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## **NOTICE**

**You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 31<sup>st</sup> March 2026 at 6.30pm at the Town Hall**

**Signed** *h. J. Beavan*

**Dated 24<sup>th</sup> March 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 and Declarations of Non-Registerable Interests regarding the agenda.
  - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
  - d) Councillors to review their Register of Interest
3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 24<sup>th</sup> February 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 M Ladd.  
To include update on Fire Station Site. Cllr Ladd 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 reports of the meetings of the Planning and Development Committee meeting – to receive report from meetings held 3<sup>rd</sup> March and 24<sup>th</sup> March 2026, *Cllr Temple*
  - b) Landlords Cttee – To receive the report of the meeting of the Landlords Committee held 5<sup>th</sup> March 2026. *Cllr Gladwell*
  - c) Leisure and Environment Cttee – To receive the report and recommendations of the Leisure and Environment Cttee meeting held on 26<sup>th</sup> March 2026. *Cllr Goldsmith*
  - d) Roads Cttee –No meeting held.

e) NSIP Working Group – *Cllr Davy*  
To receive update from ESCEP meeting at Yoxford Village Hall on 26<sup>th</sup> Feb 2026.

To note STC response to *Lionlink Statutory Consultation*

*To receive any other update on National Energy Projects –  
Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five  
Estuaries Offshore Wind Farm Project - Sealink DCO*

Potential meeting re Sizewell Community Fund – date to be confirmed.

f) Emergency Plan working group – to receive update. *Cllr Wells/ Hurr.*

6. **Councillor Vacancy** – to receive update. Applications by 20<sup>th</sup> April.
7. **Town Hall Project** – *Cllr Davy*  
To receive update – including opportunity to apply for National Heritage Lottery Grant  
To consider, and if agreed, approve draft Project Design Brief March 2026  
To consider, and if agreed, approve budget of up to £5000 to engage professional support for an interest enquiry submission to HLF.
8. **Financial Matters - Audit and Governance**
  - a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for March 2026. (*circulated to members*).
  - b) *To receive and consider* management accounts/ budget/ and balance sheet for month end February 2026.
  - c) *To receive report and recommendations of Finance and Governance Cttee* meeting held on 30<sup>th</sup> March 2026 – including policies and donation request - *Cllr Jarvis*
9. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**
  - a) SAG / HMC – *Cllr Flunder/ Cllr Beavan*
  - b) SRS – *Cllr Gladwell*
10. **Town Mayor and Deputy Mayor updates including:**  
RAF Honington Voluntary Band – 28<sup>th</sup> February 2026  
Hadleigh Civic Service – 8<sup>th</sup> March 2026  
HMS Trumpeter – visit  
Commonwealth Day – Monday 9<sup>th</sup> March 2026 at 10am  
Suffolk Justice Service – Sunday 22<sup>nd</sup> March 2026  
SCC Chairman’s Civic Reception – Tuesday 24<sup>th</sup> March 2026  
Sole Bay Lions Club 52<sup>nd</sup> Annual Charter Celebration – 29<sup>th</sup> March 2026
11. **To note date of Annual Town Meeting** – 15<sup>th</sup> April 2026 at 6.30pm at Town Hall.
12. **Forthcoming Events for councillors**  
Charter Fair opening – Thursday 28<sup>th</sup> May 2026  
Charter Lunch – Thursday 28<sup>th</sup> May 2026  
Civic Songs of Praise – Sunday 14<sup>th</sup> June 2026 11.15am

13. **LGR – Decision -** Three Councils for Suffolk

14. **Consultations to consider**

East Suffolk Call for Sites – *consultation date to be announced*

East Suffolk Place shaping project – *to 24<sup>th</sup> April 2026*

*(<https://www.eastsuffolkplaceshaping.com/index.php>).*

15. **Newsletter and Community Directory** – available for delivery.

