

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 6.15pm on Tuesday 25th July 2017

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

Also attending: The Town Clerk, the High Steward and 7 members of the public and 4 candidates for the co-opted Councillor position.

BUSINESS

1. **Apologies:** There were no apologies for absence.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Rowan Robinson declared a personal interest item 6(a) and (b) as President of the Southwold & Reydon Society and with regards to matters relating to the Golf Club.

Cllr Doy declared a personal interest in agenda item 6(a) and (b) as a member of the Southwold & Reydon Society.

Cllr Jeans declared a personal interest in relation to SOS.

Cllrs Betts, Doy, Horwood, Ladd declared personal interests in relation to agenda item 8(e) as Trustees of the Millennium Foundation.

All Councillors declared a personal interest in relation to Southwold Common Trust.

Cllr Allen declared a personal interest in agenda item 6(a) and (b) as a member of the WDC Planning Committee.

Cllr Allen declared a personal interest in relation to the Blyth Estuary Group.

Cllr Allen and Cllr Ladd declared personal interests in relation to Christmas Lights.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*

Nil.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*

There were no requests for dispensation.

d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*

Noted.

3. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Tuesday 20th June 2017 (see attached).
On the proposal of Cllr Windell, seconded by Cllr Bradbury it was unanimously agreed to confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 20th June 2017.

4. **Councillor Vacancy:**

(a) to receive presentations from applicants for the Councillor vacancy and follow up discussions. The four applicants Mr Cardwell, Mrs Flodin, Mr Gellatly and Mr Hewett provided their presentations and took questions from the Chairman. Councillors were given the opportunity to consider each individual application.

(b) Council to consider the co-option to the Councillor vacancy.

Councillors were provided with the opportunity to consider each application in (a) above. The Town Clerk explained that as per Standing Orders an absolute majority of votes is required by any one candidate. This may mean that there are several rounds of voting and the appropriate Standing Order was read to all present.

On the first vote which was taken by a show of hands the following votes were received – Mr Cardwell – 6, Mrs Flodin – 3, Mr Gellatly – 1, Mr Hewett – 0. One councillor did not vote. Result; Mr Cardwell received an absolute majority of votes.

It was RESOLVED that Mr Cardwell be selected as the co-opted Councillor for the remainder of the term of office. Paperwork to be completed by Mr Cardwell in due course. Thanks were extended to all applicants for applying for this volunteer position and for their excellent presentations.

15 minute adjournment of meeting. The meeting restarted at 7.30pm.

5. **Public Participation**

a) To receive a report from Waveney District Councillors M Ladd, and S Allen. Cllr Allen and Cllr Ladd will then take questions from councillors and electors (*maximum 5 minutes*).

WDC Cllr Ladd advised that the Civil Parking Enforcement Working Group had met and had tight timescales to adhere to. WDC Cllr Allen congratulated Cllr Ladd for being made the Heritage Champion for Waveney by the District Council.

WDC Cllr Allen advised that a resident has written to WDC regarding Easton Baven's erosion. WDC has submitted a bid to the EA for grant monies. WDC Cllr Allen advised that Overview and Scrutiny will be looking at the matter of public conveniences at their meeting in September. Council was advised that the new Local Plan will be distributed to local representatives on the 30th July 2017.

b) To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from councillors and electors (*maximum 5 minutes*).

SCC Cllr Ladd advised that the SCC Chief Executive Deborah Cadman is leaving and that Sue Cooke will become the interim Chief Executive.

SCC Cllr Ladd had attended a briefing regarding the third river crossing for Lowestoft and has asked for a public presentation to be made to interested stakeholders in Southwold. Date to be arranged. The present bridge takes 27,000 vehicles per day and opens at least 10 times per day.

The SCC allowances were reviewed and the outcome of the review is that they will be retained at their present level.

Discussions continue regarding the four village bypass.

- c) To receive comments from Southwold electors on matters on the agenda (each *elector will be allowed a maximum of 3 minutes. 10 minutes will be allocated overall for this section*).

Mr Frost spoke regarding item 11 the Ferry Road Garden. Mr Frost provided a background to the garden and its wildlife. Mr Frost advised that he believes that the present materials on the garden impact with the Conservation Area and that he would like the project scrapped with the area cleared to grass.

