

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held via Zoom at 6.30pm Tuesday 27<sup>th</sup> October 2020**

PRESENT:	Councillor	I Bradbury – Town Mayor
	“	D Beavan
	“	Ms E A Betts
	“	S Flunder
	“	Mrs P Goldsmith
	“	Mrs J Jeans
	“	Ms J Jordan
	“	M Ladd
	“	M Rowan-Robinson
	“	J A Windell

Also present; 8 members of the public, the Town Clerk, the High Steward. The Town Manager joined the meeting at 7pm.

1. **Apologies:** *To receive apologies for absence.*  
There were no apologies for absence.

*To note resignation of Cllr Tobin.*

A resignation notice has been received from Simon Tobin - Notice of vacancy has been published. Thanks were extended to Simon for all of his work for council. Simon has offered to continue to be part of the Covid community group in relation to the food bank and to finish the research he was undertaking on electric charging points.

2. **Declarations of interest:**

a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllrs Ladd and Rowan-Robinson declared a personal interest in item 12b) re Finance Report. Cllr Ladd as chair of the Southwold Millennium Foundation and Cllr Rowan-Robinson as Chair of Sole Bay Arts Centre.

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.*  
Nil.

d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.*

The Town Mayor reminded members of their legal requirements to update the Register of Interest online.

3. **Minutes:** (i) To approve and sign the minutes of the Meetings of the Town Council held on Tuesday 29<sup>th</sup> September 2020 and Wednesday 14<sup>th</sup> October 2020.

**On the proposal of Cllr Windell, seconded by Cllr Betts it was RESOLVED by all to approve the Minutes of the meetings held on Tuesday 29<sup>th</sup> September 2020 and Wednesday 14<sup>th</sup> October 2020.**

#### 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.*

Cllr Beavan advised that the routine information had already been circulated. The first Covid Scrutiny meeting has been held and the next one is in December. Problems with test and trace continue – the Holton factory did not test all staff.

CPE re residents parking will be discussed at Scrutiny soon. Members were advised that if you are a resident with only limited waiting bays near to your property, you can purchase a permit for £50 per year to enable you to park in a limited waiting bay as a temporary measure.

ESC Ward Cllr Beavan advised that he has not taken the councillor allowance cost of living increase.

There were no questions from Councillors or residents.

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

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

Cllr Ladd – Potters Bridge and Boundary Commission – see later.

SCC AGM has been held and Graham Newman is the new Chairman of Suffolk County Council.

The atrium at Endeavour House is now full of PPE waiting to be distributed to where it is needed.

Wooden bridge at the harbour sluice has now been repaired and is in good condition.

Potholes were filled by Highways today. It is hoped that Pier Avenue will be resurfaced soon as it is still full of potholes.

The Town Mayor advised that the cycle Roubaix event was cancelled just before the day of the event due to Covid safety concerns.

*Questions from Councillors:*

Cllr Windell mentioned the potholes in Victoria Street and advised of the effect on the drain at the end of Bank Alley area which now floods. This has been reported several times and SCC Cllr Ladd was asked if he could chase this. SCC Cllr Ladd advised that he would do so.

SCC Cllr Ladd advised that devolution does not now seem a priority due to Covid.

There were no questions from members of the public.

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).*

A member of the public asked whether the Town Council were aware of the poll/survey on NeXT door for retaining a garage. The member of the public advised that Cllr Tobin was tasked with the contamination survey 1 year ago and that the EPO has said about ground water and that bore holes should also go in for asbestos. The member of the public advised that they understand that the Business Plan will be looked at by the Project Board.

The Town Mayor advised that a media release is going out tomorrow with an update from the Project Board.

Cllr Windell responded regarding the surveys advising that intrusive surveys have been drilled in the courtyard. There are other tanks etc within the buildings. Oil has been found at the bottom of some of the gas monitoring probes and further information is awaited.

A resident asked about the poll on NeXT door and whether comments could be asked for from each Councillor. The Town Mayor advised that this was not the time/ place to do so.

