

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

	Description
1	<p><b>Welcome, introductions, and conflicts of interest – Chair</b></p> <p>No declarations of interest declared.</p> <p>Actions from last meeting:</p> <ul style="list-style-type: none"> <li>Board members to email Kate if able to offer to host future meetings – still have some dates available</li> <li>Kate to create simple breakdown/diagram of how funding is allocated for specific purposes and discuss with ESC’s Comms Team</li> <li>Jess Asato to explore attendance of Government minister at future board meeting – to be picked up later date.</li> </ul>
2	<p><b>Notes from previous meeting – Chair</b></p> <p>The Chair asked if the board were happy to sign off last meetings minutes. No comments received, and minutes approved.</p>
3	<p><b>Terms of Reference discussion – Chair</b></p> <p>We asked for feedback from last meeting and have included these in the latest version of the draft. The Chair asked if the board were happy to sign off the Terms of Reference. No comments were received, and ToR were adopted.</p>
4	<p><b>Nominations for Deputy Chair - Chair</b></p> <p>Cllr Topping nominated Emma Ratzer for Deputy Chair. This was seconded by Cllr Byatt, which Emma accepted, and nomination was unanimously approved by the Board.</p> <p>The Chair left the meeting, which was taken over by the new Deputy, Emma.</p>
5	<p><b>Lowestoft Regeneration Programme update - Paul Wood</b></p> <ul style="list-style-type: none"> <li>Next M&amp;E return due by 27 May so will need to seek approval electronically from Board.</li> <li>Happy to arrange a group tour of the project sites – please let Kate or Paul know to arrange.</li> <li>Cllr Topping queried whether we could have a charter mark to promote suppliers who have provided services for ESC.</li> </ul>

	<p>Battery Green:</p> <ul style="list-style-type: none"> <li>• BG car park demolished and awaiting Morgan Sindall site mobilisation</li> <li>• Marina Centre Northern wing demolition complete</li> <li>• Programme is 7 weeks behind schedule but has no impact on budget. Completion due 21 April.</li> </ul> <p>Post Office:</p> <ul style="list-style-type: none"> <li>• Contract completed with Barnes construction, and site mobilisation undertaken</li> <li>• Demolition and clearance began late March</li> <li>• Barnes have leased a vacant town centre premises as their construction office</li> <li>• Due for completion February 2026</li> </ul> <p>Seafront Vision:</p> <ul style="list-style-type: none"> <li>• Multi Use Games Area and outdoor gym equipment installed, and Royal Green landscaping completed</li> <li>• New bin store for EPP installed</li> <li>• Surfacing works to take place in April</li> <li>• Royal Plain Fountains water tank installed, and pipe work laid down</li> <li>• Pocket park fencing (South Quay Wharf) complete and paving 75% complete</li> <li>• Completion anticipated May 2025, in time for First Light Festival</li> </ul> <p>Jubilee Parade 2 storey restaurant/café complex</p> <ul style="list-style-type: none"> <li>• A few issues have occurred when excavating for foundations and stabilising cliff – this has now been resolved, and works are now coming out of ground</li> <li>• Formation levels, piling, infill to main staircase, retaining wall reinforcement investigation works, and piling matt completed</li> <li>• Ground beam reinforcement and lift pit installation ongoing</li> <li>• Due to be completed early 2026</li> </ul> <p>Paul provided a short update on the local supply chain.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Update on social value and apprenticeships at next meeting</li> <li>• Reach out to those who have been awarded Towns Fund contracts, to determine whether the projects have supported them with securing other contracts</li> </ul>
5	<p><b>Review of last meetings themed workshop - Chair</b></p> <p>The last workshop was insightful, but we didn't allocate actions, which is a lesson learnt. The ambition is for the Place Board to take greater ownership over delivering projects.</p> <p>Youth Groups:</p> <ul style="list-style-type: none"> <li>• Anthony Specka is lead for the Youth Council, and we perhaps need a Youth Council rep on the Board.</li> <li>• East Coast College have a student union</li> <li>• Kirkley Youth Voice – established through First Light Festival</li> </ul> <p>Paul offered to host and facilitate a youth group at the college, to understand what young people want in their town and provided them with ownership. Could be a Youth Place Board format.</p> <p>Housing developers are interested in Lowestoft Hospital, but Cllr Byatt wondered if we need to review Lowestoft Rising's ambitions. There is an overage clause on the hospital which lasts another 3 years, which could affect how quickly developers will want to progress.</p>

