

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 12 February 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
6 February 2026

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 Thursday 12 February 2026

AGENDA

95 Welcome

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

96 To receive and consider approval of apologies for absence

97 Declarations of Interests and dispensations

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

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

98 To consider the draft minutes of the meeting on 8 January 2026

99 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.

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

100.1 An update on contractual matters

100.2 Any planned actions to be authorised for progression

100.3 The Risk Register

100.4 Updated Business Plan

100.5 To receive an update on lease arrangements with the Registrars (some aspects may be confidential)

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

To note and consider income and expenditure

101.1 Monitoring the budget

101.2 Any payments for approval

101.3 To receive an update on cashflow forecast and funding streams

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102 To receive an update on efforts by relevant parties to improve bus transport for the Town Hall

103 To consider the creation of a new Roll of Honours Board to list the Mayors of Lowestoft Town Council, to be displayed at the Town Hall

104 Date of next meeting
Thursday 12 March 10:00

105 Items for the next agenda and close

106 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 Sonia Barker, Nasima Begum (Chair), Wendy Brooks, Andy Pearce and Nick Webb. Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council)

In attendance: Sarah Foote (Town Clerk, via Teams), Taylor Williams (Committee Clerk and Planning Assistant), John Chamberlain (Heritage Officer) and Holly Bryant (Heritage Apprentice)

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

84 Welcome

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

85 To receive and consider approval of apologies for absence

Apologies were received from Cllr Neil Coleby with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour.

Cllr Bernie Rappensberger was absent with no apologies received.

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 – There were no declarations.

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

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

Cllr Brooks proposed approval of the draft minutes and confidential note; seconded by Cllr Webb; six votes in favour and one abstention.

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

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

89.1 An update on contractual matters – There was no progress to report due to the site closure for the holiday period from 19 December 2025 to 5 January 2026. No security incidents had been reported over the closure period.

Roof works were ongoing and the temporary roof had been removed from the front of the building and the Compass Street elevation.

The clock dials were due to be reinstalled next week, after which the methods of illumination of the dials could be tested.

Temporary works were underway on the New Market Inn building to enable structural changes to take place, such as floor realignment.

The Project Team were awaiting a decision from Barnes Construction on whether they would change the programme to run the new build work for the Events Hall concurrently with the

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restoration of the rest of the building in order to enhance the chances of meeting a completion in this calendar year, though this option would be more complex and costly rather than undertaking the works sequentially.

- 89.2 Any planned actions to be authorised for progression – There were no planned actions that required authorisation.
- 89.3 The Risk Register – The Project Manager was due to discuss updates to the risk register with the Town Clerk as discussed at the previous meeting.
- 89.4 Updated Business Plan – Outcomes of the project were considered in the Business Plan. This included how the Town Hall would be judged in the wider context of the High Street as the public were aware the Town Hall was part of a wider regeneration project of the town, this would include the regeneration impact of the Town Hall, the cleanliness of the area and the condition of the properties. Communication activities were being considered to ensure it was clear what this project would deliver and the aspirations for the wider area.
- 89.5 An update on the Activity Plan – The Heritage Officer spoke on the success of the recent activities, noting the well-attended workshops in November and December 2025 held in the Battery of Ideas with fifteen to twenty attendees per session. The workshops were also a good avenue to share news and updates on the Town Hall.

Sessions on the digitisation of the Lowestoft Collection continue to be held at Hamilton House with a team of five volunteers.

Town Hall talks were scheduled for the end of January and currently forty-one of fifty places have been booked. Further Town Hall talks were planned: on the 25th February the talks would focus on Lowestoft Porcelain, on the 25th March the topic would be crime and punishment in England prior to the 21st century and on the 25th April the talks would cover folklore and ghost stories in Lowestoft.

The 'When Lowestoft Rocked' project was due to commence at the end of January 2026.

The Heritage Officer and Apprentice were thanked for their work so far on the project.

The Project Manager highlighted the importance of the Activity Plan as a visible aspect of the project and an important method to communicate the project with the public and also thanked the Heritage Officer and Apprentice for their hard work.

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

To note and consider income and expenditure

- 90.1 Monitoring the budget – There was no update due to the holiday closure period. The Project Manager confirmed budget provisions were being arranged should the Contract Administrator grant the Extension of Time. The Project Manager confirmed if the extension was accepted it would be within the contingency budget in the contract.
- 90.2 Any payments for approval – There were no payments to approve.

91 To discuss bus transport infrastructure for the Town Hall

The Public Transport Working Group had recently agreed to submit a new Scheme on A Page to Suffolk County Council to cover public transport on the High Street. The three non-Councillor members of the working group would draft the bid and would specifically reference the Town Hall and other projects on the High Street.

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The Project Committee queried if the Town Hall Project Manager would agree to liaise with the non-Councillor members, via the office, to share information on the project regarding projected footfall on the High Street and other relevant statistics. The Project Manager agreed and offered to send the Transport Statement to the working group to provide further information. The Committee Clerk would send the Scheme on A Page questions to the Project Manager and Ben Porter for feedback and information.

Cllr Pearce declared he was a Trustee of Disability Advice North East Suffolk (DANES) and suggested the working group collaborate with DANES and Waveney Disability Forum as consultees on disability access in the High Street.

92 Date of next meeting

Thursday 12 February 10:00

93 Items for the next agenda and close

An item was requested to receive an update on public transport on the High Street.

An item was requested to consider the creation of a new Roll of Honours board to list the Mayors of Lowestoft Town Council, to be displayed at the Town Hall.

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

The Chair closed the meeting at 10:50

Signed:

12 February 2026