

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 March 2025

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Chair), Wendy Brooks and Neil Coleby. Non-Councillor members Emma Bellward and Darren Newman (East Suffolk Council Officers) and Norman Cullingford, Andy Gallant, Robin Townley and Sam Vallerius (Marina Theatre Trust)

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

88. Welcome

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

89. To receive and consider approval of apologies for absence

No apologies had been received.

Cllr Christine Moore was absent with no apologies received.

It was noted Cllr Pearce had resigned from the Committee.

90. Declarations of Interests and dispensations

90.1. 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.

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

To maintain the quorum requirements of an even number of voting Councillors and non-members, Emma Bellward rescinded her voting rights for the meeting.

91. To consider the draft minutes and confidential note of the meeting on 13 February 2025

Cllr Barker proposed approval of the draft minutes and confidential note; seconded by Cllr Coleby; eight votes in favour and one abstention.

92. 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.

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

93.1. The Highlight Report update from the Project Manager (some aspects may be confidential) – The updated report had been provided.

For the construction phase, the triangle section of the building demolition had been completed, the buggy store next to the temporary front of house office was due to be constructed and the safe has been relocated and secured. The main focus for work over the month was drainage and reinforcements for the lift.

The Project Manager requested a discussion on the contingency release be taken into confidential session.

93.2. The risk register (some aspects may be confidential) – There was no change to the risk register and the Committee agreed to maintain the register in its current iteration.

93.3. The Cost Report – The Project Manager confirmed this information was covered in the highlight report.

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94. To receive feedback from the Colour Palette meeting on 7 March 2024

Members agreed this had been a positive meeting and staff of the Marina Theatre had also provided input. There had been discussions on the possibility of providing a small survey with the regular café customers to receive their views.

Further samples were due to be ordered for the carpet.

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

The Acting Town Clerk had met with Sam Vallerius and Eddi Sharp to work through the details and the solicitors were working through the funding agreement.

96. To consider any additional recommendations to Full Council

There were no recommendations.

Robin Townley requested Cllr Pearce be thanked for his participation and assistance in the business of these meetings.

The Marina Theatre Trust confirmed no shows had been lost due to development works from this project.

97. Date of the next meeting

10 April 2025 – 14:00

98. Items for the next agenda and close

No items were requested for the next agenda

99. 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:

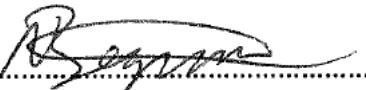
99.1. To consider any legal issues, including those above as required – Cllr Coleby proposed the meeting be moved into confidential session; seconded by Cllr Barker; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 14:26

93.1. The Highlight Report update from the Project Manager (some aspects may be confidential) – There was a confidential discussion on contingency matters and the current project scope.

Cllr Coleby proposed an extraordinary meeting be arranged to receive further information and costs for the variation to the project and make a recommendation to Full Council; seconded by Cllr Barker; all in favour.

The Chair closed the meeting at 14:57

Signed: 
10 April 2025

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