



## **NOTICE**

**You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 23<sup>rd</sup> June 2026 at 6.30pm at the Town Hall**

**Signed**

*H. J. Beavan*

**Dated 16<sup>th</sup> June 2026**

## **AGENDA**

1. **Apologies:** To receive and approve apologies for absence.
2. **Declarations of interest:**
  - a) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
  - b) To receive Declarations of Other Registerable Interests regarding the agenda.
  - c) To receive Declarations of Non-Registerable Interests regarding the agenda.
  - d) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
  - e) To note that the Register of Interests of all Members is to be updated with changes as they occur.
3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 26<sup>th</sup> May 2026.
4. **Public Forum** (*15 minutes will be allocated overall for this section- subject to Town Mayor discretion*).
  - a) To receive a report from East Suffolk Ward Councillor D Beavan  
ESC Cllr Beavan will then take questions from Councillors and electors.
  - b) To receive a report from Suffolk CC Ward Councillor J Matthews.  
Cllr Matthews will then take questions from Councillors and electors.
  - c) To receive comments from Southwold electors on matters on the agenda.
5. **To receive reports from Committees and Working Groups:**
  - a) To receive the report of the meeting of the Planning and Development Committee meetings – to receive reports from meeting held 2nd June 2026. *Cllr Temple*
  - b) Landlords Cttee – to receive verbal report and recommendations from meeting held 11<sup>th</sup> June 2026. Recommendation with regards to Casino. *Cllr Gladwell*
  - c) Leisure and Environment Cttee – to receive verbal report from meeting held 18<sup>th</sup> June 2026 including update about cliffs Cllr *Goldsmith*
  - d) Roads Cttee – To receive verbal report from meeting held earlier today. *Cllr Beavan*

6. **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) **NSIP working Group - National Energy Projects** – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - *Cllr Davy*
- b) **HMC/ SAG** – *Cllr Flunder/ Gladwell.*
- c) **Potters Bridge stakeholders** – *Cllr Goldsmith*

7. **Financial Matters - Audit And Governance**

a) **Financial Officer:** to re-appoint the Clerk as the Council's Responsible Financial Officer for 2026/27.

b) **Internal Auditor**

- i. To receive and note the SALC internal audit report for 2025.26 and the Annual Internal Audit Report page on the AGAR 2025.26.
- ii. To note Action Plan arising from the internal audit report – Finance Cttee to review any individual advisory notes and report back to Full Council.
- iii. To receive Internal Control Statement 2026.27 and to confirm that Internal Controls are appropriate and effective for Council purposes as per the Internal audit report for 2025.26 and the Annual Internal Audit Report 2025.26 page on the AGAR.
- iv. To confirm that SALC are an effective, competent, independent internal auditor for Town Council audit requirements.
- v. To appoint SALC as the internal auditor for 2026.27.
- vi. To confirm that the Finance and Gov cttee has delegated authority to review and sign off the SALC Letter of Engagement for internal audit 2026.27.

c) **Risk Assessment:** To receive and approve Risk Management Policy and Risk Assessment for 2026.27 – *Finance Cttee to continue to review as a working document.*

d) **Accounts 2025.2026:**

i) To receive and if approved, confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31<sup>st</sup> March 2026 and provide permission for signature as required. (*Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record and note the yes/no answers in Section 1) and provide permission for the Chairman of this meeting to sign these accordingly.*

ii) *To consider and approve Section 2, the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31<sup>st</sup> March 2026 and provide permission for the Chairman of this meeting to sign these accordingly.*

iii) *To confirm that the date for the Public Rights will be as follows; date of announcement – 25<sup>th</sup> June 2026. Documents will be available from 26<sup>th</sup> June 2026 – 6<sup>th</sup> August 2026.*

e) *To Resolve to re-adopt the Reserves Policy together with confirmation of the earmarked reserves as detailed at 31<sup>st</sup> March 2026.*

- f) *Accounts for Payment* - To receive and confirm the Accounts for Payment for June 2026 (*circulated to members*).
- g) *To receive report and recommendations of Finance and Governance Cttee* – To receive verbal report from meeting held 22<sup>nd</sup> June 2026. *Cllr Jarvis*
- h) *Cil report* - To receive and if agreed, approve the CIL statement report for 2025.26. To be with ESC by 31<sup>ST</sup> Dec 2026.
- i) *NALC Practitioners Guide 2026* – any new requirements to be considered by Finance and Gov cttee and reported back to full council.
- j) *Asset Register* – to review asset register and confirm as at 23<sup>rd</sup> June 2026.
8. **Southwold Camping and Caravan Site** – to receive verbal update.
9. **Town Hall Project** – to receive update re Heritage Lottery Fund Expression of Interest.
10. **LGR** – to receive updates. *Cllr Jarvis*
11. **Consultations** – Local Plan Consultation to 29<sup>th</sup> July 2026.  
[www.eastsuffolk.gov.uk/newlocalplan](http://www.eastsuffolk.gov.uk/newlocalplan). Consider a Town Council response.
12. **Town Mayor updates including.**  
Charter Fair and Charter Lunch  
Civic Sunday – 14th June 2026  
Suffolk Day – Sunday 21<sup>st</sup> June 2026  
Armed Forces Day – Saturday 27<sup>th</sup> June 2026  
West Suffolk Civic Service – Sunday 28<sup>th</sup> June 2026.
13. **Date of next Town Council Meeting:**  
Tuesday 28th July 2026 at 6.30pm
- 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.  
Strickland Place property update.

