

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 28th July 2026

PRESENT:	Councillor
	“ D Beavan
	“ P Davy
	“ S Flunder
	“ V Gladwell
	“ P Goldsmith
	“ P Huggins
	“ C Hurr
	“ J Miller
	“ R Jarvis
	“ J Miller
	“ V Redington
	“ M Wells

Also present: The Town Clerk, the High Steward and SCC Cllr J Matthews and 1 member of the public.

1. **Apologies:**
To receive and approve apologies for absence. There were no apologies for absence.
2. **Declarations of interest:**
 - a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.* Nil.
 - b) *To receive Declarations of Other Registerable Interests and Declarations of Non-Registerable Interests regarding the agenda.* Nil.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.
 - d) *To note that the Register of Interests of all Members is to be completed within 28 days of the election and updated thereafter with changes as they occur.* Noted.
3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 23rd June 2026.
Cllr Temple advised that as he was not at the meeting he had not volunteered for the Harbour working group – he had been volunteered in his absence.
On the proposal of Cllr Wells, seconded by Cllr Davy the minutes were approved by all.
4. **Public Forum** (15 minutes will be allocated overall for this section- subject to Town Mayor discretion).
 - a) *To receive report from Suffolk County Ward Councillor J Matthews.*
SCC Cllr Matthews will then take questions from Councillors and electors. Members were advised that the SCC climate emergency declaration has been rescinded to ensure that environmental stewardship is practical, effective and focused on outcomes.

In view of the heat, SCC Highways are monitoring the tarmac on highways – 3 miles of network are being impacted so far.

Farms – SCC want to retain such land kept for agricultural use rather than permitting alternative use. SCC has 88 tenants of farm land.

- b) *To receive a report from East Suffolk Ward Councillor D Beavan including update on coastal resilience/ shoreline management plan.*

ESC Cllr Beavan will then take questions from Councillors and electors.

ESC Cllr Beavan advised that the new refuse system/ bins is settling in. East Suffolk Services are an arm's length organisation who are responsible for the collections. Much resource has been brought in to sort out the issues being encountered including an experienced troubleshooter. New crews have been put in on rounds. ESC apologises for the situation and are sorting it out and the system will not be changed again.

ESC ward Cllr Beavan asked that people report issues on the App or online or email customer services – if people call customer services they may experience a lengthy wait at the moment.

ESC ward Cllr Beavan asked people not to send him photos of bins until the matter has been reported online. If people then do not get a response within 1 week, they can then report the problem to him.

It was acknowledged that bins are being left around the town and once this happens, they are being used by public as general refuse.

A member asked about the reported breach of contract. ESC ward Cllr Beavan advised that this is a contract procedure.

- c) To receive comments from Southwold electors on matters on the agenda. Nil.

SCC Cllr Matthews left the meeting at 6.40pm

5. To receive reports from Committees and Task and Finish Groups:

- 1) *To consider membership of committees, and if agreed, increase membership of individual committees to align with business need.*

Cllr Goldsmith advised that recently some meetings have not been quorate so meetings have had to be cancelled and asked if councillors could please consider this so that no meetings need to be cancelled in future.

It was suggested that council will need to consider substitutes if the problem continues and people cannot attend meetings. When Finance & Governance Cttee had considered this matter, it was suggested that substitutes ought to be able to be called as a substitute even on the day of the meeting.

It was proposed by Cllr Gladwell, seconded by Cllr Hurr and agreed with one abstain that substitutes be included within the council standing orders, and that people could be called as a substitute even on the day of the meeting.

- a) *Planning Cttee – To determine the Town Council response to the following applications:*

Applications to consider

DC/26/1951/FUL - 67 Marlborough Road

Proposal: *Replacement picket fence, like for like of the existing.*

It was agreed by all that there were no objections to this application.

DC/26/1947/FUL - 72 Pier Avenue

Proposal: *Replacement windows and doors with UPVC, retain the brick plinths of these two side extensions, removing the current white UPVC windows and doors, and replace the upper sections with a timber structure incorporating the same black coloured UPVC windows and doors then clad these sections to mirror the partial wood cladding on other elevations the height of these two side extensions to be raised to the level of current balcony and kitchen extension, convert the garage to a bedroom with ensuite shower room, brick up the current garage door and replace with a window and create an external doorway to this room on the east elevation.*

Not in the Conservation Area. Uniformity of materials will improve, but the applicants want UPVC throughout – therefore this is not in accordance with Design Policy 7 of the N Plan. Garage being converted to a bedroom will lessen parking.

