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NOTICE

You are Summoned to the Meeting of Southwold Town Council which is being held on Tuesday 30th April 2024 at 7.30pm at the Town Hall



Signed... *L. J. Beavan*

dated 24th APRIL 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 Meeting of the Town Council held on Tuesday 26th March 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.**
 - a) i) **Planning and Development Committee** - To receive the written report of the meeting of the Planning and Development Committee held on 9th April 2024.
No Recommendations.

ii) To consider the Town Council response to the following planning applications;
DC/24/1108/FUL – enlarged rear dormer at Caterer House, 39A Victoria Street
 - b) **Landlords Cttee** – To receive the report of the meeting of the Landlords Committee held 11th April 2024. *Recommendations in relation to property repairs, vacant properties. ***
 - c) **Roads Cttee** – To receive the report of the meeting of the Roads Committee meeting held 9th April 2024. *Recommendations in relation to 20mph zone, CIL funding request to ESC, Gardner Road verges, North Parade.*
 - d) **Leisure and Environment Cttee** – No meeting held.

e) **Membership of committees** – To note vacancies on Planning Cttee, L and E Cttee, Finance Cttee, Landlords Cttee, Roads Cttee.

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

a) **NSIP working group.** To receive update from the NSIP working group.
(Including Lionlink/Sizewell/Anglia One//Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project)

To consider and if agreed approve draft constitution for East Suffolk Communities Energy Partnership- see attached.

b) **Ferry Road Third Field- working group report**– to receive an update **

c) **Harbour Vision consultation working group** – to receive update and to consider and if agreed approve STC response to consultation.

d) **Harbour Revision order consultation – 3rd May – 15th June.** To form working group to draft town council response to consultation.

e) **Working Group vacancies** – To note vacancy on Communications working group. Meeting to be arranged.

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 Wells.

b) HMC/SAG/ Harbour Users — Cllr Beavan/ Cllr Gladwell.

c) Southwold Walberswick Flood Board — Cllr Beavan.

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

****Note: Discussions above may need to be considered as confidential as appropriate and dealt with in the agenda item 15 below.**

9. **Business meetings** to note that the next meeting for businesses/traders is to take place on 16th May 2024 – likely to be at Town Hall.

10. **Financial Matters**

a. *To receive report and recommendations of Finance and Governance Cttee – To receive report from meeting 23rd April 2024.
Recommendations include, donation requests.*

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

c. *Year end 2023 - 2024* – To receive update on investments and balances held, income and expenditure against budgets, earmarked reserves.

11. **Suffolk County Council Devolution Consultation** - Expiry May 2024. To consider and if agreed approve STC response.

12. **Forthcoming Meetings/ Events for Council/Councillors**
Play area course – Cllr Palmer.

Councillors

Photo shoot at Enterprise Hub – 20th May 2024

Opening of Charter Fair – 11.45am. 30th May 2024

Charter Lunch – Thursday 30th May 2024 12pm

Commemoration Service for 80th Anniversary of D-Day – Thursday 6th June 2024
7pm at St Edmunds Church.

Civic Songs of Praise – Sunday 23rd June 2024 11am

13. **Town Mayor updates including.**

a) *Events attended*

Official Opening of Southwold Pier/interview Radio Suffolk – Friday 29th March 2024.

Annual Town Meeting Monday 8th April 2024

Lions 50th Charter Anniversary Dinner – Saturday 13th April 2024.

SCC Chairman's Reception – Friday 26th April 2024

Rotary Club Charter Night – 27th April 2024

b) *Upcoming engagements;*

Charter Fair money to schoolchildren

Ipswich Guided Walk & Curry Dinner – 5th May 2024

Rotary Club Information Evening – 5th June 2024

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

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

Annual Meeting of the Town Council – Tuesday 7th May at 6pm

Full Council meeting – 28th May at 7.30pm

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

15. **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

SOUTHWOLD TOWN COUNCIL

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

PRESENT:	Councillor	S Flunder – Town Mayor
	“	Cllr Beavan
	“	P Davy
	“	Mrs V Gladwell
	“	Mrs P Goldsmith
	“	R Jarvis
	“	Dr J Miller
	“	M Palmer
	“	Mrs V Redington
	“	R Temple
	“	M Wells

Also present: The High Steward, The Town Clerk. SCC Cllr M Ladd.

