

The Ness – Steering Group Meeting

29.07.19, 10:00-12:00 | Riverside RS-G16

Attendees	Additional attendees
Shona Bendix, Town Clerk – Lowestoft Town Council Cllr Alice Taylor, Mayor – Lowestoft Town Council Annett Thompson, Client Side Project Manager - Concertus Richard Best, Economic Regeneration Project Manager - East Suffolk Council Emma Chapman, Economic Regeneration Project Officer – East Suffolk Council Kate Ellis, Regeneration Support Officer - East Suffolk Council Ben Porter, Funding Manager - East Suffolk Council	Jo Leverett, Marketing & Events Coordinator – Jo & Louis
	Apologies Cllr Tara Carlton - Councillor Lowestoft Town Council Paul Wood, Head of Economic Development and Regeneration – East Suffolk Council (Project Lead)

Document Title	Document Location or link (if applicable)	Version	Author
Concertus Highlight Report	Circulated prior to the meeting	August 2019	Annett Thompson
ESC Regeneration Highlight Report	Circulated prior to the meeting	August 2019	Richard Best

Item	Actions Arising and Key Decisions	Lead
1.	Welcome and Introductions	SB
2.	<p>Concertus Project Update</p> <p>AT advised that whilst she has been continuing with work on the project, it has been difficult to progress without the authorisation to start work on site. The project is now at significant risk and is now approximately 3 months behind schedule due to the legal agreement delays.</p> <p>Gas main - Cadent require one months' notice so that they can accompany the contractor on site to identify the exact location before works start. Given the current situation with the Licence to Occupy, construction will not start before September – and only if the licence is signed. The contractor will require a minimum four-week lead in period.</p> <p>Licence to Occupy – LTC are concerned that the Ness land ownership transfer from WDC/ESC includes the sea defence. SB advised that a Parish Council is not legally permitted to incur expenditure on coastal erosion or sea defences. Therefore, it needs to be determined who will be responsible for this. EC noted that LTC have been made aware that Coastal Partnership East responsible. Cllr Taylor will call an emergency meeting of the Full Council on the 13th August to discuss the Licence to Occupy, the legal status of the site and process for signing off the technical design Representative from the Steering Group will attend.</p> <p>Project timeline – the project was initially expected to take 6 months to complete and it is inevitable that there will be project slippage. As a condition of the funding, the works had to be completed and funding spent by December 2019. This project is now not expected to complete until potentially March 2020. There are increased risks that the site will be subject to harsh weather due to the time of year and the build will be running into the winter period. Ben Porter will need to contact the Coastal Communities Team as a matter of urgency to seek advice on that delay on the project ESC as the grant recipient express real concern that failure to meet the conditions of the funding will not abode well for Lowestoft as a whole to draw in other funding. There is also a risk that the funder could ask for the funding back as we have not met their conditions. AT advised that the order needs to be placed at the end of August at the very latest to start works.</p>	AT

	<p>It was noted that ESC resources have only been committed until December as the project was anticipated to be completed by this date Contracts are also at risk of being breached with Concertus and Allen Scott Architects who are contracted to complete by the end of December 2019. RB noted that Concertus have already noted additional charges are likely.</p> <p>There is also the risk of now limiting ESC ability to draw in additional funding such as Our Heritage and LTC drawing in Arts Council funding for Ness Point. The delay with CCF funding will not give confidence to these other funder and it will also prevent the likelihood of Poetry People delivering their proposed heritage activity work by May 2020 or delivering augmented reality work by summer 2020, CCF is a match contribution to this which is the other risk. If CCF is re called then match element for these projects will be lost.</p> <p>Cost status – project at significant risk of overspend due to contracts being breached, and risk of CCF funding being withdrawn.</p> <p>Pavilion - A concept for a shelter was presented in the original business case to the funder, and some research through stakeholder engagement has been carried out to determine interest of use by different stakeholders. The detailed design is part of the builders contract and therefore if we decide to remove the pavilion once in the contract we will be liable for the fee cost. Once the contractor has created a final design for the pavilion, AT will present to the steering group and LTC Full Council for comment. SB stated that the concept design has not been signed off by LTC. AT advised that all final designs of the key structures will be presented to the Steering Group for final approval and then Full Council if that is the preferred approach agreed on the 13th August. Outside of this process any major design variations from the contractor contract will incur additional cost.</p> <p>Rights of Way – AT is meeting with SCC with regards to RoW on the site during construction following the meeting. The Steering Group agreed with the principal that the paths should be closed during the period of the works to avoid safety issues but opened when completion works allow.</p>	
<p>3. ESC Project updates</p>	<p>RB reviewed the ESC highlight report with the group, which had been circulated prior to the meeting.</p> <p>Events and marketing – JL advised that there has been a lot of positive engagement from the activities and social media to date.</p> <p>Public art – HJ presented a few months ago to the Steering Group with considerations / options for LTC on how they would like to deliver an art project at Ness Point. As elections were looming, LTC advised that they would prefer to leave discussions until June as it was anticipated that there would be a change in Councillors. With lack of attendance from the new Councillors it was felt it was timely to repick this up because there is £50k match funding from CCF which needs to be spent by Dec 2019. AT asked for the document to be recirculated to LTC to determine which approach they would like to take. This has been left with LTC to discuss with council. KE noted the Calvin Winner was willing to meet with LTC (subject to fee) to give advice on the procurement and commission of large scale art / sculpture and mentioned he is currently Head of Collections at the Sainsbury Centre therefore has a number of years' experience with this type of work having previously worked with artists such as Sir Antony Gormley (Angel of the North).</p> <p>Additional funding/projects outside scope of works – KS has engaged with SCC and Anglian Water with regards to additional works outside the project scope. With the project being delayed, we need to ensure that we stay in contact with potential funders to ensure that they do not lose interest. There is also potential for electric charging points to be introduced. However, the priority is to deliver the project itself.</p> <p>To move this forward ESC are waiting LTC to review the Toilet feasibility study.</p>	<p>RB</p>

4.	<p>Funding</p> <p>CCF - BP will be contacting CCF today to advise of the project delay. The outcome of this is unknown, but there is a major risk that the funder could not agree to the extension or ask for the funding back which would compromise the project and compromise Lowestoft ability to draw in any future funding from CFF,HE for wider HAZ, Heritage Lottery, Arts Council as confidence will be damaged</p> <p>Our Heritage – Subject to Our Heritage funding being secured Immersive Creative and Poetry People will be appointed to deliver augmented reality work and heritage activity (GRIT 2020). An meeting has been held with Immersive Creative, and another will be held today with Poetry People this afternoon with regards to drawing out the info required to feed into the Our Heritage funding bid.</p>	BP
5.	<p>Review of Actions</p> <ul style="list-style-type: none"> • Toilet feasibility study – SB advised that this is currently with several committees to see how the town council would like to proceed with the concept of toilet provision. LTC to take forward. Updated require at August Steering Group meeting • Review of noise assessment - SB to follow up and take forward Updated required at August Steering Group meeting • Licence to Occupy – negotiations continuing. LTC & ESC to resolve. Updated required ahead of the next meeting • Public art – LTC to discuss options and deliver by CCF match element by December 2019. Update required at 19th August Steering Group meeting • KE to send copy of HJ's public art feasibility options to LTC. Updated required at August Steering Group meeting • BP to contact CCF with regards to project timescale. Updated required ahead of the next meeting 	SB
6.	<p>A.O.B</p> <p>Immersive Creative – EC would like the Steering Group to make a decision as to who will create the content for the site.</p>	All

Next meeting:

10am, 19th August 2019, Riverside