

Lowestoft Place Board

Tuesday 29th November 2022, 14:00-16:00 | Virtual



Attendees (Board)	Apologies (Board)
Stephen Javes – Chair Amanda Ankin – Suffolk Chamber of Commerce Andrew Brown – Anglian Water (& BiTC) Andrew Peck – Department of Work and Pensions Cllr Ben Falat – Parish Councils representative Cllr Colin Butler – Lowestoft Town Council Cllr Paul Ashdown - Lowestoft Community Forum Danny Steel – Lowestoft Vision David Dukes – New Anglia Local Enterprise Partnership Paul Ager – Associated British Ports Peter Aldous – MP Phil Aves – Lowestoft Rising Tim Green – CEFAS	Cllr Richard Smith – Suffolk County Council Cllr Craig Rivett – East Suffolk Council Emma Butler Smith – Lowestoft Cultural Leadership Group Genevieve Christie – Lowestoft Cultural Leadership Group Keith Moore – Environment Agency Steve Hodger – Scottish Power Renewables Stuart Rimmer – East Coast College Tom McGarry – EDF
Attendees (Officers/Speakers)	Apologies (Officers)
Andrew Jarvis – East Suffolk Council Gary Bellward – East Suffolk Council Darren Newman – East Suffolk Council Kerry Blair – East Suffolk Council Jai Raithatha – Suffolk County Council Nicole Rickard – East Suffolk Council Paul Wood – East Suffolk Council Philip Ridley – East Suffolk Council Sarah Foote – Lowestoft Town Council Emily Cashen - DLUCH Guest Speaker: Tracey Bleakley, CEO, Norfolk and Waveney NHS Integrated Care Board	Jason Benham – BiTC

	Description	Lead
1	Welcome and declaration of conflicts of interest None declared.	Stephen Javes
2	Approval of previous meeting minutes The Chair asked the Board for approval of the minutes from the previous meeting. Minutes were unanimously approved.	Stephen Javes
3	Actions from previous meeting <ul style="list-style-type: none"> Tom McGarry to provide an update at next meeting – <i>proposed move to next meeting in 2023, due to Sizewell C announcement</i> Future meetings to be extended to 2 hours due to volume of discussions - <i>completed</i> Update on Think Clean at next meeting – <i>to be hosted March 2023</i> Kate to amend meeting notes from June 2022, regarding EDF’s partnership with East Coast College – <i>completed and updated on Think Lowestoft website.</i> 	Stephen Javes
4	Economy update Paul Wood provided an update on the position of some of ESC’s economic priorities and projects. ESC are working on a strategy to assess the opportunities that could come from embracing hydrogen. Due to its unique positioning, Lowestoft has been described as being in prime position to be the epicentre of this rapidly growing sector. The strategy will also showcase wider links to initiatives including Sizewell C and Freeport East. East	Paul Wood

	<p>Suffolk Council will host a hydrogen conference in the new year. David Dukes noted that the North Sea Transition Authority (NSTA) have taken interest in the Bacton Plant, identifying it as being ideally positioned to become a significant hydrogen production site for London and the South East – therefore there could be competition for Lowestoft. The East of England Energy Group (EEEGR) are hosting a conference at Carrow Road regarding this if Board members are interested. Paul advised that any interest in Hydrogen in Lowestoft, to please contact James Chandler or himself.</p> <p>The East Suffolk Cultural Strategy is anticipated to be completed in the new year, with the Lowestoft Cultural Strategy incorporated in this.</p> <p>We are currently awaiting confirmation of whether we have been successful in our £2.7m UK Shared Prosperity Fund (UKSPF) bid, which would support High Street Improvement, Business Support, Warm Rooms, and food network.</p> <p>Paul noted that there has been an evident impact from increased energy costs on the tourism sector, who are still recovering from the impacts of Covid. Peter Aldous advised this is being explored by Government.</p>	
5	<p>Community Partnership update</p> <p>Nicole presented the data from the referrals for Ease the Squeeze, which highlights the urgent need in East Suffolk, with many not having enough food or finances to last a month. A significant portion of referrals are from Lowestoft.</p> <p>31 warm rooms have been set up across the district, with 10 in Lowestoft, as well as comfort food locations where residents can get hot food and drinks. Holly Nurseries is just one of the locations supporting this. A campaign has been shared with businesses providing information on how they can support the community with Ease the Squeeze.</p> <p>Cllr Ashdown advised that, if the Place Board are in approval, the Lowestoft and Northern Parishes Community Partnership are keen for the Lowestoft Ambassadors to support the operation of the Warm Rooms, in particular at the Hatfield Hotel. Balfour Beatty have provided donations to the warm rooms, as a direct result of the Ambassador events. Darren advised that we will be emailing our list of Ambassadors to support the programme.</p> <p>Cllr Ashdown advised that Tom McGarry has initiated a partnership with EDF for a ‘Buzzabout’ bus, which services the rural villages outside Lowestoft twice per week.</p> <p>Phil Aves advised that supermarkets have been unable to keep up with demand for the food banks, although the hygiene banks are well stocked at present. Because of Best Before dates being removed from fruit and veg, we are seeing a reduction of fresh fruit being donated. We have spoken to, and are working with, allotment holders and farms to see if we can tap into spare food for the pantries.</p> <p>The annual count of rough sleepers was 7 last week, however we believe that there could be approximately 11.</p>	Nicole Rickard
6	<p>Ambassador Programme</p> <p>There are a number of pieces of work that Lowestoft Rising would like to explore with the Place Board:</p> <ul style="list-style-type: none"> • Volunteers for reading corners and warm rooms • Governors for local schools <p>To date the Ambassador group has been an information sharing platform, but we are at the critical point of moving them from being informed about local issues, to an action group. The Chair advised that the Place Board would strongly support the suggested programmes, after asking for the support from Board Members.</p>	Phil Aves