PLEASE NOTE THAT ALL TOWN COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 26<sup>th</sup> May 2026**

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

Also present: The Town Clerk and SCC Cllr J Matthews.

1. **Apologies:**

*To receive and approve apologies for absence.* Apologies for absence were received from Cllr Gladwell and Cllr Hurr. Noted.

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 / Non registrable interest 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 review their Register of Interest.* Nil.

3. **Minutes:** (i) *To approve and sign the Minutes of the Town Council meetings held on Tuesday 28<sup>th</sup> April 2026, and the Annual Meeting of the Town Council held on Tuesday 5<sup>th</sup> May 2026.*

**It was proposed by Cllr Davy, seconded by Cllr Wells and agreed by all to approve the Minutes of the Town Council meetings held on Tuesday 28<sup>th</sup> April 2026, and the Annual Meeting of the Town Council held on Tuesday 5<sup>th</sup> May 2026.**

4. **Public Forum** (15 minutes will be allocated overall for this section- subject to Town Mayor discretion).

a) *To receive a report from East Suffolk Ward Councillor D Beavan*

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

Bins – new system started in June. Leaflets and online information. It has been acknowledged that people in flats have not got room for all the bins. However Suffolk has one of the worst recycling rates in the country and needs to do more. The new

ESC app can be a two way comms tool i.e. if a bin lorry breaks down. ESC phone lines are very busy due to calls regarding bins.

Harbour/caravan site – There is now a 1 year delay so will not be done in 2026. This means that caravans probably will not leave in October 2026, although it will still happen.

Local Plan – Call for Sites has gone out. 5 year housing supply is needed by ESC.

Questions - Cllr Flunder asked ESC Cllr Beavan about the food recycling plant at Adnams – is it proceeding?

ESC Cllr Beavan advised that there are problems on this and ESC will need to find another supplier for the food waste – it will be still anaerobically digested but ESC do not know where.

b) *To receive report from Suffolk County Ward Councillor J Matthews*

*SCC Cllr Matthews will then take questions from Councillors and electors.*

SCC Cllr Matthews advised that he was previously a Westleton Parish Councillor and lives locally. Knows about Southwold tourist numbers and lack of full time householders. Has been told of large house building application for Henham. Has fought many planning battles and appreciates the need for co-ordinated action.

Question from Cllr Jarvis re LGR – will SCC frustrate the process and go for a judicial review? SCC Ward Cllr Matthews advised that he does not know how it will play out.

Cllr Davy re roads projects – SCC Cllr Ladd helped the approval for a 20mph scheme and £54k has been allocated at SCC for the works. Town Council will want to know that this is protected. The paperwork to be sent to John Matthews.

Members advised Cllr Matthews that Sizewell do not assist Southwold as it is considered to be out of the funding area. Even though the town has been affected by Sizewell works. There is a need to remember that as an area of deprivation Southwold has the same percentages as some of Gt Yarmouth.

Food Pantry = here in Southwold and Reydon.

School – 54% are on free school meals.

SCC Cllr Matthews advised that he does not know how often he can come to meetings, nor how long he will be in post.

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

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

a) *To receive the report of the meeting of the Planning and Development Committee meetings held 5<sup>th</sup> May 2026 and 19<sup>th</sup> May 2026.*

Cllr Temple advised that for the report of 5<sup>th</sup> May 2026 there is no update. For the report of 19<sup>th</sup> May 2026 there was one application to refuse which is 12 Pier Avenue - as the premises has only got parking for 2 cars and an extension has already been approved.

b) Landlords Cttee – *no meeting held*. No update.

c) Leisure and Environment Cttee – *To receive the report of the meeting of the L and E Committee meetings held 30<sup>th</sup> April 2026.*

Cllr Goldsmith advised that there were no recommendations.

d) Roads Cttee – *No meeting held*. No update.

e) NSIP Working Group

*To receive update on National Energy Projects – Lionlink/Sizewell/Anglia*

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

ESC Energy Projects update – see attached. Cllr Davy advised that the ESC summary is very comprehensive. Sizewell C is presently doing the Northern Transport parking – some public parking spaces will be available.

f) Emergency Plan working group – *to receive update*. Cllr Wells and Cllr Hurr attended a workshop in Melton – rest centre manager training will be taking place in Southwold. Looking to recruit volunteers to help both within Reydon and Southwold.

