

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 29<sup>th</sup> October 2019**

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

Sheila Moss King – Station Yard Redevelopment Project Consultant.

Also present; 20 members of the public, and the Town Clerk, and High Steward.

#### **Agenda**

Cllr S Tobin had completed his Declaration of Acceptance of Office prior to the meeting and was welcomed to the meeting.

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.*  
Cllr Jeans declared a personal interest in planning application DC/19/3790/FUL in agenda item 5b)i
  - 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 complete a Register of Interest online.
3. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council held on Tuesday 24<sup>th</sup> September 2019.  
**On the proposal of Cllr Windell, seconded by Cllr Goldsmith it was unanimously RESOLVED to approve the Minutes of 24<sup>th</sup> September 2019.**

#### 4. **Public Forum**

- a) *To receive a report from East Suffolk Councillor D Beavan.*

*Cllr Beavan will then take questions from councillors and electors (maximum 5 minutes).*

Cllr Beavan advised the following;

That a meeting is due to be held with the Environment Agency and Anglian Water regarding the bathing water quality,

ESC has written asking for agenda items for the Planning Forum meetings to be held in January 2020, and ESC Community workshops are starting in November 2019, Flooding at Potters Bridge is still causing issues – Cllr Beavan is pressing for a proper outcome,

Harbour consultation is ongoing – there is pressure from local people to try and move this forward in a correct way.

Repeat Prescription Orders – there has been a change to the system. ESC Cllr Beavan is pressing for those who do not wish to do this online to have an alternative system.

*Questions from members to ESC Cllr Beavan:* Cllr Jeans asked that as some of the tenants of Corporation Cottages have moved into Duncans Yard and the properties are empty, what can be done to retain these as social housing? Cllr Beavan advised that these are being used as temporary accommodation but that he will keep a check on this.

Cllr Tobin advised that the Environment Agency do seem to be short of resources on the ground and this may affect the possible outcomes for Potters Bridge flooding.

*Questions from members of the public to ESC Cllr Beavan:*

A member of the public asked about the harbour consultation and whether there is a lack of urgency from ESC and whether the format detailed within the consultation is appropriate. Cllr Beavan advised that he would be trying to achieve a compromise to ensure local representation – whilst acknowledging that ESC will have the liability.

- b) *To receive a report from Suffolk County Councillor Ladd. Cllr Ladd will then take questions from councillors and electors (maximum 5 minutes).*

SCC Cllr Ladd advised the following;

The Care Quality Commission have rated the Suffolk Care Homes 5<sup>th</sup> out of 53 nationally which is a very good outcome,

Cabinet reshuffle has taken place,

Proposed Council Tax for 2020/21 could potentially have a 2% increase with the separate social care precept being raised by 2% also,

A1095 road safety audit highlights some recommendations in relation to traffic slowing measures and this report has been shared with Reydon Parish Council, East Anglia One and Two – mock ups of the visual effect out to sea, as viewed from Gun Hill had been made available at a site visit to Gun Hill. Cllr Ladd advised that he supported renewable energy but that this project will impact the town and potentially the tourism of the area.

Cllr Flunder advised that the Consent Order for East Anglia One and Two has been delayed for one month so the Town Council cannot yet register to take part in the next stage of the consultation process.

Cllr Ladd advised that there will be much construction traffic – and lobbying is taking place to ensure that extra infrastructure is provided.

*Questions from Members to SCC Cllr Ladd:*

There were no questions from members

*Questions from Members of the public to SCC Cllr Ladd:*

A member of the public advised that from their calculation the windfarms would not be as visually imposing as some might consider.

Cllr Ladd advised that since the original application there were now less turbines, but that they were taller ones. A special SCC Cabinet meeting is being held on 14<sup>th</sup> January 2020 to consider East Anglia One and Two. Cllr Flunder advised that he arrange to meet with ESC and then update the Town Council with regards to preparing a response.

- 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).*

A member of the public asked questions regarding the Station Road redevelopment agenda item 6, which included questions about; communication with tenants, Enterprise Development Team, effect on tenants and community, remaining funding required.

A member of the public asked questions regarding the Station Road redevelopment agenda item 6, which included questions about; parking, and the research showing the requirement for business units.

