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## **NOTICE**

**You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 29<sup>th</sup> September 2026 at 6.30pm at the Town Hall**

**Signed** *L. S. Beavan*

**Dated 23<sup>rd</sup> September 2026**

## **AGENDA**

1. **Apologies:** To receive and approve apologies for absence.
2. **Declarations of interest:**
  - a) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
  - b) To receive Declarations of Other Registerable Interests and Declarations of Non-Registerable Interests regarding the agenda.
  - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
3. **Minutes:** To approve and sign the Minutes of the Town Council meetings held on Tuesday 28<sup>th</sup> July 2026 and Tuesday 16<sup>th</sup> September 2026.
4. **Public Forum** *(15 minutes will be allocated overall for this section- subject to Town Mayor discretion).*
  - a) To receive report from Suffolk County Ward Councillor J Matthews.  
SCC Cllr Matthews will then take questions from Councillors and electors.
  - b) To receive a report from East Suffolk Ward Councillor D Beavan  
ESC Cllr Beavan will then take questions from Councillors and electors.
  - c) To receive comments from Southwold electors on matters on the agenda.
5. **To receive reports from Committees and Task and Finish Groups:**
  - a) Planning Cttee – To receive the report of the meeting of the Planning Committee meetings held on Tuesday 4<sup>th</sup> August 2026, Tuesday 18<sup>th</sup> August 2026 and Tuesday 8<sup>th</sup> September 2026 *Cllr Temple*  
To receive update from meeting held by ESC Planning re new NPPF
  - b) Landlords Cttee – To receive a verbal report of the meeting of the Landlords Committee meeting held 24<sup>th</sup> September 2026 *Cllr Gladwell*
  - c) Leisure and Environment Cttee – To receive the report of the meeting of the L and E Committee meeting held 22<sup>nd</sup> September 2026. Recommendations in relation to play area equipment and pest control on council land *Cllr Goldsmith*

- d) Roads Cttee – To receive the report of the meeting of the Roads Committee meeting held 22<sup>nd</sup> September 2026. Recommendations in relation to 20mph scheme *Cllr Beavan*
- e) NSIP Working Group – *Cllr Davy*  
ESC Energy Projects update – *see attached*.  
  
To receive update on National Energy Projects
- f) Emergency Plan T and F group – to receive verbal update. *Cllr Wells/ Hurr.*
- g) Town Hall Project – T and F group update (and see confidential)– *Cllr Davy*
- 6. **Meeting with Adnams** – to receive feedback. *Cllr Jarvis*
- 7. **LGR and Devolution** – *update*
- 8. **Southwold Destination Management Strategy** – To note October workshops *Cllr Goldsmith*
- 9. **Financial Matters**
  - a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for August/September 2026 (*circulated to members*).
  - b) *To receive and consider* management accounts/ budget/and balance sheet for month end August 2026.
  - c) *AGAR 2025.2026* –To receive completion of external Audit for 2025.2026 and note recommendations/actions required are Nil.
  - d) Nalc Pay settlement – to note the NALC pay settlement for 2026 backdated to April 2026 to approve for staff on Nalc salary scales.
  - e) *To receive report and recommendations of Finance and Governance Cttee Meeting* held on Monday 14<sup>th</sup> September 2026 including recommendations in relation to Donations, and use of substitutes in cttees - *Cllr Jarvis*
- 10. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**
  - a) SAG / HMC – *Cllr Flunder/ Cllr Gladwell/ Cllr Beavan*
  - b) SRS – *Cllr Gladwell*
  - c) ESC Community Partnership – *Cllr Beavan*
  - d) ESC – Mayors and Chairs meeting with Leader/ CEO
- 11. **Town Mayor and Deputy Mayor updates.**  
*Events attended and upcoming.*  
Summer Theatre Opening Night – 29<sup>th</sup> July 2026  
VHC Afternoon Tea Party – 18<sup>th</sup> August 2026  
Induction of Rev Alix Taylor – 1<sup>st</sup> September 2026  
Battle of Britain Parade & Service – 20<sup>th</sup> September 2026  
Suffolk Harvest Festival – 4<sup>th</sup> October 2026  
Southwold Railway Trust AGM – 10<sup>th</sup> October 2026  
Suffolk Justice Service Choral Evensong – 11<sup>th</sup> October 2026  
Army Engagement Event in Ipswich – 13<sup>th</sup> October 2026  
Beccles Civic Service – 18<sup>th</sup> October 2026  
Opening of Southwold Art Circle Exhibition – 24<sup>th</sup> October 2026

12. **Asset of Community Value** – Police Station – *see attached*

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

Tuesday 27th October 2026.

Tuesday 24<sup>th</sup> November 2026

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

14. **Exclusion of Public and Press if required during discussions:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it might need to be resolved, due to the confidential nature of the business to be transacted, for the public and press leave the meeting during consideration of the following.*

*Any matters, including those above as required.*

*Legal updates*

*To consider Tenders for Town Hall works*

*Landlords cttee – rental updates*

*Staff resourcing – see papers*

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

## **SOUTHWOLD TOWN COUNCIL**

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 28<sup>th</sup> July 2026**

|          |               |
|----------|---------------|
| PRESENT: | Councillor    |
|          | “ D Beavan    |
|          | “ P Davy      |
|          | “ S Flunder   |
|          | “ V Gladwell  |
|          | “ P Goldsmith |
|          | “ P Huggins   |
|          | “ C Hurr      |
|          | “ J Miller    |
|          | “ R Jarvis    |
|          | “ J Miller    |
|          | “ V Redington |
|          | “ M Wells     |

Also present: The Town Clerk, the High Steward and SCC Cllr J Matthews and 1 member of the public.

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 Disclosable Pecuniary Interests regarding the agenda.* Nil.
  - b) *To receive Declarations of Other Registerable Interests and Declarations of Non-Registerable Interests regarding the agenda.* Nil.
  - 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 23<sup>rd</sup> June 2026.  
Cllr Temple advised that as he was not at the meeting he had not volunteered for the Harbour working group – he had been volunteered in his absence.  
On the proposal of Cllr Wells, seconded by Cllr Davy the minutes were approved by all.
4. **Public Forum** (15 minutes will be allocated overall for this section- subject to Town Mayor discretion).
  - a) *To receive report from Suffolk County Ward Councillor J Matthews.*  
SCC Cllr Matthews will then take questions from Councillors and electors. Members were advised that the SCC climate emergency declaration has been rescinded to ensure that environmental stewardship is practical, effective and focused on outcomes.

In view of the heat, SCC Highways are monitoring the tarmac on highways – 3 miles of network are being impacted so far.

Farms – SCC want to retain such land kept for agricultural use rather than permitting alternative use. SCC has 88 tenants of farm land.

- b) *To receive a report from East Suffolk Ward Councillor D Beavan including update on coastal resilience/ shoreline management plan.*

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

ESC Cllr Beavan advised that the new refuse system/ bins is settling in. East Suffolk Services are an arm's length organisation who are responsible for the collections. Much resource has been brought in to sort out the issues being encountered including an experienced troubleshooter. New crews have been put in on rounds. ESC apologises for the situation and are sorting it out and the system will not be changed again.

