

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 8 January 2026**.

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
7 January 2026

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 Thursday 8 January 2026

AGENDA

84 Welcome

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

85 To receive and consider approval of apologies for absence

86 Declarations of Interests and dispensations

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

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

87 To consider the draft minutes and confidential note of the meeting on 11 December 2025

88 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.

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

89.1 An update on contractual matters

89.2 Any planned actions to be authorised for progression

89.3 The Risk Register

89.4 Updated Business Plan

89.5 An update on the Activity Plan

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

To note and consider income and expenditure

90.1 Monitoring the budget

90.2 Any payments for approval

91 To discuss bus transport infrastructure for the Town Hall

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Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 Thursday 8 January 2026

92 Date of next meeting

Thursday 12 February 10:00

93 Items for the next agenda and close

94 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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Town Hall Project Committee
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Thursday 11 December 2025 10:00

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Nick Webb. Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council)

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

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

As the Chair was not in attendance, a member of the Committee would need to be nominated to preside over the meeting. Cllr Coleby nominated Cllr Webb; seconded by Cllr Brooks; all in favour.

74 Welcome

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

75 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Sonia Barker, Nasima Begum, Andy Pearce and Bernie Rappensberger with reasons provided. Cllr Coleby proposed approval of the apologies received; seconded by Cllr Brooks; all in favour.

76 Declarations of interests and dispensations

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

76.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests for dispensations had been received.

77 To consider the draft minutes and confidential note of the meeting on 13 November 2025

Cllr Brooks proposed approval but requested a typographical error be corrected in the confidential note (item 68.1, third paragraph); seconded by Cllr Coleby; all in favour.

78 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.

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

79.1 An update on contractual matters (some aspects may be confidential) – The main construction phase was making visible, good progress with the temporary roofing being removed and scaffolding being reduced, which would allow for further works to proceed such as the reinstatement of the clock faces in mid-January 2026.

Further to the discussion at the previous meeting regarding Barnes Construction's inspection by the Considerate Contractor Scheme, further orders had been placed within the Lowestoft constituency, bringing the total spend in the constituency to £1.187million, combined with the spend in the wider area of Suffolk, the total spend is £2.36million.

The construction phase continued to run behind programme and the Project Manager met with Barnes Construction to review possible mitigations and the implications. Due to the contractual nature of the issues to be discussed this would need to be moved into confidential session.

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As the programme delay may affect conservation elements that were planned to be funded by Historic England, the team had reviewed the programme of conservation elements of the project and identified enough works to ensure all grant funding would be used. Architects have developed an extract programme of conservation items with estimates of work done and work remaining, with an accompanying cost plan.

A concern was raised on the lack of street lighting on Mariners Street. As some streetlights had been removed due to the works, the Project Manager would raise this with Barnes Construction and query if lighting could be added to the scaffolding to illuminate the area.

- 79.2 Any planned actions to be authorised for progression – There was a list of planned actions, but no authorisation was required as all tasks were within the Project Manager’s delegated responsibilities. For the next month the Project Manager would focus on understanding the potential for time delays, the resulting cost implications for Barnes Construction and Lowestoft Town Council (such as professional fees and the joint works insurance) and working with Historic England to ensure all grant money is spent.
- 79.3 The Risk Register – There were no updates, the ongoing risk of delay remained but had not been escalated on the register. Cllr Brooks requested a potential risk for inclusion on the register be discussed in confidential session.
- 79.4 Updated Business Plan – The operational financials had been updated to support the Budget and Loan Sub-Committee with 2026-2027 expenditure, primarily this would cover the staff costs for the Town Hall Manager from 2 March 2026.
- 79.5 An update on the Activity Plan – The Heritage Officer’s report had been submitted to the Committee. The Project Manager confirmed the team were doing well and attending various events around the town, such as the Carols on the Quay event. The Suffolk Artlink Workshops at the Battery of Ideas had been well received. The team continued to work with consultants on the Pop Culture projects that would commence in 2026 with a series of events and activities, which would culminate in the first exhibition in the Town Hall gallery.

There had also been positive engagement via social media with recent posts to promote upcoming events at the Town Hall.

The Committee thanked the Heritage Officer, Heritage Apprentice and the team for their work.

A suggestion was made in relation to the Hall of Fame to consider having the recognitions in terms of themes rather than specific people in Lowestoft, such as singers and artists.

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

To note and consider income and expenditure

- 80.1 Monitoring the budget – £3.27million had been spent to date with further invoices to be settled before the Christmas period. A second Extension of Time claim had been received, which would have a financial impact on project. This would be discussed further in confidential session.

£603,000 had been spent from the Contingency budget, the Project Manager explained the figure had increased since the last report as the method to report contingency spend had been changed.

