

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 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
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Thursday 14 May 2026

AGENDA

128 Welcome

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

129 To receive and consider approval of apologies for absence

130 Declarations of Interests and dispensations

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

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

131 To consider the draft minutes of the meeting on 9 April 2026

132 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.

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

133.1 An update on contractual matters

133.2 Any planned actions to be authorised for progression

133.3 The Risk Register

133.4 The updated Business Plan

133.5 An update on the Activity Plan

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

To note and consider income and expenditure

134.1 Monitoring the budget

134.2 Any payments for approval

134.3 Update on contingency expenditure (confidential)

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135 To consider catering operations for the Town Hall (confidential)

136 Date of next meeting

To be confirmed at the Annual General Meeting

137 Items for the next agenda and close

138 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 Nasima Begum (Chair), Wendy Brooks, Neil Coleby and Andy Pearce. Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council Officers)

In attendance: Sarah Foote (Town Clerk), Francis Guildea (Town Hall Manager), John Chamberlain (Heritage Officer), Holly Bryant (Heritage Apprentice) and Taylor Williams (Committee Clerk and Planning Assistant)

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

118 Welcome

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

119 To receive and consider approval of apologies for absence

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

120 Declarations of interests and dispensations

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

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

121 To consider the draft minutes and confidential note of the meeting on 12 March 2026

Cllr Pearce proposed approval of the draft minutes; seconded by Helen Johnson; all in favour. The confidential note would be approved at the next meeting as it was not available.

122 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.

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

123.1 An update on contractual matters – An update was provided by the Project Manager on the works to date, noting the reduction of scaffolding, the progress made on the new build and the lime plastering inside the chamber.

The Project Manager was due to meet with the consultant to review the manufacturing plan of the interpretation contract. This would primarily concern the equipment due to be installed in the heritage hub and whilst it was anticipated there may be changes in costs, any changes should not impact the plan.

123.2 Any planned actions to be authorised for progression – The Project Manager informed the Committee that the Registrars were keen to progress the lease and were due to instruct the procurement of their IT infrastructure. There were no actions to be authorised for progression.

123.3 The Risk Register – The new risk added to the register related to the land to the rear of the Town Hall. The land was currently under lease for the project and once returned East Suffolk

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Council (ESC) were due to consider its future purpose. They have stated the intention was to have plans that would be complementary to the building.

This presented an operational risk to the Town Hall should the land be sold to a third party or used in a way that conflicted with the purpose of the Town Hall. The Project Team were due to meet with ESC later in the month to discuss this.

Whilst the risk rating was set at the maximum for impact, it had been rated a two for likelihood due to the commitment demonstrated by ESC for the land's use to be complimentary to the Town Hall.

It was queried if Local Government Reorganisation might present an opportunity for the land to be transferred to Lowestoft Town Council.

123.4 Updated Business Plan – The current focus was to progress the lease with the Registrars and the consider operation of the café.

123.5 An update on the Activity Plan – The team have attended several events, notably the Easter Market where they engaged with many groups who had not yet heard of the Town Hall Project.

Events were ongoing for the When Lowestoft Rocked project and the next Town Hall Talks were scheduled for 29 April. The Team were considering the possibility of future Town Hall talks being arranged as in-person events at different venues to help promote the project.

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

To note and consider income and expenditure

124.1 Monitoring the budget – £5.182 million had been spent of the £12.56 million budget. The Project Manager was awaiting receipt of the updated cost plan, after which the contingency update could then be provided. The Project Manager confirmed the project was still within budget and would report the contingency figures on a monthly basis.

An update was requested on the grant from Historic England. £707,000 had been granted by Historic England for a specific range of works and there has been much work to date, in conjunction with Historic England, to ensure they could evidence the full amount had been spent by 31 March 2026, and as a result there had been concerns of a potential shortfall of £40,000 to £70,000.

Originally, Historic England were due to fund 65% of the works, and the National Lottery Heritage Fund (NLHF) would provide the remaining 35%. This has been re-considered and agreed that the NLHF would not fund any elements of the eligible works, instead it would be 100% funded by the grant from Historic England and so the full £707,000 grant would be spent.

The Committee thanked the Project Team, Historic England and the NLHF for their work, cooperation and flexibility on this matter.

124.2 Any payments for approval – There were no payments to approve.

125 Date of next meeting

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126 Items for the next agenda and close

An item was requested to receive an update on the café for the Town Hall.

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127 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 – There were no resolutions.

The Chair closed the meeting at 10:41

Signed:
14 May 2026