

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held via Zoom at 6.30pm on Tuesday 30<sup>th</sup> March 2021.**

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

Also present; 10 members of the public, the Town Clerk, the High Steward.

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.*  
Nil.
  - 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 Meeting of the Town Council held on Tuesday 23<sup>rd</sup> February 2021 and Monday 22<sup>nd</sup> March 2021.  
**On the proposal of Cllr Ladd, seconded by Cllr Goldsmith it was RESOLVED by all to approve the Minutes of the Town Council meeting held on 23<sup>rd</sup> February 2021 and Monday 22<sup>nd</sup> March 2021.**
4. **Public Participation**
  - a) *To receive a report from East Suffolk Ward Councillor D Beavan.*  
*To include update regarding on street permit parking scheme for Southwold, together with a report about the Southwold/Walberswick Board.*  
East Suffolk Ward Cllr Beavan had provided an ESC report.  
Southwold/Walberswick Board - Terms of Reference and Stakeholder Engagement Programme will be confirmed after 6<sup>th</sup> May 2021 – ESC Ward Cllr Beavan will be Chair of this Board.  
Ladies Walk is on the ESC conservation programme as is a part of Hospital Green.

Toilets/bins/collections – In light of feedback from last year ESC has increased these to cope with the anticipated demand in Southwold.

East Green Electric vehicle car chargers are ready to use – but these cannot be used to charge overnight because payment has to be made every 2 hours.

Housing – There are concerns about local housing problems as local people are needing social housing. Within the Gateway to Home Choice bands the local needs are as follows; Band A = 0, Band B = 4, Band C = 5, Band D = 2 – 11 - Band E = 13. ESC Ward Cllr Beavan advised that Ex Council house are being rented at £1500/month and that is why there is a need to provide social housing.

Trees – there are 420 saplings being made available from Woodland Trust.

*ESC Cllr Beavan will then take questions from Councillors and electors.*

*Questions from Councillors:*

Cllr Windell asked re rubbish bins – will there be any more bottle bins as the one at Gardner Road is full? East Suffolk Cllr Beavan will ask the portfolio holder Cllr James Mallinder about these. East Suffolk Cllr Beavan advised that split bins are coming soon and there should be some available for Southwold. ESC Cllr Beavan advised that one of the bottle banks by Church Green will go to the Pier car park. ESC Cllr Beavan may look at the possibility of an anaerobic digester for food waste.

*Questions from members of the public:*

A resident asked about the trees and where will these be heeled in? ESC Cllr Beavan advised that he may use own allotment to do this.

Discussion re trees. ESC Cllr Beavan will get them week commencing 19<sup>th</sup> April. 80% survival rate is anticipated.

A resident asked ESC Cllr Beavan about the land south of water works and whether this land is owned by Southwold Town Council? ESC Cllr Beavan advised that it is not on ESC harbour lands and therefore in the land owned by STC.

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

Cllr Bradbury read a statement from SCC about the Bailey Bridge as an update as SCC is in Purdah at present due to the elections. To be noted from the announcement that a new inspection of the bridge will be requested to assess the situation.

SCC Cllr Ladd provided an update on the potentials for mitigation. A Subgroup meeting had been held which was very positive. Danni Church will operate a second ferry (motorboat for 12 people which takes 2 minutes to get across from harbourmaster jetty). Next meeting is this Thursday.

Victoria Street/Bank Alley flooding – there is a collapsed drain there which is on the SCC list for repair.

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

*Questions from Councillors:*

Cllr Flunder asked about the potential influx of visitors - how is town manager doing with signage? The Clerk replied re High Street opening fund and that these signs will be ordered. Cllr Flunder was concerned re colours and text and has been in touch with the Town Manager. Town Manager to be asked to contact Cllr Flunder tomorrow about the signs.

A resident advised that it had been visually liberating to see bins on Pier car park moved.

- 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 resident asked about the Station Yard Project and asked for clarity about what is going on in relation to the business case.

