

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Marina Theatre Project Committee [In-person]** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **2:00 PM** on **Thursday, July 10, 2025**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

.....
Sarah Foote, Acting Town Clerk and Responsible Financial Officer
3 July 2025

Lowestoft Town Council
Marina Theatre Project Committee [In-person]
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
2:00 PM on Thursday, July 10, 2025

AGENDA

15 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

16 To receive and consider approval of apologies for absence

17 Declarations of Interests and dispensations

17.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

17.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

18 To consider the draft minutes of the meeting on 12 June 2025

19 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.

20 To revisit a prior resolution on the appointment of the Deputy Chair of this Committee in light of legal advice received

21 To receive an update report from the Project Manager, including the following:

21.1 The Highlight Report update
(some aspects may be confidential)

21.2 The risk register
(some aspects may be confidential)

22 To note any acceptance of the Funding Agreement and other legal matters regarding payments issued to the Marina Theatre Trust to cover closed period
(confidential)

23 Date of next meeting
Thursday 14 August 14:00

24 Items for the next agenda and close

Lowestoft Town Council
Marina Theatre Project Committee [In-person]
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
2:00 PM on Thursday, July 10, 2025

25 Admission to meetings

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 employment matters and legal issues relating to the matters on this agenda

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 12 June 2025 at 2:00 PM

MINUTES

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

In attendance: Sarah Foote (Acting Town Clerk), Mark Smith (Facilities and Contracts Manager) and Taylor Williams (Committee Clerk and Planning Assistant)

1 Welcome

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

In order to maintain the required quorum for this Project Committee, David Blythe and Norman Cullingford rescinded their voting rights for this meeting.

2 To receive and consider approval of apologies for absence

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

3 Declarations of interests and dispensations

- 3.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members on items on the agenda – There were no declarations.
- 3.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests for dispensations had been received.

4 To consider the draft minutes of the meeting on 8 May 2025

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

5 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.

6 To review and adopt committee arrangements

- 6.1 To note the membership of the Marina Theatre Project Committee – The members of the Project Committee were noted to be the following: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby, Christine Moore and Andy Pearce, and non-Councillor members Emma Bellward and Darren Newman (East Suffolk Council) and four representatives of the Marina Theatre Trust.
- 6.2 To appoint the deputy chair of the marina theatre project committee – Cllr Pearce nominated non-Councillor member Robin Townley, who accepted the nomination; seconded by Darren Newman; all in favour.
- 6.3 To consider the Terms of Reference – It was requested item 6A be updated to include the Deputy Chair and delete the specification of 'among the Town Councillor's due to the precedent of appointing a non-Councillor member to the role of Deputy Chair. It was requested legal advice be sought on whether a non-Councillor member, in the Chair's seat, should be able to exercise the casting vote. Cllr Pearce proposed the Terms of Reference be adopted with the requested amendments; seconded by Cllr Barker; ten votes in favour and one abstention.

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 12 June 2025 at 2:00 PM

- 6.4 To agree the meeting schedule – Cllr Brooks proposed to continue with the current schedule of the second Thursday of the month at 14:00; seconded by Darren Newman; all in favour.
- 6.5 To review the delegations of this committee – Cllr Pearce proposed the delegations be accepted as it has been covered under the Terms of Reference; seconded by Cllr Barker; all in favour.

7 To receive an update report from the Project Manager, including the following:

- 7.1 The highlight report update (some aspects may be confidential) – The timeframe for the project was at 60% completion with 42% of the contingency spent to date (with £288,000 remaining). £3,500 had been spent on additional work in the month, but there had been a cost saving from the buggy store, so the overall contingency spend was reduced to under £3,000 for the past month. The steel framework was progressing with the completion of the upper level of the steel frame and the installation of the metal decking on the floor, and the brickwork was underway for the lower level of the link building.

It was requested the construction project cost be checked to clarify if it included only the construction contract or was the entire project budget.

The work packages for the remainder of the month included a key milestone with the commencement of works on the auditorium and café, with the link building works to progress further. The carpet order would be placed this month and the lift was due to be delivered to site

- 7.2 The Risk Register (some aspects may be confidential) – The Project Manager had no recommendations to change the risks on the register.

8 To receive a report on building control regulatory matters relating to circle seating and make any necessary recommendations to Full Council (some aspects may be confidential)

Darren Newman informed the Committee that the Building Regulations report had highlighted a recommendation for the circle seating, which was noted to be below the existing building regulation standards, to bring it up to standards. However, as this was an existing building they were not able to mandate that the changes be made, only recommend that the proposed works presented an ideal opportunity to bring the seating up to standard.

It was confirmed that not addressing the seating would not cause the seating to fail a building control inspection.

Cllr Pearce proposed a recommendation be made to Full Council to authorise the works, subject to clarification on whether the £2.9million as the total estimated construction project cost refers to the construction budget or the overall budget.

A request was made to the Project Manager to ask Foster Wilson Size to correct their report as it had listed the suggested improvements as mandatory works and incorrectly warned that without the improvements, building control wouldn't sign off on the project. It was also requested Foster Wilson Size be informed that instruction for the works would come from Full Council.

Cllr Pearce amended his proposal to specify that in light of the information received from Building Control, this recommendation would be a discretionary decision of the Council and would not be made on the premise of these being mandatory works; seconded by Cllr Barker; all in favour.

9 To receive an update on acceptance of the lease (some aspects may be confidential)

This item would be discussed in confidential session.

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 12 June 2025 at 2:00 PM

- 10 To receive an update on acceptance of the funding agreement (some aspects may be confidential)**
This item would be discussed in confidential session.

- 11 To consider any additional recommendations to Full Council**
A recommendation was made under item eight regarding out-of-project scope works.

- 12 Date of next meeting**
Thursday 10 July 2025 14:00

- 13 Items for the next agenda and close**
No items were requested for the next agenda.

- 14 Admission to meetings**
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 employment matters and legal issues relating to the matters on this agenda – 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 14:31

- 9 To receive an update on acceptance of the lease (some aspects may be confidential)**
An update was provided and Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

- 10 To receive an update on acceptance of the funding agreement (some aspects may be confidential)**
A confidential update was provided on the funding agreement.

The Chair closed the meeting at 14:50

Signed:
10 July 2025