1. a) **Apologies:**
To note/approve apologies for absence. Apologies for absence were received from Cllr Sutton. Noted.
2. **Declarations of interest:**
 - a. *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
All Councillors declared a disclosable pecuniary interest re 40A High Street.
Cllr Temple declared a disclosable pecuniary interest re The Red Cross Hut.
 - b. *To receive Declarations of Other Registerable Interests regarding the agenda.* Cllr Goldsmith declared an interest in property matters in view of her employer.
 - 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 to update the Register of Interests with changes as they occur.* Noted.
2. **Minutes:** (i) *To approve and sign the minutes of the Meeting of the Town Council held on Tuesday 27th February 2024.*
On the proposal of Cllr Wells, seconded by Cllr Miller it was RESOLVED by all to approve the Minutes of the Town Council meeting held on Tuesday 27th February 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.
ESC Cllr Beavan – at their last meeting ESC added ecological emergency to climate emergency. Biodiversity net gain added to planning.
ESC cannot at present see the benefit from SCC devolution deal.
Reydon Copperwheat Avenue will go to reserved matters next month. Will be affordable homes and principal resident clause will apply.
ESC is still talking to SCC on the Fire Station site on behalf of Hastoe Housing.

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

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

SCC Cllr Ladd – devolution deal consultation to 26th May 2024.

SCC is not keen on directly elected leader part of devolution. There are though many advantages to the devolution deal - especially financial.

Final part of Gull Wing bridge has been installed. Will be largest rolling bascule bridge in the world.

SCC received £7m to roll out for additional electric vehicle chargers.

Library consultation received 400 replies of which Southwold had 63 replies. Tender process now starting. 85% of respondents = satisfied or very satisfied with the library service.

Q re devolution

If people are not in favour of a directly elected leader for the SCC devolution deal what is the alternative?

SCC Cllr Ladd – a directly elected leader is not supported by many therefore SCC are hoping that this is what the responses to the consultation will be saying so that it can be fed back to national government.

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).

Nil.

5. To receive reports from Committees.

Members were advised that having a quorum has been difficult for some of the committees – therefore matters cannot get progressed quickly. Planning needs a quorum every 2 weeks. The Mayor asked that members consider joining Leisure & Environment, and Planning cttee.

Planning and Development Committee

a) To receive the written report of the meeting of the Planning and Development Committee held on 5th March 2024. No Recommendations. Noted and agreed.

b) To consider the Town Council response to the following planning applications.

Cllr Temple explained the applications;

i) DC/23/4599/FUL – Re-consultation – Single storey front extension, two storey side extension with carport, rear single storey kitchen extension, roof conversion and internal alterations, Churchill, 20 Hotson Road. No response now required.

ii) DC/24/0450/FUL – New front porch and bay window, side and rear two storey extensions and internal alterations, Churchill, 20 Hotson Road. A Design & Access statement has been provided and this is now a better application. No objections.

iii) DC/24/0785/FUL – Change of use from A1 shop with conditions to Class E, 40A High Street. No comments to be provided.

iv) DC/24/0609/LBC – *Listed Building Consent – Replacement, repair and improvement of windows to the front and rear elevations, 21 Park Lane.* In view of the Conservation Officer response, it was suggested that STC support the application. Agreed by all.

v) DC/24/0826/FUL – *First floor extension above the existing ground floor single storey extension, with no increase to the footprint, 20 Pier Avenue.* Applications within a Conservation Area need to enhance the Conservation Area. In this application there is a new west facing window which will overlook people in the vicinity. Agree by all to support the ESC officers thoughts on this application.

vi) DC/24/0864/FUL – *Repairs and minor alterations to balustrading to east and part north elevations, The Craighurst, 11-13 North Parade.* The reasons it is required was noted. No Objections. Unanimous.

Trees

- DC/24/0728/TCA – *Proposal: 1 x Tamarisk (Tree) – Fell, Marlborough Court, Marlborough Road.* Noted.
- DC/24/0913/TCA - *1 x Holly – Fell, Compass Point, Cumberland Road.* Noted.

c) **Landlords Cttee** – To receive the report of the meeting of the Landlords Committee held 21st March 2024. *Recommendations in relation to property repairs, submission of planning applications, vacant properties.*
The supporting paper was presented by Cllr Flunder.