ESC ward Cllr Beavan asked that people report issues on the App or online or email customer services – if people call customer services they may experience a lengthy wait at the moment.

ESC ward Cllr Beavan asked people not to send him photos of bins until the matter has been reported online. If people then do not get a response within 1 week, they can then report the problem to him.

It was acknowledged that bins are being left around the town and once this happens, they are being used by public as general refuse.

A member asked about the reported breach of contract. ESC ward Cllr Beavan advised that this is a contract procedure.

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

*SCC Cllr Matthews left the meeting at 6.40pm*

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

- 1) *To consider membership of committees, and if agreed, increase membership of individual committees to align with business need.*

Cllr Goldsmith advised that recently some meetings have not been quorate so meetings have had to be cancelled and asked if councillors could please consider this so that no meetings need to be cancelled in future.

It was suggested that council will need to consider substitutes if the problem continues and people cannot attend meetings. When Finance & Governance Cttee had considered this matter, it was suggested that substitutes ought to be able to be called as a substitute even on the day of the meeting.

**It was proposed by Cllr Gladwell, seconded by Cllr Hurr and agreed with one abstain that substitutes be included within the council standing orders, and that people could be called as a substitute even on the day of the meeting.**

- a) *Planning Cttee – To determine the Town Council response to the following applications:*

*Applications to consider*

**DC/26/1951/FUL** - 67 Marlborough Road

**Proposal:** *Replacement picket fence, like for like of the existing.*

It was agreed by all that there were no objections to this application.

**DC/26/1947/FUL** - 72 Pier Avenue

**Proposal:** *Replacement windows and doors with UPVC, retain the brick plinths of these two side extensions, removing the current white UPVC windows and doors, and replace the upper sections with a timber structure incorporating the same black coloured UPVC windows and doors then clad these sections to mirror the partial wood cladding on other elevations the height of these two side extensions to be raised to the level of current balcony and kitchen extension, convert the garage to a bedroom with ensuite shower room, brick up the current garage door and replace with a window and create an external doorway to this room on the east elevation.*

Not in the Conservation Area. Uniformity of materials will improve, but the applicants want UPVC throughout – therefore this is not in accordance with Design Policy 7 of the N Plan. Garage being converted to a bedroom will lessen parking.

*Discharge of Condition Nos. 4 and 6 of **DC/25/4126/LBC** – 100 High Street*

*Minor alterations to create a retained ground floor retail unit, a first and second floor two-bedroom maisonette; a single bedroom cottage and an extension at the rear of the site to create a single bedroom coach house – 4 re-pointing, - 6 extension details.*

Application has a higher roof now. See previous comments as the STC reply.

**DC/26/2251/FUL** - 35 Hotson Road

**Proposal:** *Construction of a two-storey side/rear extension, first floor extension to front and associated internal, external alterations.*

Parking meets Suffolk guidelines. Looks sympathetic. No objection.

**DC/26/1445/VOC** – Site of former Sole Bay House, Gun Hill

*Variation of Condition 2, 3 & 7 of DC/23/2354/VOC – (Variation of Condition No. 2 of DC/23/0715/VOC*

**Proposal:** *Subdivision of dwelling into two units and refurbishment, alterations and additions). – Revised landscaping layout including staircase, retaining walls, woven fences, ASHP's driveway material, covered bin store and removal of privacy screen. Members advised that they would need detailed plans to be able to consider further.*

**It was Proposed by Cllr Temple, seconded by Cllr Gladwell and agreed by all that the responses as above be forwarded to ESC as the STC responses.**

*To consider and if agreed approve that this application be considered by the Planning cttee on 4<sup>th</sup> August 2026. **DC/26/2466/VOC** – The Coach House, Park Lane*

**Proposal:** *Variation of Condition No. 2 of DC/24/2894/FUL (allowed by APP/X3540/D/25/3364844)*

*Extensive and holistic renovation to the entire property, including: environmental upgrades to all retained building fabric, a new rear extension, first floor extensions,*

*conversion of loft space, internal layout changes, re-facing of all facades, new dormer windows, alterations to the vehicular entrance, new perimeter wall and additional outbuilding to the garden – Variation to previously approved plans.*

It was agreed by all that this application will be considered at Planning Committee on 4<sup>th</sup> August 2026 as STC have an extension to 5<sup>th</sup> August 2026.

Members were advised that the Common Trust considered the situation of access at rear of Skilmans Hill, and the draft letter for the applicant will be forwarded to Trustees. Members suggested that the Charity will also need to consider the situation of others who access properties off Skilmans Hill.

- b) Landlords Cttee – To receive the report of the meeting of the Landlords Committee meeting held 13<sup>th</sup> July 2026 *Cllr Gladwell*  
**Approval of Terms of Reference - Proposed by Cllr Gladwell, seconded by Cllr Temple. All agreed.**

- c) Leisure and Environment Cttee – To receive the report of the meeting of the L and E Committee meeting held 16<sup>th</sup> July 2026. Recommendations in relation to T of Ref. *Cllr Goldsmith*  
**Approval of Terms of Reference - Proposed by Cllr Wells, seconded by Cllr Miller. All agreed.**

- d) Roads Cttee – No meeting held.

- e) NSIP Working Group – *Cllr Davy*  
ESC Energy Projects update – *see attached*.

Cllr Davy – new Energy Minister is Rt Hon Miatta Fahnbulleh, who has taken over from Ed Miliband, and she will be receiving the examining authority recommendation on Sealink on 5<sup>th</sup> August 2026.

Pre-app consultations on NSIPs have been scrapped from 24<sup>th</sup> July.

DSNEZ will be taking over the consents and variations from local authorities going forward – so will take over from ESC for example on Lionlink and Sealink if these go forward.

Ed Miliband has over-ruled the examining authority to approve the second largest solar farm in Britain.

*To receive update on National Energy Projects*

Lionlink – consultation to 5<sup>th</sup> August 2026 – to consider and agree Town Council response if any required.

**Lionlink consultation responses are to be submitted by 5<sup>th</sup> August. STC to send in a response as per the STC original response. Proposed by Cllr Temple, seconded by Cllr Redington. STC provided authority for Cllr Davy and the town clerk to send response.**

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

Sealink survey on community contributions has been issued. Project cost is £3bn but the community contribution is only 0.03% i.e. £1m. MP is leading change for

contribution to be 1% minimum. Sealink are doing the minimum which the government require.

SEAS estimate loss to tourism is £500m and is asking Sealink for a fund of £80m  
STC can comment to the consultation as can residents.

It was suggested that STC respond to the consultation about the inadequate mitigation of the community fund and support the local areas including Saxmundham and Friston who are being affected. STC should continue to provide data to support mitigation financial improvements.

