

Reviewed: June 2025

INTRODUCTION

The original Lowestoft Place Board was established in 2020 to primarily provide strategic oversight of the Lowestoft Towns Fund programme – the establishment of a Place Board was a requirement of accepting this funding. In light of the Towns Fund programme completing in spring 2026 and Lowestoft Rising ending in 2024, a review of the objectives and functions of the Place Board took place during 2024 with existing board members and other local stakeholders.

The review recommended that the refreshed Place Board should focus on the key factors that will drive the transformational change that place board members are attempting to effect – six themes were identified. It also considered whether there were any gaps in the current membership from those organisations with the ability to ‘pull levers’ and make things happen in the town.

The new board has been created to drive forward transformational change, with a focus on understanding and tackling inequalities and inclusive and sustainable economic and community development in the town.

A key function of The Lowestoft Place Board is to oversee the development and delivery of the Lowestoft Towns Deal. MCHLG published the [Towns Fund Prospectus \(PDF\)](#) and [Towns Fund guidance \(PDF\)](#), in which there are explicit guidelines on the formation of a Place Board, its role and functions, who should sit on the Board, and from where these members should be drawn.

PURPOSE

The key objectives of the new board will be to:

- Address what matters most to local people, inclusive of the experience of all who live in the town
- Act as a strategic/ high-level exchange of information to co-ordinate activity across the town, with board members acting as unofficial ‘trustees’ of town to determine beneficiaries and how we decide where to invest
- Play a lead role in profiling the place, undertaking lobbying, and encouraging public and private sector Investment
- Address inequality of all kinds, including through the proposed Marmot Place work
- Promote employment and skills development opportunities especially in the most deprived communities
- Support improved health outcomes, with a particular focus on the Core20Plus5 populations
- Instil a sense of pride and aspiration in the town
- Continue to use cultural development to support the board’s ambitions
- Increase levels of aspiration and ambition, particularly in young people

The board will continue provide oversight and strategic steer on the ongoing development and delivery of the Lowestoft Town Investment Plan (LTIP) and associated regeneration programme. Specific objectives include:

- To develop and agree a Lowestoft Investment Plan, develop a clear programme of interventions
- Provide support and oversight to the delivery of the agreed ‘Lowestoft Investment Plan’.
- To review, approve or reject requests for Towns Fund Project Adjustments
- To approve Towns Fund Monitoring and Evaluation returns

The board aims to enhance the profile of the town through this development work but also through enabling advocates across a wide range of sectors that can disseminate a positive narrative about the town e.g. level of investment, new employment opportunities, positive change in health outcome etc. This will also involve refreshing the Ambassador programme.

THEMES



INVESTMENT

A new wider investment approach for Lowestoft, identifying how this investment could be linked to benefit people.



HEALTH

What are the specific health and wellbeing challenges in the Town? What more could we do to tackle these?



INEQUALITY

Where and what are the areas of need? What more could we do to change this?



PRIDE IN LOWESTOFT

What could we do to get local residents talking positively about Lowestoft and the projects completed, underway and coming? How do we harness civic pride?



SKILLS AND JOBS

How do we ensure the town and, in particular, its young people have the skills to benefit from the future opportunities.



CULTURE

How do we harness the growing cultural scene?

FUNCTION

1. Members will take an active role on the Place Board, contributing to generating ideas and projects, acting as ambassadors to promote Lowestoft as a place to Invest, Work, Live and Enjoy. It is members responsibility to feedback information from the Place Board to their relevant organisations.
2. Members will also use their influence and authority as sovereign bodies to deliver the transformational change the board is seeking.
3. In the event of a Board decision, the group will vote by consensus. In the event of a 50/50 split the chair will have the casting vote. One vote will be permitted per organisation.
4. Named deputies are permitted but wherever possible the board members listed are encouraged to attend meetings.
5. The meeting will be quorate when there are at least 10 Board members present.
6. New members can be adopted by a consensus vote.

OPERATION & ADMINISTRATION

1. Meetings will be organised bi-monthly with the option to call additional meetings when required.
2. Local Authority officers will be present at meetings to contribute to the discussion but will not hold voting powers.
3. Each meeting will have as its main agenda item a focus on the six themes and will usually take the form of a workshop style approach to engaging members on how best to progress the objectives of these themes and thereby effect the transformation the Place Board.

4. Non-members to be invited to Board meetings, input to relevant agenda items as appropriate.
5. East Suffolk Council will perform secretariat functions for the Board including, but not exclusive of, recording attendance, minute-taking, and convening meetings.
6. Board members will adhere to the communications protocol which sets out the parameters in which internal and external communications will be conducted.
7. To periodically review the Board's priorities, membership, and working practices to ensure they remain appropriate and effective.

ROLES AND RESPONSIBILITIES

Section 4 of the Towns Fund Guidance (published in June 2020) sets out the role of the Town Deal (Place) Board:

The Board will sign off each stage of a Town Investment Plan and Town Deal, and is responsible for:

- Upholding the Seven Principles of Public Life (the Nolan Principles)¹
- Developing and agreeing an evidence-based Town Investment Plan
- Establishing a clear programme of interventions
- Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty.
- Coordinating resources and engaging stakeholders
- Ensuring communities' voices are involved in shaping design and decision making at each phase of development
- Ensuring diversity in its engagement with local communities and businesses
- Helping develop detailed business cases
- Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government
- Bringing their own perspectives and also represent their organisations, interest groups or areas. They will be recognised for their valuable contribution bringing ideas, knowledge, and expertise to the process.
- Taking a town-wide perspective and develop consensus in the best interests of Lowestoft.

