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NOTICE

You are Summoned to the Meeting of Southwold Town Council which is being held Tuesday 28th November 2023 at 7.30pm at the Town Hall



Signed. *L. S. Beavan*

Dated 22nd November 2023

AGENDA

1. **Apologies:**
 - a) To receive apologies for absence.
 - b) To note resignation of Cllr C Kerr – vacancy notified to electorate.

2. **Declarations of interest:**
 - a. To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
 - b. To receive Declarations of Other Registerable Interests regarding the agenda.
 - c. To receive Declarations of Non-Registerable Interests regarding the agenda.
 - d. To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
 - e. To note to update the Register of Interests with changes as they occur.

3. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Tuesday 31st October 2023.

4. **Public Section**
 - 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 report from Suffolk County Councillor M Ladd.
SCC Cllr Ladd will then take questions from Councillors and electors.

 - c) Public - To receive comments on matters on the agenda (*each member of public will be allowed a maximum of 3 minutes*). (*10 minutes will be allocated overall for this section- subject to Town Mayor discretion*).

5. **To receive reports from Committees.**

Planning and Development Committee

 - a) i) *To receive the written report of the meeting of the Planning and Development Committee held on 7th November 2023.*
 - ii) *To consider the Town Council response for the planning applications on the attached list.*
 - iii) *Other planning matters;*
17 Market Place update, and meeting with new Principal Planning officer for Southwold.

 - b) **Landlords Cttee** – To receive the written report of the meeting of the Landlords Committee REP 6.2023 held November 2023. *Recommendation in relation to shop and flat at Station Road new development.*
To receive verbal update on potential gable end works to Hurren Terrace – asbestos and structural surveys.

- c) **Leisure and Environment Cttee** – No meeting held.
To receive verbal update re new skatepark project.
- d) **Roads Cttee** – no meeting held. See below.
6. **To receive reports from Working Groups (task and finish) Groups:**
- a) *Comms working group* – update from meeting November 2023 – see policies within F and G report.
- b) *Roads working group* – update from the meeting held to consider the responses from the proposals displayed at the Sept drop in sessions.
Recommendations – i) that STC carry out a survey containing the questions, as attached, ii) and that STC consider and if agreed approve the proposed actions arising, as attached.
- c) *NSIP working group.* To consider and if agreed approve the Terms of Reference for the group.
7. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended and any training events 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) Christmas lights – Cllr Flunder.
- b) HMC/SAG – Cllr Flunder.
- c) Harbour Users – Cllr Gladwell.
- d) Allotment Holders – Cllr Goldsmith
- e) Suffolk Preservation Society training course re old buildings – Cllr Wells.
8. **National Energy Projects** –
Lionlink / Sizewell/Anglia One//Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project – To receive updates.
Sealink Consultation - Consultation documents are available at www.nationalgrid.com/sealink. Comments should be sent to National Grid by 23:59 on Monday 18 December 2023.
9. **Enterprise Hub** to receive progress update from meetings with Project Board, construction team, and operators. **
10. **Feedback from Community Land Trust meeting** –21st November 2023.
11. **Feedback from meeting for businesses/traders 23rd November 2023.** To consider and agree next steps.
12. **Financial Matters**
- a. *To receive report and recommendations of Finance and Governance Cttee* – To receive reports from meeting November 2023 FIN Rep 10.23. *To consider and if agreed approve recommendations in relation to; E V Charger/ Communication Policies/ NALC Pay agreement.*
To note Virements – see paper attached.
- b. *Precept 2024.2025.* – see attached.
Budget 2024.2025, and precept requirements, to be confirmed by full Council at the meeting on 9th January 2024.

c. *Accounts for Payment* - To receive the management accounts/bank reconciliation and balance sheet for October 2023 and to receive and confirm the Accounts for Payment for November 2023.

13. **Forthcoming Meetings/ Events for Council/Councillors**

St Felix – community networking event – 5th Dec at 6.30pm

Christmas Carols at St Edmunds Church – 17th Dec 2023 at 6pm

14. **Town Mayor updates including.**

a) *Events attended*

Induction of new vicar – 21st Nov 2023

Xmas Lights switch on – 25th Nov 2023

Golf Club swing room opening – 25th Nov 2023

b) *Upcoming engagements*

SALC Conference – 29th Nov 2023

Volunteering event 30th Nov 2023.

c) *Town Mayor volunteering project* – verbal update.

15. **Consultations**

To consider STC response to the following consultations;

a) East Suffolk - Polling District & Polling Places Review 2023. The consultation period runs until 30 November 2023. [Review of polling districts, polling places and polling stations 2023 » East Suffolk Council](#)

b) ESC – Street Trading Policy consultation to 1st December 2023.

