

## HERITAGE ACTION ZONE PROJECT

### PROJECT HIGHLIGHT REPORT

<b>Project Name:</b> Heritage Action Zone	<b>Project Manager:</b> Karen Staples	<b>Project Status (RAG)</b>

<b>Report Date:</b> July Highlight Report (30 <sup>th</sup> July 2019)	<b>Report originator:</b> Karen Staples
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#### Commentary

#### Progress against plan

WP No.	Work Package	Lead	Timeline	Status/Comment	RAG
WP1	Programme Management	Karen Staples	1/5/2018 to 31/03/2023	<p>Communications -</p> <p>HAZ social media working really well. KE is monitoring social media results.</p> <p>HAZ Project Officer started 1<sup>st</sup> July, Emma Howarth. Will be with us until the end of November working on the GIS database that will provide an internal and external database of information about properties within the HAZ.</p> <p>Hosted a year 10 work experience in the HAZ</p> <p>Links to other projects:</p> <p>Attended Cultural Leadership Meeting 4<sup>th</sup> July 2019 – group currently working on Lowestoft Cultural Strategy – KS ensuring heritage/HAZ included within the strategy</p> <p>Attended Lowestoft Coastal Community Team meeting 22<sup>nd</sup> July</p>	

WP2	Baseline Study	Emma Chapman	1/5/2018 to 31/01/2019	Data in process of being collected for evaluation of year 1 against the baseline, report to October HAZ Board	
WP3	Deepening Our Understanding (Research)	Wayne Cocroft	01/05/18 to 31/03/20	Whapload research reports awaited expected early August 2019  Archaeological research expected to be finalised in September.  Shop front research has been finalised.	
WP4	Listings	Melissa Thompson	01/10/2018 to 31/03/23		
WP5	Policy	Liz Martin (Conservation Appraisal) Liz Martin (HAZ Design Guide) Karen Staples (Town Centre Vision) BAR Policy (Karen Staples)	01/10/2018 to 31/03/20	<b>Conservation Appraisal</b> – Dates to be confirmed. Potential draft September, aiming for public consultation November this will be confirmed in next month.  <b>HAZ Design Guide</b> – Place Services have begun their work on design guide and work is ongoing – will provide more detail next update.  <b>BAR Policy</b> – BAR Strategy and Action Plan has been completed (July 2019) and sent to HAZ Partners for comments	
WP6	Grants	Karen Staples (PSiCA) Vicky Cotterill (Housing Renovation Grants)	01/04/2019 to 31/03/22	<b>5 at enquiry stage:</b> 36 High Street – obtaining permissions and quotes 37 High Street – obtaining quotes 82-83 High Street – obtaining quotes 88 High Street – See WP7 below in contact with Housing as still securing outside of house – first stages will be housing renovation grant 117 High Street – first stage to go for Housing Renovation Grant – their inspection took place in July.  <b>1<sup>st</sup> Application:</b> 30 High Street – first application to come in. As it is a standalone reinstatement (window) it is a HE referral – have filled in HE referral forms now awaiting HE to approve.  <b>PSiCA Priority List:</b> 73 Kebab Shop – visited 15 <sup>th</sup> July Owner wants to proceed with a grant. Shop Front Reinstatement. Purcell to arrange visit to clarify potential for shop front reinstatement and high level drawings	

				<p>(Part A of their contract). Then recommending applicant contracts Purcell to manage works (Part B type Purcell contract). Further info in WP7 below</p> <p>176 High Street – Tandori Restaurant – have made contact with owner following them doing unauthorised works to their property – recommending they make changes and take opportunity of PSiCA grant. The letter is from Planning and advising that rectification will be needed otherwise they may need to go down enforcement route. Trying to arrange meeting with owner.</p> <p>When the visit of the Chair of HE is confirmed this could provide a good opportunity to promote the grant scheme again (13<sup>th</sup> Sept).</p> <p>KS had telephone meeting with Janet Jury from Purcell, providing info on all of the above cases and specifically asking them to do some part A work on 73 High street.</p>	
WP7	BAR Delivery Plan	Karen Staples	01/10/2018 to 31/03/23	<p>BAR Delivery Meeting took place on 4<sup>th</sup> July went through BAR Action Plan. Discussed BAR Strategy and PSiCA strategy. Agreed to have completed a draft BAR strategy/timeline and update PSiCA delivery plan with timeline before next meeting in August 2019. BAR Strategy and Action Plan completed and draft sent to Partners end of July with aim of sign off in August at next HAZ Delivery Team meeting.</p> <p>BAR – 88 High Street – works requested by Housing have still not been carried out Housing due to chase end of July 2019.</p> <p>73 High Street the Kebab Shop – Owner has come forward for grant – however at same time Housing have some issues with the flats above the shop which the owner is resolving however before any PSiCA grant offered ensure that issues with Housing Notice is resolved.</p>	