ESCEP continue to provide representations on behalf of all Town and Parish Councils

It was mentioned that Jenny Riddell Carpenter MP seemed to think that there was a possibility of funding from Lionlink for some of the harbour concerns.

**It was proposed that STC respond to the survey with the objections and points about mitigation as above.**

**Proposed by Cllr Goldsmith, seconded by Cllr Hurr. All agreed.**

- f) Emergency Plan T and F group – to receive verbal update. *Cllr Wells/ Hurr.*

Cllr Wells advised that they had attended a useful training session for rest centre management. 8 volunteers attended. Further training in October 2026. Cllr Wells and Cllr Hurr will attend the new webinar. Cllr Hurr advised that the Group would organise a ‘dry run’ as part of the training. The Group is still looking for more volunteers.

- g) Comms T and F group – to receive verbal update – *Cllr Miller/ Cllr Flunder*

The T and F group met earlier this evening. Cllr Goldsmith provided an update from the meeting.

“Residents” brochure is being delivered to Reydon and Walberswick by the non cllr member of the L and E cttee.

The tourist website of the local towns have been analysed by an outside agency brought in by ESC to help improvements be made as required. Visit Southwold website was considered very good and was rated well.

Members were advised that the local businesses consider that a Town Manager/ business officer is required to help them and have requested that STC take a lead on this alongside the business support provided by Menta. To be considered as part of ESC Tourism Fund.

Members were reminded that the North Parade project consultation will take place on 24<sup>th</sup> August 2026 and the town hall staff will man the consultation at a gazebo on North Parade.

Manning of the TIC throughout the summer– more volunteers are required. Cllr Davy has volunteered. Michael Ladd is assisting and has also been walking around the town as a town ambassador on behalf of STC.

It was requested that in the next newsletter STC should again provide a summary of which authority does what.

It was noted that Mailchimp newsletters can be issued free to up to 500 people only, after which there is a fee. Other group e mail providers also provide a service and the one used by other towns is in the region of £13.70 + VAT/month. This can send e mail updates to a maximum 2500 members. It was agreed that this would come

through as a proposal from the next Finance cttee meeting, as there were no concerns about having such a service to provide outward information.

h) **Harbour legal history T and F group** - to receive verbal update – *Cllr Gladwell/ Cllr Flunder*

Cllr Flunder advised that at the meeting held last week, there were discussions about ownership, the HRO, the campsite (caravan site) and Blyth Estuary Partnership. Cllr Flunder has also attended SAG today. There has been an improvement in the discussions and HMC will soon receive a recommendation about the project.

Caravan/campsite project – issues seem to be coming to a head, but caravan site owners have asked for some guarantees and resettlement of caravan site as part of whole site. Landscaping is an issue and STC, through Cllr Jarvis, is being asked to recognise and support the importance of landscaping.

Cllr Jarvis reminded members that he represents STC if he does not have a conflict of interest and that such issues are approved with officers.

It was noted that Cllr Jarvis sits as an independent member of the committee although he was elected as a STC member, but the harbour constitution does not allow Cllr Jarvis to be non-independent although he is trying to reflect STC views as best as possible.

ESC Cllr Beavan advised that the project must get done before LGR and as Chair will try and reflect all views.

h) **Town Hall Project – T and F group** – to receive report and recommendation with regards to cost to approve for full submission to HLF. – *Cllr Davy*

Cllr Davy advised members that the approx. project costs are £660k and basement project £80k, - so totally approx. £740k. Heritage part of the project is around £144k, and STC will be applying for a grant £240k – so overall costs will be approx. £638k.

**Initial expression of interest to HLF received a positive response. Fees of £7,900. have been quoted to submit the full application to HLF for a grant of approx. £240k. On the proposal of Cllr Davy, seconded by Cllr Temple it was agreed by all to approve the cost of £7900 to submit the main application to HLF.**

6. **Meeting with M P Jenny Ridell-Carpenter** – to receive feedback.

Cllr Jarvis advised members that was a very fruitful meeting. MP was very supportive of stance of STC on the nuisance/ disruption from NSIPS. MP is trying hard to get funding from Sizewell to directly support businesses and at a greater level.

MP had said that she would assist STC in negotiations with SCC on Fire Station site if STC were to consider delivering affordable housing.

Bus services – MP considered that work needed to be carried out of finding out where monies were stalling and why services were not being delivered.

Subsequent to the meeting the MP was announced as an Under-Secretary of State at Defra.

7. **Southwold Business group** – To receive update as attached. See report.

8. **Financial Matters**

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

**On the proposal of Cllr Miller, seconded by Cllr Gladwell it was agreed by all to approve the Accounts for Payment for July 2026. All agreed.**

- b) *To receive and consider* management accounts/ budget/ and balance sheet for month end July 2026. Agreed by all.
- c) *To receive report and recommendations of Finance and Governance Cttee Meeting* held on 21<sup>st</sup> July 2026 including recommendations in relation to donations/ policies -

*Cllr Huggins declared an ORI and left the room*

***Light Up Southwold – have requested a donation of £1250 towards the lights for 2026.*** £1250 is an increase from the usual request due to increased costs.

Cllr Jarvis explained that the finance cttee carries out an individual assessment per application – each to be considered on its benefits. The £1k limit is used as a guide. It was acknowledged that the work of Light Up Southwold is a huge benefit for town. Proposed by Cllr Jarvis seconded by Cllr Temple and agreed by all to donate £1250 to Light Up Southwold for the Xmas lights for 2026.

*Cllr Huggins returned to the room.*

**Tenders/ Quotes – Replica Mayoral Chain. Previous quote from Nov 2025 of £14,475 was reviewed. This item had been placed in the budget for 2026/2027 at £14,500.**

**£15,359 is now the cost for replica. Fattorini is a specialist in its production. Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed to purchase.**

**Terms of Reference to consider – a) NSIP working group b) Harbour - Caravan Site and Camping Field Ownership Research Working Group.**

**See attached. Propose to approve.**

**Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed to approve both Terms of Reference.**

**Policies for review – a) Absence. Non-attendance Policy b) Expenses. Travel Policy**

**Both policies were reviewed. Both have been updated with current information. HMRC Mileage increased to 55p per mile. Proposed by Cllr Jarvis, seconded by Cllr Wells. All agreed to approve.**

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

a) SAG / HMC – *Cllr Flunder/ Cllr Gladwell/ Cllr Beavan* – no further update.

b) SRS – *Cllr Gladwell* – Sandcastle competition 11th July 2026 was very good and will hope to run as an annual event.

Other discussions re King Charles footpath diversion.

c) ESC Community Partnership – is open to all Councillors to attend. Small grants are available. Community hubs to give advice/support to the community.

d) Allotments – Cllr Goldsmith – There are vacant plots and these will need to be controlled so they do not get overgrown.

e) SRDC – Cllr Goldsmith advised that all clubs are doing well. Cricket Club is thriving now. One of the clubs wants to get a junior section. Members were advised that the Pavilion committee help at Hevingham Hall Fair and in return have received a donation to help maintain the fabric of the William Godell building.