<https://www.eastsuffolk.gov.uk/assets/Business/Licensing/Street-Trading-Guidance.pdf>

c) Rural Development & Healthy Environments Public Consultation to 10th January 2024.

<https://eastsuffolk.inconsult.uk/Drafruraldevelopment23/consultationHome>

<https://eastsuffolk.inconsult.uk/DraftHESPD2023/consultationHome>

d) Litter and Fido Waste Bin policy from East Suffolk Council - consultation to 31st January 2024

e) Shaping the future of the Library Service – SCC Consultation to 26th January 2024.

f)

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

Tuesday 9th January 2024 and Tuesday 30th January 2024

****Note: Discussions above may need to be considered as confidential as appropriate and dealt with in the agenda item 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 will 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.*

Potential for Property Purchase – To consider available properties – to consider and agree next steps.

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 7.30pm on Tuesday 31st October 2023.

PRESENT:	Councillor	S Flunder – Town Mayor
	“	D Beavan
	“	P Davy
	“	Mrs V Gladwell
	“	R Jarvis
	“	M Palmer
	“	Mrs V Redington
	“	R Temple
	“	M Wells

Also present: SCC Cllr Ladd, the High Steward, The Town Clerk and 4 members of the public (from the Golf Club).

Cllr Flunder introduced the meeting and reflected on the current events across the world.

1. **Apologies:**

To note/approve apologies for absence. Apologies for absence were received from Cllrs Goldsmith, Kerr and Sutton. All apologies were noted.

2. **Declarations of interest:**

a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*

Cllr Flunder declared a pecuniary interest re the Golf Club.

b) *To receive Declarations of Other Registerable Interests regarding the agenda.* Cllr Flunder declared an Other Registerable interest re the Millennium Trust.

c) *To receive Declarations of Non-Registerable Interests regarding the agenda.* Cllrs Davy, Jarvis and Wells declared a Non-Registerable Interest re the Golf Club.

d) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.

e) *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:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Tuesday 26th September 2023.

On the proposal of Cllr Wells, seconded by Cllr Palmer it was RESOLVED by all to approve the Minutes of the Town Council meeting held on Tuesday 26th September 2023. All agreed.

4. **Public Section**

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

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

Including ESC response to Storm Babet.

Ward Cllr Beavan advised as follows;

Potters Bridge –water is rising. Environment Agency now have a warrant to dig it out. Run off cannot get off the road as the drains are full - might need to think about closing the road.

Flood – Framlingham/Wickham Market – Storm Babet caused problems and ESC are helping people.

Covehithe has had more erosion.

ESC – new strategic direction launched, and this is on Cabinet papers next week.

Discussion re weeds – glyphosate needs to be used in select places.

St Edmund’s Green –a bed has been rotavated to establish wildflowers.

ESC Housing – in the last 3 years the number has risen threefold (57 – 168 – 270. In the year to date 200 people have been registered, many being evicted by private landlords) Some of those evicted have been put in temporary accommodation at a B&B in Ipswich.

ESC Cllr Beavan is now on the Health Board at CCG and liaising with Reydon surgery.

Questions from Councillors

Nil.

b) *To receive report from Suffolk County Councillor M Ladd.*

SCC Cllr Ladd will then take questions from Councillors and electors.

Including SCC response to Storm Babet and Cold Calling Zones

Ward Cllr Ladd advised the following;

Storm Babet hit the county last week. 75mm of rain fell on Friday which has less than 1% chance of happening. Fire & Rescue were called to many incidents and Highways pumped out approx. 2.5million litres of water and dealt with 19 fallen trees. For information – 0345 6066171 = Emergency SCC number.

Potters Bridge – as per ESC Cllr Beavan report.

Milestone started their Highways contract on 1st October 2023.

SCC has established that the parking by the old doctor’s surgery on York Road has a TRO so will take longer to alter the parking spaces there. For pedestrian safety reasons 2 or 3 of the East Street parking bays are suggested for removal by C&C and SCC Cllr Ladd will cover this cost from his budget.

York Road was previously nominated under the “Quiet Lanes” initiative. Quiet Lanes has been a successful scheme for which there may be more money in the future.

SCC Cllr Ladd has worked with Reydon and put in for a speed reduction at Reydon to 40mph on the bends by the Hen reedbeds on the A1095.

No cold calling zones = Trading Standards can either formalise a zone or can put stickers in individual windows. Graham Crisp is the contact as the Head of Trading Standards.

SCC Libraries – contract is up in May 2025. See consultation to 26th January 2023.

Questions to SCC Cllr Ladd

Nil.