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

a) *To receive the written report of the meetings of the Planning and Development Committee held on Tuesday 6<sup>th</sup> October 2020 and Tuesday 20<sup>th</sup> October 2020.*  
Noted. JJ & JJ – all agreed.

b) *To receive a verbal update from Planning and Development Committee on any further planning/development matters including the following consultations.*

i) *draft response to the Government white paper on ‘Planning for the future’ – deadline is 29<sup>th</sup> October 2020.*

Cllr Jeans spoke regarding the 2 government planning consultations – draft response had been provided in relation to the initial consultation and no other comments have been received from members so a response will also be sent to the second consultation.

ii) *ESC consultation 19<sup>th</sup> October – 30<sup>th</sup> November 2020 – How do you want to engage with local planning?*

This consultation will be included within the November Town Council Agenda.

c) *Leisure and Environment Cttee – to approve appointment of Cllr Jordan and Cllr Ladd to the cttee.*

It was unanimously agreed that Cllr Jordan and Cllr Ladd be added onto the cttee.

Cllr Jeans advised that she has now stepped down from the Leisure & Environment cttee but that Cllr Windell would be willing to stand instead. This will go onto the agenda for the next council meeting.

6. **To receive report from N Plan Task and Finish Group.** (*N Plan = as per Town Council priorities 2019 – 2022 c) encourage full time residency within the Town d) Preserve and enhance the natural and built environment*).

*Neighbourhood Plan Task and Finish Group – see notes of meeting held 12<sup>th</sup> October 2020. To receive presentation on the new and revised Reg14 policies for the emerging Southwold N Plan.*

Cllr Rowan-Robinson advised that 5 new policies have been created for the new housing section. SWD1 – 3 address the need for affordable housing. SWD 4 & 5 are new policies. All 5 have the support of ESC. All policies will go out for consultation next week for a 6-week period. Cllr Jeans advised that these are all policies that have real bite and will have real consequences. Homes/businesses/employees will be notified of the consultation. Councillors offered to assist with the distribution of leaflets to every house. Cllr Windell thanked Cllr Rowan-Robinson and Cllr Jeans for all of their work on the

new policies as the policies do have real significance. The Town Mayor agreed that these policies are important. Cllr Ladd said that these policies are very good and will help the town to prosper.

7. **To receive presentation from Town Manager on the Southwold Town App** (*Town App = as per Town Council priorities 2019 – 2022 a) Differentiate the tourism offer' and g) create and implement an improved STC comms strategy within and outside the Town*). See later.

8. **Asset of Community Value Police Station Site - update on works being undertaken to assess residual land value** (*ACV = as per Town Council priorities 2019- 2022 c) work with organisations to enhance community assets*)

The Town Mayor advised that the Police Authority's planning application for housing on the site has been refused. Cllr Jeans advised that the research to establish the residual land value is ongoing and there will be a need for plans to be drawn up. An architect has offered to do this pro-bono. Cllr Ladd advised that over the last 4 – 5 months the Town Council has fought off potential site acquisition by supermarkets and retirement home developers and now have fought off an application for residential market homes. Cllr Jeans agreed that the amount of work involved in doing all of the above has been substantial.

7. **The meeting was suspended for a presentation by Hannah Wright the Town Development Manager on the launch of the Town App.** (*Town App = as per Town Council priorities 2019 – 2022 a) Differentiate the tourism offer' and g) create and implement an improved STC comms strategy within and outside the Town*)

The Town Development Manager advised that the TownApp went live in its draft form at the end of last week. A presentation was provided showing what the TownApp is about and what benefits it can provide (see PowerPoint presentation). The Town App provides a digital presence for Southwold and amongst other benefits will inform people of the Covid safe initiatives within Southwold.

The App also provides parking information and this will be amended from Parkopedia to the Ringo service used by ESC.

The Town Mayor thanked the Town Development Manager (TDM) for a successful launch of the TownApp. Cllr Jeans asked whether businesses not yet trading could be included on the app i.e. the Old Hospital Hub and was advised that basic information can go on. Cllr Jeans also asked whether the Sustainable Travel Committee work on parking provision could go on the app and was advised that it this will depend on council decisions around Ringo etc.

Cllr Beavan advised that the App was great and Cllr Ladd agreed that it was very good and easy to download.

