

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 7.30pm on Tuesday 15<sup>th</sup> December 2015.**

PRESENT:	Councillor	Mrs M C Tucker (Town Mayor)
	“	Miss E A Betts
	“	Mrs S Allen
	“	I R Bradbury
	“	Mrs S M Doy
	“	M G C Horwood
	“	Mrs J Jeans
	“	M Ladd
	“	J A Windell

Also attending: The High Steward, the Town Clerk, 2 members of the police and 1 member of the public.

### **BUSINESS**

1. **Apologies:** Apologies were received from Cllr Palmer, Cllr Rowan Robinson and Cllr Temple.
2. **Declarations of Interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Doy declared a personal interest in any items relating to planning as a member of the Executive Committee of the Southwold & Reydon Society. Cllr Doy also declared a personal interest in the confidential paper.

Cllr Allen declared a personal interest in any items relating to planning as a member of the WDC Planning Committee and in any matter relating to the divestment of WDC public conveniences as a member of WDC. Cllr Allen also declared a personal interest in the confidential paper.

Cllr Ladd declared a personal interest in any matter relating to the divestment of WDC public conveniences as a member of WDC.
  - b) *To receive any declarations of Disclosable Pecuniary Interests.*

Nil.
  - c) *Town Clerk regarding requests for dispensations relating to this agenda.*

Nil.
  - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.* Noted.
3. **Minutes:** The Minutes of the Meeting of the Town Council held on Tuesday 24<sup>th</sup> November 2015 were confirmed and signed.
4. **Standing Orders:** It was proposed, seconded and,  
**RESOLVED: That Standing Orders be suspended for the consideration of the following item;**
  - (a) **To receive a report from the police representative:** A copy of the police report was made available to members prior to the meeting. PC Simon Green read the report to those present.

Cllr Ladd asked whether any issues had been reported either during or after the Southwold Switch On event, and the police advised that no incidents had been reported.

Discussion took place regarding the changes to local policing. PC Green confirmed that from 1<sup>st</sup> April 2016 there will be no police stationed at Southwold. There will only be 3 stations which are open to the public and they will be in Lowestoft, Bury St Edmunds and Eye. There will be a police base in Halesworth, and members of the public could see a police officer there should they wish to make prior arrangements to do so.

**(b) To receive a report from Waveney District Councillors S Allen and M**

**Ladd:** WDC Cllr Allen advised that monthly budget meetings are still ongoing and WDC hope to have their budget signed off by the end of February 2016.

**(c) To receive a report from Suffolk County Councillor M Ladd:**

SCC Cllr Ladd advised that there were no matters to report from SCC.

**(d) To receive comments from Southwold electors:** A resident asked about parking enforcement, and who would be undertaking this role once the police have relinquished the powers. WDC Cllr Ladd advised that the District Council will be receiving some additional powers and one of these may include parking enforcement. More information is awaited from Central Government. Cllr Ladd advised that he would ask WDC to consider the feasibility of parking enforcement reverting to the Town Council.

A resident asked about the consultation regarding the possible divestment/closure of public conveniences by WDC. WDC Cllr Ladd advised that the consultation is presently open and WDC are assessing the feasibility of a third party taking over the provision of the public conveniences, or the respective parish/town council. Cllr Ladd advised that members of the public are resistant to paying for use of public conveniences, as evidenced by the coin entry system at Kilcock Cliff toilets.

WDC Cllrs Allen and Ladd advised that they had both made WDC aware of the importance of retaining the public conveniences in Southwold.

*The Meeting reopened*

**5. To receive reports from Committees:**

a) *To receive the written report of the meeting of the Planning and Development Committee held on Tuesday 1<sup>st</sup> December 2015 (see attached yellow papers). No recommendations.* Cllr Windell advised that the Committee had discussed the prospective uses to which the hospital site could be used.

**6. To receive reports from Working Groups/Task and Finish Groups and Southwold Neighbourhood Plan Team**

a) *To receive the written report L and E 3 / 2015 and recommendations of the Leisure and Environment working group meeting of 30<sup>th</sup> Nov 2015 (see gold papers)*

*To receive the recommendations contained therein relating to; to complete the restoration works of the flag pole and carriages on Gun Hill, to purchase 2 grit bins, to approve visit by Stocks Fair.*

Cllr Allen provided the report. Southwold Switch On 2016 will be held on Saturday 26<sup>th</sup> December 2016 with the lights to again be switched on at 5pm. It is hoped that this date will be noted by the letting agents and holiday homes, as there still seems to be confusion with the date of this year's event. The organisers of the Christmas Lights have suggested that it should not be necessary for the Town Council to be involved with the organisation of the event in 2016 and it is hoped that another individual/group could take the lead on this project. Adnams may continue their sponsorship in 2016 but this is yet to be finalised. Cllr Ladd advised that if necessary he would be prepared to lead an organisational group (as a resident of the community), and would ensure that the organising group was set up as a stand-alone organisation with their own bank account and insurance policy. The group would then be fully liable for all matters relating to the event.