	<ul style="list-style-type: none"> <li>• Emma noted that the James Paget Hospital, Norfolk and Norwich, and Queen Elizabeth are currently going through a process to become one trust, so there will be limited resources or attention that could be allocated to Lowestoft Hospital.</li> </ul> <p>Lowestoft Carnival have an “I Love Lowestoft” campaign, and George wondered how the Board could support this.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Ambassador programme to be reviewed and owned by the Place Board, with discussion at the next meeting.</li> <li>• Danny and Paul Wood to meet to discuss the station building and opportunities for commercial operator to take project on</li> <li>• Update from Jess Asato on Lowestoft Hospital to be added to agenda for next meeting</li> <li>• Paul and Michelle to review the common themes from workshops</li> </ul>
6	<p><b>Theme Workshop: People and Skills – Paul Wood, Emma Ratzer, Paul Padda</b></p> <ul style="list-style-type: none"> <li>• There is a large disparity for L4 quals (degree level and above)</li> <li>• Lowestoft has higher than average number of people with no qualifications or low skills</li> <li>• Apprenticeship levels are higher in Lowestoft than average, and this may be due to the industrial nature of the town.</li> <li>• Unsurprisingly occupations reflect skill levels with lower numbers in higher qualified or paid occupations</li> <li>• There is a higher-than-average number of lower paid occupations e.g., care/ leisure</li> <li>• Also, over representation of more industrial occupations reflecting sector mix in Lowestoft</li> <li>• NEET is higher in Lowestoft than other areas of the East Suffolk district – addressing this is vital as without intervention, there is a poor career outlook (lifelong low paid/ insecure employment)</li> </ul> <p>Lowestoft faces several skills challenges:</p> <ul style="list-style-type: none"> <li>• Occupational imbalance: the local workforce is characterised by a higher proportion of skilled trades and elementary occupations, with a notable lack of professional roles.</li> <li>• Skills shortages in key sectors: growing concern over widening skills gaps, particularly in sectors like renewable energy</li> <li>• Ageing population – tight labour market</li> <li>• Educational attainment disparities:</li> <li>• Demand for soft skills: employers frequently cite comms, management, and customer service as essential skills. Focusing on dev these soft skills vital to meet employer expectations and improve employability. <a href="#">Suffolk Observatory</a></li> <li>• Alignment between educational and individual needs: recognised need for closer collab between ed sector and businesses to ensure training progs align with current and future job market requirements. Efforts are underway to enhance this alignment, but continuous dialogue and adaptation are essential to address evolving skills needs effectively.</li> <li>• Economic inactivity and health issues: significant portion of pop is economically inactive due to long-term health conditions, incl. musculoskeletal disorders and mental health issues. Unemployment itself is also a risk factor for various health problems, creating a cycle that hinders employment</li> <li>• Seasonal employment patterns: Lowestoft’s economy has traditionally been affected by seasonal employment, (tourism and related services). Seasonality can lead to periods of higher unemployment as jobs fluctuate throughout the year.</li> <li>• Would be useful to understand how we can influence change in skills</li> </ul> <p><b>Action:</b> George to find out when the new Government fund to support teaching will be made available</p>
7	<p><b>Forward Plan – Chair/All</b></p>

	<ul style="list-style-type: none"> <li>- June: Inequality workshop</li> <li>- August: Health workshop</li> <li>- October: Culture workshop – Suffolk Chamber and First Light Festival</li> <li>- December: Pride of Place workshop</li> </ul>
6	<b>AOB – All</b> <ul style="list-style-type: none"> <li>• Clare offered for Cefas to host one of the Place Board meetings, along with a tour of the laboratories – Kate to arrange</li> </ul>
7	<b>Actions:</b> <ul style="list-style-type: none"> <li>• Update on social value and apprenticeships at next meeting - ESC</li> <li>• Reach out to those who have been awarded Towns Fund contracts, to determine whether the projects have supported them with securing other contracts – ESC</li> <li>• Ambassador programme to be reviewed and owned by the Place Board, with discussion at the next meeting - ESC</li> <li>• Danny and Paul Wood to meet to discuss the station building – PW/DS</li> <li>• Update from Jess Asato on Lowestoft Hospital to be added to agenda for next meeting</li> <li>• Paul and Michelle to review the common themes from workshops - ESC</li> <li>• George King to find out when the new Government fund to support teaching will be made available – link provided post meeting <a href="#">Government unleashes next generation of construction workers to build 1.5m homes</a></li> <li>• Clare offered for Cefas to host one of the Place Board meetings, along with a tour of the laboratories – Kate to arrange</li> </ul>
	<b>Future meeting dates</b> <ul style="list-style-type: none"> <li>- Friday 6 June 2025 – Lowestoft Town Council, Hamilton House</li> <li>- Friday 8 August 2025 – ABP, Lowestoft Port Office</li> <li>- Monday 13 October 2025 –</li> <li>- Friday 5 December 2025 – venue TBC</li> <li>- Friday 6 Feb 2026 – venue TBC</li> </ul>