

## North Lowestoft Heritage Action Zone Joint Partnership Board and Delivery Team Meeting Minutes

Tuesday 5<sup>th</sup> March 2019 13:00 – 15:00  
Riverside Council Offices, 4 Canning Road, Lowestoft, NR32 0EQ

Attendees	Attendees Continued
<p><b>Cllr Michael Ladd (ML)</b> – Waveney District Council <b>(Chair)</b> <b>Dan Poitras (DP)</b> – Lowestoft Vision <b>Danny Steel (DS)</b>– Lowestoft Vision <b>Emma Chapman (EC)</b> – East Suffolk Councils <b>Edward James (EJ)</b> – Historic England <b>Tony Calladine (TC)</b> – Historic England <b>Karen Staples (KS)</b> – East Suffolk Councils <b>Kate Ellis (KE)</b> – East Suffolk Councils</p>	<p><b>Liz Martin (LM)</b> – East Suffolk Councils <b>Paul Bradley (PB)</b> – East Suffolk Building Preservation Trust <b>Paul Wood (PW)</b> – East Suffolk Councils <b>Shona Bendix (SB)</b> – Lowestoft Town Council <b>Cllr Alice Taylor (AT)</b> – Lowestoft Town Council <b>Victoria Cotterill (VC)</b> – East Suffolk Councils</p>
Apologies	Apologies Continued
<p><b>Ben Porter (BP)</b> – East Suffolk Councils <b>Richard Best (RB)</b> – East Suffolk Councils <b>Cllr Peter Knight (PK)</b> – Lowestoft Town Council <b>Melanie Van De Pieterman (MVDP)</b> – East Suffolk Councils <b>Richard Perkins (RP)</b> – East Suffolk Building Preservation Trust</p>	<p><b>Simon Buteux (SB)</b> – Historic England <b>Teresa Howarth (TH)</b> – East Suffolk Councils <b>Victoria Cotterill (VC)</b> – East Suffolk Councils <b>Sarah Foote (SF)</b> – Lowestoft Town Council</p>

