

# Lowestoft Place Board

Wednesday 7<sup>th</sup> June 2023, 11:00 – 13:00 | Virtual



Attendees (Board)	Apologies (Board)
Stephen Javes – Chair Toby Warren – Suffolk Chamber of Commerce Andrew Peck – Department of Work and Pensions Cllr Janet Craig – Lowestoft Town Council Cllr Paul Ashdown - Lowestoft and Northern Parishes Community Partnership Cllr Toby Hammond – East Suffolk Council Danny Steel – Lowestoft Vision BID David Dukes – New Anglia Local Enterprise Partnership Marjorie Barnes - EDF Peter Aldous – MP for Waveney Phil Aves – Lowestoft Rising Stuart Rimmer – East Coast College	Andrew Brown – Anglian Water (& BiTC) Amanda Ankin – Suffolk Chamber of Commerce Cllr Richard Smith – Suffolk County Council Genevieve Christie – First Light Festival Keith Moore – Environment Agency Steve Hodger – Scottish Power Renewables Tom Duit – Associated British Ports
Attendees (Officers/Speakers)	Apologies (Officers)
Andrew Jarvis – East Suffolk Council Paul Wood – East Suffolk Council Darren Newman – East Suffolk Council Gary Bellward – East Suffolk Council Jai Raithatha – Suffolk County Council Kerry Blair – East Suffolk Council Philip Ridley – East Suffolk Council Emily Cashen - Cities & Local Growth Unit	Karen Thomas – Coastal Partnership East Marie Webster-Fitch – East Suffolk Council Nicole Rickard – East Suffolk Council Shona Bendix – Lowestoft Town Council

[Click here to see previous minutes and additional Place Board documents](#)

	Description	Lead
1	<p><b>Welcome and approval of previous meeting minutes</b></p> <p>Stuart Rimmer stepped in as nominated Vice-Chair temporarily at the start of the meeting due to technical issues.</p> <p>Stuart asked the Board if there were any comments regarding last meetings minutes. Board unanimously approved. The Chair, Stephen Javes, joined after the approval of the minutes due to experiencing connection difficulties.</p>	Stephen Javes
2	<p><b>Actions from previous meeting</b></p> <ul style="list-style-type: none"> <li>Gabriella to arrange a meeting with Darren Newman, Stephen Javes, Phil Aves and herself to discuss ambassador events going forward - <i>completed</i></li> <li>Gabriella to circulate Genevieve Christie’s presentation to the group – <i>completed</i></li> <li>Following Tom McGarry’s departure from EDF and we will work with Majorie Barnes to provide a presentation to the group at a later date - <i>see item 6</i></li> </ul>	Stephen Javes
3	<p><b>Economy update</b></p> <p>Funded through ESC’s UKSPF grant allocation, the Net Zero grant awards have been released. The investment will look to support local SME businesses to make net zero adaptations to their business to make them more sustainable and efficient. The grants are aimed at small to medium sized businesses with ambitions to reduce their carbon footprint and increase productivity. Grants are available for between £10,000 - £15,000 per application with an intervention rate of up to 50%. More information here: <a href="http://www.eastsuffolk.gov.uk/business/uk-shared-prosperity-fund/">www.eastsuffolk.gov.uk/business/uk-shared-prosperity-fund/</a></p> <p>Funding for the New Anglia Local Enterprise Partnership (NALEP) ceases March 2024. Suffolk are due to submit an integration plan to HM Government in August 2023,</p>	Paul Wood

	however the future structure is currently being developed, and will align with the County Deals.	
4	<p><b>Communities update</b></p> <p>There are currently 3 community pantries in Lowestoft, which are taking pressure off the food bank. The pantries provide a welcoming space, similar to a shop, where people can pay a subscription of less than £3 per week, and can provide additional support, signposting to other local services and help to reduce social isolation.</p> <p>The over 60s club is now being managed by Access Community Trust, and sees a number of people visiting for approximately 3 meals per week.</p> <p>Sams café is now operating fully as an Adult Mental Health café, providing advice and support.</p> <p>4 people are currently homeless, however there is no-one currently homeless who hasn't been offered accommodation and support.</p> <p>The Communities Team is working with the Private Sector Housing team, Lowestoft Rising and Cadent on establishing at least two hubs in Lowestoft where residents can access information and advice about cost of living but particularly energy and money issues.</p> <p>There has been a positive take up of the Field to Fork Growing kits. Due to the levels of interest from Primary Schools, the number of kits has been increased from 1,000 to 1,600. The starter kits include a cotton bag, gardening gloves, pack of hand tools, window planter trough, four packs of seeds and an instruction sheet.</p> <p><i>Please note a communities update will be provided with the distribution of minutes to Board members.</i></p>	Phil Aves
5	<p><b>Town Deal update and approval of Monitoring and Evaluation (M&amp;E) return</b></p> <p>Darren advised we are in the process of writing the October 2022-March 2023 Monitoring and Evaluation return to DLUH.</p> <p>Darren presented project updates and discussed the RAG ratings for each project area against delivery, spend, and risk. The current Risk ratings for the projects are due to unsecured additional funding and increased costs. The application for funding to National Lottery Heritage Fund for the Town Hall has been submitted by Lowestoft Town Council. Once the Town Council know the outcome of this application, they will apply for their Public Works Loan.</p> <p><b>Cultural Quarter</b></p> <p>Delivery:</p> <ul style="list-style-type: none"> <li>• Conversations with commercial operators and community sector to re-affirm accommodation requirements and interest.</li> <li>• Reprofiling of project cash flow.</li> <li>• Site development options for the Battery Green Car Park structure and Marina Centre completed.</li> <li>• Marina Theatre Trust have developed concept work &amp; cost plan.</li> <li>• Neighbouring business engagement - to make all fully aware of project which is on their doorstep.</li> </ul> <p>Actions:</p> <ul style="list-style-type: none"> <li>• Confirm final design for planning applications.</li> <li>• Public consultation.</li> <li>• Continue to review project cashflow.</li> <li>• Battery Green and Marina Centre to be market tested.</li> <li>• Meanwhile programme established to build up community interest.</li> </ul>	Darren Newman

