

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 27th June 2023.

PRESENT:	Councillor	S Flunder – Town Mayor
	“	D Beavan (arrived at 8pm)
	“	P Davy
	“	Mrs V Gladwell
	“	Mrs P Goldsmith
	“	Mrs C Kerr
	“	M Palmer
	“	Mrs V Redington
	“	R Temple
	“	M Wells

Also present: SCC Cllr Ladd, The Town Clerk and 2 members of the public.

1. **Apologies:**

To note/approve apologies for absence. Apologies for absence were received from Cllr Jarvis and Cllr Sutton whose 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. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Tuesday 30th May 2023.

On the proposal of Cllr Goldsmith, seconded by Cllr Wells it was RESOLVED by all to approve the Minutes of the Town Council meeting held on Tuesday 30th May 2023. All agreed.

4. **Public Participation**

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 was not present. See below for report.

b) *To receive report from Suffolk County Councillor M Ladd.*
SCC Cllr Ladd will then take questions from Councillors and electors.
SCC Cllr Ladd – SCC Fire Service is one of 11 services and is rated third in the Country. The recent inspection rated it ‘good’. Reydon station is 10 years old. On Suffolk day Cllr Ladd spent the day at Woodbridge Fire Station which is one of the first collaboration stations with police and fire. Crew is supported by Wrentham rapid

response vehicle. They also have a Cobra jet which can cut through brick walls and can be used in road traffic collisions. Fire Service advise that the dry weather is causing field fires and are keen to get the message out. It was asked whether the council could help to raise public awareness especially around users of the Common etc.

Question to SCC Cllr Ladd – how many tenders went to the harbour. A = 9. SCC are doing publicity giving advice as to how to try and prevent fires.

- 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.**

- a) *Planning and Development Committee - To receive the written report of the meeting of the Planning and Development Committee held on 6th June 2023 and 20th June 2023.* Cllr Temple provided the planning report. 80 Pier Avenue - planning was refused by STC. Re the planning Minutes of 20th June 2023 – alterations a) Cllr Wells (not present) and b) Cllr Temple declared a Personal Interest re the Fox Trust. Cllr Temple advised that Cllr Beavan is liaising with him on any application which goes to the ESC referral cttee as STC are not advised of these direct. The next STC Planning Committee date is Wednesday 5th July 2023 instead of Tuesday 4th July 2023.

To receive a verbal update from Planning and Development Committee on any further planning/development matters. Nil

- b) *Landlords Cttee – To receive a verbal report from meeting 22nd June 2023.*
Recommendation - To consider and if agreed, approve a budget of £3,000 for the design specification for additional toilet/shower facilities at the rear of the Station Road shops to be drawn up.

Cllr Flunder – provided a verbal report from the meeting of 22nd June 2023. New Chair of the cttee is Cllr Sutton. Committee reviewed the repair schedule for all properties. The work on Collen & Clare being undertaken by Cooper & Denny is very good.

Recommendation – Budget £3k for design specification for additional shower/toilets at the rear of Hurren Terrace – concern has been raised about the number of toilets in Block 1 at the Enterprise Hub, which meet the minimum standards, but does not provide additional facilities due to the space required. It has been suggested that some additional facilities could be provided within the STC owned buildings at Hurren Terrace.

Proposed by Cllr Flunder, seconded by Cllr Goldsmith. that a design specification be drawn up for placing additional toilets in this area. Budget £3000. It was agreed by all to approve this recommendation.

Cllr Flunder advised that all other shops would be able to use them as well.

- c) *Leisure and Environment Cttee – Meeting 6th July 2023.* Cllr Goldsmith – advised that Ferry Road garden looks glorious at present. Volunteers have done a great job. The Cttee is looking for a “weeding party” to help ongoing works on the site. Cllr Flunder – thanks to volunteers/agents for sorting the hemlock and alexander on parts of the Common.

6. **To receive reports from working groups:**

a) *Sustainable travel group – To receive verbal report from meeting with SCC 23rd June 2023.*

Recommendation - To consider and if agreed approve that this group be renamed 'Roads Cttee'. T of Ref to remain as at present and membership to remain as at present. Next meeting 21st July 2023.

Cllr Flunder had had a meeting/briefing from SCC re Highways about SCC and their traffic/TRO activities.

Recommendation - To consider and if agreed approve that the Sustainable Travel Group be renamed 'Roads Cttee'. T of Ref to remain as at present and membership to remain as at present. Next meeting 21st July 2023. Proposed by Cllr Palmer, seconded by Cllr Goldsmith. All agreed.

