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NOTICE

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 28th January 2025 at 7.30pm at the Town Hall

Signed *L. J. Beavan*

Dated 20th January 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 26th November 2024.
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.
ESC Cllr Beavan will then take questions from Councillors and public.
 - b) To receive a report from SCC Ward Councillor M Ladd including updates on Potters Bridge, and proposals for a Unitary Authority
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 Tuesday 3rd December 2024 and Tuesday 7th January 2024.
 - o To receive update from meeting held 28th January 2025.
 - o To note that Coach House, Park Lane application will be going back to ESC Planning cttee following a site visit.
 - 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.*
 - 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 .*
 - d) Roads Cttee – to receive minutes, and to consider and if agreed approve recommendations from meeting held on 27th November 2024. *No recommendations*
 - 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
- f) Southwold Harbour
Harbour Revision Order working group – To receive update from meetings.
To receive update about STC member application for HMC vacancy.
To receive update regarding proposed Memorandum of Understanding
- g) Town Awards working group – To receive recommendation – see paper attached.
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.
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*)
- b) To receive verbal report and recommendations of Finance and Governance Cttee Meeting held on 27th January 2025 including re policies, donations, budget.
- 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.
- 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.
- Capital Budget 2025 - 2026.**
- e) To consider, and if agreed, approve the Town Council Capital Budget 2025 - 2026 – see papers attached.
- Town Council Strategy 2025 – 2027**
- f) To consider and if agreed, approve the Town Council Strategy for 2025 – 2027, and for publication.
- Other**
- g) Update re Sizewell C Community Fund – see response attached.
- h) Sizewell C Tourism Fund workshop – feedback.
- i) Apprenticeship update – Menta/ STC – joint mentors.
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
- b) Christmas Lights 2024
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.

10. **Town Mayor updates including.**

- 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

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

ESC Town Marketing meeting Darsham – 29th January 2025 – 2 representatives

Councillor Surgeries at TIC – consider from May 2025

ESC Planning update forum, ESC Lowestoft – 30th January 2025- 1 representative

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

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

** 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.*

*

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 26th November 2024.

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

Also present: The High Steward and the Town Clerk.

1. a) **Apologies:**
To note/approve apologies for absence. Apologies for absence were received from Cllr Wells which were noted. Apologies were also received from Cllrs Palmer and Temple which were approved.
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.* Cllrs Flunder and Redington declared an interest re the Arts Centre. Cllr Beavan declared an interest re the Sailing Club.
 - 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 29th October 2024. (It was noted that 9b) should read Cllr Davy, not Cllr Jarvis.)
Approval of minutes - Proposed by Cllr Goldsmith, 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.
 - ESC Ward Cllr Beavan - Potters Bridge – advised that the outfall not cleared, flooding should be expected after rainfall. A Multi agency meeting is still being arranged.
 - Potters Bridge – see above. SCC Cllr Ladd is chasing the date for bridge inspection.

- Park Lane, Coach House – will go to ESC Planning committee on 10th December 2024. Cllr Flunder will attend to represent the objection on behalf of the Town Council. ESC Cllr Beavan will attend in person.
- Cllr Jarvis asked about the government's intention to change local councils as described in the white paper. ESC Cllr Beavan advised that there is no firm proposal. ESC opposed the original suggestion of a unitary. Norfolk/Suffolk as a joint authority could work, but no firm proposal has been agreed.
- Cllr Flunder attended a walk along the prom with ESC re rat population. Work is now being carried out to control the rats. Challenge is how STC/ESC can influence the beach hut owners to clear the food/ rubbish around the beach huts.
- Cllr Beavan advised that the Beach Hut Committee/ working group which meets with ESC mostly consists of beach hut owners, with some ESC officers, ward cllr and town clerk present. Noted and agreed that Cllr Hurr would like to attend the next meeting.

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.*
Apologies had been received from SCC Ward Cllr Ladd as above.

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 consider and, if agreed, approve recommendations from the meeting held on Tuesday 19th November 2024 **Proposed by Cllr Goldsmith, seconded by Cllr Gladwell. All agreed to approve the recommendations from the meeting of 19th November 2024.***
- *To note decisions made at Planning cttee meeting held on 26th November 2024. **Proposed by Cllr Goldsmith, seconded by Cllr Hurr. All agreed to approve the recommendations from the meeting of 26th November 2024.***

Cllr Goldsmith spoke about the meeting held on 26th November 2024 advising members of; a) the views of the cttee about 4a Ferry Road which is requesting a roof terrace. Members supported the Planning cttee comments. b) 21 Church Street change of use – members agreed with the planning committee decision on this matter.

Cllr Beavan spoke about a property on Victoria Street which has fencing. Cllr Goldsmith advised that this is due to changes which STC planning committee has seen and agreed with.

- *To note that Coach House, Park Lane application will be going to ESC Planning cttee in December 2024. **Noted that STC will attend the meeting. Proposed by Cllr Goldsmith, seconded by Cllr Gladwell. Agreed by all.***

b) *Landlords Cttee – to receive minutes and recommendations of meetings held on 20th November 2024 (Rep 10.24).*

Cllr Gladwell spoke about the matters contained within the minutes which had been provided to all.

Recommendations

7 Hurren Terrace - It is recommended to find out more/ apply for the Sizewell c housing Support funding for this property. This would give council more housing options for the future – with the Sizewell C accommodation requirement potentially being for 10 years. Proposed by Cllr Gladwell, seconded by Cllr Goldsmith. All agreed.

