

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7.30pm on Tuesday 30th October 2018

PRESENT:	Councillor	Rowan Robinson (Town Mayor)
	“	D Beavan
	“	Miss A Betts
	“	I Bradbury
	“	C Cardwell
	“	Mrs S M Doy
	“	S Flunder
	“	Mrs J Jeans
	“	D Palmer
	“	Mrs M Tucker
	“	W Windell

Also present: 7 members of the public, the High Steward and the Town Clerk.

1. **Apologies:** *To receive apologies for absence.* Apologies were received from Cllr M Ladd.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Cardwell declared a Personal Interest re Suffolk Constabulary.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Nil.
 - c) *To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.*
Not applicable.
 - d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*
Noted.
3. **Minutes:** (i) *To approve and sign the minutes of the Meetings of the Town Council held on Tuesday 25th September 2018 and Tuesday 9th October 2018.* On the recommendation of Cllr Windell, seconded by Cllr Betts it was agreed by all to approve the Minutes of Tuesday 25th September 2018 and Tuesday 9th October 2018.
4. **Public Participation**
 - a) *To receive a report from Waveney District Councillor D Beavan.*
Cllr Beavan will then take questions from councillors and electors
WDC Cllr Beavan provided a written report for Council.

Questions to WDC Cllr Beavan:

Discussion regarding the items raised within the report;

- (i) Number of WDC properties in Southwold that have been sold. Cllr Windell clarified that some properties in Hotson Road, Chester Road and Corporation Cottages had been sold by WDC and it was considered that these amount to some 15

in total. Some tenants may have had the right to buy. Cllr Jeans asked that WDC be advised of the aims and policies of the Neighbourhood Plan and the Town Council Strategy and that they be asked to consider the principle residence restrictions for any future property sales.

(ii) Parking along North Parade – Cllr Tucker advised that this is dealt with in the Highways & Footpaths report.

(iii) Harbour – Cllr Beavan advised that a constructive meeting had been held between the Southwold Haven Port Users Group and Waveney District Council with regards to working together in the future. WDC are apparently considering a different model for the harbour. Cllr Palmer asked for clarification regarding the investment required for the harbour. Cllr Beavan suggested that the £20m referred to in his report probably includes the Blyth Estuary Partnership's financing analysis of works required upstream within this figure. Cllr Palmer suggested that he would therefore assume that WDC have taken note of the investment needed upstream.

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

SCC Cllr Ladd had provided a written report for the meeting. The Town Mayor read the report to those present.

c) *To receive comments from Southwold electors on matters on the agenda (each elector will be allowed a maximum of 3 minutes).*

(10 minutes will be allocated overall for this section- subject to Town Mayor discretion).

Bill Steele spoke on behalf of the Southwold Port Stakeholders Group. He advised that he had received responses from 3 Councillors to a letter that he had written individually to all Councillors and was disappointed at this response. Mr Steele advised that the Stakeholder Group are pushing for the 2015 Model for the Harbour to be implemented.

Mr Hancock spoke with regards to the clearance of the pond on Ferry Road referred to in WDC Cllr Beavan's report and asked when this work will be taking place. Cllr Beavan advised that work will be started by volunteers on Sunday/Monday.

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

a) *To receive the written report of the meeting of the Planning and Development Committee meeting held on Tuesday 9th October 2018. No recommendations*

On the proposal of Cllr Windell, seconded by Cllr Bradbury it was unanimously agreed to confirm the Minutes.

b) *To receive a verbal update from Planning and Development Committee on any further planning/development matters to be brought to the attention of the Council. To include landscaping on corner Mights Road/ Pier Ave, and meeting with Enforcement Officer.*

Cllr Windell advised that a meeting had been held with the Enforcement Officer at which the Planning Committee had highlighted the signage on the Kings Head and the front of White Stuff along with other matters for which no planning permission had been sought. Cllr Windell explained that the developer at the Service Station site has offered to landscape the corner of Mights Road/Pier Avenue and the Planning Committee have promoted that this work be carried out by a local landscaper. The developer has been asked to liaise directly with the landscaper and it was

acknowledged that there were queries with regards to the permanent structures on the site. Cllr Tucker advised that she would not be in favour of painting/repairing the existing bus shelter but would instead suggest that a new shelter be purchased, for example like the one on the Wangford Road. It was agreed that this would be an excellent solution. Cost to be ascertained and SCC Cllr M Ladd to be asked re the possibility of a donation from his locality budget.