Thanks were expressed to SCC Cllr Ladd for work on York Road and East Street parking bays. Cllr Flunder advised that by “Oaklands” a tree came down and was put by the side of the road in the evening and disposed of the next day.

- c) *Public - To receive comments on matters on the agenda (each member of public will be allowed a maximum of 3 minutes). (10 minutes will be allocated overall for this section- subject to Town Mayor discretion).*

Golf Club – Mr Clifford, Mr Mills and Mr Johnson attended to explain background to donation request. Mr Mills spoke re the old irrigation system and the need to improve the system as it is 40 years old. Full new system deemed to be required. Mid-January is the estimated installation.

Re a “drip system” – it had been decided that this would not be suitable as drip system is usually above ground and drips down. This system at the Golf Club is below ground. Drip line pipes have a 5 – 10-year life span and there would be a need to create a semi permeable layer in the ground. Tried it on the Oval in 1991 and then taken out. Not totally reliable. To do a drip system would need to have a full re-design.

The selected new system will be “flow” managed according to weather data/forecast and will be run off new electrics. Should reduce water usage by approximately 35% and this should be a saving on efficiency. Will save on hand watering too.

Cllr Beavan advised that there were concerns due to water being a scarce resource.

The meeting was advised that a drip system is popular in the US. Would not want to allow irrigation during the day so it must be in the evening- it was suggested that there be fertilisation watering still only at night - say 9pm – 5am.

5) **Donations – new requests**

Southwold Golf Club – to consider the new information provided and to consider request from previous meeting. It was agreed that this agenda item be taken from number 20 item 5.

Cllrs Jarvis, Davy, Wells and Flunder left the meeting.

Cllr Beavan took the chair for this item.

Discussion took place about the donation budget and the Clerk advised how much was remaining in this years budget. The budget for 2024.2025 has not yet been set, and the actual date for the installation might mean that the Club could approach the Town Council again in 2024.2025.

Discussion about whether to provide a donation at this stage to the Golf Club -It was Agreed by all that a donation would be made for the new irrigation system. Discussion took place about the amount of the donation. On the proposal of Cllr Temple, seconded by Cllr Palmer it was suggested that a donation of £3,500 be made in 2023.2024 – this is the remaining funds within the donation budget for 2023.2024. Agreed Unanimous.

Cllrs Jarvis, Davy, Wells and Flunder returned to the meeting at 8.10pm.

5. **To receive reports from Committees.**

Planning and Development Committee

a) i) *To receive the written report of the meeting of the Planning and Development Committee held on 3rd October 2023. The report of the Planning and Development Committee meeting held on 3rd October 2023 was received.*

ii) *To consider the Town Council response for the following planning application;*

- 1) *DC/23/3776/FUL – Alterations and additions, including demolishing and rebuilding the rear extension on a larger footprint, raising the ridge height of the roof, proposed new rear dormer, increase parking provision and replacing dilapidated fences and shed in rear garden with a new outbuilding, Forest Lodge, Godyll Road.*

One resident has objected to the frontage on Godyll Road and one objection on other matters.

The meeting was advised that this is an enlargement of an existing extension. 2023 SCC Parking principles show that parking provision is sub-standard for 6 bedrooms. no parking on Blackmill Road either.

Other comments: roof lines are not clear - would want more clarity.

Concern about drawings still coming through on a sub-standard basis which cannot be read clearly.

On the proposal of Cllr Temple, seconded by Cllr Beavan it was agreed by all to recommend refusal on the grounds of lack of parking provision, the change in the frontage, and that it does not preserve or enhance the design within a Conservation Area.

- 2) *DC/23/3854/FUL – Additional and improved fire escape access from second floor bedrooms and living room, 3 Trinity Street.*

There is a need to put in a new fire escape.

Cllr Temple recommended it for ESC approval. Cllr Gladwell seconded. All agreed.

- 3) *To note receipt of planning application DC/23/3807/FUL – new skatepark at Klondyke.*

Noted.

- 4) *Update re planning application for 17 Market Place Southwold – will go to ESC Planning Cttee Nov/Dec.*

Cllr Temple and Cllr Flunder met the Conservation & Planning Officer to discuss this application. It was felt that the property had not been marketed properly whilst acknowledging that it is now a dilapidated building on the street scene.

The Conservation Officer explained that if it is changed to residential as per this application, there will be some heritage improvements.

It was noted that the application will go to ESC Committee.

Cllr Temple noted concerns about the precedent which could be set to turn empty business units into residential.

The meeting was advised that the Planning Officer thinks that as it has been residential before so would not set a precedent.

Cllr Flunder explained that the Neighbourhood Plan is a vital part of this application i.e., that it would need to be a residential unit with a principal residency clause.

