

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 13<sup>th</sup> August 2019**

PRESENT:	Councillor	I Bradbury – Town Mayor
	“	D Beavan
	“	Miss A Betts
	“	Mrs S M Doy
	“	S Flunder
	“	Mrs P Goldsmith
	“	Mrs J Jeans
	“	Ms J Jordan
	“	M Ladd
	“	J A Windell

Also present; 4 members of the public, and the Town Clerk, and High Steward.

A remembrance was held for Cllr Sue Doy.

1. **Apologies:** *To receive apologies for absence.*  
Apologies for absence were received from Cllr M Rowan-Robinson.
2. **Declarations of interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*  
Nil.
  - 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.*  
Nil.
  - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*  
The Town Mayor reminded members of their legal requirements to complete a Register of Interest online.
3. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Monday 25<sup>th</sup> June 2019.  
**On the proposal of Cllr Windell, seconded by Cllr Jeans it was unanimously RESOLVED to approve the Minutes of 25<sup>th</sup> June 2019.**
4. **Public Forum**
  - a) *To receive a report from East Suffolk Councillor D Beavan.*  
*Cllr Beavan will then take questions from councillors and electors (maximum 5 minutes).*  
Cllr Beavan advised that he had just attended a planning cttee meeting at ESC and that the application for Mill Lane had been approved.

Re Affordable Housing – there are several local people still looking for housing and Cllr Beavan has set up a petition to gather support for another 100 affordable homes to be built in Southwold/ Reydon.

The meeting was advised that the cabinet member for housing is preparing a report for the Scrutiny Cttee meeting provisionally set for 24<sup>th</sup> September 2019, highlighting lessons learnt from the Duncans Yard process.

Ferry Road yacht pond has been cleaned and residents/ visitors have been advised that a ‘use it or lose it’ scenario is in place for this amenity.

Cllr Beavan advised that those interested in creating a new governance model for the shuttle bus would be meeting again in September. Cllr Beavan would like the operation to run as a more demand led system – he will go round on the bus next week to gauge the views of present users.

Recycling – the system has been altered so that tetra packs are no longer acceptable. On 7<sup>th</sup> September the Harbour stakeholders will be meeting with the jt Harbour cttee to consider the consultation on the harbour.

*Questions from members to ESC Cllr Beavan:*

A question was raised re recycling of kitchen waste and whether ESC was considering how this could be recycled in future.

Cllr Beavan advised that SCC and ESC presently use different systems and that the best solution would be to compost individually.

Cllr Windell advised that this can prove problematic for those without gardens – and suggested that food waste collection was required. Regarding Tetra packs – the incinerator creates smoke so this is not the whole answer either and that the way forward would be for all stakeholders to be dedicated to finding an appropriate solution.

Cllr Beavan advised that the responsibility should go back to those who produce the packaging and then all councils should adopt a uniform system.

*Questions from members of the public to ESC Cllr Beavan:*

A resident from North Road suggested that the food waste could be collected and taken to the allotments.

- 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 South Green kerbing had been completed – as there had not been enough kerbing to do the whole length, they were placed around all of the corners to add protection. The remainder can be considered for the future.

Re trip hazard outside Cornish Bakery – a temporary repair has been done.

East Cliff pavement – a temporary repair to the concrete has also been made.

Ipswich northern distributor route consultation is taking place to 13<sup>th</sup> September 2019.

SCC and ESC have declared a climate emergency and SCC Cllr Ladd has been asked to chair a cross party working group for SCC.

Re Gravel pits at Reydon – this application has been withdrawn.

*Questions from Members to SCC Cllr Ladd:*

Cllr Windell advised that the kerbing at South Green makes a real difference and thanked Councillor Ladd for organising this. Thanks, were endorsed by all.

Cllr Jeans asked that Constitution Hill also be considered for kerbing – Cllr Ladd offered to obtain quote.

Cllr Beavan asked re the temporary repair of Bailey Bridge and when future works were to be carried out – Cllr Ladd advised that he will request an update from the project team.

*Questions from Members of the public to SCC Cllr Ladd:*

There were no matters from any members of the public.

- 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).*

There were no comments from members of the public.

*Public participation closed.*

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

- a) To receive the written report of the meeting of the Planning and Development Committee meetings held on 2<sup>nd</sup> July and 17<sup>th</sup> July 2019. (see yellow papers attached). *No recommendations*  
Minutes noted and agreed by all.
- 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*  
Meeting has been requested with ESC about some of the ESC planning team capacity issues and a date is waited for this.

New Waveney Local Plan – has strong design policy – several refusals have recently been seen.

- c) Leisure and Environment Committee *No meeting held*  
Maintenance of Public and Open spaces consultation drop in day 15<sup>th</sup> August 2019.  
Boating Lake and surrounds consultation drop in day 15<sup>th</sup> August 2019. Both 10am – 2pm at Town Hall – *see details attached.*  
Verbal update re Blue Plaque Scheme. Cllr Rowan Robinson has met with the museum who have agreed to take the lead on this project and will work with the L and E cttee to bring forward some suggestions.
- d) To receive the written report of the Landlords Committee meeting held 8<sup>th</sup> July 2019. *No recommendations.* (see mauve papers attached)

Cllr Windell advised the meeting of the completion of the works on Market Place roof. There were concerns about a wall which was leaning – but this has been dealt with as an emergency measure.

