



## **NOTICE**

**You are Summoned to the Meeting of Southwold Town Council which will be held on Tuesday 27<sup>th</sup> November 2018 at 7.30pm in the Methodist Church Hall, Southwold.**

**Signed** *H. J. Beavan*

**Dated 21<sup>st</sup> November 2018**

*The purpose of the meeting is for Councillors to discuss Town Council business and whilst the attendance of electors is welcomed, they are not allowed to join in the discussions of the Councillors.*

*During each meeting the council will adjourn for a period for public questions for a maximum of 10 minutes. During this time, electors can put questions to the Chairman regarding matters on the agenda. An elector must not speak for more than 3 minutes. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion. (see full Protocol for Public Participation in Council Meetings)*

## **AGENDA**

1. **Apologies:** To receive apologies for absence.
2. **Declarations of interest:**
  - a) To receive any declarations of Personal Interest regarding the agenda.
  - b) To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.
  - c) To note the decision of the Town Clerk regarding requests for dispensations relating to this agenda.
  - d) Councillors to be reminded of the requirement for them to individually update their Register of Interests as appropriate.
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 (see **Blue papers**). *Pages 1-6*
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
  - b) To receive report from Suffolk County Councillor M Ladd including update on works to Bailey Bridge.
  - 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).
5. **To receive reports from Committees:** *Pages 7-19*
  - 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 (See Yellow papers)*
  - 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.
  - 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. (See **Gold papers**)

- d) Jt Harbour cttee – to note next meeting scheduled for 18<sup>th</sup> December 2018. To note Terms of Reference of Cttee.
6. **To receive update on projects**
- Neighbourhood Plan – Consultation update. *Cllr Rowan Robinson*
  - Parking –update from public meeting – *Cllr Tucker*
  - Station Yard – a) Business planning and b) Coastal Community Fund application updates. – *Cllr Rowan Robinson*.
7. **To receive reports from Working Groups/Task and Finish Groups.**
- Neighbourhood Plan Task and Finish Group – *see above*.
  - 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
  - Landlords working group – *No meeting held*.
  - 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.
9. **Consultation on the Business rates treatment of self-catering accommodation.**  
Consultation to 16<sup>th</sup> January 2019. (See White papers) *Pages 20-31*
10. **Local Policing volunteer** – to receive written report and verbal update. *Pages 32-33*  
(See Green papers)
11. **Correspondence: (See White papers)** *Pages 34-40*  
*For consideration and agreement of a response if appropriate.*
- Suffolk Coast and Heath AONB partnership meeting – 14<sup>th</sup> Dec 2018
  - Letter from High Steward re Remembrance Day events.
  - Halesworth SNT newsletter Nov 2018
  - AONB – Update Oct 2018.
  - Consultation on Air Quality in East Suffolk – consultation to 18<sup>th</sup> Jan 2019.
  - Review of polling districts and polling places – consultation to 30<sup>th</sup> November 2018
  - Lowestoft Record Office – consultation to 1<sup>st</sup> November 2018
  - Sizewell C Community Forum – Wed 23<sup>rd</sup> Jan.
12. **Financial Matters (See Cream Papers)** *Pages 41-42*
- To receive and approve the Accounts for Payment for November 2018.
  - 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.
  - To note precept setting deadline – 25<sup>th</sup> January 2019.
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*. (See White papers) *Page 43*
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  
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

*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.

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.

PLEASE NOTE THAT ALL TOWN COUNCIL MEETINGS ARE OPEN TO THE PUBLIC AND PRESS. THE TOWN COUNCIL ABIDES BY THE PARISH AND TOWN COUNCIL CODE OF CONDUCT 2012.