

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 7.30pm on Tuesday 27<sup>th</sup> November 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
	“	M Ladd
	“	D Palmer
	“	Mrs M Tucker
	“	W Windell

Also present: 6 members of the public, the High Steward and the Town Clerk.

1. **Apologies:** *To receive apologies for absence.* There were no apologies for absence.
2. **Declarations of interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*  
Cllr Cardwell declared a Personal Interest re Suffolk Constabulary.  
Cllr S Doy declared a Personal Interest re Clancys.
  - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*  
Cllr J Jeans declared a Disclosable Pecuniary Interest re Southgen.
  - 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 30<sup>th</sup> October 2018.* On the recommendation of Cllr Palmer, seconded by Cllr Betts it was agreed by all to approve the Minutes of Tuesday 30<sup>th</sup> October 2018.
4. **Public Participation**
  - a) *To receive a report from Waveney District Ward Councillors; Cllr D Beavan and Cllr M Ladd.*  
*The Ward Councillors will then take questions from Councillors and electors*  
WDC Cllr Beavan provided a written report for the meeting which included matters relating to the harbour, properties sold by WDC and the shelter on Ferry Road. Copy attached.  
WDC Cllr Beavan advised that a group of volunteers are investigating the possibility of replacing the shelter on Ferry Road. Initial quotes were in the region of £3,000 but

the volunteers are now offering to purchase the materials and make the shelter themselves.

WDC Cllr Ladd clarified the situation with regards to WDC property at 54 North Road referred to in WDC Cllr Beavan's report – and advised that he had lobbied to ensure that this property was not sold by WDC. WDC Cllr Ladd advised that himself and the previous WDC Ward Councillor, Cllr Allen had insisted that the proceeds from any WDC Council houses sold in Southwold and Reydon were reinvested in Southwold/Reydon and hence how Duncans Yard and Green Lane had been brought forward.

WDC Cllr Ladd advised that the feasibility study for the area in and around the boating lake had just been accepted as a coastal revival fund project and that £15,000 has been awarded from this fund to enable the feasibility project to go ahead to ensure the regeneration and future sustainability of the boating lake lagoon and surrounds. This funding, and the development of a feasibility study will enable further grant funds to be applied for in the future.

WDC Cllr Ladd thanked Cllr Jeans for progressing the Designated Protected Area status for Southwold. It is understood that a paper will be presented to Cabinet at their December meeting.

- b) *To receive report from Suffolk County Councillor M Ladd including update on works to Bailey Bridge.*

SCC Cllr Ladd advised Councillors of the latest update from Suffolk County Council regarding the Bailey Bridge. As per the media report it seems hopeful that the bridge will be open again before Christmas.

SCC Cllr Ladd advised that he had funded the continuation of the ferry since the bridge had closed and this had cost him approximately £3,000 from his County budget. This funding has ceased this week, but the ferry is operating a usual service at weekends.

SCC Cllr Ladd advised that the bus shelter outside the Kings Head has now been moved to its correct location – and indeed a new improved bus shelter with sides has been provided.

SCC Cllr Ladd advised that the Lord Lieutenant of Suffolk, Countess Euston had expressed her thanks for all the events that Suffolk undertaken for Remembrance Sunday and passed on her gratitude to all town and parishes that had participated in the national programme. There were more Suffolk participants to the national programme than in any other county.

- 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).*

There were no comments from members of the public.

## **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 6<sup>th</sup> and 20<sup>th</sup> November 2018. No recommendations. The Minutes were noted and agreed.*

- 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.*

The draft response for the planning application for land west of Copperwheat Avenue, Reydon was provided for all members. Members were asked to advise the Town

Clerk of any alterations required. Cllr Ladd advised that he has asked Suffolk County Council to consider the traffic impacts on both the Halesworth Road and Wangford Road. Assessments will be taking place over the next few months.

- c) *To receive the written report of the Leisure and Environment Committee meeting held on 19<sup>th</sup> November 2018. REP 5/18. Recommend that Cllr Beavan be co-opted onto this cttee.*

As Chair of the Committee, Cllr Rowan-Robinson drew members attention to various parts of the report. The report was noted and agreed by all. It was recommended that Cllr Beavan be co-opted onto this Committee.

**On the recommendation of Cllr Rowan-Robinson, seconded by Cllr Jeans it was unanimously agreed to co-opt Cllr Beavan onto the Leisure & Environment Committee.**

- d) *Jt Harbour cttee – to note next meeting scheduled for 18<sup>th</sup> December 2018. To note Terms of Reference of Cttee.* Cllr Windell advised that the Agenda for the meeting of 18<sup>th</sup> December 2018 and the supporting papers will be provided once they have been presented to the WDC Cabinet Meeting on 12<sup>th</sup> December 2018.

Cllr Bradbury asked to speak with reference to the Terms of Reference. Cllr Bradbury provided background to the establishment of the Joint Committee and expressed surprise that the Joint Committee had been called together again after 3 years. Cllr Bradbury advised that he would wish to ensure that all Jt Committee meetings were minuted and Cllr Bradbury asked that the Town Council challenge the sentence regarding delegated powers as detailed in clause 1 of the Terms of Reference.

