

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7.30pm on Tuesday 14<sup>th</sup> August 2018**

PRESENT:	Councillor	M Rowan Robinson – Town Mayor
	“	Miss E A Betts
	“	I R Bradbury
	“	C Cardwell
	“	Mrs S M Doy
	“	S Flunder
	“	Mrs J Jeans
	“	M Ladd
	“	D Palmer
	“	Mrs M C Tucker
	“	J A Windell

Also present; 20 members of the public, the High Steward, the Town Clerk and WDC Cllr Beavan.

### **AGENDA for Town Council meeting commencing at 7.30pm**

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

Cllr Flunder declared a personal interest as Vice-Chair of the Southwold Harbour User Association.

Cllr Jeans declared a personal interest as Chair of Southgen.

Cllr Cardwell declared a personal interest in agenda items 5(a) Planning as a Trustee of the Lighthouse, agenda item 7 as taking up a volunteer role with Suffolk Constabulary and agenda item 14(b) with regards to the donation to the Suffolk Institute of Archaeology and History.
  - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*

Cllr Jeans as Chair of Southgen.
  - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*

Not applicable.
  - 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 26<sup>th</sup> June 2018. There was one alteration to the Minutes. Cllr Rowan Robinson had been annotated twice in the list of Councillors present whilst Cllr Betts had not been included.  
**On the proposal of Cllr Windell, seconded by Cllr Cardwell it was RESOLVED to approve the Minutes of 26<sup>th</sup> June 2018 with this one amendment.**

#### 4. **Public Participation**

a) *To receive a report from Waveney District Councillors M Ladd and D Beavan. Cllr Ladd and Cllr Beavan will then take questions from councillors and electors*  
WDC Cllr Ladd advised that as a member of WDC Planning Committee he had objected to the application for the gravel pits as it was within an Area of Outstanding Natural Beauty. WDC Cllr Ladd welcomed WDC Cllr Beavan to the meeting. WDC Cllr Beavan advised that he had no updates to provide at the present time.

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

SCC Cllr Ladd advised that the Lake Lothing application had been accepted and a copy of the application is available to view online. SCC Cllr Ladd updated those present on Brambles Childcare. The childcare facility had previously been provided by "PLA". Alpha Community Nurseries will be operating the facility in the future and it is hoped that this will be in place for the start of September.

Thanks were extended from Cllr Jeans to SCC Cllr Ladd for his role in requesting an options appraisal for Southwold Library. Cllr Jeans advised that Suffolk County Council have agreed to pursue the option for the Library in the previous Hospital Site.

c) *To receive comments from Southwold electors on matters on the agenda (each elector will be allowed a maximum of 3 minutes).*

Several residents raised concerns on the Town Council planning application for the Station Yard site. Councillors were advised that many residents are against the planning application as they considered it 'ill thought out'. A member of the public asked whether Council were prepared to withdraw the planning application whilst another member of the public asked whether the costs for refurbishment had been ascertained, whilst another suggested that refurbishment instead of redevelopment of the existing site should also be considered.

The Chairman advised those present that the project had been placed in the Town Council Strategy of 2016 and had been mentioned again in the Annual Report of 2016/17 where it was stated that the project would go to planning application stage. The Chairman advised that a drop-in event had been held at the Millennium Hall in 2015 which had set out the vision for Station Yard which had launched the project into the public domain.

The Chairman accepted that it may have been beneficial to hold the planning application drop-in event prior to the plans being submitted to WDC rather than after. The Chairman advised that as a means of improving communications a monthly news sheet would be made available after each Town Council meeting.

The Town Mayor advised that the order of the Agenda would be amended with items 6 and 7 preceding item 5.

6. **Stakeholder consultation on the draft East Suffolk Area Parking Plan** – *consultation deadline 17<sup>th</sup> August 2018. To consider and agree as appropriate the Town Council response to the East Suffolk Area Parking Plan. (see white papers)*

The Chairman provided an overview of the East Suffolk Area Parking Plan for those present. The present parking restrictions on the High Street relate to 8am – 6pm seven days a week. Councillors confirmed that they would wish these restrictions to continue during these hours and days. Councillors advised that they would want to work with

WDC regarding favourable tariffs for employees/residents to park on WDC car parks. Cllr Tucker advised that Southwold presently contributes £75m per annum (2015) to the Waveney economy which equates to 25% of the Waveney overall tourist income. Councillors suggested that in view of this contribution to the economy, preferential rates should be made available for those who live and work in the town. Cllr Jeans and Cllr Cardwell had provided comments to the parking plan which were provided alongside the papers for this meeting. **It was RESOLVED by all that the comments from Cllr Jeans and Cardwell and those mentioned above, would form the basis of the response to the consultation for the East Suffolk Parking Plan.**

7. **To receive update on projects contained within Strategy 1 – 8 of ‘Our Strategy for the future of Southwold.’ and consider and agree as/if appropriate for each; a) action plan, b) financial allocation from Town Strategy earmarked reserves.**

The Town Mayor highlighted to the public that Station Yard was contained within Strategy 1 of the Town Council Strategy document and parking was contained within Strategy 8 and that these matters would be dealt with first.