The previous Extension of Time had been assessed by the Contract Administrator, as the impartial body, and eight of the twelve weeks requested had been awarded and the cost plan would be amended accordingly. This extended the project completion date to September 2026.

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£4.1million had been drawn down and received from the Public Works Loan.
80.2 Any payments for approval – There were no payments to be approved.

81 Date of next meeting

Thursday 8 January 10:00

82 Items for the next agenda and close

No items were requested for the next agenda.

83 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 Coleby 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 10:40

79.1 An update on contractual matters (some aspects may be confidential) – The Project Manager provided a further update on confidential contractual matters.

Cllr Webb temporarily left the chamber at 10:56

Cllr Webb returned to the chamber at 10:59

79.3 The Risk Register – There was a confidential discussion regarding a possible addition to the risk register, the Project Manager would discuss this further with the Town Clerk.

Cllr Webb thanked all in attendance and the wider team for their work over the past year on the project.

The Chair closed the meeting at 11:26

Signed:

8 January 2026



MEETING PAPER

Subject: Town Hall activity plan monthly update

Meeting: Town Hall Project Committee

Date: 8 January 2026

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Date(s)	Event	Outcomes						Numbers	Comments
		AWR	HCO	HEX	LEA	SK	WEL		
06.11.25 13.11.25 27.11.25 04.12.25	Suffolk Artlink workshops , at the Battery of Ideas. A series of group workshops, working with Suffolk Artlink, encouraging people to explore Lowestoft memories and history, through different creative skills. Each session run by a different artist.	✓				✓	✓	Around 15-20 attendees, for each workshop.	These sessions were a great way to share news about the Town Hall Project and build audiences for future events and activities. This meant we gained a new collections volunteer, through these workshops. Attendees built friendships with each other, learnt skills and agreed to meet up with each other, beyond the workshops.

AWR – a wider range of people will be involved in heritage; **HCO** – heritage will be better conserved; **HEX** – heritage will be identified and better explained; **LEA** – people will have learnt about heritage leading to a change in ideas and actions; **SK** – people will have developed skills; **WEL** – people will have a greater wellbeing.

Date(s)	Event	Outcomes						Numbers	Comments
		AWR	HCO	HEX	LEA	SK	WEL		
16.12.25.	Collections digitisation at Hamilton House. Plus the induction of an events volunteer. Currently five collections digitisation volunteers.	✓	✓		✓	✓	✓	5	Most volunteers benefit from both the social and learning aspects of the collections sessions. One volunteer has a strong knowledge of both Lowestoft history and Town Hall history, which creates both more enjoyable collections work, and accuracy when documenting items. Two of the younger volunteers are using the collections volunteering, to improve CVs and build up experience.
22.12.25	FISH activity at Christchurch and St Margarets.	✓		✓	✓	✓		45, including 9 families	One family member was familiar with the Town Hall Project, thanks to previous FISH activities and the popup exhibition from last year. A parent mentioned that the FISH activities appeal to children of a certain age, but that there's not enough for young people to do, in Lowestoft. Maps of old/new Lowestoft meant more people were engaged with.
28.1.26	Town Hall Talk. Dr Richard Hoggett on JMW Turner in East Anglia. Future dates for talks:	✓		✓	✓			41 booked. (50 places available.)	The January talk is almost fully booked.

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Date(s)	Event	Outcomes						Numbers	Comments
		AWR	HCO	HEX	LEA	SK	WEL		
	25th February. Dr Francesca Vanke on Lowestoft Porcelain. 25th March. Dr Rowena Burgess on Crime and Punishment in England before the Twentieth Century. 25th April. (tbc.) Katie Hardy on the folklore and ghost stories of Lowestoft.								
End of January. (tbc)	When Lowestoft Rocked. Soft launch event at the Marina Theatre. Event to introduce the project and gather initial memories and sign-ups. Intergenerational session focused on 1960s-2000s memories. The event will act as both a community engagement activity and an informal oral history collection session, helping to identify key people, places, and stories to feed into later stages of the project. The relaxed, café-style setting will encourage conversation and connection, with background music from the relevant decades, informal seating, and light refreshments. Participants will be invited to browse archive materials, including newspaper	✓		✓	✓		✓		

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		AWR	HCO	HEX	LEA	SK	WEL		
	cuttings, gig posters, and photographs sourced from local collections. These materials will serve as conversation starters, prompting people to recall gigs, bands, venues, and the social life surrounding Lowestoft's music scene.								
28.2.26	Volunteer Open Day/Heritage Day , for Lowestoft museums and heritage groups. At Lowestoft Library.	✓		✓	✓				The Heritage Focus Group mentioned that their organisations need both more volunteers, and awareness raised about what they do. Promotion and details tbc.