

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 25th July 2023.

PRESENT:	Councillor	S Flunder – Town Mayor
	“	D Beavan
	“	P Davy
	“	Mrs P Goldsmith
	“	R Jarvis
	“	Mrs C Kerr
	“	M Palmer
	“	Mrs V Redington
	“	J Sutton
	“	R Temple
	“	M Wells

Also present: SCC Cllr Ladd, the High Steward, The Town Clerk and 1 member of the public.

1. **Apologies:**

To note/approve apologies for absence. Apologies for absence were received from Cllr Gladwell whose apologies were noted.

2. **Declarations of interest:**

a) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Cllr Temple declared a pecuniary interest re item 9d) Red Cross Hut /Fox Trust.
Cllr Jarvis and Cllr Kerr declared a pecuniary interest re Southwold School as Trustees of the Academy.

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 27th June 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 27th June 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 – Potters Bridge – breach has heeled so broad is rising - details are on Reydon PC. Water coverage on the road comes from run off – and there will be flooding on the road unless the Environment Agency get permission to dig out.

ESC has developed a scheme to subsidise landlords to encourage empty properties to be used for helping the housing crisis. ESC Housing will come to look at Flat 7 Hurren Terrace as co-living space.

Harbour Management Committee – ESC Cllr Beavan is the Chair, as appointed by the Leader of the Council. Will make sure local people are involved. Public can come on as non-voting members.

The Group Leader is still trying to finalise the council strategy for the 4-year term.

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 Control will come back to Suffolk by the end of 2024.

Better Broadband is having a £100m investment – SCC is to be 1 of 3 to benefit from funding.

Scrutiny on 30th June 2023 looked at NCIP's – there are more in SCC than in other counties. SALC joined the meeting and advised that local councils are concerned about the number and piecemeal approach and lack of clarity of future projects.

Specialist role via SALC to be developed to help parishes in Suffolk to put in responses to NCIP projects. SCC will try and get more NCIP funding for training to go to SALC to help all parishes.

SCC Cllr Ladd advised that SCC would draw together a list of NCIP's and their timelines, including potential schemes too, so that parishes can get an overall picture.

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 5th July 2023.

To receive feedback from the Chair of Planning from the ESC Planning Forum held at High Lodge 7th July 2023.

Cllr Temple gave feedback on STC planning responses. Cllr Temple and the Town Clerk had attended ESC Planning Forum at High Lodge. Very well attended and very informative. Dialogue/comms seemed to be good for the future.

Discussion re the planning application for 47A Marlborough Road - is the garage big enough to take a car?

There is a Southwold application going to ESC committee on Tuesday 8th August 2023 - Cllr Goldsmith will try to attend on behalf of STC. Cllr Beavan will speak as Ward Councillor. Cllr Temple and the Town Clerk to draft narrative for Cllr Goldsmith.

d) Landlords Cttee – No meeting held. Nil.

e) Leisure and Environment Cttee – To receive report from meeting 6th July 2023.

No recommendations. Cllr Goldsmith – see Minutes. Cllr Goldsmith – Thanks were extended to Cllr Wells/Cllr Gladwell and Mr Gladwell for their help in moving the bark to Ferry Rd Garden. Another date to be organised – date will be sent round.

f) Roads Cttee – to receive (verbal) report from meeting held 21st July 2023. Cllr

Beavan advised that the meeting had been very useful. Have extended time for responses to Facebook consultation. General feeling seems against resident parking

There will be a proper survey of every house in Southwold and Reydon in due course – SCC Cllr Ladd to be included too.

It was proposed by Cllr Flunder, seconded by Cllr Davy that council adopt the following resolutions.

- 1) ESC consultation – to carry out a consultation alongside ESC re parking options (carefully considering questions, multiple options or free text, how to collate and analyse responses)**
 - 2) SCC consultation – with regards to highways traffic management on the same basis as 1)**
 - 3) To ask SCC Highways to remove limited parking bays by the old doctor's surgery on York Road.**
 - 4) To ask SCC Highways to consider additional drop kerbs in the High Street and around the town.**
 - 5) To ask SCC Highways to find a more permanent solution to the mending of the potholes by the rear of the Kings Head.**
- It was agreed by all to Approve 1) – 5) above.**

Cllr Flunder spoke about pavement clutter and whether STC ought to review the A Boards and street furniture on pavements.

Discussion re how someone with a wheelchair/double buggy can get past.

It was mentioned that anything outside 1 metre from the front of the shop would not be covered by the shop owner's public liability.

It was felt that the critical thing is to consider the amount of pavement available i.e., what the rules are re 1 metre outside shop. Cllr Ladd spoke about Highways/pavement creep. SCC will take a view with a balanced approach – but SCC not likely to enforce.

It was suggested that the Town Council write to SCC to obtain the legal position, and then do a wheelchair survey. Delegated authority to be given to Cllr Flunder and the Town Clerk to talk to the businesses to ensure they are aware of the legal and practical situation. Then follow this up with a letter. Cllr Temple proposed, Cllr Sutton seconded. Unanimous.