### Historic Quarter

#### Delivery:

- Appointed design team for Scores project
- Town Hall RIBA stage 3 complete (design and interpretation)
- Listed Building Consent and Planning applications submitted
- RIBA stage 3 cost plan
- Towns Fund Grant Agreement between ESC and LTC has been signed

#### Risks:

- unsecured funds

#### Actions:

- Inception meeting with design team for Scores project
- NLHF 2nd round grant submission May - decision September

Phil Aves queried the Town Halls Value for Money as the project cost has increased significantly. There is an acknowledgement that material costs are increasing rapidly at around 8%, and therefore we need to deliver the project as soon as possible to reduce the risk of the impact of inflation. Andrew Jarvis noted that East Suffolk Council own the adjoining land at the rear of the Town Hall, and we are working with the Town Council to see how we can support them further with the project.

### Station Quarter

#### Delivery:

- Planning and Listed Building Consent submission for Post Office
- Restoration works completed
- Appointed new design team for Post Office for RIBA Stages 4-7
- Station building pre app advice submitted
- Commissioned ecological survey

#### Actions:

- Undertake detailed designs for the Post Office
- Award contract for asbestos removal and clear-out
- Messums collaborations with First Light Festival & Marina Theatre
- Submit planning application for Station Building
- Public consultation
- Procurement for Station Building design RIBA 4-7
- Complete purchase of Station Building

We are in communication with surrounding buildings of the Station and Post Office, and are already to seeing other building owners taking note of the regeneration works with an increase in planning applications (former Palmers and Beales buildings), and the Hertaige Action Zone are working with the owners of Tuttle's on shopfront improvements.

Cllr Ashdown queried the traffic flow through Station Square. Peter Aldous noted that this will not be explored until Gull Wing has been constructed, but it is in their review plan.

Phil Aves noted Johnny Messums (who will be managing the Post Office gallery as Messums East) and Laurence Edwards presented at the Ambassador event in March, which Board members maybe interested in viewing [Lowestoft Ambassador Event - 14 March 2023 - YouTube](#)

### Port Gateway

#### Delivery:

- Subsidy formally approved and ready for submission (gov database)
- Artificial nesting for Kittiwakes in place.
- Detailed design completed.
- Pocket Park Lease agreed, not yet signed.