				<p>Crown Hotel – A letter has been sent out to the Crown initiating Enforcement. This has been agreed with Planning Head of Service and Planning Portfolio Holder. Have also referred to HE re possibility of underwriting works through their normal processes or through HAZ BAR fund – if we get to the point.</p>	
WP8	Town Hall Restoration	LTC – Shona Bendix	01/05/18 to 31/03/23	<p>Tender evaluation meeting to take place 4<sup>th</sup> July and Colliers were the successful applicants. An project inception visit with Colliers took place 23<sup>rd</sup> July 2019 at the Town Hall. The feasibility works is due to be completed end of September. (Rupert Grass new contact for ESC for this work as Peter Goodrick leaving)</p>	
WP9	New Housing Development	Peter Goodrick	01/04/2019 to 31/03/23	<ol style="list-style-type: none"> <li>1. Town Hall /Mariners Site - As in WP8 joint feasibility for the Mariners Site and the car park alongside the Town Hall.</li> <li>2. Potential housing site next to arts centre on triangle market. MvdP speaking to Place Services as part of Design Guide work to ensure that preplanning advice is consistent with design guide requirements within the HAZ area. More info will follow on this as it progresses.</li> </ol>	
WP10	Community Engagement	Karen Staples	01/05/2018 to 31/03/23	<p>Have continued to inform and raise awareness of the HAZ project with internal and external stakeholders.</p> <p>Continue to work on Heritage Open Days, activities planned over both HOD weekends 14<sup>th</sup>/15<sup>th</sup> Sept and 21/22 Sept.</p>	
WP11	Connectivity	Karen Staples	01/05/2018 to 31/03/23	Scores:	

				<p>Repair work carried out on Mariners archway on 1<sup>st</sup> July, work completed at the end of the July. Excellent work, promoted on HAZ social media and lots of positive feedback from the community. However vegetation remains blocking the Score due to overhang through broken down wall on Mariners Score – have instructed Norse to come and clear up so that Score can reopen.</p> <p>Wider instruction to Norse to clear vegetation, as well as overall clean of all 11 Scores before the end of August and the Scores Race 25<sup>th</sup> August (they have advised that this is planned in).</p> <p>A structural survey of heritage assets on the Scores took place on 12<sup>th</sup> July by TMP Halesworth. The details of this survey including costs, and further costs in respect of restoration and improvement in public realm will be put together so that a detailed project plan can be set up for full restoration work on Scores. Alongside this there will be a conversation with SCC and ESC about future ownership and maintenance of Scores.</p> <p>RE:Fly tipping - Residents have been given contact details for flytipping in HAZ newsletter and Norse will put anti flytipping stickers on commercial bins at top of Scores.</p> <p>Ultimately there is a significant amount of enforcement work within this area. It has been raised as a project issue as a need for more resource for enforcement.</p>	
WP12	Redevelopment of Triangle Market	Shona Bendix	2020 to 31/03/23	<p>Project to be developed. The project that is to be planned on the restoration of the Scores and public realm on the high street, as well as the information that will be provided in the new HAZ design guide will need to tie in closely to plans for the Triangle Market. In the short term LTC are arranging for an event market to take place monthly further details</p>	

				awaited from LTC. Lowestoft Vision have also been speaking to "Suffolk Markets" about an event market on Triangle. Awaiting further details from LV	
WP13	"The Ness" Park	Emma Chapman (Interim)	Complete by December 2019	Project delayed due to issue over inability to sign off the occupy licence that would enable contractor to take control of site and commence works.	
WP14	Monitoring and Evaluation	Karen Staples	01/05/2018 to 31/03/2023	National indicator data monitoring – September  We are currently arranging collection of end of year 1 data for comparison against baseline.  Quarterly monitoring/claims for PSiCA scheme and Programme Management claims due September 2019.	

#### Budget:

Work Package:	Original planned cost	Current agreed planned cost	Latest Estimated cost	Status/comment	RAG
WP1 Programme Management				Clarify budget spends for HODS  Start preparing Claims for HE for Sept	

#### Next Steps

Work Package:	Action:	Deadline:
WP1 Programme Management	Carry out plans for HODS 13 <sup>th</sup> , 14 <sup>th</sup> , 15 <sup>th</sup> Sept and 21/22 <sup>nd</sup> Sept	September 2019
WP2 Baseline	Assess data for end of year 1 monitoring present to next HAZ Board October	October 2019
WP3 Deepening our understanding (research)	Research reports awaited	August/September 2019?
WP4 Listings	Depending on gaining access, consultation reports to all interested parties for comment by 21 December, final assessments by the end of January. After internal QA, recommendations will be sent to the DCMS, notification to the interested parties of the outcomes by the end of the financial year (March 2019).	August 2019?
WP5 Policy:		