Gable End HT – the spec for this project has been drawn up by the architect and Employer Agent. Spec circulated to members so that they can confirm that all individual items have been included. Spec of works be agreed for procurement Cllr Gladwell advised that this has been very thoroughly drawn up. Specification of works to now be priced. Proposed by Cllr Goldsmith, seconded by Cllr Gladwell. All agreed.

- c) *Leisure and Environment Cttee – Next meeting 4th December 2024.*
Next meeting Wednesday 4th December 2024. Volunteers are sought to plant bulbs in Ferry Road Garden on Sunday 1st December 2024 at 11am.
- d) *Roads Cttee – Next meeting 27th November 2024.*
Cllr Davy asked about the grant money from SCC/ESC for a Roads Scheme. ESC Cllr Beavan advised that this is with SCC for a decision. ESC Cllr Beavan advised that STC might be able to get 20mph throughout Southwold after the SCC elections.
- e) *NSIPS working group – to receive update on;*
- *Lionlink – including response to their consultations.* Lionlink letter has been sent and acknowledged by Lionlink. Full response awaited. Cllr Davy also attended an AEPA group meeting. This group is now re-considering its constitution as there were some objections to the draft. Working group will continue to consider the matter and report back to full council. Cllr Beavan advised that the Lionlink public consultation is due next year.
 - *Sizewell/Anglia One/Eurolink/Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project / Nautilus.* Nautilus is now not staying in East Suffolk. Cllr Davy advised that STC still await a response to their letter. The Sizewell deed of obligation is being monitored especially on the A12 and on A12 into Southwold. A Saxmundham group has been set up to consider traffic issues. Cllr Beavan advised that there are north and south traffic groups now who are getting very active. Cllr Flunder mentioned Westerfield quarry and its traffic movements.
 - *To note the SALC NSIPS Bulletin Oct 2024.* Noted.
- f) *Harbour/ Harbour Revision Order working group – To receive update from meetings - To select Town Council applicant for HMC vacancy.*
Cllr Davy advised members that no Memorandum of Understanding had been received from ESC received following recent meeting. Cllr Beavan advised that this will be forwarded to STC in due course.
Cllr Jarvis asked about the representation of STC on the HMC. Cllr Beavan advised that STC cannot have an automatic place as constitution does not allow this. Applicants will need to apply.

Question was raised as to whether this will be a voting position. It was suggested that the request for an STC rep should be part of the Memorandum of Understanding. Re the Land registry caution - Cllr Beavan advised that STC put a caution on the land registration to prevent the land being sold.

Members were advised that STC cannot respond until it gets the Memorandum of Understanding. STC has had no response to HRO response either.

After discussion it was suggested that Cllr Jarvis be put forward as an STC member for the HMC. Cllr Jarvis confirmed that he would be happy to be put forward. Proposed by Cllr Gladwell, seconded by Cllr Goldsmith. All agreed. Clerk to contact ESC to advise.

- g) *Town Awards working group – To receive update from meeting.* Cllr Redington advised that the group had met, and a paper will come through to the December council meeting.

6. **Business meetings**

Christmas Drinks reception for Business community – Thursday 12th December 2024 at 5.30pm at the Town Hall. Noted.

7. **Quality of Place Awards** – 20th November 2024. Cllr Hurr attended and received the award for the Skatepark last week. Judges were very impressed with the landscape of the site. Replica of the award to be organised for the skatepark. Thanks were extended to Cllr Hurr, STC, and the community group for working together with the RDC to enable the project to be completed. Cllr Hurr mentioned that the Southwold and Reydon children using the park are very welcoming to visitors.

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

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

On the proposal of Cllr Jarvis, seconded by Cllr Davy it was agreed by all to approve the Accounts for Payment for November 2024. All agreed.

- b) *To receive report and recommendations of Finance and Governance Cttee Meeting held on 25th November 2024 including; Recommendations in relation to matters including donations.*

Cllr Jarvis spoke about the accounts as per the minutes and spoke about the budget process/accounts.

Recommendations as below;

- *Arts Centre* – Request received for £5000 to assist with improvements at the centre as per application. Total costs £45,631. Total income received towards project is £40,631 of which Reydon P C has donated £1K.

After full discussion it is recommended that STC provides a donation of £2500 towards this project. Proposed by Cllr Jarvis, seconded by Cllr Miller. All agreed.

- *Parent and Toddler Group* – see attached request for assistance with Xmas party. Total Costs £200 for food, presents, Xmas decorations, bouncy castle. Request £100 towards food, Xmas decorations and presents.

After full discussion it is recommended that STC provides a donation of £100 towards this project. Proposed by Cllr Jarvis, seconded by Cllr Gladwell. All agreed.

Sizewell C Community Fund update – Discussion about the criteria for applications and the rationale given for Southwold to have been excluded. The impact report appears to be the governing document for the funding requests – and as per meeting with SCF, if the data within the report is incorrect then this needs to be highlighted to the funding panel. Citizen’s Advice have received grant monies. Suffolk Foundation has ruled out Southwold at the present due to ‘lack of impact’. Cllr Davy suggested that STC should write back to the Trustees to make the point that Southwold is impacted and ask that they consider Southwold applications. Cllr Flunder and Cllr Davy to draft a letter to be sent to the Trustees.