The DLA review was based on office use - What is the design going to be? Should grant awarding body be advised of any changes that are being considered? Will it be blended mix?

The Town Mayor advised that an update will be provided later in the meeting.

Resident spoke re the Sail Loft using a bank at the back of their premises for outside seating, and that as permanent residents they had never had a problem before with the owners of this restaurant, and that they have tried to sort out these problems. But last year a soil bank had been created on this land and there was no planning permission to use land as part of the restaurant. The resident advised that they understood that verbal permission had been given to the restaurant to use the land which they did not understand as this area is in the AONB and in the Conservation Area. The resident advised that they did not want 45/50 people to use the land (as per the capacity of the tables) as this would create issues with noise/privacy. The resident also noted that the Sail Loft allows people to use the field at the back of the premises.

The Town Mayor advised that the owner of the Sail Loft had told the Town Council that he had offered to speak to the neighbours and is therefore surprised that this has not happened.

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

- a) To receive the written report of the meetings of the Planning and Development Committee held on Tuesday 2<sup>nd</sup> March 2021 and Tuesday 16<sup>th</sup> March 2021.

*No recommendations.*

**On the proposal of Cllr Windell, seconded by Cllr Ladd it was agreed to receive and note the minutes of the Planning Cttee.**

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

The Planning Cttee noted that they were pleased to learn that the Millennium field has got planning permission for car parking. Cllr Jeans asked whether this would be up and running this summer. Cllr Ladd advised that it will be finished by year end.

- c) To receive the written report of the Leisure and Environment Cttee dated 5<sup>th</sup> March 2021 – *REP L and E 2/2021. No recommendations.*

**On the proposal of Cllr Rowan-Robinson, seconded by Cllr Goldsmith it was agreed to receive the report of the Leisure and Environment Cttee.**

Cllr Rowan-Robinson advised that various projects are moving forward i.e., Ferry Road garden and the work on the town marshes.

Cllr Goldsmith advised that for the Ferry Road garden a concept design should be available by the end of week and it will then come to Town Council to look at. Freddie/Louis/STC will need to agree the particular plants – and it has been pencilled in for late summer (Aug/Sept) to plant Birch trees and appropriate native plants and the scheme will work with background of the marshes etc. and make the area rabbit proof and muntjac proof.

Cllr Jeans advised that the tree at front of town is dying and that herself and Cllr Windell will plant a new one.

Anti – littering Campaign –

Cllr Jeans asked whether the Town Council would help to champion this. Cllr Bradbury suggested that Leisure & Environment Cttee could look to at this. Cllr Jeans advised that it needs to be done as soon as possible. Cllr Bradbury suggested that the committee arranges to meet soon to organise this along with Cllr Beavan.

Cllr Flunder asked re pump at sluice. Is there any initiative to get Environment Agency to sort pipe or to put in pump? Cllr Rowan-Robinson responded that the sluices are the responsibility of the Environment Agency. Cllr Flunder suggested that the Town Council write to the Environment Agency - Town Clerk/Cllr Rowan-Robinson to do a letter. Cllr Beavan advised that he is in regular contact with Environment Agency and that they won't put in pump but will put in a camera to have a look at the pipework.

- d) Landlords Cttee (as per *Town Council priorities 2019 – 2022 priority c and e*) To receive the written report of the meeting held on 19<sup>th</sup> March 2021.

*Recommendations relating to registration of Havenbeach and Town marshes, 7 Hurren Terrace, edge of Havenbeach marsh, Town Hall.*

**On the proposal of Cllr Windell, seconded by Cllr Jordan it was agreed to receive and note the minutes of the Landlords Committee.**

*Registration of marshes* – Discussion regarding the registration and the number of land titles that would be appropriate for the registration of the various pieces of land. Cllr Beavan suggested that the camping field should be registered as part of Havenbeach Marsh rather than on a separate land registry deed. Cllr Windell advised that in view of the issues that the Common experienced with a particular challenge to title registration it would be advisable to do it in 3 parcels so that 2 can still be registered even if one receives any challenge. Cllr Jeans advised that she would support the idea of registering the 3 lands separately.

