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Presentation by Sizewell – Tuesday 27th February 2024 at 7pm at Town Hall

Sizewell will be presenting information at 7pm at the Town Hall (before the Town Council meeting starts at 7.30pm).

All welcome to attend.

NOTICE

You are Summoned to the Meeting of Southwold Town Council which is being held on Tuesday 27th February 2024 at 7.30pm at the Town Hall



Signed. *L. J. Beavan*

Dated 21st February 2024

AGENDA

1. **Apologies:**
 - a) To receive 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 regarding the agenda.
 - c. To receive Declarations of Non-Registerable Interests regarding the agenda.
 - d. To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
 - e. To note to update the Register of Interests with changes as they occur.
3. **Minutes:** (i) To approve and sign the minutes of the Meetings of the Town Council held on Tuesday 30th January 2024 and 15th February 2024.
4. **Public Section**
 - a) To receive a report from East Suffolk Ward Councillor D Beavan.
ESC Cllr Beavan will then take questions from Councillors and electors.
 - b) To receive report from Suffolk County Councillor M Ladd.
SCC Cllr Ladd will then take questions from Councillors and electors.
 - c) Public - To receive comments on matters on the agenda (*each member of public will be allowed a maximum of 3 minutes*). (*10 minutes will be allocated overall for this section- subject to Town Mayor discretion*).
5. **To receive reports from Committees.**
Planning and Development Committee
 - a) i) To receive the written report of the meeting of the Planning and Development Committee held on 6th February 2024. *No Recommendations*
 - b) **Landlords Cttee** – To receive the written report of the meeting of the Landlords Committee REP 02.24 held 15th February 2024. *Recommendations in relation to property repairs including Hurren Terrace, 21 Market Place, workshop door, EPC upgrades, North Parade Shelter.*
 - c) **Leisure and Environment Cttee** – To receive the written report of the meeting of the L and E Cttee REP 01.24 held 31st January 2024. *Recommendation in relation to CCTV.*
Also – update re D Day commemorations 6th June 2024, 50 years of Local Government 2024, and Charter Lunch Thursday 30th May 2024, opening of Ferry Road Garden 6th March 2024 at 9.30am.

- d) **Roads Cttee** – To receive the written report of the meeting of the Roads Cttee REP 01.24 held 9th February 2024. *Recommendations including those arising from the consultation outcomes in respect of; 20mph limit, residents parking, and raised crossing points.*
- e) **Election to committees** – to receive Cllr nominations for vacancy on; Planning cttee and Leisure and Environment cttee.
6. **To receive reports from Working Groups (task and finish) Groups;**
 a) *Comms working group* – No meeting held. Business website agreed – see below.
 b) *NSIP working group*. No meeting held.
 To consider and if agreed approve Cllr Miller as a member of the working group.
 To note online meeting 7th March 2024.
7. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended and any training events attended**
Reports to be provided in written format and circulated to members prior to the meeting unless time allows for a verbal report to be given, subject to the Chairs discretion.
 a) Christmas lights – To consider and if agreed approve Cllr Wells as Town Council representative.
 b) HMC/SAG/ Harbour Users – Including Vision Setting consultation - Cllr Beavan/ Cllr Gladwell.
 c) Southwold Walberswick Flood Board – including Potters Bridge – Cllr Beavan.
 d) S and R CPEG – To confirm Cllr Wells as the Town Council representative.
8. **National Energy Projects** –
Lionlink / Sizewell/Anglia One//Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project – To receive updates.
9. **Enterprise Hub** to receive progress update from meetings with Project Board, construction team, and operators. **
10. **Business meetings** to note that the next meeting for businesses/traders is to take place on Thursday 29th February 2024 at 5.30pm at Reading Room Swan Hotel.
11. **Closure of Suffolk Records Office in Lowestoft** – See Beccles Town Council/ Southwold Museum letters (as attached). To consider, and if agreed, to write letter.
12. **Town Marshes** – drainage. To receive update.
13. **Financial Matters**
 a. *To receive report and recommendations of Finance and Governance Cttee* – To receive verbal report from meeting 26th February 2024 FIN Rep 01.2024.
 b. *Accounts for Payment* - To receive the management accounts/bank reconciliation and balance sheet for February 2024
 c. *Investments* – To receive update on investments and balances held.

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

2 day volunteering course CAS
Landlords courses – various

15. **Town Mayor updates including.**

- a) *Events attended*
- b) *Upcoming engagements* – Nil.
- c) *Town Mayor volunteering project* – verbal update.

16. **Consultations for council consideration**

Street Trading Policy – consultation to 17th March 2024.

17. **Date of next Town Council Meeting:** Tuesday 26th March 2024 at 7.30pm

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

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

- Property/ legal updates if any.
- H R Updates if any.

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 30th January 2024.

PRESENT:	Councillor	S Flunder – Town Mayor
	“	Cllr Beavan (arrived 8.20pm)
	“	Mrs P Goldsmith
	“	M Palmer
	“	Mrs V Redington
	“	R Temple
	“	M Wells

Also present: The High Steward, The Town Clerk. SCC Cllr M Ladd and 4 members of the public.

1. a) **Apologies:**

To note/approve apologies for absence. Apologies for absence were received from Cllrs Davy, Gladwell, Jarvis and Sutton. All apologies were noted.
The council presently has one councillor vacancy.

2. **Declarations of interest:**

- a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Cllr Temple declared a pecuniary interest re the Red Cross Hut as a Trustee of the Fox Trust.
- b) *To receive Declarations of Other Registerable Interests regarding the agenda.*
Nil.
- c) *To receive Declarations of Non-Registerable Interests regarding the agenda.* Nil.
- d) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.
- e) *To note that the Register of Interests of all Members is to be completed within 28 days of the election and updated thereafter with changes as they occur.* Noted.

3. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Tuesday 9th January 2024.

On the proposal of Cllr Goldsmith, seconded by Cllr Redington it was RESOLVED by all to approve the Minutes of the Town Council meeting held on Tuesday 9th January 2024. All agreed.

4. **Public Section**

- a) *To receive a report from East Suffolk Ward Councillor D Beavan.*
ESC Cllr Beavan will then take questions from Councillors and electors.
See below.
- b) *To receive report from Suffolk County Councillor M Ladd including update on Potters Bridge.*
SCC Cllr Ladd will then take questions from Councillors and electors.

Potters Bridge – Environment Agency and Suffolk County Council held a joint meeting and a joint statement has been issued. Short – medium term – SCC will improve signage and drainage supported by the EA. EA is more receptive now to allowing third party to help dig out the beach area.

York Road markings are all complete, and cars are parking better and this is aiding traffic flow.

East Street traffic regulation order is on pause at the moment - the Roads Committee will consider this matter on 9th February 2024. SCC Cllr Ladd advised that he would still recommend that both bays be taken away to provide adequate road width, but this is for the Roads Committee to consider.

SCC budget is challenging - Scrutiny Cttee has done the audit on the budget - more money has gone to supporting vulnerable. 77% = social care allocation.

Arts grant from SCC has been cut – but the cut wasn't to start until April 2025 but since then more money has been given to all counties.

SCC gets additional £7m funding and some of this will go to Arts & Culture. SCC supported 9 organisations originally, but the new pot will be open to bids from any arts organisations.

£16m has been taken from reserves to balance SCC budget and some of the government money will go back to build up the reserves.

No questions from Councillors.

Questions to SCC Cllr Ladd from a member of the public re mental health responsibilities. SCC Cllr Ladd advised that mental health is not SCC responsibility but is the responsibility of the NHS.

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

Question was raised re Millennium car park picnic area as it was felt that this could be made to look better. Michael Ladd – Trustee of the Millennium Trust – asked for volunteers to help and suggested the person asking could help to volunteer too.

Public would like some signage to show what is going on there. Noted. Michael Ladd advised that the Trust is always looking for potential Trustees.

Question to be forwarded for ESC Cllr Beavan – vacant bungalow in Hotson Road – advertised by ESC but bandings are not clear. Shoal Flats – 1 flat is vacant. Need to understand what A/B/C mean. Cllr Beavan to be asked to contact the member of the public.

5. **To receive reports from Committees.**
Planning and Development Committee

- a) *i) To receive the written report of the meeting of the Planning and Development Committee held on 23rd January 2024. Cllr Temple – see report.*

ii) Any other planning matters – including Planning Forum.

Planning Forum at ESC – new call-in process was explained, and a flow chart is awaited.

