

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 6.45pm on Tuesday 29th August 2017

PRESENT:	Councillor	M Horwood (Town Mayor)
	“	Mrs M C Tucker (Deputy Mayor)
	“	Mrs S Allen – arrived 7.20pm
	“	Miss E A Betts
	“	I R Bradbury
	“	C Cardwell
	“	Mrs S M Doy
	“	M Ladd
	“	D J Palmer
	“	M Rowan Robinson
	“	J A Windell

Also attending: The Town Clerk, the High Steward and 3 members of the public.

Declaration of Acceptance of Office completed by Mr C Cardwell prior to the meeting.

BUSINESS

1. **Apologies:** Apologies for absence were received from Cllr Jeans.

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;

To receive verbal update on proposed repair works to Town Council properties and the potential timescales for the works. To consider a level of delegated authority to enable proceeding with repair works on a timely basis.

Market Place properties – it was RESOLVED on a majority to appoint Hollins as project managers for the repairs required at the Market Place properties. It was agreed to permit delegation for associated additional levels of emergency expenditure to be provided, if found necessary as the repairs progress (as per the report attached).

2. **Declarations of interest:**

a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Rowan Robinson declared a personal interest item 5(a) and (b) as President of the Southwold & Reydon Society.

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

Cllr Allen declared a personal interest in agenda item 5(a) and (b) as a member of the WDC Planning Committee.

Cllr Tucker declared a personal interest in item 5(a).

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 25th July 2017 (see attached).*

It was agreed with one abstention to confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 25th July 2017.

4. **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 Allen advised that she had contacted Waveney Norse with regards to the uncleanliness of pavements around the High Street.

WDC Cllr Allen advised members that Waveney District Council pay into the Gypsy Roma Traveller Service but that North Norfolk are not part of this service. WDC Cllr Punt is the liaison officer for the GRT Service and in view of the recent issues occurring in other parts of the south east, he will ensure that the market towns receive an update about the service. Cllr Windell as Chairman of the Common Trust asked all Councillors to be vigilant and to notify the Town Clerk if any posts on the Common are missing.

Cllr Doy advised that a parishioner has contacted her and advised that the crabbing area at the harbour was very dirty and asked that Cllr Allen draws this to Waveney District Council's attention.

WDC Cllr Allen advised that the Fish & Chip Shop at the harbour has put railings and benches outside their property and WDC Cllr Allen has referred the matter to WDC to ensure that the appropriate rent is being charged for this additional area.

WDC Cllr Allen has asked that the area at Easton Bavents also be cleared.

WDC Cllr Ladd added that the access around Easton Bavents is to be improved. Paul Patterson has been asked to put some money into the capital programme to put access steps/ramps into the capital programme to provide access to the beach.

WDC Cllr Ladd also advised that the tourism strategy will go to Cabinet on 15th September. This is a detailed strategy linking tourism together throughout the local area/local towns and a copy will be available for councillors once it has been seen by Cabinet. WDC Cllr Allen asked that the AONB also be included.

Questions from Councillors:

Cllr Rowan Robinson asked what was happening with regards to the Shoreline Management Plan.

Cllr Windell advised that the area at the north end of the promenade at Easton Bavents was now becoming very dangerous for people wishing to access the beach and was concerned that there are still footpath signs indicating that the area is accessible when it is very difficult to access the area and caution must be exercised re high tides. WDC Cllr Ladd advised that WDC would be putting money into the capital budget for works to be done to provide an access to the beach but that this would not be taking place immediately. Cllr Horwood asked that the footpath signs be clarified or taken away with regards to the risks around the area especially at high tides.

- b) *To receive a report from Suffolk County Councillor Ladd.* SCC Cllr Ladd advised that there would be a Lake Lothing briefing on 21st September at 5.30pm at Town Hall with reference to the Lowestoft Third Crossing. Cllr Ladd will then take questions from councillors and electors (*maximum 5 minutes*).

There were no questions for SCC Cllr Ladd.

- 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).*

A resident advised that they were encouraged that Southwold Town Council is looking to encourage young families to come to Southwold and was pleased to see this matter highlighted in the town strategy and in the Town Mayor's Annual Report for 2016/17. The resident advised that they have a young family and would appreciate all the help that the Town Council can give to encourage young families in the town. The Town Mayor thanked the resident for their comments.

Public participation closed.

