

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Wednesday 29<sup>th</sup> September 2021.**

PRESENT:	Councillor	J Windell – Town Mayor
	“	Miss A Betts
	“	I Bradbury
	“	Mrs P Goldsmith
	“	Mrs J Jeans
	“	M Ladd
	“	M Rowan-Robinson
	“	J Sutton
	“	R Temple

Also present; The Town Clerk and the High Steward and 4 members of the public. There were also 4 members of the public on Zoom.

1. **Apologies:**

To receive apologies for absence. Apologies were received from Cllr Beavan, Cllr Flunder and Cllr Jordan.

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.* Not applicable.
- d) *Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.* Noted.

3. **Minutes:** *To approve and sign the Minutes of the Town Council meeting held on Tuesday 31<sup>st</sup> August 2021.* **On the proposal of Cllr Betts, seconded by Cllr Jeans it was RESOLVED by all to approve the Minutes of the Town Council meeting held on 31<sup>st</sup> August 2021.**

4. **Public Forum**

- a) *To receive a report from East Suffolk Ward Councillor D Beavan.*  
*ESC Cllr Beavan will then take questions from Councillors and electors.*  
A member of the public raised a question with regards to Potters Bridge Flooding.
- b) *To receive report from Suffolk County Councillor M Ladd.*  
SCC Cllr Ladd advised that the Bailey Bridge is open and that the works were completed within budget. Thanks were extended to Cllr Bradbury and Cllr Bassinette who have assisted with the Walberswick to Southwold Ferry passes. The Bridge is safe and secure for 50 years. Cllr Windell asked that thanks be passed onto the Project Team who had carried out this work.  
SCC Cllr Ladd mentioned the SEND Independent report which had found some failings for which SCC has apologised and recommendations are being put into place.

SCC Cllr Ladd also advised that he had received confirmation that road closures for the Queens Platinum Jubilee will not be charged.

SCC Cllr Ladd advised re Potters Bridge that this is a multi-Agency issue. The landowner has not allowed the Environment Agency onto their land in recent weeks, and it is not rainwater that is creating the flooding, but it is seawater - and the outlet needs to be kept clear. SCC Cllr Ladd has met the SCC Strategic Cabinet Member for Highways who will need to look at the cost of raising the road but in short term the outlet just needs to be kept clear.

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

- c) To receive comments on matters on the agenda (*each will be allowed a maximum of 3 minutes*).  
(*10 minutes will be allocated overall for this section- subject to Town Mayor discretion*).

No questions from those present.

Written questions regarding the Station Yard redevelopment and footpath project had been received in advance of the meeting and these were read out.

Question read out re structural survey – to which the Town Mayor advised that the member of public had not contacted him to discuss the matter as had been offered at the last meeting.

Questions re new design. The response was that this is still being worked on.

Question re solar panels/heat pumps. The response was that there will be air source heat pumps.

Question about footpath project - the response was that there is much support for better footpaths and improved signage.

Question about footpath maintenance – the response was that this is always one of STC priorities, but that STC is responsible for less than 25% of all footpaths.

Question re further consultation regarding footpath project – the response was that consultations have been carried out by the Project Manager.

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

- a) *To receive the report of the meeting of the Planning and Development Committee meeting held on 7<sup>th</sup> September 2021 and 21<sup>st</sup> September 2021. No recommendations Noted.*

- 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. Nil.*

- b) *Landlords Cttee - To receive the report of the Landlords Committee meeting held on 13<sup>th</sup> September 2021 Rep 7/2021. Recommendations in relation to works at 2 Strickland Place and condition surveys for 2/4/6 Strickland Place.*

**On the proposal of Cllr Windell, seconded by Cllr Ladd it was agreed by all to carry out condition surveys for 2/4/6 Strickland Place. All agreed.**

Cllr Ladd suggested that it would be interesting to analyse the income and expenditure of the various Strickland Place properties for the past few years.