Discussion took place.

Question was raised as to whether the marketing procedures had been followed - Members advised that they were still unaware of the answer to this.

Cllr Beavan suggested that if it goes to committee, STC should be present at the meeting.

- b) **Landlords Cttee** – To receive the written report of the meeting of the Landlords.

Committee held on 12th October 2023. Cllr Wells explained that the committee had been through the budget required for 2024.2025.

Recommendations in relation to; properties.

25 Market Place – Hard wiring test had failed – approx. £1600 cost for improvements to pass the test. Approved for recommendation from Landlords Budget - Hard wire test is a compulsory matter. It was AGREED by all to carry out this improvement.

Putting Green – request for extended opening – Putting Green would like to open the café Nov/ Dec as a pilot – instead of closing on 29th Oct this year.

Discussion re terms of lease and conditions of opening cafe. Noted that the greens themselves will need to have some maintenance carried out in Feb/ March 2024.

Tenants were advised that putting green would need to be open as well as the café so long as the weather is suitable as per rest of the year.

On the proposal of Cllr Wells, seconded by Cllr Gladwell, it was AGREED by all to approve the request.

- c) *Leisure and Environment Cttee – To receive the written report of the meeting of L and E held on 19th October 2023.*

Recommendation in relation to Ferry Rd Garden notice board.

Signboard – to detail the history of the site. Information Board detailing the history of the area and it will also highlight that volunteers are required for the maintenance of the garden, and it will detail all the sponsors of the garden. Draft produced. Total costs for Design, manufacture and installation = £2352.

After full discussion it was AGREED by all to seek outside funding for the noticeboard alongside improvements to the access from the Jubilee Bridge.

- d) *Roads Cttee – to receive the written report from meeting held 11th October 2023. Recommendation.*

Residents parking – Cllr Beavan advised that residents could overstay on limited waiting bays as part of a process which ESC can sign off if required. Therefore, residents parking as such is still on the agenda.

To consider and if agreed approve the cost of purchase of one fast charger for Gardner Road car park.

Recommendation re Electric Chargers

Cllr Beavan introduced the topic – and advised members that the fast charger cost is approx. £25k and recommends that one be purchased by the Town Council for the Godyll Road site.

Cllr Jarvis advised that other chargers in town are low level/power.

Discussion regarding cost/usage – Southwold is a high-volume town for vehicle chargers. If there is 5% use, STC would receive £11,500 p.a. towards the costs of purchase and payback would therefore be 3 – 5 years.

A member asked what would stop people parking for longer than the charge period – members were advised that an “overcharge” can be set for the period once the car is fully charged.

2 vehicles can be charged at the same time. A maintenance contract would be required.

Question was asked about the capacity for additional slower chargers - the substation will be used 80% full by the 40kw charger and would be capacity for the 2 plug-in

Suffolk 7kw chargers too. There is the ability to pay by credit card rather than on an App and there is an option to set lower rates for a particular set of users.

Discussion about whether the unit could be leased – this to be researched further.

Cllr Beavan advised that he put forward an amendment to the recommendation – to include “Approve cost of purchase or lease”. Seconded by Cllr Jarvis.

Recommendation – to approve the cost of purchase or lease of one fast charger for Gardner Road car park. AGREED UNANIMOUS.

6. **To receive reports from working groups;**

- a) *Southwold T C and Reydon P C working group* – No further updates.
- b) *Comms working group* – meeting next week.

7. **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) *Christmas lights – Cllr Sutton/Cllr Flunder.* £14k spent to date. Lights are going up now in town.
- b) *HMC/SAG – Cllr Flunder* – no meeting yet – due next week. There is a new harbour manager who is looking after the caravan site and harbour.
- c) *Harbour Users – Cllr Gladwell.* Nil.
- d) *Reydon and Southwold Pantry – Cllrs Flunder and Kerr.* No update.

8. **National Energy Projects** –

Lionlink consultation.

To receive update from RAID meeting.

To consider STC response to consultation which closes 3rd November 2023.

The meeting was advised that the RAID meeting 27th October 2023 was very good. Reydon PC did well to bring this together. Stall in Southwold Market Place has given out information. Consultation ends 3rd November 2023.

Meeting was advised that only one third of people attending the RAID meeting had written a response. Cllr Wells has a sample letter which can be circulated to individuals to send if they wish to.

Cllr Davy advised that STC need to decide whether it is objecting to all proposed NSIPS in Suffolk and/or the one north of the pier – STC should consider the position on both issues. What do Southwold residents think of all of the NSIPS.