	Amanda Ankin noted that she would be happy to circulate any information to the wider Chamber audience in Lowestoft.	
7	Sizewell C MOU – postponed to next meeting due to today’s Sizewell C Announcement	Tom McGarry
8	<p>Norfolk and Waveney NHS Integrated Care Board</p> <p>Tracey Bleakley , Chief Executive of the Norfolk and Waveney Integrated Care Board presented some key issues and governance structures related to the Care Board as follows:</p> <p>In September 2022 over 550k GP appointments were made, which is half of Norfolk and Waveney’s population, and more than average, which then filters through and places pressure on our community services such as hospitals. We have already seen the pressure on the James Paget Hospital, where ambulances have been queuing outside A&E for 17 hours.</p> <p>There is a need to try to support and care more locally in the community to support with physical and mental health, working more closely with local and district councils, and try to support care and rehabilitation at home instead of hospital. It will also help assess the level of care people might need, as they can be assessed in the community.</p> <p>Formed on 1st July 2022, the Integrated Care Board was created as a result of the new Health and Care Act, the Norfolk and Waveney ICS has legal status and includes a statutory Integrated Care Partnership (ICP), and a new Integrated Care Board (ICB) called NHS Norfolk and Waveney, which will replace the area’s clinical commissioning group (CCG).</p> <p>The ICB is responsible for delivering day to day NHS services across Norfolk and Waveney, with support from NHS organisations, councils, public services, and voluntary and community partners working together as an integrated health and care system, providing the opportunity to work even more closely with our residents and communities.</p> <p>Waveney is struggling in particular with domiciliary care, as well as concerns about the number of care homes the CQC are downgrading to inadequate. Andrew Jarvis expressed an interest as to how the Council might be able to assist with the discharge issue at the James Paget and consequently the Chair agreed to facilitate a meeting for Andy with the CEO of the James Paget</p> <p>Action: Chair to facilitate a meeting for Andrew Jarvis with the CEO of the James Paget Hospital.</p>	Tracey Bleakley
9	<p>Towns Deal update</p> <p>Darren provided an update on the following items to the Place Board:</p> <p>Monitoring and Evaluation – The Towns Fund’s second Monitoring and Evaluation (M&E) return is due to be submitted by 16th December, which requires sign off from Place Board and Section 151 Officer. The return covers Towns Fund M&E, Private Sector Investment and Baseline Position. In line with this, an annual check of the Place Board governance has also been carried out.</p> <p>We anticipated amendments to the spend profile as these were always an estimate, as projects were in development, but we are confident we are on schedule to deliver 2025/26, with spend remains within forecasted budgets.</p> <p>Darren proceeded to talk to the KPI’s we have to date achieved and anticipate in the coming years. Projects are currently experiencing 3-4 months delay against original milestones due to:</p> <ul style="list-style-type: none"> • unidentified design challenges which have been identified once architectural services were commissioned 	Darren Newman

- avoidance of construction during key visitor seasons.

During this reporting period, all projects are in the process of or have appointed architectural services. A 'Dynamic Purchasing System' (DPS) has been implemented to improve procurement processes. Legal agreements are being negotiated with key partners to ensure transparency and defined parameters for delivery.

