

Councillor Representation Reporting Form

Councillor: Neil Coleby

Body: East of England Park

Report Date: 6th August 2018

**Meetings
attended and
dates**

23rd July 2018

**Key issues
discussed at
the
meeting(s)
(relevant to
LTC and its
constituents)**

It was agreed the Project Team (Steering Group) responsible for reviewing project progress on a monthly basis is made up of: Cllr Neil Coleby, LTC, Paul Wood WDC Project Sponsor, HAZ Programme Manager, vacant post, Annett Thompson, Concertus, Project Manager, QS, vacant post, Emma Chapman, WDC Project Officer.


The structure was amended to reflect the Marketing and Activities Coordinator / Manager, Landscape Architect and Contractors attending meetings with the Project Team as and required.

It was agreed Cllr Coleby will Chair future meetings. The agenda will be discussed and circulated 1 week prior to the meeting by Emma Chapman.

It was noted that Cllr Alice Taylor (LTC) will be involved in appointing the Landscape Architecture and the subsequent Contractors.

It was agreed the HAZ Board would be the board that the Project Team report into rather than creating a different level of governance. The East of England Park sits within HAZ area so this board is appropriate to have the strategic direction. It was noted that any appropriate decision would need to go through WDC Cabinet and LTC Full Council process.

The key stakeholders were reviewed for any amendments. The stakeholders are made up of those critical for the Project Team to hold discussion with including neighbouring landowners (Ting Denes and Birds Eye), Lowestoft Coastal Community Team, Lowestoft Rising, Friends Group, if established and Natural England.

	<p><u>Project Plan</u></p> <p>The Project Plan was outlined. It is anticipated the Landscape Architect will be in appointed by early Sept (ideally 10th Sept), with tender process for contractors running by Christmas with appointed beginning March to be on site in Spring.</p> <p>The period between now and Christmas be will used for archaeology, discussion with key stakeholders and additional support to have all info ready to enable the Landscape Architect and contractors.</p> <p>It was noted in the Coastal Community Funding application revenue funding was sought for two roles, an in-house Project Manager and an in-house Marketing and Activity role. The Project Manager has since been appointed as a contract. It was agreed that due to the short term of the contract it would be beneficial to follow the same process for this second role.</p> <p>Once the Landscape Architect is appointer there will be workshops on the design of the park.</p> <p><u>Additional Funding</u></p> <p>The budget was outlined as sufficient to cover the project scope but not large enough for our aspiration. Additional funding is being explored into The HLF Our Heritage Bid, WREN, Arts Council and private sponsorship.</p> <p>The accountable body for the application need to be determined including where the match funding component will be secured from including WDC, LTC or another funder i.e. the Arts Council/CIL.</p>
<p>Any actions required by LTC?</p>	<p>Would Council be happy to allow any funds left within our EoE maintenance budget to be used as matched funding if required?</p>
<p>Signed:</p> 	<p>Date: 6.8.18</p>