Question re information about lighthouse tours - it was agreed that these could go on. Cllr Windell thanked the Town Development Mgr. for her work on the app and asked whether all local shops could be included as some are presently missing. The meeting was advised that chasers are going out tomorrow to all shops to provide the information that they would want on the App. Those listed as at today are those that have been proactive and the meeting was advised that it will take time to get all businesses on the app. The Town Mayor advised that he hoped that there would be resources at the Town Council to assist. Cllr Flunder asked how the app will be maintained in the future and kept up to date and the TDM advised that she would have capacity to do this. Any

offers being provided by individual retailers will need updating and this will be done by the Business Association or by the TDM.

*Standing orders were suspended to enable public participation again at this stage re the TownApp*

A member of the public advised that a number of places are not detailed on the site i.e. the Alfred Corry – these will be chased again for their information.

A member of the public said that the App looks great and asked whether individual places could include their own photos - the TDM advised that she will be arranging the photos for each business and that each can have up to 5 photos on a revolving basis. A photographer will go and take photos for each business for the site. The resident asked whether plumbers/electricians etc. could go on and were advised that Reydon and Southwold businesses will be able to be included.

Question re Town Trail section and what information this might include – the meeting was advised that the potential Town Trail for which a planning application and funding has been sought, will be included.

*Agenda resumed at 7.29pm. The Town Development manager left the meeting.*

9. **To receive progress report from Station Yard Regeneration Project Board** (*Project = as per Town Council priorities 2019 – 2022 b) Diversify and enhance the local economy*).

The Town Mayor advised that a media release had been sent to all Councillors and the Town Mayor read this out to all present. This will go on website and in local media.

Cllr Jeans advised the meeting that the Business Plan is being reviewed again in light of Covid and asked how this message could get through. The Town Mayor advised that the Town Council need to keep communicating the information.

10. **Potters Bridge B1127** - to receive update on potential longer-term solutions for flooding issues. (*as per Town Council priorities 2019 – 22 – priority f) improve access to and around the Town*).

The Town Mayor thanked Cllrs Beavan, Ladd and Tobin for all of their work on this matter. Cllr Beavan provided information about the beach and road levels and advised that as the Environment Agency has failed to keep the pipes clear flooding will occur. A footbridge has been suggested by the Environment Agency but Cllr Beavan has advised that this is not a satisfactory proposal. A local farmer has offered to keep the pipes clear but the EA have not taken up this offer.

Cllr Ladd agreed with the statements above and advised that the local MP has been contacted. The meeting was advised that in the longer term the Environment Agency will withdraw from being responsible for the clearance of the pipe/ flooding.

Cllr Ladd advised that he like to get some capital money put into the SCC budget to raise the road and that this needs to be considered now as SCC budgets are drawn up over 4-5 years forward. The Town Mayor agreed that the Town Council must keep the pressure on and that as local farmers help is available, the matter needs to be pushed with the Environment Agency. Cllr Ladd advised that Benacre Estate have helped at Kessingland and that this has been permitted by the Environment Agency so it is difficult to understand why the EA will not permit local assistance on this matter.

11. **Camp site** – update (*as per Town Council priorities 2019 – 2022 – e) effectively manage and diversify STC income streams*)

The Town Mayor and Cllr Windell advised that they had discussed the matter of the Camp site with ESC Kerry Blair and are hopeful that an agreement will come forward soon from ESC. There is still some concern re land registration and who should do this. The Town Mayor advised that Kerry Blair seems to still think that the camping field is part of the Harbour Management commitment, however it is not -and this has become a protracted negotiation. The Town Mayor advised that the camping field receives more income than the caravan site. Cllr Windell advised that the Town Council has a caution registered at HMLR on the camp site and this will come to the fore during negotiations. Cllr Flunder advised that he was glad that this discussion was going ahead and that the Harbour Users had also researched ownership and that it might be useful to ascertain this as soon as possible. Cllr Beavan advised that the camp site is being run by the harbour hence why it is included within the Harbour Management Committee. Cllr Windell advised that the present camping field is not part of the harbour lands. The Town Mayor advised that in about 1986 the audit commission had advised ESC that approx. £24k was due to the Town Council for lost revenue from the camp site. Cllr Beavan advised that ESC has stated that the whole of the camp site and caravan site will be looked at by the Harbour Management Board.