It is recommended that STC writes to the funding panel before the consideration of the next round of applications on 19th January 2025, to express its disappointment that organisations in Southwold seem to have been excluded from the application process at the present time. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.

- o Donations received - £500 from production company for the disruption caused in town for the filming on 4th November -especially to the market/ visitors to the prom. £250 from SALC for the council of the year award.

It is recommended that these monies be reinvested into the town for future years and allocated towards the invoice for the holders for the Xmas trees around the pump for which new holders were required this year (invoice £1010 plus Vat) - holders to be owned and retained by STC. (previous holders purchased some 15 years ago by the then Xmas lights cttee). Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.

c) *Budget setting arrangements 2025.26.* See list attached.

d) *Precept 2025 – 2026 – see letter attached.* £60k additional monies will be received (even at a 0% precept rise) as a result of second home owners being added to the council tax collection list at a local level.

e) *Local Government Services - Nalc Pay Award 2024.25 – See attached - To note and implement.* **Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.**

f) *Sizewell Community Fund – update.* See above.

10. **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) SAG – Cllr Gladwell advised that SAG met on 12th November 2024 (delayed from September). The previous one had been in July 2024. There was no update on the proposed business plan. Cllr Gladwell advised members that there were many queries regarding the harbour finances and cannot see that any Southwold harbour

reserves have been ring-fenced within the ESC accounts. Leases have still not been completed despite a consultant now being brought in to assist.

ESC Cllr Beavan spoke re the ESC Council accounts, advising that reserves will not be in these accounts, and these are now transparent and advising that any monies made will go back to Southwold Harbour.

ESC Cllr Beavan offered to discuss the ESC/ Harbour accounts with Cllr Gladwell and apologised that the business plan did not come to SAG. ESC Cllr Beavan advised that the asset Team have now recruited and an “interim resort manager” has been employed and this post is not being funded out of harbour funds.

Cllr Gladwell advised members that on the ESC website the ESC accounts are available with stated reserves, but recent ones do not have information on about the Southwold Harbour finances. There is no separate P/L, balance sheet nor reserves.

Cllr Jarvis asked about the size of the Southwold Harbour reserve. Has it been spent? The reserves do need to be visible – so how do STC find it? ESC Cllr Beavan advised that details of reserves and list of assets can be provided if requested.

ESC Cllr Beavan advised that re the caravan site - discussions have taken place with the owners and that the caravan site business case will be discussed in the January HMC meeting.

Cllr Gladwell extended thanks to ESC Cllr Beavan for all his work on the harbour but noted that STC and the public need the finances/reserves to be transparent.

- b) *Christmas Lights* – Cllr Flunder advised that all seems to be organised for the event at the weekend.

11. Consultations

- *Consultation on proposed revocation of the Air Quality Management Area in Stratford St. Andrew – to 6th Dec 2024* – Agreed by all that no comment will be made by STC.
- *Enabling remote attendance and proxy voting at local authority meetings – to 19th Dec 2024* <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority>- Individual councillors to respond.
- *Launch of 2024 rural transport survey - Suffolkonboard Suffolk County Council 2024 rural transport survey. Closes 30 November.* Individual councillors to respond.
- *To agree a Town Council response to the ‘Licensing of Jet Ski/water scooter Commercial Operators’ consultation* [Licensing of Jet Ski/water scooter Commercial Operators » East Suffolk Council](#) – closes 26th Nov – see Walberswick P C response. Agreed by all that STC support the Walberswick response.

12. Town Mayor updates including.

- Remembrance Sunday – 10th November
- Armistice Day – 11th November
- St Edmunds Day – Wednesday 20th November 2024 at 2.30pm

Future events

- Bungay Town Dinner – 29th November 2024
- Festive Afternoon at the Mansion, Ipswich – 1st December 2024
- New Year Concert – 1st January 2025
- Town Mayor Charity – Concert Event March / April 2025

13. **Councillor events – dates for diary**

- Christmas Business reception at Town Hall – Thursday 12th December 2024 at 5.30pm. See details.
- Christmas Carol Service at St Edmunds Church – Sunday 22nd December 2024 at 6pm. See details.
- Southwold Primary School Ofsted taken place. Southwold now good in all aspects. STC to write to congratulate the school.

14. **ESC Town Council Conference** –Wednesday 6 November.

Cllr Davy had attended and provided feedback. Discussion at the meeting was around the matter of how to keep towns active. Many attendees felt that events increased footfall and that there may be the need to provide more events in Southwold.

15. **Date of next Town Council Meeting:**

Tuesday 17th December 2024 at 7.30pm

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

16. **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.

* Items including;

**Station Road Shop – to consider applications. See landlords Confid report LL10.24
It was agreed unanimously to approve the recommendation of the Confid report LL10.24 and that the Heads of Terms be agreed with rent free period of 3 months.**

Local councils as Sole Trustees of Charities. Discussion about the role of the Town Council in relation to the Common Trust. Trustee Membership consists of the members of the town council as individuals. In similar examples the Trustee is instead the Town or Parish Council as an entity. **Proposed by Cllr Jarvis, seconded by Cllr Miller that STC agrees to become the sole Trustee of the Common Trust. Agreed by all.**

Common Trust to now consider how to take this forward with the Charity Commission.

There being no further business the meeting closed at 9.15pm.

