



NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 25th February 2025 at 6.30pm at the Town Hall

Signed *L. J. Beavan*

Dated 16th February 2025

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 / Non registrable interest regarding the agenda.
 - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
 - d) 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 meetings held on Tuesday 28th January 2025.
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 including update on Coastal Management work on prom north of Pier, and moving of Beach Huts. ESC Cllr Beavan will then take questions from Councillors and public.
 - b) To receive a report from SCC Ward Councillor M Ladd including update on proposals for a Norfolk/Suffolk Unitary Authority and Suffolk Energy projects. SCC Cllr Ladd will then take questions from Councillors and public.
 - c) To receive comments from the public on matters on the agenda.
5. **To receive reports from Committees and Working Groups:**

To receive the report of the meeting of;

 - a) Planning and Development Committee;
 - o To receive the minutes of the meetings held on 28th January 2025 and 18th February 2025
 - o To note the decision of the ESC planning cttee re Coach House, Park Lane.
 - b) Landlords Cttee – no meeting held. *See updates as attached.*
 - c) Leisure and Environment Cttee – No meeting held.
To consider update re V E Day anniversary events and to consider and if agreed approve budget for the event. See attached.
 - d) Roads Cttee – *to receive minutes, and to consider and if agreed approve recommendations from meeting held on 12th February 2025.*
 - e) NSIPS working group – to receive update on;
 - Sealink – DCO process and timescales.
 - Sizewell

- Anglia One/Eurolink and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project
 - Lionlink
- f) Southwold Harbour
Harbour Revision Order working group – *No meeting held*
To receive update about STC member application for HMC vacancy.
- g) Town Awards working group – To receive recommendation – *see paper attached.*
- h) Local Government reorganisation working group – *no meeting held. To consider and if agreed, to add Cllr P Davy to the membership of the working group.*
- To Consider Town Council response to; Unitary/Local Government Reform – Consultation to April 2025.
6. **Meeting with MP** – *Feedback from online meeting held 17th February 2025.*
7. **Business network group / website/ apprentice** – *updates*
8. **Financial Matters**
Audit and Governance
- a) Accounts for Payment - To receive the management accounts, balance sheet and bank reconciliation to January 2025 and confirm the Accounts for Payment for February 2025 (*circulated to members*)
- b) To receive report of Finance and Governance Cttee Meeting held on 17th February 2025. *To consider and if agreed approve recommendations including policy. See attached.*
9. **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) HMC/ SAG
10. **Town Mayor updates including.**
Service of Farewell to Bishop Seeley at St Edmundsbury Cathedral
Future Mayor events
SCC Chairman’s Civic Reception – 18th March 2025
Southwold Lions Charter Lunch – 27th April 2025
Southwold Town Mayors Charity Concert. 2nd May 2025
11. **Councillor events**
SCC Community self help – brush cutter training – *Cllr Hurr attended.*
ESC planning forum – Town Clerk attended – *slides distributed.*
ESC town marketing event - *town clerk and Cllr Flunder attended.*
Future events;
ESC town conference 27th Feb 2025– *Cllrs Flunder, Jarvis and Goldsmith attending*
Commonwealth Day – Monday 10th March 2025 10am at Gun Hill
Southwold Town Mayors Charity Concert – 2nd May 2025 - *councillor invitation*
12. **Consultations**
- **Strengthening the standards and conduct framework for local authorities in England - GOV.UK – Deadline 26th February 2025**
 - **Planning Reform Working Paper: Streamlining Infrastructure Planning - GOV.UK** inviting views on how the Government could reform the process for consenting Nationally

Significant Infrastructure Projects (NSIP). The Planning Reform Working Paper “proposes a number of measures that could be taken to streamline the consenting process for national infrastructure and to enable faster decision-making, whilst ensuring the process is fair and certain”. **There is no formal deadline.**

- Consultation on Reforms to the Energy Performance of Buildings Regime - Ministry of Housing, Communities and Local Government - Citizen Space consulting on proposals to reform the Energy Performance of Buildings Regime in five critical areas: updating EPC metrics, refining requirements for Energy Performance Certificates (EPCs) and Display Energy Certificates (DECs), improving data management protocols, strengthening quality control, and revising Air Conditioning Inspection Reports (ACIRs). **Deadline: 26 February 2025.**
- Improving the energy performance of privately rented homes: 2025 update - GOV.UK consulting on proposals to raise the minimum energy efficiency standard required of privately rented homes in England and Wales to the equivalent of Energy Performance Certificate (EPC) C by 2030. **Deadline 2 May 2025.**

13. **Date of next Town Council Meeting:** Tuesday 25th March 2025 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.

Legal/ Staffing/ Tenders. – see report attached re 1 Strickland Place.

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 28th January 2025.

PRESENT:	Councillor	S Flunder – Town Mayor
	“	C Hurr
	“	Mrs V Gladwell
	“	Mrs P Goldsmith
	“	R Jarvis
	“	Mrs J Miller
	“	Mrs V Redington
	“	M Wells

Also present: The High Steward, SCC Cllr M Ladd and the Town Clerk.

1. a) **Apologies:**
To note/approve apologies for absence. Apologies for absence were received from Cllr Davy which were noted. Apologies were also received from Cllrs Palmer and Temple which were approved. Cllr Beavan arrived at 9.30pm – 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.* Cllr Flunder declared an interest re the Sailing Club donation request.
 - 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 26th November 2024.
Proposed by Cllr Miller, seconded by Cllr Redington. All agreed.
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 public.
Nil.
 - b) *To receive a report from SCC Ward Councillor M Ladd including Potters Bridge.*
SCC Cllr Ladd will then take questions from Councillors and public.
 - Winter gritting programme – since October 2024 6000 tons of salt has been used on the roads.
The new vehicle fleet has planning route software capabilities, and there has been a 90% reduction in emissions. Last year 123,000 miles of highway were gritted.

- SCC Carbon neutral budget has been going well regarding getting to net zero and most recommendations are well progressed. Regarding emissions, reductions have been evidenced through the changes to the street and traffic lights which have produced a 57% reduction. Vehicles have provided a 50% reduction and Electricity a 25% reduction.
- National Grid/Sealink/NSIPs – SCC want a more co-ordinated approach on these projects and the Government target of 2030 to de-carbonise grid will be a real stretch.
- SCC Budget – will be considered at full council in February. £752m budget of which 77% goes to adult/child/social care. Only 23% of the budget is available for the delivering other services. The rise being recommended is 4.99% of which 2.00% is solely for social care. Increase therefore £78/year on a band D property.
- Unitary/Devolution has been proposed by Central Government. Last reorganisation was carried out 50 years ago. 3 tier is clunky and Unitary should be more efficient. Suffolk proposal is to support a Unitary. Government wants a mayor to oversee Norfolk and Suffolk looking after blue light services etc. SCC should know this week about their election this year.

Questions from councillors;

What are opportunities/challenges for town/parishes? Local Government reorganisation could give larger towns more powers.

What do Norfolk think? Norfolk agreed with Suffolk and are on priority list.