*Flag Poles and Cannons on Gun Hill* - It is the recommendation of the Leisure & Environment Working Group that £10,000, previously red circled for harbour, be reallocated to the accounts for 2015/16 to enable complete restoration and return of the Gun Hill flag pole (£5320) and the restoration and return of carriage number 4 (£4200).

**It was RESOLVED by a majority of 7 in favour and 2 against that the £10,000 previously red circled for the harbour be reallocated to the accounts for 2015/16 to enable complete restoration and return of the Gun Hill flag pole (£5320) and the restoration and return of carriage number 4 (£4200).**

*Grit Bins/ Litter Bins* –it is the recommendation of the Working Group that 2 grit bins be purchased. One to be sited Marlborough Road/Dunwich Road and one in front of the Blyth Hotel wall on Pier Avenue. SCC licence to be obtained. Cost of 2 grit bins would be in region of £350. 15/16 budget £7,223 remaining for purchase of fixed assets. **It was unanimously RESOLVED to approve this recommendation.**

*Stocks Fair South Green – Bank holiday Aug 2016* - it is the recommendation of the Working Group that permission be given for the Fair to be present on South Green from 25<sup>th</sup> Aug – 30<sup>th</sup> Aug on the following conditions:

1. Both sides of the road to be used as per arrangements for Charter Fair.
2. Road closure to be organised as at Charter Fair.
3. Arrival not to be prior to 9am on Thursday 25<sup>th</sup> August 2016 and departure to be by 11am on Tuesday 30<sup>th</sup> August 2016.
4. All holiday letting agencies and South Green/Constitution Hill residents to be advised of the date of the Fair by year end 2015.
5. Location of individual rides to be agreed with Town Council.

Full discussion took place regarding this recommendation. Cllr Windell advised that although he had agreed with the recommendation at the L & E Working Group

meeting, he now felt that South Green would not be an appropriate venue for the fair. Cllr Doy spoke in favour of the proposal.

**After full discussion it was agreed that the recommendation about Stocks Fair would go back to the Leisure & Environment Working Group for further consideration.**

*b) To receive the written report LL6/2015 of the meeting of the Landlords working group held on Tuesday 1<sup>st</sup> December 2015 (see attached mauve papers). To receive the recommendations contained therein relating to; Advisory role on legislative matters.*

5. Tender for Advisory Role – O A Chapmans provided a quote of £125 per hour. Durrants provided a quote of £0 (they would provide an advisory role free of charge).

**It is the recommendation of the Working Group that Durrants be appointed as advisors for legislative matters relating to the letting of properties and that this is monitored for a period of 6 months to see if it provides the service that the Town Council requires.**

**It was unanimously agreed to approve this recommendation.**

*c) To receive a verbal update from the meeting of 14<sup>th</sup> December 2015 of the N Plan Team including an approach from Reydon Parish Council requesting informal discussions.*

Cllr Bradbury provided an update from the meeting of the Neighbourhood Plan Team held on 14<sup>th</sup> December 2015. 2 architects from within the town had separately attended the meeting, to provide feedback to the team on their thoughts on the Ingleton Wood Design Framework. Cllr Bradbury advised that consultation responses are still being received.

Cllr Bradbury advised that at the N plan consultation day held at the Stella Peskett Millennium Hall, a member of Reydon Parish Council had approached him with regards to the possibility of future informal meetings between the 2 councils.

Cllr Bradbury suggested that Southwold Town Council nominate representatives who could meet with representatives of Reydon Parish Council to have an informal discussion on mutually agreed subjects (as yet undefined) and that these meetings could be bi-monthly starting in January 2016. Councillors felt that they would be pleased to meet informally with members of Reydon PC in this way and discussion took place as to the matters that would be discussed, and who the representatives would be. It was agreed by a majority of 8 in favour and 1 abstain that those who should attend the informal meetings should be the Town Mayor, Chairman of Neighbourhood Plan Team, Chairman of Planning Committee and Chairman of Finance Working Group. It was suggested that the Councils would not need to set bi-monthly meetings, but instead meet as and when required.

*d) To receive a verbal report from the Parking Review Task and Finish Group in relation to meeting with Parkspace Consulting Ltd.*

Cllr Tucker advised that the parking review chosen consultant had met with the Task & Finish Group. The consultant had been very well prepared for the meeting and had undertaken significant research before attending. Cllr Tucker

advised members that an interim report should be available by the end of January 2016.