Cllr Flunder advised that the group could join up work from ESC/SCC re getting peoples ideas for what they would like.

b) *Comms working group – see report and recommendation from meeting of 6th June 2023. Recommendation in relation to Town Council volunteers manning a market stall to promote visitor attractions/events in Southwold/Reydon/Walberswick, including recommendation to consider approval of purchase of a gazebo. Budget £250.*

Cllr Kerr spoke on the suggestion of having a Market Place stall for visitor information in the absence of a Tourist Information Centre. Cllr Kerr offered to set up the stall and be on it on a Thursday – and would be asking councillors/friends to be on a rota on the stall on both a Monday and Thursday. It was considered that this would give a good presence to visitors and public and would give an outlet to publicise events on Southwold, Reydon and Walberswick.

A budget of £250 is requested for a gazebo to enable a stall to be manned from 10th July – 10th September. Proposed by Cllr Goldsmith, seconded by Cllr Kerr. All agreed

ESC Ward Cllr Beavan was asked to investigate the possibility of an ESC budgeted Tourist information centre for future years as this had always been an ESC provision before the funding was withdrawn.

Recommendation - It was suggested that ESC Ward Cllr Beavan be asked to take forward the possibility of ESC providing a pop-up Tourist Information Centre at least for the summer months. Agreed by all.

Council website – provision for organisations to publicise their events.

It is recommended that the Town Council approves a one-off fee of £300 to enable a diary system to be provided for organisations to promote their own events on the council website. (See Framlingham T C website as an example)

Proposed by Cllr Goldsmith, seconded by Cllr Wells. All agreed.

Cllr Flunder spoke about further website upgrades which the comms group will be taking forward.

7. **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) *Christmas lights* – Cllr Sutton is the representative on Christmas lights. Cllr Sutton and Cllr Flunder have met the Christmas Lights Team. Cllr Goldsmith is doing their licensing applications. They have had a donation of £1k anonymously. They have increased their public liability insurance to £10m. They will be deciding on a new Chairman as their present one is moving on.

Cllr Beavan arrived at 8pm.

b) *National Energy Projects – Sizewell/Anglia One/Eurolink/Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project* - Cllr Flunder – Judicial review has taken place. Sizewell is still supported due to employment opportunities. Wind Farms – local MPs are trying to get offshore hub which would have all windfarms leading into it. Judicial review still not heard so this could affect plans.

Public section – agenda item 4a) ESC Ward Cllr Report

Cllr Beavan provided the ESC report and apologised for being late having been to the launch of Freeport East which provides hope of new jobs for the area. Very exciting project. ESC have their CIL group meeting tomorrow - Southwold is in the highest CIL band and the Neighbourhood Plan gives 25%. On Monday ESC Strategic Planning meets – and it is hoped to give “triple lock” for all applications to have a chance to go to committee if local councils disagree with that of the ESC planning officer.

ESC Cllr Beavan – Ref Coastal Defences he is on Local Flood Board. Ref HMC – Cllr Beavan is not officially Chair yet but has been nominated by Cabinet. Will try and co-opt local people. There is a significant amount of work to do around the harbour including repair harbour wall.

There were no questions for ESC Cllr Beavan.

c) *Harbour Users – Cllr Gladwell* – last meeting was before Christmas. Due to meet in February/March so no meeting since the fire happened.

d) *SAG – Cllr Flunder* – next meeting 11th July 2023. Looking to see how they can be represented on HMC i.e. getting local people involved.

e) *Allotment Holders – Cllr Goldsmith* – much discussion comes under Common Trust. Allotment Holders will get quotes for iron bench around seat and around tree. Council to put drain covers over Rope Walk.

f) *Reydon and Southwold Pantry – Cllrs Flunder and Kerr* – Cllr Kerr advised that the pantry has got 5 star rating for food hygiene. Cllr Kerr does food collections and will go on hygiene course there will also be an initiative to help the 2 schools soon.

g) *Summer Theatre – Cllr Redington* – plans are proceeding as usual.

Cllr Beavan advised that people have asked about the street parade not going ahead this year, potentially due to lack of sponsorship this year by Adnams.

8. **Enterprise Hub** – to receive (verbal) progress update from Project Board meetings. Project Board members have been to various meetings. The overall construction Project

is 7 weeks behind schedule due to UKPN and BT issues but project managers are sure some of this can be made up. Construction is on target and on budget and now have a clear cashflow for the funding. Ref Additional toilets – see above. Heads of Terms have been signed by Menta as chosen operator, and they gave a presentation to councillors this week. They see advantages for town for having start ups and have received interest. Project Board members will progress contract re fit outs, marketing etc.

