

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 7.30pm on Tuesday 24<sup>th</sup> November 2015.**

PRESENT:	Councillor	Mrs M C Tucker (Town Mayor)
	“	Miss E A Betts
	“	Mrs S Allen
	“	I R Bradbury
	“	Mrs S M Doy
	“	M G C Horwood
	“	Mrs J Jeans
	“	M Ladd
	“	D J Palmer
	“	M Rowan Robinson
	“	R D Temple

Also attending: The High Steward, the Town Clerk and 1 member of the media.

#### **BUSINESS**

1. **Apologies:** Apologies were received from Cllr Windell.
2. **Declarations of Interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*

Cllr Doy declared a personal interest in any items relating to planning as a member of the Executive Committee of the Southwold & Reydon Society.  
Cllr Allen declared a personal interest in any items relating to planning as a member of the WDC Planning Committee.  
Cllr Rowan Robinson declared a personal interest in item 7 as a member of the Southwold & Reydon Society.
  - b) *To receive any declarations of Disclosable Pecuniary Interests.*

Nil.
  - c) *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.* Noted.
3. **Minutes:** The Minutes of the Meeting of the Town Council held on Tuesday 27<sup>th</sup> October 2015 were confirmed and signed.
4. **Standing Orders:** It was proposed, seconded and,  
**RESOLVED: That Standing Orders be suspended for the consideration of the following item;**
  - (a) **To receive a report from the police representative:** A copy of the police report was made available to members prior to the meeting. The Town Clerk read the report to those present.

A question was raised regarding whether the CCTV is used to assist any police enquiries. The Town Clerk advised that the latest information from the police was that the CCTV camera was operational and that the police will advise us should this cease being the case. The police did suggest that consideration could be given to upgrading the CCTV, due to its already proven usefulness in assisting with the detection of incidents. The Police & Crime Commissioner had responded to an enquiry from the Town Mayor to advise that the CCTV camera is the responsibility of the police and the Town Council to maintain. The Town Mayor advised that she would try to ensure that further details about the CCTV were made available for the next meeting.

**(b) To receive a report from Waveney District Councillors S Allen and M**

**Ladd:** WDC Cllr Allen advised that she would wish to update members about the East Suffolk Business Plan. Her notes on this matter will be circulated to all members. WDC Cllr Ladd advised that the East Anglia One was very good news for Waveney, in relation to employment opportunities and investment. and especially for Lowestoft.

*Questions to WDC Councillors:*

Cllr Jeans asked that a response be sent as soon as possible from WDC to the residents who have been enquiring about the use of 9B Chester Road as holiday accommodation. This matter has been referred to WDC by both individual residents and the Town Clerk on their behalf. Cllr Allen advised that she will check progress of this enquiry and report back to a future meeting, or to the residents direct. It was suggested that WDC send a letter of acknowledgement to the residents as an interim measure. The nature and level of the complaints and the evidence relating to the property will be forwarded to the Town Clerk.

**(c) To receive a report from Suffolk County Councillor M Ladd:**

SCC Cllr Ladd advised that the devolution project was moving forward. Cllr Ladd also advised that discussions about the SCC budget were still ongoing. The SCC consultation on the fire service is now in the public domain and residents are urged to respond to the consultation (in which one of the suggestions is to close Wrentham Fire Station). Cllr Ladd advised that he had met with the SCC highways officer and had received confirmation that the white lines in Southwold will be re painted in the New Year.

**(d) To receive comments from Southwold electors:** There were no members of the public present.

*The Meeting reopened*

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

*a) To receive the written report of the meeting of the Planning and Development Committee held on Tuesday 27<sup>th</sup> October 2015 (see attached yellow papers).*

*b) To receive the written report of the meeting of the Planning and Development Committee held on Tuesday 10<sup>th</sup> November 2015 (see attached yellow papers).*

The reports were received and noted.

6. **To receive reports from Working Groups/Task and Finish Groups and Southwold Neighbourhood Plan Team**

a) *To receive the written report of the Neighbourhood Plan working group meeting held on Wednesday 11<sup>th</sup> November (see attached mauve papers). No recommendations.*

The report was received and noted.

b) *To receive the written report H/F/P Rep.2/ 2015 of the Highways and Footpaths working group meeting held on Thursday 12<sup>th</sup> November 2015. (see attached grey papers). To receive the recommendations contained therein relating to; Parking Review.*

It is the recommendation of the Working Group that;

(i) Park Space Consulting be appointed as the Town Council's chosen consultant to undertake a parking review. **It was unanimously agreed to Approve this recommendation.**

(ii) A Parking Review Task and Finish Group be established whose members would be the members of the Highways & Footpaths Working Group (Cllrs Betts, Bradbury, Doy, Jeans and Tucker) together with Cllr Palmer.

**It was unanimously agreed to Approve this recommendation.**

(iii) That the Task & Finish Group has Terms of Reference to liaise with the consultant and project manage the tender process, to ensure that the consultant achieves the aims of the tender proposal – “to identify the issues with parking in the town, and generate recommendations”.