### Agenda

Item	Description
1.	<p><b>Meeting Start – Welcome and Introductions (ML)</b> ML welcomed group and noted apologies.</p> <p>Tony Calladine (Historic England) introduced himself as John Neale’s replacement, and provided an update on the Historic England restructure; John Neale has moved to Strategic Policy, and Simon Buteux has moved to Historic England’s London and South East Region.</p>
2.	<p><b>Actions from the last meeting</b></p> <ul style="list-style-type: none"> <li>• WP2 - EC has completed baseline report</li> <li>• Design guide completed</li> <li>• PSICA - application completed, HE have agreed funding and delivery plan is in place</li> <li>• Terms of reference - SB &amp; AT confirmed that this has been signed off</li> <li>• File sharing – there are options that can be looked into if we need to file share although there may be costs involved.</li> <li>• Lowestoft Journal updates: to be kept as rolling action</li> <li>• Heritage group - external to LTC. Supports volunteers, promotes events and activities, and builds knowledge &amp; skills. AT will be the link between this group and the HAZ programme. KS and Helen Johnson attended the initial heritage group meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>Blue plaque project - on track, NC/AT to confirm cost. This can be included as a LTC HAZ output in project monitoring</li> <li>Site visit with student from Cambridge University - project been completed and report will be sent to HE in next few weeks.</li> </ul>
Action	KS to share with group file sharing information
3.	<p><b>Project highlight report update (KS)</b></p> <ul style="list-style-type: none"> <li>Graduate intern/apprentice – the HAZ project output includes a commitment to support graduates/trainees within the HAZ programme. WDC have resourced a 20 week HAZ Project Support Officer starting end of June 2019. The position has been offered to a candidate, and will work to support the HAZ work, likely to focus upon GIS mapping project and community engagement. LTC would like to know more about the GIS mapping project and asked if any maps created would be compatible/possible for them to view once complete.</li> <li>Makingwavestogether working on place making with Thinkingplaces. They are currently looking at the promotion and branding of Lowestoft. The importance of heritage and culture and the role of HAZ within wider regeneration ambitions of Lowestoft is being recognised as an important part of the offer of the place.</li> <li>Magnus (Historic England) has been working on a topographical survey of Arnolds Bequest. The report will be available in June. Matt at Historic England will be proceeding with timber dating and is due to come to Lowestoft next week (w/c 11.03.2019).</li> <li>Shop front research - final edit to be completed this week. Currently looking into issues of fee for image reproduction with Suffolk County Council, KS is speaking to Kate Chantry, Records Office Manager. Group keen to have a heritage education day to engage public. Group discussed perhaps hosting this during the Heritage Open Day in September.</li> <li>WP5 policy - conservation appraisal: PB &amp; LM met and determined that the draft documentation mapping plan needs to be completed by end of May, but need shop front information, listings, parks etc to proceed. PB and EJ to have a discussion re final dates for conservation appraisal.</li> <li>WP5 Design guide: Tender has just been agreed within the design guide project group and it is ready to go out.</li> <li>WP8 Town Hall: A Joint Feasibility Study tender has just been agreed by LTC and WDC. This has now gone to Historic England. Historic England will fund and manage consultant engaged through the tender and will Chair a feasibility study project group that includes HE, LTC and WDC.</li> <li>WP11 Connectivity/Scores: Emergency clean last week of four scores: Mariners, Crown, Wilde and Maltsters. WDC Env Health are also taking enforcement action and will be removing the fly tipping from the back of private property on Maltsters Score. However there is further discussions to be had with SCC and WDC with regards to maintaining assets down scores. KS hopes that the heritage volunteers working for 9 weeks under the MWT project, might be interested in supporting the HAZ once the MWT project has completed. AT mentioned that it would be helpful to have improved signage - KS informed that the restoration of the scores and public realm on high street project will look at this. We are currently looking at public realm across wider projects within Lowestoft in line with Town Centre High Street Vision work and South Beach Seafront Vision. We need to decide whether we wait and tie in work on Scores with this or whether we go ahead anyway. The Scores need to be master planned. KS is arranging a date with David Stiff SCC, to start have a further discussion around ownership and maintenance of Scores and Connectivity across the wider HAZ area.</li> <li>Triangle Market – LTC need to speak to SCC before proceeding developing plans for the Triangle Market</li> <li>WP13 The Ness - stakeholder workshop held on 25th February, which resulted in positive feedback. Tender to go live next week, with work planned to start at Easter with the aim for the project to be completed by end of year. Jo Leverett (Marketing and Events Coordinator), is currently developing an events plan. After 2nd May, ground breaking photo can take place. EJ suggested the launching the park could be done as part of a new year event.</li> </ul>
Action	<ul style="list-style-type: none"> <li>Historic England/KS to circulate shop front research to the public once complete</li> </ul>

4.	<p><b>WP6 – PSiCA conservation grant scheme</b></p> <p>The PSiCA scheme is a partner project with Historic England who have allocated £150k to the project, and will be matched with £150k by WDC. The agreement for the grant with T&amp;C's has been received by Historic England, and we are now waiting for it to be signed off. Once the PSiCA starts, we will review on annual basis as we may want to make modifications. Regular reviews of the PSiCA will be brought to the HAZ Partner board. The Group was offered the opportunity for questions but none were raised. The Scheme will go live on 1<sup>st</sup> April 2019.</p> <p>The grant scheme will be to improve the Historic High Street, with restoration and repairs to historic properties, with a focus on frontages.</p> <p>DS advised the Crown Hotel has been sold to a developer who intends to restore it sympathetically. Negotiations by WDC with numbers 87 &amp; 88 High Street have progressed.</p> <p>Promotion of the grant - 4 people showed interest in grant at the High Street Resident and Business Association meeting on 4th March. EJ suggested having a soft launch of the scheme during purdah and it can then be further promoted post Purdah. KS is currently working on a press release that will be shared with HAZ partners for sign off. We will be promoting the PSiCa alongside the WDC Housing Renovation grants.</p> <p>The schemes intervention rates will consist of 65% repair rate, and 80% allocated for restoring architectural features. When the owner accepts the grant, they will need to sign a maintenance agreement to ensure that the property is maintained. If a building is sold within 3 years, HE have a right to obtain the money back. As part of the scheme, WDC have decided to employ an architect for up to 2 days per month for 3 years. If projects are over £20k they are referred to Historic England, an accredited architect will be required in these situations or where projects are more complex – however the referral to HE will only happen where HE's contribution will be over £20k. The scheme will cover the costs for the appointment of an architect. There will also be a maximum grant of £50k per property, however as the total pot is £300k, £50k would only be considered in exceptional circumstance. Essentially, the grant will pay for the difference in appropriate conservation quality materials - making sure that appropriate materials are used, rather than cheap options.</p> <p>We will need to draft a press release during purdah, and will therefore need comments from Historic England, PW, SB, and VC which will be distributed on social media, and print press.</p> <p>KS asked DS if it would be possible to use a shop front window for a HAZ display. DS suggested the former Poundstretcher or the old off-licence.</p> <p>Group were in agreement of the proposed scheme, and agreed to sign off delivery plan</p>
Action	<p>KS to draft press release and send round to HAZ partners as per communications protocol  KS to speak to DS and EJ about HAZ display going forward. KE and EC to provide support.</p>
5.	<p><b>WP7 – Buildings at Risk Strategy and Action Plan</b></p> <p>The last meeting KS provided an update about what the BAR strategy and action plan could look like. The first phase of the project was to risk categorise the buildings at risk, which was actioned by KS, MVDP &amp; LM, the report on the risk categorisation was attached. No comments were provided by the group, but if they have any comments on the report they should feed back to KS who will ensure they get considered by the BAR project group. Next step is to form a Buildings at Risk project group: suggestions KS, MVDP, VC, LM, PB, Sh B &amp; EJ will form part of the group. The aim of the strategy is to improve proactive actions on Buildings At Risk in the WDC area. Once the HAZ programme has finished the aim would be to ensure a BAR group exists within WDC and that BAR are dealt with in a proactive way, the strategy and action plan would provide the basis for that WDC group.</p>