Cllr Beavan suggested that STC should oppose all – as energy companies should not bring in energy along the East Coast instead of London – they should go straight to London. SEAS are fighting all.

Discussion about STC response. On the recommendation of Cllr Beavan seconded by Cllr Temple it was unanimously agreed to send draft letter as is with Cllr Davy making some suggested changes before it goes off by 3rd November 2023. Copy of final letter to be circulated.

It was agreed to publicise final letter on website and to thank Reydon PC for their work to date.

To consider setting up a working group for this project – Terms of reference to be Agreed.

Volunteers for the working group - Cllr Davy, Cllr Wells and Cllr Flunder.

It was agreed that this needs to be a Task & Finish group of Councillors and independents to look at all the NSIP projects. Terms of Reference to be agreed.

Other NSIPS

Sizewell/Anglia One//Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project – To receive updates.

Cllr Flunder gave an update. Sealink is at Statutory Consultation at Friston/Aldeby area.

9. **Enterprise Hub** *to receive progress update from meetings with Project Board, construction team, and operators. **
Cllr Davy updated members that Mixbrow completion is to be extended by 2 weeks – due to weather.
Update on the lease to Menta is also awaited – all docs with their solicitor.
Gable back end of Hurren Terrace needs completing separately to the contract and STC will need professional advisers to guide on the structure etc. The Project team is asking for a full specification on this.
Gas omission – trying to bring forward the monitoring by the EPO.
A concern was expressed that both constructors and operators' timescales are slipping. Menta will market themselves and the site once the lease complete. ESC advise that Menta is doing very well on its sites.
Rental of shop/flat
Landlords Committee will need to consider the promotion of these units.
10. **Fire Station Site** – *to receive update re local lettings policy.*
Await SCC decision on the Hastoe purchase.

SCC Cllr Ladd left the meeting at 9.25pm.
11. **Community Policing** – *to receive update from recent meetings.*
CCTV – Police Design team to provide guidance. To consider and agree any next steps.
Cllr Flunder advised that the police have had a good result re the recent burglaries. CCTV design team specification is awaited, whilst Mights Bridge CCTV should now be able to be downloaded remotely.
12. **Community Land Trust** – *All members invited to information briefing on formation of CLT. 21st November 11am at Town Hall.*
Date noted.
13. **Feedback from meeting for businesses/traders 19th Oct 2023.** *To consider and agree next steps.*
Business meeting – next date being arranged.
14. **Banking in Southwold** - *To receive update, and to consider and agree next steps.*
Millennium Trust will host Barclays for 1 year for 3 days a week.
15. **Financial Matters**
 - a. *To receive report and recommendations of Finance and Governance Cttee – To receive reports from meeting October 2023 FIN Rep 09.23.*
To consider and if agreed approve recommendations in relation to; virements/donation requests – The Common.
The Common Trust has requested a donation of £10k to enable it to carry out additional works in maintaining the Common and to start on some larger projects

i.e., fire breaks, an extension of York Rd car park spaces. The only income received by the Charity is from the 3 tenants – but additional income is now trying to be raised by car park donations for the area along York Road. The Common was previously a Town Council asset but was transferred to a charitable body to ensure its local retention in any local government review. SALC has confirmed that the Town Council has powers to contribute to the maintenance of such an area, and with GPC additional powers are available. The Finance cttee recommends approval from the Community budget.

All agreed.

It was noted that the Finance cttee will review the link between the Common Trust and the Town Council.

Cllr Temple left the meeting at 9.30pm.

b. To consider and if agreed approve costs for Planning for Town Hall refurb. Town Hall design and planning costs for all phases – quote received for £24k. In view of the specialism of the Town Hall listed property status it was considered that the chosen architect would be the most appropriate. No further quotes required as per standing orders for professional services.

It was noted that the outcome will include provision for better accessibility, and greater public involvement in the building. On the proposal of Cllr Jarvis, seconded by Cllr Beavan it was agreed by all.

c. Budget Setting 2023.2024 – Committees/working groups to note timescales for budget consideration requests. Await all final Committee budgets.

d. Accounts for Payment - To receive the management accounts/bank reconciliation and balance sheet for October 2023 and to receive and confirm the Accounts for Payment for October 2023.

It was agreed by all to approve the Accounts for Payment for October 2023.

e. Audit 2022.2023 - To receive return of external audit report AGAR 2022- 2023. To note Nil action required.

Members received the return of external audit report AGAR 2022- 2023 and noted that there were no matters arising for attention. Nil action required.

Thanks were extended to the Town Clerk.

As per Standing Orders it was agreed by all to continue with a 15-minute extension.

16. Forthcoming Meetings/ Events for Council/councillors

Armistice Day – 11th Nov – 10.45 am at war memorial.

