

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Marina Theatre Project Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **2:00 PM on Thursday, October 9, 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, Town Clerk
02 October 2025

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
2:00 PM on Thursday, October 9, 2025

AGENDA

33 Welcome

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

34 To receive and consider approval of apologies for absence

35 Declarations of Interests and dispensations

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

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

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

37 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.

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

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

38.2 The risk register (some aspects may be confidential)

39 Date of next meeting

Thursday 13 November 2025

40 Items for the next agenda and close

41 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

Thursday 10 July 2025 at 14:00

MINUTES

Present: Sonia Barker, Nasima Begum (Chair), Andy Pearce and non-Councillor members Emma Bellward (Project Manager, East Suffolk Council), Norman Cullingford, Andy Gallant, Robin Townley and Sam Vallerius (Marina Theatre Trust)

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

Public: There were no members of the public in attendance

15 Welcome

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

16 Apologies for absence

Apologies were received from Cllrs Wendy Brooks, Neil Coleby and Darren Newman, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour. As there were three Town Councillors in attendance, only three of the non-Councillor members in attendance at this meeting would be able to vote. The Project Manager was one of those, and it was agreed Andy Gallant and Robin Townley would be the voting members on behalf of the Trust.

17 Declarations of interests and dispensations

17.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests – There were none.

17.2 Written requests for dispensations for disclosable pecuniary interests and note dispensations granted – There were none.

18 The draft minutes of the meeting on 12 June 2025

Cllr Pearce identified a typographical error in the last paragraph of item 8 of the 12 June 2025 minutes, but proposed approval of the minutes and confidential note with the amendment; seconded by Cllr Barker; all in favour.

19 Public Forum

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

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

In law, the Chair of the meeting had a casting vote. The National Association of Local Councils considered it inappropriate for a non-Councillor member to have casting vote, which could be used to benefit the organisation they are representing. The original proposal to appoint a Trustee as the Deputy Chair was to give both parties an equal voice. In light of the advice received, Cllr Pearce proposed to follow the arrangement adopted by the Town Hall Project Committee to not have a Deputy Chair, but to appoint a Councillor member of the Committee to preside over the meeting, in the event of the Chair's absence; seconded by Cllr Barker; all in favour.

21 An update report from the Project Manager, including the following:

21.1 The Highlight Report (some aspects may be confidential) – The project was nearly 70% complete. A programme meeting had been held recently. Input Group had reported a four-week delay. The targeted 'soft opening' was on 23 October and this did not impact the Theatre's schedule. An update programme had been requested and would be circulated the following week. From the Quantity Surveyor's report, the total project estimate was £3,014,000. 49% of the contingency budgets had been spent to date. There had recently been a break-in at the site. Hand tools and

Lowestoft Town Council

Marina Theatre Project Committee

Thursday 10 July 2025 at 14:00

accessories had been stolen. The Police had responded promptly and additional security cameras and hoardings had been erected to secure the site. Site security would be considered further during the confidential session. An update was provided on works to the café, toilet area and new link building. The Town Council had made the decision to proceed with the additional works to the Circle seating area in the auditorium. Building Control were visiting the site regularly and had reported no issues. An application had been submitted for advertisement consent. Ventilation, installation of the accessible toilet, brickwork, glazing, partitions, assessing of the floors and laying of the new carpet were due to take place over the coming month.

21.2 The Risk Register (some aspects may be confidential) – To be considered during the confidential session.

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

To be considered during the confidential session.

23 Date of next meeting

Thursday 14 August 14:00.

24 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 Barker; all in favour.

25 Admission to meetings

21.1 The Highlight Report (some aspects may be confidential) – There was a further discussion regarding site security.

21.2 The Risk Register (some aspects may be confidential) – The Project Manager reported on an issue which had not yet been added to the Risk Register but would be. It was considered the Town Council should seek legal advice on its ability to intervene if required.

22 Any acceptance of the Funding Agreement and other legal matters regarding payments issued to the Marina Theatre Trust to cover closed period (confidential) – An update was provided on the lease, Funding Agreement and Management Services Agreement.

The meeting was closed at 14:40.

Signed:

16 July 2025

Lowestoft Town Council

Marina Theatre Project Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

2:00 PM on Thursday, October 9, 2025