

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Methodist Hall, Southwold, at 6.30pm on Tuesday 25th September 2018

PRESENT:	Councillor	Rowan Robinson (Town Mayor)
	“	I Bradbury
	“	C Cardwell
	“	Mrs S M Doy
	“	S Flunder
	“	D Palmer
	“	Mrs M Tucker

1. **Apologies:** *To receive apologies for absence.* Apologies were received from Cllr Betts and Cllr Ladd
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Doy declared a Personal interest in matters relating to the Red Cross Hut.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Cllrs Jeans and Windell declared a Disclosable Pecuniary Interest in relation to discussions re the Red Cross Hut.
 - 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. **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 and Personnel matters.
4. **Property Matters (See Pink Papers)**
 - a) *Previous Red Cross site – to consider lease negotiations and agree as/if appropriate, the way forward on future options for the site.*
On the proposal of Cllr Rowan Robinson, seconded by Cllr Tucker it was RESOLVED on a majority of 5 in favour and 2 against to offer the tenants a new lease for a further 3 months.
On the proposal of Cllr Rowan Robinson, seconded by Cllr Tucker it was unanimously RESOLVED to consider the longer term options for the future of the site.

7pm – Cllr Jeans and Cllr Windell joined the meeting.

7pm - Members of the public started arriving for the Town Council meeting and it was therefore unanimously agreed to suspend the remaining confidential property agenda items until after the public section of the Council meeting.

**Minutes of the Meeting of the Town Council of Southwold,
held in the Methodist Hall, Southwold, at 7.30pm
on Tuesday 25th September 2018**

PRESENT:	Councillor	M Rowan Robinson – Town Mayor
	“	I R Bradbury
	“	C Cardwell
	“	Mrs S M Doy
	“	S Flunder
	“	Mrs J Jeans
	“	M Ladd
	“	D Palmer
	“	Mrs M C Tucker
	“	J A Windell

Also present; 16 members of the public, the High Steward, the Town Clerk and WDC Cllr Beavan.

1. **Apologies:** *To receive apologies for absence.* Apologies were received from Cllr Betts.
2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*
Cllr Doy declared a Personal interest in matters relating to Station Yard.
Cllr Jeans declared a Personal interest as Chair of Southgen.
 - b) *To receive any declarations of Disclosable Pecuniary Interests regarding the agenda.*
Cllr Jeans declared a Disclosable Pecuniary Interest as Chair of Southgen.
Cllr Doy declared a Disclosable Pecuniary Interest in matters relating to Station Yard/Clancys.
 - 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 Meeting of the Town Council held on Tuesday 14th August 2018.
On the proposal of Cllr Windell, seconded by Cllr Bradbury it was unanimously RESOLVED to approve the Minutes of 14th August 2018.
4. **Public Participation**
 - a) *To receive a report from Waveney District Councillors M Ladd and D Beavan.*
Cllr Ladd and Cllr Beavan will then take questions from councillors and electors.
WDC Cllr Ladd advised that the logo for the new East Suffolk Council has been designed by Spring Design Agency.
WDC Cllr Beavan advised that he had no matters to report.

Questions to WDC Ward Councillors:

Cllr Flunder advised that there is a petition circulating around the town regarding the governance of Southwold Harbour and asked what the WDC position is regarding the harbour.

In response to the above WDC Cllr Beavan replied that many people at the harbour do not approve of the prospect of WDC having the one share within the company, and WDC has therefore been asked to reconsider the way forward. This is likely to be considered by WDC Cabinet at a future meeting. WDC Cllr Beavan was asked whether this would be a public meeting – WDC Cllr Beavan responded that it would not be.

WDC Cllr Beavan was asked to advise the Town Council of the date when the WDC Cabinet would be considering the matter further and WDC Cllr Beavan confirmed that he would ensure that the Town Council was aware of the date.

- b) *To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from councillors and electors.*

SCC Cllr Ladd advised that a road safety order will be undertaken of Halesworth Road. Cllr Windell asked whether better signage could be used for notification of the 30mph speed limit.

- c) *To receive comments from Southwold electors on matters on the agenda (each elector will be allowed a maximum of 3 minutes).*

The Town Mayor advised that he would extend the period for public questions in view of the number of people attending the meeting. The Town Mayor also advised that, if appropriate, he would respond to queries.

A resident asked about the financing of the Station Road project and the means by which capital funding would be provided, including the provision for a new site for the garage.