6. **Model Code of Conduct:**

To confirm the re-adoption of the LGA Model Code of Conduct.

**Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**

7. **To confirm Town Council Representatives on Committees, Task and Finish Groups, and outside bodies for 2026/27.**

a) To confirm Town Council Representatives on Committees, Task and Finish groups and outside bodies for 2026.27 – see attached.

Amendments to be made as follows;

Cllr Wells – take off Harbour.

Cllr Davy – to add to Employment

Look of Town – Cancel as this is now within the remit of L & E.

Harbour Revision Order -leave as is.

Devolution – to be amended to LGR & Devolution.

Outside bodies – delete Southwold & Walberswick Flood Board.

Arts Centre/Summer Theatre –Cllr Redington and Cllr Hurr are now both Trustees in their own right and therefore are not the Town Council representative.

Christmas Lights Committee – Cllr Huggins (Cllr Flunder, Cllr Wells, Cllr Huggins are on the committee).

Sizewell Stakeholders Group – to be cancelled.

**All amendments as above agreed by all.**

To confirm a non cllr member for the L and E cttee for 2026.27.

**Proposed by Cllr Wells, seconded by Cllr Jarvis that Natalie Jones be added as a non cllr member. All agreed.**

b) Each cttee/ Task and Finish Group to review their Terms of Reference at their next meeting. Noted.

8. **Financial Matters - Audit And Governance**

- a) Financial Officer: to re-appoint the Clerk as the Council's Responsible Financial Officer for 2026/27.  
**Proposed by Cllr Jarvis, seconded by Cllr Redington and agreed by all to re-appoint the Clerk as the Council's Responsible Financial Officer for 2026/27. All agreed.**
- b) To confirm and adopt the General Power of Competence for Southwold Town Council.  
*To resolve that the Council meets the conditions of eligibility set out in the Schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, thereby enabling it to use the General Power of Competence. This will remain valid until the annual meeting following the next ordinary election in May 2027. Southwold Town Council confirms that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk.*  
**Proposed by Cllr Wells, seconded by Cllr Redington. All agreed.**
- c) To confirm Model Publication Scheme 2026.  
**Proposed by Cllr Temple, seconded by Cllr Jarvis. All agreed to confirm the Model Publication Scheme for 2026.**
- d) To confirm Investment Strategy 2026.2027.  
**Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed to confirm the Investment Strategy document as an appropriate Strategy for 2026.2027.**

9. **Financial Matters**

- a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for May 2026 (*circulated to members*).  
**On the proposal of Cllr Jarvis, seconded by Cllr Temple it was agreed by all to approve the Accounts for Payment for May 2026. All agreed.**
- b) *To receive and consider* management accounts/ budget/ and balance sheet for month end April 2026. Members were advised that these are a strong set of accounts. Members were advised that approx. £100k additional monies will go to CCLA depending on cashflow requirements. **All Agreed.**
- c) *To receive report and recommendations of Finance and Governance Cttee Meeting* held on 21<sup>st</sup> May 2026. Donation request received for a defib for the outside of the Old Hospital site. Cost £1600. £750 donation to recommend. **Proposed by Cllr Davy, seconded by Cllr Flunder to approve a donation of £750 for this purpose. Passed by a majority.**
- d) *To confirm delegated budget of £35,000* for Leisure and Environment Committee for 2026/27 as per Town Council Budget.  
**Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed for the delegated budget of £35,000 to be allocated to Leisure and Environment Committee for 2026/27 as per Town Council Budget.**

10. **Standing Orders:**

To re-confirm the Town Council's Standing Orders for 2026/27 (as updated) and to re-confirm the Financial Standing Orders for 2026/27 (as updated).

**To re-confirm the Town Council's Standing Orders for 2026/2027 (as updated) - proposed by Cllr Temple, seconded by Cllr Wells. Agreed by all.**

**To re-confirm the Financial Standing Orders for 2026/27 (as updated) proposed by Cllr Temple, seconded by Cllr Wells. All agreed**

11. **Sealing of Documents 26/27:** to authorise the Clerk to seal legal and civic documents.  
**Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed to authorise the Clerk to seal legal and civic documents.**

12. **GDPR** – to confirm that Council and Councillors are aware of their responsibilities and obligations in relation to collecting, using and protecting personal information in accordance with provisions of GDPR and Data Protection Act 2018.