5. To receive reports from Committees:

- a) *Planning and Development - To receive the written report of the meeting of the Planning and Development Committee meetings held on Thursday 27th July 2017 and Tuesday 8th August 2017 (see attached). No recommendations.*

- b) *Planning and Development - 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.* Cllr Windell advised that the New Local Plan Consultation deadline had been extended to 6th October and that both himself and Cllr Bradbury would be meeting with the planning consultants from the Local Policy Team on Friday 8th September on behalf of the Town Council. Cllr Windell asked that councillors email comments that they would wish to be made on the New Local Plan prior to this date especially any concerns on transport and infrastructure and particularly with regards to the potential developments in Reydon. WDC Cllr Allen and WDC Cllr Ladd asked that a copy of these comments be made available to themselves as they were both members of the WDC Local Plan Working Group.

Members were advised that the Duncans Yard development has started.

Cllr Allen asked for clarification from the Minutes of the Planning Meeting of 27th July 2017 regarding the property to which the Enforcement Officer had been asked to attend. Cllr Windell advised the location of the property and advised that there had been concern that permitted development was being exceeded. Bob Griffin had offered to attend the site and explain the background to the legislation and explain what is / isn't permitted within the legislation. Cllr Windell advised that a new builder is working on the property and it is hoped that there would be no further issues.

Cllr Windell advised that the Town Council is struggling to communicate with the Planning Office at WDC due to a lack of a dedicated Planning Officer for Southwold and a lack of a Design & Conservation Officer. WDC Cllr Ladd suggested that STC write to WDC to express their concerns and that both and himself and WDC Cllr Allen would also pass on such concerns.

c) *Leisure and Environment* – No meeting held.

Beating the Bounds – 14th September 2017 – meeting at Nursemaids Park at 5.30pm. Members were advised that the Mayor traditionally goes south and across the ferry whilst the Deputy Mayor traditionally goes north and beat the bounds (stones) with willow twigs. Cllr Tucker advised that the public are welcome to join this event and asked that it be promoted on the website, social media and by posters.

Cllr Doy advised that a member of the public has offered to trim an area around Ladies Walk. Cllr Allen advised that Norse will be attending to this area in due course and requested that a letter of thanks and explanation be sent to the member of the public. Cllr Allen advised that Mr Waters from the Beach Hut Owners Association will be attending the next L & E meeting to discuss offers of help to look after the area from the Beach Hut Owners.

d) *Jt Harbour Cttee - To receive verbal update from Jt Harbour cttee chair.*

Cllr Windell advised that it is hoped that there will be a presentation to full Council in due course – date to be ascertained.

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

a) *N Plan Task and Finish Group – No meeting held.* Cllr Bradbury advised that there is little to feedback at present and suggested that the consultant may have been offended at the rewriting of some of his work. Cllr Horwood asked that the matter be resolved as soon as possible to ensure that there is no further delay in the process. Cllr Palmer advised that the previous Minutes referred to draft 4(b) of the Plan but to date he has not seen a copy of this. Cllr Horwood clarified that it is this draft which is presently with the consultant awaiting feedback. Cllr Horwood asked that Cllr Bradbury try to encourage the consultant to complete the review of the latest draft as soon as possible.

b) *Highways and Footpaths working group* – No meeting held.

7. **Correspondence:**

- a) PCC Public meetings 2017 – Thursday 14th September Beccles. Tuesday 10th October Lowestoft. Both commencing at 6.30pm.
- b) Safer Neighbourhood Team newsletter August 2017.
- c) Waveney New Local Plan – consultation 28th July – 22nd September extended to 6th October 2017). A response to the consultation to be considered by full council at the September Council meeting.
- d) SALC Waveney meeting – 14th September 2017 - 7 – 9pm - Kessingland.

All correspondence noted.

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

Fred Olsen Cruise Ship Visit – 26th July 2017
 Retirement of Tricia Scott of VHC – 2nd August 2017
 RAFA Flag Day – 5th August 2017
 SOS Fundraising Event – 5th August 2017
 Southwold Model Yacht Regatta – 15th August 2017
 Art Circle Exhibition opening – 21st August 2017
 Mrs Phyllis Bumstead 100th Birthday – 25th August 2017

Forthcoming Events:

Beating the Bounds – 14th September 2017
 Mr & Mrs N Aldred 50th Wedding Anniversary – 23rd September 2017
 URC Harvest Festival – 17th September 2017

All events noted.

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

The Town Mayor advised that there will be an event in March 2018 and there may possibly be an event close to Christmas.

10. **Way forward re Ferry Road Garden:** *To consider making a request to WDC to divest the area known as Ferry Road Garden to the Town Council.*

Cllr Windell expressed concern about the Town Council taking on this area in view of the number of other projects that Council were involved with.

