

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 September 2024

MINUTES

Present: Cllrs Wendy Brooks and Andy Pearce. Non-Councillor members Darren Newman (East Suffolk Council) and Andy Gallant, Norman Cullingford, David Blythe, Hazel Clover, Sam Vallerius and Robin Townley (Deputy Chair) (Marina Theatre Trust)

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Project and Committee Clerk)

Public: There were no members of the public in attendance

28. Welcome

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

29. Apologies for absence

Apologies were received from Cllrs Sonia Barker, Nasima Begum and Neil Coleby, and Marina Theatre Project Manager Emma Bellward. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Brooks; all in favour.

30. Declarations of Interests and dispensations

- 30.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members of the Committee on items on the agenda – There were none.
- 30.2. Written requests for dispensations for interests and note dispensations granted – There were none.

31. The draft minutes and confidential note of the meeting on 8th August 2024

Cllr Pearce proposed approval of the minutes and confidential note; seconded by Andy Gallant; all in favour.

32. Public forum

No advance comments had been received and there were no members of the public in attendance.

33. A report from the Project Manager, including:

- 33.1. The Highlight Report update from the Project Manager (some aspects may be confidential) – The Project Manager had provided a report prior to the meeting. Mr Newman advised the project was running to the agreed timeframe. The application for building control had been submitted. The tender had been issued on 12 August, with a return date of 16 September, after which they would be duly reviewed and scored. A date had been agreed with UK Power Networks, for works to commence from 28 October. This had been co-ordinated with the Theatre to minimise disruption. Dates in mid-October for the gas works had been submitted to Cadent.
- 33.2. The risk register (some aspects may be confidential) – There had been no update since the last meeting. The Theatre currently had no heating. Portable heaters were being sourced. One quotation had been received for the gas works, another was pending. The contract could be awarded as soon as at least two quotations had been received.

34. Funding support (confidential)

To be considered during the confidential session.

35. A legal report, including matters from both parties on Licence for Alterations (confidential)

To be considered during the confidential session.

36. Any recommendations to Full Council

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Any recommendations would likely arise from the items being considered during the confidential session. The confirmation that a date for the UK Power Networks works had been set was welcomed by the Committee. There was potential for these works to cause a delay to the programme, however when a contractor is appointed there will be discussions as to how they may work around the UK Power Network works to advance their programme. Cadent had provided some provisional dates in October for their works, but were awaiting the approval of appropriate authorities to undertake works on the public highway.

37. Date of the next meeting

Thursday 10th October 2024 - 14:00. Several Committee members were unable to attend this meeting. It was agreed that an alternative date would be agreed with Committee members via email.

38. Items for the next agenda and close

There were no requests for items to be added to the next agenda.

Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Brooks; all in favour.

39. Resolution to close the meeting to the public:

39.1. Any legal issues, including those above as required:

34. Funding support (confidential) – There was a confidential discussion regarding potential funding support. Mr Townley suggested offering a workshop to a representative of the Town Council to go through the figures with a Trustee. Cllr Pearce proposed to take up the offer of a workshop and feed back to Full Council for consideration; seconded by Cllr Brooks; all in favour.

35. A legal report, including matters from both parties on Licence for Alterations (confidential) – An update on the draft licence was provided. The mechanism for the swift resolution of non-material matters was discussed.

Mr Gallant temporarily left the meeting 14:45 and returned 14:46

An update on the lease was provided.

Cllr Pearce proposed to delegate authority to the Acting Town Clerk to communicate directly with Full Council following the workshop, without the need for it to come back to this Committee first, noting the material would be treated in the strictest confidence at all times; seconded by Mr Gallant; all in favour.

The Facilities and Contracts Manager would liaise with the relevant staff at the Theatre regarding the heating solution. The Facilities and Contracts Manager considered the temporary heating solution would not be required if the new pipe works are carried out prior to the Cadent works.

The meeting was closed at 15:13.

Signed:

10 October 2024