Keith Moore – Environment Agency Andrew Brown – Anglian Water (& BiTC)
Attendees (Officers/Speakers)	Apologies (Officers)
Andrew Jarvis – East Suffolk Council Darren Newman – East Suffolk Council Kate Ellis – East Suffolk Council Gabriella Fox - East Suffolk Council Jai Raithatha – Suffolk County Council Jason Benham – BiTC Kerry Blair – East Suffolk Council Paul Wood – East Suffolk Council Philip Ridley – East Suffolk Council Sarah Foote – Lowestoft Town Council	Karen Thomas –Coastal Partnership East Nicole Rickard – East Suffolk Council Gary Bellward – East Suffolk Council

	Description	Lead
1	Welcome and approval of previous meeting minutes The Chair asked the Board if there were any comments regarding last meetings minutes before approval. Tom McGarry asked if item 8 could be amended regarding EDF's partnership with East Coast College, where as part of the MOU, investment will be broader than the college skills centre and cover the betterment of adult skills across wider community. Action: Kate to amend	Stephen Javes
2	Actions from previous meeting <ul style="list-style-type: none"> Kate Ellis to send Danny contact details for contacts within Lowestoft for Community Support - completed Danny and Cllr Ashdown to be invited to next Ambassador Group event - completed Phil Aves asked that the Place Board utilise the Place Making images in the Board meeting which have been circulated. If anyone is unable to locate the images, please email Kate or Gabriella – Gabriella circulated images. Peter Aldous to contact to Phil Aves regarding dental services across the community Phil Aves and Peter Aldous met to discuss dentistry access in Waveney - Peter has fed this information to the British Association of Dentists and lobbied for the removal of VAT on toothbrushes. 	Stephen Javes
3	Economy update	Paul Wood

	<p>Inflation continues to rise across the country, but while there is attention on domestic bills, there is an increasing threat to businesses who are seeing significant inflation. We anticipate the rise affecting particularly small and micro businesses which will have an impact on Lowestoft.</p> <p>ESC have now shared the UK Shared Prosperity Fund plan. The investment plan is worth over £2.7m over the next 3 years and will focus on support for the cost of living crisis, how we can co-fund business support service and skills. We anticipate approval of the allocation in October 2022.</p> <p>Since our last meeting, in July 2022, the Development Consent Order (DCO) for Sizewell C was approved by the UK Government, but we await final investment approval which we anticipate will be announced next year. The development will have a significant positive economic effect on Lowestoft.</p> <p>Peter noted that he has been receiving messages from several local businesses, as well as charities who are concerned about energy bills. A letter has been sent to the Secretary of State regarding the energy crisis, signed by all Suffolk MPs.</p> <p>Stuart Rimmer noted that the colleges energy bills quotes have significantly increased which will have a direct on front line services and possibility of needing to close infrastructure within the college to manage the financial implication.</p>	
4	<p>Communities update</p> <p>East Suffolk have been developing the Ease the Squeeze programme to support residents to manage the rising cost of living. 16 Financial inclusion roadshows will be held in market towns across the district between September and November, with two in Lowestoft on 29th September 5–7 pm at the Kirkley Centre, and 7th October 11am-2pm at the Library.</p> <p>A new referral form has also been developed which has already seen 23 requests for help within 48 hours of launch of the new web pages. Workshops will be held to develop the Ease the Squeeze programme with partners from across sectors, focussed on the challenges, existing solutions and new ideas for our four key themes - Money, Food and Essentials, Energy and Fuel and Housing.</p> <p>Ease the Squeeze programme focusses on 12 priority projects, with the Community Partnership Board anticipated to sign off the projects 05/09, for which £500k has already been secured, with £300k potentially available through the UK Shared Prosperity Fund. However we know more funding is required, and there will be opportunities to get involved e.g. sponsor a Warm Room, Community Pantry or Cooking on a Budget class. Briefing workshops are planned for Councillors, staff, Town & Parish Councils and businesses in September/October.</p> <p>Phil noted that the supermarkets and food producers have been very engaged providing support for the food banks, pantry and school uniform bank.</p> <p>Cllr Ashdown and Danny Steel noted that there is a building with ample facilities to support the community and could provide services in one place due to kitchen, storage and communal facilities.</p>	Nicole Rickard
5	<p>Town Deal update</p> <p>All 5 project business cases have now been approved by Government. £3,183,000 has been received as first tranche of funding, which is in addition to the £1,245,000 received last year as a 5% advance. First M&E (Monitoring and Evaluation report) return has been submitted.</p> <p>Darren presented the milestones to the Board. Business cases have now been submitted and approved, and funding profiled, with each project has now moved into that detailed design phase. A few projects have fallen behind schedule as we have awaited response from Government, but in most cases we feel we should be able to catch up this time, there is only</p>	Darren Newman

