

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Town Hall Project Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **10:00 on Thursday 11 September 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

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Sarah Foote, Town Clerk
04 September 2025

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Thursday 11 September 2025

AGENDA

40 Welcome

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

41 To receive and consider approval of apologies for absence

42 Declarations of Interests and dispensations

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

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

43 To consider the draft minutes and confidential note of the meeting on 14 August 2025

44 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.

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

45.1 An update on contractual matters

45.2 Any planned actions to be authorised for progression

45.3 The Risk Register

45.4 Updated Business Plan

46 Finance, budget monitoring and payments (see report):

To note and consider income and expenditure

46.1 Monitoring the budget

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46.2 Any payments for approval

47 To receive an update on recruitment

48 Date of next meeting

Thursday 8 October 10:00

49 Items for the next agenda and close

50 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

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Minutes

Present: Cllrs Nasima Begum (Chair), Wendy Brooks, Andy Pearce, Non-Councillor member Helen Johnson (East Suffolk Council Officer)

In Attendance: Taylor Williams (Committee Clerk and Planning Assistant)

Also in Attendance: Sheila Moss King (Town Hall Project Manager)

27 Welcome

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

28 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Sonia Barker and Bernie Rappensberger with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Brooks; all in favour.

Cllrs Neil Coleby and Nick Webb and non-Councillor member Ben Porter (East Suffolk Council Officer) were absent with no apologies received.

29 Declarations of interests and dispensations

29.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members on items on the agenda – There were no declarations.

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

30 To consider the draft minutes and confidential note of the meeting on 10 July 2025

Cllr Pearce proposed approval subject to a grammatical error being amended on the list of Councillors present; seconded by Cllr Brooks; all in favour.

31 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.

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

32.1 An update on contractual matters – A notification of a delay of up to twelve weeks had been submitted by Barnes Construction. The delay was due to the condition of the roofs and the required replacement of roof timbers which necessitated supporting the roofs with scaffolding from the ground floor upwards. The Contract Administrators were investigating this further to ascertain the reasons for the delay and would consider potential mitigations. The Project Manager requested further costs as a result of the delay notification be discussed in confidential session due to the contractual matters.

The UK Power Networks (UKPN) had started work onsite and the Project Manager reported the public, particularly businesses in the High Street, were concerned about the potential impact of these works. The Project Manager had been reassured that UKPN would give advance notice to the public of any impacts, and there were no plans for any outages in the timeline of works.

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Historic England's recent press release confirmed the Project's successful bid for a £707,000 grant, this would go towards the restoration costs for windows, doors, roof, plaster and panelling (i.e. the heritage features of the building), which would consequently help reduce the amount to draw down from the Public Work's Loan.

- 32.2 Any planned actions to be authorised for progression – The Project Manager had an action to raise for authorisation but requested it be dealt with under confidential session. Cllr Brooks requested logos also be discussed.
- 32.3 The risk register – It was noted the costs resulting from the delay notification would be outweighed by the savings and the additional professional fees were within the contingency allowance.
- 32.4 Updated business plan – The Project Manager was finalising the role for the Town Hall Manager and had started discussions with an insurance broker on insurance costs for the Town Hall. The Project Manager noted the premiums may be higher than initially projected in the business plan and would review this further with the broker and obtain a scale of likely costs for the annual insurance premium.

As part of the joint works insurance, Allianz had sent a risk surveyor to the site to ensure work was proceeding per the insurance proposals. A report had been provided from this site visit which highlighted risks relating to charging stations and batteries, specifically for e-bikes and e-cars, and PV panels.

The PV panel designs had been submitted, and the Project Manager would continue to progress this with Allianz and the insurance brokers.

33 Finance, budget monitoring and payments (see report):

To note and consider income and expenditure

- 33.1 Monitoring the budget – At this time, the project was in a reasonable position on the contingency budget. The full cost of extension of time for the main contract was also covered and had been taken from the contingency and allocated to the budget to ensure provisions are made for potential contingency spend.

As of yet there had been no draw down from the Public Works Loan as the expenditure on the capital contract was slower than initially anticipated and 25% of the Historic England grant was due to be paid to the Lowestoft Town Council (LTC). The Project Manager explained that whilst the project programme was at 20-21% completion, only 9% of the budget had been spent.

Furthermore, LTC had a year to make the first draw down from the loan. The Project Manager was reviewing the budget regularly with the Finance Manager and further feedback would be given in October and November to be factored into the budget preparations for 2026/2027.

- 33.2 Any payments for approval – One payment for approval needed to be discussed in confidential session as it concerned contractual matters.

34 To consider the feasibility of provision of a public transport service to north of the High Street

The Public Transport Working Group had discussed the feasibility of a service to the High Street and felt it was best to try and extend the existing routes. This request for extended services could be combined with existing projects in the town, such as East Suffolk Council's (ESC) refurbishment of the post office. Helen Johnson confirmed ESC could work with LTC to advocate on this but noted neither Council had statutory authority in relation to public transport.

The Scheme on a Page bid could be an avenue to submit proposals for extending existing bus routes.

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The Committee agreed that at an appropriate point in the project, a conversation on the need for extended services could be initiated with local stakeholders and bus companies, though clearer timescales would be needed to enable the discussions.

As this was not in the Committee's remit, it would need to be resolved by Council to initiate dialogue with the stakeholders.

35 To receive information on the feasibility of installing solar powered electric bicycle chargers at the Town Hall

The risk report from Allianz had noted that EV charges tended to warrant caution in insurers due to the fire risk and there was no location to enable the safe installation of chargers. The Project Manager advised that this venture would not be feasible in the project and would likely impact the insurance.

A suggestion was made to consider providing the amenity on a site with no or minimal fire risk, such as an open space.

36 To consider staffing requirements and budget recommendations (some aspects may be confidential)

A Heritage Apprentice had been appointed after a reasonable level of interest with a shortlist of 4 applicants. The appointment would last for eighteen months.

It was requested there be a discussion on whether LTC would want to maintain one of the apprenticeships permanently and how that may operate. The Project Manager advised that be considered when the second apprentice is in place as LTC would need to confirm if it would be able to provide a good quality apprenticeship.

37 Date of next meeting

Thursday 11 September 10:00

38 Items for the next agenda and close

No items were requested for the next agenda.

39 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 Brooks; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 11:02

32.1 An update on contractual matters – The Project Manager provided a further updated on costs resulting from the delay notification and mitigations being considered.

33.2 Any payments for approval – The Project Manager notified the Committee of a payment to be considered for approval.

Cllr Pearce made a confidential proposal; seconded by Helen Johnson; all in favour.

The Project Manager confirmed item 32.2 had been covered under 33.2.
There was no discussion on logos in the confidential session.

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The Chair closed the meeting at 11:28

Signed:
11 September 2025