16. **Date of next Town Council Meeting:** Tuesday 28<sup>th</sup> April 2026

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

17. **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\*\**

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 24<sup>th</sup> February 2026**

PRESENT:	Councillor
	“ D Beavan
	“ S Flunder
	“ V Gladwell
	“ P Goldsmith (Mayor)
	“ C Hurr
	“ R Jarvis
	“ J Miller
	“ V Redington
	“ M Wells
	Vacancy

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

1. **Apologies:**

*To receive and approve apologies for absence.* Apologies for absence were received from Cllr Davy and Cllr Temple. 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:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 27<sup>th</sup> January 2026.

**Proposed by Cllr Hurr, seconded by Cllr Wells it was agreed by all to approve the minutes of Tuesday 27<sup>th</sup> January 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  
To include update on Fire Station Site. ESC Cllr Beavan will then take questions from Councillors and electors.

ESC Ward Cllr Beaven – Advised that the County Council elections are on again.

Potters Bridge – new sensor is being fitted and will then be activated. Easton Bavents have put rubble on top of the cliff and this will be checked. The owners are appealing against a recent planning decision.

Community Bus – CIC is being set up and funding requested from SCC to start from July 2026 with a one year project.

Fire Station Site – There is still slow progress.

b) To receive a report from Suffolk CC Ward Councillor M Ladd.

To include update on Fire Station Site. Cllr Ladd will then take questions from Councillors and electors.

SCC Ward Cllr Ladd – advised that the elections are on again but that he will not be standing again.

SCC Lionlink press release has been circulated – SCC is still objecting to this application and has submitted a 23,000 word response – see press release.

SCC has confirmed its budget - £850m budget = 2.00% increase + 2.00% adult social care = £1.58/week increase on Band E property.

Gull Wing Bridge meeting held with Scrutiny Committee. SCC has maintenance contract there for £1.5m p.a. Gull Wing is the biggest infrastructure project that SCC has ever delivered.

SCC has saved £41m since climate change declaration 7 years ago including £6m saving on LED lighting.

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

Nil.

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

a) To receive the reports of the meetings of the Planning and Development Committee meeting – to receive report from meeting held 17<sup>th</sup> February 2026. No recommendations. No comments.

*SCC Cllr Ladd left the meeting at 6.45pm.*

b) Landlords Cttee – Next meeting – March 2026.

c) Leisure and Environment Cttee – To receive the report and recommendations of the Leisure and Environment Cttee meeting held on 12<sup>th</sup> February 2026. See report.

Cllr Flunder provided an update on Heritage Open Days –Bungay/Beccles/Halesworth took part last year and it was considered that it would be worthwhile for Southwold to take part this year.

**Recommendation; Southwold Town Council to act as a co-ordinator/facilitator for encouraging organisations to work together on Heritage Open Day project.**

Cllr Wells suggested that the council role is to encourage organisations to take part.

It was noted that individual properties can also open i.e. Water Tower might be able to open.

**Southwold Town Council to act as a co-ordinator/facilitator for encouraging organisations to work together on Heritage Open Day project.**

**Proposed by Cllr Flunder, seconded by Cllr Redington. All agreed.**

d) Roads Cttee –No meeting held.

e) NSIP Working Group

- To receive an update from ESC meeting held on 12<sup>th</sup> February 2026 re Lionlink – *Cllrs Wells and Flunder*
- To receive an update from ESCEP steering group meeting held Feb 2026.
- To note ESCEP meeting at Yoxford Village Hall on 26<sup>th</sup> Feb 2026.
- To receive any other update on National Energy Projects – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - Sealink DCO

Cllr Wells attended the ESCEP Snape meeting re Sealink. And attended with Cllr Beavan the ESC meeting at Melton at which the ESC response was being discussed. Main comments were around the major lack of co-ordination between the projects and accessing sites by road.

Bridge A12 – Sternfield cannot take large trucks and this would need to be overcome with a haul road to the north of Saxmundham.

Re Sealink – many feel that organisations are not getting a fair say – objections not being heard. Many parishes/towns are affected.

To consider STC response to *Lionlink Statutory Consultation to 10<sup>th</sup> March 2026*.

Discussion re LionLink- Southwold response will be supporting Walberswick especially with such poor access/roads. It was noted that Planning policies/issues seem to be forgotten in this process.

Cllr Beavan advised that ESC want to know of local concerns to add to their response. Walberswick will have 24 hour drilling for 6 x 24 hr periods.

