

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 14 May 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
07 May 2026

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
14:00 on Thursday 14 May 2026

AGENDA

69 Welcome

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

70 To receive and consider approval of apologies for absence

71 Declarations of Interests and dispensations

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

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

72 To consider the draft minutes and confidential note of the meeting on 9 April 2026

73 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.

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

74.1 To receive a report on progress to project completion and to note any legal and contractual matters (some aspects may be confidential)

74.2 The Risk Register (some aspects may be confidential)

75 Date of next meeting

To be confirmed.

76 Items for the next agenda and close

77 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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Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 9 April 2026 14:00

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Chair) and Wendy Brooks. Non-Councillor members Norman Cullingford, Robin Townley and Sam Vallerius (Marina Theatre Trust)

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

60 Welcome

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

61 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby and Andy Pearce with reasons provided. Cllr Barker proposed approval; seconded by Cllr Brooks; all in favour.
Cllr Christine Moore was absent with no apologies received.

62 Declarations of interests and dispensations

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

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

63 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 Barker; five votes in favour and one abstention as the member was not present at the meeting.

64 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.

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

65.1 To receive a report on progress to project completion and to note any legal and contractual matters (some aspects may be confidential) – The report on progress to project completion would be provided in confidential session due to the contractual matters to be discussed.

65.2 The Risk Register (some aspects may be confidential) – The Risk Register would be reviewed in confidential session as it would cover confidential contractual matters.

66 Date of next meeting

To be confirmed.

67 Items for the next agenda and close

No items were requested for the next agenda.

68 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

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relating to the matters on this agenda – Cllr Barker proposed the meeting be moved into confidential session; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting to the public at 14:06

65.1 To receive a report on progress to project completion and to note any legal and contractual matters (some aspects may be confidential) – The Facilities and Contracts Manager provided an update on the progress to project completion, with further details provided on outstanding items in the project programme and scheduled dates for these works to progress.

65.2 The Risk Register (some aspects may be confidential) – The risk register was reviewed by the Committee.

The Chair closed the meeting at 14:33

Signed:
22 April 2026