6. To receive reports from working groups:

a) Comms working group – No meeting held. Cllr Flunder advised that the market stall is up and running and thanks to all for volunteering. Reydon and Walberswick involved too. Website – events section updated and there is a diary available now on the website for organisations to log in to add events. It was noted that the Town App is down at present.

b) Southwold T C and Reydon P C working group – To receive verbal report. Informal meeting held between the two parishes. Cllr Temple, Cllr Palmer, Cllr Flunder attended – and the meeting covered (a) footpaths, (b) roads survey/consultant, (c) pantry, (d) free school meals and coats, (e) newsletter/pamphlet – Southwold version of Reydon Robin. Follow up meeting to be held in September.

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 / Cllr Flunder – Cllr Sutton met the new Chair Xmas Lights Budget = £24,500. Applied to ESC for £9k. Will have shortfall at the moment but doing more events i.e., cream tea at the Pit Stop on 30th July 2023 etc. Will need

to make a decision at the end of September about new lights. The Group will need help on forms by Mr Denny.

- b) *National Energy Projects – Sizewell/Anglia One/Eurolink/Sealink, and North Falls Offshore Wind Farm, Five Estuaries Offshore Wind Farm Project - Cllr Flunder.* See pack. Norfolk Windfarm has been halted due to uneconomic aspects.
 - c) *HMC – Cllr Gladwell.* Cllr Beavan reported that there is much to do including south trailing arm. Finances seem in control.
 - d) *SAG – Cllr Flunder.* To consider offer to appoint an additional STC rep to the Group. Cllr Flunder is the Chair of SAG. Made clear that something like the harbour fire cannot be allowed to happen again i.e., wood laying around/gas cylinders. ESC offered another report to STC – noted. Cllr Beavan is looking at “what is the harbour for” and seeking views. Cllr Beavan/Cllr Flunder – met Anglian Water who advise that they will let the Harbour Management Committee know if/when they are going to pump into the harbour.
 - e) *Allotment Holders – Cllr Goldsmith – next meeting is on 31st July 2023.* From last meeting funding was not successful for the toilet. Oak tree/seat – STC gave oak. Seat being bought to go round it.
Action – Car parking – waiting for a proposal from STC for the 6 spaces to change round and need then a revised lease. Slab on the path needs to be mended.
Cllr Davy advised that there has been vandalism and break ins recently at the allotments – need to make sure everything is reported to the police.
 - f) *Reydon and Southwold Pantry – Cllrs Flunder and Kerr.* Cllr Kerr advised that this is a very dedicated group. Need help to get goods/food. Tesco/Coop had nothing this week due to summer holidays/Latitude. Can drop off at the stall on a Thursday. Discussion about food from the holiday lets – Pantry can only take unopened stuff. Shortage might be a feature of the summer.
 - g) *Summer Theatre – Cllr Redington* advised that they can get money from grants and are getting much financial help.
 - h) *Community Partnership – Cllr Beavan.* To consider offer to appoint an additional STC rep to the Group. Cllr Beavan and SCC Ladd attended. Need more representatives from STC to be involved. There is money involved. SCC Cllr Ladd – Deputy Chair now. Cllr Flunder will join the next one. The Town Clerk to circulate dates.
8. **Enterprise Hub** – to receive progress update from meetings with Project Board, construction team, and operators. *
- Cllr Davy reported – update circulated to all. Cllr Flunder and Cllr Davy have attended many meetings and updates on the project. Update is on the STC website. Mixbrow are doing a very good job. 7-week delay is under discussion. Handover to Menta as operator January 2024. Heads of Terms are signed. Now trying to refine these into lease. Risk will be with Menta to fill the spaces and rent will come to STC. Very good set of professionals working with STC. No particular issues outstanding. Shop in the front corner has to have disabled toilet which takes up a lot of space. STC questioning this as other toilet facilities are available. Residential flat to be let out. Will look to put an additional shower and toilet at the rear of Hurren Terrace. Will be a bin store for the Hub and shops/flats at Hurren Terrace.

Discussion about the operator – meeting was advised that the previous Council agreed Menta through a tender process and Heads of Terms are signed and are now formalising these into a lease. Discussion followed about updating members of the public – it was suggested that some form of presentation could be arranged. Menta will take on the comms/ marketing from approx. Oct 2023.