Remembrance Sunday Parade – 12th Nov – 10.20am at Town Hall

St Felix – networking event – 5th Dec at 6.30pm

Christmas Carols at St Edmunds Church – 17th Dec

17. Town Mayor updates including.

a) *Events attended*

Southwold School Council Elections at Town Hall.

Ipswich Civic Event.

b) *Upcoming engagements*

Induction of new vicar – 21st Nov 2023

Xmas Lights switch on – 25th Nov.

c) *Town Mayor volunteering project* – update.

Promotion of volunteering opportunities – Community Action Suffolk, and Rotary Club.

18. **Consultations**

To consider STC response to the following consultations;

a) *Control of Dogs Renewal of three Public Space Protection Orders -*

<https://www.eastsuffolk.gov.uk/2023-consultation>, the consultation will close on the 13th November 2023. Noted

b) *East Suffolk - Polling District & Polling Places Review 2023. The consultation period runs until 30 November 2023. [Review of polling districts, polling places and polling stations 2023 » East Suffolk Council](#) Noted.*

19. **Date of next Town Council Meeting:** Tuesday 28th November 2023 at 7.30pm

20. **Donations – new requests**

Southwold Golf Club – to consider the new information provided and to consider request from previous meeting.

See above.

****Note: Discussions above may need to be considered as confidential as appropriate and dealt with in the agenda item below.**

21. **Exclusion of Public and Press if required during discussions:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it will 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.*

Agreed by all.

Potential for Property Purchase – To consider available properties – to consider and agree next steps.

Property purchases – it was agreed by all to look into the opportunities further. Visits to be arranged.

To consider and if agreed approve H R paper attached re Town Co – Ordinator role. It was Agreed by all to approve the recommendation contained within the HR paper.

There being no further business the meeting closed at 9.45pm.

Signed

Dated

SOUTHWOLD TOWN COUNCIL

Minutes of the Planning and Development Committee meeting held. at the Town Hall, Southwold on Tuesday 7th November 2023 at 6pm.

PRESENT: Councillor
“ R Temple (Chair)
“ S Flunder
“ V Gladwell
“ P Goldsmith
“ C Kerr
“ M Wells

Also present Town Clerk

BUSINES

1. **Apologies:** *To receive and approve apologies for absence.*
There were no apologies for absence.
2. **Declarations of interest:**
 - a. To receive any declarations of Personal Interest regarding the agenda. Nil
 - b. To receive any declarations of Pecuniary Interest regarding the agenda. Nil
 - c. To receive any request for dispensations regarding the agenda. Nil.
 - d. To receive details of any lobbying to members. Nil.
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).*
There were no members of the public present.
4. **Planning Matters:**
 - a. **To determine the Town Council response to the following applications:**
See attached for details of applications
 - i) *DC/23/3999/FUL – Replacement of all the windows at the front of the property. They are rotting and glass is falling out of numerous windows. Condensations is collecting on the inside of the window sills and rotting the wood inside, 6 North Green.*
As per the Conservation Area appraisal UPVC is not to be permitted in the Conservation Area. Refuse.
It was agreed by all to recommend that ESC refuses the application.
 - ii) *DC/23/4008/FUL – Small single storey side extension and garage conversion, internal alterations, 26 Fieldstile Road.*
Members noted that this is probably an improvement and that there is sufficient parking. NO Objections.
 - iii) *DC/23/4076/FUL – Application made to support the decommission of this bank. The intention externally is: Removal of all external signage; Existing letter box sealed; Existing night safe only face plat to be removed and existing aperture to be infilled with brickwork to match existing; Existing ATM direction board to be removed and*

make good; Existing ATM light to be removed and make good; Existing CCTV camera to be removed and make good, Barclays Bank, 67 High Street.

No Objections

b. ESC decisions and applications to ESC Committee. See attached.

c. Any new Planning Inspectorate Appeals Lodged. Nil.

d. Any licence applications/ decisions to consider. Nil

e. Other planning matters as required;

- 17 Market Place – update – not on Planning Committee North agenda for 14th November. Will likely be the Dec cttee meeting.
- Opportunity to meet new Principal Planning officer for Southwold – meeting on 10th November 2023 at 11am.
- See planning decisions re Wymering Road.

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

Tuesday 21st November 2023 at 6pm.

Signed

Dated

Minutes of Southwold Town Council Landlords Committee meeting held 9th November 2023 at 9.30am at Town Hall Southwold. Rep LL 6.23

Present – Cllrs Sutton (Chair of Cttee), Flunder, Gladwell, Redington, Wells. And the Town Clerk

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. Nil
 - c. To receive any request for dispensations regarding the agenda. Nil
3. **To receive comments from public.** Nil
4. **Minutes/ notes of the previous meeting** – noted and agreed for signature.
5. **Property matters – update of renovation/ maintenance works.**
Spreadsheet of work in progress and those required had been circulated to all and discussion took place regarding requirements.