ESC will also consult re pre-application advice i.e. when/ if the advice given should be made public. Quality of place award = announced - STC could nominate

community garden at Ferry Road. ESC also has stats available on their website and these will be circulated.

b) **Landlords Cttee** – *To receive the written report of the meeting of the Landlords Committee REP 7.2023 held 14th December 2023 and REP 01.24 held 18th January 2024. Recommendation in relation to 21 Market Place, Red Cross Hut, and Casino (see also Finance cttee minutes) See papers. Recommendations*

a) Casino - £480 to cover water damage to the wiring. All agreed.

b) Store room at Little Gems – budget £11k to be set aside. Proposed by Cllr Goldsmith, seconded by Cllr Redington. All agreed. Further scope of works to be considered.

c) Red Cross Hut – pre-planning = £13,500 cost. Cllr Flunder advised that this is a long-standing project. Costs seem high but it is a complex planning process. Council has asked how much extra the cost will be for full planning costs.

It was proposed by Cllr Goldsmith, seconded by Cllr Redington to allocate the costs for this work. Agreed with 1 abstain.

c) **Leisure and Environment Cttee** – *Next meeting 31st January 2024*

To receive verbal update re AONB volunteer assistance.

AONB volunteers came today and did work around the side and rear of Ferry Road Garden. L and E will be looking for access funding, hopefully through AONB grants. Thanks were extended to all volunteers and Cllr Flunder extended thanks to Cllr Goldsmith too.

Question to Cllr Goldsmith with regards to the area behind the rugby pitch which has been cleared of Alexander. A wildlife area was to be created but it transpires that this would cause more Alexander on the rest of the common and would need significant volunteer time, so is not now being planned.

d) **Roads Cttee** – *Next meeting 9th February 2024. Road consultation closed – responses being analysed.* Over 500 responses being analysed by the Town Clerk from the recent consultation.

6. **To receive reports from Working Groups (task and finish) Groups.**

a) *Comms working group* – No meeting held. Nil.

b) *NSIP working group.* No meeting held. Nil.

7. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended and any training events attended** *Reports to be provided in written format and circulated to members prior to the meeting unless time allows for a verbal report to be given, subject to the Chairs discretion.*

a) *Christmas lights* – Cllr Flunder gave an update as he had attended the Lights meeting tonight – the group were doing a “lessons learnt” session. There will be people available to help with 2024 lights. The business group have discussed this event, and it is hoped businesses will support the event more. Improvements to the PA system/ and additional health and safety measures are the 2 learning points. The group did have surplus income over expenditure from 2023 and hope that 2024 would be the same. Town Council representative requested for the Lights Committee who will meet the third Tuesday of the month. Cllr Wells will attend (Cllr Sutton is also a rep).

b) *HMC/SAG/ Harbour Users – Cllr Flunder*. One of the key points is creating a vision for the harbour going forward. New harbour manager had presented a vision and would like to present this to STC. ESC new director = Kate Blakemore.

Cllr Beavan is arranging to apply for “Heritage Trust” award for the harbour. This would enable additional grants to be applied for.

Caravan Site = an issue due to the lack of investment. Harbour manager is undertaking a consultation with the caravan users with a view to upgrading the site.

8. **National Energy Projects** –

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

Sizewell DCO has been approved. But still a gap in funding (Hinckley Point budget has again increased). Sizewell project team will present to Council on 29th February 2024 at 7pm.

Sealink – further consultation is going ahead. Walberswick have rejected the suggestion of a cable route coming in there.

9. **Enterprise Hub** *to receive progress update from meetings with Project Board, construction team, and operators. ***

At latest update last week, a matter has arisen regarding the drainage on site. There is a need to create a one metre area deep for drainage. This is a result of design amendments which will cause a 3-week delay as LPA need to sign off the work reference the subsequent testing of the topsoil.

Menta lease is nearly complete. Last few queries being responded to. Await ESC approval of the formal documents. Cllr Goldsmith asked re Menta start on site – can they go in whilst the LPA permission is awaited? Cllr Flunder advised that this was not possible. Menta already have one tenant wishing to occupy premises.

10. **Business meetings** *Feedback from meetings for businesses/traders December 2023 and January 2024.* Very positive. Around 50 people attending each time. Includes clubs/organisations/pier/harbour etc. Ultimate aim is to try to get an organisation to go forward which includes everyone. Next meeting 29th February 2024.

11. **Councillor Vacancy - Election February 2024** – election is on 8th February 2024. Millennium Hall is the site of the polling station.

12. **To receive letter from MP** – see attached.

13. **Financial Matters**

a. *To receive report and recommendations of Finance and Governance Cttee – To receive reports from meeting 15th December 2023 FIN Rep 11.23.*

To consider and if agreed approve recommendations in relation to; 21 Market Place/ pre application for Red Cross site (as per also Landlords minutes)

The Town Clerk spoke on items 13a) and 13c) and advised that the recommendations from the cttee are as per Landlords Committee minutes. The balances, accounts/budgets were advised to members with an explanation about the balances held at the bank and at CCLA. No queries were raised.

Suspend Standing Orders.

Cllr Beavan arrived at 8.20pm. ESC Ward Cllr Beavan spoke re ESC matters as below.

ESC Cllr Beavan advised that ESC have a balanced budget but ESC Housing at district is under financial pressure.

Potters Bridge – Cllr Beavan is working with SCC Cllr Ladd to ensure longer term solution. Bridge will not happen. Both Wolsey Bridge and Potters Bridge are below sea level and ESC and SCC are discussing how to protect the area and safeguard Southwold. Housing Revenue account does have a £13m deficit so money is needed for alterations. ESC Cllr Beavan – flood project for Lowestoft has been withdrawn due to central Government funding being withdrawn from coastal communities' projects.

ESC Cllr Beavan advised that ESC/ Harbour may get walls built along the Blyth Estuary.

Question from the public re the ESC housing banding. ESC Cllr Beavan explained the system. ESC Cllr Beavan suggested the resident go and see him personally to discuss further.

b. Accounts for Payment - To receive the management accounts/bank reconciliation and balance sheet for January 2024.

On the proposal of Cllr Goldsmith, seconded by Cllr Wells it was agreed by all to approve the Accounts for Payment for January 2024. All agreed.

c. Investments – To receive update on investments and balances held. Update presented by the Town Clerk – see supporting papers.

14. Forthcoming Meetings/ Events for Council/Councillors

CAS meeting – 13th February – Cllr Flunder/Cllr Wells will attend at the Randolph. 2-day volunteering course CAS – Cllr Wells attending.

15. Town Mayor updates including.

a) Events attended

Burns Night Supper, Ipswich – 21st January 2024 – very well supported.

Holocaust Memorial Day – 27th January 2024 – Cllr Redington attended. Was a very well organised and thought-provoking event.

b) Upcoming engagements – Nil.

c) Town Mayor volunteering project – CAS meetings are being held monthly – everyone who attends are volunteers.

Members were advised that Trevor Clifford will retire as Chair of RDC at the end of 2024.

16. Consultations for council consideration

Nil.

17. Date of next Town Council Meetings:

Tuesday 27th February 2024 – at 7.30pm (Sizewell C Update at 7pm).

Members of the public left the meeting.

Confidential – 8.30pm start.

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

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

- *Business promotion/ communication – to consider and if agreed approve quotes for new Southwold business/ community website.*
See backing notes regarding the business website and the note circulated by the Chair of Finance Cllr Jarvis. Proposal is to invest in a new business website. 3 Quotes have been received. Consideration of all quotes – and subsequent discussion. The need to ensure that the High Street profile remains prominent around the area was noted during discussion.
Business Website - Proposal received to accept the quote provided by Spring. It was agreed by a majority, with 1 against, to accept the tender provided by Spring.
- *To consider and if agreed approve H R recommendation– see attached. Additional office support being suggested on a part time basis for “Estates Officer” – see recommendation in supporting papers.*
Proposed by Cllr Temple, seconded by Cllr Redington to accept the recommendation. All agreed.
Discussion regarding the term of the contract. Although the recommendation above is for 1 year – it was suggested that a 3-year contract would be more appropriate and that this would enable the role to be in place until the end of this Council term. 6-month probation suggested. Contract term of 3 years with a 6-month probation period agreed by all.
- *Property/ legal updates if any.*
New property purchase - Awaiting date for exchange and completion.

There being no further business the meeting closed at 8.45pm.

Signed

Dated

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Town Hall at 6.30pm on Thursday 15th February 2024.

PRESENT:	Councillor	S Flunder – Town Mayor
	“	P Davy
	“	V Gladwell
	“	P Goldsmith
	“	J Miller
	“	M Palmer
	“	V Redington
	“	J Sutton
	“	R Temple
	“	M Wells

Also present: The Town Clerk.

Cllr Miller signed the Declaration of Acceptance of Office of councillor prior to the meeting.

