

**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 14 November 2024**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Neil Coleby and Andy Pearce. Emma Bellward (Project Manager – East Suffolk Council Officer). Non-Councillor members Norman Cullingford, Andy Gallant, Robin Townley (Deputy Chair) and Sam Vallerius.

**In Attendance:** Sarah Foote (Acting Town Clerk) and Taylor Williams (Committee Clerk & Planning Assistant)

**52. Welcome**

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

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

Apologies were received from Cllr Nasima Begum and Darren Newman with reasons provided. Cllr Pearce proposed approval of apologies received; seconded by Cllr Barker; all in favour.

**54. Declarations of Interests and dispensations**

54.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members of the Committee on items on the agenda – There were no declarations.

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

**55. To consider the draft minutes and confidential note of the meeting on 30 September 2024**

Cllr Pearce proposed to approve the draft minutes and confidential note subject to corrections on the typos raised under ‘members present’ and item 41; seconded by Cllr Coleby; eight votes in favour and one abstention. Cllr Brooks requested a query be raised on the confidential note in confidential session.

**56. 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 advance comments had been received and no members of the public were in attendance.

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

57.1. The Highlight Report update from the Project Manager (some aspects may be confidential) – The Project Manager confirmed the project had moved to the construction phase and the contractor was in place and thanked the Committee for their hard work.

The next milestone would be completion of construction works. At an earlier meeting with the Design Team and contractor, a construction programme had been agreed, including no works to begin before 14 November 2024 and there was a critical completion date of 20 October 2025 to ensure the project would not interrupt theatre business.

Full Council resolved to move to issue and sign off the JCT contract, subject to the Design Team being satisfied with all outstanding matters.

It had been noted at the pre-contract meeting that there was a legal requirement for a Principal Designer for building regulations. The role was normally undertaken by the

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Design Team (Foster Wilson Size) otherwise the default position was for client (LTC) to be Principal Designer. Foster Wilson Size had provided quote to undertake the role and it was noted there would be no expense to LTC for Foster Wilson Size to undertake that role as it would be funded by the Towns Fund grant.

There had been a further meeting between the two contractors for the Marina Theatre and the Marina Centre to ensure the programme of works for both projects aligned and to minimise the risk of interrupting the other's work.

The contractor would meet with Sam Vallerius every Monday morning to discuss the works for the week to ensure all theatre workers were updated on any works taking place.

The UK Power Network works had been completed within the expected timeframe. The gas works were not completed by the intended date (15 October 2024) and a new date had been provided (25 November 2024 – 6 December 2024). Whilst this would not impact the project timeline, it would leave the theatre in a situation where there was no heating.

Suffolk Fire Brigade, via East Suffolk Council's Building Control team, had commented on aspects of the building, including the external fire escape and the dressing rooms. As a result, the fire consultant needed to undertake additional work to their assessment to satisfy the Fire Brigade's comments. This would enable the finalisation of the Building Control application.

From the start date of 14 November 2024, the contractor would undertake non-intrusive demolition work and installation of kittiwake deterrent measures.

It was noted the draft Communications Plan was ready for the Committee to sign off, with Lowestoft Town Council's agreement delegated to officers to ensure there would be no delay to agreement and implementation of the Communications Plan.

- 57.2. The risk register (some aspects may be confidential) – This item would be discussed in confidential session.
- 57.3. To note process for agreeing internal fixtures and fittings – At the previous pre-contract meeting, Foster Wilson Size had provided a draft colour palette for consideration. A workshop date would be arranged with the Committee to agree the colour palette.
- 57.4. To note the revised construction timetable and to agree all parties consent to this – The Project Manager felt the programme was robust and advocated agreeing to the timeframe it set out.

It was noted there should be no construction work taking place during the kittiwake nesting season and the deterrents on the building would need to be in place before the kittiwakes arrived in February 2025 for the nesting season.

Cllr Pearce proposed to approve the revised construction timetable, subject to the Marina Theatre Trust's requirement that intrusive works not take place during the pantomime season being abided by (other than the preliminary works already agreed) and Lowestoft Town Council's requirement that the deterrent measures be in place before the kittiwakes arrived in 2025, with the start and end date to remain unchanged.

Cllr Barker declared she was a member of Suffolk Wildlife Trust.

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The Project Manager confirmed the end date was 16 October 2025 and the nesting prevention works for the kittiwakes were due to be implemented by November 2024.

Cllr Pearce proposed to agree to the construction timetable, subject to the requirements of both parties as discussed being included in the revised construction timetable; seconded by Cllr Barker; all in favour.

**58. To consider the funding agreement for financial support to the Marina Theatre (some aspects may be confidential)**

This item would be discussed in confidential session.

**59. To note progress with consideration of the draft lease (some aspects may be confidential)**

This item would be discussed in confidential session.

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

There were no recommendations in the public session, though some may be made in the confidential session.

**61. Date of the next meeting**

12 December 2024 – 14:00

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

It was agreed to hold the workshop on the material palette on the same day as the Committee meeting on 12 December 2024.

**63. 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:**

63.1. To consider any legal issues, including those above as required – Cllr Coleby proposed the meeting be taken into confidential session; seconded by Cllr Pearce; all in favour.

*The Chair closed the meeting to the public and moved into confidential session at 14:43*

Cllr Brooks' query on the confidential note was discussed and clarifications were provided. It was agreed there were no issues with the confidential note.

57.1. The Highlight Report update from the Project Manager (some aspects may be confidential) – The Acting Town Clerk and Project Manager would liaise further concerning the appointment of a Principal Designer and what procurement requirements would need to be fulfilled.

The Marina Theatre had receive a quote from the Construction Team and Cllr Pearce proposed the quote be treated as a project cost and for the Marina Theatre to liaise with the Acting Town Clerk to arrange payment; seconded by Cllr Barker; all in favour.

*Sam Vallerius left the chamber at 14:55*

Cllr Pearce made a confidential proposal; seconded by Cllr Barker; all in favour.

57.2. The risk register (some aspects may be confidential) – The Project Manager provided an

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update on the risk register.

Cllr Pearce proposed to accept the Project Manager’s recommended update to the risk register; seconded by Cllr Barker; all in favour.

**58. To consider the funding agreement for financial support to the Marina Theatre (some aspects may be confidential)**

An update was provided on the funding agreement for financial support to the Marina Theatre.

*Andy Gallant temporarily left the chamber at 15:08*

*Andy Gallant returned to the chamber at 15:10*

Cllr Pearce made a confidential proposal; seconded by Cllr Barker; seven votes in favour and one abstention.

**59. To note progress with consideration of the draft lease (some aspects may be confidential)**

The draft lease was due to be issued to MTT’s lawyers.

59.1. The Highlight Report update from the Project Manager (some aspects may be confidential) – Robin Townley proposed the Communications Plan be issued to the officers of all parties and for comments to be received and the draft to be agreed; seconded by Cllr Pearce; all in favour.

*The Chair closed the meeting at 15:40*

Signed: .....

13 February 2025