<u>**NOTICE**</u>

You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 28th July 2026 at 6.30pm at the Town Hall

Signed L. J. Beaver **Dated 20th July 2026**

<u>**AGENDA**</u>

1. <u>**Apologies**</u>**:** To receive and approve apologies for absence.

2. <u>**Declarations of interest**</u>**:**

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

b) To receive Declarations of Other Registerable Interests and Declarations of Non-Registerable Interests regarding the agenda.

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

d) 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.

3. <u>**Minutes**</u>**:** To approve and sign the Minutes of the Town Council meetings held on Tuesday 23rd June 2026.

4. <u>**Public Forum**</u> *(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 including update on coastal resilience/ shoreline management plan. ESC Cllr Beavan will then take questions from Councillors and electors.

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

5. <u>**To receive reports from Committees and Task and Finish Groups:**</u>

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

   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.

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.

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.

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.

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.

To consider and if agreed approve that this application be considered by the Planning cttee on 4th 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.

b) Landlords Cttee – To receive the report of the meeting of the Landlords Committee meeting held 13th July 2026 *Cllr Gladwell*

c) Leisure and Environment Cttee – To receive the report of the meeting of the L and E Committee meeting held 16th July 2026. Recommendations in relation to T of Ref. *Cllr Goldsmith*

d) Roads Cttee – No meeting held. *Cllr Beavan*

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

To receive update on National Energy Projects
Lionlink – consultation to 5th August 2026 – to consider and agree Town Council response if any required.

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

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

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

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

i) 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*

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

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

8. **Financial Matters**
   a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for July 2026 (*circulated to members).*
   b) *To receive and consider* management accounts/ budget/ and balance sheet for month end July 2026.
   c) *To receive report and recommendations of Finance and Governance Cttee Meeting* held on 21st July 2026 including recommendations in relation to donations/ policies - *Cllr Jarvis*

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*
   b) SRS – *Cllr Gladwell*
   c) ESC Community Partnership – *Cllr Beavan*
   d) Allotments – Cllr Goldsmith

10. **Town Mayor and Deputy Mayor updates.**
    Events attended and upcoming.
    Summer Theatre Opening Night – 29th July 2026
    VHC Afternoon Tea Party – 18th August 2026

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

12. **Consultations to consider**
    Local Plan Scoping Consultation – deadline 29th July 2026.
    East Suffolk Tree and Hedgerow Strategy – deadline 5th August 2026.

13. **Date of next Town Council Meetings:**
    Tuesday 25th August 2026 if required.
    Tuesday 29th September 2026.

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

14. **<u>Exclusion of Public and Press if required during discussions</u>:** *Pursuant to section 1 (2) of the Public Bodied (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

Strickland Place

Flat 1 Hurren Terrace

<u>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.</u>

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 6.30pm on Tuesday 23rd June 2026

PRESENT: Councillor

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

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

1. **Apologies:**
   To receive and approve apologies for absence. Apologies for absence were received from Cllr Temple and Cllr Wells. Noted.

2. **Declarations of interest:**
   a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.* Nil.
   b) *To receive Declarations of Other Registerable Interests regarding the agenda.* Cllr Jarvis re SALC.
   c) *To receive Declarations of Non-Registerable Interests regarding the agenda.* Cllr Gladwell and Cllr Redington re 1 Strickland Place.
   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 updated with changes as they occur.* Noted.

3. **Minutes:** To approve and sign the Minutes of the Town Council meeting held on Tuesday 26th May 2026.
   One alteration to page 5 last para – ‘vans’ to be altered to ‘ambulances’.
   With this alteration It was agreed by all to approve the Minutes of the Town Council meeting held on Tuesday 26th May 2026.

4. **Public Forum** *(15 minutes will be allocated overall for this section- subject to Town Mayor discretion).*
   a) *To receive a report from East Suffolk Ward Councillor D Beavan*
      ESC Cllr Beavan will then take questions from Councillors and electors.
      Bins – 97% of people have them being collected correctly. 2 problems have been (1) getting the new bins out before 1st June 2026, (2) getting food waste collected by ESS - this has been problematic as they have got new trucks and it is hard work for the operatives, therefore it will take time to bed in. At present it is not possible to get all

the food bins collected as per the bin rounds. ESC had to fund £1m out of reserves to fund the new scheme.