Signed

Dated



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 3rd December 2024 at 6pm.**

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

Also, the Town Clerk and 7 members of the public.

1 - Apologies:

To receive and approve apologies for absence - Apologies were received from Cllrs Gladwell – noted, and Temple - approved.

2 - Declarations of interest:

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Cllr Flunder re DC/24/3852/FUL. All Cllrs re DC/24/3922/VOC
- 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 approve the Minutes of the meeting held on Tuesday 26th November 2024.

The minutes of the meeting of 19th November were recommended for approval by all.

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/24/3852/FUL – Manor Garden House, Woodleys Yard.

This property is in the Conservation Area and overlooks Southwold Common. The materials used therefore need to recognise the tradition/ requirements of the CA.

The proposal for the kitchen – no objections

Installation of roof lights – no objection

Replacement of window and French doors – no objection

However, re the brickwork and roof the Town Council would recommend that ESC Refuses these aspects of the application for the following;

Red / White Suffolk bricks align with the CA. These should be retained. The property can be viewed from The Common and its CA design features must therefore be retained. The proposed materials and colours would be out of keeping and should not set a precedent.

The proposal for the roof is not in keeping with the CA – The colour/ material/ design of the existing pantile roof tiles need to be retained as the roof is a prominent feature from the Common. The proposed materials and colours would be out of keeping and should not set a precedent.

DC/24/3798/FUL – Pier Pavilion, North Parade.

1)Reconfiguration of parking to front of building.

The Town Council is aware of the footfall volume in this location and appreciates the need to widen the footpath in front of the pier to improve safety for pedestrians and to make the pavement more accessible for all.

However, the Town Council is aware that this area is not owned by the Pier.

Therefore, any alterations to the pavement and parking layout must be carried out in conjunction with ESC/ SCC/ and the owners of the land to ensure that the proposed layout, widths, disabled spaces, dropped kerbs, number of parking spaces is compliant with the requirements of the owners of this land. (There also is no indication as to whether the parking is to remain non chargeable as at present).

2) Construction of new infill section of decking

The Town Council is not clear as to the ownership of this particular area and the rights / permissions required to infill the area.

It is not clear from the application as to why the increase in decking is required – is it to increase the walkway area to ease congestion/ Is it to provide more tables/ chairs?

More information is required to enable the Town Council to respond on this part of the application.

3) Installation of Carousel and Paybooth on the Promenade

The Town Council is aware that the promenade area detailed in the proposal is not owned by the Pier.

There is no indication whether the owners of the promenade have been consulted on this request.

With reference to the Carousel – The proposed siting of the carousel will reduce accessibility along the promenade in this location, taking up a significant area of the promenade in this heavy footfall location. This is of major concern.

There are no timings mentioned for the use of the Carousel and no mention of whether music will be played whilst the carousel is operating. No mention is made about the security of the installation in this area – and how it will be locked/ protected when not in use. Is it to be a seasonal feature?

The Town Council considers that this is not a suitable location for this amenity – which, it feels, would be better sited on the Pier itself. The Pier is locked at night and the safety of the apparatus would therefore be safeguarded and the amenity of the promenade would not be affected.

With reference to the Paybooth – The design and size of the pay booth is out of character for the area and not in keeping with the surrounding amenities. The surrounding areas reflect beach hut style shape and roof – which is not reflected in the proposed drawings. The materials should reflect those of the surrounds.

The proposed size/ height of the paybooth is too large for the area and is not needed for a paybooth. The proposed location of the paybooth will reduce accessibility at this heavy footfall location along the promenade and causing a safety concern in view of the number of people who use the location (see footfall data).

The siting of the paybooth as detailed in the PROPOSED_ELEVATION_FLOOR_BLOCK-5276265.pdf blocks off one side of the promenade completely as a through route for pedestrians.

The siting/size of the proposed paybooth along with the carousel, will close off access around this part of the prom for the trade waste vans, emergency service vehicles, coastguards, paramedics etc, as well as reducing the available pedestrian width of the promenade in this location.

The Town Council would request that ESC REFUSES this part of the application in view of the concerns above.

DC/24/3922/VOC – Site at Junction of Station Road and Blyth Road – As the applicant, the Town Council will not be responding to this application.

Trees

DC/24/4108/TCA – 52 Pier Avenue

b. ESC decisions – Noted.

c. Applications to ESC Committee.

DC/24/2854/VOC & DC/24/3106/LBC - 17 Market Place – decision awaited.

DC/24/2984/FUL – The Coach House, Park Lane – decision awaited.

d. Any Planning Inspectorate Appeals Lodged. Nil.

e. Any licence applications/decisions to consider; Nil.

f. Any consultations to consider. Nil

6 - Date of next Planning and Development Committee Meeting:

TBC

Signed Dated



SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 7th January 2025 at 6pm.**

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

Also, the Town Clerk.

1 - Apologies:

To receive and approve apologies for absence - Apologies were received from Cllrs Palmer and Temple – 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. Cllr Flunder re DC/24/4432/FUL – Godell Pavilion. All cllrs as Trustees of the Common Southwold re DC/24/4432/FUL.
- 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 approve the Minutes of the meeting held on Tuesday 3rd December 2024.

The minutes of the meeting of 3rd December 2024 were recommended for approval by all.

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/24/4432/FUL – Godell Pavilion, The Common - Replacement of existing cricket net base, playing surface and cricket nets. New base, playing surface and net frames to be located in slightly different location to comply with English and Wales Cricket Board (ECB).

