

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 12 December 2024

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Chair), Wendy Brooks, Christine Moore and Andy Pearce. Emma Bellward (Project Manager – East Suffolk Council Officer). Non-Councillor members Norman Cullingford, Andy Gallant and Sam Vallerius.

In Attendance: Mark Smith (Facilities and Contracts Manager), Christopher Meek (Events and Office Manager) and Taylor Williams (Committee Clerk and Planning Assistant)

64. Welcome

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

65. To receive and consider approval of apologies for absence

Apologies were received from Cllr Neil Coleby, Darren Newman (East Suffolk Council Officer) and non-Councillor member Robin Townley with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour.

66. Declarations of Interests and dispensations

66.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members of the Committee on items on the agenda – Cllr Moore declared she was an East Suffolk Council employee. Cllr Barker declared she was a member of Suffolk Wildlife Trust.

66.2. To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received.

67. To consider the draft minutes and confidential note of the meeting on 14 November 2024

It was agreed to defer approval of the minutes to the next meeting.

68. 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.

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

69.1. The Highlight Report update from the Project Manager (some aspects may be confidential) – The contract had been signed by all parties and employer's insurance was in place. The Input Group were working to the agreed construction programme which worked around the schedule of the pantomime season. The first stage of construction work was the demolition phase of the existing link building (which was nearing completion) and the next stage would focus on structural fabrication and drainage work.

Temporary fire escapes had been installed to allow safe use of the building. The gas works had been completed and heating was back on in the theatre. Regarding the work packages, the assessment from the Fire Consultant needed to be reviewed and outcomes from the Building Control application would need to be signed off.

A Principal Designer had been appointed and the asbestos report had been completed for the link building (which had returned clear) and that same survey would be carried out in the auditorium in Spring 2025 ahead of the works due to take place in that area of the building. The kittiwake measures, as agreed by this Committee and outlined by Foster Wilson Size and Suffolk Wildlife Trust, would be implemented before Christmas. Suffolk Wildlife Trust would then return to check and sign off the measures onsite.

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Comments had been received for the draft Communications Plan and the Project Manager suggested the plan now be made the final version.

Regarding the finances, nearly all of the available £250,000 to get the project to RIBA Stage 4 had been spent. The next instalment of funding was due to be in Lowestoft Town Council's (LTC) account ready for the next payments.

Cllr Brooks expressed concerns over the extent of demolition works on the Marina Centre and how the wall of the zenith building had been affected. The Committee noted the demolition works for that project was proceeding according to the planning documents and the Project Manager confirmed the structural engineers of both the Marina Centre Project and Marina Theatre Project were providing advice to ensure the planned approach was safe for both parties. LTC and the Marina Theatre Trust have been involved in conversations to ensure all parties were aware of the working practices and all parties were in agreement on the progress of the project. The Project Manager noted a steel beam remained on the outside wall that linked to LTC's building, therefore any proposal for the steel beam would first be checked with LTC.

69.2. To note no change in the risk register (some aspects may be confidential) – There were no comments on the risk register.

70. 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.

71. To consider any additional recommendations to Full Council

There were no recommendations.

72. Date of the next meeting

9 January 2025

73. Items for the next agenda and close

No items were requested for the next agenda.

74. 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:

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

The Chair closed the meeting to the public and moved into confidential session at 14:15

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

No further discussion was required as the content of the funding agreement had been previously approved and the written document was in progress.

The Chair closed the meeting at 14:16

Signed:

13 February 2025