*d) Sustainable Transport cttee – to receive options report arising from discussions with members of public and SCC Highways. Recommendations in relation to undertaking feasibility studies on options, and on requesting an Experimental Traffic Order from SCC for East Street.*

Cllr Bradbury spoke re the backing paper and explained the discussion regarding the parking spaces in East Street - the suspension for which expires on 31<sup>st</sup> October 2021. The recommendations being suggested are in respect of finding out costs for feasibility Studies and to request SCC to introduce an Experimental Traffic Order

Discussion took place about the Feasibility Studies costs. SCC Cllr Ladd explained that for any traffic suggestion, SCC needs to undertake a Feasibility Study and that there is a cost for each Study (i.e., the cost for 20mph feasibility study is approx. £10k). Once a study has been carried out and a scheme is found to be feasible, there will be a cost to implement a scheme - most schemes will be in region of £100k - £200k.

With regards to the Experimental Traffic Order SCC Cllr Ladd explained that all TRO fall as County Council responsibility and that most TRO are on hold at the moment due to ESC potential traffic management scheme for Southwold for which the consultation is awaited.

Discussion took place on the above. Cllr Sutton asked whether by introducing some form of parking in East Street would this encourage HGVs to use this narrow road. Cllr Rowan-Robinson asked whether it is worth spending £10k on a feasibility study for the options when council is aware that any Scheme be very expensive to introduce. Cllr Jeans suggested that the parking restriction on East Street has enhanced pedestrian experience in town.

Cllr Jeans asked whether there had already been an investigation into 20 mph in the town as it is apparent from traffic surveys that it is very rare for vehicles to go over 20 mph so why would council wish to spend money on such a Scheme.

SCC Cllr Ladd suggested that a Feasibility Study would look at everything requested in options 1-5 of the backing paper. The meeting was advised that the only times when cars could go fast would be in evenings, mornings, when fewer cars are parked in the High Street. A Scheme for 20 mph will not just apply to the High Street. Cllr Bradbury explained that the options in the backing paper are a summary of people's views and that be researching such options shows council is listening to these views.

**Recommendation – An approach be made to SCC to implement an Experimental TRO on the suspended parking spaces on East Street to make them ‘loading/unloading bays only’ with immediate effect. To be accompanied by appropriate signage at Pier Avenue and Victoria Street. On the proposal of Cllr Bradbury, seconded by Cllr Temple it was agreed by all to approve this recommendation.**

**Recommendation - SCC to provide a cost to undertake a Feasibility Study on each of the options 1-5 in the backing paper. On the proposal of Cllr Bradbury, seconded by Cllr Temple it was agreed with 1 abstain to approve this recommendation**

- e) *Leisure and Environment Cttee – To receive the report of the L and E Committee meeting held on 16<sup>th</sup> September 2021 Rep 5/2021. No Recommendations*  
See full report.

Climate / sustainability - Cllr Windell advised that STC declared a climate emergency 2 years ago and since then the fish and chip shops do not use polystyrene boxes, the Church has implemented a plastic free policy.

Since becoming Town Mayor Cllr Windell advised that he has met several stakeholders regarding climate change initiatives and attended Martlesham who had a Focus Day with a climate change theme. Cllr Windell advised that he would like to hold such a climate focus day in Southwold with speakers relevant to the local parishes/ towns. The Town Mayor has met with Adnams about their initiatives including their refill service for wine/beer/spirits to stop as many bottles being required at source. With regards to food waste Adnams are looking at another anaerobic digester.

Cllr Windell advised that with the assistance of the county resources/ Groundworks, he would like to undertake a survey to find out what measures people are taking now and to provide them with ideas about what they can do in the future – especially no cost options. Cllr Windell would like to see people doing small things which make a difference. ‘metanoy’ = change of behaviour. Cllr Windell met James Mallinder the Cabinet Member at ESC regarding new ESC initiatives - their vehicle fleet of 246 vehicles will be changed to sustainable fuel.