*Discharge of Condition Nos. 4 and 6 of **DC/25/4126/LBC** – 100 High Street*

Minor alterations to create a retained ground floor retail unit, a first and second floor two-bedroom maisonette; a single bedroom cottage and an extension at the rear of the site to create a single bedroom coach house – 4 re-pointing, - 6 extension details.

Application has a higher roof now. See previous comments as the STC reply.

DC/26/2251/FUL - 35 Hotson Road

Proposal: *Construction of a two-storey side/rear extension, first floor extension to front and associated internal, external alterations.*

Parking meets Suffolk guidelines. Looks sympathetic. No objection.

DC/26/1445/VOC – Site of former Sole Bay House, Gun Hill

Variation of Condition 2, 3 & 7 of DC/23/2354/VOC – (Variation of Condition No. 2 of DC/23/0715/VOC

Proposal: *Subdivision of dwelling into two units and refurbishment, alterations and additions). – Revised landscaping layout including staircase, retaining walls, woven fences, ASHP's driveway material, covered bin store and removal of privacy screen. Members advised that they would need detailed plans to be able to consider further.*

It was Proposed by Cllr Temple, seconded by Cllr Gladwell and agreed by all that the responses as above be forwarded to ESC as the STC responses.

*To consider and if agreed approve that this application be considered by the Planning cttee on 4th August 2026. **DC/26/2466/VOC** – The Coach House, Park Lane*

Proposal: *Variation of Condition No. 2 of DC/24/2894/FUL (allowed by APP/X3540/D/25/3364844)*

Extensive and holistic renovation to the entire property, including: environmental upgrades to all retained building fabric, a new rear extension, first floor extensions,

conversion of loft space, internal layout changes, re-facing of all facades, new dormer windows, alterations to the vehicular entrance, new perimeter wall and additional outbuilding to the garden – Variation to previously approved plans.

It was agreed by all that this application will be considered at Planning Committee on 4th August 2026 as STC have an extension to 5th August 2026.

Members were advised that the Common Trust considered the situation of access at rear of Skilmans Hill, and the draft letter for the applicant will be forwarded to Trustees. Members suggested that the Charity will also need to consider the situation of others who access properties off Skilmans Hill.

- b) Landlords Cttee – To receive the report of the meeting of the Landlords Committee meeting held 13th July 2026 *Cllr Gladwell*
Approval of Terms of Reference - Proposed by Cllr Gladwell, seconded by Cllr Temple. All agreed.
- c) Leisure and Environment Cttee – To receive the report of the meeting of the L and E Committee meeting held 16th July 2026. Recommendations in relation to T of Ref. *Cllr Goldsmith*
Approval of Terms of Reference - Proposed by Cllr Wells, seconded by Cllr Miller. All agreed.
- d) Roads Cttee – No meeting held.
- e) NSIP Working Group – *Cllr Davy*
ESC Energy Projects update – *see attached.*

Cllr Davy – new Energy Minister is Rt Hon Miatta Fahnbulleh, who has taken over from Ed Miliband, and she will be receiving the examining authority recommendation on Sealink on 5th August 2026.

Pre-app consultations on NSIPs have been scrapped from 24th July.

DSNEZ will be taking over the consents and variations from local authorities going forward – so will take over from ESC for example on Lionlink and Sealink if these go forward.

Ed Miliband has over-ruled the examining authority to approve the second largest solar farm in Britain.

To receive update on National Energy Projects

Lionlink – consultation to 5th August 2026 – to consider and agree Town Council response if any required.

Lionlink consultation responses are to be submitted by 5th August. STC to send in a response as per the STC original response. Proposed by Cllr Temple, seconded by Cllr Redington. STC provided authority for Cllr Davy and the town clerk to send response.

Sizewell /Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - Sealink DCO.

Sealink survey on community contributions has been issued. Project cost is £3bn but the community contribution is only 0.03% i.e. £1m. MP is leading change for

contribution to be 1% minimum. Sealink are doing the minimum which the government require.

SEAS estimate loss to tourism is £500m and is asking Sealink for a fund of £80m
STC can comment to the consultation as can residents.

It was suggested that STC respond to the consultation about the inadequate mitigation of the community fund and support the local areas including Saxmundham and Friston who are being affected. STC should continue to provide data to support mitigation financial improvements.