Cricket nets need to move to fit new regulations. Needs to run south to north now.
STC has no objection to this application.

DC/24/4290/VOC Variation of Conditions No. 2 of DC/24/0965/FUL – 23 Ferry Road. Construction of Glazed Link – Minor alteration to annex.

Southwold Town Council would wish to ensure that the materials to be used are those that have already been approved. And that the alterations do not impinge on the space designated for the parking area.

DC/24/4211/FUL – 34 Victoria Street. Replacement of existing conservatory with shower room and new rear entrance lobby, replacement of existing kitchen window, first floor rear bathroom window and front entrance door.

STC has no objection to this application.

DC/24/4132 Variation of Condition No. 2 of DC/22/4444/FUL – 15 North Parade. Conversion of two apartments to a single home. Works include; side and rear extensions, alteration of internal layout, loft conversion with new rear dormer, alteration of front garden boundary including reinstatement of railings. Replacement garage with external store to rear of site - Zinc cladding to rear extension and additional entrance door.

The planning application for DC/24/4132/VOC states; *'The zinc cladding is also proposed to harmonise with a current application for a revised rear garage and store design to be similarly clad.'* The Town Council has not seen this application and is therefore not able to consider the impact of these 2 requests as a whole.

The original design materials for the application presently being considered is for red brick. Council considers that the request for zinc cladding as submitted by this VOC should be **refused** as the material(zinc cladding) is not in keeping with this part of the conservation area. The red brick should be retained.

The Town Council has no objection to the additional side door.

DC/24/4044/FUL – Sole Bay Fish Company, 22 Blackshore. Regularization of Freezer Unit.

STC has no objection to this application.

DC/24/3059/ADN – 5 Market Place. Non-illuminated Advertisement Consent – A board.

Southwold Town Council recommend that ESC Refuses this application on the following basis; The Town Council strategy for 2023 – 2027 includes work on improving pedestrian safety within the High Street and surrounds. In view of the lack of pavement space, and the proximity of pedestrians to traffic, much activity has taken place to improve the safety of pedestrians by encouraging businesses to reduce/ remove street furniture and to comply with the SCC guidelines in respect of both street furniture and A Boards. The Town Council has been working alongside SCC in this respect, and the SCC advice note ESE 01 and guidelines as attached are provided to business owners on an annual basis to ensure that all are aware of these.

The Town Council roads cttee has been liaising with businesses within the town that have street furniture, to ensure that they are aware of the guidelines and of their responsibilities to make pavements available to all. This has already resulted in some street furniture being removed. From Section 3 of the SCC ESE 01 guidelines the following matters need to be highlighted for this application.

3.0 SCC will require removal of advertising signs from a highway in the following circumstances;

1. Where advertising signs are larger than A1 size or more than 1.1m high. The A Board advertising space in this application is 86cm x 44cm which is larger than A1 size (84.1cm x 59.4cm).

10. where signs obstruct access along the highway or into adjacent property for highway users taking into account the needs of the mobility impaired. The available pavement width (1.49m) does not comply with the standards as set down on page 77 of the Suffolk Design Street Guide (as attached) which recommends at least a 2m width on routes with greater flows – see data below.

The footfall data for the Market Place shows the substantial number of people needing to access the pavements in this primary High Street location. Over 35,000 visitors were in this specific area of the town (as measured by the ESC footfall data) in the month of July 2024, over 40,000 people in August

2024, and 33,000 in October 2024. The full width of the pavement on this major location therefore needs to be fully accessible all year round and not impeded by street furniture or A Board, to prevent the need for people to walk into the road.

In addition to the above, the Department for Transport Inclusive Mobility A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure -p28 reinforces the requirement for a 2m width on pavements - The available pavement width (1.49m) does not comply with these standards

The Town Council requests that ESC supports the STC efforts to prioritise pedestrian safety by REFUSING this application on the basis of the above.

The Town Council would suggest that the applicant might like to consider applying for a hanging sign on the premises which would be more suitable for this location.

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.

UPDATED Jan 2025 - Southwold Town Council response to Planning application DC/24/3798/FUL – Pier Pavillion, North Parade, Southwold

