

**Lowestoft Coastal Community Team (CCT)
Steering Group meeting**

13:00 – 15:00 Tuesday 11th September 2018

RS-G20N, Riverside Office, Lowestoft



Attendees

Paul Wood – East Suffolk (Chair)
Cllr Alice Taylor – Kirkley Business Association
Cllr Neil Coleby – Lowestoft Town Council
Adam George - East Suffolk
Anne Willis – East Suffolk
Dan Poitras – Lowestoft Vision
David Carlin – CEFAS

Attendees (cont)

Emma Butler Smith – Marina Theatre
Emma Chapman – East Suffolk
Karla Supple – East Suffolk
Phil Aves – Lowestoft Rising
Rachel Beckett – CEFAS
Roy Emmerson – Community Action Suffolk
Tony Gittins - Lowestoft Tourism Group

Apologies - Cllr Jenny Ceresa, Ben Thompson, Danny Steel, Neil Cockshaw, Matthew Grafton

Note

1. Welcome and introductions

Paul Wood welcomed all and round table introductions were given.

2. Lowestoft Rising Presentation

Phil Aves gave a presentation on the work, related to the CCT objectives, that Lowestoft Rising has undertaken since the organisation was formed in 2013. Please see the presentation for your reference. Further context of what was discussed has been included in the notes section of the presentation which was circulated with the meeting note.

Action 1	Phil Aves and Dan Poitras to have a conversation about what locations/facilities are available in the town that can help facilitate Lowestoft Rising Projects	PA/DP
Action 2	If anyone in the CCT knows of any individual that would be interested in attending or supporting the Lowestoft Rising – Cohort 5 (Growing Well) then please ask them to get in contact with Lowestoft Rising	All

3. CCT Delivery Plan Update And Partner Updates

Emma Chapman took all through the CCT Delivery Plan. These updates are captured in the Delivery Plan which will be circulated with the meeting note.

Action 3	Emma Chapman to contact Shop Mobility about the Lowestoft Wayfinding project remit	EC
Action 4	Emma Chapman to feed back to the East Suffolk Active Communities Team about possible funding options raised during the meeting, namely Kirkley Peoples Forum and Shop Mobility. The funding could support options for better beach access for those with mobility issues	EC
Action 5	All to send other projects for inclusion in the Delivery Plan, to Adam George	All/AG
Action 6	East Suffolk Council to facilitate a meeting with CEFAS and other interested parties, to discuss the development and construction of the café/visitor centre. In particular how this can relate to the other aspirations for cafés / visitor centres that are being explored in the town such as East of England Park, the 3 rd Crossing and Renewable Energy Sector	PW/DC/RB

Action 7	David Carlin and Rachel Beckett to feedback to CEFAS about the possibility of a time lapse web camera being installed to observe/record the construction of the CEFAS site redevelopment	DC/RB
Action 8	Adam George is to add the East Suffolk Councils' Events Review and Management Strategy to the next CCT meeting agenda, if it has been finalised by this time. The lead to update is Paul Wood	AG
Action 9	Adam George to invite Kerry Blair to the next CCT meeting, to update on their asset management projects that are in the Delivery Plan	AG
Action 10	Adam George/Emma Chapman is to confirm whether, as part of the East of England Coast path, there will be a ramp being installed to link the end of Hamilton Road to connect the seafront path	EC

Partner Updates

Marina Theatre

E B-S gave an update on the variety of projects that Marina Theatre have been undertaking. Of the 9 nine projects that are being delivered by Great Places Making Waves Together Scheme, Marina Theatre are directly involved in the four of them. Some of these projects included a production of Oliver in partnership with the Seagull Theatre as well as the Untold Tales, which showcased scripts of plays that were written by school pupils from around the district. Over 156 children and adults attended this event. Due of the success of the Untold Tales, the theatre is considering exploring an adult playwriting project for 2019/20 with an aspiration to link-in with the High Tide Festival.

4. AOB

Lowestoft Town Council noted they are looking to install Christmas lighting in the Historic High Street. PA enquired if LTC will ensure the lighting is in keeping with that of the HAZ areas feel. DP stated there would be small braided lighting on the lampposts and there could be synergy between this and the BID's Christmas light switch on in the town. LTC and Lowestoft Vision to have a discussion about co-ordinating their approach to Christmas lights in the town.

LTC are also investigating the possibility of hosting a Christmas market in the town, with the triangle market being looked at as one of the proposed locations. DP stated the Lowestoft Vision is also exploring this idea however stated organising this for this year might be difficult due to Christmas only being a couple of months away. Discussions are to be had between the LTC and Lowestoft Vision about organising a Christmas market in the town.

LTC have now moved into their new offices at Hamilton House, there will be a formal opening and a Macmillan Coffee day organised for the 28th September.

Action 11	Lowestoft BID (Dan Poitras) and Lowestoft Town Council (Cllr Neil Coleby/Cllr Alice Taylor) are to discuss their respective Christmas Light Switch "Ons" to ensure that there is a co-ordinated approach in the Town	DP/NC/AT
Action 12	Lowestoft BID and Lowestoft Town Council to talk about the possibility of organising a Christmas Market in the town	DP/NC/AT

5. Future Agenda Items

At the next meeting, the first hour of the meeting will be dedicated to holding a work shop to discuss how the group is proceed moving forward. This workshop will be informed by the CCT Economic Plan that was created at the group's inception and included the priorities of the CCT at that time as well as the terms of reference. AG is to add the workshop to the next meetings agenda and circulate the CCT Economic Delivery Plan to inform the workshops discussion.

Action 13	Adam George to add to the agenda, for the next meeting, an hour workshop to discuss how the CCT meeting progresses going forward, inline with the terms of reference and the CCT Economic Plan	AG
Action 14	Adam George to circulate the CCT Economic Plan to delegates, to help inform the workshop, ahead of the next CCT meeting	AG

6. Date of next meeting – 17th of January 2018 between 10:00 – 12:00 in RS-G20N at Riverside Lowestoft, NR33 0EQ