Will towns get more money if they get more powers? Unknown at present.

When would elections take place? From previous examples, there would be a “shadow authority” which would come in for a year.

Cllr Flunder advised that he had listened to SCC debate online and suggested that the impact on the town council and the town could be significant, with one example being the harbour. Cllr Jarvis spoke about a mayoral authority and explained that devolution means devolving powers. Unitary can have more powers than at present and town/parishes could take on local issues.

A question was raised about Sealink. The meeting was advised that SCC has made a new statement about the project but that there were still concerns that SCC is distant from the impact on the local community especially as Sealink will set a precedent to all other NSIPS. SCC Cllr Ladd advised that there are various NSIP projects in Suffolk and SCC has dedicated resource to these. SCC Ladd advised that he would ask SCC Cllr Rout to provide an update to STC.

SCC Cllr Ladd advised that Potters Bridge is clear at the moment. Inspection did not take place last year – hope to take place this year. Last done 3 years ago. SCC Cllr Ladd is in liason with SCC Cllr Annette Dunning as technically it is in her district of South Cove. The MP has also been lobbying.

- c) *To receive comments from the public on matters on the agenda.*
Nil.

5. **To receive reports from Committees and Working Groups:**

To receive the report of the meeting of;

- a) Planning and Development Committee.
- *To receive the minutes of the meetings held on Tuesday 3rd December 2024 and Tuesday 7th January 2024. See Minutes*
 - *To receive update from meeting held 28th January 2025. Members were advised that all applications on the agenda had been considered and that none had presented controversial matters.*
 - *To note that Coach House, Park Lane application will be going back to ESC Planning cttee following a site visit. STC attended committee and now there will be a site visit, and the matter will then go back to ESC committee on 11th February 2025 (Cllr Flunder will attend).*
- b) Landlords Cttee – to receive minutes, and to consider and if agreed approve recommendations from meeting held on 9th January 2025 (Rep 1.25)
Recommendation with reference to Fire safety/ new boiler.
Craftco – fire separation works quote £3090 plus VAT. Works can be carried out by C and D in Jan/ Feb. Agreed by all on landlords cttee. Booked in for the works to take place. Proposed by Cllr Wells, seconded by Cllr Miller. All agreed for the fire separation works to be carried out as per the quote.
Flat 3 Hurren Terrace – Boiler broke down 3 times over the Xmas period and the contractor attended. The boiler is over 14 years old – repairs cost £1226.38 plus vat, whilst a new boiler will cost £2656.78 plus Vat. As an emergency measure it had been agreed that a new boiler be installed. Proposed by Cllr Wells, seconded by Cllr Miller. All agreed
- c) Leisure and Environment Cttee – to receive minutes, and to consider and if agreed approve recommendations from meeting held on 4th December 2024. *No recommendations.*
See minutes for details. The Payphone along Ferry Road is being decommissioned – but there is not really a need for another defib at this location. However, L&E cttee will decide once the ESC planning process has been completed.
- d) Roads Cttee – to receive minutes, and to consider and if agreed approve recommendations from meeting held on 27th November 2024. *No recommendations*
SCC Cllr Ladd advised that the £54k will be available for the Roads Project (does not need to be for parking). SCC will confirm when it will be paid to STC.
Cllr Flunder advised that he/SCC Cllr Ladd/Cllr Jarvis/SCC officer did walk round town and there is an action list for SCC to do arising from the meeting.
Cllr Gladwell spoke about the ESC proposed revised parking charges and suggested that the increase seems to be excessive for the harbour area car parks.
- e) NSIPS working group – to receive update on;
- Sealink – DCO process and timescales – *see attached.*
 - Sizewell/Anglia One/Eurolink and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project
Cllr Flunder re Sealink – SEAS are working hard with this project. Meeting held at Saxmundham church approx. 150 attended. SEAS are trying to raise funds for legal assistance for the DCO response etc. Aldeburgh/Leiston are at the forefront

– but SEAS suggest Reydon/Walberswick/Southwold also put on pressure as it was considered that once one project is agreed the rest will follow. Issues are about the cumulative impact. Cllr Flunder advised members that individuals can register for the DCO process and can register views.

Working Group to meet when Cllr P Davy is available and to arrange to meet with Marianne Fellowes for updates and to get an update from Suffolk County Council.

f) Southwold Harbour

Harbour Revision Order working group – To receive update from meetings. See below.

To receive update about STC member application for HMC vacancy. No update has been provided.

To receive update regarding proposed Memorandum of Understanding.

The meeting was advised that SAG met last Tuesday and that many of the business plans for the harbour are still awaited. ESC advised that the business plan did go to the ESC Task & Finish Group who have gone back with queries. Harbour reserves sit at £400k but more information is required. HRO - under 1993 Act the Harbourmaster can approve works. Under HRO no works can take place without MMO permission which will come with delays and costs.

The meeting was advised that the harbour road needs maintaining. It was suggested that the caravan site development will not happen this year and that the caravan site owners will be quite happy in the short term if nothing goes ahead. ESC is looking at building some lodges on the vacant sites as these might be cheaper than caravans. It was suggested that the area could be hired out to touring caravans which would provide income for ESC and that these sites need filling with people to bring income to the town.

Will need to see the mid term budget figures to see how projects are to be funded.

Cllr Jarvis advised members that the harbour needs £12m investment and that at present ESC could provide £6m towards the £12m. PWLB can be borrowed but the loan will need to have manageable repayment terms which is not possible for ESC at present. Any other reserves expected for the harbour will sit in ESC ordinary account. It was suggested that the harbour would need to sit with the new unitary, but STC might be able/asked to help and would need to consider this.

Regarding local representation on the HMC – there has been no update received. Cllr Beavan is the sole local representative at present.

Memorandum of Understanding – No update – and it was noted that this may have no worth if devolution goes ahead.

- g) Town Awards working group – To receive recommendation – *see paper attached*. **Proposed by Cllr Wells, seconded by Cllr Miller and agreed by all to action the recommendation within the paper.** Working Group to prepare a briefing to councillors for next steps.

6. **Unitary Authority/Devolution** – to consider and if agreed approve forming a working group to consider the opportunities/challenges of potential devolution – see papers attached.

It was agreed that a working group be formed – Cllrs Jarvis, Redington, Goldsmith and Flunder and the Town Clerk to be on the working group along with assistance from SCC and ESC councillors and officers.

7. **Financial Matters**

Audit and Governance

- a) Accounts for Payment - To receive the management accounts, balance sheet and bank reconciliation to December 2024 and confirm the Accounts for Payment for January 2025 (*circulated to members*)

On the proposal of Cllr Jarvis, seconded by Cllr Goldsmith it was agreed by all to approve the Accounts for Payment for January 2025. All agreed.

- b) To receive verbal report and recommendations of Finance and Governance Cttee Meeting held on 27th January 2025 including re policies, donations, budget.

See notes from Finance Committee meeting held 27th January 2025.

Donation requests.

Mr. Bus - support keeping the bus operating - recommended £1k donation.