As Town Mayor Cllr Windell advised that he would like the Town Council to be a vanguard on such issues. SCC Cllr Ladd advised that SCC would support any parishes/towns to do things, and that SCC is introducing LED streetlights. STC to consider LED lights for the Council Chamber.

It was agreed that climate issues would be the basis for an agenda item each month.

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.* Cllr Rowan-Robinson advised that the Examiner has sent some queries which have been addressed and that the report now needs to be “Fact checked”. Examiner Report is expected by the end of October with the N PLAN Referendum in January 2022. Thanks were expressed to Cllr Jeans for her help on the Plan.

Cllr Jeans explained that the Examiner said that the Group had collected evidence so well that the policies could be really effective, as an example with regards to the Methodist Church. Cllr Jeans advised that a policy exists to prevent a Tibbys Triangle situation happening again. The policies will now have some weight.

*Cllr Rowan-Robinson left at 8.30pm.*

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) East Anglia One and Two/ Sizewell – Cllr Flunder – no report.

- b) Southwold and Walberswick Flood and Coast Board (previous minutes attached) – Cllr Ladd advised that this is a multi-agency group. Potters Bridge had been discussed and it is hoped that these will be useful meetings.
- c) Allotment Association – Cllr Bradbury – report circulated.
- d) Summer Theatre – Cllr Rowan-Robinson - no report.
- e) Southwold and Reydon Emergency Plan - working group update. Mr Nicholls provided an update. It is hoped that this will now include Walberswick - the latter suggest that it could be based on a ‘What’s App’ group. Cllr Beavan was going to circulate the plan to members of STC. Next meeting date TBC.

8. **To receive update from Station Road Project Board meeting.**

*(Project = as per Town Council priorities 2019 – 2022 b) Diversify and enhance the local economy).*

- a) Design review – it is hoped that the design is nearly ready – it is looking at providing zero carbon and LED lighting and cycle/bin areas. Demolition likely to be end October. Waiting completion of party wall survey advice.  
Cllr Jeans advised that very impressed by the design team, and that their draft is looking very good.  
Cllr Ladd advised that council will be looking for an operator but shop and flat will remain with STC. Discussion about the role of an agent to market the opportunity to find a potential operator. Discussion also about the role of the Town Development Manager whose role is to build up economy of town with the role set to finish in March 2022.
- b) application for additional funding to LEP of £250K has been submitted.

9. **Financial Matters**

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for September 2021 (*circulated to members*). **On the proposal of Cllr Betts, seconded by Cllr Temple it was agreed by all to confirm the Accounts for Payment for September 2021. All agreed.**

b) *To receive report and recommendations of Finance and Governance Meeting Rep 09.21 held on 6<sup>th</sup> September 2021.*

*Recommendation in relation to; Microsoft 365 – internet enabled systems.*

**New internet enabled phones, headphones etc will be required at town hall to enable calls through Microsoft 365. Separate wi fi will also be required for public use. The facility will enable several phone lines in/ out of the town hall which will improve service to callers. One off cost of equipment and training £805.00. Monthly cost of phone and internet system will be £73 per month (£876 p a) which includes all calls and is a reduction in present costs as presently paying £29 per month for Talk Talk and £260 average quarterly charge for BT use (aver £1452pa).**

**It was recommended that the transfer takes place as soon as possible**

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

c) *To receive return of audit report AGAR 220- 2021 and to note actions required.*  
The Town Clerk advised that the AGAR had been signed off and returned by the external auditor and that there were no actions arising. Public Notice has gone on Notice Board and is on website. Thanks, and congratulations were extended to the Town Clerk for the unblemished report.

10. **Date of next Town Council Meeting:** Tuesday 26<sup>th</sup> October 2021 at 7.30pm.

11. **Exclusion of Public and Press if required:** *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.*

Nil

There being no further business the meeting closed at 8.45pm.

Signed .....

Dated.....