*Public participation closed.*

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

- a) To receive the written report of the meeting of the Planning and Development Committee meetings held on 17<sup>th</sup> September and 8<sup>th</sup> October 2019 (see yellow papers attached). *No recommendations*

Minutes noted and agreed by all.

- b) To receive a verbal update from Planning and Development Committee on any additional planning/development matters to be brought to the attention of the Council, including;
- i) The Planning and Development Cttee meeting of 22<sup>nd</sup> October 2019 which considered the following applications;
- DC/19/3790/FUL – Old Hospital site – proposed landscaping works to front to include buggy store and play hut.
- DC/19/3917/FUL – 37 Pier Ave – two storey front and rear extensions
- DC/19/3868/FUL – 59 North Road – replacement of UPVC conservatory with garden room
- DC/19/3331/FUL – 6 Lorne Road – roof conversion for attic bedroom, provision of ground floor shower room, new windows and internal alterations, creation of garage at far end of garden.
- ii) Historic Environmental prelim consultation – deadline 25<sup>th</sup> October 2019
- iii) Meeting with ESC planning officers 30<sup>th</sup> September 2019
- iv) Suffolk Local authorities planning engagement 15<sup>th</sup> October 2019

Cllr Jeans explained to members the situation with regards the planning application for 37 Pier Avenue in regard to its significance and the use of applying the new National Design Guide and the NPPF. In view of its importance expert planning assistance will be requested to assist with the council response to this application.

*Cllr Jeans advised that she would explain the following item but not vote;*

Cllr Jeans explained the background for the planning application DC/19/3790/FUL which had not been discussed at the recent committee meeting, but which requires a response to ESC.

Cllr Flunder explained to members that the application did not align with the ESC officers' remarks in the original application and that the application shows 3 disparate boundary treatments which are not in harmony and detract from the symmetrical appearance of the main brick elevations behind.

**It was proposed by Cllr Flunder, seconded by Cllr Beavan, that approval be given to the application subject to the removal of the apple trees, and on condition that the picket fence be brought further along so that it is symmetrical with the rest of the fence. 3 in favour, 4 against and 2 abstain.**

**It was then proposed by Cllr Jordan, seconded by Cllr Windell that the application be approved as submitted. 7 in favour, 2 against.**

Cllr Ladd advised that he would like thanks recorded to Cllr Jeans for all of her work on the planning application for 37 Pier Avenue.

Question was raised with regards to change of use for holiday lets and whether this was now required. Cllr Jeans advised that Cambridge is a good example of how to set policy for holiday lets and that the planning cttee will pursue this further.

- c) To receive the written report of the Leisure and Environment Committee meeting - *no meeting held.*

Cllr Rowan Robinson advised that the unveiling of the marsh's information boards would take place on 8<sup>th</sup> November 2019 and that the Common/ marshes management plan would be available for the Common Trustees meeting tomorrow evening.

Congratulations were extended to Cllr Jeans, Cllr Windell and the volunteers who have been assisting with the Mights Road bus shelter works. Cllr Jeans advised that this is a good news story and an outcome has been that 2 volunteers have come forward to help with such works.

Cllr Bradbury advised that the opening of the cycle store at the back of the town hall would also take place on 8<sup>th</sup> November 2019.

- d) To receive the written report of the Landlords Committee meeting. *No meeting held.*  
Legal sub cttee met 23<sup>rd</sup> October to discuss legal matters, rents outstanding, rent and lease reviews. *See Lilac papers* - See recommendation re Flat 1 Hurren Terrace.

**On the proposal of Cllr Windell, seconded by Cllr Jeans, it was unanimously RESOLVED that the property at Flat 1 Hurren Terrace be let for rental purposes at a rent of £600 - £625 per month. In view of the legal requirements relating to residential tenancies, Durrants will be asked to undertake the**

**viewings, together with the administrative procedures required for the letting of this property.**

The Town Council has an ongoing list of people who have expressed interest in various council properties, and they will be contacted and made aware of its availability.

Cllr Windell advised that works will be undertaken on the windows, back door, and external painting of this property.