one project which we will need to request a change for the end time frame. All future meetings we will continue to update on the milestones and risk for the projects.

Darren then presented the risks at present. Each project has its own risk register which is detailed within the project delivery plan, however we have highlighted a few key risks which will impact the whole of the Programme. Working on a RAG scale, we do not currently have any red indicators, but concerns do include:

- Confirming all legal agreements across the Board, this would be with delivery partners or securing land
- Continued raise in inflation, the projects ESC are lead on we did build in a 20% inflation, but this was done across the programme.
- Consideration of media coverage especially as we approach what could be a difficult winter for our communities

East Point Pavilion – early indicators show that the venue is working well commercially. First Light are helping develop community engagement and hopefully increasing footfall.

Genevieve advised that some upcoming initiatives include a reading corner for young families in partnership with Lowestoft Library and the National Literacy Trust, Meet Up Mondays, and Workshop Wednesday's to provide a social element for the most vulnerable in our communities. There are a number of young people working at the pavilion, who generally walk, as well as local food operators, which supports sustainability, local economy, and youth employment.

Historic Quarter - The Historic Quarter is made of two main elements - the Scores and Town Hall. The first element of the Scores project has now been completed through the completion of the scores feasibility study which looks at wider concept design across all of the Scores. The next step is to procure the detailed design for the Scores which will be delivered though this project. This has fallen behind schedule but will be undertaken within the next few weeks.

Town Hall, Cllr Colin Butler - The architects, HAT Projects, attended the Town Hall Project Board and gave their initial proposals for the restored Town Hall, using input from the original requirements brief and business plan. HAT are modelling various options to RIBA 2. An outline cost plan is expected in early September. Key surveys have been undertaken including underground services detection, full measured building survey and an asbestos refurbishment and demolitions survey. A Heritage engagement coordinator and evaluation consultant have been appointed, as well as commissions for an updated virtual Town Hall (Hugh Davies), and Poetry People who will produce a lasting legacy video. A comprehensive risk register has been developed which has identified a number of concerns (please see document circulated with minutes, not for public view).

Next steps include Heritage Open Days (September 2022), Preliminary Ecological Assessment, team member procurements, tenders, research for Public Works Loan Board application, and Management and Maintenance Plan.

Cultural Quarter – Design Team has been appointed for designs to RIBA 3. Media release was issued post meeting announcing Chaplin Farrant had been appointed, working with a consortium of other consultants including Hemingway Design, Canham Consulting, ALH building Services Design LTD and Clear Consulting and Design Ltd. We are currently reviewing leases and land titles to aid the design team. Chaplin Farant will be undertaking topographical surveys and identifying other site constraints / opportunities. Further testing of market / end users is required and will be undertaken by Hemingway Design. Next steps include pre planning advice, public consultation and refining designs.

Marina Theatre are in the process of finalising the contract for the company who will be undertaking the feasibility study for the theatre, and will prepare options, opportunities, and a cost plan.

