

**Lowestoft Town Council**  
**Meeting of the Marina Theatre Project Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on Thursday 9 May 2024**

**MINUTES**

**Present:** Cllrs Sonia Barker (Chair), Wendy Brooks, Andy Pearce and Nick Webb. Non-Councillor members Emma Bellward and Darren Newman (East Suffolk Council), Andy Gallant, Hazel Clover and Sam Vallerius (Marina Theatre Trust)

**In Attendance:** Sarah Foote (Acting Town Clerk) Paul Connew (Buildings Manager) and Taylor Williams (Committee Clerk)

**38. Welcome**

The fire evacuation procedure and public right to report was explained and the meeting was welcomed.

**39. To receive and consider approval of apologies for absence**

Apologies were received from Cllrs Coleby and Parker with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Brooks; all in favour.

**40. Declarations of Interests and dispensations**

40.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members of the Committee on items on the agenda – Cllrs Barker, Brooks and Webb declared they were members of Suffolk Wildlife Trust. Cllr Pearce declared he was the Town Council representative on the Lowestoft Kittiwake Partnership.

40.2. To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

**41. To consider the draft minutes of the meeting on 11 April 2024**

Cllr Pearce proposed approval; seconded by Cllr Brooks; all in favour.

**42. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advanced comments had been received and no members of the public were in attendance.

**43. To receive a report from the Project Manager, including:**

43.1. The notes from the Design Team and Construction Coordination meeting on 26<sup>th</sup> April – It was agreed to defer this item to the next meeting due to the delay in receipt of the Construction Coordination meeting.

43.2. The Highlight Report update from the Project Manager (some aspects may be confidential) – It was requested that this item be discussed in confidential session.

43.3. The risk register (some aspects may be confidential) – It was requested that this item be discussed in confidential session.

**44. To consider a communications plan**

This was due to be completed by May 2024 and once the draft has been finished it would be circulated for review.

Anything further to add would be discussed in confidential session.

**45. To receive an update on the drawing up of a new lease for the Marina Theatre Trust and consider any license for alterations that may be required (some aspects may be confidential)**

It was requested that this item be discussed in confidential session.

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**46. To consider any additional recommendations to Full Council**

No recommendations had been made, though some may be identified in confidential session.

**47. Date of the next meeting**

Thursday 13<sup>th</sup> June 2024 - 14:00 – To be confirmed at the Annual General Meeting.

**48. Items for the next agenda and close**

No items were requested.

**49. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda:**

49.1. To consider any legal issues, including those above as required – Cllr Webb proposed the meeting be moved to confidential session; seconded by Cllr Pearce; all in favour.

*The Chair closed the meeting to the public and moved into confidential session at 14:12*

**43.2 The Highlight Report update from the Project Manager (some aspects may be confidential) –**

The Project was on target for the second milestone and Foster Wilson Size were in place to finalise the technical designs by July 2024. The legal document regarding project management had been signed and provided to LTC.

Structure and investigation works were due to take place and the Unexploded Ordnance (UXO) report designated the area as a high risk as the contents under the floor plan of the link building, which was due to be demolished, was unknown. To remedy this, it was recommended that a UXO specialist attend the works to demolish the link buildings to oversee the works and provide on-site advice, though this Committee would need to understand the cost to do so.

The ecology report was delayed as it would be funded by the grant agreement, which needed to be signed off.

A meeting was required with Building Control to discuss the technical designs and with the Planning Conservation team to understand if advertisement consent was required for the change to the front of the building.

The Chair of MTT noted that during the works on the link building there would be no connection between the theatre and café/booking office and methods to mitigate the disturbance would need to be considered. MTT and the architects had concluded that the café could remain operational during the works and the parties would be mindful of quiet periods.

The grant agreement between LTC and ESC needed to be signed off for funds to be drawn down and this was nearing completion.

Due to the strict timeframe for the ecology report it was suggested for LTC to pay for the work, noting that the only risk was the grant agreement not being signed off. Cllr Brooks proposed LTC pay the survey fees (£1,236 + VAT) now, with the reimbursement to be received once the grant agreement has been signed. As the Terms of Reference for this Committee provided no delegation for direct expenditure from LTC funds, the proposal was amended to request the Finance and Governance Committee to approve this payment and determine the budget allocation. Cllr Pearce seconded the proposal and a vote was held with all in favour.

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LTC expected to sign the grant agreement the following week and ESC would notify their legal team to expect receipt of the agreement and ensure the process is swift.

43.3 The risk register (some aspects may be confidential) – There was a confidential discussion on the risk register.

**44. To consider a communications plan**

The current absence of a communication plan was on the risk register as it could result in mixed communication between the involved parties and impact the public perception of the project. It was noted that this was due to be resolved with a draft plan being developed to be agreed by all parties. It was suggested a named person be responsible for the communications, whether it be the Project Manager of a nominated person from one of the parties.

**45. To receive an update on the drawing up of a new lease for the Marina Theatre Trust and consider any license for alterations that may be required (some aspects may be confidential)**

*Cllr Brooks temporarily left the chamber at 15:53*  
*Cllr Brooks returned to the chamber at 15:54*

There was a confidential discussion on the drawing up of a new lease for Marina Theatre and whether any license for alterations may be required.

*The Chair closed the meeting at 16:02*

Signed: .....  
11 July 2024