

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 10 September 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
04 September 2026

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

AGENDA

27 Welcome

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

28 To receive and consider approval of apologies for absence

29 Declarations of Interests and dispensations

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

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

30 To consider the draft minutes and confidential note of the meeting on 13 August 2026

31 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.

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

32.1 An update on contractual matters

32.2 Any planned actions to be authorised for progression

32.3 The Risk Register

32.4 An update on the Business Plan

32.5 An update on the Activity Plan

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

To note and consider income and expenditure

33.1 Monitoring the budget

33.2 Any payments for approval

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33.3 An update on funding streams and contingency expenditure (confidential)

34 To receive a report on professional fees (confidential)

35 To receive an update on matters related to the land at the rear of the Town Hall and to consider related professional fees (some aspects may be confidential)

36 Date of next meeting
Thursday 8 October 10:00

37 Items for the next agenda and close

38 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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Thursday 13 August 2026 10:00

MINUTES

Present: Cllrs Nasima Begum (Chair), Joseph Hynes, Kinsey Foster, Andy Pearce and Bernie Rappensberger.
Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council Officers)

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

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

17 Welcome

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

18 To receive and consider approval of apologies for absence

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

19 Declarations of interests and dispensations

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

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

20 To consider the draft minutes and confidential note of the extraordinary meeting on 16 July 2026

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

21 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.

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

22.1 An update on contractual matters – Practical completion remained set for 22 February 2027, however, Barnes Construction continue to report a one-and-a-half-week delay. To ensure there are no unforeseen issues, the Design Team leader has arranged to meet with Site Management to review all remaining drawings and ensure everything was in order and understood.

The co-working space was reviewed with the Town Hall Manager and it was concluded that the zoom booths were unnecessary gave no substantial benefit since there were other rooms in the building that could be booked for confidential meetings. The Project Manager has instructed for the booths to be removed, whilst there was £800 wasted expenditure as the partitions had been installed, long-term this design change would lead to a cost saving.

The Committee requested they be given as much notice as possible of any further slippage in the project timeline to mitigate the cost to Lowestoft Town Council (LTC) and to assist in the preparation of the annual budget.

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

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- 22.3 The Risk Register – The primary risks remain the issues on capital cost overrun and the implication on the budget. The Project Manager requests the remainder be discussed in confidential session.
- 22.4 An update on the Business Plan – The draft lease and draft agreement to lease had been sent to the Registrars.

A branding proposal was being prepared for this Committee to consider.

Further to the meetings held with potential catering providers, the Town Hall Manager felt the team would soon be in a position to make a decision on the provider. The remainder of this item would be discussed in confidential session.

- 22.5 An update on the Activity Plan – The summer period has seen a lot of activity, notably the launch of the summer trail Discover Lowestoft, the ongoing media workshops and summer activities at Sparrows Nest.

There has been much activity and promotions for the Walk the Scores event, which was intended to encourage people to walk around the area and see its history in advance of the Scores Race. A photo competition was being held for this event, and the winner would receive a signed Desmond Baldrey print of Wilde Score. To date there has been very good engagement with this event.

The team were preparing for the Heritage Open Days in September and would be involved in the Heritage Skills Market, a movie matinee at the Movie Makers and two tours of the Town Hall.

The Town Hall Manager intended to increase collaboration with London Road South and it was suggested he speak with Kirkley Peoples Forum.

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

To note and consider income and expenditure

- 23.1 Monitoring the budget – £6.997 million has been spent to date and £5 million remained in the budget.
- 23.2 Any payments for approval – There was a payment to note for the insurers and the Project Manager noted the joint works insurance has been extended to February 2027 for no additional fee.
- 23.3 An update on funding streams and contingency expenditure (confidential) – This item would be discussed in confidential session.
- 23.4 Professional fees (confidential) – This item would be discussed in confidential session.

24 Date of next meeting

Thursday 10 September 10:00

25 Items for the next agenda and close

No items were requested for the next agenda.

26 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 Rappensberger proposed the meeting be moved into confidential session; seconded by Cllr Foster; all in favour

The Chair closed the meeting to the public and moved into confidential session at 10:36

22.4 An update on the Business Plan – A confidential update was provided on the Business Plan.

The Town Hall Manager left the chamber at 10:53

22.3 The Risk Register – This item was dealt with under item 23.3.

23.3 An update on funding streams and contingency expenditure (confidential) Contingency – There was a confidential update on different funding streams and contingency expenditure.

23.4 Professional fees (confidential) – There was a confidential discussion on professional fees. Cllr Pearce proposed the relevant consultants be invited to the September Project Committee meeting; seconded by Cllr Rappensberger; all in favour.

The Project Manager and the Facilities and Contracts Manager left the chamber at 11:35

The Committee received a confidential report. Cllr Pearce made a confidential recommendation to Full Council; seconded by Cllr Foster; all in favour.

The Chair closed the meeting at 11:47

Signed:
10 September 2026