ESC Cllr Beavan was advised that communal bins for flats have not been delivered. Queries were raised as follows; how can second home owners sort bins if they only come at the weekend? How can bins be returned? What is the Cost?

ESC Cllr Beavan advised that sending an e mail to ESC is preferred at present as ESC customer services are being swamped with phone calls. The old trucks are still being used as well as the new food trucks.

b) *To receive a report from Suffolk CC Ward Councillor J Matthews.*
Cllr Matthews will then take questions from Councillors and electors.
SCC Cllr Matthews – Locality Budget is paying for a new bench for Sailors Reading Room.
LGR – Suffolk County Council is going to challenge LGR along with 2 other counties and will need to cover legal fees on the challenge. It was suggested that the legal fees could be up to £400k. Cllr Beavan advised that Norfolk CC is spending £250k on their legal challenge and asked why SCC does not just wait for the legal answer to that challenge to see whether it is worth challenging the one for Suffolk.

Question re benches outside Sole Bay Inn.
ESC Cllr Beavan advised that they were unlikely to be replaced. Adnams are still seeking permission but SCC would need to make the road one way in that location or re designate it as not a Highway. Even if there was a pavement the benches could not be there as the pavement would not be wide enough. The matter has been discussed at Roads Committee with SCC Highways.

SCC Cllr Matthews left the meeting at 6.45pm.

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

5. **<u>To receive reports from Committees and Working Groups:</u>**

a) *To receive the report of the meeting of the Planning and Development Committee meetings – to receive reports from meeting held 2nd June 2026.* Cllr Goldsmith – see papers.

b) Landlords Cttee – to receive verbal report and recommendations from meeting held 11th June 2026. Recommendation with regards to Casino. Cllr Gladwell – Casino has been made available to rent via Fennells. Await list of interested parties and what they want to use the casino for.

c) Leisure and Environment Cttee -– to receive verbal report from meeting held 18th June 2026 including update about cliffs. Cllr Goldsmith reported – see notes of 18th June 2026.
ESC Cllr Beavan – King Charles III pathway – the coastal footpath is not available after Southwold– ESC are keeping a watching brief on the situation.
Rabbits – ESC are doing well on controlling pests although there seem to be some around the skatepark. ESC to be asked to cover this area too.

d) *Roads Cttee – To receive verbal report from meeting held earlier today.* Cllr Beavan – see notes of 23rd June 2026.
Ferry Road parking – space for disabled parking. STC to put a sign up and advise ESC.
Traffic regulation enforcement – if enforcement is to be by a PCSO it was suggested STC could consider funding a position. Cllr Davy advised that the HR group will consider this in July.

6. **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) **NSIP working Group - National Energy Projects** – Lionlink/Sizewell/Anglia One/Eurolink/ and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project* - Cllr Davy – Lionlink newsletter did not provide any new information. ESCEP have written to the MP, as National Grid are looking at issues including National Rail infrastructure i.e. rail bridges etc.
SCC Reform Leader and Cabinet Holder for Roads have stated that Suffolk NSIPs are significant and Suffolk is suffering enough.
b) HMC/ SAG – Cllr Flunder advised that there is a concern again about lack of information especially about the caravan site/camping field. Some Councillors are looking at the legal background again and **Cllr Flunder wished to propose that STC create a T and F group to look at the legal background of the camping/caravan site to provide information to council to ensure that the interests of the town and of the town council were protected. Seconded by Cllr Redington. Agreed with one abstain to create a T and F group - members volunteering to be part of the group - Cllrs Flunder, Gladwell, Temple, Davy and Huggins.**
*c) **Potters Bridge stakeholders –***Cllr Goldsmith and Cllr Beavan could not attend the meeting set up by the MP. No flooding is taking place/SCC has patched up the road/ sensor is working again.

