

Lowestoft Town Council Marina Theatre Project Committee

For the attention of all Committee Members

You are summoned to attend a meeting of the Marina Theatre Project Committee of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 14:00 on 11 July 2024.

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 the following link:

<https://us02web.zoom.us/j/89171637208>. The meeting can also be observed via YouTube on the following link: https://youtube.com/live/RE_lgse9bBs.

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, Acting Town Clerk
4 July 2024

Lowestoft Town Council
Meeting of the Marina Theatre Project Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
14:00 on Thursday 11 July 2024

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 of the Committee on items on the agenda
 - 3.2. To consider written requests for dispensations for interests and note dispensations granted
- 4. To consider the draft minutes and confidential note of the meeting on 9th May 2024**
- 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 Marina Theatre Project Committee
 - 6.2. To appoint the Deputy Chair of the Marina Theatre Project Committee
 - 6.3. To note the Terms of Reference
 - 6.4. To agree the meeting schedule
 - 6.5. To review the delegations of this Committee
 - 6.6. To consider the register of interests of non-Councillor members
- 7. To receive a report from the Project Manager, including:**
 - 7.1. The notes from the Design Team and Construction Coordination meeting on 26th April and 20th June 2024
 - 7.2. The Highlight Report update from the Project Manager (some aspects may be confidential)
 - 7.3. The risk register (some aspects may be confidential)
- 8. To consider the RIBA Stage 3 + Cost Plan**
- 9. To approve the final tender documents and note the update procurement plan and timescales**
- 10. To receive an update on the drawing up of a new lease for the Marina Theatre Trust and consider any licence for alterations that may be required (some aspects may be confidential)**
- 11. To discuss the need for coordination between the two project teams for the Marina Theatre and Cultural Quarter (confidential)**
- 12. To consider implementation of the Communications Plan**
- 13. To consider any recommendations to Full Council**
- 14. Date of the next meeting**
Thursday 8th August 2024 - 14:00 – To be confirmed.
- 15. Items for the next agenda and close**

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14:00 on Thursday 11 July 2024

- 16. 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 legal issues relating to the matters on this agenda:**
 - 16.1. To consider any legal issues, including those above as required**