A resident advised that he was delighted that Spring had received the contract for the design of the East Suffolk logo. The resident asked about the publication of the comments made at the drop in for the Station Road plans and the length of time that it had taken for these to go onto the website and queried why some parts of the comments had been deleted. The resident advised that some members of the public still do not like the design and asked what changes had been made. The member of the public stated that an integrated approach with the Police/Fire Station Site plans would be ideal and questioned why Ingleton Wood had been the chosen architects.

In response to the above the Town Mayor explained that the redevelopment of Station Yard is part of the restructuring of the Town Council property portfolio and that a funding bid i.e. Coastal Community Fund had also been applied for to assist the funding of the project. The Town Mayor confirmed that the total costings for the Station Yard redevelopment would be clarified through the business planning process and that this is an Agenda item for later in the meeting. Those present were advised that Ingleton wood had been commissioned to undertake the front of town design and that to ensure continuity they had also been chosen to roll out the design for the site at Station Yard.

The Town Mayor confirmed that as far as he was aware all individual comments from the drop in had been publicised and that as no permission had been provided for names and addresses to be made public, these had been deleted whilst any abusive comments had not been placed on the website. The Town Mayor advised that following the consultation at the drop in some of the suggested changes requested by members of the public have not met the approval of the WDC Design & Conservation Officer and/ or the WDC Planning Officer.

Cllr Windell responded that with regards to the Police/Fire Station Site – this land is not owned by the Town Council and the Town Council’s role will be to influence design by virtue of the design framework.

A member of the public asked about the existing tenants and the contingencies that had been made for their businesses. The Town Mayor advised that each tenant is being communicated with on an individual basis.

A resident advised that the Southwold & Reydon Society had used Brian Haward to draw up a design for the front of town. Mr Haward is a local architect and the resident stated that it would have been preferable for the Town Council to use him. In response Cllr Ladd advised that the front of town work had started approximately 7 years ago and that the Town Council considered both local and out of town architects and had chosen to use Ingleton Wood for the design framework principles. Cllr Ladd advised that without these design principles for the front of town, the Police/Fire Station Site may have been sold to a supermarket chain or indeed to a retirement home provider. It is understood that negotiations over the Police/Fire Station Site are still ongoing, but it is hoped that the site will be able to provide a number of affordable residential properties for the benefit of the town.

Public comments finished at 7.55pm.

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

a) To receive the written report of the meeting of the Planning and Development Committee meetings held on Tuesday 21st August 2018 and Tuesday 4th September 2018. *No recommendations.*

On the proposal of Cllr Windell, seconded by Cllr Bradbury it was unanimously agreed to confirm the Minutes.

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. *To include landscaping of corner Mights Road/Pier Ave. No recommendations.*

Cllr Windell advised that himself and Cllr Rowan Robinson had attended the WDC Planning Committee meeting on behalf of the Town Council in relation to the Station Yard application.

With reference to the landscaping at Mights Road, it is hoped that a local landscape garden will be commissioned by the developer to landscape this area. The Anglian Water pump brickwork has been repaired and a survey of the services in this location will now take place.

c) Leisure and Environment Committee. To receive the written report of the meeting of 10th September 2018. Rep 3/2018. *No recommendations.*

The Town Mayor provided the report from the Leisure & Environment Committee meeting. Cllr Cardwell advised that he was delighted that there was an intention to increase the number of fingerposts and asked that a system for locking the fingers into place be considered as at present some of the fingers do move. Cllr Jeans advised that the trees in Hospital Green need regular watering and Cllr Doy confirmed that a volunteer now undertakes this role.

6. **To receive update on projects contained within Strategy 1 – 8 of ‘Our Strategy for the future of Southwold.’ and consider and agree as/if appropriate the following recommendations for each;**

a) Strategy 1

Station Yard - Business Plan. A) to request quotes from interested parties to undertake a Business Plan. B) To budget £15,000 to undertake the business plan for the redevelopment of the site (subject to our tender/quote process).

Station Yard – next steps. To approve the sum of £80,000 be allocated to carry out the requirements for entry into Stage 2 of the Coastal Community Fund bid process – in anticipation of the Bid being successful at Stage 1 of the process.

Cllr Jeans advised that the business planning group is drafting the expression of interest which will then go out to tender. The business plan will assess costs and potential revenue streams and will be a document which will inform the strategy for the site.