10. **Town Mayor and Deputy Mayor updates.**

*Events attended and upcoming.*

Summer Theatre Opening Night – 29<sup>th</sup> July 2026

VHC Afternoon Tea Party – 18<sup>th</sup> August 2026

11. **Tourist Information Centre** – to note - volunteers to assist from 20<sup>th</sup> July – 1<sup>st</sup> September 2026.

12. **Consultations to consider**

[Local Plan Scoping Consultation](#) – deadline 29<sup>th</sup> July 2026.

[East Suffolk Tree and Hedgerow Strategy](#) – deadline 5<sup>th</sup> August 2026.

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

Tuesday 29<sup>th</sup> September 2026.

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

14. **Exclusion of Public and Press if required during discussions:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it might need to be resolved, due to the confidential nature of the business to be transacted, for the public and press leave the meeting during consideration of the following.*

Any matters, including those above as required.

*Casino – new tenant*

**Recommendation – Author and Architect 10-year lease, 5-year break clause.**

**Proposed by Cllr Gladwell, seconded by Cllr Beavan. All agreed.**

**Flat 1 Hurren Terrace works – 2 quotes for works at the flat. Landlords recommend Mixbrow All agreed.**

*Strickland Place – progress continues with regards the sale. One of the other interested parties now has a potential purchaser of their property.*

Menta - ESC and STC met with Menta. People attending Latitude have been using the shared space. One of the businesses who started at the shared space, then got an office in the main building and are now moving to the courtyard. This is a very good example of

what was envisaged for the Hub – and ESC/ STC/ Menta will create a press release for September re this news story.

Town Hall Project - mention was made of the possibility of STC looking for space to use for a unit and board room should the Town Hall project go ahead.

Menta were updated on the request from businesses for extra support - Town Manager / business support officer and Menta would need to work together.

**“In post” unit requested by Menta for outside the Hub. Agreement to be given by STC and income to come to STC. Agreed by all.**

*Meeting closed at 8.10pm.*

\_\_\_\_\_ **TOWN MAYOR      25<sup>th</sup> August 2026**

## **SOUTHWOLD TOWN COUNCIL**

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Wednesday 16<sup>th</sup> September 2026**

|          |               |
|----------|---------------|
| PRESENT: | Councillor    |
|          | “ D Beavan    |
|          | “ P Davy      |
|          | “ S Flunder   |
|          | “ V Gladwell  |
|          | “ P Goldsmith |
|          | “ C Hurr      |
|          | “ R Jarvis    |
|          | “ V Redington |
|          | “ M Wells     |

Also present: The Town Clerk.

1. **Apologies:**  
*To receive and approve apologies for absence.* Apologies for absence were received from Cllr Huggins, Cllr Miller and Cllr Temple. Noted.
2. **Declarations of interest:**
  - a) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda. Cllr Gladwell and Cllr Redington re 1 Strickland Place.
  - b) To receive Declarations of Other Registerable Interests and Declarations of Non-Registerable Interests regarding the agenda. Nil.
  - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda. Nil.
3. **Public Forum** *(15 minutes will be allocated overall for this section- subject to Town Mayor discretion).*
  - a) To receive comments from Southwold electors on matters on the agenda. Nil.
4. **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 to leave the meeting during consideration of the following.*

*Fire Station Site – Letter received from SCC*

Proposed that STC advise SCC that STC is interested in the site for the community.

Proposed by Cllr Goldsmith, seconded by Cllr Wells. Unanimous.

*Cllr Gladwell and Cllr Redington left the meeting.*

*1 Strickland Place-* Proposed by Cllr Jarvis, seconded by Cllr Goldsmith and agreed by all that £10k agreed against quoted timber costs, date for exchange of contracts to be confirmed. Unanimous.

*Cllr Gladwell and Cllr Redington returned to the meeting.*

*The Casino* – Cllr Gladwell explained the present situation.

Proposed by Cllr Gladwell, seconded by Cllr Goldsmith. and agreed by all to offer the tenancy as being requested. Lease to advise that blinds should be installed and no notices/adverts be placed on windows.

*Staff left the meeting*

*Staff Resourcing*

See accompanying papers ‘ staff resources as at August 2026’

It was AGREED by all to approve a) and b) of the recommendations within the report.

\_\_\_\_\_ **TOWN MAYOR**      **29<sup>th</sup> September 2026**



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 4th August 2026 at 6pm.**

Present; Cllrs; Flunder, Goldsmith, Hurr, Redington (6.10pm), Temple (6.45pm) and Wells (sub for Cllr Gladwell). Also present the Town Clerk.

There were also 20 members of the public attending.

## **1. Apologies:**

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

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

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

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

A member of the public spoke about the Coach House application. Drainage is a concern and the skylight is also a concern. New roof is to be of slate. There is a local concern re drainage of outbuilding, and the location of the outbuilding is not possible with the restrictive covenant being in place. Wall to be built will damage hedge but there are 2 restrictive covenants to prevent this. Environmental concerns continue – domestic gardens need to be protected. Lack of clarity re access from Skilmans Hill.

Another member of the public spoke re Coach House and the concerns about access to the property at the rear. They advised that this is impossible to do without going onto Common, and the need to drive over a PROW. Planning Inspector seems thinks that there is access as there is a gate there. However it is believed that no access to house exists. Also support other resident re restrictive covenants. Both Highways and PROW have voiced concerns but no response from applicants. What do they intend to do and when? The member of the public advised that they would ask Council and applicant and Common Trust to deal with the concerns.

Coach House applicant spoke. Applicant had application overturned in their favour at appeal. Applicant has 1 car and it is possible to reverse into their property on Skilmans Hill access. PROW is a shared PROW footpath. Applicant will put in place all things about drainage etc. For this VOC the size has been reduced by over 10%.

A member of the public spoke about Centre Cliff – Agent for the applicant spoke. Been in the family 75 years. Always been domestic garden. The applicants sister lives adjacent. Trying to minimise impact. Concealed behind wall and is a low density scheme.

Design = bespoke.

Heritage Consultant submission has been sent in.

A member of the public spoke re 100 High Street. Questions – re ridge height and roof lights. Ridge height and roof lights are a concern. Is it Grade II Listed? Why are steps coming out of there?

**4. Notes of the meeting held on Tuesday 21<sup>st</sup> July 2026.** Agreed by all.

**5. Planning Matters:**

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

**DC/26/2466/VOC – The Coach House, Park Lane**

**Proposal:** Variation of Condition No. 2 of DC/24/2894/FUL (allowed by APP/X3540/D/25/3364844)

*Extensive and holistic renovation to the entire property, including: environmental upgrades to all retained building fabric, a new rear extension, first floor extensions, conversion of loft space, internal layout changes, re-facing of all facades, new dormer windows, alterations to the vehicular entrance, new perimeter wall and additional outbuilding to the garden – Variation to previously approved plans.*

Councillors noted that many comments made tonight were made at first meeting. But feel that there are still issues which go against the N Plan. Overdevelopment still applies.

