

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Extraordinary Town Hall Project Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **11:00** on **Thursday 16 July 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
10 July 2026

Lowestoft Town Council
Extraordinary Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
11:00 on Thursday 16 July 2026

AGENDA

17 Welcome

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

18 To receive and consider approval of apologies for absence

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

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

20 To consider the draft minutes and confidential note of the meeting on 11 June 2026

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.

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

22.1 An update on contractual matters

22.2 Any planned actions to be authorised for progression

22.3 The Risk Register

22.4 An update on the Business Plan, including:

1. Catering Operator tender
2. Registrars' Lease
3. Co-working space

22.5 An update on the Activity Plan

23 To agree attendees to visit the civic storage unit on Tuesday 28 July 14:00

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

To note and consider income and expenditure

24.1 Monitoring the budget

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24.2 Any payments for approval

24.3 An update on contingency expenditure (confidential)

24.4 To consider any recommendations to Full Council regarding items of expenditure in excess of the pre-agreed Town Hall project budget (confidential)

25 Date of next meeting

Thursday 13 August 10:00

26 Items for the next agenda and close

27 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, Wendy Brooks, Kinsey Foster, Joseph Hynes, Andy Pearce and Bernie Rappensberger. Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council Officers)

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

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

1 Welcome

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

2 To receive and consider approval of apologies for absence

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

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 – There were no declarations.

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

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

Cllr Brooks proposed approval of the draft minutes and confidential note; seconded by Cllr Pearce; all in favour.

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

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Town Hall Project Committee – Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby Kinsey Foster, Andy Pearce and Bernie Rappensberger were members of the Project Committee. Helen Johnson and Ben Porter were non-Councillor members.

6.2 To review and adopt the Terms of Reference – Cllr Pearce proposed to adopt the Terms of Reference; seconded by Cllr Barker; all in favour.

6.3 To agree the meeting schedule – The current schedule was the second Thursday of the month at 10:00. Cllr Brooks proposed to maintain the current schedule; seconded by Cllr Pearce; all in favour.

6.4 To review the delegations of this Committee – Cllr Pearce proposed this item be considered resolved under item 6.2; seconded by Cllr Rappensberger; all in favour.

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

This Working Group had been established in the previous civic year but had not met.

Cllr Brooks proposed to adopt working group arrangements for the Mayoral Roll of Honours Working Group; seconded by Cllr Barker; all in favour.

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Cllrs Barker, Begum, Foster and Pearce, and non-Councillor member Helen Johnson requested to join the working Group. Cllr Barker proposed approval of the membership requests; seconded by Cllr Pearce; all in favour.

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

- 8.1 Any update on contractual matters – The Project Manager reported on the progress of construction, noting the continuation of lime plastering and the blockwork underway for the events hall and gallery.

A further eight weeks were still to be determined by the Contract Administrator for the Extension of Time submitted by Barnes Construction. A meeting has been scheduled with Barnes Construction to understand the pressures both sides are facing. It was requested the Facilities and Contracts Manager and the Town Hall Manager attend this meeting, and future meetings, to provide internal feedback on the issues and potential mitigations to be considered.

- 8.2 Any planned actions to be authorised for progression – There were no planned actions that required authorisation.
- 8.3 The Risk Register – The Risk Register has been updated to note actions agreed regarding the land to the rear of the Town Hall.
- 8.4 An update on the Business Plan – The closing date for Expressions of Interest on catering provision for the Town Hall was 12 June. The Town Hall Manager confirmed applications have been received, indicating there was interest to work alongside Lowestoft Town Council (LTC).
- 8.5 An update on the Activity Plan – The Heritage Officer reported on recent events the team has attended, highlighting the positive response received at a recent event at the Job Centre regarding the wide variety of workshops made available through the Activity Plan.

The digitisation work for the Lowestoft Collection was ongoing and the team have attended training sessions delivered by Museums Development South-East.