The Town Mayor advised that the Town Council has no authority to change the Terms of Reference on its own as these were drawn up and accepted by both WDC and the Town Council when the Joint Committee was originally formed.

Cllr Ladd advised that point 3 of the Terms of Reference relating to the procedure for the arrangement of meetings and decision making reflects that Minutes of full Committee meetings are taken and made publicly available. Cllr Flunder asked that the Town Council ensure that the Joint Committee be open and transparent in the future and that Committee meetings are minuted.

**On the proposal of Cllr Rowan-Robinson, seconded by Cllr Windell it was agreed by 10 in favour and 2 against to note the Terms of Reference of the Joint Committee.**

6. **To receive update on projects**

- a) *Neighbourhood Plan – Consultation update.* Cllr Rowan-Robinson advised that the draft Neighbourhood Plan had been to consultation and there had been several responses to date. Cllr Rowan-Robinson and the Town Clerk had met with the officers at Waveney District Council to clarify the statutory timetable for the remainder of the process. Due to the statutory consultation period required the process will take a further 11 months to complete.
- b) *Parking –update from public meeting* – Cllr Tucker advised that a precis of the public feedback has been provided by the Town Mayor and this is available at the

Town Hall and on the Town Council website. A copy will be forwarded to all Councillors.

- c) *Station Yard – a) Business planning* – Cllr Rowan-Robinson advised that a consultant was now being selected to carry out the business plan. Details as per the Town Council Minutes September 2018.  
*b) Coastal Community Fund application updates.* – Cllr Rowan-Robinson advised that the stage 1 application had been successful and that the stage 2 application needs to be submitted by 31<sup>st</sup> January 2019. Town Council Minutes September 2018 also refer. Cllr Ladd advised that the Economic Team at WDC have clarified the situation with regards to the requirements for RIBA Stage 4.

7. **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 – to receive verbal report of meeting held on Monday 26<sup>th</sup> November 2018.* Cllr Tucker provided a verbal report on the meeting that took place on 26<sup>th</sup> November 2018 advising that a) brand new bus shelter with sides has been installed outside Fat Face and pole is being removed. Consideration needs to be given to the location of the bus/coach designated bays and whether these should be swapped over, damaged paving stone is to be repaired, b) PCSO contract – the PCSO contract expires on 31<sup>st</sup> March 2019. The Working Group have diligently gone through the contract and have asked the Police Authority for various amendments. This matter to be considered at the next Town Council meeting, c) press release on the parking meeting has been completed today and will be distributed. More research/business plan/consultation will need to take place with the public in conjunction with the Common Trust and the Town Mayor, d) East Suffolk Parking Plan states that it needs further consultation with towns and parishes and this will be a key aspect of moving forward with any parking solution for Southwold. The Town Council and the community will request assistance from the District Council with regards to parking permits.

SCC Cllr Ladd advised that the kerbstones for the area around South Green and the Red Lion will be placed in the works programme. SCC Cllr Ladd also advised that if there was a decision to swap over the bus and coach bays outside Fat Face then the Town Council may be asked to share the costs with Suffolk County Council. Cllr Ladd also advised that WDC are considering appointing a “parking manager” as a permanent post in view of the amount of work that will arise from the East Suffolk Parking Plan. Cllr Windell mentioned the 2 large bins outside Fat Face and asked that these be retained in the area and suggested that a small bin should be purchased for the area by the bus shelter.

**On the recommendation of Cllr Rowan-Robinson, seconded by Cllr Windell it was agreed on a majority of 9 in favour and 3 abstain to invite the Highways & Footpaths Working Group to progress further research for a plan for parking on the Town Council car park and Common Trust areas (with the inclusion of the Chair of the Common Trust).**

- d) *Landlords working group – No meeting held.*

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

8. **Request for the Designation of Southwold as a Protected Area for Shared Ownership** *to receive verbal report from Cllr Jeans.* Cllr Jeans provided members with the background to the situation providing an example of the shared ownership scheme at Tibbys Green where 10 properties were initially made available on a shared ownership basis and have now become second homes. At the time this occurred Southwold did not have the protection of a DPA, and still does not have this protection. Cllr Jeans explained that the criteria for designation as a DPA is (a) population and (b) density. Southwold fits criteria (a) but not (b). A letter and accompanying report has been drawn up requesting that Southwold is designated with DPA status. WDC Cabinet to consider this in December and if supported this will go forward to Government for consideration and sign off. Thanks were extended to Cllr Jeans for her work with WDC on this matter.
9. **Consultation on the Business rates treatment of self-catering accommodation.** *Consultation to 16<sup>th</sup> January 2019.* Thanks were extended to Cllr Beavan for raising the profile of this issue. The background to the issues, as they apply to Southwold were explained to members. Data shows that 22% of homes in Southwold are holiday lets who do not contribute to the community. Cllr Jeans advised that through the Neighbourhood Plan research there is much data available to provide a robust response to the consultation.  
**On the proposal of Cllr Rowan-Robinson, seconded by Cllr Windell it was unanimously agreed that a Task & Finish Group consisting of Cllr Jeans, Cllr Windell and Cllr Beavan draft a response for the Town Council to consider at its meeting on 11<sup>th</sup> December 2018.**
10. **Local Policing volunteer** – *to receive written report and verbal update.* Cllr Cardwell had provided a written report for the meeting. Cllr Cardwell also advised that at least 4 Southwold residents had been victims of fraud in recent weeks.

