

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 11 June 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
4 June 2026

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Thursday 11 June 2026

AGENDA

1 Welcome

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

2 To receive and consider approval of apologies for absence

3 Declarations of Interests and dispensations

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

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

4 To consider the draft minutes and confidential note of the meeting on 14 May 2026

5 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.

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Town Hall Project Committee

6.2 To consider the Terms of Reference

6.3 To agree the meeting schedule

6.4 To review the delegations of this Committee

7 To consider adoption of Working Group arrangements for the Mayoral Roll of Honours Working Group

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

8.1 An update on contractual matters

8.2 Any planned actions to be authorised for progression

8.3 The Risk Register

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8.4 An update on the Business Plan

8.5 An update on the Activity Plan

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

To note and consider income and expenditure

9.1 Monitoring the budget

9.2 Any payments for approval

9.3 Update on contingency expenditure (confidential)

10 To note arrangements for branding and signage and agree attendance at the Stakeholder Workshop on Tuesday 16 June

11 To consider procurement and funding of enhanced equipment to support Council meetings

12 To consider the draft Agreement to Lease for the Registrars (some aspects may be confidential)

13 To consider matters relating to the land at the rear of the Town Hall (confidential)

14 Date of next meeting

To be agreed under item 6.3. Currently scheduled for Thursday 9 July 10:00

15 Items for the next agenda and close

16 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, Neil Coleby, Andy Pearce, Bernie Rappensberger and Nick Webb. Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council Officers)

In attendance: Sarah Foote (Town Clerk), Francis Guildea (Town Hall Manager), 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)

128 Welcome

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

129 To receive and consider approval of apologies for absence

No apologies were received and all members were in attendance.

130 Declarations of interests and dispensations

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

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

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

Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

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

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

133.1 An update on contractual matters – The new build work for the Events Hall and Gallery continues to progress. Plasterwork through the Compass Street range remains difficult to manage due to the discovery of more oil paint. The lime plastering work was also ongoing with additional work required to deal with the depth of plaster being repaired.

The revised practical completion date, according to new programme from Barnes Construction, was 22 February 2027, this was a total slippage of twenty-seven weeks from the original completion date.

133.2 Any planned actions to be authorised for progression – There were no actions to be authorised.

133.3 The Risk Register – The Project Manager had made no changes to the Risk Register. A concern was raised on the adjacent land to the rear of the Town Hall and the need to increase the likelihood rating of the risk in light of recent information from East Suffolk Council. Cllr Pearce proposed the likelihood of the risk be raised to a three; seconded by Cllr Barker; seven votes in favour and two abstentions.

133.4 The updated Business Plan – The updates related to the café operations, which would be discussed in confidential session.

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133.5 An update on the Activity Plan – The final Town Hall talk took place with thirty-eight attendees. The team continued to work on various engagements, including events related to the When Lowestoft Rocked project. The Town Hall Team were congratulated on the success of the activities undertaken to date.

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

To note and consider income and expenditure

134.1 Monitoring the budget - £5.2 million had been spent with £7.3 million remaining. There had been a significant increase in use of contingency which would be discussed in confidential session.

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

134.3 Update on contingency expenditure (confidential) – This item would be discussed in confidential.

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

This item would be discussed in confidential session.

136 Date of next meeting

To be confirmed at the Annual General Meeting

137 Items for the next agenda and close

An item was requested to discuss the land at the rear of the Town Hall.

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 – Cllr Coleby proposed the meeting be moved into confidential session; seconded by Cllr Webb; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:28

133.3 The Risk Register – There were further discussions on the entries on the Risk Register.

134.3 Update on contingency expenditure (confidential) – There was a confidential update provided on contingency expenditure.

Cllr Brooks and Ben Porter temporarily left the chamber at 11:10

Ben Porter and Cllr Brooks returned to the chamber at 11:13

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

The catering options for the Town Hall were considered. The options provided by the Town Hall Manager would cover the full catering provision of the Town Hall, not just the café area.

Cllr Brooks proposed a recommendation be made to Full Council to support the recommendation from officers; seconded by Cllr Coleby; all in favour.

The Chair closed the meeting at 11:46

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Signed:

11 June 2026