Discussion re registration of campsite – STC would need to show that ESC does not have any rights to the land, but this may be difficult and will potentially incur large solicitor fees to fight any claim by ESC if there is insufficient evidence to support a registration by the Town Council. The Town Clerk advised that root title will need to be sought and that Godyll's Will refers. The Town Mayor advised that whatever STC decides it should be borne in mind that potential registration of the land might compromise discussions with ESC about use of the 3<sup>rd</sup> field and financial contributions for using it. Cllr Jeans advised that if ESC has acted as owners, they are only ones who can register it. Discussion about evidence and what might be available to support a registration.

The Town Mayor advised that ESC stated on their HMC advert that camping and caravan site is part of the harbour lands.

Cllr Beavan referred to the District Auditor letter that said that STC should get rent for the land and reiterated that STC should get it registered and not to separate it from Havenbeach. Cllr Ladd suggested that Council should collect the evidence and that Council should then see what a solicitor thinks about the chances of registration of the various pieces of land with the evidence that Council has available, and then accept their advice.

**It was proposed by Cllr Ladd, seconded by Cllr Flunder that “Southwold Town Council undertake and research the evidence to register the Town marshes and Havenbeach marshes including the campsite.”**

*Cllr Beavan left the meeting.*

**It was agreed by all to approve the recommendation above - unanimous.**

**It was proposed by Cllr Jordan, seconded by Cllr Ladd to appoint Mantin’s for this land registration work on behalf of the Town Council. Agreed by all.**

**Scope of works for 7 Hurren Terrace – North & Hawkins to be project managers. On the proposal of Cllr Windell, seconded by Cllr Jordan. It was agreed by all - unanimous.**

**Town Hall - On the proposal of Cllr Windell, seconded by Cllr Jordan it was suggested that the Council ask residents what they would like the Town Hall to incorporate and whether they would they like the ideas in the Strategy i.e., Museum trail, weddings etc taken forward. Residents to be asked for suggestions. To include in next newsletter and other social media and news outlets.**

**Agreed by all – unanimous.**

**Sail Loft – use of land at rear of property for Covid outdoor seating.**

**On the proposal of Cllr Windell, seconded by Cllr Flunder it is suggested that the Sail Loft be permitted to use the edge again until 21<sup>st</sup> June 2021 when the restrictions are lifted.**

**Subsequent to meeting Sail Loft advise that the use will be required Fri/Sat/Sun only – from 12<sup>th</sup> April – 21<sup>st</sup> June 2021 – weather dependant - and that they will liase with the neighbour about all of their concerns.**

Discussion

Cllr Jeans advised that she had looked up planning regulations and this will have prejudicial effect on the neighbour amenity.

**Motion failed with 3 in favour, 4 against and 1 Abstain. Cllr Windell and Town Clerk to see restaurant owner to advise Town Council views.**

e) Sustainable Travel cttee (*as per Town Council priorities 2019 – 2022 priority f) Improve access, parking and traffic flow within the town*).

To receive the minutes of the Sustainable Travel meeting held on 18<sup>th</sup> March 2021.

**On the proposal of Cllr Bradbury, seconded by Cllr Jordan it was agreed to receive and note the minutes of the Sustainable Travel Committee. All agreed.**

*Recommendation relating to charging for parking on Godyll Road car park.*

**Proposal – That STC enters into an SLA with ESC to incorporate Ringo in the Godyll Road car park for a one-year pilot to create a short stay shoppers car park of maximum 4 hours stay. Parking to be free from 8pm – 8am. Scheme to commence as soon as possible.**

**On the recommendation of Cllr Bradbury, seconded by Cllr Goldsmith, it was unanimously AGREED to approve the recommendation above.**