*Strategy 1 – Station Yard* - The Town Mayor provided feedback from the planning application drop-in event held on 19<sup>th</sup> July 2018. The Town Mayor also read out some of the responses to the parish plan concerning business space and residential accommodation. The Town Mayor highlighted that within the parish plan 89% of responders supported the ambition of increasing employment while 62% had advised that there was not enough business space within Southwold. The Town Mayor advised that the economic aim of increasing employment and creating jobs had been supported by the WDC Economic Team and this was one of the criteria for applications for Coastal Community Funding.

It was proposed by Cllr Flunder that, due to the number of objections and the uncertainty of funding, the planning application for Station Yard be withdrawn until a business plan is undertaken. Cllr Ladd advised that he would second the proposal to provide the opportunity for a debate on the matter.

Lengthy debate took place with regards to the proposal. The concerns raised from members of the public were acknowledged and discussion took place about whether the site was fit for purpose both now and in the future. The need for more employment space was highlighted and it was stated that an increase in employment space would be possible under the redevelopment plans. Members confirmed that they would continue to liaise with the existing tenants about their individual circumstances and future requirements – noting that the tenants have been kept up to date as the project has evolved since 2015. Members noted that the Town Council had included the project within the Town Council Strategy and that the planning application was the first phase of a complex process. Members emphasised that as the properties would remain within the control of the Town Council, the Town Council would be in control of the rents to ensure that these remained affordable and to provide the opportunity to more tenants. The opportunity for Coastal Community Funding could not go ahead without planning permission and it was suggested therefore that planning permission should therefore continue to be sought. Members discussed the need to engage on a business plan to flush out viable options for future usage of the modular units and to provide a document that would be required in the event of seeking funding. Members acknowledged the views expressed by some members of the public on the perceived lack of communication.

In response, Cllr Flunder suggested to members that the lack of communication had caused distrust and although it was acknowledged that improvement at the site is required, there was no present evidence whether the improvements at Station Yard would be worth the investment.

**It was RESOLVED on a majority of 9 against and 2 in favour - to reject the original proposal ‘that, due to the number of objections and the uncertainty of funding, the planning application for Station Yard be withdrawn until a business plan is undertaken.’**

With regards to a business plan, it was suggested that Council consider an in principle agreement to budget for this work to go ahead at some stage in the future. The Town Mayor explained that if the project passed stage 1 of the CCF funding bid, and planning approval was received, the Town Council would need to consider both the costs for a business plan, together with the costs for the works required to enable the application for CCF funding to be valid for the stage 2 part of the process. The actual requirements for stage 2 would be confirmed if/ when successful at Stage 1 but may include the need for detailed design specification. The Town Mayor suggested that if a planning application was successful the Town Council would need to meet again to discuss the matter further. **On the recommendation of Cllr Rowan Robinson, seconded by Cllr Bradbury it was agreed unanimously that an informal meeting would be held to discuss the brief required for a business plan and that this would be held at some stage before the next Town Council meeting.** The matter to then be discussed further at the next Council meeting.

*All except 6 members of the public left the meeting at this stage.*

*Town Strategy 8 – traffic and parking* – the Town Clerk was asked to explain the CPE process and timescales. The meeting was advised that Civil Parking Enforcement has been delayed and the date for implementation in Suffolk may be 2020. Suffolk Police Authority will therefore continue to be the enforcers of highway traffic regulations. Alongside the delay of CPE, Suffolk Police Authority have announced a proposal to reduce the number of PCSO’s that they employ to enable them to increase the number of police constables. At present the Town Council fully fund a PCSO for Southwold – their duties include the policing of traffic/parking and with CPE being delayed, there would be a need for this to continue if such police enforcement were to be required. Discussion took place as to the amount of time that the PCSO spends on parking in relation to other duties, and whether fully funding the cost of a PCSO provided value for money. It was suggested that if the Town Council did not fund a PCSO there was a possibility that there would be no specific police allocated to Southwold to undertake parking restrictions. Cllr Tucker confirmed that there is a Service Level Agreement in place between the Town Council and Suffolk Police Authority regarding the PCSO and on Service Level renewal, discussions take place with Suffolk Police Authority regarding the job description and the role required within Southwold. The Service Level Contract confirms that the PCSO cannot be deployed outside of Southwold unless there is a major emergency. To date this has happened on one occasion only. Cllr Windell advised that having a Police Community Support officer dedicated to Southwold provided reassurance to members of the public, as well as providing enforcement of traffic and parking regulations. It was noted that the present PCSO spends much time liaising with businesses and keeping them up to date with specific information such as counterfeit

notes. Cllr Windell advised that he would be concerned at not having any dedicated PCSO for the town. Cllr Bradbury suggested that the Town Council could speak to neighbouring parishes to ask them to assist in funding for maybe an 18 – 24 month contract, as it was recognised that a dedicated police presence would still be required. Joint funding with another would however mean that resources would be split between Southwold and the other funding parish.

