



Lowestoft Town Council
First Floor
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Battery Green Road
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VAT No 275 3662 80

3 June 2020

Dear Sir/Madam,

We have been asked to contact local business organisations and other stakeholders to assess what measures can be put in place to help retail businesses to reopen in a way that is safe and successful for them and the public. This assessment must be quickly provided to the District Council so that we can obtain funding, if needed, to support any desired changes.

There is a relatively small amount of money allocated to Lowestoft (managed by the District Council) available to cover, for example, legal and procedural costs in processing any temporary changes to highway flow which require formal permission from Suffolk County Council. Measures which can be implemented without any or significant cost should be considered. This is the link to the fund guidance:

<https://www.gov.uk/government/publications/reopening-high-streets-safely-fund-guidance>

This funding can be used for practical measures which help shops to reopen safely. This particular funding is not for direct support to individual businesses e.g. for changes to shop fronts or Personal Protective Equipment. It can be used for a range of information and safety measures, such as advice to the public reassuring them that it is safe to shop, new signs, street markings and temporary barriers which help improve vehicular or pedestrian flow in town retail areas and public spaces, such as beachfronts and promenades.

Please advise me at your earliest convenience and in any event no later than close of play on 11 June of any ideas you have on practical safety measures that might be beneficial. You might wish to consider whether the following might be helpful:

- A Keep Left, Stay Safe campaign aimed at pedestrian flow along payments
- Street markings and signs which guide pedestrians on where to walk
- Any one-way systems that should be implemented
- What measures might assist in relatively confined spaces, such as the Britten Centre walkway
- Any potential for pavement widening (indicating how any impact on roads might best be managed)
- Any pedestrianisation (road closures)

There is no guarantee that we will be able to obtain funding but it is important that your views can be considered and there might be ways to achieve some of the ideas without funding. Although you do not need to provide fully worked through proposals, if you can support your ideas with information about how you have taken account of the impact on other traders, pedestrians and traffic that would be helpful.



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You may already have in place some useful measures which you would like to inform us about. Given the need to act quickly if we are to put in place any new practical measures to support the phased return to business.

I look forward to hearing from you.

Yours Faithfully,

Shona Bendix

Shona Bendix
Town Clerk