7. **Financial Matters – Audit And Governance**
a) Financial Officer: to re-appoint the Clerk as the Council's Responsible Financial Officer for 2026/27. **Proposed by Cllr Miller, seconded by Cllr Beavan. All agreed.** Thanks were extended to the staff for all of their hard work in relation to the finances of the council.

b) Internal Auditor
i. To receive and note the SALC internal audit report for 2025.26 and the Annual Internal Audit Report page on the AGAR 2025.26.
It was agreed to approve the SALC Internal Audit report for 2025.2026 and the Annual Internal Audit report page. Proposed by Cllr Davy, seconded by Cllr Jarvis. All agreed.

ii. To note Action Plan arising from the internal audit report – Finance Cttee to review any individual advisory notes and report back to Full Council.
Action Plan re setting up a council credit/debit card s recommended by the internal auditor. Action Plan Proposed by Cllr Davy, seconded by Cllr Hurr. All agreed. Finance cttee to take this forward.

iii. To receive Internal Control Statement 2026.27 and to confirm that Internal Controls are appropriate and effective for Council purposes as per the Internal audit report for 2025.26 and the Annual Internal Audit Report 2025.26 page on the AGAR.
It was proposed that the Internal Controls are appropriate and effective for Council purposes as per the Internal audit report for 2025/26 and the Annual Internal Audit Report 2025/26 page on the AGAR. Proposed by Cllr Jarvis, seconded by Cllr Miller. All agreed.

iv. To confirm that SALC are an effective, competent, independent internal auditor for Town Council audit requirements.
It was proposed that SALC are an effective, competent, independent internal auditor for Town Council audit requirements. Proposed by Cllr Davy, seconded by Cllr Flunder. All agreed.

v. To appoint SALC as the internal auditor for 2026.27.
Proposed by Cllr Redington, seconded by Cllr Davy. All agreed.

vi. To confirm that the Finance and Gov cttee has delegated authority to review and sign off the SALC Letter of Engagement for internal audit 2026.27.
Proposed by Cllr Jarvis, seconded by Cllr Davy All agreed.

c) Risk Assessment: To receive and approve Risk Management Policy and Risk Assessment for 2026.27 – *Finance Cttee to continue to review as a working document.*
Proposed by Cllr Jarvis, seconded by Cllr Flunder. Noted and approved by all.
Cllr Jarvis advised members that the 2 biggest risks are presently AI and Cyber, and the Finance Committee will continue to review these.

d) Accounts 2025.2026:
i) To receive and if approved, confirm Section 1, the Annual Governance Statement, of the Annual Return to the Audit Commission, for the year ended 31st March 2026 and provide permission for signature as required. *(Note: (i) In signing the Annual Governance Statement the Town Council is obliged under Schedule 12, para 41(1) of the Local Government Act 1972 to record and note the yes/no answers in Section 1) and provide permission for the Chairman of this meeting to sign these accordingly.*
Proposed by Cllr Redington, seconded by Cllr Hurr to approve and confirm Section 1 as above and to approve signature. All agreed.

ii) *To consider and approve Section 2,* the Statement of Accounts, of the Annual Return to the Audit Commission for the year ended 31st March 2026 and provide permission for the Chairman of this meeting to sign these accordingly.
Proposed by Cllr Jarvis, seconded by Cllr Gladwell to approve Section 2 as above and to approve signature. All agreed.

iii) *To confirm that the date for the Public Rights* will be as follows; date of announcement – 25th June 2026. Documents will be available from 26th June 2026 – 6th August 2026.
Proposed by Cllr Jarvis, seconded by Cllr Davy to confirm the dates for the Public Rights as above. All agreed.

e) *To Resolve to re-adopt* the Reserves Policy together with confirmation of the earmarked reserves as detailed at 31st March 2026.
Proposed by Cllr Redington, seconded by Cllr Flunder to adopt the Reserves Policy together with the confirmation of the earmarked reserves as detailed at 31st March 2026. All agreed.

f) *Accounts for Payment* - To receive and confirm the Accounts for Payment for June 2026 (*circulated to members).*
On the proposal of Cllr Jarvis, seconded by Cllr Davy it was agreed by all to approve the Accounts for Payment for June 2026. All agreed.

