

ACTIONS ARISING AND KEY DECISIONS

Meeting Title	Lowestoft Ness Regeneration Scheme – Steering Group Meeting
Meeting Objective	Monthly Steering Group Meeting
Date	03.06.2019
Time	10:00-12:00
Location	Riverside, Halesworth Room

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

Supporting Documents

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

Item No.	Actions Arising and Key Decisions	Lead
1.	Welcome and Introductions The meeting was Chair by Shona Bendix as a substitute Cllr Carlton.	SB
2.	Client side project update AT reviewed the Concertus highlight report that was previously circulated to the group. Landscape Architect/ design Location of the mains gas line - the utility company have not come back with response and AT continues to chase. Ramp location and design – AT has had discussions with Coastal Management. If the ramp is not able to be constructed, we will need to look at enhancing the existing ramp which would reduce costs that could be factored into Ecology - SWT have placed mats for reptile count under bushes. SWT will assess which trees and shrubs will be removed with AT and the contractor. Value engineering - AT reviewed the new site plan with the group, and explained the areas that needed to be addressed, and where costs could be saved. Discussions have continued with landscape architects Allen Scott and Blakedown, the contractor, with regards to cost savings. Risks Temporary closure of the footpaths – currently being processed. Noise assessment - SB noted that the noise assessment has not yet been looked at further. Licence to Occupy – AT advised the group that this is now a significant project risk as work should have started on site at Easter. SB advised that LTC did not sign off the 25 year lease, and an alternative proposal has been sent to the solicitors. RB advised that as of 31st May, no	AT

	<p>alternative arrangement proposal had been received by ESC solicitors.</p> <p>Road safety - SCC highways have offered to contribute towards the cost of a pedestrian crossing. The group discussed AT instructing SCC to conduct a road traffic survey to determine the viability of the crossing.</p> <p>Traveller occupation of The Ness site - Travellers have been escorted to the site by the Police over the weekend -eviction notices will be served today, and a meeting with Housing will be held tomorrow. At this stage, we do not need to inform the funder, but it is a project risk as it is possible the travellers may not move on straight away. AT emphasised the importance of the bunds remaining, and assured the group that the site will be secure both during and after construction. Action: AT to inform SWT of the occupation with regards the wildlife survey and mats.</p> <p>Next steps (between now and July):</p> <ol style="list-style-type: none"> 1. Group to sign off order to contractor 2. Conclude the information RE: gas main 3. Play equipment sign off 4. ESC & LTC to finalise Licence to Occupy 5. AT to attend LTC full council meeting on 25th June. 	
3.	<p>Project updates</p> <p>Events and Marketing Meeting held with JL this morning. Events for The Ness project have been scheduled to take place until December 2019. Discussion held as to whether some of these events will be held annually, and as to whether the contract will be extended beyond Christmas.</p> <p>Projects outside the project scope Eco toilet provision – feasibility study completed, but chasing comparison from Assets to help with the application.</p> <p>Car park - still finalising the costs for the report.</p> <p>Audience Development Plan Action: EC to review the final changes from Tricolor</p>	RB
4.	<p>Funding</p> <p>Our Heritage We are seeking additional funding, tenders were submitted for Our Heritage Funding, and we are awaiting responses. Tender review panel will need to be held - expecting to hear back around 18th June.</p>	BP
5.	<p>Communications Publicity needs to be considered surrounding construction, and schedule of works communicated with the residents and neighbouring businesses.</p>	PW
6.	<p>Review of Actions from last meeting RoW - EC has been reviewing the ROW application, but will require LTC input regarding temporary closure of the park. Action: KS/RB to speak to ROW officer.</p>	SB
7.	<p>A.O.B None</p>	All

Next meetings:

10am, 1st July Riverside.

10am, 29th July 2019, Riverside