

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 **14:00 on Thursday 11 December 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
05 December 2025

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
14:00 on Thursday 11 December 2025

AGENDA

51 Welcome

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

52 To receive and consider approval of apologies for absence

53 Declarations of Interests and dispensations

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

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

54 To consider the draft minutes and confidential note of the extraordinary meeting on 18 November 2025

55 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.

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

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

56.2 To receive a report on progress to project completion and to note any legal and contractual matters (confidential)

This report will be provided by the Project Manager and the Council's Facilities and Contracts Manager.

56.3 The risk register (some aspects may be confidential)

57 Date of next meeting

Thursday 8 January 14:00

58 Items for the next agenda and close

59 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

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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
Extraordinary Marina Theatre Project Committee

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

Tuesday 18 November 2025 11:15

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Chair), Wendy Brooks, Neil Coleby and Andy Pearce. Non-Councillor members Emma Bellward (Project Manager) and Darren Newman (East Suffolk Council). Hazel Clover, David Blythe, Robin Townley and Sam Vallerius (Marina Theatre Trust). Ed Wilson (Foster Wilson Size - Architect).

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

42 Welcome

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

43 To receive and consider approval of apologies for absence

No apologies had been received.

Cllr Christine Moore was absent with no apologies received.

44 Declarations of interests and dispensations

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

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

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

Cllr Brooks proposed approval of the draft minutes and confidential note; seconded by Cllr Pearce; all in favour.

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

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

47.1 The highlight report update (some aspects may be confidential) – The theatre reopened on 23 October 2025 with high attendance at the opening show. The Project Manager thanked everyone involved for ensuring the project achieved this milestone. The total estimated project cost was £3,305,578, which was £196,670 below the overall project budget. 7% of the contingency budget remained, equating to £33,914 and £194,464 remained in the variance budget. Further works were due to take place per the snagging list report which would be discussed further in confidential session.

47.2 The risk register (some aspects may be confidential) – A risk of the theatre being unable to deliver the capital project on time, avoiding pre booked shows in October 2025 had been reduced from amber to green at the last meeting. The Project Manager felt at this stage this risk could be removed from the register as the theatre has reopened. Cllr Coleby proposed removal of the risk per the Project Manager's recommendation; seconded by Cllr Pearce; all in favour.

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

Cllr Coleby proposed the meeting be moved into confidential session due to contractual matters to be discussed; seconded by Cllr Pearce; all in favour.

49 Date of next meeting

Thursday 11 December 14:00.

50 Items for the next agenda and close

No items were requested for the next agenda.

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 – This was resolved under item 47.2.

The Chair closed the meeting at 11:28

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

The Committee review the report on post-project requirements and all areas highlighted were discussed and considered in terms of issues identified and the timeline to complete the requirements.

Cllr Pearce made a confidential proposal regarding post-project works; seconded by Cllr Brooks; all in favour.

At 13:14 Cllr Coleby proposed to suspend Standing Order 3y for fifteen minutes; seconded by Cllr Pearce; all in favour.

Cllr Begum made a confidential proposal; seconded by Cllr Pearce; seven votes in favour and four abstentions.

The Chair closed the meeting at 13:25

Signed:

11 December 2025