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

Southwold Sailing Club — support for slip repairs - recommend £5k from donations budget for 2025 - 2026. Proposed by Cllr Jarvis, seconded by Cllr Gladwell. All agreed.

NALC Policies – Lone Working, Equality and Diversity, Child Protection — recommend approve. Proposed by Cllr Jarvis, seconded by Cllr Goldsmith. All agreed.

Budget 2025 – 2026.

Revenue Budget and Precept 2025 -2026

- c) Revenue Budget- To consider, and if agreed, approve the Town Council Revenue Budget 2025 - 2026 – see papers attached.

Revenue Budget - headline figure is showing deficit of £74,799 unless a precept increase is approved. If all projects go ahead and the deficit is funded from reserves the revenue reserves will reduce to £151,701. Using reserves to fill any revenue deficit cannot therefore continue indefinitely. Precept has not been altered since set in 2017 – so not kept up with inflation costs. Devolution opportunities have not been considered – need to keep this in mind also. To cover deficit – council will have a combination of options;

- Cancel or reduce projects – *i.e. CCTV*
- Delay projects – *only if funding will be possible in future years*
- Seek grant funding for projects – *depends on availability/ criteria of grant monies. Will Sizewell Funding become available in this year?*

- Increase precept - *see precept notes*
- Increase other income - *for example*
 - a) *increase fees for EV Chargers to start getting payback as well as cover costs – suggest 65p for fast chargers*
 - b) *parking income – install donation box at Gardner Rd car park*
 - c) *create and operate a padel court rather than having an operator – see LTA for guidance – should be income generating after 18 months according to the LTA examples*
 - d) *Seek grant income opportunities*

Noted that the Revenue budget is a working document which will continue to be updated as projects progress.

On the basis of the options above it was recommended that the Revenue Budget be approved. Proposed by Cllr Jarvis, seconded by Cllr Goldsmith. All agreed – unanimous.

- d) Precept 2025 - 2026 – To consider and approve a precept for 2025 - 2026 – see ESC papers, budget and supporting papers with comparisons of other towns as attached.

The Chair of Finance advised members that with regards to any potential precept increase, council should consider managing the comms with regards to an increase in precept next year. See paper for what other Councils are doing reference their precept. STC will need to manage the messaging and make it clear that precept will rise next year, even if no increase is implemented this year.

The Chair of Finance advised members that the deficit within the revenue budget is after £60k extra from second homes tax. Full discussion took place.

It was proposed and seconded that there be a 0% increase in the precept for 2025 – 2026 (collect £176,651.41) but that there should be an expectation that the precept be increased next year. Agreed by a majority with 2 abstain.

Comms and newsletter to explain the above and to set the expectation for next year 2026 – 2027.

Capital Budget 2025 - 2026.

- e) To consider, and if agreed, approve the Town Council Capital Budget 2025 - 2026 – see papers attached.

Headline figure is showing deficit of £447,625

Town Hall is in budget at £200k. but these costs seem to now be underestimated.

The full amount for the project is unlikely to be required in the budget for 2025 – 2026 – it could take be taken into the following year. Professional fees will need to be spent up front so a figure will remain for this i.e. £50k.

Gable End is in budget at £250k – this project is presently being tendered so council have better idea of costs soon.

It is intended that both these projects be covered by the sale proceeds of 1 Strickland Place – capital reserves will fund the deficit. (Devolution opportunities have not been considered – need to keep this in mind also).

Members were reminded that the previous Council also carried out a planning application for the town hall disability alterations and the project did not go ahead. Costs have already been incurred on the new planning application. This project could facilitate an income from the Town Hall and for it to be used more widely as a community space. Cllr Flunder advised that Diss had carried out improvements to their Town Hall. Lowestoft are now doing their Town Hall at £12m, and it will be used by the community. Comms will be key to presentation of the project. It was suggested that costs of materials will continue to rise.

Noted that the Capital Budget is a working document. It was noted to reduce the Town Hall budget by £150k for 2025 – 2026 and that there is a need for a comms plan. Capital budget deficit will be covered from the sale of 1 Strickland Place. Proposed by Cllr Jarvis to approve the capital budget with the alteration above, seconded by Cllr Miller. All agreed to the revised capital budget of deficit £447,625 minus £150k town hall costs = £ 297,625. Shortfall to be covered from reserves as above.

Town Council Strategy 2025 – 2027

- f) To consider and if agreed, approve the Town Council Strategy for 2025 – 2027, and for publication.

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

Other

- g) Update re Sizewell C Community Fund – *see response attached.*
h) Sizewell C Tourism Fund workshop – feedback. To carry to next finance committee meeting.
i) Apprenticeship update – Menta/ STC – joint mentors.
It is hoped that the apprentice will be starting around mid-February.

8. **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) HMC/ SAG – see above.
b) Christmas Lights 2024 – Feedback had been received that this was a great success. Committee have booked some of the entertainment for 2025. Change of time seems to have worked well.

9. **Planning application – to consider and if agreed approve a response for:**

Reydon AD Plant, Adnams Eco Distribution Centre, Halesworth Road, Southwold, IP18 6SG.

Planning Ref: SCC/0118/24W Demolition of existing anaerobic digestion facility and the construction and operation of an anaerobic digestion facility and associated infrastructure.

Members were advised that there were no major issues arising from the Planning committee about the application. But transport upgrade of the Halesworth Road to be requested as part of STC response. Proposed by Cllr Wells, seconded by Cllr Jarvis. All agreed.

10. **Town Mayor updates including.** See list

- Bungay Town Dinner – 29th November 2024
- Festive Afternoon at the Mansion, Ipswich – 1st December 2024
- Christmas Business reception at Town Hall – Thursday 12th December 2024 at 5.30pm
- Christmas Carol Service at St Edmunds Church – Sunday 22nd December 2024 at 6pm.
- New Year Concert – 1st January 2025
- Ipswich Minster Making Service – Sunday 19th January 2025

Future events

- Service of Farewell to Bishop Seeley at St Edmundsbury Cathedral – Sunday 2nd February 2025
- Town Mayor Charity – Concert Event March / April 2025
- Waveney Valley District Scouting – Saturday 22nd February 2025

Mayor's Concert is being held on 2nd May 2025.

Cllr Flunder advised members that the working of the business group is something that STC might need to consider again this year.

11. **Councillor events – dates for diary** – see list

ESC Town Marketing meeting Darsham – 29th January 2025 – 2 representatives
Councillor Surgeries at TIC – consider from March 2025 – Cllr Miller will attend once a month on a Thursday as it is useful to have an occasional presence there. Agreed.
ESC Planning update forum, ESC Lowestoft – 30th January 2025- 1 representative

12. **Annual Parish Meeting** – To consider proposals for 2025.

It was agreed for 2025 this will be held on the same night as a Town Council meeting.

13. **Date of next Town Council Meeting: Time to be agreed.** Tuesday 25th February 2025.

Cllr Flunder suggested bringing forward the start time to 6.30pm. All agreed.
Reydon/STC Comms meeting – next week. Cllr Jarvis and Cllr Flunder to attend.

Cllr Beavan arrived at 9.30pm.

