

North Lowestoft Heritage Action Zone
 Joint Partnership Board and Delivery Team Meeting Minutes
 Tuesday 11th June 2019, 13:00-15:00 | Riverside RS-G20N Lowestoft



Attendees	Attendees Continued
Cllr Craig Rivett (Chair) - East Suffolk Council Dan Poitras (DP) – Lowestoft Vision Emma Chapman (EC) – East Suffolk Council Edward James (EJ) – Historic England Karen Staples (KS) – East Suffolk Council Kate Ellis (KE) – East Suffolk Council Victoria Cotterill (VC) – East Suffolk Council Jo Leverett (JL) – Jo & Louis (The Ness)	Liz Martin (LM) – East Suffolk Council Shona Bendix (SB) – Lowestoft Town Council Cllr Alice Taylor (AT) – Lowestoft Town Council Cllr Peter Knight (PK) – Lowestoft Town Council Victoria Cotterill (VC) – East Suffolk Council Melanie Van De Pieterman (MVDP) – East Suffolk Council Richard Perkins (RP) – East Suffolk Building Preservation Trust Melissa Williams (MW) – East Suffolk Council
Apologies	Apologies Continued
Ben Porter (BP) – East Suffolk Council Paul Bradley (PB) – East Suffolk Building Preservation Trust Paul Wood (PW) – East Suffolk Council Tony Calladine (TC) – Historic England	Simon Buteux (SB) – Historic England Teresa Howarth (TH) – East Suffolk Council Sarah Foote (SF) – Lowestoft Town Council Danny Steel (DS) – Lowestoft Vision

Item	Description
1.	Meeting Start – Welcome and Introductions (CR) CR welcomed group and noted apologies. Introductions made due to change in representation following the local elections.
2.	Actions from the last meeting <ul style="list-style-type: none"> Historic England/KS to circulate shop front research to the public once complete - <i>shop front research report is being finalised and draft has been given to ESPBT and KS. A final copy will be given to all HAZ partners and the final version will be available online to circulate to wider stakeholders through the Historic England website.</i> KS to speak to DS and EJ about HAZ display going forward. KE and EC to provide support – <i>HAZ Partnership have been permitted to use 149 High Street to display information and images of the HAZ. Positive response from the public.</i> DS to be updated by BAR project delivery group as he will be able to speak to some owners that he is involved in to enable their cooperation in solutions for BAR Group to inform KS of any events that could be added to communications plan outputs – <i>Stakeholders to send KE/KS any events that are in the future or have taken place so that a record can be kept</i> KS to add output column on communications plan - <i>complete</i> Historic England to explore option of Sir Laurie visiting during the Heritage Open Day – <i>discussed in item 4.</i> KS to update delivery with personnel changes – <i>Cllr Craig Rivett appointed new chair, and Andy Pearce (LTC) to deputise for AT & PK when they are not available.</i> <p>Actions: Shop front research to be sent to Paul Bradley, Place Services and all stakeholders.</p>
3.	Project highlight report update (KS) KS reviewed the highlight report which was circulated with the group. A summary is provided below. <ul style="list-style-type: none"> Delivery team meetings ad hoc will continue to take place - stakeholders to note that in order to use everyone's time efficiently, they will only need to attend delivery team meetings on work packages that they have asked to be part of. KE has developed a strong social media presence for the HAZ which has so far been well received by the public. Social media stats circulated to group during the meeting. EC attended Suffolk Show on behalf of East Suffolk Council and the HAZ. Link to RTPi visit blog to be circulated and Making Waves Together to Ed & Cllr Rivett. <i>Post meeting note, completed.</i> WP2 – baseline report completed and circulated. The team will be collecting end of year 1 data shortly. WP3 - Shop front design guide in the process of being finalised by Historic England. Whapload Road research not yet completed. ESBPT commented whether this work package should be flagged up due to delays e.g. amber RAG rated. This was noted to see what position is at the next monthly highlight report. WP4 - As part of their Neighbourhood Plan work LTC are to come up with a list of non designated heritage assets, this will need to feed into the HAZ work. Action: LTC to provide details of their non-designated heritage assets list to HAZ partnership

