

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Extraordinary Marina Theatre Project Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **11:15 on Tuesday 18 November 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
12 November 2025

Lowestoft Town Council
Extraordinary Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
11:15 Tuesday 18 November 2025

AGENDA

42 Welcome

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

43 To receive and consider approval of apologies for absence

44 Declarations of Interests and dispensations

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

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

45 To consider the draft minutes and confidential note of the meeting on 9 October 2025

46 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.

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

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

47.2 The risk register (some aspects may be confidential)

48 To receive a report from the Council's Facilities and Contracts Manager and the project's Contract Administrator on post-project requirements

49 Date of next meeting

To be confirmed.

50 Items for the next agenda and close

51 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 09 October 2025 at 14:00

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Christine Moore and Andy Pearce (Chair), plus non-Councillor members David Blyth, Norman Cullingford, Andy Gallant and Sam Vallerius (Marina Theatre Trust)

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

Also in attendance: Emma Chapman (Marina Theatre Project Manager)

Public: There were no members of the public in attendance

As the Chair had given apologies for this meeting, the Committee was asked to appoint a Councillor to preside over the meeting. Cllr Brooks nominated Cllr Pearce; seconded by Cllr Coleby; all in favour.

33 Welcome

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

34 Apologies for absence

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

35 Declarations of interests and dispensations:

35.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – There were none.

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

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

Cllr Brooks proposed approval of the minutes and confidential note of the meeting on 10 July 2025; seconded by Cllr Pearce; all in favour.

37 Public forum

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

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

38.1 The Highlight Report update (some aspects may be confidential) – The Theatre was due to reopen to the public in approximately two weeks. Regular handover meetings were taking place and Theatre staff were receiving the appropriate training. Regular liaison with the Building Control Officer was taking place, to ensure that aspects such as the lift and fire alarms were in good working order. The estimated project cost was 3.2million, and there was nine percent of the contingency fund remaining. Given that the project was nearing completion, the amount of contingency funding remaining was not considered a concern, but the finances would continue to be monitored closely. At the Town Hall Project Committee meeting earlier that day, the Town Council had been advised that the date for

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committing Towns Fund expenditure had been extended from 31 March 2026 to 31 March 2028.

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

39 Date of next meeting

Thursday 13 November at 14:00.

40 Items for the next agenda and close

As the project was nearing completion, it was suggested consideration be given to closing the Project Committee and re-establishing the Quarterly Liaison Meetings. The Project Committee would remain in place until the project had been delivered and signed off. The Quarterly Liaison Meetings had a separate brief, to consider the working relationship and governance documents between the Marina Theatre Trust and the Town Council. The Town Clerk would organise a date for the meeting.

41 Admission to meetings

38.2 The Risk Register (some aspects may be confidential) – The two amber risks were discussed, and Cllr Pearce made a proposal relating to one; seconded by Cllr Coleby; all in favour.

The red risk was discussed and it was considered the status should remain unchanged for now.

Details were provided of a new risk which had been added, and the implications of this were discussed.

The meeting was closed at 14:50.

Signed:
20 October 2025