** 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.

* Nil

There being no further business the meeting closed at 9.30pm.

Signed Dated

Southwold North Wall Promenade Repairs

Southwold, Suffolk

What are we updating you about?

East Suffolk Council's Coastal Management Team have appointed the Water Management Alliance (WMA) to complete repairs and maintenance of coastal protection assets along the Suffolk coast, which are owned or managed by ESC. WMA will be completing works at Southwold as part of that contract.

Where is this work happening?

A map of where the work is taking place is on page 2 of this factsheet. The work take place along the section of promenade which has collapsed north of Southwold Pier. Both Southwold Pier and Southwold Beach car parks will remain open. The works compound will be in the ESC car park so there will be a reduced number of spaces for the duration of the work. There will be no access to the promenade or beach where the works are taking place.

When are we doing the work?

Promenade Repair

Repair work is due to start from Monday 24th February 2025 and last approximately 3 weeks. All work is subject to safe working conditions i.e. tide and weather condition dependant. This work is being completed ahead of the planned repairs to the seawall toe. The promenade will remain closed until the seawall repairs are complete.

Seawall Repair

These works are scheduled to start after Easter with the site set up beginning on Tuesday 22nd April 2025 and is intended to be completed before the start of the school summer holidays. We will share further information about the works when details have been finalised.

What will we be doing?

WMA will be filling in the voids under the promenade and replacing the collapsed slabs. We will work hard to keep any inconvenience to a minimum and ask the public to please take note of the contractor's signage when work is happening.

Why are we doing this work?

This work will provide important maintenance to the seawall north of Southwold Pier and is an important part of ESC's commitment to ensure that the coastal assets in Southwold are working effectively and are safe for the public.

Undertaking regular targeted maintenance means that we can maximise the lifespan of coastal protection assets, ensuring that we make the most of every pound spent and achieve a better return on public investment.

Contact Us

Coastal Management, Riverside, 4 Canning Road, Lowestoft, NR33 0EQ

If you would like this factsheet in another format please do let us know by emailing:

coastalmanagement@eastsoffolk.gov.uk

February 2025



EASTSUFFOLK

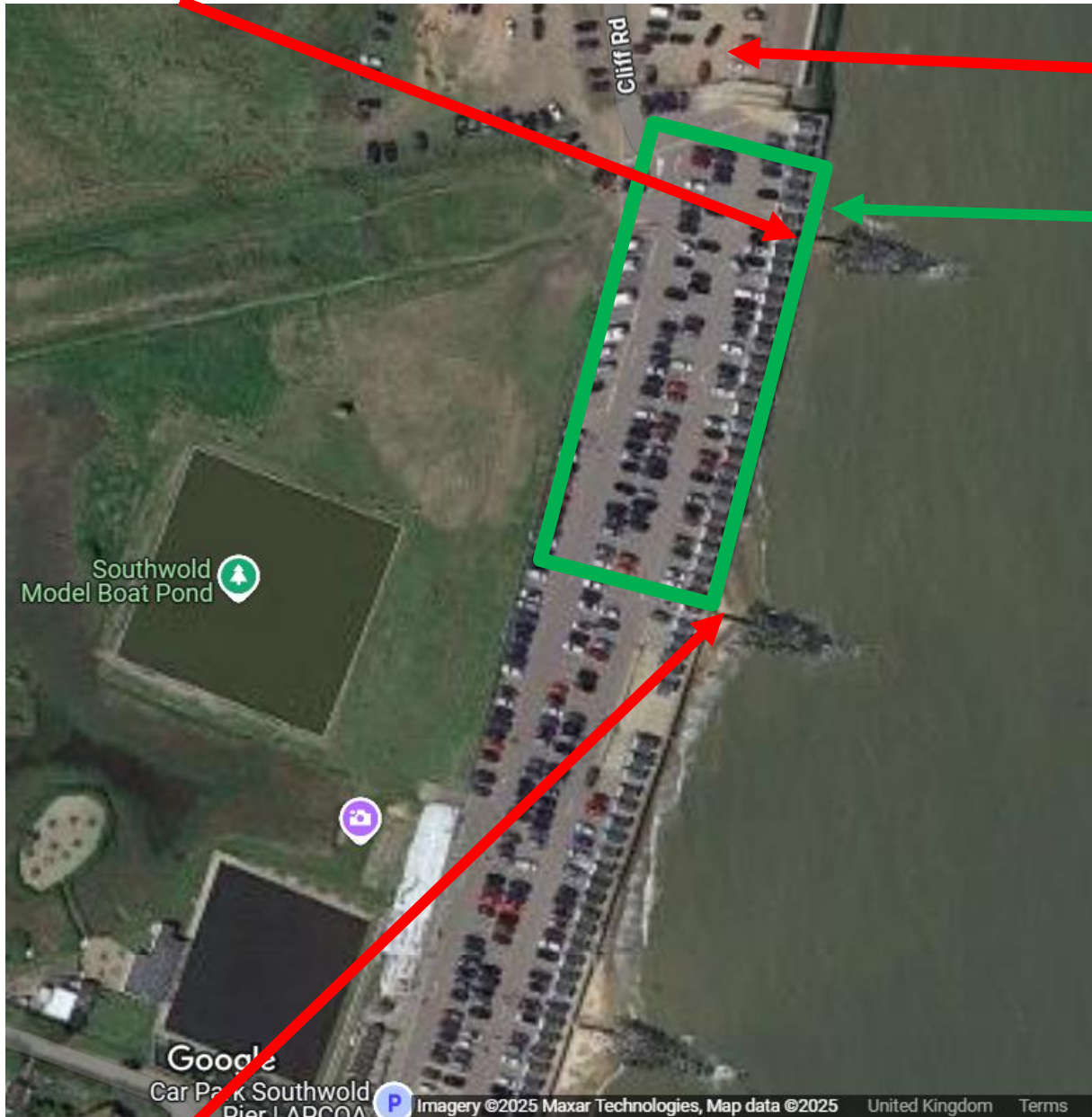


Southwold North Wall Promenade Repairs

Southwold, Suffolk

Location Map

Northern extent of works



Car park open as usual

Parking restrictions - site compound

Southern extent of works

Follow us on social media

X: @CPE_NandS | @EastSuffolk | @The_WMA

Facebook: @CPENandS | @EastSuffolkCouncil | @WaterManagementAlliance

Instagram: @cpe_nands | @eastsuffolkcouncil

www.coasteast.org.uk | www.eastsuffolk.gov.uk | www.wlma.org.uk



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 28th January 2025 at 6pm.**

Present; Cllrs; Temple (Chair), Flunder, Gladwell, Goldsmith, Hurr and Wells.

Also, the Town Clerk.

1 - Apologies:

To receive and approve apologies for absence - Apologies were received from Cllr Palmer – approved.

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. Noted.

3 - To receive comments from the public on matters on the agenda

(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).

Nil.

4 - Planning Matters:

- a. To determine the Town Council response to the following applications:

DC/24/4489/FUL – Pumphouse, Southwold Harbour Walberswick Side, Ferry Road. Extension to existing pumphouse. There were no objections to this application.