Challenges:

- Rising costs (predominately caused through inflation).
- Land ownership negotiations, subsidy control, legal agreement, and impact to market forces.

Challenges we anticipate experiencing in the next 6-12 months include design issues, scope creep, unsuccessful funding bids, private sector investment not forthcoming, negative public consultation during the 'cost of living crisis' and rising costs through inflation.

The key milestones anticipated during the next reporting period include:

- Clearance of Ice House site
- Detailed design completed and spades in the ground for Project LEEF. (Port Gateway Improvements)
- Acquisition of the Station Building.
- Detailed designs completed for both Seafront and Town Hall Developments (Historic Quarter/Seafront Vision)

To note, it is evident that the community are starting to see the changes happening in Lowestoft, which is a direct impact of the investment taking place in Lowestoft.

Darren reviewed the Programme progress, identifying any changes to the programme, the Scoring Matrix and RAG rating for each project area.

Seafront Vision – on target

Progress: Design team appointed

Mitigation

- Project delivery delay due to undertaking construction outside the tourist season means a year delay
- No changes to outputs
- No changes to spend profiles

Action: Change request to delivery timeline

Port Gateway – on target

Progress

- Subsidy assessment
- Grant agreement in draft format
- Design and Build contract awarded to McLaughlin and Harvey

Mitigation

- Delays to project progress caused by delays to offshore wind consent and CFD process
- Minor changes from Oct profile - no changes for Towns Deal

Historic Quarter – on target

Mitigation

- The majority of the project is on schedule with no impact to outputs
- Delivery has fallen behind on the smallest element of the project.
- The original budget profiling was submitted 6 months ahead of business case completion and therefore has been amended to reflect the most up to date schedule.

	<ul style="list-style-type: none"> • Outstand payment of £137,423 due to town Council but not paid due to challenge on grant agreement • Risks remain as a medium impact due to a funding gap and unsecured funding. <p>Cllr Butler noted that with the rapid rising costs, in large due to inflation, some of the ambitious plans are having to be scaled back.</p> <p>Station Quarter – on target</p> <p>Progress</p> <ul style="list-style-type: none"> • Concept design - pre app • Public consultation • Post office lease in draft format • Building surveys completed <p>Mitigation</p> <ul style="list-style-type: none"> • Behind schedule but actions in place to bring back on track • No changes to outputs • Red risk based on historic timeline, mitigation in place • no risk to outputs and deliverables <p>Action</p> <ul style="list-style-type: none"> • Amendment to funding and budget profile • Amendment <p>Cultural Quarter – on target</p> <p>Progress</p> <p>Design team appointed for Battery Green & Marina Theatre</p> <p>Grant agreement between Theatre and ESC complete</p> <p>Building surveys undertaken</p> <p>Mitigation</p> <ul style="list-style-type: none"> • Minor issues picked up through design process • Delivery timeframe will be closely monitored as the capital build is scheduled for the latter part of programme • No impact on outputs • Project risks sitting at a low likelihood. <p>Action</p> <ul style="list-style-type: none"> • Minor budget tweaks being made to profiling with no impact to overall budget. <p>Darren asked the Chair and Place Board if they are happy to approve the Monitoring and Evaluation. The Chair called for Board members to raise any objections, of which there were none. The E&M was unanimously signed off.</p>	
10	<p>Any Other Business</p> <p>Darren noted that four organisations in East Suffolk have been awarded prestigious National Portfolio Organisation (NPO) status by Arts Council England (ACE), with two of these based in Lowestoft; First Light Festival and Seagull Theatre. This is the first-time organisations in Lowestoft have been awarded this status.</p> <p>Lowestoft Vision BID ballot – Amanda Ankin wanted to thank ESC for their support with the re-ballot for the BID. On 4th November, 77% of businesses who returned their ballot papers, voted yes for the continuation of Lowestoft Vision Business Improvement District for a further five years from April 2023. The BID was initially created in 2013.</p> <p>Andrew Jarvis informed the Place Board that Chris Bally has been appointed as East Suffolk Council’s new Chief Executive, following Stephen Baker’s announcement that he will be retiring in January 2023.</p> <p>Summary of Actions:</p> <ul style="list-style-type: none"> • The Chair asked Kerry Blair to present on Think Clean at next meeting. 	Stephen Javes

	<ul style="list-style-type: none">• Genevieve to update at next meeting on First Light Festival's NPO status.• Chair to facilitate a meeting for Andrew Jarvis with the CEO of the James Paget• Tom McGarry to provide an update at next meeting (carried over from November 2022's meeting)	
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