Conservation Appraisal Design Guide Town Centre Vision BAR Policy	Part CAA report received, final to follow – awaiting research and listings info  Town centre vision – EOI for Future High Streets funding was unsuccessful. Disappointing but highly competitive fund. Internal meetings at ESC to discuss next steps recognised we need to have a town centre masterplan for town centre , north and south in order to plan for future and also take opportunity for future external funding. ESC looking to commission work for Town Centre Masterplan, HAZ High Street and Scores masterplan will be carried out alongside this work  BAR Policy/Strategy/plan – next meeting	November/December 2019?  Master planning work to be tendered out – await dates ESC – Aug – December 2019
WP6 Grants: PSICA Housing Renovation Grants	Continue with those that have had enquiries to bring to application and contacting those on priority list – see PSiCA timeline	Ongoing
WP7 BAR Plan	BAR Policy/Strategy/plan – this to be signed off at next Delivery team meeting. See timeline significant work being carried out on several BAR properties – see report above	29 <sup>th</sup> August 2019
WP8 Town Hall	Feasibility Study underway	September 2019
WP9 New Housing Development	Focus on new design guide and mapping of areas  Individual projects rear of town hall and arts centre car park	Design guide complete by December 2019
WP10 Community Engagement	Get feedback off Lowestoft Vision and Ec Dev re Business Support Plan  Review Comms Plan  Meeting arranged with HJ, Rachel Harrison MWT Scores project and Dave Eagle CAS about the creation of a new friends group for the Scores  Meeting planned for October for engagement with young people HAZ events and HAZ education potential for a project with Benjamin Britten Arts Students and East Coast College Geography students. Meeting HE; LCEP; School/college in October	August 2019  August 2019  August 2019  October 2019
WP11 Connectivity	Scores Restoration Project:	

	Structural Survey of Scores report awaited plus further details for developing project plan	August 2019
WP12 Triangle Market Redevelopment	LTC project plan to be created	TBA – move date to 2020
WP13 The Ness park	On time - See The Ness park project control file	
WP14 Monitoring and Evaluation	PSICA monitoring Baseline monitoring	End Sept 2019 August 2019

**Changes:**

	Approved by (name)	Approval date

**Achievements to date:**

Work Package:	Original planned cost	Current agreed planned cost	Latest Estimated cost	Status/comment	RAG
Repairs to Mariners Archway (add as 1 heritage asset restored )			£5000	Complete July 2019	

**Key Risks:**


**Targets**

Performance Indicator	2018/19 Target	Achieved	Overall Target	RAG
Job Created				
Job Safeguarded				
Business engaged				
Business supported				
Income generated				



Land regenerated				
No of Assets moved from Heritage at Risk list (target 1 the CAA)				
Number of projects/interventions designed to support the removal of an asset from the Heritage at Risk Register (target 6 over 5 years)				
Mariners Archway Restored		1		
No of Buildings Repaired or Restored (target 25 over 5 years through Psica scheme)				
Employment space bought back into use (m2) (target 1000 by 2023)				
Housing Units bought back into use (20 by 2023)				
No of updated list descriptions (target 9) HE				
No of additional or amendeded national list descriptions (target 9 HE)				
No of additionally locally listed assets (target 40 over 5 years)				
No of Community events held per year (4 per year 20 over 5 years)				
No of attendees to HAZ related events ( 1000 over whole programme (NB 500 attended year 1 HOD event)				
No of Volunteers involved in the HAZ (25 over 5 years)				
4 research volunteers on Scores project and 5 conservation volunteers		9		
No of young people volunteering as part of the HAZ ( 25 over 5 years)				
Heritage related training sessions provided to volunteers (35 hours over 5 years)				
5 weeks of 2 hours training sessions on Scores project (Rachel Harrison)		10		
No of Volunteers Trained (50 over 5 years)				
9 volunteers involved in research and conservation training on Scores		9		
Heritage related training sessions provided to staff (14 hours over 5 years)				
No of heritage related education al events 4 over 5 years				
No of attendees to heritage related educational events 80 over 5 years				
No of apprenticeships provided (2 over 5 year s)				
Year 10 Work Experience in the HAZ July 2019				

HAZ Project Support Officer July – November 2019				
No of funding sources leveraged (4 over 5 years)				
Amount of public funding leveraged (£800k over 5 years)				
Amount of private funding leverage d (£150k over 5 years)				
No of HAZ dissemination events (conferences, meetings) 8 over 5 years				
Formal engagement with heritage organisations - 5				
Informal engagement with heritage orgs - 10				
No of projects improving public access to heritage 2				
Enhance the tourism offer of the area and increase no of visitors 70%				
Improve connections and improvement to impermeability - 1 new connection				
Enhance vitality of high street Increase footfall 30%				
Enhance vitality - 10 new enterprises				
new housing units with mixed tenure				