DC/24/4530/FUL -28 High Street. Retention and completion of a rear extension, including new door arrangement (alternative scheme to DC/21/2266/FUL). There were no objections to this application.

DC/24/0059/FUL – Barley Cottage, 13 Lorne Road. Replacement joinery to front and rear elevations. There were no objections to this application.

DC/24/4177/LBC – 2 East Street. Listed Building consent – Shop Waste Storage, Management, Materials etc. The cttee had no objection to the actual planning application request. However, with regards to the Waste Management Plan, the Plan stated that *‘The waste removal and recycling management will be reassessed at six (6) monthly periods or earlier when the impact of waste removal and recycling requires for clarity.’* The cttee considered that they should request ESC to ensure that the traffic and waste management remain a part of the

review of this planning application to ensure that traffic management is suitable for this location and does not cause inconvenience to other stakeholders.

DC/25/0230/TCA – Wymering House, 47 High Street. 1 Horse Chestnut (back garden) – reduce by 2.5m. Lime Trees (back garden) – re-pollard. There were no objections to this application.

b. ESC decisions – Noted.

c. Applications to ESC Committee. Nil.

d. Any Planning Inspectorate Appeals Lodged.

Larks Rising, Easton Lane, Reydon – AP/24/0071/REFUSE. It was agreed that there would be no comment from STC as this is not in the parish.

e. Any licence applications/decisions to consider;

Reydon AD Plant, Adnams Eco Distribution Centre, Reydon. Traffic is the main issue on the A1095 – the cttee agreed that they would like to see improvements to the road layout as part of this application but had no objection to the principal application for the bio digester.

f. Any consultations to consider. Nil

g. Other Planning matters

Site visit – The Coach House, Park Lane – will take place on Friday 7th February 2025 at 11am. Followed by the ESC Committee meeting on Tuesday 11th February 2025.

DC/25/0083/LBC – Park Lane Cottage, 27 Park Lane. Listed Building Consent – To attach a memorial plaque to an external wall. There were no objections to this application.

DC/25/0011/FUL – Beehive, 10 Wymering Road. Replace existing front door. There were no objections to this application.

DC/25/0336/TCA – The Sacred Heart Church, Wymering Road. 1 Walnut (marked on plan) – reduce crown by up to 1m. 1 Oak (marked on plan) – raise crown by approx. 3-4m from ground level. There were no objections to this application.

DC/24/3798/FUL – Pier Pavilion, North Parade. Reconfiguration of parking to front of building, construction of new infill section of decking and installation of carousel and paybooth. Clarification had been received about the seasonal nature of the carousel, the parking layout, and the infill part of the application.

Concerns about the paybooth remain – i.e. its design, size, location, choice of materials, and the cttee advised that the response on this part of the application would remain as previous with the request that ESC refuse this part of the application.

6 - Date of next Planning and Development Committee Meeting:

Tuesday 4th February 2025 at 6pm.

Signed Dated



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 18th February 2025 at 6pm.**

Present; Cllrs; Temple (Chair), Gladwell, Goldsmith, Hurr.

Also, the Town Clerk.

1 - Apologies:

To receive and approve apologies for absence - Apologies were received from Cllr Palmer – approved. Also, from Cllr Flunder and Cllr Wells – 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. Noted.

3. To approve minutes of meeting of 28th January 2025. Approved by all – chair to sign.

4 - To receive comments from the public on matters on the agenda

(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).

Nil.

5- Planning Matters:

a.To determine the Town Council response to the following applications:

Dc/25/0308/Ful – 9 Pinkneys Lane

This is in effect a request for residential use with alterations to make the property more suited to residential. The property has been marketed for commercial use for approx. 1 month.

If ESC consider that residential use is an appropriate use of the site then the town council would want all aspects of the Design Policy within the Southwold N PLAN to be applied to the application. If ESC seeks to approve the application for residential use, the town council would consider that this is a new residential property being provided and that therefore the principal resident clause must apply as per the Southwold N PLAN.

Dc/25/0378/FUL – 4 Dunwich Road

Roof Light would be preferable to a dormer due to the obtrusive nature of a dormer.

The drawings are not clear – and do not show the full impact of the dormer. Revised drawings should be requested so that the design/ impact can be better considered.

Dormer will overlook the property at 1B Chester Road.

Dc/24/0259/VOC – Dc/25/0389/VOC - May Place, South Green

It is difficult to assess how significant the alterations will be as the drawings are unclear and there are no dimensions included within these. Revised drawings are required to assess the impact and design.

The summer house needs to remain a summer house and be ancillary to the use of the main property.

There are no concerns about the gateway.

DC/25/0397/FUL – The Wheel House South Green

There are no objections to this application.

b. ESC decisions – Noted.

c. Applications to ESC Committee. Coach House application was refused by the ESC Planning cttee. 2 applications for Southwold are going to the ESC planning cttee South on 25th Feb. Cllr Flunder to be asked to speak on behalf of the council re the planning application for the Pier.

d. Any Planning Inspectorate Appeals Lodged.

Nil

e. Any licence applications/decisions to consider;

Nil

f. Any consultations to consider. Nil

g. Other Planning matters – Nil

6 - Date of next Planning and Development Committee Meeting:

Tuesday 4th March 2025 at 6pm.

Signed Dated

Draft Minutes of the Roads Committee meeting held Wednesday 12th February 2025 at 10.30am at the Town Hall. Roads Rep 1.2025

Present Cllrs; Beavan (DB) – Chair, Davy (PD), Palmer (MP)

Also present, Town Mayor Cllr Flunder (SF) (ex officio) and Town Clerk (LB).

Also, SCC Officer Jo Kerridge (JK), and SCC Ward Cllr Ladd. One member of the public.

Agenda

1. **To receive apologies for absence** – Apologies for absence were received from Cllr Jarvis – Approved
2. **Declarations of interest:**
 - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Nil
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Nil.
3. **Public section** - *for members to speak on matters relating to the agenda items under consideration. Max of 30 minutes will be given to this section. Discussions at the discretion of the Chair of the Cttee.* Nil.
4. **Update from SCC Ward Cllr Ladd** re local Highways matters, including;
 - *TRO list and matters from walk round with Highways Officer January 2025* – Cllr Ladd advised members what had been looked at during the walk around – see notes and follow up correspondence. Jo Kerridge advised that SCC had inspected the area outside the Red Lion and the potholes there had not met the criteria to be filled in. It was suggested that the area be reported again on the Highways tool – pointing out that it is an area used by pedestrians and wheelchairs.
 - The request for double yellow lines along Mill Lane will form a part of a TRO submission – and it was suggested that any further requests ought to be considered at the same time to reduce cost (include corner of Barnaby Green and URC disabled bay). An informal consultation had been undertaken by Cllr Flunder with residents of Mill Lane, and it appears that the TRO would be supported.
 - *Faded Lines* – these to be reported on the highways reporting tool. PD will collate and report.
 - *Potholes – Woodleys Yard* - These have been completed.
 - *High Street 20mph Application* – This has been submitted, supported by Cllr Ladd. A highways report is now being compiled by SCC to enable SCC to formally consider the request.
 - *£54K for parking scheme* – Both SCC AND esc have advised that the council can have these monies to complete a scheme in the High Street. Cllr Ladd will liaise direct with SCC to ensure that any conditions can be complied with to enable the monies to come to STC asap.
 - *One way sign at Pinkneys Lane* – this is being repaired.
 - *Possibility of lighting along Woodleys Yard* - a member of the public advised that it is very dark at night by the Barclays Bank end of Woodleys Yard – the Yard is not the responsibility of STC. After discussion it was suggested that as a temporary fix, a

solar light be placed on the Barclays wall or URC Wall (with relevant owners permission) **Budget £100 to be allocated for 2 solar lights for this location.**