c) *Leisure and Environment Committee. No meeting held - No recommendations.*

6. **To receive update on projects**

a) *Neighbourhood Plan – Consultation update, including feedback from public drop in session held 22nd October 2018.*

The Town Mayor advised that approximately 30 consultation feedback forms had been received the responses of which had been fairly positive. Stakeholders will need to be consulted and following pre-submission consultation a revised version of the Neighbourhood Plan will be published prior to the plan going to public examination.

b) *Parking - Consultation deadline 26th October 2018. Publicise public meeting to be held 12th November 2018 at St Edmunds Hall at 6.30pm.*

The Town Mayor advised that 253 responses had been received to date from residents following the recent consultation exercise. These are being analysed. The public meeting will be held on 12th November 2018 at St Edmunds Hall and those present were reminded to publicise the event. It was confirmed that the meeting would be open to all members of the public including employers/employees and it was agreed that a promotional leaflet would be delivered to businesses asking them to ensure that their employees were made aware of the meeting. Cllr Jeans advised that some residents have not understood how the parking consultation fits into the overall vision for parking in the town. The Town Mayor advised that he hoped that this would be explained appropriately at the public meeting on 12th November.

c) *Station Yard - Business plan – verbal update.* Cllr Jeans advised that the Business Plan Task & Finish Group has met to consider applicants for the Business Plan consultancy work and that this action is ongoing.

7. **Remembrance Sunday 11th November 2018** – *to note arrangements/events taking place throughout the day.*

The Town Mayor highlighted the events that the Town Council were organising for Remembrance Sunday 11th November 2018, together with other events taking place over the weekend.

8. **Bailey Bridge repairs works.** The Town Mayor provided an update for those present. Update is also available on the Town Council website. SCC has confirmed that its aim would be to reopen the bridge before Christmas 2018. Cllr Beavan advised that the Morton Partnership has offered to have a look over the structural report commissioned by SCC.

9. **To receive reports from Working Groups/Task and Finish Groups.**

a) *Neighbourhood Plan Task and Finish Group – see above.*

b) *Highways and Footpaths working group and Parking Review sub group – see report of meeting of 16th October as attached. Rep H and F 2/18. No recommendations.*
Cllr Tucker provided a report on behalf of the Working Group. With regards to the parking of larger vehicles along North Parade, it was confirmed that the issue of a Fixed Penalty Notice rests with Suffolk Constabulary. SCC has provided confirmation to the local PCSO of the traffic regulation which applies to those presently parking in this location overnight and sleeping within their vehicles/and/ or cooking. Thanks were extended to Cllr Cardwell for undertaking a role as a volunteer for the Police Authority in Southwold.

Bus Shelter outside Kings Head/Fat Face – Cllr Tucker advised that a significant number of meetings have been held between the Town Council, SCC and other stakeholders to establish the correct positioning for the bus shelter. These meetings took place prior to the commencement of the works to establish both the location for the shelter whilst the works took place, along with the location for the return of the shelter. Unfortunately, the shelter has been replaced in a position which was not agreed at these meetings and it was agreed by all that the Town Clerk should continue to lobby SCC to ensure that the bus shelter is returned to the correct location. It has also been suggested that a litter bin be installed on or around the bus shelter once it has been placed in its correct location.

c) *Landlords working group – see report of meeting of 15th October as attached. Rep LL 6/18. No recommendations.*

d) *Community Shuttle Task and Finish Group – no meeting held.*

10. **Correspondence:**

For consideration and agreement of a response if appropriate.