**It was unanimously agreed to Approve this recommendation.**

(iv) That the Parking Review Task & Finish Group be allocated the budgeted figure of £10,000 (in 2015/16 budget) in case of need, to enable completion of the final report by the consultant to be available to the Town Council in a timely manner, and within the financial delegated budget. Financial standing orders to be adhered to.

**After full discussion it was Agreed by a majority of 10 in favour and 1 against to reduce the delegated budgeted figure to £8,000.**

c) *To receive the written report LL5/2015 of the meeting of the Landlords working group held on Tuesday 16<sup>th</sup> November 2015 (see attached mauve papers). To receive the recommendations contained therein relating to; window at 3 Strickland Place, Fire Alarm at Noir, Station Road Garage repairs.*

**Recommendations:**

3 Strickland place – replacement window £1937 – Duncan's /£1953 Harry Cooper. It is the recommendation of the Working Group that Duncan's be appointed for these works. **It was unanimously agreed to Approve this recommendation.**

Repay Noir for relocation of Fire alarm – It is the recommendation of the Working Group that the proprietor of Noir be reimbursed for the relocation of the fire alarm. Amount to be repaid £383. **It was unanimously agreed to Approve this recommendation.**

*Station Road Garage* – It is the recommendation of the working group that; Town Council provide the working group with delegated powers to liaise with the necessary contractors to achieve a practical solution to enable this property to be remain water tight and stable in the short/med term.

The working group be allocated the 2015/16 designated budget of £16,000 for this purpose together with the £28K already allocated. Total delegated budget to be a maximum of £44,000 (as in the 2015/16 budget for these premises), to enable works to be completed in a timely manner, and within the financial delegated budget. Financial Standing Orders to be adhered to.

**Lengthy discussion took place regarding the above recommendation and the options available within the recommendation. Council confirmed that they were difficult decisions to be taken regarding this property, especially in relation to the costs involved. In view of the nature of the discussion about the future of the property it was agreed by a majority of 9 in favour and 2 against to continue this discussion in the Confidential section of the Agenda.**

7. **Consultation event on Wednesday 18<sup>th</sup> November 2015 relating to the 'Entrance to the Town.'** – *Feedback from Chair of N Plan Team.*

A written report was tabled at the meeting. Congratulations were extended to the Neighbourhood Plan Team for their work and displays at the consultation. It was agreed that the N Plan Team and Ingleton Wood had integrated the consultations well together, bringing both the Entrance to Town, and the Neighbourhood Plan strands into a combined event.

Thanks were also extended to the Landlords Working Group for initially bringing forward the opportunities for the Entrance to the Town to the Town Council.

Design Framework - It was suggested that Ingleton Wood be asked for a narrative to go with each slide, as these are now on display at the Town Hall for further consultation. It was also suggested that the slides be made available on the website. It was confirmed that residents are being encouraged to come in to the Town Hall to view the displays and to complete a consultation response slip until 30<sup>th</sup> Nov. The slides and text will be made available online once received from the consultants.

It was commented that planning applications are likely to be received on some of the entrance to town sites prior to the Neighbourhood Plan being completed, and concern was therefore expressed about need for urgency for the Neighbourhood Plan to proceed to the Independent Examination stage.

WDC Cllr Ladd advised that Ingleton Wood have already spoken to the WDC Policy, and Planning Teams, to ensure that the entrance to town consultation and the design framework was taken into account if planning applications are put forward prior to the completion of the N Plan.

Although there are potential mis-timings with regards to the entrance to town design framework consultation / N Plan and possible planning applications, councillors agreed that it was important for the I Wood work and the design process to be completed to ensure that the Town Council can have a major influence on design for these sites if they are not to be owned by the Town Council.

The Neighbourhood Plan Chairman confirmed that WDC had provided encouragement to the Town Council to undertake this process, with WDC being aware of the expected sale of these sites. The Chairman confirmed that Ingleton Wood should be praised for their work on the design framework study and that this work can be taken forward positively into the next stages of the Neighbourhood Plan process.

8. **Financial Matters**

a) Accounts for Payment - *To receive the accounts for payment for November 2015 (circulated to members).* The Accounts for Payment were approved with the exception of cheque number 6511. The Town Clerk was asked to make further enquiries as to why this bill was due for payment.

b) *To agree an additional £625 for the survey repair works and CAD drawings on Town Council properties. (£10k agreed and previously minuted – total quote £10,625).* **It was RESOLVED by all to approve these monies.**

9. **To receive update from Town Mayor of events/ meetings attended including;**

*Remembrance Sunday Parade & Church Service – 8<sup>th</sup> November 2015*

*Eric Dore Book Launch – 10<sup>th</sup> November 2015*

*Armistice Service at the War Memorial – 11<sup>th</sup> November 2015*

*Allotment Holders AGM & Awards – 11<sup>th</sup> November 2015*

*Blyth Valley Community Radio – 16<sup>th</sup> November 2015*

*Southwold & Reydon Society Annual Lunch – 19<sup>th</sup> November 2015*

*St Edmund's Day Service – 20<sup>th</sup> November 2015*

The events above were noted.