To consider and approve the GDPR risk assessment as reviewed.

**Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed to approve the GDPR risk assessment as reviewed.**

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

a) SAG / HMC – Cllr Flunder/ Cllr Beavan – no update

b) SRS – no update

c) ESC Community Partnership – No update.

14. **The Common, Southwold - Charity** – *To consider request for STC to become sole trustee of the Charity. If agreed, confirm the resolution.*

Members were advised that more information is awaited and that it is therefore not appropriate to consider the matter at this time. Agreed.

15. **Town Mayor and Deputy Mayor updates including:**

a) *Events attended and upcoming:*

Charter Fair opening – Thursday 28<sup>th</sup> May 2026

Charter Lunch – Thursday 28<sup>th</sup> May 2026

Southwold Tennis Club Grand Opening – 6<sup>th</sup> June 2026

Civic Songs of Praise – Sunday 14<sup>th</sup> June 2026 11.15am

Suffolk Day at Bury St Edmunds – 21<sup>st</sup> June 2026

Armed Forces Day at Stowmarket – 27<sup>th</sup> June 2026 – invitation for a councillor to accompany Town Mayor.

West Suffolk Civic Service – 28<sup>th</sup> June 2026 - invitation for a councillor to accompany Town Mayor.

4<sup>th</sup> June 2026 – Ukraine vans will be getting ready to depart.

Councillors were asked for dates in June when they might be able to visit the Museum.

- 16. **Upcoming events for councillors**  
 Opening of Charter Fair – 11.45am. Thursday 28th May 2026  
 Charter Lunch – Thursday 28th May 2026  
 Civic Parade/Service/reception– Sunday 14<sup>th</sup> June 2026
- 17. **To receive LGR update** – Cllr Jarvis advised that Reform are going to try and disrupt the process of LGR. Reform will not support Devolution, but Government can make LGR happen.
- 18. **Consultations to consider**  
 East Suffolk Call for Sites – *consultation date to be announced.*
- 19. **Date of next Town Council Meetings:**  
 Tuesday 23rd June 2026 and/ or Tuesday 30<sup>th</sup> June 2026.

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

- 20. **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 – Nil

Meeting closed at 7.30pm.

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**TOWN MAYOR     23<sup>rd</sup> June 2026**



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 2<sup>nd</sup> June 2026 at 6pm.**

Present; Cllrs; Flunder, Gladwell, Hurr and Temple (Chair). Also present the Town Clerk.

## **1. Apologies:**

To receive and approve apologies for absence. Cllr Redington provided apologies. Noted.

## **2. Declarations of interest:**

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. Nil
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

**3. To receive comments from the public on matters on the agenda.** Nil.

**4. To approve the Minutes of the meeting held on Tuesday 19<sup>th</sup> May 2026.** Approved by all.

## **5. Planning Matters:**

- a. To determine the Town Council response to the following applications:  
*details of applications;*

**[DC/26/1380/FUL](#)** – 15 North Road

**Proposal:** Replacement windows and front door.

**Refuse – needs to be timber. In Conservation Area so needs to be wood and needs to comply with Southwold N Plan Design.**

Non-Material Amendment of **[DC/25/3239/FUL](#)** – Blyth Hotel, Station Road – Alterations to complete conversion to Aparthotel – Revised ground floor internal layout to form Studio accommodation.

**Note to planners – It is not possible to tell what the non-material amendment is. Please explain to STC.**

Discharge of Condition Nos. 3 & 4 of **[DC/24/3210/LBC](#)** – 6 South Green - Listed Building Consent – Internal alterations and adaptations to rear elevation – Extractor details & window and door details.

**No objection.**

Discharge of Condition No. 3 of **[DC/26/0037/LBC](#)** – 17 Market Place. Conversion and extension of existing outbuilding to 1 dwelling. **Agree with comments of Heritage Officer.**

B. ESC decisions – Nil.

c. Applications to ESC Committee. Nil.

d. Any Planning Inspectorate Appeals Lodged. 17 Market Place. No update.

e. Any licence applications/decisions to consider.

Bloom Pavement Licence request for tables and chairs.

This application is in close proximity to road. By a major bus stop. Area needs to be kept clear of street furniture to allow public access in this busy bus turning area. A large 'A Board' is already sited outside the shop.

The 'A Board' needs to be moved to where the 1 table is being requested. Members would prefer no tables in this area but as a compromise would agree to have 2 tables plus 1 'A Board'. But not 3 tables as being requested.

f. Any consultations to consider.

East Suffolk Call for Sites – *consultation date to be announced*. No Update.

g. ESC Enforcement action updates; Nil

6. **Date of next Planning and Development Committee Meeting:**

Tuesday 23<sup>rd</sup> June 2026 at 6pm.

Signed .....

Dated .....