a) *Scottish Power Renewables – consultation 19th Sept – 29th Oct.*

b) *Suffolk design guide survey see www.suffolksdesign.uk – closes 31st October 2018 – members were encouraged to respond to the consultation as individuals.*

c) *WDC re CIL funding*

d) *Easton Bavents Tow Pile Repairs*

e) *Review of polling districts and polling places – consultation to 30th November 2018*

f) *AONB update – September 2018*

g) *Lowestoft Record Office – consultation to 1st November 2018*

h) *Suffolk Police – information re Halloween.*

i) *Local Government Boundary Commission re East Suffolk Council ward boundaries.*

11. **Financial Matters**

a) *To receive and approve the Accounts for Payment for October 2018.* On the proposal of Cllr Bradbury, seconded by Cllr Betts it was RESOLVED by all to approve the Accounts for Payment for October 2018.

b) *To receive the minutes of the Finance and Governance cttee meeting held 15th October 2018. Finance REP 9.18.*

Recommendations relating to; Donation to Xmas Lights Cttee.

It is the recommendation of the Finance Committee that Council supports the Xmas Lights switch on with agreement to a donation of £1000.

On the proposal of Cllr Betts, seconded by Cllr Jeans it was RESOLVED by all to approve this recommendation.

c) *Audit 2017/18 – to receive external audit report 2017/18.*
To consider actions required – Nil.

Thanks were extended to the Town Clerk for her work on the audit. Council noted that no action was required as a result of the external audit 2017/18.

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

Reports to be provided in written format and circulated to members prior to the meeting unless time allows for a verbal report to be given, subject to the Chairs discretion.

- a) *Allotment Association* - verbal update provided by Cllr Doy.
- b) *Southwold Harbour and River Users Association* – written report received from Cllr Bradbury.
- c) *Sole Bay Admiral Nurse Service steering group* – written report received from Cllr Cardwell who advised that the promotional event scheduled for 1st November 2018 will now be postponed to January 2018.
- d) *To consider request to appoint a Town Council representative to Harbour Management Meetings* – Cllr Windell advised that the Town Council has now been made aware of a “Harbour Management Group” which discusses operational matters at the harbour. Mr Hay Davison has suggested that following the death of Cllr Allen who attended for WDC, a Town Council member be present at these meetings. The Town Clerk has clarified to Mr Hay Davison that Cllr Allen had attended these meetings in her role as a Waveney District Councillor rather than a Town Councillor. Cllr Bradbury confirmed that Cllr Allen did attend these as a representative from WDC and that the Group has recently been praised by WDC Officers with regards to its role in the operation of the harbour. Cllr Flunder advised that he attended these meetings and was Vice Chair of the Group and that Cllr Beavan also attended. Discussion took place regarding the role that a Town Council representative would be required to have at these meetings. It was agreed that Terms of Reference would be helpful in order to clarify whether this is an operational Group or whether the discussions are strategic. On the proposal of Cllr Cardwell, seconded by Cllr Tucker it was agreed on a majority of 9 in favour, 1 abstain and 1 against that the Terms of Reference for a Town Councillor attending these meetings be requested.

13. **To receive update from Town Mayor of events attended/ matters to report including:**

Events attended.

Needham Market Civic Service – 14th October 2018

Neighbourhood Plan Drop In Event – 22nd October 2018

Noted

Forthcoming Events

Lest We Forget – 10th November 2018

Southwold & Reydon Society Annual Lunch – 14th November 2018

The Town Mayor noted that Needham Market have started an initiative providing packed lunches for school children during school holidays for those who are provided free school meals during term time.

14. **Town Mayor organisations - 2018/19.**

To receive details of the events specifically being held to support the Town Mayor's chosen projects/organisations for 2018/19.

Spring Ball - 16th March 2019

It's a Knockout – 6th May 2019

15. **Urgent Business:** to act upon any matter of a non-financial urgency, within the meaning of the Standing Orders, which may be brought to the attention of the Town Council with the consent of the Town Mayor previously obtained. *Nil*

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

Tuesday 27th November 2018 at 7.30pm at the Methodist Church Hall.

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

Property matters – no matters to report.

Personnel matters – no matters to report.

There being no further business the meeting closed at 8.52pm

TOWN MAYOR 27th November 2018