	<p>Work has begun on some of the identified BAR. For no 12 Spurgeons Score (cottage) is in poor state, but the tenant has now been moved on to serviced accommodation and WDC housing team are working on this and are updating HAZ programme manager. WDC have also been working on 87/88 High Street. EC confirmed that the baseline study identifies clusters of buildings and structures that are owned by the same people, so that we can have a conversation about a group of buildings with one owner, but also identifies BAR owned by people that do not live in the area, there is a link between buildings of poor quality having distant owners.</p> <p>Group were in agreement of the proposed scheme, and agreed to sign off the Buildings at Risk Strategy and Action Plan</p>
Action	DS to be updated by BAR project group as he will be able to speak to some owners that he is involved in to enable their cooperation in solutions for BAR.
6.	<b>Project Governance</b>
7.	<p><b>Project communications</b></p> <p><b>Communications plan:</b> A draft communications activity plan has now been completed, copies were handed out. We are working at different levels of communication to promote the HAZ from the regional to the local. As part of WDC agenda for cultural led regeneration we are presenting at the May NALEP Cultural Board alongside MWT. WDC hopes that promotion at this level will raise profile and increase external funding into Lowestoft for inward investment and infrastructure. Additionally, the regeneration team will be attending the Suffolk Show to promote its current projects including the HAZ.</p> <p>At the local level, Heritage Open Days will be a key event. Other local activities are highlighted in the community engagement plan. ML suggested adding an output column.</p> <p><b>Historic England visit with Sir Laurie:</b> EJ provided update, and proposed a date in June. Group asked if perhaps we could instead look at Heritage Open day in September. AT concerned that promotion of this should not fall around the PR for the First Light Festival therefore September would be a better option.</p> <p>DS wondered if we would have enough time before the Heritage Open Day to complete an easy fix conservation property and showcase as one of the renovated shop fronts? DS suggested 139 High Street.</p>
Action	<ul style="list-style-type: none"> <li>• Group to inform KS of any events that could be added to communications plan</li> <li>• KS to add output column to delivery achievements</li> <li>• Historic England to explore option of Sir Laurie visiting during the Heritage Open Day</li> <li>• KS to update delivery with personnel changes.</li> </ul>
8.	AOB
9.	Meeting Close (ML)

**Date of next meetings**

### HAZ Partnership Board Meetings

Date	Time	Location	Room
Tue 11/06/2019	13:00 – 15:00	Riverside, Lowestoft	RS-G13S Bungay
Tue 10/09/2019	13:00 – 15:00	Riverside, Lowestoft	RS-G12S Beccles

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

Date	Time	Location	Room
11/04/2019	10:00-12:00	Riverside, Lowestoft	RS-G02S Thomas Crisp
07/05/2019	10:00-12:00	Riverside, Lowestoft	RS-G13S Bungay
11/06/2019	10:00-12:00	Riverside, Lowestoft	RS-G13S Bungay