It was suggested that Ferry Road Garden fits well with the potential project for the Town Hall workshop (Salt Works), and that should WDC agree to the land coming to the Town Council, then the Town Council could budget for a project on this land. Cllr Ladd advised that WDC presently own the land – but there is no confirmation about what WDC may wish to do with this and any other of their land in the future.

Cllr Rowan Robinson suggested that whoever looks after or owns the land should ensure that there is sufficient communication with local people about what is intended to be done in this area.

Cllr Palmer suggested that the land could be left with WDC and that volunteers could implement the proposals that were shown to the Town Council at the last meeting.

Cllr Windell expressed concern that volunteers will not come forward and the land will be left in a mess. He advised that the original group of volunteers would not be willing to work on this project any further and that a new set of volunteers would be required.

On the proposal of Cllr Bradbury, seconded by Cllr Tucker it was recommended that a request be made to WDC to divest the land known as Ferry Road garden to Southwold Town Council. It was RESOLVED by a majority of 8 in favour and 2 against to proceed with this request.

Cllr Ladd advised that he had previously suggested to Council that they consider any other piece of WDC land that they would like back for the town but to date no suggestions had been made. Rather than asking piecemeal, it was suggested that Councillors again consider this matter and advise the Town Clerk of their suggestions. Cllr Palmer offered to provide a map for Councillors indicating the land which is in WDC ownership.

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.

- a) *Southwold Hospital* – Cllr Windell advised that £3,300 had been raised at the Hog Roast. Planning application should be submitted within 3 – 4 weeks.
- b) *Coastal Community Team* – Cllr Ladd advised that the team will next meet in September and that a report should be available for the next Town Council meeting.

12. Financial Matters

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

- b) *Finance and Governance cttee* – no meeting held.

- c) *Loan drawdown. To confirm that the loan be taken out over 10 years - see paper attached.*

- (i) **Loan of £300k be drawn over 10 years as budgeted. (Year 1 repayment at today's indicative rate would be £34,470).**
- (ii) **10-year loan be drawn down on Fixed rate as this will give certainty on repayments over the 10-year period – irrespective of potential interest rate rises.**
- (iii) **Loan be drawn on an EIP basis – so that repayment of interest decreases as principal reduces.**

On the proposal of Cllr Betts, seconded by Cllr Tucker **it was unanimously RESOLVED to approve recommendations (i), (ii) and (iii) above.**

d) *Donation to Southwold Common Trust – having received a formal request for a donation of £10,000 from Southwold Common Trust, Southwold Town Council to consider the request and to confirm any terms / conditions - see paper attached.*

August 29th 2017 – Southwold Town Council to consider the donation request and the terms/ conditions (if any) under which a donation will be made.

Discussion took place regarding the reason for the donation request – and it was confirmed that these monies were required for the roof repair of the storage room at the Golf Club and for the fencing along the top of the Pit Stop for which outside grant aid is not available. Discussion took place as to whether any sum should be advanced as a donation or a loan, and if a loan, how would the Common Trust repay this? Councillors acknowledged that neither organisation should prop each other up but that the Town Council did have the power to contribute to the management and maintenance of the Common. It was acknowledged that the Common Trust may have sources of additional income in future years and this would assist the potential repayment of any donation/loan from the Town Council. **On the proposal of Cllr Bradbury, seconded by Cllr Palmer it was agreed by a majority of 9 in favour and 1 against that Southwold Town Council makes a loan of £10,000 to the Common, Southwold with no repayment expected within 3 years.**

On the proposal of Cllr Bradbury, seconded by Cllr Ladd it was agreed by a majority of 9 in favour and 1 abstain that within the 3-year period mentioned above, a business plan be created by the Southwold Common Trust with a view to generating additional income and within the 3-year period, discussion should take place between the Town Council and the Common Trust regarding agreed terms of repayment of the loan.

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.
- (a) Members were reminded of the meeting being held at the Town Hall for the Lake Lothing Lowestoft Third Crossing.
 - (b) Members were advised that the Southwold Chamber of Trade have responded to the WDC business rates consultation and have forwarded a copy of their response to the Town Council. Deadline for responses to Waveney is 4th September 2017. It was suggested that a response should also be made by the Town Council endorsing the comments of the Chamber of Trade. It was suggested that Cllr Tucker work up any additional response by the deadline and for other Councillors to provide input if they so wished.
14. **Date of next Town Council Meetings:**
Tuesday 26th September 2017 at 7.30pm.

_____ TOWN MAYOR 26th September 2017