Each property was considered on an individual basis – see report for full details.

1 Strickland Place – it was suggested that fence and garden have some maintenance before photographs are taken to put it on market. Advice being sought as to most suitable method to sell i.e., sealed bids/ open offers etc.

Hurren Terrace Gable end – update noted - project being dealt with by Hub project team.

21 Market Place – works to storeroom – quote still awaited. Chased.

Water Tower – quote awaited for cost of maintenance works.

Workshop door – second quote awaited. The firm who was to do the second quote have advised that they believe that brickwork repairs are also required. Cttee to consider further.

New toilet areas – no action is being taken on these until the works on Station Rd Hub have been completed. These can then be duly considered by council as a separate project.

Casino – with the recent storms the windows have again been leaking – Cooper and Denny have attended to do a temporary repair. It would seem that new windows are now required as there have been several incidents of water ingress – Cttee to consider further.

2 Strickland Place – the works are being retendered as a stand-alone job.

Town Hall – architects have been appointed as per STC instructions. Designs awaited.

Red Cross Hut – Architects have been asked to quote to get this through pre planning stage.

North Parade Shelter – quote received to paint the shelter. Second quote being obtained.

7 Hurren Terrace – Discussions continue with ESC with regards to the property being made available for 2 or 3 separate individuals.

It was suggested that the property be advertised also by STC with the full floor plans post refurbishment.

6. **Update on Landlords Budget Setting for 2024/2025**

Each property reviewed on an individual basis for the initial budget requested for 2024 – 2025. Cross reference made to the analysis of costs / monies spent vs income/ rent in 2023/2024. Underspend from 23.24 will be asked to be taken forward onto the Landlords budget for 2024.25.

7. **Rental of shop and flat at Station Road Hub.**

Advice has been received regarding the rental to be requested on these units.

Ground floor retail unit has been assessed at £7600 pa - tenant to fit out.

One Bed First floor flat has been assessed at £7800 pa – unfurnished.

Combined rent - £15,400 pa

It is recommended that marketing material be produced for both units and that they be advertised as widely as possible.

Cttee understands the needs of those using the Hub, and the general public, visitors, and other local businesses and it is suggested that the covenant for the retail premises reads as follows;

Property to be used as a 'general convenience store including the provision of hot drinks and refreshments.'

8. **Date of next landlords cttee meeting.** 14th December 2023 9.30 am – 10.30am.

****Note: Discussions above may need to be considered as confidential as appropriate and dealt with in the agenda item below.**

9. **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.

Legal Advice Tender for works Rent/lease reviews.

Discussions regarding repair timeline is in progress with 4 Strickland Place.

Southwold Railway would like to meet with members of the cttee – arrangements being made.

Golf Club – practice area – matter to be considered by whole council due to the Registerable Interest of cttee members.

Opportunities to purchase property in High Street are still being considered.

Recommendation

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**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on
16th November 2023 at 10.00am at the Town Hall.**

REP FG 10.23

Present – Cllrs; Davy, Flunder, Jarvis, Sutton

Town Clerk/ RFO

Members of public – Nil

1. **Apologies:** To receive apologies for absence. There were no apologies for absence.
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.
 - c. Dispensation. Nil
3. **Matters from the public on matters relating to matters on the agenda.** Nil
4. **Minutes of Oct 2023 - Fin Rep 09.2023.** Received and noted. Signed by Chair of Cttee.
5. **Management accounts 2023.2024.**

Management accounts against budget, and balance sheet, for the period to October 2023 had been circulated prior to the meeting. See papers attached.

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

Predicted and committed sums had been included into the mgt accounts in order that finance cttee could assess uncommitted income/ expenditure for the year to date.

Income for the 7 months (excluding St Rd grant etc) was £320,919. SGIF final payment of £50k has also been received for the St Rd project.

Points to note – see mgt accounts. Income - Cil transferred to reserves. Insurance contributions need to be charged out to tenants along with electricity contributions for the market traders. Kilcock toilets are now closed, and the fair did not come to Southwold this year, so this has resulted in the loss of income.

Expenditure - Grant expenditure is offset by grant income. Invoices are awaited for audit and stationary costs. A pledge of £5k is still in place for assistance to the tennis club pavilion works. Other income and expenditure are as per budgets.

CCTV mentioned – this to be considered by council as part of budget setting 2023/ 2024.

