

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 13 February 2025

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Chair), Wendy Brooks and Andy Pearce. Non-Councillor members Emma Bellward (East Suffolk Council) and Marina Theatre Trustees Norman Cullingford, Andy Gallant, Robin Townley (Deputy Chair) and Sam Vallerius

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

75. Welcome

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

As the number of non-Councillor members exceeded the number of Councillors present, one non-Councillor was asked to withdraw their voting rights to maintain the meeting's quorum. Norman Cullingford withdrew his voting rights for the meeting.

76. To receive and consider approval of apologies for absence

Apologies were received from Cllr Neil Coleby with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Barker; all in favour.

Darren Newman and Cllr Christine Moore were absent with no apologies received.

77. Declarations of Interests and dispensations

77.1. 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.

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

78. To consider the draft minutes and confidential note of the meeting on 14 November and 12 December 2024

Cllr Pearce proposed approval of the draft minutes and confidential notes for both 14 November and 12 December; seconded by Cllr Brooks; all in favour.

79. 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.

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

80.1. The Highlight Report update from the Project Manager (some aspects may be confidential) – The Quantity Surveyor has produced a cost report and confirmed the project was in budget with 92.5% of the total underspend remaining.

Input Group were working through the agreed construction programme and were undertaking excavation for drainage and foundations. The temporary front of house office has been instructed and partially built.

A live UK Power Networks low-voltage cable had been found onsite, the foundations are due to be reconfigured so the cable could remain in place, this would not cause a time delay to the project.

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An unknown water supply has been found crossing the site and Input Group was contacting various organisations to determine what system the supply feeds into.

The kittiwake measures have been inspected by Suffolk Wildlife Trust who recommended a watching brief be maintained with a daily walk to be undertaken by the site manager.

Building Control approval has been given to the full plans.

The Unexploded Ordnance Officer confirmed there was no longer a need to carry on a watching brief.

The Quantity Surveyor had queried the acquisition of non-negligence insurance and suggested this insurance be taken up to reduce the project risk. There was a provisional sum of £7,000 as an allowance for the insurance which was covered by the Towns Fund. The Project Manager confirmed no further excavation work was being undertaken on the adjacent Marina Centre project.

The Committee queried if there were more works planned where the risk of non-negligent damage was a consideration which the Town Council would want to insure against.

The Project Manager advised the Committee to consider taking up the insurance if they wish to completely minimise the risk of non-negligent damage with the foundation works for the new link building and the auditorium works still to take place.

As £7,000 was already allotted in the budget for insurance, Cllr Pearce proposed the insurance be considered a required component and a delegation be made to officers, in conjunction with the Project Manager and Project Team, to carry out the procurement of the insurance; seconded by Cllr Barker; all in favour.

It was requested a profile of spend to date compared to the actual spend to date be provided to the Committee to review to see if there is a disparity and potentially any delays in the programme. It was confirmed at the time of the meeting there was no reported delay in the programme and any unexpected elements in the project were flagged within the team and concerned parties to minimise potential time delays.

80.2. The risk register (some aspects may be confidential) – There was no update on the risk register as all risks remained at the level when previously reported to the Committee.

81. To note delegation to the Facilities and Contracts Manager to authorise any additional project variations

This was noted.

82. To receive the notes of the Palettes Workshop and update on outcomes

It was noted the next meeting would be hosted in the Marina Theatre and involve the input of staff members. Paint samples and carpet samples would be provided at this meeting.

83. 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.

84. To consider any additional recommendations to Full Council

There were no recommendations to Full Council.

85. Date of the next meeting

Lowestoft Town Council
Meeting of the Marina Theatre Project Committee
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14:00 on Thursday 13 February 2025

13 March 2025 – 14:00

86. Items for the next agenda and close

An item was requested for the next agenda to consider the Committee's Terms of Reference.

87. 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:

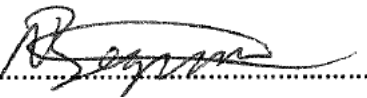
87.1. To consider any legal issues, including those above as required – Cllr Pearce requested the meeting be moved into confidential session; seconded by Cllr Barker; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 14:47

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

There was a confidential discussion concerning the funding agreement for financial support to the Marina Theatre.

The Chair closed the meeting at 14:58

Signed: 
13 March 2025