1. a) **Apologies:**
To note/approve apologies for absence. Apologies for absence were received from Cllrs Beavan and Jarvis. All apologies were 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.* Nil.
 - c) *To receive Declarations of Non-Registerable Interests regarding the agenda.* Nil.
 - d) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.* Nil.
 - e) *To note that the Register of Interests of all Members is to be completed within 28 days of the election and updated thereafter with changes as they occur.* Noted.
3. **Public Participation**
 - a) Public - To receive comments on matters on the agenda (*each member of public will be allowed a maximum of 3 minutes*). (*10 minutes will be allocated overall for this section- subject to Town Mayor discretion*).
There were no members of the public present.
4. **Date of next Town Council Meeting: Tuesday 27th February 2024 at 7.30pm.**
(presentation by Sizewell C at 7pm)
5. **Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was 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.*

Proposed Property Purchase - to consider and if agreed approve way forward.
See confidential supporting notes attached.

No decisions required.

Verbal legal updates in relation to other council properties

Hurren Terrace gable end and toilets. Report from surveyors has been received. No real structural issues found in survey – the information is now being collated to go out to tender.

EPC for the council owned flats in the area indicate that wall insulation is required to improve the EPC rating – this to be advised to the surveyors so that this can be incorporated within the tender above.

Hurren Terrace – an existing tenant has asked about the possibility to provide them with extra space - Landlords to consider.

Klondyke – new skatepark - solicitors are ready for JCT signature by both parties. 6 week build programme.

Putting Green – it was agreed by all that in principle the tenant could have approval to provide breakfast (they have requested until 11.30am each day).

Signed

Dated

SOUTHWOLD TOWN COUNCIL

Minutes of the Planning and Development Committee meeting held. at the Town Hall, Southwold on Tuesday 6th February 2024 at 6pm.

PRESENT: Councillor
“ S Flunder
“ V Gladwell
“ P Goldsmith
“ M Wells (Chair)

Also present Town Clerk

1. **Apologies:** *To receive and approve apologies for absence.*
There were apologies for absence from Cllr Temple – 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.
Cllr Flunder – on Hut W19 Blackshore, as on Harbour Management Committee who are replying as well.
 - c. To receive any declarations of Non Registerable Interest. Nil.
 - d. To receive any request for dispensations regarding the agenda. It was agreed by all that Cllr Flunder could remain in the meeting to be asked questions re Hut W19 Blackshore.
 - e. To receive details of any lobbying to members.
Cllr Flunder – on Hut W19 Blackshore as on Harbour Management Committee who are replying as well.
3. **To receive and approve the Minutes of Tuesday 23rd January 2024.** The Minutes of the meeting of Tuesday 23rd January 2024 were agreed by all.
4. **To receive comments from the public on matters on the agenda** *(each will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).*
Nil.
5. **Planning Matters:**
 - a. **To determine the Town Council response to the following applications:**
See attached for details of applications
 - i) DC/23/0169/TCA – T1 – False Cypress fell to ground to facilitate light and alleviate root problems with drains, 30 Stradbroke Road. ESC consultation deadline 9th February 2024.
No objection so long as the applicant will plant another cypress within their boundary.
 - ii) DC/24/0238/FUL – Retrospective Application – Retention of 2 pedestrian timber gates set within existing openings of brick boundary walls of dwelling house, The Mount, 14 North Parade. ESC consultation deadline 13th February 2024.
Agreed by all that this was an improvement. No Objection.

iii) DC/24/0173/FUL – Revised design of first floor extension over existing roof terrace, Homeleigh The Common. ESC consultation deadline 14th February 2024. It was agreed by all that this was much more in keeping and felt more suitable for the location. No objection.

iv) DC/24/0163/LBC – Listed Building Consent – Removal of existing wall to create one additional parking space; erection of new flint cobble wall and rear access, 23 Park Lane. ESC consultation deadline 14th February 2024.

Refuse as per the comments submitted on the FUL application. An additional comment to be added that there is additional free car parking available within a short distance which alleviates the need for this wall to come down for excess parking on the site and to note that this would necessitate a dropped kerb to be put in which in effect would reduce the on road parking outside the property for all users.

v) DC/24/0164/CLE – Certificate of Lawful Use (Existing) – Selling locally sourced food, drinks and other complimentary goods, Fisherman's Hut W19, Blackshore. ESC consultation deadline 15th February 2024.

It is understood that this is a new set up business for non-wet fish (wet fish = previous use). There was not much information about the retail offer, how local the produce was for the offer at the harbour, times/ days of opening throughout the year, parking provision at the site, health and safety issues on site. It was felt that this is a totally different offer to the previous use.

It was agreed by all that the Town Council reject this application on the basis that there is not sufficient information to make knowledgeable comment re material planning facts. Please supply more information to the town council on the comments noted above.

vi) DC/24/4128/LBC – Listed Building Consent – Alterations to the boundary treatment to the south east, minor internal alterations to the third floor and a preventative drainage scheme, The Old Water Tower, the Common. ESC consultation deadline 20th February 2024.

No comment from the Town Council.

vii) DC/24/0290/TCA – One sycamore pollard to remove, the pollard is approximately two meters in height with approximately two years of growth, the tree is on the fence line and in close proximity to both properties. One silver birch to crown reduce by approximately 1 metre, 64 Pier Avenue. ESC consultation deadline 21st February 2024.

It was agreed that there was no objection but applicant to be requested to replace the one to be removed.

- b. ESC decisions and applications to ESC Committee. See attached. No matters for attending.
- c. Any new Planning Inspectorate Appeals Lodged. – nil
- d. Any licence applications/decisions to consider – Nil.
- e. Review of street trading policy – consultation to 17th March 2024. Planning cttee members to review the presently excluded streets to see whether these are still appropriate. Pier Avenue/ Queen Street to be added if not already included.

f. Planning committee member new call-in information – as circulated.

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

In view of the number of apologies for 20th Feb, it was agreed that the cttee would meet again on Tuesday 27th February 2024 at 6pm.

Signed

Dated

Minutes of Southwold Town Council Landlords Committee meeting held 15th February 2024 at 9.00am Town Hall Southwold. Rep LL 02.24

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

1. **Apologies:** To receive apologies for absence. Cllr Goldsmith – approved.
2. **Declarations of interest:**
 - a. To receive any declarations of Non registerable Interest regarding the agenda. Nil
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interests regarding the agenda. Nil
 - c. To receive any request for dispensations regarding the agenda. Nil
3. **To receive comments from public.** Nil
4. **Minutes/ notes of the previous meeting** – noted and agreed for signature.
5. **Update on repairs 2023.2024 and planned works 2024.2025.**

Spreadsheet of work in progress and those required circulated to all.

The main focus of this meeting was on the EPC certificates with discussion on how to improve EPC ratings for the Hurren Terrace / Station Road properties.

Each EPC considered in turn. Some needed wall insulation – external/ internal, some need additional insulation, and some reports mentioned the need for improving heat loss from windows.

It was suggested that the cttee start looking at the works required in Flat 1 and then to use this as a template moving forward.

Secondary glazing is required – it was suggested that Waveney Windows/ Polycastle be approached for quote.

Cllr Wells and Cllr Gladwell offered to visit tenant to discuss the EPC and to assess the next steps required. Agreed.

Once a template has been established there will be a format in place for each property.

It was also suggested that as the gable end at the rear of H T is being considered for renovation – any external wall insulation required in this area ought to be considered at the same time. Agreed to notify the project team who are putting forward the spec of works for the rear of H T to add this as an additional tender item.

EPC requirements to be checked as a property becomes empty to ensure that additional works are considered before reletting.

Discussion about EPC ratings needing to improve – government guidelines/ timescales to be considered.

Ring Doorbells – as mentioned by the police as an anti-social behaviour upgrade. Discussion re whether these ought to be offered in the council properties. Costs were considered for purchase and annual fee required.

After full discussion it was considered that the furtherment of a CCTV project for the town would be a better solution.

Quotes for Works/ updates

- a) **Workshop door – 2 quotes received. 1) £1772 plus Vat (£2126)- works could be undertaken within 6 weeks, 2) £2619 inclusive of Vat reduced to £2319 by using existing lock and handles – work could be undertaken within 6 weeks.**
It is recommended that Quote 1 be approved.
- b) **New store room at 21 Market Place – 2 quotes received 1) £10,401 plus VAT – (£12,481) could be done within 6 weeks. 2) £11,088 inclusive – could be started by end of March 2024. It is recommended that quote 2 be approved.**
- c) **Flat roof – Unit 9 H T – quote received to renew roofing following emergency temporary repair. Total cost £2448. Mixbrow arranged the temporary repair. It is suggested that they be asked to arrange this follow up works. Agreed by all to recommend.**
- d) **North Parade Shelter – needs painting and guttering repairs.**

Emergency gutter repairs and roof tile repairs are being carried out following anti-social behaviour.