Coastal Community Funding – the meeting was advised that the response to the Stage 1 application may not be known for a further 2 months. The meeting was advised that over three times more applications have been submitted in this round than in previous rounds. It is assumed that RIBA Stages 2 – 4 will need to be completed should the Town Council be successful in the Stage 1 process and that the sum of £80,000 may need to be allocated for this exercise.

On the proposal of Cllr Tucker, seconded by Cllr Windell it was agreed by all to spend up to £15,000 to undertake the business plan for the redevelopment of the site.

On the proposal of Cllr Rowan Robinson, seconded by Cllr Palmer it was agreed on a majority of 7 in favour, 2 against and 1 abstain to approve the sum of £80,000 to be allocated to carry out the requirements for entry into Stage 2 of the Coastal Community bid process, conditional on the bid being successful at Stage 1 of the process.

b) Strategy 2 – No recommendation.

c) Strategy 3

Neighbourhood Plan – To budget £2000 to print summarised versions for distribution.

Cllr Rowan Robinson advised that the summary will be delivered to all households in Southwold and a drop-in event will then be held on 22nd October 2018 at the Millennium Hall.

On the proposal of Cllr Ladd, seconded by Cllr Bradbury, it was RESOLVED on a majority of 9 in favour and 1 abstain that up to £2,000 be budgeted to print the

summarised versions of the Neighbourhood Plan for distribution to each household. Cllr Ladd confirmed that this is a draft document which can be altered subject to public consultation.

d) Strategy 4

Town Hall repair works – See Confidential Paper re tenders.

The Town Mayor confirmed that tenders have been received for these works and these tenders will be considered by Council later in the confidential agenda.

e) Strategy 5 – No recommendation.

f) Strategy 6

Former Red Cross Site – within Confidential agenda.

g) Strategy 7 – No recommendation.

h) Strategy 8

Improve access, parking and transport around the Town – a) wording for parking consultation b) printing and distribution c) public meeting.

PCSO Ben Hedley Lewis has advised that he has been successful in his application to become a PC. No date for this promotion has been confirmed.

Wording for parking consultation – the Town Mayor explained the background to the draft questionnaire and confirmed that this consultation only applies to the three areas where the Town Council and the Common Trust can exercise direct control. The Town Mayor confirmed that this therefore provides limited opportunities as neither entity have control of “on street parking”.

The meeting was advised that on street parking will become enforceable by the District Council once CPE comes into place.

Questionnaires to be returned by 26th October 2018. Public meeting to be held on 12th November 2018 at St Edmunds Hall.

Discussion took place regarding the format of the questionnaire and various members suggested amendments prior to its distribution.

The Town Mayor confirmed that a consultation had already taken place with businesses and employees and that the aim of this questionnaire was to receive the views of home owners.

7. **Single Use Plastics Policy** – to approve draft Policy (including polystyrene containers). **On the proposal of Cllr Cardwell, seconded by Cllr Windell it was unanimously agreed to adopt the Single Use Plastics Policy, to include polystyrene containers.**

8. **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 – see above.

c) Landlords working group – see report of meeting of 18th September as attached. Rep LL 5/18. No recommendations.

Cllr Ladd presented the paper. Discussion re the removal of the Waveney Norse bin store from the pier car park. WDC Cllr Ladd to ascertain the timescales for these bins to be removed and their preferred location.

d) *Community Shuttle Task and Finish Group – no meeting held.* Cllr Bradbury advised that sponsors are providing donations. However, decision is still awaited from the Government following the recent consultation which would involve more onerous means of driver training and recruitment.

9. **Correspondence:**

For consideration and agreement of a response if appropriate.

a) *Scottish Power Renewables – consultation 19th Sept – 29th Oct.*

b) *Suffolk design guide survey see www.suffolkdesign.uk – closes 31st October 2018*

c) *AONB Newsletter August 2018*

d) *Letters from Southwold Haven Port Stakeholders Group and Paul Heiney re Southwold Harbour.*

Cllr Bradbury advised that he would prefer the Town Council to be more proactive by encouraging a public meeting to be held. Cllr Rowan Robinson advised that following the public meeting in January 2018, no new proposals had been submitted to the Town Council and until such time as proposals are presented, there is no further information available to present at a public meeting.

Cllr Flunder advised that he would hope that the Town Council will take account of the views of residents and visitors when considering a formal response to any new proposals.

Cllr Ladd advised that the original trust model from approx. 2009/10 was proposed to Waveney District Council by the Town Council and the Town Council did interview potential Trustees. However, times change, and it would be important to ascertain the governance model which now provides the best outcome for the future of the harbour.