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Ladd it was unanimously agreed to advise Suffolk Police Authority that the Town Council would be minded to continue with a PCSO from 1<sup>st</sup> April 2019.**

*Town Strategy 8 – Parking Strategy for Southwold* – The meeting was advised that the Town Mayor, the Chair of Highways & Footpaths (Cllr Tucker), and the Chair of the Common Trust (Cllr Windell), had met with the consultant regarding the tender that had been received from a potential parking provider. The consultant had felt that the tender was too expensive and that costs could be reduced. The Town Mayor advised that Council now needs to consider the way forward, with further consultations to be undertaken with the community. Permits for workers and employees needs further exploration. Cllr Jeans advised that Framlingham Town Council have created a strategy for parking in Framlingham by way of a framework setting out the principles of parking charges.

Regarding a potential questionnaire/consultation, it was suggested that the questionnaires in the East Suffolk Parking Strategy could be used as the basis for the document that the Town Council may wish to produce. Cllr Tucker advised that the objectives would need to be explained a) that the turnover of the use of the car parks closest to town was a key part of the strategy and b) that the strategy also provides accessibility for visitors - as without this the economy of Southwold will suffer.

Cllr Windell advised that environmental aspects were an important part of the strategy - with a reduction in traffic driving around the town trying to find parking spaces being an important aspect. Cllr Windell advised that signage should therefore be considered as a key part of any process. Cllr Tucker advised that the consultant should be engaged to assist with any consultation process and to assist with the framework for a questionnaire. Cllr Ladd advised that any new TRO's take 18 months to put in force, and that there was a need to do something to improve the situation as soon as possible. Cllr Ladd suggested that rather than leaving the matter until all the answers were available, the Town Council could implement a scheme and then change or amend it as required.

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Jeans it was unanimously agreed that Cllrs Rowan Robinson, Tucker and Windell would meet to produce a simple overview of parking, and with the aid of the consultant, to prepare a document to go to a next steps consultation as per the discussions above.**

With regards to standing orders, **it was RESOLVED with 9 in favour and 2 against that the meeting continue to 9.45pm.**

*Town Strategy 3 – Neighbourhood Plan* timescales for potential draft publication were noted.

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

- a) *To receive the written report of the meeting of the Planning and Development Committee meetings held on Tuesday 3<sup>rd</sup> July 2018 and Tuesday 7<sup>th</sup> August 2018. No recommendations). Noted.*
- 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 – Cllr Windell advised that the Planning Committee were short of members and in view of the need to meet on a fortnightly basis it was important that a quorum was available for each meeting. **It was agreed by all that Cllr Flunder be co-opted onto the Planning Committee.** Thanks were extended to Cllr Flunder. Cllr Windell also advised that planning application DC/18/3104/FUL 37 High Street was due to be considered at the next planning Committee meeting and in view of some potential declarations of interest, permission was sought that the response to this application be decided by a quorum of 3. **It was RESOLVED by all to approve this request.***
- c) *Leisure and Environment Committee. No meeting held. No recommendations.*

8. **To receive reports from Working Groups/Task and Finish Groups.**

- a) Neighbourhood Plan Task and Finish Group – *see above.*
- b) Highways and Footpaths working group and Parking Review sub group – *see above.*
- c) Landlords working group – *no meeting held.*
- d) Community Shuttle Task and Finish Group – *no meeting held.*

9. **Single Use Plastics Policy (Green Paper)** – *to approve draft Policy (including polystyrene containers). This to be considered at the next Town Council meeting.*

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

*Events attended.*

St Edmundsbury Sunset Ceremony – 28<sup>th</sup> June 2018  
St Felix School Parents Day – 30<sup>th</sup> June 2018  
OVO Energy Tour – 1<sup>st</sup> July 2018  
NSPCC Annual Reception – 2<sup>nd</sup> July 2018  
Suffolk Institute of Archaeology Reception – 4<sup>th</sup> July 2018  
Ipswich Mayor’s Invitation – 6<sup>th</sup> July 2018  
ITV interview Britain’s High Streets – 10<sup>th</sup> July 2018  
Opening Night of Summer Theatre – 11<sup>th</sup> July 2018  
SOS Parliamentary Reception – 12<sup>th</sup> July 2018  
Felixstowe Reception – 18<sup>th</sup> July 2018  
Women on Wheels Event – 22<sup>nd</sup> July 2018  
Great Run Local 4 year anniversary – 29<sup>th</sup> July 2018  
FESPA fete – 29<sup>th</sup> July 2018  
Beccles Civic Reception – 10<sup>th</sup> August 2018  
Model Yacht Regattas – 14<sup>th</sup> August 2018

