

## SOUTHWOLD TOWN COUNCIL

### **Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.30pm on Tuesday 10<sup>th</sup> December 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
	“	J A Windell

Also present; 10 members of the public, and the Town Clerk, and High Steward.

1. **Apologies:** *To receive apologies for absence.*  
Apologies for absence were received from Cllr M Tucker.
2. **Declarations of interest:**
  - a) *To receive any declarations of Personal Interest regarding the agenda.*  
There were no Declarations of Personal Interest.
  - 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 update the Register of Interest online.
3. **Minutes:** (i) To approve and sign the minutes of the Meeting of the Town Council meeting held on Tuesday 14<sup>th</sup> November 2019.  
**On the proposal of Cllr Windell, seconded by Cllr Rowan Robinson it was RESOLVED by all to approve the Minutes of Tuesday 26th November 2019.**
4. **Public Forum**
  - a) *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).*

There were no comments from members of the public.

*Public participation closed.*

**5a) To receive a verbal update from Planning and Development Committee on applications considered at the meeting of 10<sup>th</sup> December 2019 and any additional planning/development matters to be brought to the attention of the Council.**

Cllr Jeans advised that the planning cttee had met earlier to consider 5 planning applications. There has also been an application submitted for outline planning permission to build 9 dwellings on the police station site - the details of which will be brought to a future Town Council meeting in order that Council can agree a response (as it is outside the terms of reference of the cttee). The Town Clerk will contact ESC to establish the consultation expiry date to ensure that a council meeting is held within the timescales required. The Police Authority will be contacted to ascertain whether they intend to hold a public consultation.

**i) Council to consider, and if approved, submit a formal pre application request to ESC for change of use to B2 use, including a garage, on former Household Waste site Blyth Road.**

Cllr Jeans advised that ESC has suggested that a pre app be submitted should a garage premises be sought on the former Household Waste site. Presently this site falls outside the Employment Zone and a case would need to be made if a garage were to be requested at the site. Cllr Jeans explained that an 'in principle' agreement was being sought at this stage and that this should be included within an amended proposal.

On the proposal of Cllr Jeans, seconded by Cllr Windell it was proposed that; The Town Council consider, in principle, to submit a formal pre application request to ESC for change of use to a garage, on former Household Waste site Blyth Road  
Discussion took place on the proposal.

SCC Cllr Ladd advised that there is still a condition on the land, placed by SCC, that usage of the site must remain as refuse.

**On the proposal of Cllr Ladd, seconded by Cllr Windell, it was proposed to write to SCC to seek removal of the condition relating to usage of the former Household Waste site land.**

**RESOLVED unanimously to APPROVE.**

**On the proposal of Cllr Jeans, seconded by Cllr Windell, it was proposed that; The Town Council consider, in principle, to submit a formal pre application request to ESC for change of use, on former Household Waste site Blyth Road, to use as a garage.**

**RESOLUTION APPROVED - 10 in favour and 1 abstain.**

**ii) Council to consider, and if approved, to delegate a budget of £3500 to the Planning and Development Cttee to obtain professional advice to assist with the pre-app if required.**

Cllr Jeans explained that any pre application to ESC would need to be a professional document, setting out clearly to ESC why the policy on Employment Zone status should be reconsidered for the Household Waste site as above. Cllr Jeans advised that professional assistance will be required to set out the arguments to support an application.

On the proposal of Cllr Jeans, seconded by Cllr Windell it was proposed that; Town Council consider, and if approved, to delegate a budget of £3500 to the Planning and Development Cttee to obtain professional advice to assist with the pre-app if required.

Discussion took place on the proposal and the budget being requested.

It was suggested that the budgeted sum should be used only if absolutely required. Query was raised whether the scope of the pre application advice could be extended to cover other uses as well as a garage, to ensure that value for money is obtained from the professional advisers, and to ensure that ESC confirm what the land could be used for, if the outcome is that they consider that a garage is not appropriate, or if a garage is found not to be required at this site.

Cllr Jeans advised that the Town Council pre application would need to state the uses for which ESC views were to be sought on – and the professional advisers would be asked to assist with this. It was suggested that the proposal be amended to reflect these suggestions.