Painting – quotes 1) £2785 inc materials – work can be done by end March 2024. 2) £2455 including materials. Work could be done by end April.

Graffiti paint was mentioned – this would be an additional £800 – £1200.

After full discussion, it was agreed to recommend that quote 1 be accepted. Graffiti paint not required due to costs.

Discussion re CCTV cameras in the area to aid with detection of anti social behaviour.
- e) **7 Hurren Terrace – Fire alarm upgrade for HMO requirements. Costs provided by supplier of the system - £11,616 including Vat. After full discussion it was agreed that this cost was not viable. Property could be let to one family, or 2 individual people on 1 lease without it being an HMO. It was agreed to recommend that the property be relaunched to let as a family home through the Ukrainian refugee referrals as well as through local advertising.**
- f) **Flat 1 H/ t – Tenant has reported some mould appearing in the bedroom. Extractor fan to be costed New Flooring in the link between the bathroom and toilet also to be costed.**
- g) **Hard wire test at 25 Market Place has failed – works required. Tenant will organise an event elsewhere whilst the premises need to be shut for 1 day to rectify the electrics.**
- h) **Unit 5 Hurren Terrace – Tenant has contacted with some concerns at the property. Some of these are likely to be picked up after Party Wall completes re Station Rd. Cttee to pick up those outside the scope of the P W works.**
- i) **25 Market Place refurb works – extra elevation of lime to be plastered under original contract. Completion date awaited.**

6. Grant availability for insulation/ property repairs etc.

Town Clerk noted that there are some grant funders offering funding for insulation, solar panels etc. Cttee to consider these opportunities when reviewing/ undertaking the maintenance programme.

7. Date of next landlords cttee meeting. 21st March 2024 at 9.00 am.

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

9. Exclusion of Public and Press: Pursuant to section 1 (2) of the Public 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.

Legal Advice Tender for works Rent/lease reviews.

Recommendations

Quotes for Works/ updates

- a) **Workshop door – 2 quotes received. 1) £1772 plus Vat (£2126)- works could be undertaken within 6 weeks, 2) £2619 inclusive of Vat reduced to £2319 by using existing lock and handles – work could be undertaken within 6 weeks.**

It is recommended that Quote 1 be approved.

- b) **New store room at 21 Market Place – 2 quotes received 1) £10,401 plus VAT – (£12,481) could be done within 6 weeks 2) £11,088 inclusive – could be started by end of March 2024.**

It is recommended that quote 2 be approved.

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Painting – quotes

1) £2785 inc materials – work can be done by end March 2024.

2) £2455 including materials. Work could be done by end April.

Graffiti paint was mentioned as a desirable by the cttee – this would be an additional £800 – £1200.

After full discussion, it was agreed to recommend that quote 1 be accepted. Graffiti paint not required due to cost.

**LEISURE AND ENVIRONMENT Cttee notes – from meeting held on Wednesday 31st
January 2024 at 9.30am**

REP L and E 1/2024

Item	Subject	Details
1	Present	<p>Cllrs Goldsmith (PG), Palmer (MP) and Wells (MW).</p> <p>MEETING NOT QUORATE. Discussion Only.</p> <p>Also present the Town Clerk. No members of the public.</p>
2	Apologies and Declarations of Interest	There were apologies for absence from Cllr Redington and Cllr Sutton.
3	Minutes of the previous meeting	<i>To note the minutes of the previous meeting - notes from Oct 2023. All agreed.</i>
5	Standing Orders- public section.	
6	Environmental matters – timelines and completion dates	<ul style="list-style-type: none"> <p><i>Ferry Road Garden and the area to the side and behind it – including ongoing request for volunteers, water bowser, accessibility, additional plants, formal opening date, request for information board. Location of Salt Pot. Going to try and get – disabled access/noticeboard. Salt Pot – leave where it is due to costs of moving and the fact that it can be well seen in the present location. Someone will be needed to do monthly gardening of Ferry Road Garden supported by work of volunteers.</i></p> <p><i>Noticeboard – funding is being applied for – it will serve as a thank you to the volunteers with sponsors logos, history re the location of the site and referencing the location of the Salt Pot. Cllr Wells to donate heather. Cllr Goldsmith to ask Robert Beevor for bluebells/snowdrops. Plants/bulbs need to be English of blue/white colour.</i></p> <p><i>Opening date – Wednesday 6th March 2024 at 9.30am.</i></p> <p><i>Water for the site is being organised by Cllr Wells via the provision of an old bath. Water bowser – Cllr Goldsmith to collect.</i></p> <p><i>Connection of Jubilee Bridge to Ferry Rd Garden. James Mellish has visited site and is preparing a funding application to extend the access from the bridge to Ferry Road Garden. This might need to be a set of wooden steps as the slope at the rear of the garden is significant.</i></p> <p><i>Marshes update (alongside landlords cttee) – recent meeting held with tenant – update provided by the Town Clerk. Further meeting arranged after the low tides to assess how much water still needs to be drained.</i></p> <p><i>Other garden maintenance works updates – including Gardner Rd verges. Members advised that they would provide details of any possible handy person/ gardener they become aware of.</i></p>

7	Leisure and Other matters	<ul style="list-style-type: none"> • <i>Shelter on North Parade project update.</i> This is being progressed by the Geography Academy and James Mellish. Designs have been drafted and a board will be produced by EPS Transfers. Shelter will need painting in advance of the boards being erected. • <i>Community Payback / community self-help scheme projects</i> – seafront railings project is on their list for 2024. • <i>Fingerpost for Field Stile Road.</i> Fingerpost is held at Town Hall – await formal licence from ESC. • <i>D Day 80th anniversary commemoration event 6th June 2024 – update</i> – piper booked. Beacon will be lit. Options for music – Leiston Town Band/Wrentham Brass Band, Council suggested fireworks could be incorporated – these have been provisionally booked. Cllr Wells to source poems/sound system for piper/poetry. It was noted that some other towns/ parishes are not doing anything for the event due to the time of year and being midweek. • <i>Public wi fi – project update</i> – 31st March 2024 deadline. ESC is working with the providers and the Casino to ensure installation can happen within the timescales. <p>Future projects to consider;</p> <ul style="list-style-type: none"> • <i>Water Fountain for electricity green.</i> After full discussion it was agreed that Electricity Green is not the most appropriate place for a water fountain. However, acknowledging that water would be useful for the garden, Cllr Wells offered to see if the water butt could be connected up, and will check also re the water bowser. • <i>Charter Lunch 2024</i> – it was agreed by all that this would be good to re-establish after the Covid years of not doing it. Consider possibility of linking to 50 years of Local Government. • <i>CCTV – quotes</i> –agreed by all to recommend that the CCTV quote for the Town Hall be accepted. See quote attached. To be located on balcony to view both sides of High Street/ East Street as a anti social behaviour deterrent. Police are aware. • Cllr Wells – showed an example of stickers which could be used on bins and suggested that ‘feed the bins not the gulls’ could be produced for the council bins. Agreed by all.
8	Date of next meeting	Tuesday 19 th March 2024 at 9.30am.

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.

- ***CCTV – quotes*** –agreed by all to recommend that the CCTV quote for the Town Hall be accepted. See quote attached. To be located on balcony to view both sides of High Street/ East Street as a anti social behaviour deterrent. Police are aware.

Minutes of the Roads Committee meeting held Friday 9th February 2024 at 2pm at the Town Hall.

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

Also present, Town Mayor Cllr Flunder (SF) (ex officio) and Town Clerk (LB). Also, SCC Ward Cllr M Ladd (ML).

Also present a member of Reydon PC and 4 members of the public.

Agenda

1. **To receive apologies for absence** – Cllr Palmer.
2. **Declarations of interest:**
 - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Nil
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Nil.
3. **Public section** - *for members to speak on matters relating to the agenda items under consideration. Max of 30 minutes will be given to this section. Discussions at the discretion of the Chair of the Cttee.*

Comments from public related to the questionnaire.

A Member of public asked why the consultation had taken place, and what data was held to suggest the need for improvements.

A member of the public spoke re drop in 22nd/23rd September. What was the outcome?

The Town Mayor explained that the drop in was in relation to a one-way system and the majority of people were against this so no further action will be taken on that.

However, at the drop in members of the public said that there were lots of concerns and that change is needed.

A query was raised as to the suggestion of a pedestrian crossing outside Tesco. Where did that suggestion come from? A member of the public advised that there is a need to preserve parking spaces as there is more parking in other towns – so if parking is lost there could be a drop in footfall.

Cllr Beavan advised that many other businesses commented the same as above and the cttee would therefore be looking where to put any crossings, whilst preserving parking.

Discussion re how representative the response was - 476 responses were received. STC hand delivered to all homes in Southwold, Reydon carried out limited hand delivery in Reydon although the questionnaire did go online.