g) *To receive report and recommendations of Finance and Governance Cttee* – To receive verbal report from meeting held 22nd June 2026. Cllr Jarvis advised that the Tax free vehicle mileage rate is now 55p. STC to adopt**. Proposed by Cllr Hurr, seconded by Cllr Flunder. All agreed.**

A member asked ESC Cllr Beavan whether the rates at 1Strickland Place could be reduced as council has been trying to sell, and hence no services are being used. Cllr Beavan advised to contact Anglia Partnerships.

h) *Cil report* - To receive and if agreed, approve the CIL statement report for 2025.26. To be with ESC by 31st Dec 2026.
On the proposal of Cllr Jarvis, seconded by Cllr Davy it was agreed by all to approve the 2025.2026 Cil report.

i) *NALC Practitioners Guide 2026* – any new requirements to be considered by Finance and Gov cttee and reported back to full council. All noted and agreed.

j) *Asset Register* – to review asset register and confirm as at 23rd June 2026. **Proposed by Cllr Jarvis, seconded by Cllr Gladwell. All agreed.**

8. **Southwold Camping and Caravan Site** – to receive verbal update.
Cllr Flunder advised that there is still uncertainty as no HMC/SAG meeting since last town council meeting.
ESC Cllr Beavan advised caravan site will not be changed this winter. The consultants will present to HMC next week. ESC Cllr Beavan advised that he was surprised to hear about boundaries being part of a discussion as this was last mentioned 2 years ago.
Cllr Flunder advised that everyone is waiting to hear what is being proposed.
Cllr Gladwell asked whether the waiting list for a caravan has been closed -
ESC Cllr Beavan advised that it had not closed and ESC is taking names.

Discussion about the areas which each authority owns - Cllr Gladwell advised that this is why STC needs to confirm the history of the harbour/caravan/camp site as there had been a dispute for many years. ESC Cllr Beavan advised that for the touring site – ESC = ½ of this, ½ = STC. STC has the third field. It was suggested that STC register this land at Land Registry.

9. **Town Hall Project** – *to receive update re Heritage Lottery Fund Expression of Interest*.
Cllr Davy advised that the cost is now approximately £738k including the basement and balcony and estimate of professional fees. Of which £80k is basement and balcony. Register of Interest to HLF has been submitted for £240k and the project would be called Sole Bay Heritage Project. HLF Project costs are approximately £140k.
Net balance of £100k to go towards Town Hall and hope to get grants from others in town i.e. Museum etc. The project would include a Heritage Officer for the Town.
If HLF say no the project will go back to just a Town Hall refurb project. Will need funds to do this and sale of asset will be required. Capital costs will be spread over 2 years.
Cllr Beavan advised that ESC has a Heritage Officer who STC could revert to.
Discussion about the date of expiry of the planning permission and ensuring that this could be met. It was suggested that the cost of a lift could be reviewed as tennis club seem to have a simple one. It was suggested that donations from private individuals could be encouraged.

10. **LGR** – *to receive updates.*
Cllr Jarvis advised that Essex, Norfolk and Suffolk are going for judicial review as to whether process has been correct. Shadow councils are still going ahead. ESC/SCC staff are very destabilised as they don't know if they will have a job. ESC Cllr Beavan – many officers are spending time on LGR therefore their day job does not get done.

11. **Consultations** – Local Plan Consultation to 29th July 2026.
www.eastsuffolk.gov.uk/newlocalplan. Consider a Town Council response.
Planning Committee to be delegated to prepare a town council response. Proposed by Cllr Jarvis, seconded by Cllr Davy. All agreed.

12. **Town Mayor updates including.**
Charter Fair and Charter Lunch
Civic Sunday – 14th June 2026
Suffolk Day – Sunday 21st June 2026
Armed Forces Day – Saturday 27th June 2026
West Suffolk Civic Service – Sunday 28th June 2026.