	<ul style="list-style-type: none"> <li>• Pocket park concept designs completed.</li> </ul> <p>Risks:</p> <ul style="list-style-type: none"> <li>• Demolition delayed due to Kittiwake nesting season.</li> <li>• Unconfirmed private sector funding</li> </ul> <p>Actions</p> <ul style="list-style-type: none"> <li>• Grant agreement to be approved and signed</li> <li>• Investment decision (June)</li> <li>• Demolition of the Ice House – Oct/Nov 23</li> <li>• Detailed designs for Pocket Park</li> </ul> <p><b>Seafront Vision</b></p> <p>Delivery</p> <ul style="list-style-type: none"> <li>• Technical detail on requirements of fountains</li> <li>• Pre App Submitted</li> </ul> <p>Risks</p> <ul style="list-style-type: none"> <li>• Location for fountain plant room</li> <li>• Project delivery requires phasing to ensure minimal impact on the tourist season.</li> <li>• Delivery to take place during tidal barrier works</li> </ul> <p>Action</p> <ul style="list-style-type: none"> <li>• Public engagement – June 2023</li> <li>• Formal planning application submitted July 2023</li> <li>• Main contractor appointed - Dec 2023</li> </ul> <p><b>Lowestoft Tidal Barrier:</b></p> <p>Consultation to take place in June at East Point Pavilion. More information about the consultation is available here: <a href="#">Lowestoft Flood Protection press release June 2023</a>  Further information about the project here: <a href="#">Lowestoft Flood Protection Consultation - project information</a></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Update to be provided on the baseline project benefits and issues impacting the community at beginning of meeting.</b></li> <li>• <b>Town Council to provide an update of the Town Hall at next meeting.</b></li> <li>• <b>Discussion to be held surrounding communication and promotion of the projects.</b></li> </ul>	
6	<p><b>Sizewell C update</b></p> <p>Project is 50% HM Government owned, and 50% ownership by EDF.</p> <p>Some buildings at Sizewell B are being relocated, and new buildings and road are in the process of being built.</p> <p>A number of lessons are being learnt through sister project at Hinkley Point, and applied at Sizewell C.</p> <p>MoU's in place with local schools, colleges and universities and third sector partners to increase opportunities. Early apprenticeships are also in place.</p> <p>2000+ businesses from Norfolk and Suffolk are now registered on the supply chainportal, 4000+ people registered with the Sizewell Job Service, and £25m+ in contracts for early works in place with local businesses within East Anglian.</p> <p>Engagement is ongoing with neighbours and partners. A Marsh Harrier wetland is being created to support the AONB, and independent environmental Trust is to also be established. Over 250 archaeologists have been on site, with a number of interesting finds.</p>	Marjorie Barnes

	<p>Sizewell C will also be helping to deliver the Leiston Masterplan, which was recently completed by ESC with LDA Design.</p> <p>SZC are exploring the use of hydrogen powered buses and construction vehicles.</p> <p>SZC are developing an innovative Direct Air Capture (DAC) project to make SZC net-negative. Working with ABP, the pilot will be located in Lowestoft.</p> <p>Peter Aldous stated interest in how many and the value of contracts awarded to Lowestoft businesses.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <b>Marjorie to provide an update on benefits to Lowestoft.</b></li> </ul>	
7	<p><b>Ambassador Programme</b></p> <p>Phase 1 of the Ambassador programme was broken down into to two areas, creating a group of lead Ambassadors and providing a programme of 8 events taking place over a 2-year period. This was also supported by a new place-based brand – Think Lowestoft.</p> <p>The purpose of the Lead Ambassadors was to create a subgroup of individuals who could lead on the promotion of Lowestoft whilst also providing input on range of subjects due to the experience they have within their sector.</p> <p>Originally there was a pool of 15 ambassadors all representing different sectors and themes. The group would then feed into the Place Board and be the link between the Board and the Ambassador programme.</p> <p>The Lead Ambassador programme was challenging due to several external circumstances including the COVID -19 pandemic and individuals changing positions and moving from the area. In addition, there was no real role for the lead ambassadors.</p> <p>The outcome of this was that the Ambassador programme was developed by East Suffolk Council in consultation with key individuals from the Place Board and continued collaboration with Business in the Community (BiTC). Rather than workstreams being undertaken by a group of lead ambassadors this fell to a member of the Place Board along with a representative to work with East Suffolk Council.</p> <p>We now see the Ambassador programme shifting naturally, and would like to see it forming part of the regular Place Board agenda with members of the Place Board acting upon feedback form the wider ambassador programme. Therefore we are seeking 4 Place Board members to nominate themselves to form a subgroup to support the Lead Ambassadors. Please send nominations through to Kate Ellis.</p> <p>We are also exploring a programme of activity for the Ambassadors which could include promoting activity, supporting schemes and volunteering.</p> <p>Some members noted the Think Clean initiative, and proposed a community street clean/litter pick as one of the first activities.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Next meeting to discuss Ambassadors communication plan (how do we communicate with them).</b></li> <li>• <b>We are seeking four Place Board members to nominate themselves to form a working group to support the Lead Ambassadors. Please email these notminations to Kate Ellis.</b></li> <li>• <b>Place Board members to suggest projects/activities for the Ambassador programme.</b></li> <li>• <b>Coordinate a street clean under Think Clean.</b></li> </ul>	Darren Newman

9	<p><b>Election of new members and Vice Chair</b></p> <p>Place Board members were asked to approve the appointment of Vice Chair – Stuart Rimmer. Place Board unanimously approved the appointment.</p> <p>Cllr Toby Hammond introduced himself as the new Cabinet Member for Economic Development and</p> <p>Cllr Craig is currently representing Lowestoft Town Council until a formal appointment is made.</p> <p>We will be approaching the Chamber of Commerce to approach a tourism representative.</p>	Stephen Javes
10	<p><b>AOB</b></p> <p>None</p> <p><b>2023 meetings:</b></p> <p>Wednesday 6<sup>th</sup> September 2023, 10:00-12:00</p> <p>Monday 4<sup>th</sup> December 2023, 14:00-16:00</p>	Stephen Javes