The Project Manager notified the Project Committee of an amendment to the interpretation design to redesign the community exhibition space as the current proposal with a large bespoke display case was likely to block the thoroughfare. The redesign would feature a large wall mounted case. The Project Manager confirmed this only presented a loss of furniture and the exhibition space would not be significantly reduced. As the furniture would no longer be bespoke, this change would allow for cost savings.

The second amendment was to omit the sculptural play items in the garden as the team have struggled to establish a compelling theme. It was suggested to instead run a local competition to design something for the garden after the Town Hall has opened.

The cost for the redesign has been managed within the interpretation budget.

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

To note and consider income and expenditure

- 9.1 Monitoring the budget – £5.7 million has been spent and £6.8 million remained in the budget.
- 9.2 Any payments for approval – No authorisation was required for current payments.
- 9.3 Update on contingency expenditure (confidential) – This item would be discussed in confidential.

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

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A contractor has been appointed to produce branding and signage for the Town Hall and its website. The stakeholder session has been arranged to receive a steer from LTC on its preferences. The Town Hall Manager would attend the workshop.

It Was agreed that Cllrs Barker, Brooks, Foster, Hynes and non-Councillor member Helen Johnson would attend the workshop.

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

The Project Manager highlighted different aspects of the enhanced equipment and informed the Committee it was not part of the original specification.

The Heritage Officer temporarily left the chamber at 10:50

The Heritage Officer returned to the chamber at 10:52

It was suggested the enhanced equipment could be used for other events hosted in the Town Hall, such as weddings. The Project Manager confirmed most of the system process was automated and training would be provided to ensure the livestream would be run effectively.

The additional budget would need to be directly funded by LTC and whilst this would be manageable, LTC would need to understand the logistics of operating the system to ensure it would be used to its maximum efficacy.

Cllr Pearce informed the Committee a member of public had approached him with expertise in audio visual systems and suggested the office contact them for information.

The Town Clerk encouraged all members to review the system package ahead of consideration at Full Council.

The Project Manager offered to arrange a site visit to Leeds City Council to see the system in practice, but noted this would need to be arranged very soon as a decision needed to be made quickly on the enhanced system.

Officers were asked to review the information and determine if there would be an opportunity to demonstrate the system to LTC, with input to be provided by the Communications and IT Officer.

It was agreed to send the item to Full Council without a recommendation for further debate. The Project Manager confirmed this item needed to be resolved soon to minimise the risk of variation costs.

Cllr Pearce proposed the item be sent to Full Council without a recommendation for further debate, with officers to obtain clarification on the queries raised in this meeting to inform the debate; seconded by Cllr Brooks; all in favour.

12 To consider the draft agreement to lease for the Registrars (some aspects may be confidential)

Cllr Pearce proposed approval of the draft and to send it to the Registrars for consideration; seconded by Cllr Rappensberger; all in favour.

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

This item would be discussed in confidential session.

14 Date of next meeting

Thursday 9 July 10:00

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Town Hall Project Committee
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Thursday 11 June 2026 10:00

15 Items for the next agenda and close

An item was requested for the next agenda to receive an update from the Working Group, if they have met.

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 – Cllr Rappensberger proposed the meeting be closed to the public and moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 11:15

Cllr Brooks temporarily left the chamber at 11:15

- 9.3 Update on contingency expenditure (confidential) – A confidential update was provided on contingency expenditure.

Cllr Barker temporarily left the chamber at 11:44

Cllr Rappensberger proposed a standalone meeting be arranged to review the figures; seconded by Cllr Pearce; all in favour.

Cllr Barker returned to the chamber at 11:46

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

The Committee considered matters relating to the land at the rear of the Town Hall.

Cllr Brooks made a confidential proposal; seconded by Cllr Pearce; seven votes in favour and two abstentions.

The Chair closed the meeting at 11:51

Signed:

22 June 2026