The envisaged completion date is the end of January, with end of March as a date for moving in. Landscaping and parking to be considered next.

Query was raised about the potential for Menta to attract businesses and what would happen if they are not as successful as promised. Query was asked as to whether STC was aware of any alternative operators. Cllr Flunder advised that when the contract was tendered, 3 tenders had been received. Cllr Flunder – advised that there is a break clause within the H of T but need to be mindful of how this will be taken forward. Members were advised that the Project Team will visit Menta on Wednesday to discuss next steps. Members were reminded that any change to construction contract will have huge implications.

9. **ESC Potential OSPA Scheme** – *to receive verbal update.* Cllr Beavan gave an update on a potential ESC parking scheme. ESC is now happy to work with the Town Council and the town as lots of differing issues are involved. ESC advised that they will work on consultation.

Action for the “roads committee” – copy of information to go on Council website. There is a need to consider the needs first then see what can be done. SCC Cllr Ladd has put forward a potential ‘one way system’ from SCC Highways and it is hoped that they can work together with ESC on this and that the Roads Cttee can work with ESC and SCC.

10. **Financial Matters**

a) *To receive report and recommendations of Finance and Governance Cttee - Meeting 9th June 2023 FIN Rep 05.23. See report for recommendations, and as in HR Conf. report as below.* Cllr Jarvis is the new Chair of the Cttee.

Cllr Jarvis referred members to the minutes and the recommendations as follows;
Bank signatories – recommendation – that all members of the Finance Cttee be added to the Bank Mandate - to remain as any 2 to sign cheques/ Bacs payments. Proposed by Cllr Flunder, seconded by Cllr Goldsmith. All agreed.

Annual CIL return 2022.2023 – it is recommended that this be approved for sign off. Proposed by Cllr Flunder, seconded by Cllr Goldsmith. All agreed.

Internal Audit Report Action recommended to Council; to seek temporary extension to the insurance liability cover for electronic payments – £500k limit to be requested to expiry of policy. Proposed by Cllr Flunder, seconded by Cllr Goldsmith. All agreed.

HR Group - It is recommended that the HR group members are; Michael Ladd (non cllr), Cllr Flunder, Cllr Gladwell. Proposed by Cllr Goldsmith, seconded by Cllr Beavan. All agreed.

To ensure that the group can continually meet with a quorum, it is recommended that the Landlords legal sub cttee members are; Cllrs Flunder, Goldsmith,

Sutton, Wells. Proposed by Cllr Goldsmith, seconded by Cllr Flunder. All agreed.

b) Accounts for Payment - To receive and confirm the Accounts for Payment for June 2023.

On the proposal of Cllr Temple, seconded by Cllr Goldsmith it was agreed by all to approve the Accounts for Payment for June 2023.

Cllr Temple asked regarding the media and what impact this has had – there is data on the impact of the press coverage and this will be circulated to all Councillors. It was noted that the Town Mayor/Town Clerk have to sign off STC comms as factually correct.

Southwold/Reydon Group – first informal meeting will be July.

11. Town Mayor updates including.

a) Events attended

Opening of Charter Fair – Thursday 1st June 2023

Felixstowe Civic Service – Friday 9th June 2023

Civic Sunday – Sunday 11th June 2023

Southwold Arts Festival Drinks Evening – Wednesday 21st June 2023

Cllr Flunder gave updates from events attended.

b) Upcoming engagements

Aldeburgh Mayors Sunday – 9th July 2023

c) Town Mayor volunteering project – update by Cllr Flunder. Cllr Flunder advised that there seems to be several people who are willing to do things in Southwold and Reydon.

12. Date of next Town Council Meeting: Tuesday 25th July 2023 at 7.30pm.

13. 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.

HR Confid. report from meeting May 2023 and Fin Cttee Conf report June 2023- To consider recommendations with regards to staffing matters.

The recommendation as presented in the Employment Working Group report of 3rd May 2023 with regards to Eye tests was approved. HR Group to consider policy on this for the future.

The recommendation as presented in the Fin Cttee Conf report June 2023 regarding the Town Centre Co-ordinator role. Proposed by Cllr Wells, seconded by Cllr Goldsmith and agreed by a majority.

Honorary Freeman / Honorary Alderman – History of - Cllr Goldsmith.

Cllr Goldsmith presented the history of Alderman/Freeman. Suggested that as there are no living Alderman/Freeman this is a matter for consideration. Agreed to consider at a future date.

There being no further business the meeting closed at 9.10pm.

Signed

Dated

DRAFT