Q re the ability to make any changes being recommended. who has jurisdiction to do anything. It was confirmed that any recommendations would go to STC then to SCC Highways for further response and comments.

SCC Cllr M Ladd advised that any Highway requests will be assessed through SCC generic criteria to assess whether anything can be done.

Overview from Reydon PC - although they did not discuss because their meetings did not align.

1) 20mph = ok, 2) car parking = 50/50 thoughts, 3) loss of parking – concern i.e. 4 crossings = too many.

Q re enforcement for 20mph – how could this be done? Discussion re CCTV for anti-social behaviour. Maybe 2 cameras at Town Hall balcony to assist with anti-social behaviour police evidence – but they would not have ANPR.

SCC Cllr Ladd explained what a “courtesy crossing” is and that it is also known as a “pedestrian priority crossing”. SCC Cllr Ladd explained how these work and how they look. SCC Cllr Ladd advised that they do work well in other places.

Q re signage for a pedestrian priority area - signs would be advisory people entering the town. Mention was made that the low yes’s re Q3 was to do with the numbers of crossings being proposed. Some people just wanted 1 or 2.

The Town Clerk presented the consultation responses to all present – see attached.

4. **Update from SCC Ward Cllr Ladd** re local Highways matters, including Milestone maintenance programme, Potters Bridge and Quay Lane.

SCC Michael Ladd

Milestone – getting good feedback about repairs.

Potters Bridge – various joint meetings taking place to try and get a resolution to the clearance of the drains, culverts on an ongoing basis.

Quay Lane – meetings taking place to discuss the future of Quay Lane.

b) Safety matters – Cllr Palmer carried out a street audit last year – there are pinch points on A Boards/pavement furniture. Clerk to send A board/street furniture letter out to all businesses now to remind them of the regulations.

East Street width of highway

York Road doctors’ surgery = working well.

East Street – the recommendation is for the removal of 2 parking bays. There has been some objection from local businesses as parking will be lost – but highway and pedestrian safety will be improved. SCC Cllr Ladd Highways would recommend the taking out of both bays to make sure East Street becomes wide enough as per highway regs. All agreed to take 2 of the bays out as originally recommended by SCC Highways in view of the safety concerns along this stretch of road.

5. **Consultation**

- a) To receive information from the analysis of the consultation – analysis received and presented as above.

Cllr Beavan has also looked through the responses to assess the views of those who live permanently in Southwold.

Q1 = approx. 70% support

Q2 = approx. 70% support

Q3 – 30% = yes to all those proposed. Cumulatively 70% were in support of at least 1 crossing, 50% - 2 crossings, 30% - 3 crossings.

Q1 – 20mph. Discussion.

Where to start it? Start at mini roundabout? North Road to remain at 30mph?

Have signs up to remind you how fast you are going? Could have some of these?

SCC Cllr Ladd advised that he had spoken to SCC Cabinet re their 20mph policy - 20mph is an exception rather than a rule. SCC Cllr Ladd would need to support the application from the town council and SCC will need to assess the request against their policy.

If the start point is as per the above suggestion, the Millennium car park entrance would be included within the 20mph on way out of town, and a school bus stop would also be inside it, so the application should stand a good chance.

Recommendation - To ask that SCC Implement 20mph for Southwold from North Road – unanimous.

Agreed by all to request that the start of the 20mph be after North Road and after the Millennium Hall. Agreed for recommendation by all.

Q2 Resident parking exceptions. Discussion.

Cllr Beavan advised that there is no resident car parking scheme in Southwold/ESC.

Q2 explanation means that people could apply to overstay in a limited car parking bay.

Cllr Beavan advised that this would not affect many spaces and person/car has to be registered here. This was supported by 70% of Southwold residents. Could develop this further to include possibly carers etc.

It was asked whether a traffic regulation order for time limited bays is needed. Yes, it is.

After discussion it was agreed by all to recommend that there be a request to ESC to provide an extension of the existing residents parking arrangements in limited time bays as per the consultation suggestion, on the terms as presently required.

Q3 re pedestrianisation safety crossings. Discussion.

1) Sutherland House area would be favoured first as it has no parking spaces to interfere with.

2) Town Hall – entrance to East Street could be a second priority area as this a dangerous part of the High Street where motorists/ pedestrians are unsure of each other's movements.

Discussion re the place for raised areas. SCC Cllr Ladd explained that there are criteria at SCC about these – might need to be outside No 51/not Sutherland House as does not take parking place. SCC Cllr Ladd – cost of 1 approx. £100k.

It was suggested that 1) be around the Sutherland House area and one around Queen Street as this will bookend the High Street.

Discussion re Market Place accidents and people turning into East Street. Need to take safety on board with a duty of care for visitors. Discussion re change of road colour cobbles for Market Place area. It was suggested that the Highways safety team look at Market Place/Town Hall/East Street area as a separate piece of work.

Agreed the priorities for Raised Priority Crossings be as follows.

1) No 51/Sutherland House area.

2) Queen Street area

Recommendation – No. 51/Sutherland House, Queen Street to be costed. All agreed.

6. Safety matters

- a) Consideration of STC survey of pavements throughout the town with regards to width for prams/ mobility scooters etc – to consider and if agreed, to recommend the next steps. See above.
- b) East Street – width – to consider and if agreed, to recommend the next steps. See above.

7. To receive update on new Electric vehicle charger installations and Plug in Suffolk next phase of roll out.

Fast charger is being installed today in Gardner Road car park.

8. To consider the Nov 2023 Suggested Priority actions and to received updates as appropriate.

- a) signage discussions – these will be revisited and put to SCC for costing.
- b) permits for care workers – Cllr Beavan taking forward.
- c) Disabled Bays - Clerk to complete application for a parking bay on the High Street. Apply for disabled bay for the parking area outside URC and release the 2 on the cobbles (as this = difficult for wheelchairs).
- d) East Street – as above.
- e) Old Surgery – as above.

Cllr Flunder spoke re deterioration of surface outside Kings Head.

SCC Cllr Ladd has put this area forward for resurfacing.

f) Overnight parking on North Parade. SCC Cllr Ladd advised that ESC has money for a North Parade scheme. 4 hours = suggested timescales. Recommend ESC to action.

g) Common Trust – York Road to Water Tower – got Common Trust next week.

h) Blyth Road parking to come to next STC meeting.

9. **To receive feedback from Suffolk Enhanced Bus Partnership meetings.**

Cllr Jarvis has attended. Spoke about bus service being poor but the bus companies are struggling for drivers and can only do the routes they have and the need to join up with train stations.

Darsham is to become a hub for Sizewell, so it was suggested that STC pressurise Sizewell to improve the Darsham service to Southwold.

Cllr Davy – parking of buses/coaches outside shops at the Kings Head. Discussion re how to rectify. SCC Ladd – need to write to the coach companies/bus companies to suggest they stay at the Pier.

10. **To receive update regarding Easton Bavents car park** – car park is closed at the moment. The parking operator got a very bad reputation as many people were fined.

SCC Cllr Ladd – advised that the public cannot now get into the Easton Bavents car park area.

Ringo – provision of a card payment back up. Cllr Beavan has taken this to ESC.

11. **Date of next meeting** – mid/late March (do a doodle poll) for after 18th March.

There being no further business the meeting closed at 3.30pm.

East Street – the recommendation is for the removal of 2 parking bays. There has been some objection from local businesses as parking will be lost – but highway and pedestrian safety will be improved. SCC Cllr Ladd Highways would recommend the taking out of both bays to make sure East Street becomes wide enough as per highway regs. All agreed to take 2 of the bays out as originally recommended by SCC Highways in view of the safety concerns along this stretch of road.

20mph in Southwold – Recommendation - To ask that SCC Implement 20mph for Southwold from North Road – unanimous.

Agreed by all to request that the start of the 20mph be after North Road and after the Millennium Hall. Agreed for recommendation by all.

Resident parking in timed bays - It was agreed by all to recommend that there be a request to ESC to provide an extension of the existing residents parking arrangements in limited time bays as per the consultation suggestion, on the terms as presently required.

Recommendation re priorities for Raised Priority Crossings be as follows.

1) No 51/Sutherland House area.