Recommendation - Flat 7 Hurren Terrace – Fire upgrade requirements for an HMO are considerable - a second quote is being obtained. Whilst this might be a longer-term ambition for the property it will take some time to take forward should Council wish to.

It is recommended therefore that in the short term the property be let under Option a) above – rent to be ascertained from NPS and agreed, and property then to be advertised for short term let both locally and through SCC Ukrainian refugees team who might have a family who would be interested.

At the same time a business case for an HMO to be worked through for the longer term.

Recommendation – Flat 7 Hurren Terrace. Proposed to accept by Cllr Gladwell, seconded by Cllr Goldsmith. All agreed.

Cllr Gladwell spoke about the need to make sure the gutters are cleared.

Flat above Little Gems – EPC improvements to be considered.

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

To note temporary closure of Southwold Footpath 007 for maintenance works.

Footpath 007 – maintenance works on Walberswick side to be noted – these are now going to be done on a flexible basis.

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

a) **Leisure and Environment Cttee** – *To receive the notes of a working group meeting of the L and E Cttee held 19th March 2024. Recommendations – Play areas/ Town Sign/ stocks.*

Recommendations

Stocks from Bartholomew Green – The old stocks were deemed a hazard and have been removed and being held with Cooper and Denny who have assessed them and advise that new ones will need to be made as these are irreparable. Quote £2865.70. SCC Cllr Ladd has offered to fund £1k from his Locality Budget for 2024.2025. Recommend to proceed. STC to allocate £1865.70 from the L and E Budget to this project.

Agreed with 1 abstain.

Play area repairs – over the past 12 months one piece of play equip has been removed from Tibbys play area and the tunnels now need full repair. Cost £2493.17 agreed as an emergency repair.

Proposed Cllr Goldsmith, seconded Cllr Miller. Agreed by all.

Town Sign repairs – The Town Sign has been removed from Electricity Green due to the post and sign having rot which needs repair. Posts are on order and will be installed in due course. Quote received for the restoration of the Sign and making good - £750 including materials. Other quotes to be obtained. L and E request budget of £1k from the L and E Budget to select and proceed with project.

Proposed Cllr Goldsmith, seconded Cllr Miller. Agreed by all.

b) **NSIP working group.** To receive update from the NSIP working group.

(Including Lionlink / Sizewell/Anglia One//Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project)

Cllr Davy spoke re Lionlink latest announcements. Pressure groups is objecting to substation. Judicial review of substation will be known in due course. Cllr Davy suggested at some stage STC makes contact and gets information from these groups.

7. **Lionlink** – *To consider the draft Town Council response to the Lionlink. consultation.*

There are 2 options for landfall – Walberswick or Reydon (Southwold). The EIA Scoping Report is over 700 pages. STC is a statutory consultee. NSIP working group has drafted a response for Southwold which is specific to Southwold (Reydon and Walberswick are doing their own). Council considered draft report. Statutory deadline is 4th April.

Cllr Gladwell advised that landowners have been contacted about the need for bird surveys to be completed.

Proposed by Cllr Temple, seconded by Cllr Wells to approve the draft response.

Unanimous. Copy to be sent to other parishes and to go onto website.

8. **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 Wells.* Committee are considering the lessons learnt from last year. They noted that some High Street shops did not contribute much to the event.

b) *HMC/SAG/ Harbour Users – Including Vision Setting consultation - Cllr Beavan/ Cllr Gladwell.*

Cllr Beavan re HMC – see Harbour Vision consultation. Cllr Gladwell suggested that the consultation should have an option 5 and not that many were disappointed to learn that there is no longer a £11m budget for trailing arm. Cllr Beavan replied that it had been expected in as a grant and will hopefully be back in the budget soon.

Cllr Beavan advised that the harbour is being run by ESC and James Milnes is the new Manager. Discussion around fees charged by ESC in recharges.

Cllr Beavan advised that ESC can break down the recharges for anyone who wants to see them.

Members were advised that the Harbour Order consultation will also be out soon.