North and Hawkins have visited to view the requirements at 13 Station Road, Flat at 21 Market Place and 7 Hurren Terrace and will prepare a report for further consideration. This to include the potential division of 7 Hurren Terrace into 2 flats.

e) To receive the written report of the Highways and Footpaths cttee – *no meeting held*. Meeting scheduled for 22<sup>nd</sup> August 2019.

Parking meeting – will be held later in the week at which there will be a general discussion/ exchange of ideas as to the way forward.

f) Southwold Harbour Lands Joint cttee - Public meeting held 5<sup>th</sup> July 2019 at Stella Peskett Hall.

Cllr Windell advised that this had been a successful meeting at which it was agreed that there would be a further consultation which hopefully will commence in September.

Cllr Beavan advised that the decision was a step backwards and that the proposed structure is not appropriate.

6. **Climate Emergency** (see white paper attached)

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*Following the adoption of the motion by SCC (in March 2019) and ESC (in July 2019) declaring a climate emergency, Southwold Town Council to work with SCC and ESC to consider ways in which Southwold Town Council can assist them in cutting carbon and harmful emissions and assisting them in their aspiration of making the county of Suffolk carbon neutral by 2030.*

**The Council to consider, and if approved to;**

**a) Set up a Task and Finish group to consider ways in which Southwold Town Council can assist in cutting carbon and harmful emissions,**

**b) To appoint members to the Task and Finish Group whose terms of reference will include the provision of guidelines for all Town Council cttees and working groups regarding actions required by them in this respect,**

**c) The Task and Finish group to report to Council within 6 months with a detailed plan of action for the Council and its cttees.**

Cllr Ladd advised that SCC has declared a climate emergency – and that Kessingland P C has too.

Cllr Ladd advised that he supported the recommendations. Cllr Beavan advised that he also supported and as a suggestion would like the Town Council to try and operate with less paper copies of minutes etc. and would like standing orders to be reconsidered regarding the use of laptops in meetings.

Cllr Windell advised that climate emergency is an important topic and he would also endorse the recommendations. Cllr Windell suggested that the Town Council could do more in respect of tree planting / slowing of traffic (which in return would reduce emissions). Cllr Windell advised that the Single Use Plastics Policy has been effective and that as a result there are no more plastic fish and chip containers used within the town.

Cllr Jeans advised that she would be very supportive of this and that the parking group could perhaps also consider traffic movements within their terms of reference.

**On the proposal of Cllr Ladd, seconded by Cllr Windell it was unanimously agreed to adopt recommendations a, b, and c as above.**

Cllr Bradbury asked that this work be carried out in conjunction with the present work of committees and that actions are not halted whilst awaiting the suggestions and recommendations of the climate emergency task and finish group.

**After discussion it was unanimously agreed that the Task and Finish group members would be; Cllr Beavan, Cllr Jeans and Cllr Windell – and that Cllr Ladd would feed into the group to advise of the actions that SCC are recommending.**

7. **Task and Finish Groups**

*Pages*

a) To receive the written report of the parking management task and finish group - Meeting scheduled for 15<sup>th</sup> August 2019.

**Council to consider and approve; a) Terms of Reference, b) short medium- and long-term goals and c) deadlines for reporting back to council. See green supporting papers.**

- i) **On the proposal of Cllr Beavan, seconded by Cllr Windell it was unanimously agreed to approve the terms of reference for the parking management task and finish group.**

Cllr Jeans requested that the group also consider traffic management matters. This was seconded by Cllr Windell.

**Following discussion, it was agreed with 1 abstention that the parking management group should consider and include suggestions for traffic management within its terms of reference.**

- ii) Short/ med and long-term goals – **it was agreed by all that the group short consider its own short med and long-term goals and report back to council.**

- iii) Deadlines for reporting back to council – Discussion re the timescales for the group to report back to council within 3 months as this will act as a stimulus to delivery. **It was agreed by all that a report should be available for the November Town Council meeting.**

b) To receive the written report of the neighbourhood plan task and finish group – *no meeting held*. Regulation 14 consultation commencing.

Screening Assessment being completed by ESC. This will need to be an appendix to the consultation documentation.