2) Queen Street area

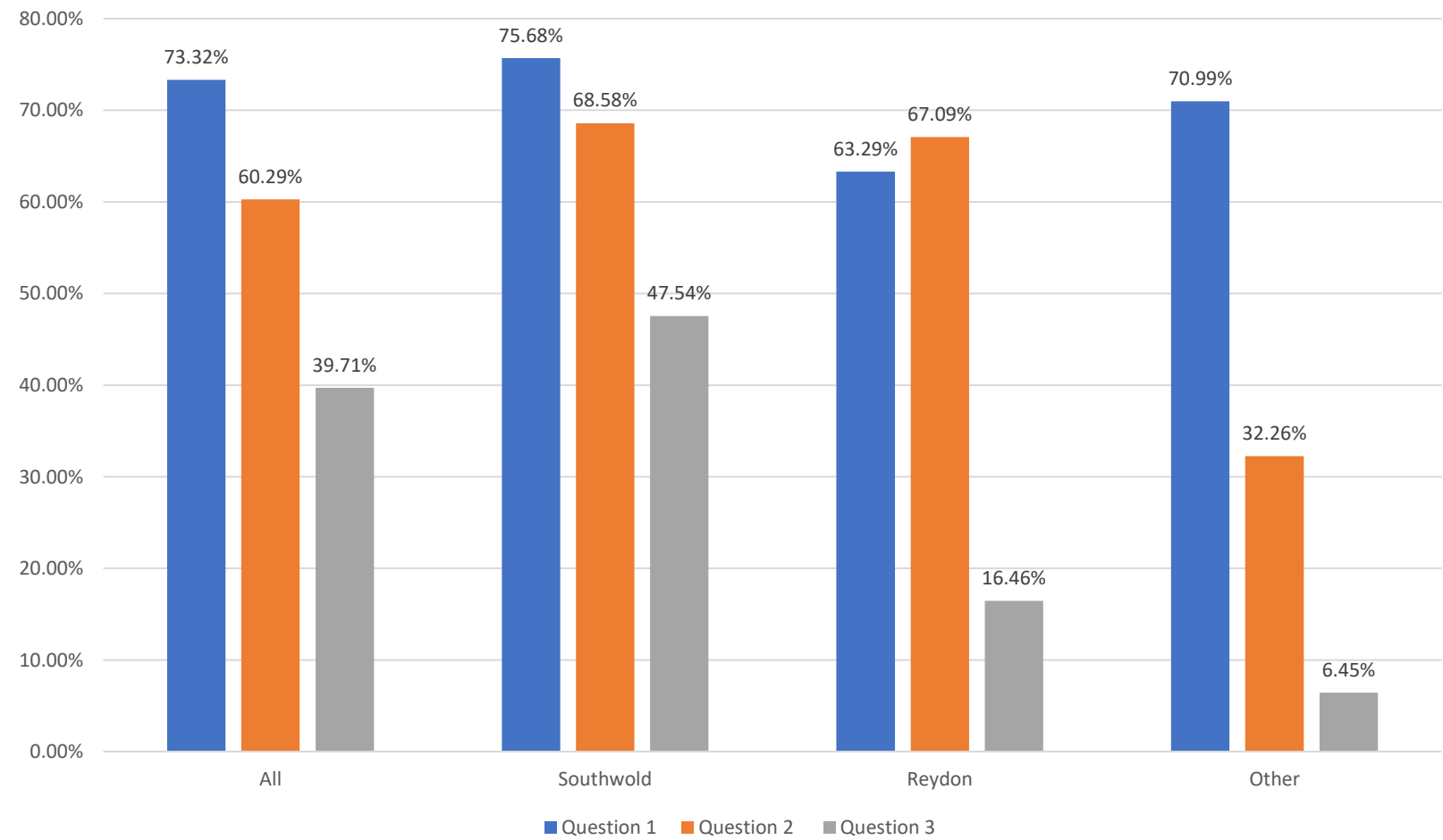
Recommendation – area by No. 51/Sutherland House, Queen Street to be costed. All agreed.

Recommendation - that the Highways safety team look at Market Place/Town Hall/East Street area as a separate piece of work.