12. **Financial Matters**

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for October 2020 (*circulated to members*).

**On the proposal of Cllr Betts, seconded by Cllr Windell it was RESOLVED by all to approve the Accounts for Payment for October 2020. All agreed.**

b) *To receive verbal report and recommendations of Finance and Governance Meeting held Monday 26<sup>th</sup> October 2020.*

Cllr Betts provided a verbal report of the Finance & Governance Committee held on Monday 26<sup>th</sup> October 2020 and advised that a copy of the recommendations had been circulated to all Councillors. Recommendations as below;

*Sole Bay Care Fund – operation of community shuttle bus*

Recommendation – to provide a donation of £4k per year for the next 2 years to the operation of the Community shuttle bus operated by the Sole Bay Care Fund. (As this is a new venture there are no previous financial accounts available).

**Proposed by Cllr Betts, seconded by Cllr Jordan it was unanimously agreed to provide a donation of £4k per year for the next 2 years to the operation of the Community shuttle bus operated by the Sole Bay Care Fund.**

*Common Trust – payment of invoices up to £2k max.*

Recommendation - that the Town Council pays the invoices relating to the works on the Common up to a total of £2k to cover the period until invoices are able to be paid from the Common Trust. (Maintenance and work on the Common are a responsibility that the Town Council can assist with).

**Proposed by Cllr Betts, seconded by the Town Mayor it was unanimously agreed to pay the invoices relating to the works on the Common up to a total of £2k to cover the period until invoices are able to be paid from the Common Trust.**

*Cllr Rowan-Robinson did not take part in the discussions or vote on Sole Bay Arts CIO*  
Sole Bay Arts CIO

Recommendation – to provide a donation of £2k to Sole Bay Arts for the items as listed in their grant application form.

**Proposed by Cllr Betts, seconded by Cllr Flunder it was unanimously agreed to provide a donation of £2k to Sole Bay Arts for the items as listed in their grant application form.**

SERV Suffolk and Cambridgeshire – Blood bikes

Recommendation – to provide a donation of £250 to SERV Suffolk and Cambridgeshire.

**Proposed by Cllr Betts, seconded by Cllr Goldsmith it was unanimously agreed to provide a donation of £250 to SERV Suffolk and Cambridgeshire as one off in light of the Covid related work that they are undertaking.**

*Cllr Ladd did not take part in the discussions or vote on Christmas Lights recommendation.*

Christmas Lights cttee

Recommendation – to provide a donation of £1000 to Christmas Lights cttee.

**Proposed by Cllr Betts, seconded by Cllr Flunder it was unanimously agreed to provide a donation of £1000 to Christmas Lights cttee.**

Replacement photocopier for town hall

Recommendation – to approve exchange of photocopier for installation fee of £250 plus vat plus a 3-year service level agreement.

**Proposed by Cllr Betts, seconded by Cllr Flunder it was unanimously agreed to approve exchange of photocopier for installation fee of £250 plus vat plus a 3-year service level agreement.**

Review of Policies

Equality and Diversity / Anti-Harassment and Bullying / Flag raising

**Recommendation – it was unanimously agreed to approve the policies as presented with no alterations.**

PCSO - Police Service Level Agreement

The present PCSO SLA finishes in March 2021 – this will therefore need consideration by town council over the next few weeks as to whether a new SLA will be entered into for a further 12/ 24 months.

Letter has been sent to Reydon PC to see whether they would wish to share the PSCO support at all – with pro rata funding for their requirements. Letter has been sent to ESC to see whether they have any funding available to support the assistance provided by the PCSO to the Harbour area.

**Noted by all – and the matter will be brought forward for further consideration.**

Cllr Flunder advised members that at the Finance Cttee there were other matters requiring action, although not for resolution by full council at this stage, and asked that it be ensured that all other actions will be undertaken on a timely basis. Cllr Ladd noted that the Finance Cttee meeting had only been held yesterday, and that ideally the cttee meeting could be held at least one week away from a Town Council meeting to provide an opportunity for the actions to be dealt with.

13. **Remembrance Sunday, Armistice Day and St Edmunds Day** – COVID arrangements for Sunday 8<sup>th</sup> November 2020, Wednesday 11<sup>th</sup> November 2020, and Friday 20<sup>th</sup> November 2020 respectively.