*Future Events*

*Ipswich Town Mayor's Charity Supper – 25<sup>th</sup> November 2015*

*Bungay Town Dinner – 27<sup>th</sup> November 2015*

*Christmas Lights Switch On – 28<sup>th</sup> November 2015*

*Suffolk Policing Information Evening – 10<sup>th</sup> December 2015*

*Carol Concert at St Edmund's Church – 20<sup>th</sup> December 2015*

*Town Mayor's Christmas Drinks Reception at Town Hall – 23<sup>rd</sup> December 2015*

10. **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*

WDC Budget and Finance meeting – 12<sup>th</sup> November 2015. *Circulated to members.* There was a typing error within the report and the figure of £6 should read £6000.

Cllr Ladd asked whether Cllr Tobin was still the Emergency Coordinator for Southwold & Reydon within the Southwold & Reydon Community Emergency Plan. Cllr Ladd advised that he had attended a winter gritting workshop where the use of volunteers during the winter months was a vital part of town and parish winter arrangements. The current members of the S&R Community Emergency Plan therefore need to be advised to the Town Council. The Town Clerk was asked to contact Cllr Tobin to ascertain this information. Cllr Palmer confirmed that he

had recently attended a meeting of the S&R Emergency Plan Group when it was discussing flood surges, and he would be pleased to be the Town Council representative on the group. Cllr Palmer was asked to provide an update about the group for the next Town Council meeting. Subsequent to the meeting Mr Tobin advised that he will update councillors at the January Town Council meeting.

11. **Correspondence.**

a) *Royal British Legion Poppy Appeal*

b) *Letter from Sole Bay Churches*

c) *Community Rail Partnership Annual Report 2014 -15*

d) *SALC agenda for Waveney Area Meeting. Nov 15.*

e) *Queens 90<sup>th</sup> Birthday Beacon Lighting 21<sup>st</sup> April 2016.* Cllr Doy asked whether any arrangements had been made for events for the Queen's 90<sup>th</sup> Birthday celebrations. Cllr Allen confirmed that this would be a matter for discussion at the next Leisure & Environment meeting.

f) *Dept for Transport – Statutory Review of the Merchant Shipping (Ship to Ship Transfers) Regulation 2010 and (Amendment) Regulations 2102 – Request for Information.*

Cllr Rowan Robinson advised members of the importance of this consultation and after full discussion **it was Agreed by a majority of 10 in favour and 1 against that a Task & Finish Group be established to draft a response to this consultation on behalf of the Town Council.** Task & Finish Group members to be; Cllrs Bradbury, Palmer and Rowan Robinson. The Task & Finish Group to draft a response and provide to the next Town Council meeting.

g) *SCC Consultation - 'Give your view to shape the future of Suffolk Fire and Rescue Service'* Noted.

12. **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.*

Cllr Allen advised that the Police and the Border Force are working closely with the Harbourmaster at Southwold Harbour and that the CCTV is viewed every morning.

Cllr Allen confirmed that the East Street Fish & Chip Shop will be using cardboard boxes for takeaway fish and chips. The shop are checking which bins are being used by customers to dispose of their rubbish, to ensure that there is sufficient capacity or indeed whether new bins are required.

'A' Board letter to be sent to the traders who place their A boards on the promenade at the top of East Street, in accordance with the Town Council A board guidelines.

13. **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;*

a) To receive the confidential written report LL5/2015 of the meeting of the Landlords working group held on Tuesday 16<sup>th</sup> November 2015 (see attached pink paper).

No recommendations contained therein. The report was received and noted.

b) Further to agenda item 6c) above - *To receive the written report LL5/2015 of the meeting of the Landlords working group held on Tuesday 16<sup>th</sup> November 2015 (see attached mauve papers).*

*To receive the recommendations contained therein relating to; Station Road Garage repairs. It is the recommendation of the working group that;*

1) Town Council provide the working group with delegated powers to liaise with the necessary contractors to achieve a practical solution to enable this property to be remain water tight and stable in the short/med term. **After full discussion it was resolved to Approve the recommendation.**

2) The working group be allocated the 2015/16 designated budget of £16,000 for this purpose together the £28K already allocated. Total delegated budget to be a maximum of £44,000 (as in the 2015/16 budget for these premises), to enable works to be completed in a timely manner, and within the financial delegated budget. Financial Standing Orders to be adhered to.

**An amendment to the recommendation was proposed and seconded – amended recommendation ‘The working group be allocated a budget of £28k. Total delegated budget to be a max of £28k.’ It was RESOLVED by all to Approve this amended recommendation.**

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

Tuesday 15<sup>th</sup> December 2015 at 7pm at the Town Hall.

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TOWN MAYOR 15<sup>th</sup> December 2015