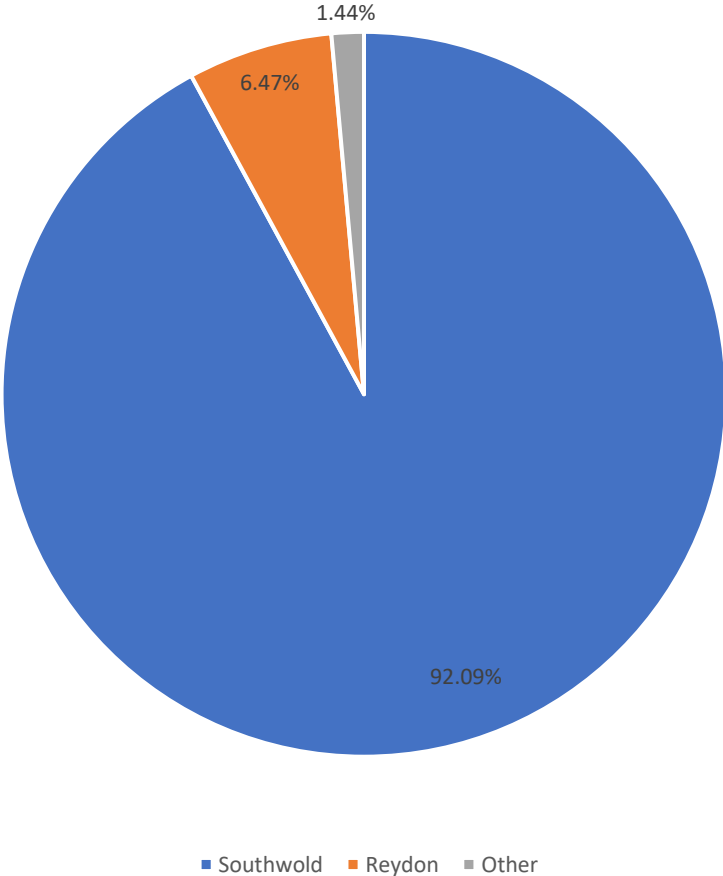
Roads Consultation results

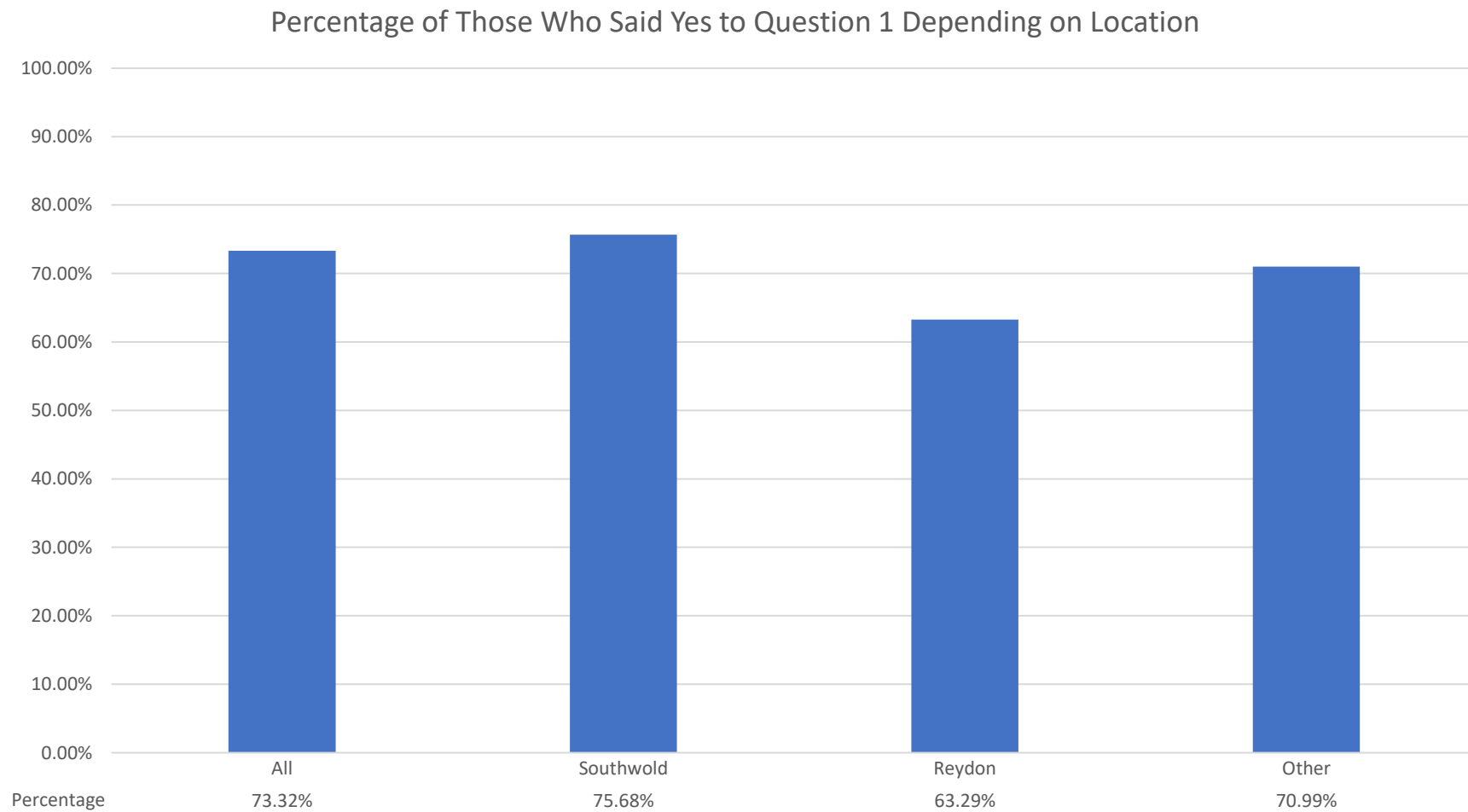
January 2024

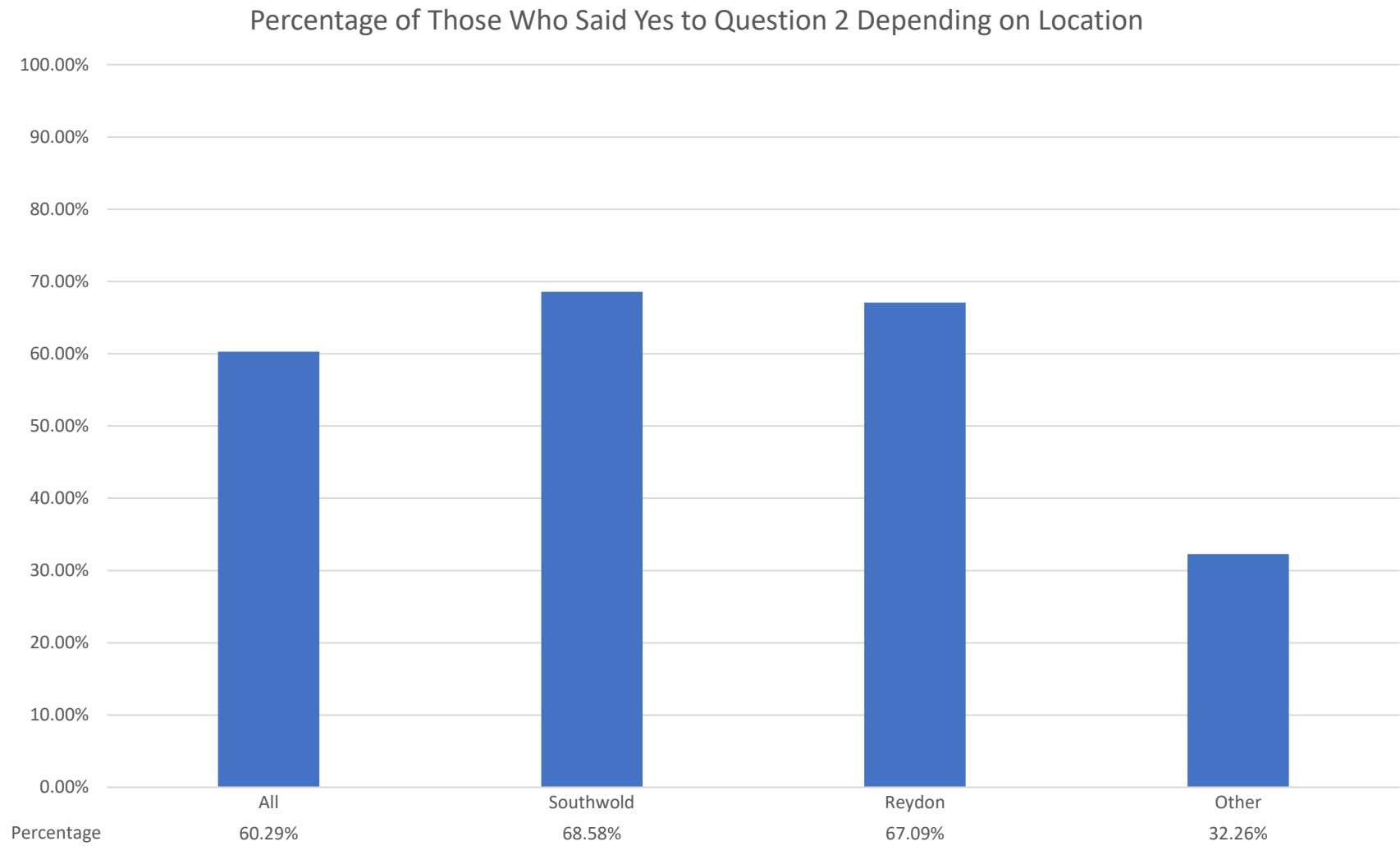
Percentage of Those Who Said Yes Depending on Location