- *Feedback since Miles took over the highways contract has seen improvements.*
- *SCC is creating a t and f group to consider the TRO process and hoe improvements to the process might be made.*

5. **Update from ESC Ward Cllr Beavan including;**

- Previous £54k ESC/ SCC – see above.
- ESC Car park charges – Overview and Scrutiny recommendation was to reduce the proposed fees recommended by ESC cabinet. This will reduce ESC income by approx. £500k.
- ESC Trade parking permits. This matter has been raised as there have been concerns about a permit provided by ESC to builders working on the corner of Barnaby Green. They should be parked for a max of 3 hours, and be considerate with their parking, but neither seem to be the case. ESC Ward Cllr Beavan will ask ESC parking enforcement to have a look when they are in town.

6. **Project roadmap update** on overall Southwold scheme including; 20mph zone, Entrance/ Exit to High Street build ups – circulated to all.

See road map for updates.

Discussion re the build outs – and whether these are separate to the 20mph scheme, or only needed should the 20mph scheme get eth go ahead. It was agreed that the build outs would be progressed independently of the 20mph scheme.

Discussion re the £54 k funding and what it could be allocated to. Cllr Ladd will ask for clarity from SCC and ascertain whether any thing else is needed from STC.

7. **Other matters including;**

- Cadent works over Christmas – discussion about the build up off traffic over the Xmas period. This was due to an extent because of the hours during which the works were manned – and how these hours did not align with the need over a bank holiday. Report received from Cadent – circulated. There was also no need for the lights to have been 3 way control – and once both issues had been rectified the traffic flow improved.

- Gardner Road car park – signage improvements, donation boxes, Electric vehicle charges.

First stage of the signage improvements has been completed.

It is recommended that 2 donation boxes be purchased for this car park – Budget £1900. Fast chargers to be increased to 65p per unit to help shorten length of capital investment return.

- Lining works - Bus area outside Fat Face and by Town Hall. This has been signed off by SCC. Works to be ordered.
- To note - Table and Chairs on pavements = ESC Licensing / A Boards on pavements = ESC Planning. Noted. MP will collate a report for 2025 to consider the implications of the boards and chairs on their pavement locations.

- Suffolk Bus Enhancement and franchising update – *Cllr Jarvis* no update
- Increasing pedestrian safety around Market place. SCC Jo Kerridge advised that a future project could be to make the area around the pump pedestrian only, narrow road width by town hall, and remove cobbles to flatten surface. It was felt that such a project would not be well received. STC has not budgeted for such a project.
- Disabled parking on cobbles – There are 2 spaces available. Discussion about whether r the spaces were accessible. Only alternative would be to take up some of the cobbles. Discussion about parking for mobility scooters also. No further action required at this stage.
- Dropped kerbs - it was mentioned that the entrance to Bank Alley does not have a dropped kerb.

8. **Date of next meeting** - Wednesday 16th April 2025 at 10.30am.

Possibility of lighting along Woodleys Yard - a member of the public advised that it is very dark at night by the Barclays Bank end of Woodleys Yard – the Yard is not the responsibility of STC. After discussion it was suggested that as a temporary fix, a solar light be placed on the Barclays wall or URC Wall (with relevant owners permission) **Budget £100 to be allocated for 2 solar lights for this location.**

It is recommended that 2 donation boxes be purchased for this car park – Budget £1900.

Fast chargers to be increased to 65p per unit to help shorten length of capital investment return.

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on 27th
January 2025 at 9.30am at the Town Hall.**

REP FG 01.25

Present – Cllrs; Flunder, Goldsmith, Jarvis (Chair)

Town Clerk/ RFO

Members of public – Nil

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Davy. Noted.
2. **Declarations of interest:**
 - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Nil
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda.
3. **Matters from the public on matters relating to matters on the agenda.**
Nil
4. **Minutes of November 2024 - Fin Rep 09.24.** Received and noted. Signed by Chair of Cttee.
5. **To review management accounts to 31st December 2024 alongside budget for 2024.25 and balance sheet/ reserves.**

Management accounts to Dec 2024 - are generally on track against budget/ or have been agreed as exceptions to the budget - with no matters of concern. Rents are being paid -1 late payer to be chased.

Balance sheet - Reserves are at £1.38m — with £1.23m of this in the CCLA account. Earmarked reserves are at £1 m — with general reserves at £300k.

Management accounts against budget, balance sheet, income expenditure, earmarked reserves for the 9 months to December 2024 had been circulated prior to the meeting alongside the budget commentary. See papers attached.

Management accounts were reviewed on a line-by-line basis against budget and discussion took place on individual items.

Income for the 9 months was £415,911 including full annual precept received.

Interest for year to date was £58,658 – mostly maximised from CCLA investments.

Cil received in 2024 - £29,146 of which Cil £23k has been received for the Roads cttee projects.

Rent as expected at £174379.

Full analysis of income/ expenditure for the electric car chargers had been circulated at the previous meeting with recommendation to Roads cttee that the Gardner Road charges be increased to 65p per unit.

Capital sale is now budgeted at £900k - the property at 1 Strickland Place is on market for £950k, so the budget is potentially below the potential receipt. If the sale does not go through by the end of the financial year, the Projected annual income is £527,149.

Expenditure for the 9 months

As agreed, Insurance for year to Feb 2025 has been paid in full to take advantage of annual premium benefits. Budget shows an additional premium for Feb 25- 26. Discussions have already commenced with the insurers re the cover required for 2025.26 with payment due in Feb 2025.

Civic Uniform – a new Bellman’s uniform will be required for the new Bellman.

Station Road fees will be covered from reserve transfers.

Klondyke/ Tibbys Green is in excess of budget - reserves cover the invoiced costs of the new skatepark.

Works on the gable end at 7 Hurren Terrace including any refurb of toilets at Station Road will need to be costed and council will need to decide how it will cover these costs. Budget figure for these works is £250k.

Actual year to date expenditure is £ 1,044,404 including Station Rd / new skatepark/ purchase of 40A High Street - all of whose expenditure is covered from reserves.

Balance sheet for the 9-month period reviewed and approved.

The 9-month management accounts and bank reconciliations for the 9 months, including the Earmarked reserves were reviewed and approved by committee and it was agreed that the Chair of the Cttee sign off as required.