13. **Date of next Town Council Meeting:**
Tuesday 28th July 2026 at 6.30pm

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

14. **Exclusion of Public and Press if required during discussions:** *Pursuant to section 1 (2) of the Public Bodied (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.*

Cllr Gladwell and Cllr Redington left the meeting.
1 Strickland Place –Cllr Wells and Cllr Goldsmith met with the interested party and they are aware of permanent resident clause and will comply with the requirements. Offer is less than asking price and will be accepted but agents to be advised that if the applicants offered the asking price council would take it off the market. All agreed unanimous.

______________________________ **TOWN MAYOR** **28th July 2026**

Minutes from the STC Landlords Committee meeting

13th July 2026 at 2pm

In attendance – Cllrs Gladwell (Chair), Flunder, Redington and Wells.

AGENDA

1. **Apologies:** To receive apologies for absence. Cllr Miller and 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. Cllr Wells re Boating Lake.
   c. To receive any request for dispensations regarding the agenda. Nil

3. **To receive comments from the public.** Nil

4. **Review Minutes/ notes of previous meeting.** Agreed by all.

5. **Updates on repairs including;**
   Casino windows and internal decoration – the windows and decorating are complete apart from some window trims which are still required. These should be completed this week.

6. **Landlords' responsibilities** – These are being carried out as scheduled. Cleaning of guttering to continue to be included within the responsibilities on an annual basis.

7. **Quotes to review** Flat 1 Hurren Terrace **– Quotes received from 2 companies. See Confid details below.**

8. **Other matters**
   Enterprise Hub – signage and acoustics – Menta has their planning permission for signage for the units and main Hub. Tenants would like to vary the colours of their own signage to fit with their own branding. After discussion it was agreed that this seemed appropriate – Menta to check their planning permission and advise tenants.
   Acoustics – Allman Woodcock are following this up with Mixbrow and would hope to resolve at no cost to STC.

   Heating – Flat 21A Market Place – quotes being obtained for new storage heaters for the flat.

   Hurren Terrace – Painting of outside – members have reviewed the front of the premises and ask that this be diarised to be reviewed again in the next financial year.

   Flat 3 H T Chimney – Flat 3 advise that they sometimes get birds down their chimney – from drone footage there seems as if there might be a hole in the capping. Scaffold/ cherry picker will be erected when works at No 1 take place. Contractor chosen for No 1 to be asked to sort the chimney at the same time. Vent to also be checked. Tenants Advised.

   North Parade Shelter – Painting and repairs have been undertaken by ESC. STC has a long lease on this shelter.

   Boating Lake Pipe – there was some concern raised about the pipe on the rocks and how this will operate this year if it is required. It was used approx. 6 times in 2025 - Cllr Wells offered to find out more within his connection at the Model Yacht Pond.

Boating Lake events – car show was advertised as taking place on the grass area – as this is a conservation site, there are no inherent agreement in the lease for events of this kind to take place on the land. Details of the event were requested by STC as landlord – but event is understood to have been postpones/ cancelled.   Meeting to be held with tenant after summer.

Extractor – Hurren Terrace Units - arrangements have been made for this to be looked at – recommendations/ quotes to follow.

Collen and Clare – Fire improvement works . Jed Gerrel and C And D to meet on site with the tenant to assess how improvements could be achieved.

Station Rd Shop – doors – vandalised. Arrangements made with insurers for repalcements. No request has been made for shutters.

9. **Strategic Projects;**
Town Hall – see separate project group notes for the refurb/ historic elements of the project.

Re the need to market – Research has revealed that the planning permission on the ESC website states that the building was to be of a temporary nature. Advise them that as the build is of a temp nature it will be removed asap It also appears that the building has previously formed part of a builders yard and that the Fox Trust residential premises on the builders yard site are being used for the residential purpose which the town requires. ESC Planners to be advised that new information has come to light re the history of the building and at same time to ask them to verify that the marketing details being provided from STC is sufficient for their purposes.

10. **Terms of Reference for this cttee – no amendments required. Recommend approval.**

11. **Date of next meeting -** 20th August at 2pm.

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

12. **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.*
    a. Legal Advice -   Nil
    b. Rent/lease reviews – update; including Golf Club Practice Area and Casino
    Golf club practice area – H of T to be drawn up
    Casino – 4 applications received and considered. Preferred applicant to be recommended to full council.
    Flat 1 H T – quotes reviewed. Recommendation to be made to STC as to preferred supplier.