	<p>Station Quarter, Post Office - Conservation works have been extended at the Post Office due to the level of works required including new building lentils required which have increased costs and time. Scaffolding will be removed in November with the door relocation and ramp to the building taking place in January. Filed and Morsum have provided design and costing up to RIBA 3. We have been working behind the scenes on the building lease which has been a complex issue, however we expect to be in a position to finalise this on the coming few weeks. This will then enable us to go out to media with the full detail of the project and end user. This will be followed by a full planning application and to procure the next level of design.</p> <p>Station Quarter, Station Building – Work continues with Network Rail and Railway Heritage Trust to bring forward the project and look at funding options which are being supported. Concept design has been completed and we are currently mid way through public consultation. Stuart Rimmer offered space for the consultation within the college to engage with the students. Next steps include reviewing the consultation responses, further building surveys, securing external funding, purchasing the building, and detailed design.</p> <p>Seafront Vision - We have had to request a change to the milestones. Whilst we could get the design phase back on track, we are limited on construction times as need to avoid the may summer season. In addition as the planned work will be to Royal Plain we will need to avoid impact to the November Remembrance Service. Concept designs have been completed through the Seafront Masterplan, with detailed design due to go to procurement imminently. This will take place through the winter which will included public consultation. Construction is programmed for late 2023 with completion by summer 2024</p> <p>Port Gateway – Belvedere Road and the pocket park are currently under review due to demolition or strengthening required for the suspended quayside. The Belvedere Road site could be used to support the construction of regional/national major infrastructure projects, but in the short term, boundary treatments are planned to improve the aesthetics of the area including new fencing.</p> <p>ABP are currently finalising the relocation of existing subtenants of the Ice Factory. The relocations are all within the ABP Lowestoft estate. Once vacant possession is achieved, the contractors can then begin the demolition process, which is expected to take 6 weeks. The site, once cleared, will help support the LEEF development., which ABP are currently procuring for the design and build contract, with the contract expected to be executed early October. Following the contract execution, ABP will provide notice to proceed, subject to the business case being approved by the ABP board. Construction award is currently expected end of March 2023.</p> <p>Financial update – The Accelerator Fund, which was provided by HM Government to invest in capital projects that would have an immediate impact and help places ‘build back better’ in the wake of the Covid-19 pandemic, was used for EPP and to install the hoardings around the rear of the Town Hall. £12,000 was highlighted for a small pocket park next to the Town Hall, we are now reviewing how we can bring forward. A 5% advance was received last year, with much of this is now committed, including the grant agreement for the Town Hall and the Marina Theatre along with other project development. We expect to see the Capital Grant spend from September onwards. With regards to the M&E, each return has to be signed off by the Section 151 Officer for the Lead Authority (ESC) and the Chair of the Place Board prior to submission. We will be bringing a full update from the M&E Return at the next Place Board meeting in November.</p>	
6	<p>Ambassador Programme 60 Ambassadors and speakers were in attendance at July’s Ambassador Group meeting which took place at East Point Pavilion. Four presentations were delivered by Gabriella Fox and Phil Aves, Genevieve Christie (First Light Festival), Richard Best (Seafront Vision), and Paul Ashdown and Danny Steel (Lowestoft and Northern Parishes Community Partnership),</p>	Phil Aves

	<p>followed by a workshop session. A food bank collection was undertaken with Ambassadors asked to bring items of food with them. A collection has also been undertaken at East Suffolk Council and Suffolk County Council, and we would like to expand this to other offices within the Place Board. A blog added to Think Lowestoft provides an overview of the event and details the food bank collection. If Place Board members are interested in a similar collection within their organisations, then please contact Phil Aves.</p> <p>An Ambassadors survey was sent out in March this year which received 26 responses. The survey data was analysed and presented to the Ambassadors at July's event. The data can be reviewed as an attachment provided with the notes of the meeting.</p>	
7	<p>Think Clean – Stephen Javes requested a further meeting to move matters on and develop the agenda for mid to late October. This would involve himself, Danny Steel, Andy Jarvis, Darren Newman and Kate McFarland. It was agreed that a further update would be provided at the next meeting.</p>	Stephen Javes
8	<p>AOB A request was made for Board members to contact Darren as to their preferences for meeting virtually or at a venue. Action: Tom McGarry to provide an update at next meeting. Action: Future meetings to be extended to 2 hours due to volume of discussions.</p>	Stephen Javes
	<p>Next meeting: Tuesday 29th November 2022, 14:00-16:00. To be held virtually unless otherwise informed.</p>	