7. **Ship to Ship transfers** – *to receive and approve the draft letter to Minister of Transport in response to stakeholder questionnaire.*  
Cllr Bradbury presented the letter and completed questionnaire as provided to members within their papers. During discussions it was requested that a sentence be inserted into the report advising that pollution is already occurring, and that waste occurs 24/7. It was suggested that an additional copy of the report be forwarded to Peter Aldous MP. All agreed.
8. **Suffolk Constabulary** – *to receive information from Suffolk Constabulary relating to ‘Suffolk Change Constables County’, together with a letter from Suffolk Constabulary in relation to Match Funded PCSO posts.*  
Cllr Tucker provided a verbal update on the matter, referring to the correspondence already held by all councillors. Cllr Tucker confirmed that the Town Council match funded PCSO would not be in post after 30<sup>th</sup> March 2016. Parking enforcement is separately mentioned within the police report, and the police advise that they will liaise with the County and District Council to divest the appropriate powers. The Town Mayor suggested that the Town Council should communicate with the Police Authority to try to achieve successful outcomes for the town. Cllr Ladd suggested that the Police & Crime Commissioner be invited to attend a meeting of councillors so that all queries can be made to him direct, and discussion regarding the opportunities could take place. This was agreed by all.
9. **Financial Matters**
  - a) *Accounts for Payment - To receive the accounts for payment for December 2015 (circulated to members). It was **RESOLVED to approve the payments.***
  - b) *Precept 2016/17 – To note that the Precept for 2016/17 must be advised to WDC by 27.01.2016. Noted by Councillors.*
  - c) *Budget 2016/17 – To note that the Budget for 2016/17 is presently being prepared. Noted by Councillors.*
10. **To receive update from Town Mayor of events/ meetings attended including:**  
*Ipswich Town Mayor’s Charity Supper – 25<sup>th</sup> November 2015*  
*Bungay Town Dinner – 27<sup>th</sup> November 2015*  
*Christmas Lights Switch On – 28<sup>th</sup> November 2015*  
*Suffolk Policing Information Evening – 10<sup>th</sup> December 2015*  
  
*Future Events*  
*St Felix School Carol Services – 16<sup>th</sup> December 2015??*  
*Carol Concert at St Edmund’s Church – 20<sup>th</sup> December 2015*  
*Town Mayor’s Christmas Drinks Reception at Town Hall – 23<sup>rd</sup> December 2015*
11. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**  
*Reports to be provided in written format and circulated to members prior to the meeting unless time allows for a verbal report to be given, subject to the Chairs discretion.*  
No written reports provided.

12. **Correspondence.**

a) *L from Post Office Limited regarding Southwold Post Office* – Cllr Allen congratulated the Post Office on behalf of the Town Council and requested that a letter of congratulations be sent. Agreed by all.

b) *SCC Most Active Community Competition 2015/16* – Cllr Ladd reminded members that Southwold & Reydon had been joint runners up in last year's competition and hoped that an application would again be sent.

13. **Urgent Business:** to act upon any matter of a non-financial urgency, within the meaning of the Standing Orders, which may be brought to the attention of the Town Council with the consent of the Town Mayor previously obtained.

WDC Divestment of public conveniences – Cllr Tucker read the WDC correspondence to the meeting. Concern was expressed about the potential loss of the Ferry Road toilets as it was felt that these serve a significant number of people. Councillors expressed surprise that other destinations were noted as being “tourist hotspots” but that Southwold was not. WDC Cllr Ladd advised that as the Cabinet Member for Tourism, many visitors judge a place on their public conveniences. Cllr Ladd suggested that it was important that a meeting be held with WDC as soon as possible to try to achieve a satisfactory outcome for the town.

The Town Mayor asked that a meeting be arranged and that a request be made for data to be provided on all of the sites, together with the rationale behind the proposals. Cllr Tucker advised that Southwold is a high profile town for Waveney and makes a significant economic contribution to the district. It was agreed by all that a meeting should be arranged, - Town Clerk to organise.

14. **Exclusion of Public and Press:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following;

a) *To receive the Landlords confidential written report LL 6/2015 of the meeting held on Tuesday 1<sup>st</sup> December 2015 (see attached pink papers).*

*To receive the recommendations contained therein relating to; Red Cross Hut.* After full discussion it was agreed by all that this recommendation be referred back to the Landlords Working Group for reconsideration.

*Re-delegated budget for Station Road Garage roof.* The Working Group updated the meeting about the quotes received and that discussions with the insurers and contractors would take place regarding appropriate repairs.

15. **Date of next Town Council Meeting:**

Tuesday 26<sup>th</sup> January 2016 at 7.30pm at the Town Hall.

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TOWN MAYOR 26<sup>th</sup> January 2015