Cllr Palmer advised that the harbour's future is dependent on the future of the estuary and that the harbour would be affected by any lack of flood protection.

e) *Update from SouthGen re WDC CIL request.* Cllr Jeans provided an update and confirmed that the Town Council would be able to request that Southgen be considered as an eligible project for the new CIL pot which will become available in 2019.

f) *Sizewell C Community Forum – see meeting update on their website <http://sizewell.edfenergyconsultation.info/szc-community-forum/>*

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.

a) *Dementia steering group – see written report provided by Cllr Cardwell*

b) *WDC - Gateway to Home choice – verbal update Cllr Rowan Robinson – the Town Mayor thanked Cllr Ladd for organising the information session provided to Councillors, as well as the public drop in session which had been well attended and had seemed to reach those to whom it would be of benefit.*

c) *Repair works at Easton Bavents – verbal update Cllr Rowan Robinson - the Town Mayor advised that himself and Cllr Ladd had attended a meeting regarding improvements to the seawall and that these works will be going ahead shortly.*

d) *Footpath Repair works Palmers Lane to Bailey Bridge – verbal update Cllr Windell – Cllr Windell advised that the footpath works had now been completed.*

11. **Financial Matters**

a) *To receive and approve the Accounts for Payment for Aug/Sept 2018.*

On the proposal of Cllr Bradbury, seconded by Cllr Windell it was unanimously agreed to approve the accounts for payment for Aug/Sept 2018.

b) *To receive the minutes of the Finance and Governance cttee meeting held 17th September 2018. Finance REP 8.18*
Recommendations relating to; Donation to S and R Society, Donation to Corps of Drums, Amendments to Model Standing Orders.

Cllr Bradbury presented the report of 17th September including the following recommendations;

1. It is the recommendation of the Finance Committee that a donation of £100 be made to the S and R Society towards the cost of biodegradable doggie bags. It was suggested that S and R Society be asked to make a similar request to the Common Trust.
2. It is the recommendation of the Finance Committee that a donation of £500 be made to the S and R Cof D to enable them to take part in the Remembrance Day commemorations.
3. Nalc provided 3 amendments to the Model Standing Orders – see attached. It is recommended that these be adopted enbloc.
4. Plus consider marshes drainage agenda item 7. No recommendation.

On the proposal of Cllr Bradbury, seconded by Cllr Cardwell it was unanimously agreed to approve recommendations 1/2/3 as above.

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

Events attended.

Festival of Golf – 18th August 2018

Southwold Art Circle Summer Exhibition – 20th August 2018

Mayors Charity Walk and Supper

Woodbridge Civic Service – 9th September 2018

Battle of Britain Service Beccles – 16th September 2018

Hadleigh Civic Service – 23rd September 2018.

Forthcoming Events

Needham Market Civic Service – 14th October 2018

13. 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.

Event at Southwold Golf Club - 12th September 2018 – the Town Mayor advised that over £800 had been made for the Charity.

Spring Ball - 16th March 2019 –

6th May 2019 – It's a Knockout Family Day to be organised by the Sports Clubs.

- 14. 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.

The Town Mayor advised that the Reydon Neighbourhood Plan area designation has been submitted to Waveney District Council and was available for comment.

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

Tuesday 30th October 2018 at 7.30pm at the Methodist Church Hall.

16. **Exclusion of Public and Press cont'd:** 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 and Personnel matters.

4b and 17 b) *Town Hall repair/ improvement works – to consider tenders received.*
This matter to be postponed to a future date.

4c and 17 c) *Landlords working group – see report of meeting of 18th September as attached. Confidential Rep LL 5/18. Recommendations in relation to; Lease negotiations on 9A Hurren Terrace, and 21 Market Place.*

9 A Hurren Terrace – see recommendation in Confidential Rep LL 5/18 re rent review.
On the recommendation of Cllr Tucker, seconded by Cllr Ladd it was unanimously agreed to approve the recommendation contained in Rep LL 5/18 re rent review 9A Hurren Terrace.

21 Market Place – See recommendation in Confidential Rep LL 5/18 re lease and rent.
On the recommendation of Cllr Tucker, seconded by Cllr Ladd it was agreed with 1 abstention to approve the recommendation contained in Rep LL 5/18 re lease and rent at 21 Market Place.

18. **Personnel matters (if any) – No items to consider**

There being no further business the meeting closed at 9.45pm.

TOWN MAYOR 30th October 2018