Yoxford meeting – Cllr Flunder and Cllr Wells to attend.

**It is recommended that authority be delegated to Cllr Wells and Cllr Flunder to draft a reply on Lionlink from Southwold Town Council. Proposed by Cllr Gladwell, seconded by Cllr Miller. All agreed.**

f) LGR working group – see Finance cttee meeting notes.

Cllr Jarvis advised that as stated above the SCC elections are taking place in May 2026 which means county councils will not be able to resource LGR at the same time – therefore LGR is likely to be delayed. The new SCC Councillors will decide the view of their council

Government are the decision makers now.

g) Emergency Plan working group – to receive update.

Cllr Wells/ Hurr met with Martin Nicholls and Reydon PC re old plan and updating. This has resulted in 3 new rest centres as possibilities for the new plan.

Joint meeting will be held with ESC, and training for rest centre volunteers will be arranged.

Town Clerk and admin assistant updating the contact database and will keep it updated online and on the website on a monthly basis. The balance in the old emergency plan bank account with Suffolk Building Society will be halved between Southwold Town

Council and Reydon Parish Council. STC and Reydon P C will need to allocate a budget for updating the emergency boxes.

6. **Meeting with MP – 29<sup>th</sup> Jan 2026** – to receive update from MP meeting – see notes provided. Next meeting in September 2026.

7. **Councillor Vacancy**

The Town Clerk provided an update on timescales No election has been called so the vacancy can now be advertised for co-option. This will be included in the newsletter.

Committees – now have vacancies. **Cllr Hurr would like to be on Leisure and Environment ctte. Agreed by all .**

It was suggested that the new Councillor be asked what they would like to join once the vacancy has been filled.

8. **Town Council representatives on other bodies/organisations – see list as attached**  
**To consider and if agreed approve the revised representatives protocol – Jan 2026. All agreed.**

To consider an invitation for the Town Council to have a Town Council Rep on the SRS. Discussion took place about the role of SRS and what they do. Cllr Flunder explained that their main remit is matters concerning the environment. It was suggested that having a rep attend the meetings might be useful so that they can provide Southwold's view on matters.

**Cllr Gladwell was proposed as the town council rep to SRS, to attend as per protocol above. Proposed by Cllr Wells, seconded by Cllr Hurr. All agreed.**

9. **Town Hall Project**

To receive update from meeting with Professionals. See Finance.

**To consider and if agreed approve Terms of Reference and individuals for the Project Group. Proposed by Cllr Jarvis, seconded by Cllr Miller. All agreed.**

10. **Financial Matters - Audit and Governance**

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

**On the proposal of Cllr Gladwell, seconded by Cllr Flunder, it was agreed by all to approve the payments. All agreed.**

b) *To receive and consider* management accounts/ budget/ and balance sheet for month end January 2026. Noted by all - no queries raised.

c) *To receive report and recommendations of Finance and Governance Cttee* meeting held on 18<sup>th</sup> February 2026 – including quotes for works - *Cllr Jarvis*

***Town Hall Pre contract works* - The design team will need to be appointed, Riba stage 4 achieved, conditions discharged and pre contract works carried out i.e. tenders invited for the construction etc. It is recommended that the council project managers be appointed to carry out this service to get the council to the**

construction phase of the project - at a cost £8913 (plus preparation of the construction contracts). Proposed by Cllr Jarvis, seconded by Cllr Gladwell. All agreed.

*Quotes to approve;*

- Work at Kilcock Toilets – 2 quotes received. Details differ so the quotes are being checked for accuracy. Budget £8k max to be agreed – finance cttee to be able to select contractor. Proposed by Cllr Jarvis, seconded by Cllr Wells. All agreed.
- Workshop brickwork repairs £595 – Proposed by Cllr Jarvis, seconded by Cllr Gladwell. All agreed.
- Repair of potholes in Gardner Road car park £1850 plus Vat – Proposed by Cllr Jarvis, seconded by Cllr Gladwell. All agreed.
- Checking of acoustics of partitions at Hub - £1880 plus Vat - Proposed by Cllr Jarvis, seconded by Cllr Gladwell. All agreed.