- e) To receive the written report of the Highways and Footpaths cttee meeting – No meeting held. *No recommendations.*
- f) Southwold Harbour Lands Joint cttee – *verbal update re consultation.* Consultation extended to 18<sup>th</sup> November 2019.  
Next Jt cttee meeting – Wednesday 11<sup>th</sup> December 2019 at 2pm at Stella Peskett Millennium Hall.  
Cllr Windell advised that this is a consultation and he would urge councillors to make individual representations. The period for consultation has been extended to 18<sup>th</sup> November 2019, to be followed by a Jt cttee meeting on 11<sup>th</sup> December.  
Thanks, were extended from Cllr Beavan to Cllr Windell for attending the consultation events.

**6. Coastal Communities Fund Round 5**

To receive notification that the Town Council has been awarded £995,000 under Round 5 of the MHCLG Coastal Communities Fund to support the work set out in the application to CCF.

Council to confirm that the grant will be spent as required - £186,000 ‘Revenue’ for Southwold Development Team roles, £809,000 ‘Capital’ for Southwold Enterprise Hub.

The Town Mayor advised that he may wish to suspend standing orders as the need arises to bring in others for contributions.

The Town Mayor explained the background to the bid, confirming that the full amount of the monies requested had been granted. The grant is for 2 items; a) Capital project and b) revenue monies to provide 3 Business Development Team members whose roles will be fully funded and include help to the business community. The monies are available as a package and cannot be split. The Chairman advised that caution should be exercised regarding any discussions about individual tenants due to the potential confidentiality of these matters.

Cllr Beavan advised that he had submitted an amendment to the motion which he would like considered. The Chairman advised that this would not be taken at this stage but that it would be allowed to be discussed later.

Cllr Rowan Robinson proposed that the grant be spent as required - £186,000 ‘Revenue’ for Southwold Development Team roles, £809,000 ‘Capital’ for Southwold Enterprise Hub. Seconded by Cllr Jeans.

Cllr Rowan Robinson spoke to the motion, setting out the background and reminding those present of the consultations that had taken place including the planning consultation hosted by Ingelton Wood, reminding members that the final design plans had had to be amended in line with the requirements of the Design and Conservation Officer.

The original application had a site for some mixed use but that jobs were the focus for the CCF and that this scheme can deliver those. Members were advised that employees of the site will have access to the Millennium Foundation car park and that the H and F cttee are still looking into the specifics of residents parking schemes. The Council would need to make its best endeavours to have the jobs created as indicated, but the risk assessment does cover the prospect of a fall-back position if required. Tenants have been communicated with regularly throughout the years of development of the scheme and council will continue these communications. An alternative site for a garage has been considered and this matter continues to be pursued. The scheme sets out new jobs which will be very good for the town and its economy. Cllr Rowan Robinson advised that if the Town Council were to refuse the money then it would also be refusing jobs.

As seconder, Cllr Jeans spoke to the motion, reminding members of the consequences of not accepting the money, including the probability that Southwold may not receive grant funding in the future.

Cllr Beavan advised that he would not wish to delay matters but that he would like to put in an amendment to the motion to have a 2 month consultation. Debate took place regarding this suggestion.

Cllr Tobin advised that several consultations had already taken place and that there was a timeline to be delivered.

Cllr Flunder advised that the redevelopment was a contentious matter, and that even with the funding approx. £1.8 m additional monies will be required for the scheme and for this there needed to be certainty around the potential for job creation, and that the cost of modifying the buildings, should the fall back position be required, should be considered. Cllr Flunder suggested that it would be appropriate for a consultation to take place.

A query was raised regarding the deadline for acceptance of the monies and the chairman confirmed that monies would be received in November.

Debate continued.

Cllr Windell spoke regarding the buildings not being fit for purpose and the need to bring clarity for the tenants, and to not put the grant monies in jeopardy.