The Board is not a formally constituted body and shall hold no monies or assets. It has no decision-making authority and serves as an advisory function to East Suffolk Council ("the Council").

The business of the Board will be dealt with in accordance with the council's policies, procedures, and codes, where relevant.

PRINCIPLES

All participants of the Place Board will strive to apply the following principles:

- **Commitment:** to attend every meeting where possible. To be properly prepared for briefings by reading any paperwork beforehand.

¹ The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services. <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

- **High quality debate:** to remain focussed and strategic and to contribute positively to discussions and work with other participants to achieve consensus and take important decisions regarding the strategic development of the Town Deal. The Board is not to be used to air individual grievances or complaints unless they affect the performance of the Board.
- **Representative:** to raise areas of strategic concern and contribute their experience and expertise to discussions and decisions to achieve good workable solutions.
- **Respect for others:** to respect, listen and to consider the views of other participants regardless of their gender, race, age, ethnicity, disability, religion, sexual orientation, or any other status.

MEMBERSHIP

The Place Board's membership should reflect the diversity of the city and surrounding area. The Towns Fund Prospectus states that membership of Place Boards should comprise of:

- A private sector chair
- All tiers of local government for the geography of the city
- The MP(s) representing the city (town)
- Local businesses and investors
- Community/local voluntary community sector representatives
- Other relevant local organisations, such as FE colleges or Clinical Commissioning Groups

The following members represent organisations that will oversee the delivery of the Lowestoft Town Investment Plan.

ORGANISATION	NAME	SECTOR
Chair, Lowestoft Place Board	Stephen Javes	Independent, Private Sector
Access Community Trust	Emma Ratzer – Deputy Chair	Voluntary Care Sector
Associated British Ports	Paul Ager	Private Sector
Cefas	Clare Varela	Public Sector
East Coast College	Paul Padda	Education and Skills
East Suffolk Council	Cllr Caroline Topping	Public Sector
First Light Festival	Genevieve Christie	Cultural Sector
Cities and Local Growth Unit, HM Government	Mike Todman	Public Sector
Norfolk and Waveney Integrated Care Board	Rachel Hunt	Health and Social Care
Local Councils	Cllr Peter Byatt	Public Sector
Lowestoft Town Council	Cllr Nasima Begum	Public Sector
Lowestoft Vision	Danny Steel	Business and Retail
MP for Lowestoft	Jess Asato	Public Sector
Suffolk Chamber of Commerce	Matthew Waters	Business and Skills
Suffolk County Council	Cllr Richard Smith	Public Sector

- Nominated deputies will provide representation when the Board member (listed below) is unable to attend.
- Each member has one voting right unless they declare a declaration of interest.

- In the event of a Board decision, the group will vote by consensus. In the event of a 50/50 split the chair will have the casting vote. One vote will be permitted per organisation.
- In the event that a Board member is unable to attend, they can be represented by a named deputy only.
- New members can be adopted by a consensus vote.
- The meeting will be quorate when there are at least 12 Board members present with a minimum of 4 private sector in attendance.

CHAIR

The role of the Place Board Chair is to:

1. Uphold the Seven Principles of Public Life (the Nolan Principles)
2. Lead the Board in achieving its objectives, maintaining an overview of activity, and championing and supporting partnership working.
3. Ensure that decisions are made by the Board in accordance with good governance principles.
4. Sign the Head of Terms Agreement with government.

The Chair will:

- Hold position for 2 years, however extensions to this term will be permitted at the Board's discretion
- Be the lead contact between the Board and representatives for East Suffolk Council
- Chair the meetings in accordance with the aims and objectives of the Board
- Be the lead Ambassador for Lowestoft helping to raise the profile and promote the area as a location to Invest, Work, Live and Enjoy
- Be given the deciding vote where there is no unanimous decision
- A Deputy-Chair will be nominated by the Board in the case where the Chair is unable to attend

ACCOUNTABLE BODY ARRANGEMENTS

East Suffolk Council (acting as Lead Council and Accountable Body for HM Government funding) is responsible for:

- Developing a delivery team, delivery arrangements and agreements
- Ensuring that decisions are made by the board in accordance with good governance principles
- Ensuring transparency requirements are met through publication of information on its website
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required environmental impact assessments or public sector equalities duties assessments
- Helping develop detailed business cases
- Liaising with potential private investors in identified local projects and schemes
- Signing the Head of Terms Agreement with government
- Monitoring and evaluating the delivery of individual Towns Fund projects
- Receiving and accounting for the Town's funding allocation
- Supporting the Board with senior management and other officers as appropriate

The Council remains the accountable body for all monies received through capacity funding and any other funding that will be allocated from the Towns Fund.

The Council will be represented on the Board by its Leader and/or Chief Executive and will the link between the two bodies in the development of outcomes under those functions set out in section 2.

East Suffolk Council’s Cabinet will receive reports on the progress of activities.

The Board may make recommendations to the Cabinet prior to the submission of, or updates to, the Town Investment Plan.

DECLARATION

These Terms of Reference shall be reviewed annually by the members.

By signing the below, I confirm that I have read and agree to these terms of reference.

Name of Board Member accepting the terms of reference and approval on behalf of their organisation:

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Name of Organisation Board Member represents:

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Date:

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