On the proposal of Cllr Jeans, seconded by Cllr Ladd the proposal was amended to read;  
**The Town Council delegate a budget of £3500 to the Planning and Development Cttee to obtain professional advice to assist with a pre-application.**  
**RESOLUTION AGREED - 10 in favour, 1 abstain.**

b) *To receive a verbal update from the Landlords Committee in respect of contamination investigations on the Town Council site at Station Road.*

**Council to consider, and if approved, to delegate a budget of £2000 to the Landlords cttee to engage an environmental consultant manager to work with, and to advise the Town Council on, the analysis, appraisal and prospective subsequent environmental management of the site at Station Yard.**

Cllr Windell advised that a Scope of Works had been sent to various organisations to establish costs regarding the site investigations required for determining the contamination at the site, in compliance with the EPO response to the planning application. 2 responses have been received to date. Others are awaited. The responses to date include various technical suggestions for which professional assistance/ advice may be required by the Town Council in the selection/ analysis, appraisal of the most appropriate tender and the subsequent environmental management of the site.

On the recommendation of Cllr Windell, seconded by Cllr Jordan it was proposed that; Town Council to consider, and if approved, to delegate a budget of £2000 to the Landlords cttee to engage an environmental consultant manager to work with, and to advise the Town Council on, the analysis, appraisal and prospective subsequent environmental management of the site at Station Yard.

Discussion took place on the proposal.

Cllr Tobin advised that this would demonstrate that due diligence is being taken by the Town Council, and in view of the sensitivity of the site, professional assistance would be appropriate. Cllr Beavan advised that he agreed with the initiative but queried why these suggestions are only just coming forward, in view of the contamination issues being

known since 2002. Cllr Flunder suggested that initial advice could perhaps be sought from the EPO at ESC.

**On the recommendation of Cllr Windell, seconded by Cllr Jordan it was proposed that; The Town Council delegate a budget of £2000 to the Landlords cttee to engage an environmental consultant manager to work with, and to advise the Town Council on, the analysis, appraisal and prospective subsequent environmental management of the site at Station Yard.**

**RESOLUTION APPROVED - unanimously.**

6. **Task and Finish Groups**

a) *To receive the verbal report of the Neighbourhood Plan Task and Finish group – no meeting held.*

Regulation 14 consultation - 1<sup>st</sup> November 2019 to 30<sup>th</sup> December 2019.

The initial consultation drop in day had taken place on 5<sup>th</sup> December and the next is on 19<sup>th</sup> December 2019 at the Town Hall.

b) *To consider, and if agreed, approve the written report and recommendations of the Climate Emergency Task and Finish Group meetings for adoption by Town Council and committees.*

Cllr Jeans advised that a report had been drawn up and that this can be circulated to all members for discussion at a future date.

7. **Financial/ Governance Matters**

a) To receive the minutes of the Finance and Governance cttee meeting held 27<sup>th</sup> November 2019 Rep 9.2019. *No recommendations.*

b) To receive the Accounts for Payment for December 2019.

**On the proposal of Cllr Betts, seconded by Cllr Jordan, it was unanimously RESOLVED to APPROVE the accounts for payment for December 2019.**

c) To consider, and if agreed, approve the quote from VP/AV Limited for the audio system extension of an additional speaker and 3 roving microphones.

**On the proposal of Cllr Windell, seconded by Cllr Jeans, it was unanimously agreed to defer this matter to a future meeting.**

d) To consider, and if agreed, to approve the Terms of Reference for the working group/ task and finish group set up to investigate an alternative proposal for the Station Yard redevelopment (as agreed at the Town Council meeting of 26<sup>th</sup> Nov 2019).

It was proposed by Cllr Jeans, seconded by Cllr Rowan-Robinson to approve the Terms of Reference as circulated.

Discussion took place.

Confirmation was requested of the matters that are considered within the strategic assessment of projects. The Town Clerk advised that the criteria include;

a) suitability, b) acceptability, c) feasibility, and d) risk.