Cllr Ladd provided some history of the project, reminding councillors that schemes at/ around the site had been considered over the past 25 years and that the shops at Hurren Terrace had been considered contentious at the time but now provided for businesses to operate in Southwold on reasonable rents. Cllr Ladd advised that to do nothing is not an option, and reminded all that the CCF monies/ scheme had been looked into for over 4 years. Members were reminded that the CCT Economic Plan had included the redevelopment of the site, in line with the Town Strategy regarding creation of higher paid jobs, and that that the CCF assessors would have stressed tested the scheme. Members were reminded that the scheme includes flexible workspace so that they can be adapted to the needs at the time, and that by being owned by the council, could be

provided at a reasonable rent, and that existing businesses would also benefit from the roles and work of the Enterprise Development Team.

Further debate took place around consultation / engagement. The Chairman reminded members that the grant monies were being provided for a specific scheme which had been based on a variety of research. Cllr Ladd advised that the reason to proceed with the project should relate to the strategy in relation to the creation of jobs. Cllr Flunder suggested that there may be other options including refurbishment of existing premises.

Cllr Tucker reminded the meeting that all councillors had been invited to provide their ideas for the scheme and that the options appraisal had been completed at the very start of the project. Members were advised that all projects carry risk, but that diversification of the economy was a key strategy and that this scheme provides prospects for a better future.

Cllr Jordan reminded members that a scheme for the site had been considered since pre 2004 and that the present buildings are extremely run down. Cllr Goldsmith advised that it was important to provide opportunities / higher paid jobs.

Cllr Beavan advised it was not his intention to destroy the plan/ money but that he would like to provide an amendment to consult for a period of 4 weeks to consider the scheme alongside the options to rebuild existing garages and workshops, or to create a smaller scheme including garage/ workshops.

The Chairman asked the consultant about these options. The consultant referred to the conclusions of third-party research, as well as the Parish Plan and Neighbourhood plan, the Town Strategy and options appraisal.

**On the proposal of Cllr Beavan, seconded by Cllr Flunder it was proposed that there be a 4 week consultation to consider the scheme alongside the options to a) rebuild existing garages and workshops, and b) to create a smaller scheme including garage/ workshops.**

**2 In favour, 9 against, 1 abstain.**

**On the proposal of Cllr Rowan Robinson, seconded by Cllr Jeans it was proposed that the Town Council confirms that the MHCLG Coastal Communities Fund grant be spent as required - £186,000 'Revenue' for Southwold Development Team roles, £809,000 'Capital' for Southwold Enterprise Hub.**

**Recorded vote was requested. It was RESOLVED by a majority of 10 in favour – Cllrs; Betts, Bradbury, Goldsmith, Jeans, Jordan, Ladd, Rowan-Robinson, Tobin, Tucker, Windell and 0 Against, with 2 abstentions – Cllrs Beavan and Flunder, to Approve this recommendation.**

Thanks were extended by the Chairman to members for the manner of the debate.

It was agreed that a presentation be held on Monday 11<sup>th</sup> November at 6pm at Sole Bay Arts Centre to explain the Scheme.

9.30pm - Discussion held re the remaining items on the agenda. It was agreed that the meeting be extended for a further 15 minutes.

7. **Town Council draft Strategy/Priorities 2019 -2023**

*To receive a verbal update.*

Cllr Tucker advised that it was hoped that the document will be finalised and made available to councillors within the next 2 weeks.

8. **Task and Finish Groups**

a) To receive the written report of the Parking Management Task and Finish group meeting of 7<sup>th</sup> October 2019.

To consider recommendation in respect of purchase of cycle hoops.

**On the recommendation of Cllr Bradbury, seconded by Cllr Jeans, it was agreed by all to allocate £1000 to the purchase of cycle hoops for placement within the town.**

b) To receive the written report of the Neighbourhood Plan Task and Finish group – *no meeting held*. Regulation 14 consultation commencing 1<sup>st</sup> November 2019 for 6 weeks. Noted.

c) To receive the written report of the Climate Emergency Task and Finish Group meetings. *No meeting held*. Cllr Windell advised that the group will hold a further meeting and report back to the next Town Council meeting.

d) To receive a verbal report from the Southwold and Reydon Community Emergency Group meeting held 15<sup>th</sup> October 2019. Cllr Ladd thanked Mr Nicholls for his work on the emergency plan.