Mr Hancock spoke regarding item 11 the Ferry Road Garden and explained that his interest in this project was due to a lifetime of interest in wildlife (as an amateur). Mr Hancock advised that the gabions will become a living wall and will attract wildlife of their own and that ivy would soften the view from the road. Mr Hancock advised that this is a long term project which would provide an enhancement to Southwold and could be very attractive.

Naomi Pratt spoke with regards to the design that she had drawn up for the Ferry Road Garden advising that she had been involved in the project as a volunteer. Naomi advised that the garden is in its building stage at present and that there is a vision for a project design which will be of benefit to all. Naomi advised that there is a need to support the environment and believes that the design for the garden will do this.

Mrs Wendy Green advised that she did not have a garden and would love to work on projects such as this community garden to help keep it tidy. Mrs Green advised that people are building over their gardens and that more and more people would wish to find a garden such as this to sit and relax in, as well as to help to maintain.

Public participation closed.

6. To receive reports from Committees:

- a) To receive the written report of the meeting of the Planning and Development Committee meetings held on Tuesday 22nd June 2017 and Friday 30th June 2017 (see attached). *No recommendations.* Cllr Windell apologised for the timetabling of recent Planning & Development Committee meetings which had had to be altered to ensure that the Committee was quorate.
- b) To receive a verbal update from Planning and Development Committee on any further planning/development matters to be brought to the attention of the Council. *No recommendations.*

- c) To receive the written report of the meeting of the Leisure and Environment Committee meeting held 19th July 2017 L and E REP 5.17 (see attached). *No recommendations.* Cllr Allen advised that Cllr Rowan Robinson is looking to establish the proper management of the marshes.

Cllr Windell advised that he did attend the meeting with WDC regarding algae on the seawall – Committee Minutes to be altered accordingly.

Cllr Bradbury advised that with regards to the note about a substance being used on the marshes by the tenant farmer, photographs that he had been shown seems to suggest that this is ammonium nitrate. It is understood that the Suffolk Wildlife Trust and Natural England have been contacted by a third party.

With regards to the Women on Wheels event, Cllr Ladd congratulated Diane Mayhew on her organisation of the event.

With reference to the drop at the end of the prom, Cllr Ladd has approached Paul Patterson who has a capital budget from which such a project could be funded.

Cllr Allen advised that she had attended the Norse walk round and congratulations were extended to Waveney Norse for having improved their services in Southwold in recent years. Cllr Allen explained that Waveney Norse will be purchasing a new piece of equipment to cut hedges along sides of roads such as the hedge along Station Road.

Cllr Doy reminded Councillors that the Fred Olsen cruise ship will be anchoring tomorrow.

- d) To receive verbal update from Jt Harbour cttee chair.
Cllr Windell advised that a meeting has been timetabled for August. It has been confirmed that Cllr Mark Bee will be the Joint Chair of this Committee. WDC Cllrs Allen and Ladd have both spoken to Cllr Bee and asked that the harbour project be revitalised. Clerk to confirm the date and time of the proposed meeting with the Joint Committee Members.

7. **To receive reports from Working Groups/ Task and Finish Groups, and N Plan Team**

- a) To receive verbal report and update from the Neighbourhood Plan group from the meeting held on 22nd June 2017.
Cllr Bradbury advised that Draft 3b should be ready to be circulated in due course. It is hoped that the project plan date of October 2017 for submission to WDC can still be met.
- b) To receive the notes from the Highways & Footpaths Working Group meeting of 20th June 2017 and to receive notes of the Parking Review Sub Group meeting of 17th July 2017.
Recommendations from H&F (a) letter be sent to the SCC Chief Executive to ask for a meeting regarding the problems caused by inadequate signage and line markings. Cllr Tucker proposed the recommendation. Cllr Ladd suggested that the letter instead be sent to Cllr James Finch who is the Cabinet Member for Highways. **It was RESOLVED by all to approve this recommendation with this alteration.**

(b) that Norse be asked to put bunding or posts on the verge on the corner of Pier Avenue/Marlborough Road to ensure that the verge is preserved. Cllr Tucker proposed the recommendation. Discussion took place. The rationale behind the recommendation is that WDC may wish to take the opportunity to put parking meters in this location. However, there was no certainty that this would be the case. It was suggested that a better solution would be to consider this piece of land as part of the overall parking strategy being discussed with WDC and it was suggested that therefore a vote should be deferred until the winter. Cllr Tucker amended the recommendation and proposed that the matter be deferred. **It was unanimously RESOLVED to defer this matter.** The Town Clerk was asked to make enquiries about the ownership of the verge.