	<ul style="list-style-type: none"> • WP5 - RP to send shop front report to PB for design guide. In view of delays in WP3 may need to change the RAG rating from green to amber , will assess this as next highlight report. LM to contact PB to establish timeline for CAA Meeting with Place Services held last week for the HAZ design guide. • WP6 - PSiCA scheme launched in April, with 6 enquiries to date. Purcell will act as the recommended architect for the applications. • WP7 - BAR risk categorisation has been based on Historic England’s guide. As a steering group, actions will be taken away and decisions based on the categorisation chart. Crown Hotel - KS to speak to DS to find out when the developers will be moving in. HAZ board may need to intervene if this is not soon. RP raised concerns about the RAG rating and that this needed to be reviewed - EJ and KS explained the reasons for the RAG rating not changing. Group noted that WP3 is at risk of amber if final two reports aren’t delivered on time or by next partnership board - these would then be changed to amber, although these reports are not necessarily time critical. EJ and KS to review deadlines. • WP8 – Historic England went out to tender on the Town Hall on behalf of all partners for feasibility study on best use of the building. EJ optimistic that we will be able to procure someone. KS and EJ to look into the copyright of the plans for the town hall believed to be owned by WDC, now ESC. EJ will need a panel to review the tender. The group agreed to the 4th July, with KE to book room – <i>Post meeting note, completed and circulated.</i> • WP10 - JL creating programme of events, community group now finalising terms of reference etc., supported by community enabler at Community Action Suffolk. Looking in partnership with Lowestoft Vision and Economic Development team to see how we can support HAZ businesses long term. • WP11 - Scores project will see 11 Scores restored. Talks have been held with SCC Highways about the state of the paths and Highways within the HAZ, particularly Mariners Score. We aim to have the archway on Mariners Score re-opened for September Scores Races and HODS. • WP12 Redevelopment of Triangle Market – LTC looking at setting up a process to allow event markets e.g. using Event brite they will advise HAZ project manager when that system is in place. Confirmed the aim in the short term is raise momentum and get events taking place and in the longer term have a plan for more permanent redevelopment. LTC still have some issues to resolve with Suffolk Highways on the Triangle CR advised he will raise the issue on LTC behalf. DP (LV) has a meeting with Suffolk Markets to discuss potential for event market to be held on Triangle. • WP13 - planning permission for the pile driver on the Ness park to be permitted at the end of the week. <p>Actions:</p> <ul style="list-style-type: none"> • EJ to determine progress of the shop front design guide and landscapes report. • VC to provide unoccupied property data to EC for baseline end of year 1 data • LM to speak to PB to get a reviewed time line for CAA • KS to speak to DS to find out when the developers will be moving into the Crown Hotel • LTC to provide details of their non-designated heritage assets list to HAZ partnership
4.	<p>Heritage Open Days</p> <p>The HAZ team and Jo Leverett (marketing and events co-ordinator for The Ness project in attendance) have been looking at events over the 2 Heritage Open Day weekends. JL has taken the lead for organising these. Any displays for the Town Hall need to be directed to Sarah Foote. Friday 13th September will be the HE event, Sir Laurie has confirmed attendance, as has Peter Aldous MP . The event will be to promote the HAZ, launch research reports, together with a presentation from a local historian perspective. Logistics to be organised between SF, JL and KS.</p> <p>Action: EJ to confirm agenda with HE then send to JL, KS & SF</p>
5.	<p>Project communications</p> <p>A meeting has been arranged with the new councillors on June 17th to introduce them to the HAZ Project.</p> <p>KE has developed a newsletter for the HAZ reporting on good news stories. This has been circulated to those on our mailing list, physical copies placed in premises in the HAZ, distributed on social media and at the residents and businesses association, The Most Easterly Community Group.</p>
6.	<p>AOB</p> <p>Future HAZ’s: East Suffolk Council are reviewing the possible introduction of a new mini HAZ. Funding has been made available from Historic England, with East Suffolk Council submitting two proposals - Kirkley and Felixstowe. East Suffolk Council would be expected to match fund 50%.</p> <p>Council tax: a review of long term empty properties has come in this week. VC will pick out any in the HAZ area and send them to EC.</p>

Date of next meetings**HAZ Partnership Board Meetings:**

Date	Time	Location	Room
Tue 10/09/2019	13:00 – 15:00	Riverside, Lowestoft	RS-G12S Beccles
Tue 10/12/2019	13:00 – 15:00	Riverside, Lowestoft	RS-G12S Beccles

HAZ Programme Delivery Team Meetings – subject to change/dependent on need:

Date	Time	Location	Room
04/07/2019	10:00-12:00	Riverside, Lowestoft	RS-G01S Claud Castleton
08/08/2019	10:00-12:00	Riverside, Lowestoft	RS-G02S Thomas Crisp
10/09/2019	13:00 – 15:00	Riverside, Lowestoft	RS-G12S Beccles