ESCEP continue to provide representations on behalf of all Town and Parish Councils

It was mentioned that Jenny Riddell Carpenter MP seemed to think that there was a possibility of funding from Lionlink for some of the harbour concerns.

It was proposed that STC respond to the survey with the objections and points about mitigation as above.

Proposed by Cllr Goldsmith, seconded by Cllr Hurr. All agreed.

- f) Emergency Plan T and F group – to receive verbal update. *Cllr Wells/ Hurr.*

Cllr Wells advised that they had attended a useful training session for rest centre management. 8 volunteers attended. Further training in October 2026. Cllr Wells and Cllr Hurr will attend the new webinar. Cllr Hurr advised that the Group would organise a ‘dry run’ as part of the training. The Group is still looking for more volunteers.

- g) Comms T and F group – to receive verbal update – *Cllr Miller/ Cllr Flunder*

The T and F group met earlier this evening. Cllr Goldsmith provided an update from the meeting.

“Residents” brochure is being delivered to Reydon and Walberswick by the non cllr member of the L and E cttee.

The tourist website of the local towns have been analysed by an outside agency brought in by ESC to help improvements be made as required. Visit Southwold website was considered very good and was rated well.

Members were advised that the local businesses consider that a Town Manager/ business officer is required to help them and have requested that STC take a lead on this alongside the business support provided by Menta. To be considered as part of ESC Tourism Fund.

Members were reminded that the North Parade project consultation will take place on 24th August 2026 and the town hall staff will man the consultation at a gazebo on North Parade.

Manning of the TIC throughout the summer– more volunteers are required. Cllr Davy has volunteered. Michael Ladd is assisting and has also been walking around the town as a town ambassador on behalf of STC.

It was requested that in the next newsletter STC should again provide a summary of which authority does what.

It was noted that Mailchimp newsletters can be issued free to up to 500 people only, after which there is a fee. Other group e mail providers also provide a service and the one used by other towns is in the region of £13.70 + VAT/month. This can send e mail updates to a maximum 2500 members. It was agreed that this would come

through as a proposal from the next Finance cttee meeting, as there were no concerns about having such a service to provide outward information.

h) Harbour legal history T and F group - to receive verbal update – *Cllr Gladwell/ Cllr Flunder*

Cllr Flunder advised that at the meeting held last week, there were discussions about ownership, the HRO, the campsite (caravan site) and Blyth Estuary Partnership. Cllr Flunder has also attended SAG today. There has been an improvement in the discussions and HMC will soon receive a recommendation about the project.

Caravan/campsite project – issues seem to be coming to a head, but caravan site owners have asked for some guarantees and resettlement of caravan site as part of whole site. Landscaping is an issue and STC, through Cllr Jarvis, is being asked to recognise and support the importance of landscaping.

Cllr Jarvis reminded members that he represents STC if he does not have a conflict of interest and that such issues are approved with officers.

It was noted that Cllr Jarvis sits as an independent member of the committee although he was elected as a STC member, but the harbour constitution does not allow Cllr Jarvis to be non-independent although he is trying to reflect STC views as best as possible.

ESC Cllr Beavan advised that the project must get done before LGR and as Chair will try and reflect all views.

h) Town Hall Project – T and F group – to receive report and recommendation with regards to cost to approve for full submission to HLF. – *Cllr Davy*

Cllr Davy advised members that the approx. project costs are £660k and basement project £80k, - so totally approx. £740k. Heritage part of the project is around £144k, and STC will be applying for a grant £240k – so overall costs will be approx. £638k.

Initial expression of interest to HLF received a positive response. Fees of £7,900. have been quoted to submit the full application to HLF for a grant of approx. £240k. On the proposal of Cllr Davy, seconded by Cllr Temple it was agreed by all to approve the cost of £7900 to submit the main application to HLF.

6. **Meeting with M P Jenny Ridell-Carpenter** – to receive feedback.

Cllr Jarvis advised members that was a very fruitful meeting. MP was very supportive of stance of STC on the nuisance/ disruption from NSIPS. MP is trying hard to get funding from Sizewell to directly support businesses and at a greater level.

MP had said that she would assist STC in negotiations with SCC on Fire Station site if STC were to consider delivering affordable housing.

Bus services – MP considered that work needed to be carried out of finding out where monies were stalling and why services were not being delivered.

Subsequent to the meeting the MP was announced as an Under-Secretary of State at Defra.