**Insurance** - It is recommended to approve the renewal of the Insurance Policy with Aviva as above, and with a new 3-year rating stability agreement Proposed by Cllr Jarvis, seconded by Cllr Miller. All agreed.

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

a) SAG / HMC – *Cllr Flunder/ Cllr Beavan*

Cllr Jarvis advised that he has met the ESC Finance Officer - reserves will now be shown as a separate item and it is hoped there will be more clarity about the Harbour balances.

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

RAF Honington Voluntary Band – 28th February 2026

Hadleigh Civic Service – 8<sup>th</sup> March 2026

13. **To note date of Annual Town Meeting** – 15<sup>th</sup> April 2026 at 6.30pm at Town Hall.

14. **Forthcoming Events for councillors**

Commonwealth Day – Monday 9<sup>th</sup> March 2026 at 10am

15. **Consultations to consider**

Statement of Community Involvement

Major Energy Projects Workers' Accommodation Planning Position Statement

NPPF consultation to 10<sup>th</sup> March 2026

16. **Date of next Town Council Meeting:** Tuesday 31st March 2026.

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

17. **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\*\*

Town Council Long service awards - to consider nominations. 3 names suggested and approved.

There being no further business the meeting closed at 7.45pm.

Signed.....

Dated .....



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 3<sup>rd</sup> March 2026 at 6pm.**

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

## **1. Apologies:**

To receive and approve apologies for absence.

Cllr Gladwell and Cllr Goldsmith 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 13<sup>th</sup> January 2026.** Approved by all.

## **5. Planning Matters:**

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

### **DC/26/0373/FUL – The Garden House, Fieldstile Road**

**Proposal:** Single storey extension and internal alterations.

Members advised that they had no objections to this application.

### **DC/26/0482/FUL – Pier Pavilion, North Parade**

**Proposal:** Installation of trampoline amusement and paybooth adjacent to outside seating area.

The information on the portal refers to 7m x 7m x 6m high – members will ask for clarification. There were concerns about the scale of the paybooth being requested – the plans are not up to date as they refer to the carousel. It was considered that as per the response to the previous application, the paybooth has got to be in keeping/smaller/less impact on the prom. Members advised that they want to see the Risk Assessment to operate the proposed amusement as there were concerns about safety and hours of operation and damage to the prom.

See response for full details.

### **DC/26/0432/FUL – 6 Dunwich Road**

**Proposal:** Remove SVP, add inline slate vent. There were no objections about this application.

**Trees**

**DC/26/0690/TCA – Manor Lodge, Woodleys Yard**

**Proposal:** 1 Fig – reduce by approx. 40%. 1 Sycamore – Re-pollard. No objection.

- b. ESC decisions – *see attached*.  
Ferry Cottage, Gardner Road – being re-rendered. Refer to ESC planning regarding planning approval requirements.
  - c. Applications to ESC Committee. Next meeting 10<sup>th</sup> March 2026 – no agenda available at present.
  - d. Any Planning Inspectorate Appeals Lodged. 17 Market Place.
  - e. Any licence applications/decisions to consider. Southwold & Reydon Constitutional Club. Cllr Flunder gave a declaration as a member and did not take part in the discussion. There were no objections.
  - f. Any consultations to consider.  
**NPPF – consultation to 10<sup>th</sup> March 2026**
  - g. ESC Enforcement action updates; 23 Park Lane
6. **Date of next Planning and Development Committee Meeting:**  
Tuesday 24<sup>th</sup> March 2026 at 6pm.

Signed .....

Dated .....



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 24th March 2026 at 6pm.**

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

## **1. Apologies:**

To receive and approve apologies for absence. Nil

## **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. Cllr Goldsmith advised that Corner Cottage Cumberland Road is a Durrants holiday cottage.
- 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.**

A member of the public spoke about 13 Station Road – raising concerns about overdevelopment, increased light, and overlooking as extra windows are being added which will look onto their property. Concerns were also expressed about the noise that could emanate from the home gym and bar.