Sailing Club is holding an event at the end of June. Members were advised that STC has met the Sailing Club and Arts Festival group who will not now go for road closure on York Road but will try and direct parking to the car parks. Both groups are now working together and STC will be meeting with them again on 30th April.

Harbour Vision – STC will require a working group to form a response - Cllr Davy/Cllr Jarvis/Cllr Goldsmith/ Cllr Palmer and Cllr Redington volunteered to consider the consultation and come back to council. Agreed by all.

c) *Southwold Walberswick Flood Board – including Potters Bridge – Cllr Beavan spoke re the arrangements to clear the road. Reed bed on Easton broad has the most bitterns in the country but it is becoming tidal. Thatchers are losing reeds from the broad. Natural England are designing a bund to go above the bridge. Real time water depth signs might be required. Flooding could happen again anytime.*

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

Project Board took place on Monday – robust meeting to ensure contractors keep to the required timescales. Due to lift installation with Stannah lifts scheduled for 6th May 2024 – keys likely to be handed over 15th May 2024. CCF funding deadline is 31st May 2024 – letter going to Mixbrow to ensure they complete by 31st May 2024.

Project Manager and Employers Agent will continue to monitor completion date.

Operator lease has been exchanged - waiting for completion of construction and the appropriate period thereafter for the tenant to take possession.

Hub project is on budget.

Hurren Terrace gable end works are being delayed until all the party wall agreements for the Hub works have been discharged.

Shop/Flat are being advertised. Discussion on how to assess applications. It was suggested that the Landlords cttee take this forward and meet applicants and consider business plans etc.

10. **Business meetings** *to note that the next meeting for businesses/traders is to take place on 16th May 2024 – venue to be confirmed.*

Next one 16th May 2024. Spring met the leaders of the business groups yesterday to discuss the website.

11. **Town Marshes** – *drainage. To receive update.* Level of water has reduced and there is a big improvement in water levels. Health & safety executive have advised that there is a need for fencing either side of the footpath and the farmer is progressing this.
12. **Financial Matters**
 - a. *To receive report and recommendations of Finance and Governance Cttee – To receive report from meeting 21st March 2024.*
Recommendations include, policies, submittal of planning applications, donation requests,
Members noted that reserves will reduce due to projects starting.
Skatepark has started.
Electric Vehicle Charging points have been purchased and await meter to be installed. It was suggested that Finance Committee be given delegated power to approve the final decision on fee to be charged.
Proposed by Cllr Goldsmith, seconded by Cllr Miller. All agreed that delegated powers be given to the Finance Committee.

Donations

Tennis Club has advised that their request to draw down their pledge of £5000 is now required – agreed by all to pay.

Old Hospital Canteen request – further information has been supplied as requested previously. The Canteen operates under a subsidiary limited company which include the Nursery. There is a community aspect which connects both of these entities as well as the library – with visitors to all using the Canteen as part of their visit. Finance Cttee propose that a £1000 donation be made to The Canteen for their request for audio sound proofing, due to the community benefit element that the nursery and library receive from the Canteen. Donation to come from allocation 2024.25.

Discussion about the proposal. Town Clerk to check request is still outstanding and been covered by other grant providers and return request to Council if it is still required.

Literary Festival have requested a donation of £1000 to increase marketing of the Literary Festival – split between £604 for the leaflets with the remainder being a contribution to the costs of delivery of the leaflets. Discussion re the accounts and request. It is not clear what reserves are held by the festival and what these are being used for.

It was agreed that any event which brings people to Southwold is good for the economy of Southwold. Finance Cttee proposed that STC supports the cost of printing of the leaflets for delivery and that these should include the logo of the Council. It was agreed to recommend that a donation of £604 therefore be made to the festival for this purpose and that the donation be allocated from the donations budget 2024.25.

Proposed by Cllr Jarvis, seconded by Cllr Temple to provide a donation of £604 as per the above recommendation. Agreed by all.

Quotes

Planning applications: Casino new windows – Quote £800 to submit listed building application for replacement windows. Proposed by Cllr Goldsmith, seconded by Cllr Redington. Agreed by all to approve.

Red Cross planning application – Council has already confirmed approval of costs for pre planning at £13,500 whilst asking that the costs to get to full application be ascertained. These have been estimated at a further £13500. Discussion about costs. It was suggested that at this stage Council commit to the pre planning only and review once the planning response has been received. It was recommended that costs for pre planning only to be agreed at this stage. Agreed with 1 abstain.