7. **Southwold Business group** – To receive update as attached. See report.

8. **Financial Matters**

- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for July 2026 (*circulated to members*).

On the proposal of Cllr Miller, seconded by Cllr Gladwell it was agreed by all to approve the Accounts for Payment for July 2026. All agreed.

- b) *To receive and consider* management accounts/ budget/ and balance sheet for month end July 2026. Agreed by all.
- c) *To receive report and recommendations of Finance and Governance Cttee Meeting* held on 21st July 2026 including recommendations in relation to donations/ policies -

Cllr Huggins declared an ORI and left the room

Light Up Southwold – have requested a donation of £1250 towards the lights for 2026. £1250 is an increase from the usual request due to increased costs.

Cllr Jarvis explained that the finance cttee carries out an individual assessment per application – each to be considered on its benefits. The £1k limit is used as a guide. It was acknowledged that the work of Light Up Southwold is a huge benefit for town. Proposed by Cllr Jarvis seconded by Cllr Temple and agreed by all to donate £1250 to Light Up Southwold for the Xmas lights for 2026.

Cllr Huggins returned to the room.

Tenders/ Quotes – Replica Mayoral Chain. Previous quote from Nov 2025 of £14,475 was reviewed. This item had been placed in the budget for 2026/2027 at £14,500.

£15,359 is now the cost for replica. Fattorini is a specialist in its production. Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed to purchase.

Terms of Reference to consider – a) NSIP working group b) Harbour - Caravan Site and Camping Field Ownership Research Working Group.

See attached. Propose to approve.

Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed to approve both Terms of Reference.

Policies for review – a) Absence. Non-attendance Policy b) Expenses. Travel Policy

Both policies were reviewed. Both have been updated with current information. HMRC Mileage increased to 55p per mile. Proposed by Cllr Jarvis, seconded by Cllr Wells. All agreed to approve.

9. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**

a) SAG / HMC – *Cllr Flunder/ Cllr Gladwell/ Cllr Beavan* – no further update.

b) SRS – *Cllr Gladwell* – Sandcastle competition 11th July 2026 was very good and will hope to run as an annual event.

Other discussions re King Charles footpath diversion.

c) ESC Community Partnership – is open to all Councillors to attend. Small grants are available. Community hubs to give advice/support to the community.

d) Allotments – Cllr Goldsmith – There are vacant plots and these will need to be controlled so they do not get overgrown.

e) SRDC – Cllr Goldsmith advised that all clubs are doing well. Cricket Club is thriving now. One of the clubs wants to get a junior section.
Members were advised that the Pavilion committee help at Hevingham Hall Fair and in return have received a donation to help maintain the fabric of the William Godell building.

10. **Town Mayor and Deputy Mayor updates.**

Events attended and upcoming.

Summer Theatre Opening Night – 29th July 2026

VHC Afternoon Tea Party – 18th August 2026

11. **Tourist Information Centre** – to note - volunteers to assist from 20th July – 1st September 2026.

12. **Consultations to consider**

[Local Plan Scoping Consultation](#) – deadline 29th July 2026.

[East Suffolk Tree and Hedgerow Strategy](#) – deadline 5th August 2026.

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

Tuesday 29th September 2026.

***Some items from this agenda might need to be considered within a confidential session as below.*

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

Any matters, including those above as required.

Casino – new tenant

Recommendation – Author and Architect 10-year lease, 5-year break clause.

Proposed by Cllr Gladwell, seconded by Cllr Beavan. All agreed.

Flat 1 Hurren Terrace works – 2 quotes for works at the flat. Landlords recommend Mixbrow All agreed.

Strickland Place – progress continues with regards the sale. One of the other interested parties now has a potential purchaser of their property.

Menta - ESC and STC met with Menta. People attending Latitude have been using the shared space. One of the businesses who started at the shared space, then got an office in the main building and are now moving to the courtyard. This is a very good example of

what was envisaged for the Hub – and ESC/ STC/ Menta will create a press release for September re this news story.

Town Hall Project - mention was made of the possibility of STC looking for space to use for a unit and board room should the Town Hall project go ahead.

Menta were updated on the request from businesses for extra support - Town Manager / business support officer and Menta would need to work together.

“In post” unit requested by Menta for outside the Hub. Agreement to be given by STC and income to come to STC. Agreed by all.

Meeting closed at 8.10pm.

_____ **TOWN MAYOR 25th August 2026**