- 1) Reconfiguration of parking to front of building. The Town Council is aware of the footfall volume in this location and appreciates the need to widen the footpath in front of the pier to improve safety for pedestrians and to make the pavement more accessible for all. However, the Town Council is aware that this area is not owned by the Pier.
STC RESPONSE - any alterations to the pavement and parking layout must be carried out in conjunction with ESC/ SCC/ and the owners of the land to ensure that the proposed layout, widths, disabled spaces, dropped kerbs, number of parking spaces is compliant with the requirements of the owners of this land. (There also is no indication as to whether the parking is to remain non chargeable as at present).
- 2) Construction of new infill section of decking. **STC response - The Town Council is not clear as to the ownership of this particular area and the rights / permissions required to infill the area. It is not clear from the application as to why the increase in decking is required – is it to increase the walkway area to ease congestion/ Is it to provide more tables/ chairs?**
- 3) Installation of Carousel and Paybooth on the Promenade. The Town Council is aware that the promenade area detailed in the proposal is not owned by the Pier but by ESC, and that the asset team at ESC is being consulted. With reference to the Carousel – The proposed siting of the carousel will reduce accessibility along the promenade in this location, taking up a significant area of the promenade in this heavy footfall location. This is of major concern. The width of the carousel is stated on the revised drawings as 6 m, to which should be added a further 1 m min all round for users to stand before getting on. The prom in this location is 12.8m wide – therefore only leaving a width of 5.8m available for pedestrian/ emergency vehicle movement. The present positioning of the carousel would reduce the width of the prom which is available for emergency vehicles. The ESC footfall data for this specific area indicates footfall of over 40,000 in August 2024, and the inclusion of the carousel would therefore create a reduction in available space for people to safely walk. There are no timings mentioned for the use of the Carousel. ESC advises that it will not have music. ESC has subsequently advised that the carousel would be seasonal in nature but there is no clarification as to dates on which it would be in use or the times of day that it would be available. There is no clarification as to whether the carousel will only be on the promenade whilst in use during the ‘season’ and then taken away for storage during the off season. **CAROUSEL - The Town Council considers that this is not a suitable year round location for this amenity – which, it feels, would be better sited on the Pier itself. The Pier is locked at night and the safety of the apparatus would therefore be safeguarded and the use/ safety and amenity of the promenade would not be affected. If permission is being sought for the carousel to be on the prom all year round then STC recommend that ESC refuses this application. (If the**

Carousel is only to be situated on the prom during the ‘season’ ie May – September, then please provide us with an update).

With reference to the Paybooth – The design and size of the paybooth is out of character for the area and not in keeping with the surrounding amenities. The surrounding areas reflect beach hut style shape and roof – which is not reflected in the proposed drawings. The materials should reflect those of the surrounds. The proposed size/ height of the paybooth is too large for the area and is not needed for something which is to be used as a paybooth. The proposed location of the paybooth will reduce accessibility at this heavy footfall location along the promenade, and causing a safety concern in view of the number of people who use the location (see footfall data). The siting of the paybooth as detailed in the PROPOSED_ELEVATION_FLOOR_BLOCK 5276265.pdf blocks off one side of the promenade completely as a through route for pedestrians. The siting/size of the proposed paybooth will close off access around this part of the prom for the trade waste vans, emergency service vehicles, coastguards, paramedics etc, as well as reducing the available pedestrian width of the promenade in this location. A paybooth is not required for the provision of a carousel – a member of staff can collect the relevant payment. There is no need for a permanent structure on the promenade.

PAYBOOTH – In view of the above, the Town Council would request that ESC REFUSES this part of the application.

DC/24/3794/ADN – 63 High Street. Non-illuminated Advertisement Consent – Install new hanging sign to shop front. STC has no objection to this application.

DC/24/4249/CON – Phone Box PC02 Ferry Road. STC has no objection to this application. STC will be asking to take on the phone box for community use.

b. ESC decisions – Noted.

c. Applications to ESC Committee.

DC/24/2854/VOC & DC/24/3106/LBC - 17 Market Place – ESC Committee approved.,
DC/24/2984/FUL – The Coach House, Park Lane – ESC Committee will do a site visit and it will then go back to ESC Committee. Cllr Flunder and the Town Clerk to attend the site visit.

d. Any Planning Inspectorate Appeals Lodged. Nil.

e. Any licence applications/decisions to consider; Nil.

f. Any consultations to consider.

Phone Box Ferry Road – see above.

g. Other Planning matters

ESC planning email as attached.

6 - Date of next Planning and Development Committee Meeting:

Tuesday 28th January 2025 at 6pm

Signed Dated

Draft Minutes of Southwold Town Council Landlords Committee meeting held 9th January 2025 at 9.30am at Town Hall Southwold. Rep LL 01.25

Present – Cllrs Gladwell (Chair), Flunder, Miller, Wells. Cllr Redington arrived 10.30am. The Town Clerk was also present.

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Goldsmith – Noted.
2. **Declarations of interest:**
 - a. *To receive any declarations of Non registerable Interest regarding the agenda.* Nil
 - b. *To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interests regarding the agenda.*
Cllrs Gladwell declared re Strickland Place.
To receive any request for dispensations regarding the agenda. Nil
3. **To receive comments from public.**
Nil
4. **Minutes/ notes of the previous meeting** – Minutes of meetings held November had been approved by all.
5. **Draft Capital Budget 2025 – 2027.**
The draft capital budget had been circulated to all. Members had considered the projects listed and no alterations were requested. Members noted that not all projects will complete/ start within the financial year – the clerk reminded all that the budget will be a working document which will be updated as projects start, so that it remains up to date.
The major projects proposed within the capital budget for 2025 – 2026 include enacting the approved planning application for the accessibility of the Town Hall, and to complete the gable end improvements for Hurren Terrace.
6. **Update on repairs and planned works 2024.2025 including tenants’ maintenance requests for consideration including; *** See landlords updates – 9th Jan 2025 for full details.** Members considered the property repair update and proposed actions for each property including the following;

Casino windows – planning application has been approved, and quotes will now be requested for the new windows.
Town Hall – The planning application has now been approved. Discussions will need to take place as to whether to phase the project or whether to procure as a whole. Procuring as a whole will provide opportunities for financial economies, and for the delivery of service standards to be upheld better than a phasing of the project would provide.
Water Tower – the repair report suggests matters to address, but having had various professionals look at the details, there is already differences in the action recommendations coming forward. It was suggested that the Conservation Officer be asked for advice as to what to prioritise and for guidance as to what action will initially be required.
Gable End HT – The project package is now virtually ready for procurement. It was suggested that a number of contractors be invited to tender, as well as the project being advertised on Contracts Finder. Those to be invited include; Lexden, Mixbrow, C and D, DCH Builders, Gilberts Builders.
Underpass Station Road – Mixbrow are re quoting for this work.