Overdevelopment and a risk to hedgerow and drainage is still a concern. There are still issues which could be resolved. Council did not like the scheme originally but it was agreed at appeal. There has been change to reduce the height and the applicants have addressed many of the issues from the initial report. But applications must prevent overdevelopment and protect public footpaths and the Common.

The applicant advised that all the works can be done via Park Lane. Will not create access for building works via Skilmans Hill.

Rear Access = Common Trust issue and will be dealt with separately.

It was agreed with one abstain that STC ask ESC to refuse this application with the following comments;

The Town Council has a number of concerns on these proposals as follows;

Drainage - what is the management of the drainage - how will controls be set out?

Environmental controls - what environmental controls will be put in place - including with regards to hedgerows etc.

Construction management plan has not been submitted - what is the proposal for the phasing of the build/ traffic management/access arrangements/construction noise management for neighbouring properties? What mitigations will be put in place?

Access - With the rear access at Skilmans Hill being owned by a local Charity, and a designated Public Right of Way on Skilmans Hill running along the rear wall of the property - what conditions/guarantees are going to be put in place regarding access to the rear of the property, specifically ensuring that construction traffic only uses the front of the property on Park Lane for access.

With these concerns still to be addressed and satisfied, the Town Council would ask that ESC refuse this application at the present time.

**DC/26/2530/LBC – 23 Park Lane**

**Proposal:** Listed Building Consent – Retention of emergency repairs to back addition roof above existing kitchen and bathroom at rear of property.

It was agreed by all that Council would comment that it is disappointing to receive this application as emergency repairs. However it has no objection on the application.

**DC/26/2509/FUL – Hill View, 67 North Road**

**Proposal:** Ornate veranda to rear elevation.

It was agreed by all that the Town Council has no objections on this application.

**DC/26/2369/FUL – 3 The Old Hospital, Fieldstile Road**

**Proposal:** Change of Use of two spaces. 1) Business Use Class B1 E(g)(i) to Gym Use Class E(d); Part change of use of the Nursery E(f) to Staff Office E(g)(i) and Gym E(d). Installation of three air conditioning units; Retrospective change to the boundary treatment; and Installation of a cycle rack.

It was agreed by all that Council would query the retrospective change to the boundary treatment – what impact will this have. Council notes the concerns raised in regards to parking/traffic movements along this busy road. The Town Council has no objections to the application.

**DC/26/2354/FUL – The Inch, 43 Ferry Road**

**Proposal:** Alterations and extension to No. 43 Ferry Road, erection of 2No. domestic outbuildings and associated landscaping.

It was agreed by all that the Town Council has no objections to this application.

**DC/26/2412/FUL – Centre Cliff, South Green**

**Proposal:** Detached self-build dwelling with detached garage/store.

Members noted that this is presently an open space. There will be a principal resident clause. In the Design & Access Statement impact has been noted and it is a sensitive design. Will not be able to see from Pinkneys Lane. Materials = red plain tiles. Brick and flint. Windows – aluminium. NPlan states wooden windows in a Conservation Area.

A member of the public spoke re Centre Cliff. They advised that they did not receive direct notice of the application and hence has had little time to do a response - however noted that there had been a previous refusal for a seafront property. Would suggest that green space should not be built on. A neighbour also advised that they had not been notified even though online it says they have been notified.

It was agreed by all to ask ESC why they have not notified Centre cliff neighbours and STC to ask for extension to 18<sup>th</sup> August 2026. STC to do a site visit from the roads surrounding the property.

**DC/26/2641/DRC - Woodleys, The Common**

**Proposal:** Discharge of Condition Nos 4, 7, 8 and 9 of DC/25/1867/FUL – Demolition of an existing chalet bungalow and construction of a 1.5 storey replacement dwelling and associated garage, swimming pool and external works – 4. Construction and Demolition Management Strategy – 7. Lighting Design Strategy – 8. Method statement for Ecology – 9. Detailed specification of materials.

It was noted that Access issues not addressed via use of the Common to get to the site.

Balcony – situation has been missed by ESC.  
Design Materials – not appropriate for this site.  
There is no highway to the site – there is no viable access.

It was agreed by all that STC ask ESC TO REFUSE these documents as the applicant has still not provided a viable access to the site, and ask them to reconsider their controls.

Response; Southwold Town Council has concerns over the following;

Condition no 4 - Construction & Demolition Management Plan PL752, on the basis that it is incomplete and fails to address a critical matter: the only access to the site is over the charitable land known as Southwold Common.

The document makes no reference whatsoever to how demolition or construction activity will lawfully access, cross, protect, or use this land. This is a significant omission. Access arrangements are plainly fundamental to the deliverability and acceptability of the scheme, yet no detail is provided regarding:

- the lawful basis for using charitable land;
- the extent and duration of any temporary access required;
- the route being requested;
- protection measures for the land during construction and demolition;
- traffic management and safeguarding of the access route across the common;
- safeguarding of pedestrians/ members of the public using the common;
- reinstatement and repair obligations; and
- how unauthorised use or damage will be prevented.

Condition no 8 - Ecological Method statement

This statement does not sufficiently detail the mitigation measures for environmental destruction during the demolition and construction phase of the build in this area of outstanding natural beauty.

Condition no 9 - External materials and architectural details

The proposed architectural design is considered inappropriate for its sensitive setting within the Conservation Area.

The appearance is too industrial and functional, lacking any reference to the traditional architectural forms and materials that define Southwold's historic built environment. The one chimney is also considered out of keeping.

The architectural addition of Haddonstone coping between the ground and first floor lends itself to the creation of a balcony around the property which would not be appropriate in this Conservation area - this is to be controlled by way of a condition.

The materials fail to incorporate adequate stone or brickwork and do not reflect the established chalet-style character previously found on the site.

The application mentions that PPC aluminium is to be used – this is not considered to be acceptable in a conservation area.

The Town Council recommends that ESC REFUSE THIS application at the present time.

[DC/26/2547/AME](#) – 100 High Street

**Proposal:** *Non-Material Amendment of DC/25/4125/FUL - Minor alterations to create a retained ground floor retail unit, a first and second floor two bedroom maisonette; a single bedroom cottage and an extension at the rear of the site to create a single bedroom coach house - 1. Minor change to the ridge height to the existing outbuilding at the north end of the site. 2. An additional central window to the east elevations of the coach house and an additional rooflight to the west elevation. 3. Relocation of the bin stores and 4. The relocation of a useable trapdoor to the GF retail unit.*

It was agreed by all that the Council would like the roof light to be patterned/obscured glass. The Council understands that materials are being removed from this Listed Building and would expect Building Control to control the movement of items/materials of historic importance.

Note – items coming out of the Listed Building a concern. 9 skips have already been taken out of this building including a pump. Should this have been retained? What are ESC controls?

b. ESC decisions – noted

c. Applications to ESC Committee. Next meeting Tuesday 11<sup>th</sup> August 2026. Southwold Pier application - Cllr Beavan will read STC refusal on its behalf.