‘Previous Mayor’ pin badges – other Councils provide their outgoing Mayor with a civic pin badge to honour their Mayoral tenure. The cost is in region of £16 per badge. In view of the 50th Anniversary of local Government and celebrations proposed in this regard for Charter Lunch, it was suggested that it would be appropriate for STC to honour previous Town Mayors with such a civic badge. 35 to be ordered for previous and future Mayors – civic budget to cover costs of approx. £560 to be proposed. Proposed by Cllr Redington, seconded by Cllr Goldsmith. All agreed.

Policies

Reserves and investment policy – discussion around the policy which also includes a reserve statement in 5.2. It was felt that these should be 2 separate documents. Note also that reserves as a percentage of book valuation to be updated to 5% (from 3%). (Book value to be updated as part of the budget process in 2024).

Following discussion, it was suggested that 6 months of salaries be included within the calculations as well as 5% of book valuation in 2024 budgeting. Proposed by Cllr Redington, seconded by Cllr Wells. All agreed.

Internal Control – para 7.1 – change from ‘the Chair of the F and G cttee completes’ to ‘a member of the F and G cttee completes’ In addition, a separate list of the checks required will be attached to the policy. Proposed by Cllr Redington, seconded by Cllr Wells. All agreed.

Statement of Independence of internal auditor – the Council confirms that the internal auditor does not have involvement in or responsibility for the financial decision making, management, or control of the authority or for the financial controls and procedures. The internal auditor is not personally connected to members and does not provide the software for Council accounting. The Council thereby confirms the independence of the internal auditor. The letter of engagement sets out the responsibilities and roles of the internal auditor in which Council considers that the statutory requirements for internal audit are met. Proposed by Cllr Redington, seconded by Cllr Wells. All agreed.

Grants/ donation Policy – It was suggested that Council take out reference to a donation of £250 – and replace with ‘at the discretion of Council’. Proposed by Cllr Redington, seconded by Cllr Wells. All agreed.

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

See attached.

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

c. *Investments – To receive update on investments and balances held. Received and noted.*

13. Forthcoming Meetings/ Events for Council/Councillors

2-day volunteering course CAS – Cllr Wells attending.

Play area course – Cllr Palmer attending.

14. Town Mayor updates including.

a) *Events attended;*

Commonwealth Day 2024.

Suffolk Justice Service Choral Evensong – Sunday 17th March 2024.

b) *Upcoming engagements.*

Annual Town Meeting Monday 8th April 2024.

Official Opening of Southwold Pier/interview Radio Suffolk – Friday 29th March 2024.

Lions 50th Charter Anniversary Dinner – Saturday 13th April 2024.

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

15. Consultations for council and individual consideration

- Street Trading Policy – consultation extended to 17th May 2024.
- Lionlink consultation to 4th April 2024 - Environmental Impact Assessment Scoping for the LionLink Multipurpose Interconnector Project – see above.
- Suffolk County Council Devolution Consultation to May 2024 – draft response to be sent by 26th May 2024.
- Southwold Harbour Vision Consultation awaited. See above.

16. Date of next Town Council Meeting: Tuesday 30th April 2024 at 7.30pm

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

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

Cllr Goldsmith did not take part in this discussion.

- *Property/ legal updates if any.*

To consider, and if agreed approve basis of property marketing for 1 Strickland Place - 250-year lease and principal resident clause covenant to be included in lease. Quotes from agents received.

Agreed by all to market through Durrants.

Cllr Goldsmith returned for the next discussion.

Fire and Police Station Site. Agreed by all to continue with research on these sites.

- *H R Updates* – To consider and if agreed approve recommendation of the Employment working Group. *See report from meeting 1st March 2024*
It is proposed that the admin asst rate of pay be increased to LC1 Scale 17 wef 1st April 2024. Agreed by all.

There being no further business the meeting closed at 9.45pm

Signed

Dated

SOUTHWOLD TOWN COUNCIL

Minutes of the Planning and Development Committee meeting held. at the Town Hall, Southwold on Tuesday 9th April 2024 at 6pm.