8. **Correspondence:**

- a) Letter from WDC regarding Waveney Local Plan. First draft consultation launch event 27th July 6-7.30pm (Councillors Windell and Bradbury attending).
- b) AONB June report and update.
- c) Email from Anglian Water dated 11th July 2017 – update re foul smells. Cllr Palmer advised that no foul smells had been reported in the past week however it was felt that Anglian Water had not been fully transparent with their responses to questions posed over the past six months and that they be asked for further detailed explanations. It was agreed by all to write to Anglian Water in this respect, with a copy to go to the MP.
- d) Email from Hadleigh Town Council re Civic Sunday.
- e) Letter dated 5th July from Southwold Millennium Foundation clarifying term of office of Trustees.

All matters noted.

9. **To receive update from Town Mayor of events attended/ matters to report including:**

Opening of Southwold Arts Festival – 24th June 2017
Southwold Arts Festival Service URC – 25th June 2017
Summer Theatre Opening Night – 5th July 2017
Southwold School Barbeque – 7th July 2017
Cheese & Wine Evening in support of Mayor's Charity – 21st July 2017

Forthcoming Events:

Fred Olsen Cruise Ship Visit – 26th July 2017
SOS Fundraising Event – 5th August 2017
Art Circle Exhibition opening – 21st August 2017

All matters noted.

10. **Town Mayor Charity for 2017/18.** To receive update of events for the Town Mayor Charity 2017/18.

The Town Mayor advised that the Cheese & Wine event had gone very well and that the profit figure was being calculated. The Town Mayor advised that there may be another event towards Christmas and that there would be a further event in March 2018.

11. **To receive survey and report from Mr Bill Hancock re Ferry Road Garden:** as detailed in Town Council Minutes of 20th June 2017 item 4(c).
As requested by the Town Council at the previous meeting Mr Hancock provided a written report on the garden and advised that a living wall is an exciting development. Mr Hancock advised that he would like to undertake further detailed survey of the work required.

The Town Mayor advised that a letter had been received from Mr Donoghue voicing concerns about the work taking place at the garden.

Cllr Windell advised members that the garden has been looked after by volunteers over several years and that in recent times he has assisted, and that the Scouts have earned their Wildlife Badge whilst working at the garden.

Lengthy discussion took place regarding the project. Members were advised that a local resident was upset about the gabion wall. It was suggested that the Town Council Leisure & Environment Committee perhaps could have asked for a full report to be given about the project and asked whether residents had been consulted. It was suggested that as local residents had not been consulted, the gabions should be removed. It was suggested that they could be replaced with a hedge or something less visually intrusive. It was suggested that the appearance of the site is damaging confidence.

Concern was expressed that although the report had been requested at the previous Town Council meeting, this had not been available to members until the day of the meeting and therefore members had not had an opportunity to fully consider the report. Cllr Jeans advised that solutions are proposed within the report that has been provided to members.

The meeting was advised that the work on the garden had been led by volunteers and was not a Council project. Cllr Jeans advised that a living wall would provide all the solutions that are being requested and that growing ivy on the gabions would achieve the objectives. It was suggested that a consultation could take place on Saturday 12th August in order that people can view the report and consider the designs drawn up by Naomi Pratt.

It was suggested that confusion had arisen during the project as to whether this was a volunteer project or whether indeed it had had the involvement of the Town Council. Members felt that the project was a very good one but that it was suffering as interested parties were not coming forward to work together.

On the proposal of Cllr Horwood and seconded by Cllr Tucker it was proposed that the gabions be removed from the front of the site. It was RESOLVED that the gabions be removed from the front of the site - 6 in favour, 4 against and 1 abstain.

It was subsequently suggested that a consultation process still takes place in August. Cllr Jeans suggested that if the Town Council were now going to manage the project, the consultation mentioned above does not need to take place.