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

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

f. Any consultations to consider.  
[East Suffolk Tree and Hedgerow Strategy](#) – deadline 5<sup>th</sup> August 2026.

g. ESC Enforcement action updates;  
ENF/26/0211/SIGN - 17 Market Place - Flag

6. **Date of next Planning and Development Committee Meeting:**  
Tuesday 18<sup>th</sup> August 2026 at 6pm.

There being no further business the meeting closed at 7.30pm.

Signed .....

Dated .....



# SOUTHWOLD TOWN COUNCIL

## **Minutes of Planning Committee Meeting held on Tuesday 18th August 2026 at 6pm.**

Present; Cllrs; Flunder, Goldsmith (6.05pm), Redington (6.05pm), Temple and Cllr Gladwell. Also present the Town Clerk.

There were also 4 members of the public in attendance.

Meeting started at 6.05pm – not quorate before then.

### **1. Apologies:**

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

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

- a. To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Cllr Gladwell re 6 Strickland Place tree.
- b. To receive any declarations of Other Registerable Interests regarding the agenda. Cllr Temple – Trustee of the Fox Trust who own a property on Pinkneys Lane.
- c. To receive any declarations of Non-Registerable Interest. Nil.
- d. To receive any request for dispensations regarding the agenda. Nil.
- e. To receive details of any lobbying to members. Nil.

### **3. To receive comments from the public on matters on the agenda (each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).**

Architect for the applicant of Centre Cliff spoke. Applicant will work with the planning officer to deal with comments and any material amendments. Will be primary residence. Site is not significantly visible from nearby. Is identified as open space in several planning documents but will retain much open space. Low density scheme. Would expect materials to be a planning condition.

A member of the public spoke against the Centre Cliff application. Heritage Statement misses the aspect of how it looks from East Street. Would transform the heart of Southwold.

### **4. To approve the Minutes of the meeting held on Tuesday 4<sup>th</sup> August 2026.**

Approved by all.

### **5. Planning Matters:**

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

**[DC/26/2412/FUL](#) – Centre Cliff, South Green**

**Proposal:** *Detached self-build dwelling with detached garage/store.*

Discussion about the site location and size of the build and view of site from other areas. It was noted that it is mostly single storey with hipped roof but that the roof height from East Street might alter the look of the street scene. The aspect looks high from East Street. There were doubts about the footprint being only 20-25% of development site. But low density is good. From aspect of the Reading Room/East Street the mass will affect visible area.

It was noted that there is a ground slope within the site in view of plot ground slope the height is a concern in comparison to the area around it. Won't see the existing chimneys of other properties from the Reading room. Can the height be reduced? Height inside the site is approximately 1m above the road surface.

It was agreed that STC would respond as follows;

STC would support a property being built. But there is concern around height/view from East Street. There are no comments yet from the Conservation Officer, and STC would like to see these. Concerns re the massing and site location of the building. First time that an application has included solar panels on a new build but believe ESC will support them even on a new build within a Conservation Area.

*Members of the public left the meeting.*

**DC/26/2700/FUL – 9 Pinkneys Lane**

**Proposal:** *Alterations and extensions to form a 2 bedroom dwelling.*

Members noted the Highways objections.

2 bedroom means extra cars which cannot be located on site .

It was agreed that STC would request for it to be primary residence but no major objection to the application.

**Trees**

**DC/26/2715/TCA – Liscarrol, 6 Strickland Place**

**Proposal:** *1 row of Bay (marked T1 on submitted plan) – reduce to 2m from ground level. 1 Holly (marked T2 on submitted plan) – light trim. 1 Lime (marked T3 on submitted plan) – remove low limbs overhanging garden. 1 dead Holly (marked T4 on submitted plan) – fell. Noted.*

b. ESC decisions – *see attached*. Southwold Pier application has been approved but the decision notice is not yet available on the ESC site.

c. Applications to ESC Committee. Next meeting Tuesday 25<sup>th</sup> August 2026 – no Agenda at present.

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

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

f. Any consultations to consider. Nil.

- g. ESC Enforcement action updates; Nil.
- h. Note to ESC Ward Cllr Beavan that notifications to neighbours for recent planning applications have not included many obvious neighbours.

6. **Date of next Planning and Development Committee Meeting:**  
Tuesday 8<sup>th</sup> September 2026 at 6pm.

Signed .....

Dated .....



# SOUTHWOLD TOWN COUNCIL

Minutes of Planning Committee Meeting held on **Tuesday 8<sup>th</sup> September 2026 at 6pm.**

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

**1. Apologies:**

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

**2. Declarations of interest:**

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

3. **To receive comments from the public on matters on the agenda** *(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).* Nil.

4. **To approve the Minutes of the meeting held on Tuesday 18<sup>th</sup> August 2026.** Agreed by all.

**5. Planning Matters:**

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

**DC/26/2615/FUL – The Old Royal, 20 Victoria Street**

**Proposal:** *Demolition and reconstruction of dwelling.*

More clarity on parking required as per SCC Highways. #Applicant to be asked to salvage any historic aspects from the original building. “Permanent residence clause” will apply as it is a completely new build (following complete demolition).

**DC/26/2989/VOC – 100 High Street**

**Proposal:** *Variation of Condition No. 2, 7 & 6 of DC/25/4125/FUL – Minor alterations to create a retained ground floor retail unit, a first and second floor two bedroom maisonette; a single bedroom cottage and an extension at the rear of the site to create a single bedroom coach house.*

Only condition 2 = mentioned on the application form. Please give more clarity on these conditions and please see the letter re rooflight etc. Need more information.

Query the difference in variation numbers. Can’t respond positively until we get clarity.

**DC/26/2994/VOC – 100 High Street**

**Proposal:** *Variation of Condition No. 2, 3 & 6 of DC/25/4126/LBC – Listed Building Consent – Minor alterations to create a retained ground floor retail unit, a first and second floor two bedroom maisonette; a single bedroom cottage and an extension at the rear of the site to create a single bedroom coach house.*

The Town Council would comment that only Condition 2 is mentioned on the application form – yet the heading refers to conditions 2, 3 and 6 of DC/25/4126/LBC. Please clarify what the variation of condition therefore refers to. Please see letter re the rooflight. Town Council needs more information to consider this request.

**Trees**

**DC/26/2923/TCA – Forest Cottage, Blackmill Road**

**Proposal:** *2 no. Macrocarpa (T1 on plan) – Fell.* Noted.

- b. ESC decisions – *see attached.* Nil.
- c. Applications to ESC Committee. Next meeting Tuesday 8<sup>th</sup> September 2026. Nil.
- d. Any Planning Inspectorate Appeals Lodged. 17 Market Place.
- e. Any licence applications/decisions to consider. Nil.
- f. Any consultations to consider. Nil.
- g. ESC Enforcement action updates; Nil.
- h. Other planning matters;

*Residents query re Solar panels in Conservation Area – Town Clerk to send around email re solar panels on Conservation Area properties.*  
*Sole Bay House – no contact made by applicant.*

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

Tuesday 22<sup>nd</sup> September 2026 at 6pm. Subsequently cancelled.

