

Lowestoft Place Board
 14 February 2025, 10:30 – 12:30
 Sam’s Wellbeing Hub & Cafe



Attendees	Apologies
Stephen Javes - Chair Cllr Caroline Topping – East Suffolk Council Cllr Peter Byatt – East Suffolk Council Cllr Nasima Begum - Lowestoft Town Council Cllr Richard Smith – Suffolk County Council Danny Steel – Lowestoft Vision Emma Ratzer – Access Community Trust Genevieve Christie – First Light Festival Jess Asato – MP for Lowestoft Matthew Waters - Lowestoft & Waveney Chamber of Commerce Paul Ager - Associated British Ports Paul Padda – East Coast College Rachel Hunt - Norfolk and Waveney Integrated Care Board Tim Green – CEFAS	Deborah Cadman - Deputy Lieutenant for Suffolk
Attendees (Officers)	Apologies (Officers)
Andrew Cook – Suffolk County Council Kate Ellis – East Suffolk Council Michelle Burdett - East Suffolk Council Paul Wood – East Suffolk Council Sarah Foote – Lowestoft Town Council	Mike Todman - Cities and Local Growth Unit, HM Government Naomi Smith - Cities & Local Growth Unit

	Description
1	Welcome & Introductions – led by Chair
2	Terms of Reference discussion – led by Chair <ul style="list-style-type: none"> Paul Wood welcomed the members to the new iteration of the Board. It was suggested that to ensure a coordinated, involved approach, that meetings would be held in person going forwards, and that the Board would focus on Lowestoft, not the surrounding parishes who are addressed through the Community Partnerships. The question was posed as to what members felt the purpose of the board should be. DS noted that the Board has always been for exchange of information, agreed that it shouldn't repeat information from other forums. JA advised that the Board should be strategic and high level, pulling together the activity across the town, which will help determine what still requires strategic investment. She questioned how we will monitor objectives. PW noted that we have access to information, it just needs to be collated in an agreed manner, which Michelle would discuss in a later agenda item. JA added that we need to look at the narrative of the place ER noted that as a Board we do need to consider the voice and lived experience of everyone in the town, not just business leaders, and noted we need to acknowledge the purpose of what we are doing for our residents. MW advised that the board could be seen as unofficial 'trustees' for the town, but we would need to determine who are the beneficiaries, and how to we determine where to invest. It was proposed that there could be an annual statement of achievements and plan for the upcoming year. RS noted that the board should be to lobby for investment and advocate for Lowestoft. TG noted that the board should come together purposefully at a strategic level, advocating for the town.

	<ul style="list-style-type: none"> • AC noted that the town should be aspirational and thought into how we drive the place. • GC queried whether the board is for the Towns Fund, but after this phase of investment, what comes next? How do we build on what we've achieved? • PP added that we should promote the vision of what we are trying to achieve • PB noted that we should promote the projects we have achieved • PW confirmed that the new Place Board would continue to discharge its mandated duties relating to the Towns Fund, however the Board's agenda would be much broader than this
3	<p>Lowestoft Regeneration Programme update – led by Paul Wood</p> <ul style="list-style-type: none"> • Paul advised that since the last meeting, ESC have appointed a Clerk of Works role to oversee the Towns Fund projects. • Construction for Town Hall starts March 10th. • Minor delay on Port Gateway, South Quay Wharf pocket park • Post Office on track for completion November 2025, with mobilisation March 2025. The same contractor will undertake work on Town Hall, so there will be some joined up social value. • JA and CT noted that the public aren't aware why money is being spent on certain aspects, and not on potholes for example – need to explain that officers bid for money, and if we don't spend it, it goes back. We should also highlight how we have increased the investment. • Could some comms be undertaken to explain this (e.g. money is allocated for specific purposes). Action - Kate to create simple breakdown/diagram and discuss with ESC's Comms Team • It was noted that children should be more involved with the development of these projects. GC advised that the Battery of Ideas designed to engage people with Post Office and Cultural Quarter, and are seeing school groups attending • PW advised we can provide board members with resources to be able to advocate with their networks on what we are delivering.
4	<p>Investment Theme Workshop – led by Paul Ager and Paul Padda</p> <ul style="list-style-type: none"> • Please see supplementary document detailing outcomes of this workshop
5	<p>Development of a Lowestoft Town Dashboard – led by Michelle Burdett</p> <ul style="list-style-type: none"> • MB led the conversation about the data the board would foresee being valuable in terms of KPIs, impacts, vacancy rates, health, skills, and training. • It was noted that we need to explore how we measure pride in place, with board members agreeing that there is a need for formal survey, but need to consider how we engage with people who we normally wouldn't reach (particularly those that Access Community Trust work with and support) • It was recommended and agreed by the board that we should get objectives in place, before determining the dashboard indicators. • Further workshop to take place at future board meetings.
6	<p>AOB - All</p> <ul style="list-style-type: none"> • ER advised that the current shelter is not fit for purpose, and needs financial support, and asked if board members or external stakeholders could support this financially. • The board would welcome a Government minister to attend a future board meeting, in the hope of lobbying further investment for Lowestoft. Action: JA to follow up • JA is hosting a dinner with UKREiF in parliament in June to support future investment opportunities for Lowestoft. Further details will be supplied at future Place Board meetings. • PA noted that there will be an extension of LEEF, and that its investors will be visiting Lowestoft) later in the year, to determine if further private sector investment can be secured. • We would be keen to see future board meetings hosted at alternative locations – board members to email Kate if facilities are available.
7	<p>Lunch generously provided by Access Community Trust</p>
	<p>Future meeting dates</p> <ul style="list-style-type: none"> • 3rd April – Venue TBC • 6th June – Lowestoft Town Council, Hamilton House • 8th August – Venue TBC • 13th October – Venue TBC • 5th December – Venue TBC • 6th February 2026 - Venue TBC