On the proposal of Cllr Horwood, seconded by Cllr Palmer it was proposed that the materials be taken away from the site. It was RESOLVED by a majority of 6 in favour, 2 against and 2 abstain to approve this recommendation.

Discussion took place about ragwort as members were advised that ragwort would need to be removed from the site and volunteers will be required for this. Members were advised that there is other ragwort on the Common and other places in town and that this all needs to be removed in a timely manner.

12. **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.

- a) Southwold Hospital – Cllr Windell advised that the project was going well and that members of SOS are optimistic. A planning application will be submitted in due course.
- b) Coastal Community Team – Cllr Ladd advised that WDC are looking at funding streams and that most of the projects should be eligible for funding.
- c) Allotments – Cllr Doy provided an update from the recent Allotment Holders meeting. There are 4 presently on the waiting list. Cllr Doy advised that the Association are waiting for confirmation that their lease has been prepared and had voiced some concerns about the consideration of a barrier along Blyth Road. Cllr Windell confirmed that the Common Trust are consulting with stakeholders regarding all aspects of parking in this area.
- d) Blyth Estuary Group – Cllr Palmer advised that the recent meeting had focused on constitutional matters.

13. **Financial Matters**

- a) To receive the Accounts for Payment for July 2017 (*circulated to members*).
On the proposal of Cllr Bradbury, seconded by Cllr Betts it was unanimously **RESOLVED to approve the Accounts for Payment for July 2017.**

- b) To receive the minutes of the Finance and Governance cttee meeting held on 17th July 2017 REP 6.17 (see attached).

It is the recommendation of the Finance Committee that the Town Council approve a donation of £1,000 for pull tests for the Christmas Lights Committee as a matter of health and safety.

On the recommendation of Cllr Betts, seconded by Cllr Windell it was RESOLVED unanimously to approve this recommendation.

It is the recommendation of the Finance Committee that a quote for £1,545 from Harrisons for a new flagpole for the Town Hall in view of health and safety concerns, be approved subject to the technical specification of the new flagpole being appropriate for the Town Council needs.

On the proposal of Cllr Betts, seconded by Cllr Windell it was RESOLVED unanimously to approve this recommendation.

14. **Sam May Prize:** school competition entries received on 19th July 2017. Award to be presented September 2017 by Cllr Betts and Mr May. Noted

15. **Southwold and Reydon Corps of Drums** – to receive update on the recruitment for new members.

Councillors Doy, Ladd and Horwood had attended the recruitment event on 23rd July.

16. **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.

The Town Mayor advised that a letter had been received from the resident of the Manor House in the High Street thanking the Town Council for their help in clarifying procedures in relations to buskers.

Cllr Ladd asked that the Finance & Governance Committee consider incorporating a policy on busking, tables and chairs on pavements, and scaffolding, into the A board policy and that this be considered over the next three months. This was agreed by all.

The Town Mayor read a letter from Southwold Museum requesting that the cannon be loaned again until October 2018. It was agreed by all that a letter would be written to the Museum asking why they wished for an extension and if the response was satisfactory, to confirm that the cannon would be loaned until October 2017, with a further loan period of 12 months through to October 2018.

17. **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;*

(i) To receive Confidential Minutes of the Town Council meeting held on Tuesday 20th June 2017. Approved by all.

(ii) To receive Confidential Report of Landlords Working Group held on Tuesday 20th June 2017 with recommendation relating to 6 Strickland Place. **It was RESOLVED unanimously to approve the recommendation with regards to a rent review for 6 Strickland Place.**

(iii) To receive verbal update of the Landlords Working Group meeting of 25th July 2017 and consider the recommendations on Town Council properties. Verbal report received. No recommendations.

(iv) Gardner Road verge – land registration. **It was RESOLVED by a majority of 10 in favour and 1 against that the Town Council would not seek to lay claim to the verge along Gardner Road.**

18. **Date of next Town Council Meetings:**

a) Tuesday 15th August 2017 – TBC - at 7.30pm at the Town Hall.

b) Tuesday 29th August 2017 at 7.30pm at the Town Hall.

TOWN MAYOR 29th August 2017