9. **Financial Matters** (see cream papers attached)

a) To receive the minutes of the Finance and Governance cttee meeting held 15<sup>th</sup> October 2019. Rep 8.2019. *See supporting papers.*

To consider recommendations in respect of; CCTV monitoring equipment, Information Protection Policy, Information Security Incident Policy, Laptops Policy, and to consider Donations.

The CCTV monitoring information. Cost for suitable replacement £2180. Insurance claim being progressed, and it is recommended that should the claim not be fully met, the sum of £2180 be spent to replace the necessary parts or any shortfall arising from the amount received from the claim itself to ensure full replacement.

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

Information Protection Policy / Information Security Incident Policy – See attached. It is recommended that these policies be readopted. No amendments required.

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

Laptops Policy – see attached. It is recommended that the laptops policy be amended to enable use in Town Council meetings. This will support the Climate Emergency initiative by enabling Councillors to opt in to receiving all council and cttee papers by e mail if they so desire.



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

Xmas Lights cttee – are requesting contribution of £1000 towards the PA system and First Aid provision for the event. Discussed by the cttee and it is recommended that the sum of £1500 be allocated from the donations budget to cover these bills.

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

Community Emergency Group – the community emergency group are seeking an allocation of £500 from both Reydon PC and Southwold PC to enable them to replace the items in the emergency boxes and resupply full boxes to those who need them. It is intended that the Town Council undertakes the purchasing of the items required. It is recommended that £500 be allocated to a community emergency budget. **On the proposal of Cllr Betts, seconded by Cllr Tobin, it was unanimously agreed to approve this recommendation.**

Southwold and Reydon Society – request £100 donation for the repurchasing of dog bags. £100 also being requested from Reydon PC. It has been established that the bags are bio- degradable and it is recommended that the Town Council allocates £100 from its donations budget for this purpose. **On the proposal of Cllr Betts, seconded by Cllr Windell, it was unanimously agreed to approve this recommendation.**

b) To receive updating paper re Camping Field Ferry Road.  
Cllr Windell reported that the strategic director at ESC had advised that a report would be available during the second week of November relating to this matter. Cllr Beavan advised that the camping field could be offered to a third party if the Town Council wished to persue this, and Cllr Ladd suggested that the Town Council should try and resolve and conclude this matter within 6 months.

c) To receive the Accounts for Payment for October 2019. **On the proposal of Cllr Betts, seconded by Cllr Windell, it was RESOLVED by all to approve the payments as presented.**

10. **Correspondence:** (See white papers attached)

- a) PCSO report and ‘Constables County’ October 2019
- b) AONB report September 2019
- c) Suffolk County Council Electoral Review Parish and Town Council Briefing – consultation to 2<sup>nd</sup> December 2019.
- d) ESC Council Tax Support consultation to 2<sup>nd</sup> November 2019.

11. **To receive update from Town Mayor of events attended/ matters to report including:**

*Events attended.*

Home start AGM – 26<sup>th</sup> September 2019

Volunteers event – 28<sup>th</sup> September 2019

Evening at Tiptree – 8<sup>th</sup> October 2019  
Suffolk Pension Fund AGM – 9<sup>th</sup> October 2019  
Suffolk Policing Meeting – 10<sup>th</sup> October 2019  
Suffolk Coast Forum – 11<sup>th</sup> October 2019  
Needham Market Civic Service – 13<sup>th</sup> October 2019  
Boosting British High Streets in 2019 – 22<sup>nd</sup> October 2019.

*Forthcoming Events*

Remembrance Sunday – 10<sup>th</sup> November 2019  
Armistice Day – 11<sup>th</sup> November 2019  
Southwold Allotment Holders AGM – 13<sup>th</sup> November 2019  
East Suffolk Partnership – Shaping Our Future – 15<sup>th</sup> November 2019  
St Edmunds Day – 20<sup>th</sup> November 2019  
Christmas Lights Switch on – Saturday 30<sup>th</sup> November 2019

12. **Town Mayor organisations – 2019/20.**

To receive updates regarding events to be held in support of the Town Mayor’s organisations for 2019/20.

13. **To receive written 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.*

Nil

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.

Nil

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

Tuesday 26th November 2019.

There being no further business the meeting closed at 9.45pm

Signed .....

Dated.....