Craftco – fire separation works quote £3090 plus VAT. Works can be carried out by C and D in Jan/ Feb. Agreed by all. Booked in for the works to take place.

13 Station Rd - Identified damp issues are being rectified this week.

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.

Landlord's checks – It was agreed that Gutter clearances would be added to the annual checks.

KIV – Common Trust properties.

Culverts York Road – Farmer has been asked to check these.

7. **Other matters**

SCC Thermal imaging project - booked again for March.

2 Strickland Place – Conservation Officer has queried the lack of a fence in front of the hard standing area. North and Hawkins are liaising with the C A to agree a solution.

Practice Green – golf club. See previous minutes. New licence to be drawn up to permit a partial sub-let to the farmer.

Meter boxes – Water Board – These are being progressed.

8. **Grant availability for insulation/ property repairs etc.**

Sizewell C Housing Grant – ESC is carrying out some information sessions about this grant.

Historic Building Grant Scheme – Noted.

Loft Insulation Scheme - all properties to be checked to ensure that they have sufficient insulation.

9. **Date of next meeting - TBC**

Recommendation for approval

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.

**Leisure and Environment Committee noted from meeting held on
Wednesday 4th December 2024 at 9am at the Town Hall.**

REP L and E 6/2024

Item	Subject	Details
1	Present	Cllrs Goldsmith (PG), Miller (JM), Flunder (SF) and Wells (MW). Also present the Town Clerk. Cllr Redington may attend later.
2	Apologies and Declarations of Interest	There were apologies for absence from Cllr Palmer - approved.
3	Minutes of the previous meeting	To note the minutes of the previous meeting - notes from September 2024. All agreed.
4	Standing Orders- public section.	<i>NIL</i>
5	Environmental matters – timelines and completion dates	<p><i>Connection of Jubilee Bridge to Ferry Rd garden</i> - These works will now take place in Spring 2025. J M Environmental leading. There is a large pile of cuttings to collect – MW will collect.</p> <p><i>Bulbs</i> – PG/JM/RJ planted these at Ferry Rd Garden at the weekend. Helen Jarvis will get some bluebells to plant.</p> <p><i>Regular maintenance of Ferry Rd Garden and garden area on Station Rd</i> –Champaign Landscapes do not appear to be maintaining either of these areas now. Quotes to be obtained from other contractors.</p> <p><i>Bark chippings</i> – could be supplied by Vertas free of charge subject to paying delivery fees. Some to be arranged for the Waters Copse group.</p> <p><i>Electricity Green</i> – Cordyline – consider topping (not felling). There are 2 bags of waste to be collected – MW will collect. Climbing rose needs pruning. PG will ask the resident volunteer whether she would like help at the garden for those things that are hard to reach i.e. Cordyline and climbing rose.</p> <p><i>ESC – area along North Parade.</i> ESC assets have advised that they are looking at options for the grass area on North Parade where the brickwork needs mending – and that one option would be to level the whole area. Members advised that they would not want this to happen. ESC is also considering taking out the 2 circle shrub areas – again members advised that these should not be taken out but instead be filled with hardy plants i.e. rhododendrons.</p> <p><i>Mine on prom</i> – and additional mine held by Graham Murray. MW will assess costs to repair and repaint. Clerk to ask ESC whether a licence would be provided for a second mine in this area.</p> <p><i>ESC overhead shower by Suzies</i> – suggestion has been made to ESC that a drain be installed by the shower to prevent excess water running over the prom and causing slippery conditions.</p>

		<p>ESC – rats along prom. SF attended a walk round with ESC to assess the matter. A contractor has been asked to put bait boxes down – and a follow up meeting will be arranged.</p>
6	<p>Leisure and Other matters</p>	<ul style="list-style-type: none"> • <i>Community Payback railings project</i> - ongoing • <i>Play area repairs</i> – Ongoing. Quotes being obtained from both ESS and Vertas. • <i>Town Sign repairs</i> – Hollesley Bay have expressed an interest in assisting. Discussions ongoing. • <i>'Box Up' for Klondyke, plus seeding Seed for skatepark area</i> – seed to continue to be thrown in the area to help grow in the spring. Seed to be obtained and provided to Cllr Hurr. <i>ESC Box Up application</i> – has been approved for the Klondyke. ESC is now arranging the legal agreement. • <i>Community self-help scheme - Keeping Southwold looking tidy – sustainable solutions?</i> MW, Trudi McKenzie and John Huggins are now qualified members of the SCC Community Self Help Scheme and can now lead STC volunteer activities such as clean up events. Discussion about the frequency of clear up events. JM to ask Rotary if this is something that they will be continuing into 2025. JM will also find out the dates of Adnams clear up events for 2025. The interaction and assistance with businesses will be vital to any clear up projects in 2025 – how to do this? It was suggested that STC could organise the cleaning by volunteers of things such as signs etc which the other groups are unlikely to do – with 3 dates to be organised - in Feb/ March then June then November being suggested. <i>Other courses</i> – an additional course to be undertaken would be the brush cutting course. Use of a brush cutter by an approved person would assist the Waters Copse volunteer group. Dates/ venues to be obtained. MW / CH to be asked if they would be able to attend. • <i>ESC – Matters arising from Prom Walk.</i> See above and see notes from ESC about matters raised. • <i>South Green Shelter</i> – Extension to information Boards Project. Agreed by all to ask the Geography Field work academy to do more informational signs for the South Green Shelter as an extension to the ones on the North Parade Shelter. • <i>Payphone Ferry Road</i> – see planning application request from BT to remove phone box on Ferry Road. If approved, STC could adopt the phone box for a community use. All agreed that this would be appropriate. • <i>Footpaths</i> – SCC has cut the footpaths from Might's Bridge to Bailey Bridge wider. Dykes - The farmer to be asked to look at the dykes on the left side of York Road as they seem to be at a high-water level. Footpath across marshes from Harbour Inn – a letter has been received from a visitor asking if STC would consider putting a better surface on this footpath to make it accessible year-round. Discussion about water on the marshes – the footpath will probably not be accessible all year due to water retention. It was agreed that it would not be appropriate to put any surfacing on this footpath.