*Forthcoming Events*

Festival of Golf – 18<sup>th</sup> August 2018  
Southwold Art Circle Summer Exhibition – 20<sup>th</sup> August 2018

11. **Town Mayor organisations - 2018/19.**

To receive details of the events specifically being held to support the Town Mayor's chosen projects/organisations for 2018/19.

12<sup>th</sup> September – Event at Southwold Golf Club

16<sup>th</sup> March 2019 – Spring Ball.

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

*For consideration and agreement of a response if appropriate.*

a) PCC update - plans for local policing

b) Coastal Community Funds Round 5 – revised timescales

c) Forthcoming consultation on the archive service for Lowestoft and North East Suffolk.

d) East Suffolk Council Electoral Review – consultation to 27<sup>th</sup> August 2018.

e) Consultation on revised statement of principles under Gambling Act 2005 – consultation to 16<sup>th</sup> September 2018.

f) Suffolk Coastal First Draft Local Plan – consultation to 14<sup>th</sup> September 2018.

g) AONB – update July 2018.

h) Waveney Local Plan – submission for Examination. Public Hearing – October 2018.

i) Suffolk Constabulary – Local Policing Volunteer Scheme.

j) Proposal for Eastern Baven's Toe Pile Repair.

k) WDC – Overview and Scrutiny Cttee – Responses to questions to Anglian Water.

Noted.

13. **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) *Dementia steering group – Cllr Cardwell – a written report had been provided for all Councillors.*

b) *Harbour Users Association – Cllr Bradbury tabled a report at the meeting.*

14. **Financial Matters (See Cream Papers)**

a) To receive and approve the Accounts for Payment for July/Aug 2018.

**On the proposal of Cllr Betts, seconded by Cllr Palmer it was agreed by all to approve the Accounts for Payment for July/Aug 2018.**

b) *To receive the minutes of the Finance and Governance cttee meeting held 16<sup>th</sup> July 2018 REP 7.18.*

*Recommendations relating to; Donation to Suffolk Institute of Archaeology and History, approval of Policies a) Officer/Member protocol, b) Anonymous correspondence, c) Complaints.*

**Donation;** of £150 be made to the Suffolk Institute of Archaeology & History to meet the hire cost of the Primary School playground to be used for blue badge parking and to cover the cost of soft refreshments for delegates to an event to be held in Southwold on 21<sup>st</sup> September 2019. It is the recommendation of the Finance Committee that a donation of £150 be made for this purpose.

**Re Personal interest - Cllr Cardwell abstained from the following vote.**

**On the proposal of Cllr Betts, seconded by Cllr Doy it was RESOLVED by all to approve a donation of £150 to the Suffolk Institute of Archaeology & History .**

**Policies; a) the Officer / Member Policy. Policy; b) Anonymous correspondence policy, c) Complaints policy – to approve the revised and updated policies.**

**On the proposal of Cllr Betts, seconded by Cllr Palmer it was unanimously RESOLVED to approve policies a) the Officer / Member Policy. Policy; b) Anonymous correspondence policy, c) Complaints policy.**

15. **Town Councillor vacancy** – *to consider process for appointment to the vacancy.* Noted.
16. **Deputy Mayor** – *to consider appointment for Deputy Mayor for remaining term 2018/19.*  
On the proposal of Cllr Cardwell, seconded by Cllr Palmer it was proposed that Cllr Windell be Deputy Mayor for 2018/19.  
On the proposal of Cllr Doy, seconded by Cllr Tucker it was proposed that Cllr Bradbury be Deputy Mayor for 2018/19.  
**With the Town Mayor using a casting vote, it was RESOLVED by a majority of 6 in favour and 5 against to appoint Cllr Bradbury as Deputy Mayor for the remainder of 2018/19**
17. **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. Nil
18. **Date of next Town Council Meeting:**  
Tuesday 25<sup>th</sup> September 2018 at 7.30pm at the Methodist Church Hall.
19. **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; property and personnel matters.*
20. Property Matters (if any) – No items to consider
21. Personnel matters (if any) – No items to consider

There being no further business the meeting closed at 9.45pm.

\_\_\_\_\_ TOWN MAYOR 19<sup>th</sup> September 2018