There being no further business the meeting closed at 6.15pm.

Signed .....

Dated .....

# Minutes of the meeting of the Leisure and Environment Committee held on Tuesday 22<sup>nd</sup> September 2026 at 3.30pm at the Town Hall

## Agenda

| Item | Subject                                | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Present                                | Cllrs: Flunder, Goldsmith, Huggins, Hurr and Wells. Also present the Town Clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2    | Apologies and Declarations of Interest | Apologies from Cllr Miller.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3    | Minutes of the previous meeting        | To note the minutes of the previous meeting - notes from July 2026. Noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4    | Standing Orders- public section.       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5    | Environmental matters –                | <ul style="list-style-type: none"> <li>• <i>Landscape/ tourism Project along North Parade – including triangle by Marlborough Road – update on consultation event</i> - North Parade consultation went well with over 80 responses on the day. Responses still being accepted – results being analysed .</li> <li>• <i>Sculptures / features – update</i> – models of the planets along the greens was suggested– would get schools/project interested. KIV tide clock (electronic ???), quiet area, more planting etc.<br/>Sculptures/ statues – members were advised that a local persons does sculptures. Members were advised about Mr Bubbly offer to local communities of which Southwold is being considered. First Light Statue on Lowestoft Beach this year was noted as being of interest.</li> <li>• Map of the various wrecks etc in Southwold (Cllr Huggins knew the person who spoke at Rotary and will make contact).</li> <li>• <i>ESC Prom walk – 12<sup>th</sup> Aug 2026 – update</i> – Cllrs Flunder and Hurr and admin assistant met with ESC Simon Walker. See briefing from Cllr Hurr. Await update from Simon Walker. Chase regarding initiative about capping stones and Seabreeze plants planting. Pest control - good apart from toilets at the Pier. Assume ESC has taken action as no recent complaints. Re taps etc- chase ESC Simon Walker.</li> <li>• <i>Marshes meeting – update</i> – chase – chase again.</li> <li>• <i>Ferry Road garden – additional planting/ willow topping</i> – Cllr Goldsmith to contact Clive. New Leaf to donate crocus to Ferry Road garden.</li> <li>• <i>Southwold sewage plant – odours</i> – warmer weather – increased flows have caused odours. Number of schemes are planned as upgrades of the plant, but not before 2030.</li> <li>• <i>Tree inspection – course</i> – normal surveys will take place and Estates Officer is willing to do the Lantra course to assist the annual survey. Agreed by all.</li> </ul> |

|    |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                          | <ul style="list-style-type: none"> <li>• <i>Bench donation</i> – Members were advised of the Wembley Pitch Bench which has been offered for Centre Cliff – delivery date awaited. To be bolted to floor.</li> <li>• <i>Sky Seats revarnish</i> – Those on Gun Hill have some rotten sections which need to be dealt with first – Noted.</li> <li>• <i>Letter box style bins South Green</i> – replace with ordinary wheelie bins and put the letter box bin by Loaded as a replacement to the one on the lamppost. 3 bin store is available from Cllr Wells to be placed somewhere in town.</li> <li>• <i>Pest control</i> – Klondyke – Cllr Hurr and Estates Officer met pest control at Klondyke. There are some burrows under the hedge by the boundary of the Boating Lake. Klondyke Group may approach STC for supporting lights being installed at the skatepark. Await approach being made.<br/>Suggest STC undertake same pest control as ESC has done and then review maintenance of banks to maintain the situation. Look at mesh layer.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| On | <b>Ongoing Leisure and Other matters</b> | <ul style="list-style-type: none"> <li>• <i>Town Sign repairs – update</i> – 1951 original photo of the first unveiling New information board to be created showing the history. Unveil and open as soon as it is delivered and erected.</li> <li>• <i>Play area updates</i> – agreed £10k + vat for matting for basket swing and seesaw areas as required by inspection reports.<br/>Consider new Seesaw at next meeting</li> <li>• <i>Community Self Help scheme</i> –no work date required until Spring.</li> <li>• <i>Wi fi and CCTV - update – and grant application</i> . Wi fi works have been completed around Town Hall to boost signal.<br/>CCTV – STC is reviewing the CCTV capacity for the area around front of Pier, to include car park area/ skatepark etc , and this should pick up some of beach huts north of pier too. Location to be confirmed. Owners Assoc are apparently willing to contribute up to £1k .This to be accepted.<br/>There is presently no plan to cover beach huts from anywhere along North Parade – the beach huts are on the lower prom in this area and a suitable CCTV location would be difficult. Beach Hut Owners could approach ESC as the prom is the responsibility of ESC. Beach Hut owners to approach ESC if they want to pursue. STC also looking to extend the CCTV around the end of Ferry Road/ Harbour Rd so long as a suitable location can be identified.</li> <li>• <i>Box Up</i> – Is being progressed alongside Beccles TC . Only one firm now provides these units in the UK.</li> <li>• <i>TIC - Digital Screen and map update</i> – this has been installed at the TIC.</li> <li>• <i>Seafront railings – community payback</i> – Community Payback are painting the seafront railings – have been starting at Gun Hill end.</li> </ul> |
| 7  | <b>Finance – budget – quotes</b>         | <ul style="list-style-type: none"> <li>• <i>ESC Visitor Economy Support Scheme grant for project along North Parade</i></li> <li>• <i>Thriving places grant funding for events/ marketing/ business support</i></li> <li>• <i>Grant funding for cycle racking – apply for Klondyke?</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 8  | <b>Events To consider</b>                | <ul style="list-style-type: none"> <li>• <i>Heritage Open Days – Sept 2026</i> - Museum got some interest but publicity could be better in the future by the organisations themselves.</li> <li>• <i>Food Festival July – Sept – feedback</i> – ask for feedback from organisers.</li> <li>• <i>Sailing Club event – 2027 Harbour Fest</i> – noted.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|  |                             |                                                                                                                                                                                                                                                                                                                                                                                      |
|--|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                             | <ul style="list-style-type: none"> <li>• <i>Southwold Park run</i> – discussion – no capacity. Could Rotary help at all? Volunteers would be needed on a weekly basis.</li> <li>• Lifeguards event seemed to go well – members suggested that they should be thanked for their work throughout the year. Town Clerk to get data on numbers of incidents attended in 2026.</li> </ul> |
|  | <b>Date of next meeting</b> | Tuesday 10 <sup>th</sup> November 2026 at 3.30pm                                                                                                                                                                                                                                                                                                                                     |

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

Recommendations – see above

**Pest Control**

**New matting for Tibbys Green play area**

## **Draft Minutes from the Roads Committee meeting held Tuesday 22<sup>nd</sup> September 2026 at 10.30 am the Town Hall.**

Present; Cllrs; DB, RJ, PD, CH, PH.

Also, Charles Harrison SCC Highways officer, Jenny Hanlon Adnams Plc and the Town Clerk.