Recommendations

Terms of Reference for this cttee – no amendments required. Recommend approval.

STC Confid.
Casino – 4 applications received and considered. Preferred applicant to be recommended to full council – confid agenda.

Flat 1 H T – quotes reviewed. Recommendation to be made to STC as to preferred supplier – confid agenda.

Minutes of the meeting of the Leisure and Environment Committee held on Thursday 16th July 2026 at 3.30pm at the Town Hall

Notes

Item	Subject	Details
1	**Present**	Cllrs: Miller, Wells, Hurr, Flunder, and Huggins and the Town Clerk. One member of the public.
2	**Apologies and Declarations of Interest**	Apologies from Cllr Goldsmith and N Jones.
3	**Minutes of the previous meeting**	To note the minutes of the previous meeting - notes from June 2026. Noted.
4	**Standing Orders- public section.**	Member of the public had volunteered to attend to provide some ideas for the North Parade project – design and examples shown to all. See attached for details. Thanks were extended to the member of the public for the great ideas included in the drawings. Discussion re the ideas provided – it was recognised that no budget had been identified and hence the ambitions of the ideas had not been quantified. It was recognised that the ground works being suggested could be costly to implement, in addition to the actual items being suggested. Way forward – more ideas to be gathered – from members of the community , visitors etc to ensure that any ideas can be considered. Information to be collected during the summer holidays – gazebo to be erected on North Parade on a date to be decided to ensure visitors can put forward ideas. Date to be circulated. Other stakeholders will then be asked for input – to include the school and local organisations. Ideas so far include, planting, sculpture, photo opportunity, bandstand, statues, old Dunkirk boats from harbour for children to explore, musical posts on railings, old bathing hut as an information place, pirate ship for children to climb, improved pathway through the gardens, more seating, plinths for temporary displays Funding for the scheme – the terms and conditions of various grants to be considered. ESC to also be approached for assistance in highlighting appropriate funding pots and the criteria required. Planting scheme – it is understood that Lowestoft Town Council has experienced problems with the planting which they installed along the seafront – contact to be made with LTC for lessons learnt. Felixstowe T C has had much success with their planting along the seafront and Felixstowe T C to be contacted for hints and tips. *Cllr Miller left the meeting*
5	**Environmental matters –**	*Landscape/ tourism Project along North Parade – update - including triangle by Marlborough Road* – See above. *Cliffs /prom* – follow up meeting provisional date received TBC. *Marshes meeting re* SSSI – 18th June 1.30pm. V Good meeting held with all stakeholders involved in mgt of marshes with Natural England. Await action plan from N E due by end July 2026. *Ferry Road garden – additional planting to be considered. With Cllr Goldsmith.*

6	**Ongoing Leisure and Other matters**	• Town Sign repairs – being painted. Await date for completion. • Play area updates – Tibbys and Klondyke works are up to date. Bike racks location being considered. Rabbit holes are being filled in with top soil. ESC carrying out pest control in all areas. • Community Self Help scheme – list of works required and then to set date • Wi fi and CCTV - Wifi improvements are taking place as per previous agreed minutes. CCTV upgrade has taken place on Mights Bridge as per previous minutes. Await response to grant application for Pier area. RNLI permission awaited for harbour area. • Box Up – monies received – research taking place on the options. It was suggested that a first aid kit be included. • 2nd TIC/ Digital Screen – map being approved for consideration. • Bus shelter – cleaning of . Discussion as to whether Community Self Help group could do this. Cllr Huggins offered to carry out the cleaning. • Tap by Pier lifeguard Hut – Cllr Hurr has requested this from ESC.
7	**Finance – budget – quotes**	• ESC Visitor Economy Support Scheme grant for project along North Parade – see above.
8	**Events To consider**	• Heritage Open Days – Sept 2026 - collaboration with the other towns is taking place and 3 local organisations are definitely taking part and will be in the brochure. • See previous minutes re additional staffing resource and possible funding source.
	Date of next meeting	10th September 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.