Discussion about the timing of receipts, payments – it was suggested that information about the timings of the regular income / expenditure movements i.e. precept, insurance etc. be considered further as part of cashflow discussions.

Total = Budget for 2024.2025 as set in Nov 2023

Actual YTD = actual year to date expenditure paid to Dec 2024 = £1,044,404

Projected – projected expenditure to 31st March 2025= £1,499,637

6. To review the balance sheet and to approve bank reconciliations to December 2024

Balance sheet, earmarked reserves and transfers from reserves were reviewed. Bank reconciliations approved and signed off for all accounts. Deposits, including CCLA investment noted.

7. Reserves 2024.2025 – see detailed analysis.

Cil receipt for Roads cttee projects added to Cil reserves.

CCF revenue account balances noted – start date for an apprentice to be agreed

Kilcock toilet repairs will need a transfer from the insurance reserve.

8. Investment Balances – see Cash and investment summary. Withdrawals from CCLA monies will be undertaken as/ when invoices received for payment for projects ongoing. Investments at CCLA noted – was agreed that CCLA was still an appropriate investment for the majority of funds.

9. Grants to apply for and donation requests – update of those received and any new opportunities/ Grants / Donations update of those received and any new opportunities/ requests including; Requests Received

- *Sailing Club* – Application has been submitted for assistance with the new slip. Costs £80k. Applications for grants £65k and crowdfunding £15k. Sailing Club has confirmed that it is still fundraising as the applications for funding had not all been successful.
Cttee gave consideration to the amount provided in support of other local organisations and agreed to recommend that a donation of £5,000 be provided from the budget for 2025 – 2026.
- *Mr. Bus donation request received together with supporting papers.* – It was agreed to recommend a £1k donation to assist the project (which is backed by Sole Bay Care Fund).

Grant Opportunities

- Sizewell C Community Fund update – as per previous minutes
- Sizewell C Community Housing Fund [Sizewell C Housing Grants » East Suffolk Council](#).
- ESC Enabling Communities Budget submitted application for £5k and submitted application for £2k from Suffolk Foundation- to assist Rev Russ Gant and Erika Clegg DL community initiative of a hard copy directory of things to do/ clubs to join/ information brochure which residents had requested at the workshops which they held.

Other Grants / donations

- CCF Update – quarterly updates are continuing.
- Other Donations received - SCC ML £685 - for a bench to go on Ferry Rd footpath
Community Skatepark group - £ 1355.62 - for picnic bench, grass seed, maintenance requirements for Klondyke.

10. Budget setting 2025.2026

Final budget is being put forward to full council for approval.

Revenue Budget - headline figure is showing deficit of £74,799

If all projects go ahead and the deficit is funded from reserves the revenue reserves will reduce to £151,701. Using reserves to fill any revenue deficit cannot therefore continue indefinitely. Precept has not been changed since set in 2017 – so not kept up with inflation costs. Devolution opportunities have not been considered – need to keep this in mind also.

To cover deficit – council will have a combination of options;

- Cancel or reduce projects – *i.e. CCTV*
- Delay projects – *only if funding will be possible in future years*
- Seek grant funding for projects – *depends on availability/ criteria of grant monies. Will Sizewell Funding become available in this year?*
- Increase precept - *see precept notes*
- Increase other income - *for be*
 - increase fees for EV Chargers to start getting payback as well as cover costs – suggest 65p for fast chargers*
 - parking income – install donation box at Gardner Rd car park*
 - create and operate a padel court rather than having an operator – see LTA for guidance – should be income generating after 18 months according to the LTA examples*
 - Seek grant income opportunities*

Noted that the Revenue budget is a working document which will continue to be updated as projects progress.

Capital Budget 2025 – 2026 headline figure is showing deficit of £447,625 But this includes;

Town Hall at £200k – likely to not be completed in this financial year. (But keep in mind that these costs now appear underestimated). Professional fees of up to £50k are likely to required for this project within the budget year. Gable End at £250k – being tendered now so will have better idea of costs soon.

It is intended that both these projects be covered by the sale proceeds of 1 Strickland Place – so capital reserves will fund the deficit. (Devolution opportunities have not been considered – need to keep this in mind also).

Noted that the Capital Budget is a working document so recommend acceptance of the budget for 2025 – 2026.

11. **Cil Receipts** – Dec 2024 received. See above. ESC £23k for Roads Project. E38,580 other Cil projects

12. **Policies for review** – New **Nalc templates to adopt for Lone Working, Equality and Diversity, Child Protection** -recommend approval.

13. **Insurance Renewal – 2025.2026.** Discussions have commenced re the insurance renewal for 2025.2026.

14. **Quotes**

Play area **repairs** - L and E will consider further but first quote E1 1,187.

Casino windows - Landlords will consider further but indicative quotes approx. £11,207. Hemlock treatment - L and E will consider further but indicative quotes in region of £1300.

15. **Date of next meeting** – 17th February 2025.

16. **Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodied (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.*

Nil

Mr. Bus - support to keep the bus operating - recommend £1k donation

Southwold Sailing Club — support for slip repairs - recommend £5k from donations budget for 2025 - 2026 .

Policies — new Nalc policies to adopt for Lone Working, Equality and Diversity, Child Protection — recommend approve.

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on 17th
February 2025 at 5.30pm at the Town Hall.**

REP FG 02.25

Present – Cllrs; Flunder, Goldsmith, Jarvis (Chair), Davy

Town Clerk/ RFO

Members of public – Nil

1. **Apologies:** To receive apologies for absence. No Apologies were received.
2. **Declarations of interest:**
 - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Nil
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Nil
3. **Matters from the public on matters relating to matters on the agenda.**
Nil
4. **Minutes of January 2025 - Fin Rep 01.25.** Received and noted. Signed by Chair of Cttee.
5. **To review management accounts to 31st January 2025 alongside budget for 2024.25 and balance sheet/ reserves.**

Management accounts to Jan 2025 are generally on track against budget/ or have been agreed as exceptions to the budget. Rents are being paid -1 late payer to be chased as per the Policy Arrears Policy.

Balance sheet - Reserves are at £1.378m — with £1.23m of this in the CCLA account. Earmarked reserves are at £1 m — with general reserves at £288k.

Management accounts against budget, balance sheet, income expenditure, earmarked reserves for the 10 months to January 2025 had been circulated prior to the meeting alongside the budget commentary. See papers attached.

Management accounts were reviewed on a line-by-line basis against budget and discussion took place on individual items.

Income for the 10 months was £450,589 including full annual precept received.

Interest for year to date was £63,695 – mostly maximised from CCLA investments.

Cil received in 2024 - £29,146 of which Cil £23k has been received for the Roads cttee projects.

Rent as expected at £198,593.

Full analysis of income/ expenditure for the electric car chargers had been circulated at the previous meeting with **recommendation to Roads cttee that the Gardner Road charges be increased to 65p per unit.**

Capital sale is now has been withdrawn from budget for 2024 – 2025 as any sale will not complete within this financial year.