**On the proposal of Cllr Jeans, seconded by Cllr Rowan-Robinson, it was proposed to approve the Terms of Reference for the working group/ task and finish group set up to investigate an alternative proposal for the Station Yard redevelopment (as agreed at the Town Council meeting of 26<sup>th</sup> Nov 2019).**

**RESOLUTION APPROVED – 10 in favour, 2 abstain.**

8. **East Anglia One North and East Anglia Two**

Council to consider, and if agreed, to approve the recommendation contained within the report dated 4/12/2019 as attached – (*see supporting white paper*).

Cllr Flunder presented the report, advising that in order to register every person/organisation needs to explain the reason for registration.

On the proposal of Cllr Flunder, seconded by Cllr Beavan it was proposed that; the Town Council register as a relevant party by 27<sup>th</sup> January 2020, in order to participate in the Inspectorate Enquiry for the Development Consent Order for East Anglia Two and East Anglia One North wind farm planning process. The reason for registering is '*to follow and support the Natural England's concerns about the proposed developments. STC are not against the environmental advantages of renewable power but are concerned about the effect on the tranquillity and wilderness of the AONB seascape*'. Discussion took place on the proposal.

Cllr Rowan Robinson advised that he would wish for the Town Council to take a more positive approach to the proposals in recognition of the need to move to a carbon neutral position. Discussion took place on this matter.

Amendment put forward as follows;

On the recommendation of Cllr Bradbury, seconded by Cllr Rowan Robinson it was suggested that the proposal be amended to read '*.....STC is supportive of the environmental advantages of renewable power but is.....*'

**On the proposal of Cllr Bradbury, seconded by Cllr Rowan-Robinson it was proposed that;**

**The Town Council register as a relevant party by 27<sup>th</sup> January 2020, in order to participate in the Inspectorate Enquiry for the Development Consent Order for East Anglia Two and East Anglia One North wind farm planning process. The reason for registering is '*to follow and support the Natural England's concerns about the proposed developments. STC is supportive of the environmental advantages of renewable power but is concerned about the effect on the tranquillity and wilderness of the AONB seascape*'.**

**RESOLUTION APPROVED – 11 in favour, 1 against.**

9. **Strategy/ Priorities 2019-2022.**

Strategy g) Communications. Tactics within 12 months.

Council to consider, and if agreed, to approve a budget for the remainder of 2019-20 of £2000 for Town Council communications, as per priority g) (*see green paper attached*). Further budget to then be assessed for 2020-2021.

Cllr Bradbury explained that a budget was being sought for assistance with comms for the remainder of the financial year. Proposal seconded by Cllr Jeans.

Discussion took place.

Cllr Jeans suggested that such a budget would enable extra resources to be brought into assist with comms, social media, website, to ensure that the Town Council makes best use of all methods of communication, and to expand the effectiveness of social media and the website which itself will help to improve transparency. Cllrs Flunder and Ladd asked for a more detailed, costed, proposal, with Cllr Ladd suggesting that, unlike many

councils who do not have a property portfolio, many of the Southwold Town Council communication issues are connected to the property portfolio. Cllr Bradbury suggested that extra resource may be on an ad hoc basis.

Cllr Beavan suggested that a comms working group could be set up with the Town Clerk to consider ways to make improvements to comms.

**On the proposal of Cllr Bradbury, seconded by Cllr Jeans, it was proposed that; Town Council approve a budget for the remainder of 2019-20 of £2000 for Town Council communications, as per priority g). Further budget to then be assessed for 2020-2021.**

**RESOLUTION APPROVED – 9 in favour, 2 against.**

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

*Events attended.*

Bungay Town Dinner – 29<sup>th</sup> November 2019

Christmas Lights Switch on – 30<sup>th</sup> November 2019

*Forthcoming Events*

Scouts Christmas Draw – 20<sup>th</sup> December 2019

Community Christmas Drinks/ Nibbles - all welcome - 22<sup>nd</sup> December 2019.

Carol Service – 22<sup>nd</sup> December 2019

Holocaust Memorial Day – 27<sup>th</sup> January 2020.

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

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

Burns Night – 25<sup>th</sup> January 2020 at Sutherland House.

12. **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*

13. **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 a full council meeting will be required to consider the planning application for the Police Station site – and that this will take place on 7<sup>th</sup> January 2020 at 7pm, and that the planning and development cttee will undertake some research on the application to bring to full council.

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

Tuesday 7th January 2020.