## **4. To approve the Minutes of the meeting held on Tuesday 3<sup>rd</sup> March 2026.** Approved by all.

## **5. Planning Matters:**

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

*details of applications;*

*DC/26/0674/FUL – 31 Station Road- Two storey rear extension and a further single storey extension – new outbuilding for gym and bar. Replace front door elevation.*

Members considered that this does seem a very large extension and is overdevelopment.

Members agreed on the comments from the member of the public about overlooking.

An additional bedroom is being created which will secure the need for an additional parking space – but this is not being provided.

Comment was made about the materials – these are modern and ought to be more traditional and in keeping for the area.

Gym and bar – there are a lack of details about this extension – more details are required.

Sound proofing will be vital for this outbuilding.

**ESC to be asked to REFUSE the application for the reasons above – Southwold Neighbourhood plan policies to be included.**

*DC/26/0550/ful – Corner Cottage Cumberland Road*

Parking is a concern as this is insufficient room for the 2 cars shown in the application. The addition of a bedroom would create a need for an additional parking space as well. It would be beneficial for the application to be redesigned and resubmitted to accommodate the 3 parking spaces required.

It was noted that the annexe could become self-contained – this to be integral to the main build and not used for a separate purpose.

**ESC to note the concerns and the amendments required.**

*DC/26/0398/LBC and DC/26/0680/AND – 71 High Street*

Concerns that this is a retrospective application.

Members concurred with the remarks of the Heritage officer.

**ESC to note the above.**

*DC/26/0788/FUL – Ferry Cottage, Gardner Road.*

Noted that this is a retrospective application.

No objection to the planning application.

**ESC TO note.**

*Dc/26/9727/FUL – 3 Wymering Road*

*Half dormer window and roof light to facilitate loft conversion.*

There are no existing dormers in this area, and this one would therefore be out of keeping with the street scene. Would not want to set a precedent.

An additional bedroom is being created and there is insufficient on-site parking space available to accommodate this.

**ESC to refuse on this basis.**

*Dc/26/0792/DRC – Construction management plan viewed.*

The hours of work seem excessive in view of the surrounding residential properties, and members to ask ESC if these are acceptable.

It is noted that the suggested parking is at the Gardner Road car park. This is the main town shopper's car park. The car park is owned by the Town Council who have not been approached about its use for this purpose. Contractors need to request permission from the Town Council before this management plan can be approved. ESC to advise the applicant to contact the Town Council in this regard.

**ESC To Note the Above**

Dc/26/0938/TPO – 34 High Street – Noted.

b. ESC decisions – *see attached.*

c. Applications to ESC Committee. Next meeting 14<sup>th</sup> April 2026 – no agenda available at present.

d. Any Planning Inspectorate Appeals Lodged. 17 Market Place.

e. Any licence applications/decisions to consider.

f. Any consultations to consider. Nil

g. ESC Enforcement action updates; Nil

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

Tuesday 7<sup>th</sup> April 2026 at 6pm. Cllr Flunder provided apologies for this meeting.

Signed .....

Dated .....

# MAKE A CHANGE



*BECOME A COUNCILLOR*

**SOUTHWOLD TOWN COUNCIL**



**FOR A TOWN  
COUNCILLOR**



Southwold Town Council is seeking a new Councillor to join the Council and support the work we do on behalf of the community

Councillors play an important part in representing local residents and helping to shape the services, facilities, and priorities of the town.

No previous experience is required. Training and guidance will be provided

For an application form or further information, please contact:  
[townclerk@southwold-tc.gov.uk](mailto:townclerk@southwold-tc.gov.uk) or tel: 01502 722576

**UPDATE**

**Application deadline: 19th April 2026**

**Your town! Your voice! Your opportunity to contribute!**



# Southwold Town Council



## 'Five Minute Showcases' from Local Groups

to highlight the work of their organisation



**Southwold Town Hall**

**Wednesday 15<sup>th</sup> April 2026**

**6.15pm for light refreshments**

**Showcase begins at 6.30pm**

**ALL WELCOME TO COME ALONG TO  
THIS ANNUAL TOWN MEETING**

**Dated 11<sup>th</sup> March 2026**

**Signed .....**

**Town Mayor**