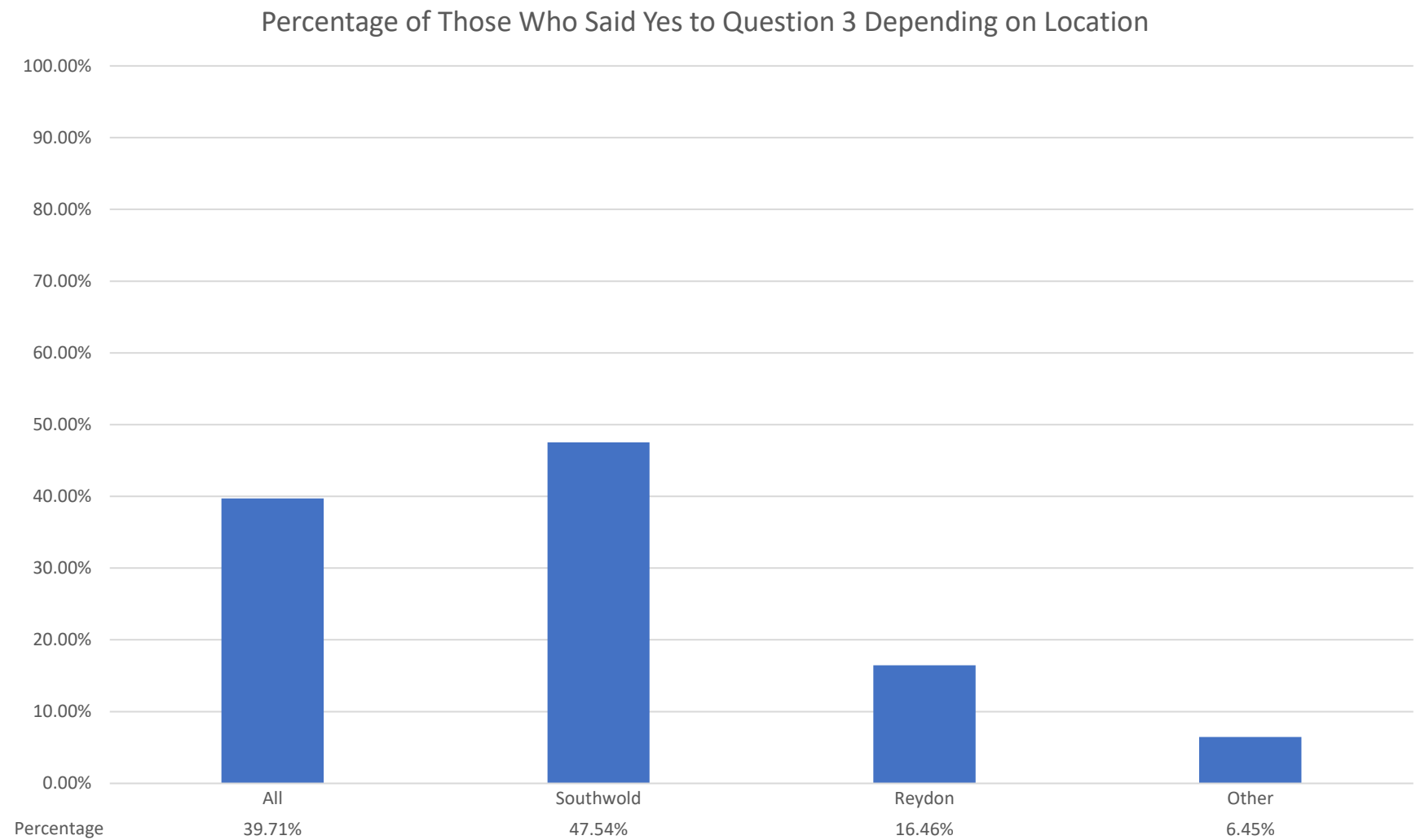


Breakdown of Those Who Said Yes to All Depending on Location

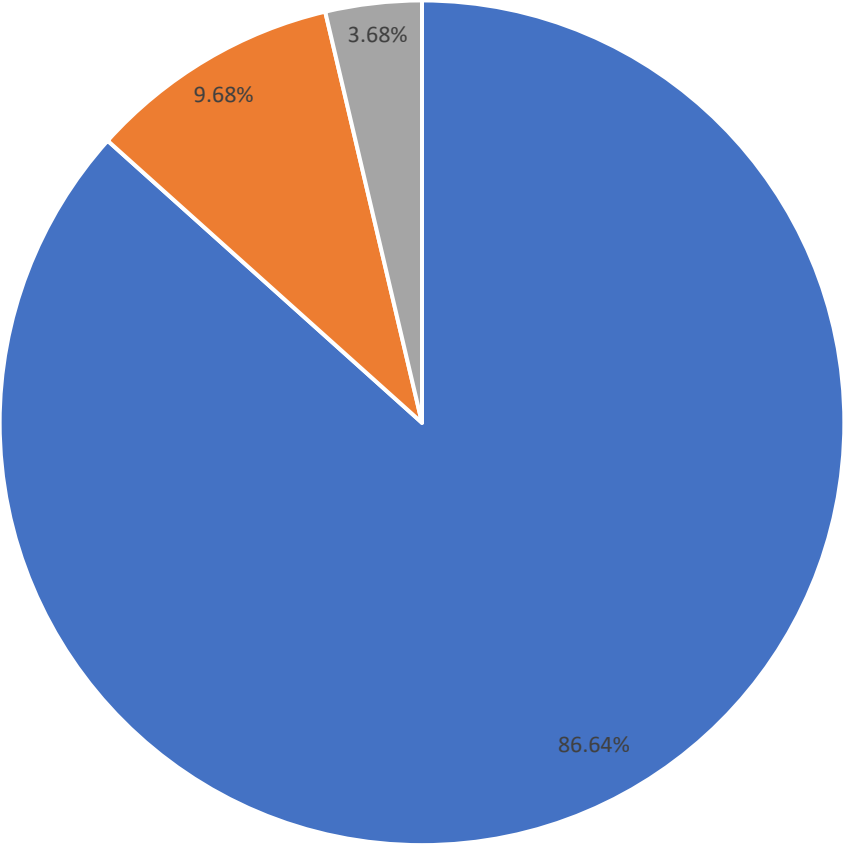




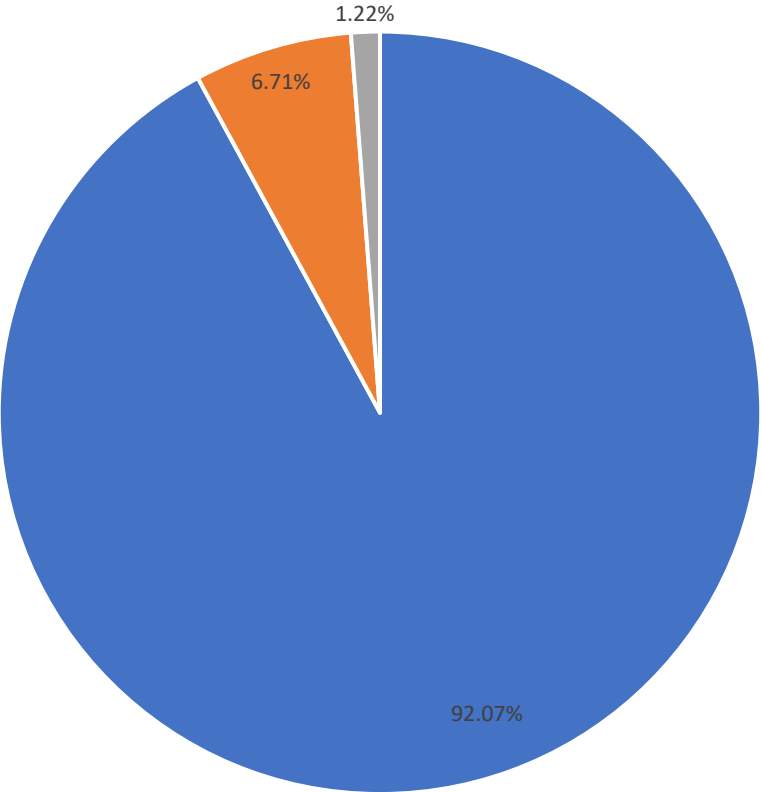


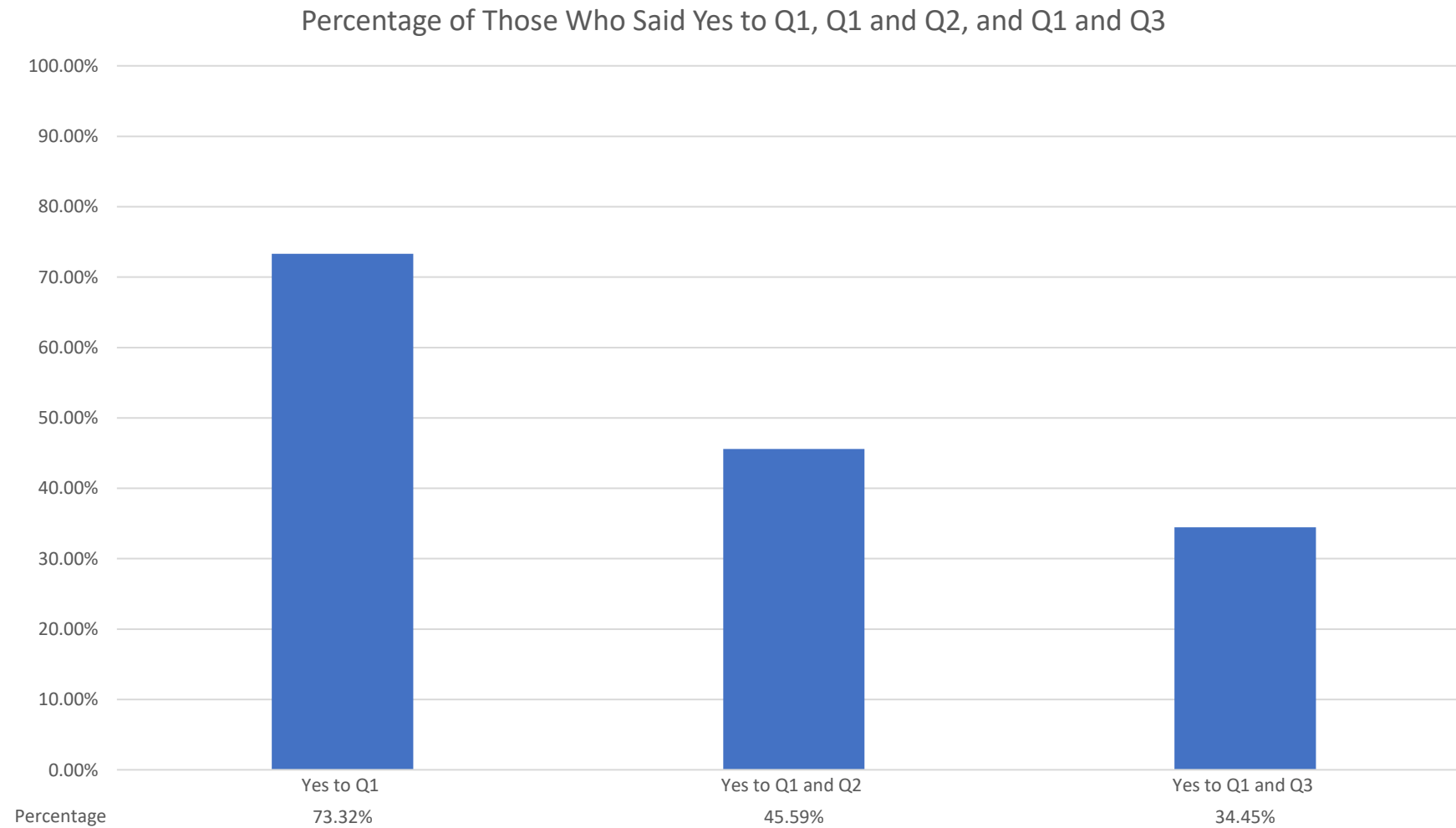


Breakdown of Those Who Said Yes to Q1 and Q2 by Location



Breakdown of Those Who Said Yes to Q1 and Q3 by Location







SOUTHWOLD TOWN COUNCIL

All businesses in Southwold and Reydon

Thursday 29th February 2024 at 5.30pm

The Reading Room at The Swan Hotel, Southwold

AGENDA

- 1) Presentation of the new business and community website – presented by Spring.
- 2) Presentation by Menta of the services/advice/signposting that they can offer to businesses and start ups followed by discussion.
- 3) Feedback from James Milnes and the sector leads of the individual community groups. Action required?
- 4) Any other business.
- 5) Date of next meeting.

Tea and coffee will be provided

Please confirm your attendance to: admin@southwoldtowncouncil.com