8. **Town Hall works** *Pages*  
 Following approval of the phase 1 of the works in February 2019;  
**Council to consider and agree the preferred option for the appropriate relocation of the kitchen facilities – see white supporting papers.**
- Discussion regarding how temporary ‘temporary’ would be.
- Discussion regarding the options available. Cllr Windell explained the difference between the various options.
- On the proposal of Cllr Beavan, seconded by Cllr Goldsmith it was agreed with 1 abstain to continue with Option 2 as shown on the architect drawings.**
9. **Town Council strategy** – update of document to be considered during September for formal approval at 24<sup>th</sup> September 2019 council meeting. To note. This matter was noted by all.
10. **Financial Matters** (See Cream Papers) *Pages*
- a) To receive the Accounts for Payment for July and August 2019.  
**On the proposal of Cllr Jordan seconded by Cllr Windell it was agreed by all to APPROVE the accounts for payment for July/ pt. August 2019.**
- b) To receive the minutes of the Finance and Governance cttee meeting held 8<sup>th</sup> July 2019 Rep 6.2019. see supporting papers.  
**Council to approve Investment Strategy 2019/20 and receive update.**
- On the recommendation of Cllr Betts, seconded by Cllr Jordan, it was agreed by all to approve the Investment Strategy for 2019/20.**
- c) Council to approve alteration to Bank signatories for 2019/20** for all bank accounts, investments and internet banking.
- On the proposal of Cllr Windell, seconded by Cllr Jordan it was AGREED by all to approve the alteration to the Bank Signatories for 2019/20. This to include cheques, investments and online banking.**  
**Signatories to be any 2 of the following; Cllrs Ladd, Betts, Flunder, Jordan, Bradbury. Town Clerk to be authorised as a signatory to cheques, bank accounts, investments and to be authorised to input the online payments, as well as to transfer funds between accounts online.**
11. **Southwold and Reydon Community Emergency Group** *Page*  
**To consider and if approved confirm that Southwold Town Council will be the named lead for this group for organisational and insurance purposes. See blue backing papers.**

Reydon parish council has suggested that as most emergencies are likely to happen within Southwold i.e. in relation to flooding/ storm tides etc – that Southwold Town Council should take the lead role.

Discussion took place regarding the work involved for this group and the implications of the Town Council taking on a lead role.

Discussions centred on the resources available to the Town Council to take on the lead role – with a population of only 700 people compared to that of Reydon at 3000 people.

The SCC Community Emergency team has confirmed that the lead council would need to take on insurance liabilities for the volunteers who might assist on any given emergency. SCC has the resources and training plans available to assist community groups but would need to be made aware of who was taking the lead in a joint emergency group.

Cllr Ladd advised that he volunteer to lead on behalf of the Town Council if that were the wish of the Town Council. Cllr Goldsmith offered to assist.

**With regards to the insurance liability – it was proposed by Cllr Tucker, seconded by Cllr Jeans and AGREED by all that the joint community emergency group should be a joint venture in discussion with Reydon Parish Council.** Discussion regarding the possibility of both councils taking responsibility (including insurance implications) for the volunteers from within their respective communities.

12. **Correspondence:** (See White papers)

- a) PCSO report – June – July 2019 – Discussion on the report. It was suggested that there seemed to be an average foot patrol of 4 hours per day – which was felt to be too low. This to be checked. Discussion also regarding non use of a bicycle – this to be mentioned again to the PCSO.
- b) AONB report July 2019
- c) Sizewell C – stage 4 consultation 18<sup>th</sup> July to 27<sup>th</sup> September 2019.
- d) Holocaust Memorial Day - 27<sup>th</sup> January 2020. Invitation.
- e) NHS 5 Year Plan engagement.
- f) Coastal Partnership East – presentation re Southwold Initial Assessment to be arranged for councillors for Sept

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

*Events attended.*

NSPCC Annual Reception – 1<sup>st</sup> July 2019

Summer Theatre opening night – 10<sup>th</sup> July 2019

Fifth Anniversary of Great Run Local – 21<sup>st</sup> July 2019

Golf Club Captains Day

*Forthcoming Events*

Southwold Art Circle Summer Exhibition – 18<sup>th</sup> August 2019

RAFA Battle of Britain Service – 15<sup>th</sup> September 2019

Volunteers event – 28<sup>th</sup> September 2019

14. **Town Mayor organisations – 2019/20.**

To receive updates regarding events to be held in support of the Town Mayor’s organisations for 2019/20.

15. **To receive written 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.*

SouthGen – Cllr Windell advised that the works have started on site although the demolition has been paused due to fledgling seagulls.

Summer Theatre – Cllr Bradbury advised that the summer season had gone well.

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.

Cllr Ladd asked that council consider taking over the responsibility of South Green and Gun Hill which would include the licensing of events on these areas.

Discussion regarding the cost implications – It was suggested that L and E cttee could be asked to consider the matter further and to investigate the opportunities for STC to own (and maybe Norse to continue to maintain free of charge for a period). **It was AGREED by all to request L and E cttee to consider the matter.**

Impact of proposed offshore windfarms. Councillors were invited to attend Gun Hill on Friday 16<sup>th</sup> August at 11am to look at a mock-up of the proposed windfarm off the coast of Southwold and to consider its impact on the AONB.

Cllr Bradbury extended thanks to SCC for providing the paint for the community payback team to complete the railings on Might’s Bridge, and to Simon Tobin for organising the painting.

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

Tuesday 29<sup>th</sup> October 2019.

**There being no other business the meeting closed at 9.20pm**

Chairman .....

Dated.....