The Town Mayor advised all present of the information regarding Remembrance Sunday. This will be a small event due to Covid. Armistice Day will involve only a small civic party. St Edmund's Day will be a private event for the school and that no members of the public will be allowed. All are subject to any changes in government guidance.

Cllr Goldsmith asked for a copy of the Remembrance Sunday guide and asked that a copy to be sent to Joan Goldsmith.

14. **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 Ladd thanked the Town Council for their financial assistance as above and advised that they may struggle to put lights up in the High Street but will work with the TDM on this.
- b) *East Anglia One and Two* – Cllr Flunder – Cllr Flunder had attended the meeting and advised that this was very interesting. The local MP was the first speaker and was very critical of the whole process and the impact on many local matters. The MP would like the Government to relook at the matter. ESC and SCC have both written objections. The DCO is surprised about compulsory acquisition aspects. Thanks provided to Cllr Flunder for the report.

Cllr Flunder re Sizewell – monthly update comes out today. Further consultation coming out in the next month.

- c) *Southwold Millennium Foundation* – Cllr Ladd update on trustees.

Simon Tobin had resigned as a councillor but is a Town Council nominated trustee. Simon Tobin would like to continue his work on the Foundation and the trustees are happy for him to continue as a Town Council nominated trustee. Cllr Ladd advised that as the trustee is a nominated role there is no need for it to be a serving councillor and that a precedent had been set with Mrs Bryant. The Town Clerk agreed and it **was agreed by all members present that Simon Tobin continue as a Town Council nominated trustee until the end of his term of office.**

15. **Consultations – to consider Town Council response**

*Local Government Boundary Commission for England (LGBCE) electoral review of Suffolk County Council boundaries – consultation to 23<sup>rd</sup> November 2020.*

Consultation is until 23<sup>rd</sup> November 2020 but will not come into effect until 2025. New area will be a large rural area called Blyth Estuary division. The Election in 2021 will be based on the present areas.



Cllr Windell asked whether this means devolution/unitary has been put back and Cllr Ladd advised that this is now not such a priority as mentioned above.

*ESC consultation 19<sup>th</sup> October – 30 November 2020 – How can we improve cycling and walking?*

Cllr Beavan advised that this is a public consultation. Cllr Jeans advised that the consultation is important for the parking and sustainable transport committee to consider and that there is a need to ensure that cycle paths from Reydon are included and hence that input is needed from all. The Town Mayor and Cllr Goldsmith offered to assist from the sustainable transport committee.

Cllr Windell asked about the cycling routes and what influence does ESC have on SCC highways? Cllr Beavan advised that this is a split responsibility between ESC and SCC. Cllr Ladd advised that SCC have walking and cycling initiatives as a priority and that the first initiative in taking place in Sudbury. There is a need to have an holistic plan for the sustainable transport group to take forward to ESC and SCC.

The Town Mayor advised that he bring this back to Council on 24<sup>th</sup> November 2020.

Cllr Ladd advised that there is a need to address traffic speed within town including Pier Avenue/York Road etc and that this will be taken up with SCC.

16. **Date of next Town Council Meeting:** Tuesday 24<sup>th</sup> November 2020 at 6.30pm.

The Town Mayor thanked Cllr Rowan-Robinson for bringing to the council attention the need to assess the local potential to assist with helping school children with food over half term. The Town Council and VHC have partnered to help half term requests and this has been publicised and there is now a need to look at Christmas.

Rev Pitcher would like to set up a food retrieval system for 2 days a week in church for people to have access to food by way of a donation. Cllr Windell advised that most of the food in the council/ VHC foodbank has a long life i.e. rice/tea/coffee/toothpaste etc. Cllr Windell advised that anything with a low shelf life has gone to Access Trust and that Simon Tobin would still like to be involved with the foodbank.

The Town Mayor advised that a Covid Community Group meeting will be held this week and these matters will then be discussed further.

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 – Station Road tenancies*

After discussion it was agreed that further information and advice would be sought and that in view of timescales there might be a need for another meeting in the near future.

There being no further business the meeting closed at 8.46pm

Signed .....

Dated.....