Town App/ website – this to be considered by council as part of budget setting 2023/ 2024.

New skatepark – being covered by a formal design and build JCT contract. It is hoped that the contract will soon be signed so that a date can be set for the works to start.

Rental income is £154,919 for the 7 months.

2nd Loan repayment is due – loan has 4 years left to run. Original loan taken out for property repairs.

The month end management accounts and bank reconciliations for October 2023 were reviewed and approved by the Chair of the Cttee for sign off as required.

Budget process 2023 – 2024 – the clerk explained the timescales for the budget process and then the precept timeline. Members discussed the role of STC capital / revenue spends – both of which are to support the town with investments /appropriate projects.
Staff resourcing is part of the budget process and additional support is required to build resilience for council.

Transfer to reserves – see paper as attached. It was agreed by all that the transfer to reserves as listed be recommended for agreement.

6. **Budget 2024.2025 plus precept**

All cttees are aware of budget timescales. A precept letter has been received from ESC – precept to be submitted by 24th Jan 2023. Letter sets out the number of residences which would need to pay precept together with an indication of the precept that could be raised for a 0% overall increase from last year.

After discussion it was agreed that an additional full council meeting will be held early January to put forward a budget for consideration and to discuss precept requirements. Normal council meeting will be held end of January.

7. **Investments of short-term funds** – CCLA investment has now been made. Discussion about investing more into CCLA. Discussion about cashflow needs and about investing into anything different. Biodiversity Policy from London Colney suggests that they invest with Unity, CCLA and Triodos – clerk to look at these options.

8. **Grants to apply for and donation requests** – update of those received and any new opportunities/ requests including.

Grants to apply for.

Nil

Donation Requests

Nil

9. **Quotes to consider.**

E V Charger – discussion about the terms provided by Anglia Car Charging regarding rent, lease and purchase of the system for Godyll Road. LTN 89 topic note covers EVC. One option would be to rent land to Anglia Car Charging for them to then operate the systems direct – this was not considered appropriate for council. Nor was lease or rent. Charges could be set at a moderate level would provide for the capital cost to be covered over 4/5 years. It was considered that this type of charger would not be obsolete for at least 10 years.

E V Charger - It was recommended that the council consider purchasing one fast charger unit outright at a cost of £25,066.35 and remaining on the SCC Pilot for the other units for Godyll Road.

Budget available from Code 327 Cil Reserve Fund £32,434.

Property maintenance quotes – Nil

Visitor Data Behaviour package. Place Informatics are the providers of such data for Bungay Town Council. They have advised on the usefulness of the data that the package can provide a town – specifically with regards to visitor numbers across all areas, dwell times, where visitors come from, flow around a town, demographics, event performance, and benchmarking against others.

ESC presently provides a limited amount of such data from their wi fi facility – and are reluctant to let towns have full access to the data available.

Place informatics costs - £750 set up and support, and £260 per month user licences. Total cost year 1 = £3870.

It was suggested that ESC be approached to see if there is any grant available to assist with the purchase.

CCTV system – The police design team had visited as requested by the T C. From a pure CCTV point of view, there are statistically not many crimes within the parish and therefore not an inherent need for CCTV. For the police response team, any CCTV might be useful if they are trying to build an evidence base.

Following the contractor visit to the Mights Bridge ANPR camera, costs are being ascertained for general (none ANPR) CCTV on the town hall balcony as this would give good line of sight up and down the High Street. Estimated costs = below £2k. Planning permission is likely to be required.

Survey of High Street property – costs were ascertained for a survey. Both costs were below £2k. One of the firms could carry out a survey prior to the council meeting on 28th Nov. It was agreed by all under delegated authority to instruct the survey from O A Chapman, in order to inform council discussion on 28th Nov. Agreed by all.

10. **Policies/ procedures for review –**

Communication Strategy, and Communication and Engagement Policy – Both received from the comms working group. It was agreed by all to recommend these to the town council to adopt.

11. **Risk Management – Cyber, climate, fraud.**

Coastal partnership East – this is bringing additional resilience for the town.

Cyber – training received by clerk.

Fraud – see standing orders as main sources of procedures.

Biodiversity Policy and Action Plan – copy of London Colney action plan received to use as a base. This matter needs to be considered before Jan 2024. For next agenda.

12. **Property Governance Review** – To consider in New Year along with the potential lease of York Road car parking by town council. Common Trust entity also to be considered.

13. **NALC Pay Agreement 2023.2024. Local Government Services Pay agreement 23/24 has finally been settled by NALC, SLCC and ALC, and the new pay scales provided, for implementation from 1st April 2023. To be noted for Town Clerk and Admin Assistant.**

14. **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.

From Above

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