9. Property Matters

- a. *1 Strickland Place – To consider tenders, and if agreed approve way forward.* see confidential.*
- b. *Strickland Place – To consider tenders, and if agreed approve way forward.* see confidential.*
- c. *Klondyke new skate facilities – To consider tenders and if agreed approve way forward.* See recommendations. **On the proposal of Cllr Flunder, seconded by Cllr Goldsmith it was agreed unanimously to approve the recommendation. RECOMMENDATION – to accept tender A PFL To mitigate risk, it is recommended that the tender A be accepted subject to.***
 - 1) A satisfactory reference from another organisation who have used the company (Winchcombe Town Council to be approached).**
 - 2) STC to advance the company the costs of the planning application and designs required etc or STC and Company A to hold the 30% on an escrow account to be released once planning approval has been granted.**
- d. *Red Cross site/ Outside Water Tower – Recommendation that the Chair of Planning and the Town Clerk meet with ESC planning Officer to further ascertain planning requirements. Cllr Temple had declared an Interest. **It was agreed by all that Cllr Flunder, Cllr Beavan and the Town Clerk meet with ESC planning Officer to further ascertain planning requirements. for the Red X Site and for additional sheds around the outside of the Water Tower.***
- e. *Accessibility access and access improvements at Town Hall – Recommendation that council engage architect to consider previous plans and recommend a way forward. Initial Budget £1k. **RECOMMENDATION - That council engage architect to consider previous plans and recommend a way forward. Initial Budget of £1K. Proposed by Cllr Flunder, seconded by Cllr Wells. All agreed.***
- f. *7 Hurren Terrace – to consider options with regards to letting of property and if agreed approve way forward. **RECOMMENDATION – to contact East Suffolk Council and their Letting Service Team to advise on the potential for shared use of this property. Agreed by all.***

10. Financial Matters

- a) *To receive report and recommendations of Finance and Governance Cttee – To receive report from meeting 18th July 2023 FIN Rep 06.23. Recommendations in relation to; donation requests, gardening works, quotes received, delegated authority. Cllr Jarvis provided an update of the accounts and advised that the cashflow is good at the front end. Cttee is looking to increase interest return.*

Recommendations;

Donation to Christmas Lights £1500 – proposed by Cllr Jarvis, seconded by Cllr Goldsmith. All agreed.

Donation to Emergency Group £75 to cover insurance premium – proposed by Cllr Jarvis, seconded by Cllr Goldsmith. All agreed.

Donation to Arts Centre – delay to next month until we get an update regarding the need for the donation. All agreed.

Quotes received;

- a) **Market stall £1164 costs to approve. Proposed by Cllr Jarvis, seconded by Cllr Temple. All agreed.**
- b) **Highways removal of Covid pavement stickers £650 plus vat. Proposed by Cllr Jarvis, seconded by Cllr Goldsmith. All agreed.**
- c) ***Cllr Flunder declared a personal interest re the Museum.***
Andrew Matthews Trust picture – repair costs £1200. Proposed by Cllr Jarvis, seconded by Cllr Sutton. Discussion about the value of the picture vs the repair costs. High Steward advised that it was intended that the repaired picture will be loaned from STC to the. Clerk to ascertain value and send round. Agreed by all to get the picture repaired.
- d) **Grass cutting/ footpaths works – quotes considered. Vertas to be awarded the contract. All agreed. KPI's to be agreed. Mr Seaman to be invited to Charter Lunch 2024 for all the work he has carried out for STC and Common Trust.**
- f) **Delegated Authority –To enable necessary works/ town improvements to be actioned in a timely manner. (Items such as those under section 9 a,b,c of this agenda). Recommendation: that the Finance Cttee be given delegated authority to consider, and if appropriate, select and accept, quotes of up to £5000 per invoice, so long as the works are within the relevant budget and have been tendered as per standing orders. Proposed by Cllr Jarvis, seconded by Cllr Wells. All agreed.**

Cllr Jarvis proposed to extend meeting by 15 minutes. All agreed.

- b) *Accounts for Payment - To receive the management accounts and balance sheet for June 2023 and to receive and confirm the Accounts for Payment for July 2023.*
On the proposal of Cllr Jarvis, seconded by Cllr Goldsmith it was agreed by all to approve the Accounts for Payment for July 2023.

11. **Town Mayor updates including.**

a) *Events attended*

Sam May Prize Giving – 30th June 2023

St Felix School Parents' Day & Prizegiving – 1st July 2023

Official Opening of Bloomcore Florists – 1st July 2023

Aldeburgh Mayors Sunday – 9th July 2023

Business Lunch – 14th July 2023

Ipswich Mayor at Home – 21st July 2023

b) *Upcoming engagements*

Southwold Summer Theatre – 26th July 2023

Pit Stop Cream Tea Day – 30th July 2023

RNLI Day – 5th August 2023

Antiques Fayre – 6th August 2023.

- c) *Town Mayor volunteering project* – update by Cllr Flunder. To include promotion of volunteering during the Suffolk volunteering week October 2023. Cllr Flunder provided update.

12. **Date of next Town Council Meeting:** Tuesday 29th August 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.*

- a) To receive Landlords Sub Cttee report from meeting July 2023- No recommendations.
- b) To consider information in backing paper to agenda item No 9 above.

1 Strickland Place – tenders for conversion as detailed in the backing papers. Discussion about the business plan for this project – including valuations, costs, rent returns etc.

After due consideration of all the factors above, and in the backing paper, it was agreed by a majority to sell the property on a 250-year lease with a principle resident clause. 1 abstain, 1 against.

Sale valuations to be obtained and brought back to council for consideration.

2 Strickland Place – Tenders received for the repairs required – see backing paper for details. Proposed by Cllr Goldsmith, seconded by Cllr Sutton and agreed by all to appoint Lexden to undertake the works.

There being no further business the meeting closed at 9.45pm.

Signed

Dated