1. To receive apologies for absence. Apologies were received from SCC Cllr Matthews.
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 15 minutes will be given to this section. Discussion at the discretion of the Chair of the Cttee. Nil.
4. Adnams – re Sole Bay benches. Adnams have been advised that they can put in a dropped kerb and can then install a few benches. (not picnic tables). Adnams are paying for the dropped kerb works. This has been approved by SCC and ESC.  
Once the dropped kerb is in, Adnams might apply for double yellow lines along the kerbing to prevent parking outside the bench area.

Park & Ride facility – Adnams are willing to speak to Sizewell to see if they would use their buses for park & ride for Southwold i.e. people to park at Darsham then get a Sizewell bus from there to Southwold. This would assist tourism to the town and may increase footfall.  
Cllr Davy –advised that Hinckley Point have a system with First Bus there. Adnams do have a link with Sizewell to start discussions.

Cllr Beavan – explained that he has a Section 22 licence to run a service. Hope to get it off the ground in the winter. Can do 11-mile radius from Southwold. Scheme = “Blyth Bus”. Need a paid driver to get reliability etc.

Adnams would be interested in any bus network scheme as they have employees who find it difficult to get to/ from work. Adnams/RJ/DB to speak to consider how to take forward.

5. Update from SCC Highways Officer / Ward Councillor re local Highways matters, including;
  - High Street 20mph including High Street Build outs/ courtesy crossings–  
The Highways officer advised that the 20mph is on pause whilst STC consider extending to whole town scheme. To do whole town scheme a traffic survey would be needed on every road. This would cost approx. £10k.  
Members were advised that police do not enforce on 20mph. Discussion re how people would adhere to the speed limit. Discussion on whether it would be worth doing.  
Alternative would be to have Sid units as speed control. 20mph advisory self-proclaimed signs could be installed.  
After full discussion it was agreed to suggest that STC drop the formal 20mph scheme and put in their own advisory signs instead. Liase with Police about installing speed camera or ANPR camera. Therefore take out 20mph scheme for High Street.

Subsequent to meeting SCC advise that the 20mph in High Street is linked to the build outs and the grant monies of £54k are to cover both schemes. Therefore, no change to be suggested at this stage – High Street 20mph to continue along with build outs.

- Build out design still going ahead. SCC has the money to be used for the build outs.
  - Brown Sign – Boating Lake. SCC need 2 more posts to put the brown Boatling Lake sign back. SCC won't pay. £1000 to do it. All old signage would need to move to these new posts too. Boating Lake and SCC Cllr Matthews to be asked to contribute to the cost of £1k.
  - STC request for signage – go alone on this now as no 20mph scheme as above. (but subsequent to meeting High Street scheme will go ahead as above, so STC will continue to liaise with SCC as previous.)
  - Blyth Road – hedge outside Bay Hotel - take height down and cut back to kerb to improve visibility. Highways Officer will take up with SCC.
6. Update from ESC Ward Cllr Beavan on ESC parking matters;
- ESC Parking machines and payment options – wi fi issues still an issue for payments. STC take up again with ESC again. Cllr Beavan will discuss with ESC Paul Wood.
  - EV Chargers in ESC car parks – No update from ESC. Swan Hotel have got 2 free ones from Tesla.
7. Other matters including;
- E V Chargers around town –Need for slower chargers still to be catered for. It has been suggested that Millennium Hall have the fast charger from Church Green and STC to have slow one there again. If this is the case, then slow charger 7.5v to go back there as soon as possible.
- Slope on Ferry Road footpath corner is difficult for people to navigate – map to be sent to Highways engineer.
8. Date of next meeting. Tuesday 27<sup>th</sup> October 2026 at 10.30am.

# **Draft Minutes from FINANCE AND GOVERNANCE COMMITTEE meeting held Monday 14<sup>th</sup> September 2026 at 2.30pm at the Town Hall.**



**Present; Cllrs RJ, SF, PD**

1. **Apologies:** To receive apologies for absence. Apologies from Cllr Goldsmith – noted.
2. **Declarations of interest:**
  - To receive any declarations of ORI/ Non-Registerable interest regarding the agenda. Cllr Davy re Citizens Advice.
  - To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil
  - To receive any request for dispensations regarding the agenda. Nil
3. **Matters from the public on matters relating to matters on the agenda.** Nil
4. **Minutes of the previous meetings –** Approved
5. **To Review management accounts to 31<sup>st</sup> August 2026.**

These were reviewed on a line by line basis and explanations provided as required – see budget and accompanying notes.
6. **To review the balance sheet** and to approve reconciliations to 31<sup>st</sup> August 2026. See accompanying balance sheet. Approved.
7. **To review Reserves –** Reserves noted and approved.
8. **Investment – CCLA –** no withdrawal/ investment presently required.
9. **Internal Audit Report to 31<sup>st</sup> March 2026 –** pages reviewed in detail – and no further matters to take forward.
10. **Pre payment card/business debit card.** Discussion regarding the benefit's of both. It was considered that a pre payment card would be the most suitable for STC at the present time.
11. **Tenders/Quotes -** nil

Town Hall Project costs are estimated at £830k without Heritage Project.  
With Heritage Project £973k minus £250k Heritage Lottery Funding if approved = £723k.  
Discussion re HLF works ongoing – who will pay for Heritage Office on an ongoing basis. Museum are aware that STC would be looking for a grant from them to help with the project if it does proceed.  
Project to be highlighted once the required sale of a council property has been confirmed.

## **12. Insurance Claims/updates**

Claim received for the broken glass at Station Road shop. Claim made for donation boxes.

13. **Grants / Donations** update of those received and any new opportunities/ requests including;
  - **Monies Received** – Nil
  - **Grant Opportunities** – ESC VESS – North Parade Garden / Thriving Places Investment Fund – Business Support
  - **Other Grants / donations information and requests received**

Southwold Arts Centre have requested additional funding. See schedule of donations provided over recent years. It was agreed to recommend that a donation of £1k be given towards the maintenance costs.

Citizens Advice- outreach to Southwold costs £1082. It was agreed to recommend that a donation of £1k be given towards the costs.
14. **Pay settlement 2026 – 2027** – See NALC PAY award – backdated to April 2026.
15. **Policies** – parameters for use of substitutes at meetings to be included within Standing orders. To be suggested that substitutes be permitted to be contacted up to 4 hours before a meeting – to provide time for supporting papers to be received and read.
16. **Items for next meeting** – 2 donation requests are in progress – more details have been requested.
17. **Risk management** – any additional factors to consider.
 

Highlighted that at present time Common Trust is a separate entity to STC and that it is a stand alone charity.

Discussion about advantages of sole Trustee being STC – and how this may assist with grant contributions from STC being able to be formally planned and budgeted for if the need arises.
18. **LGR update** – Norfolk Suffolk process has been cancelled – withdrawn as process was not correctly adhered to by central gov.
19. **Date of next meeting** - TBC
20. **If Required Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.*

Property / tenant updates

#### **Donations**

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