6. **To receive reports from working groups.**
  - a) **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*).  
To receive update on the Reg 16 Consultation.  
Cllr Rowan Robinson advised that the Reg 16 is in at ESC. Congratulations were provided to the Neighbourhood Plan Group with special thanks to Cllr Jeans and Tom Bright.
7. **Southwold Harbour** – (*Project = as per Town Council Priorities 2019 – 2022 d) Continue to work with ESC to ensure that the Harbour is maintained and operated in the interest of the Town and its stakeholders*)  
To receive feedback from Joint meeting of STC and ESC Cabinet held 2<sup>nd</sup> March 2021 and next steps.  
Cllr Bradbury provided an update of the Joint meeting. Notice has been received that advert for co-opted places will go out on 9<sup>th</sup> April. Interviews – 17<sup>th</sup> May 2021.
8. **Elections May 2021** – To note the 2 Town Council vacancies – see election timetable for dates for nominations and submission of papers to ESC.  
Elections – as per the timetable.
9. **Southwold Town Council Annual Parish Meeting** – Wednesday 14<sup>th</sup> April 2021 at 6.30pm via Zoom. Dr Andy Wood will be the guest speaker.
10. **To note that Civic Sunday is scheduled for Sunday 23rd May 2021.**  
Alternative dates to be considered in view of Covid restrictions that will still be in place in May.
11. **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*).  
Cllr Bradbury provided a verbal report and the report had been placed on website. Cllr Bradbury noted that a process for quick decision making will need to be arranged as the project moves forward. Cllr Bradbury suggested that one idea would be for non-project board Councillors /Chairs of individual committees be asked to consider tenders as/when they arise.  
The Town Clerk to draft a schedule of delegation.

Re Comms – Town Council Comms Working Group may be asked to outsource comms on this project. It was noted that ESC has been of great assistance as part of the Project Board. Discussion as to who ESC might propose as a replacement for Ward Cllr Beavan and the Town Mayor advised that ESC might allocate officers according to the particular needs of the board’s discussions. Cllr Flunder suggested that the decision-making process/accountability of project will need to be visible, and Cllr Bradbury advised that the Project Board will attempt to have more involved, as he would want everyone working together on as the project progresses.

*It was agreed by all to suspend standing orders for 15 minutes.*

12. **Financial Matters**

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for March 2021 (*circulated to members*).

**On the proposal of Cllr Betts, seconded by Cllr Windell it was agreed to approve the Accounts for payment for March 2021 with one abstention.**

b) *To receive report and recommendations of Finance and Governance Meeting 8<sup>th</sup> March 2021 FIN Rep 03.21*

*Recommendation in relation to Policies; Biodiversity Policy, Policy for dealing with abusive, persistent, or vexatious complaints and complainants, Risk Management Policy, Model Publication Scheme Statement and Details, Covid 19 Health and Safety Policy and general Health and Safety Policy, Donations Policy.*

**On the proposal of Cllr Betts, seconded by Cllr Jeans it was agreed to approve the policies enbloc. All agreed.**

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.*

a) East Anglia One and Two/ Sizewell C. See Legal briefing for Town and Parish. Councils.

Sizewell – main stakeholders have legal reps.

Windfarm – Cllr Flunder advised that the examination is coming to an end and hopes the Town Council will have an opportunity to be involved in the future. Secretary of State will take cumulative impact into account.

14. **Date of next Town Council Meeting:** Tuesday 27<sup>th</sup> April 2021 at 6.30pm. It was noted that at present there can be no more zoom meetings after 6<sup>th</sup> May 2021 – will need to be face to face meetings.

*Members of the public left the meeting at 20.36pm.*

15. **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.* It was proposed by Cllr Windell, seconded by Cllr Jeans and Agreed by all for the public and press to leave the meeting during consideration of the following;

To receive Landlords cttee confidential minutes and to consider the following; - Red Cross Hut /Water Tower/13 Station Road.

*Declarations of interest*

*Cllr Windell declared an interest re the Red Cross Hut and left the meeting.*

**Red Cross Hut - It was proposed by Cllr Ladd, seconded by Cllr Flunder that the Town Council agree to extend the lease for one year.**

**7 in favour, One against, One abstained.**

There being no further business the meeting closed at 9pm.

DRAFT