PRESENT: Councillor
“ V Gladwell
“ P Goldsmith
“ R Temple (Chair)
“ M Wells
“ 1 vacancy

Also, present Town Clerk

1. **Apologies:** *To receive and approve apologies for absence.*
There were apologies for absence from Cllr Flunder – 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. It was agreed by all that
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).*
There were no members of the public present.
4. **Planning Matters:**
 - a. **To determine the Town Council response to the following applications:**
 - i) *DC/23/0947/FUL – Rebuilding of front elevation as existing by way of repairs. Overhaul and upgrading of existing rear dormer window. New external joinery throughout with minor amendments. Demolition of existing garage to form 2 car parking spaces, 22 Stradbroke Road.*
Materials /design – no objections.
But now 6 bedrooms so need onsite minimum 3 spaces for cars in accordance with Suffolk Parking Policy.
In ord.
In ord for Town Council to support the application it will therefore need parking of minimum 3 spaces.
 - ii) *DC/24/0965/FUL – Revision to the approved scheme DC/21/4971/FUL to link the beach room to the dwelling with a glazed link, other details unchanged, 23 Ferry Road.*
No objection to this application.

iii) DC/24/0991/FUL – Replacement PVCU windows and door to property, Stepping Stone Cottage, Cumberland Close.

NPPF/ N plan and CAA 2024 state appropriate materials required. Discussion on whether UPVC would be appropriate in this area.

It was considered that in view of the NPlan and CAA specifications, UPVC is not appropriate in this area and therefore not on this property.

iv) DC/24/1003/TCA - Proposal: 1no. Beech (B1 on sketch plan) – 3m Crown reduction, 2no. Pine (P1 & P2 on sketch plan) – Remove low hanging branches, 49 Pier Avenue.
No comments.

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

c. Applications to ESC Committee. Cllr M Wells attended the ESC Committee to support a resident’s objection to a planning application. ESC Planning Officer recommended approval and the Committee agreed with this recommendation.

d. Any Planning Inspectorate Appeals Lodged.

Blackshore Cottage 1 Blackshore Southwold Suffolk IP18 6TA Ref. No:

AP/23/0053/REFUSE / Received: Mon 25 Sep 2023 / Status: Appeal In Progress. No update.

e. Any licence applications/decisions to consider – Street License re 5 Marketplace update. The Town Clerk notified the members on the ESC decision.

f. Any consultations to consider – Nil.

6. **Date of next Planning and Development Committee Meeting:**
Tuesday 23rd April 2024 at 6pm.

There being no further business the meeting closed at 6.30pm.

Signed

Dated

Minutes of the Roads Committee meeting held Friday 9th April 2024 at 1.30pm at the Town Hall.

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

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

Agenda

1. **To receive apologies for absence** – Cllr Sutton.
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.*

There were no members of the public present.

4. **Update from SCC Ward Cllr Ladd re local Highways matters, including;**

Update on East Street parking bays – went to SCC legal on 22nd March 2024. Formal advert being prepared for 21 day consultation. If no comments – legal process will go ahead. If comments – this will take longer. But it is a health and safety issue so it is hoped that it can be progressed by the summer.

Discussion re whether a temporary restriction could be put in place for immediate solution. Cones to be placed out.

Surface of area behind old Kings Head – ML advised that it is on the priority list but there is no timescale. Pier Avenue and some other roads are also on the list.

5. **Update from ESC Ward Cllr Beavan including;**

Update on residents parking in specified bays – DB advised those present to see ESC website for details.
6. **Update on matters from previous meeting including;**

20mph zone – it was suggested that STC apply for 20mph in the High Street first as it is expected that this could be agreed as an exception under the SCC 20mph policy. The policy is unlikely to apply to other areas throughout the town so these might be more difficult to align with SCC policy. Discussion re whether East Street ought to be added to the High Street speed limit request. Agreed by all along with Queen Street. (20mph request will therefore cover High Street, Market Place, East Street, Queen Street (but not Pinkneys Lane)).

SCC WS advised that a Speed survey would need to be carried out on every street for which a speed limit request is made for. WS advised that the Police and SCC consider that High Street is the best area to be applied for first.

Action – Town Clerk/WS to liaise over speed survey for East Street/High Street speed limit request. SCC costs likely to be £700, and the 20mph TRO is approx. £12k.