Expenditure for the 10 months

As agreed, Insurance for year to Feb 2025 has been paid in full to take advantage of annual premium benefits. Premium has increased by £7k from the previous year and will create a budget deficit on insurance account codes. This is a significant interest and will need to be considered again at budgeting for 2026 – 2027.

Civic Uniform – a new Bellman’s uniform has been ordered for the new Bellman.

Station Road fees will be covered from reserve transfers.

Klondyke/ Tibbys Green is in excess of budget - reserves cover the invoiced costs of the new skatepark.

Works on the gable end at 7 Hurren Terrace including any refurb of toilets at Station Road will need to be costed and council will need to decide how it will cover these costs. Budget figure for these works is £250k. Tender date expiry is 28th Feb.

Actual year to date expenditure is £ 1,086,185 including Station Rd / new skatepark/ purchase of 40A High Street - all of whose expenditure is covered from reserves.

Balance sheet for the 10-month period reviewed and approved.

The 10-month management accounts and bank reconciliations for the 10 months, including the Earmarked reserves were reviewed and approved by committee and it was agreed that the Chair of the Cttee sign off as required.

Total = Budget for 2024.2025 as set in Nov 2023

Actual YTD = actual year to date expenditure paid to Dec 2024 = £1,086,185

Projected – projected expenditure to 31st March 2025= £1,281,837

6. To review the balance sheet and to approve bank reconciliations to January 2025

Balance sheet, earmarked reserves and transfers from reserves were reviewed. Bank reconciliations approved and signed off for all accounts. Deposits, including CCLA investment noted.

7. Reserves 2024.2025 – see detailed analysis.

Cil receipt for Roads cttee projects added to Cil reserves.

CCF revenue account balances noted – start date for an apprentice agreed as 24th Feb 2025.

8. **Investment Balances** – see Cash and investment summary. Withdrawals from CCLA monies will be undertaken as/ when invoices received for payment for projects ongoing. Investments at CCLA noted – was agreed that CCLA was still an appropriate investment for the majority of funds. Discussion about the exposure to CCLA. It was noted that as they are still AAA rated, the risk has been considered and negated as far as possible. Agreed by all. The CCLA rating to be regularly considered as part of the risk review/analysis.

9. **Grants to apply for and donation requests** – update of those received and any new opportunities/
Grants / Donations update of those received and any new opportunities/ requests including;
Requests Received

Nil

Grant Opportunities

- Sizewell C Community Fund update – as per previous minutes
- Sizewell C Community Housing Fund [Sizewell C Housing Grants » East Suffolk Council.](#)

- ESC Enabling Communities Budget submitted application for £5k and submitted application for £2k from Suffolk Foundation - to assist Rev Russ Gant and Erika Clegg DL community initiative of a hard copy directory of things to do/ clubs to join/ information brochure which residents had requested at the workshops which they held. (£2k Suffolk foundation grant application has been declined).

Other Grants / donations

- CCF Update – quarterly updates are continuing.
- Other Donations received - SCC ML £685 - for a bench to go on Ferry Rd footpath
Community Skatepark group - £ 1355.62 - for picnic bench, grass seed, maintenance requirements for Klondyke. Refund has been received for railings paint from SCC Community Partnership.

10. **Budget/ Precept 2025 – 2026** – update. See STC Minutes Jan 2025 for full details. The budgets are working documents and figures will be amended as projects become finalised. Precept demand has been submitted to ESC as per the agreement at the January full council meeting.

11. **Cil Balances** – Jan 2025 ESC £23k for Roads Project. £32434 held at March 2024 plus 2024 additions and spends.

12. **Tenders** – The tender for the gable end Hurren terrace is live – with a closing date of 28th Feb.

13. **Policies for review** – Anti Money Laundering. The clerk is considering the various templates and will adapt and compile a draft for STC requirements.

14. **Insurance Renewal – 2025.2026 update.** The insurance policy is with Aviva, and this is the last year of the 3 year agreement. The premium for 2024 – 2025 was £33,135.20 and the renewal premium is £40,002.26. All assets have been considered and adjustments made as required. Aviva will wish to site visit some of the properties and STC is considering quotes for any re valuations required. **Agreed by all to pay for February renewal.**

15. **Year End arrangements 2024 -2025.** Year end close date has been approved and internal audit booked within the designated timescales required for annual audit. SALC are the internal auditor for 2024.25, as per Council approval June 2024, who approved that their internal audit programme of work has regard to the town council identified risks. SALC Terms and Conditions (letter of engagement) approved in June 2024. **Terms and Conditions letter will therefore be completed and returned as per this approval.**

16. **Local Government Reorganisation** - As the Norfolk Suffolk unitary has been approved on Fast track programme, the town council has set up a working group to consider the opportunities which might arise for STC. As members of the working group, Finance cttee to consider risk/ reward of each project as they arise.

17. **Quotes** – the IT / phone monthly system and support costs are renewable at £399.96 under the ongoing agreement. Agreed.

18. If Required

Exclusion of Public and Press: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.

Property rental matters/consideration of commercial quotes/ staffing matters

Property income arrears. See confidential information from software system regarding late payments.

19. **Date of next meeting** – 25th March 2025 at 9am.

Recommendations

That the Gardner Road fast charges be increased to 65p per unit.

That CCLA is still an appropriate investment for the majority of funds. They are still AAA rated, the risk has been considered and negated as far as possible. The CCLA rating to be regularly considered as part of the risk review/analysis.

The insurance policy is with Aviva and this is the last year of the 3 year agreement. The premium for 2024 – 2025 was £33,135.20 and the renewal premium is £40,002.26. All assets have been considered and adjustments made as required. Aviva will wish to site visit some of the properties and STC is considering quotes for any re valuations required. February renewal price approved.

SALC are the internal auditor for 2024.25, as per Council approval June 2024, who approved that their internal audit programme of work has regard to the town council identified risks. SALC Terms and Conditions (letter of engagement) approved in June 2024. Terms and Conditions letter will therefore be completed and returned as per this approval.

The IT / phone/ e mails, Microsoft licences, monthly system and support costs are renewable at £399.96 per month under the ongoing agreement. Agreed to continue.

DRAFT

Southwold Town Mayor's Charity Concert - Friday 2nd May, 7pm, St. Edmund's Church

The Southwold Town Mayor will host a special concert on Friday 2nd May 2025 in St. Edmund's Church, Southwold, in aid of the Southwold Music Trust. The charity aims to make music a central part of Southwold by staging concerts, supporting music-making within the community, and providing weekly music activities in Southwold Primary School.

The concert will begin at 7pm and last just under one hour. The programme will be performed entirely by local musicians, including young people, adult amateurs and community groups, rather than 'jetting in' professionals from elsewhere! The audience will be amazed at what high-level and varied music will be performed, all by members of our own community!

Tickets can be purchased now at www.ticketsource.co.uk/southwoldmusictrust or by calling the box office on 0333 666 4466. Tickets range from £7 to £20 and children aged 16 and under are completely free. Recent concerts have been completely sold out well in advance, so booking quickly is strongly recommended. Help us fill the church, enjoy the skills of musicians within your community, and support music within Southwold!