7	Finance – budget – quotes	<ul style="list-style-type: none"> • <i>Budget requests for 2025 – 2026.</i> The cttee considered the budget which they would request for 2025 – 2026 and the projects for which funding would be required. See full budget for details. • Quotes to consider – plinths for benches at St Edmunds Green. Quotes received from DCH, and ESS for plinths for benches already there. It was agreed by all to allocate £1500 to the creation of the plinths and installation of the benches onto them. Agreed by all.
8	Events To consider	<ul style="list-style-type: none"> • VE Day 80th Anniversary – 8th May 2025 – arrangements to sort. Arts Centre has a film show organised. Discussion about a service in church etc. Tea dance at Arts Centre? Meeting to be arranged with the rector, Arts Centre and STC in the New Year to discuss. • Arts Festival/ Civic Service – 22nd June 2025 - noted. • Potential for a Circus 2025/ 2026 – meetings arranged with potential providers. • Market opportunity for 2025. This is a new opportunity. Possible dates 5/6/7 Sept. Members would like to meet the organisers to discuss further details including timings, parking, road closures etc. • Christmas Lights 2024 – Thanks were extended to the volunteers who had arranged the event. • Councillor surgeries – to be reconsidered in 2025. • Dog Show on Paddock – to go to Common Trust.
8	Date of next meeting	TBC – February 2025.

Draft Minutes of the Roads Committee meeting held Wednesday 27th November 2024 at 10.30am at the Town Hall.

Present Cllrs; Beavan (DB) – Chair, Davy (PD), Jarvis (RJ)

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

Also, SCC Officer Jo Kerridge (JK).

Agenda

1. **To receive apologies for absence** – Apologies for absence were received from Cllr Palmer – Approved
Apologies also from SCC Cllr M Ladd.
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;
SCC Ward Cllr Ladd was not present.
 - East Street Resurfacing programme of works. SCC to ensure that these works include the lining safety improvements for area outside Town Hall/ East Street entrance/ Market Place area.
 - TRO list – to include Mill Lane/ disabled bay outside URC. Walk round TBC. TRO list to be agreed by February 2025.
5. **Update from ESC Ward Cllr Beavan including;**
 - Previous £54k ESC grant monies for North Parade scheme. With ESC Kerry Blair and SCC Graham Mateer to confirm that the monies can come to STC for the 20mph scheme. Copy of Graham Mateer email to be sent to Cllr Beavan by JK which advises that the £54k should be used for a parking scheme not a road traffic scheme.
6. **Project roadmap update** on overall Southwold scheme including; 20mph zone, Entrance/ Exit to High Street build ups – circulated to all.
Agreed by all to proceed on the 20mph for the High Street as an exception request at the moment. But STC might apply for more 20mph areas/whole town once the SCC elections have taken place in May 2025.
7. **Other matters including;**
 - Cadent works - Finish date = 13th December 2024. All traffic lights have been cleared. Mights Bridge works will remain outstanding - Cadent will need to return to do this but there are no timescales presently.
 - Community Self Help Scheme – Cllr Wells, Cllr Miller and John Huggins have attended the necessary courses and are approved members for the Scheme.

- Potholes Constitution Hill = SCC has claimed ownership of this part of the Hill and will carry out repairs.
- Signage improvements, to include Gardner Road car park. Cllr Davy asked JK about the possibility of a brown Southwold sign on the A12. JK advised that this will need SCC Cllr M Ladd to approve, and funding will be required. Cllr Beavan advised JK that Southwold does need a sign.
- Bus area outside Fat face = markings to be carried out in the new year.
- SALC – Highways forum including SCC Winter programme was held online. Information is available on the SALC website.
- Electric vehicle chargers – awaiting options for additional chargers for Gardner Rd car park. It was agreed by all that the chargers by the Adnams area on Church Green will remain as at present. Gardner Road overstaying – It was suggested that a sign could be put up as a message – ‘danger of clamping if parked without using the EVC’. Anglia car charging to be reminded to send EVC dashboard to Cllr Beavan and Cllr Jarvis.
- Local Transport Plan for Suffolk to 2040 - Public Consultation to 25th Nov.

8. **Date of next meeting** - Wednesday 12th February 2025 at 10.30am.