Funding – SCC will need to prepare a quote for STC to put in an Application for ESC CIL.

Entrance/ Exit to High Street build ups - Build ups – cost is likely to be £50k for two build outs – one to go by No 51/and one by chemist on Queen Street. Costing will come from SCC to STC.

ESC CIL application – application to be submitted for £13k for 20mph TRO as well as for the build outs costs of £50k approx. ESC CIL application will therefore be £63k - £70k.

Disabled bay outside URC – STC cannot apply for a disabled bay – STC request would be a change to the TRO – cost approx. £4k.

Alternative is to find someone in the High Street with a Blue Badge to apply instead – resident applying for a disabled bay can get one for approx. £800.

Safety Improvements for area outside Town Hall/ East Street entrance/ Market Place line markings – to consider – SCC could burn off the white marked lines/shapes which suggest that this is a pedestrian crossing. Town Clerk to ask WS formally to remove them.

7. **STC survey of pavements** throughout the town - to consider and if agreed, to recommend the next steps.
After discussion it was agreed to make sure the minimum width is always maintained. STC policy = 1.5m – 2m minimum.
8. **To receive update on new Electric vehicle charger** installations and Plug in Suffolk next phase of roll out including nomination of streets for a public EV chargepoint.
60p – new fast charger. 45p – Church Green 7kw.
Media release and signage to be organised.
9. **Signage Report** – to consider and if agreed to recommend next steps – cost/charges to be added to ESC CIL application to take this forward.
10. **Other matters**
 - *Gardner Road verges;*
to consider recommending that SCC transfer ownership to STC/ to consider purchasing type 1 to level surface
SCC maintain this as verge – STC to ask SCC for the verge ownership (covering solicitor costs) but ask SCC to improve/heighten the kerb stones on the corner to improve/stop water flow and damage. Council to be asked to agree informally that STC will maintain the verge and STC to do the kerbing by the Gardner Road car park should SCC not agree to do it.
 - *Lengthy standing of buses outside Fat Face* - discussion about taking away front bus stop for health and safety/visibility of junction of York Road. SCC Simon Barnett will approach bus companies and do consultation. (see subsequent alteration to the proposal following comms with bus companies who need all spaces to remain)
 - *Constitution Hill Verges* – to consider the erosion of the greens/ installation of kerbing –

ML provided the history – it was felt that kerbing would actually prevent cars from parking along Constitution Hill. No further action at this stage.

11. **To consider the Nov 2023 Suggested Priority actions and to receive updates as appropriate.**

North Parade – DB to find out about the ESC funding for limited waiting to stop overnight parking.

It was considered that there is a need to have spaces marked out.

Full Council to be asked for their views on limited waiting and what sort of times this should apply. Could instead put no parking between certain hours (unless a resident with a resident parking permit) or have an timed restriction.

ESC parking permits for essential care workers – see ESC website.

Potholes were discussed as the issues are ongoing – it was agreed to continue to encourage residents to report on SCC Highways reporting tool.

Discussion re road mender and dragon patcher. SCC have these on trial.

Potters Bridge survey – SCC have it on their works plan for 2024. Drains have been done. Grips still need doing.

Request received for Double yellow outside Godyll Road/York Road corner. Camper Vans sometimes park outside a residents house. STC/SCC to consider the concerns and what is possible.

Klondyke Skatepark – suggestion received for dropped kerb from the park onto Pier Ave being created. SCC advise that this would not be approved.

12. **Date of next meeting.** Wednesday 15th May 2024 2pm

Gardner Road verge - SCC maintain this as verge – STC to ask SCC for the verge ownership (covering solicitor costs) but ask SCC to improve/heighten the kerb stones on the corner to improve / stop water flow and damage. Council to be asked to agree informally that STC will maintain the verge and STC to do the kerbing by the Gardner Road car park should SCC not agree to do it.

ESC CIL application – application to be submitted for £13k for 20mph TRO as well as for the build outs costs of £50k approx. ESC CIL application will therefore be £63k - £70k.

North Parade - Full Council to be asked for their views on limited waiting and what sort of times this should apply. Could instead put no parking between certain hours (unless a resident with a resident parking permit) or have an timed restriction.