Cllr Cardwell provided an update on the advisory notices that he is issuing to assist the Police with parking enforcement and was hopeful that the advisory notices are having impact. Cllr Cardwell advised that in his view there was enough breaches of parking regulations to warrant 2 police community support officers to enforce them, especially in view of the other duties required of a PCSO i.e. fraud/burglary etc.

Thanks were extended to Cllr Cardwell for his work as a volunteer and for his help at Christmas Lights Switch on.

With regards to matters relating to signage, Cllr Cardwell suggested that it would be helpful if the Highways & Footpaths Working Group, and the PCSO, were able to identify these to Suffolk County Council.

Cllr Flunder asked whether there was a possibility of other volunteers assisting the police in Southwold. Cllr Cardwell confirmed that the Suffolk Police Authority has difficulty in recruiting such volunteers but that he would be pleased to talk to any local person who may be interested in the role.

11. **Correspondence:**

*For consideration and agreement of a response if appropriate.*

- a) *Suffolk Coast and Heath AONB partnership meeting – 14<sup>th</sup> Dec 2018*
- b) *Letter from High Steward re Remembrance Day events.*
- c) *Halesworth SNT newsletter Nov 2018*
- d) *AONB – Update Oct 2018.*
- e) *Consultation on Air Quality in East Suffolk – consultation to 18<sup>th</sup> Jan 2019.* Cllr Palmer advised members that the consultation is not directly related to Southwold. Cllr Windell acknowledged this to be the case but advised that the air quality in Victoria Street is poor due to the lorries that regularly use this route on their way to Adnams. It was agreed by all that Cllr Palmer and Cllr Windell draft a response to the consultation on behalf of the Town Council.
- f) *Review of polling districts and polling places – consultation to 30<sup>th</sup> November 2018.*
- g) *Lowestoft Record Office – consultation to 1<sup>st</sup> November 2018*
- h) *Sizewell C Community Forum – Wed 23<sup>rd</sup> Jan.* Cllr Palmer and Cllr Bradbury will attend.

12. **Financial Matters**

- a) To receive and approve the Accounts for Payment for November 2018.

**On the proposal of Cllr Betts, seconded by Cllr Ladd it was RESOLVED by all to approve the Accounts for Payment for November 2018.**

- b) *To receive the minutes of the Finance and Governance cttee meeting held 20<sup>th</sup> November 2018. Finance REP 10.18.*

*Recommendations relating to; purchase of two laptops.*

**Purchase of 2 laptops – One to replace existing one used by Town Clerk. And one to accommodate use by committees/councillors at the Town Hall, or by other staff members. Estimate of cost of 2 appropriate laptops with office software £800 - £900. Agreed by all to recommend to Council.**

**On the proposal of Cllr Betts, seconded by Cllr Windell it was unanimously agreed to approve this recommendation.**

- c) *To note precept setting deadline – 25<sup>th</sup> January 2019.* The Town Clerk confirmed that WDC have confirmed an extension for the Town Council to 30<sup>th</sup> January 2019 if required. It is anticipated that an earlier Town Council meeting date will need to be set to discuss the budget for 2019/20.

13. **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.*

14. **Website** – to receive update – *Cllr Bradbury.*

Cllr Bradbury provided the report to members.

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

*Events attended.*

Laying of crosses – 8<sup>th</sup> November 2018

Lest We Forget – 10<sup>th</sup> November 2018  
Remembrance Sunday – 11<sup>th</sup> November 2018 – Members were thanked for their contributions to these events.  
Parking Public Meeting – 12<sup>th</sup> November 2018  
Southwold & Reydon Society Annual Lunch – 14<sup>th</sup> November 2018  
St Edmund’s Day – 20<sup>th</sup> November 2018  
Christmas Lights Switch On – 24<sup>th</sup> November 2018 – congratulations were extended to the Christmas Lights Committee for their work on this event.

*Forthcoming Events*

WDC Carol Service – 14<sup>th</sup> December 2018  
Southwold Scout Group Xmas Draw – 17<sup>th</sup> December 2018

16. **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 - 16<sup>th</sup> March 2019  
It’s a Knockout – 6<sup>th</sup> May 2019

17. **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

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

Tuesday 11<sup>th</sup> December 2018 at 7.30pm at the Methodist Church Hall.

19. **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 9.20pm.

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TOWN MAYOR 11<sup>th</sup> December 2018