

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at 7.00pm on Tuesday 28th January 2020

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

Also present; 7 members of the public, the Town Clerk, and High Steward.

The Town Mayor advised that he had visited and presented a gift to Cyril Doy in celebration of his 100th Birthday.

1. **Apologies:** *To receive apologies for absence.*
Apologies for absence were received from Cllr D Beavan and 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 14th January 2020
On the proposal of Cllr Windell, seconded by Cllr Betts it was RESOLVED by all to approve the Minutes of the meeting held on Tuesday 14th January 2020.
4. **Public Forum**
 - a) To receive a report from Waveney District Ward Councillor; Cllr D Beavan.
The Ward councillor will then take questions from councillors and electors.

Apologies had been received from Cllr Beavan.

- b) *To receive report from Suffolk County Councillor M Ladd including SCC response to application relating to East Anglia One North and East Anglia Two Offshore Windfarms.*

SCC Cllr Ladd will then take questions from councillors and electors.

Cllr Ladd advised that the full SCC budget will go to Council in February 2020 for approval. 77% of the budget is for social care.

Highways contract with Kier is up for consideration in 2020.

Highways budget suggests a £3m fund for special projects – specific criteria will apply, and full details will be sent to the Town Council. £1/2m will go into the Highways Investment Fund for white lining.

SCC Boundary review will create a reduction of 5 Suffolk County Councillors. The present ward will lose Kessingland and will create a division called Blyth Estuary Division.

The SCC response to the East Anglia North consultation supports renewable energy but has concerns about the substation at Friston and the effect on the local parishes and the visual effect of the development on the AONB. The response also supports the response of Natural England.

Cllr Ladd advised that he had met with the SCC library representatives and asset managers last week re the hospital project. Cllr Jeans thanked Cllr Ladd for his work on this and advised that SCC are looking at the hospital as an exemplar for library provision.

Questions from councillors

Cllr Rowan Robinson asked whether it would be worth the Town Council applying for funds from the Highways Grant – perhaps to assist with the creation of the footpath across the marshes. Cllr Ladd advised that the Town Council will need to consider the criteria when it becomes available.

Cllr Windell asked about the lack of infrastructure for the renewables as the impact will be immense - and whether the County could put pressure on the government to assist with the infrastructure. Cllr Ladd advised that the infrastructure costs/implications are of great concern. Cllr Flunder advised that the Town Council had registered as part of the consultation and would need to attend the next stage of meetings. Cllr Bradbury asked Cllr Flunder to take the lead on this.

- 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).*

A member of the public asked about the Station Yard scheme for the Enterprise Hub; whether the grant terms and conditions had been received, whether the critical path analysis had been drawn up, whether the timeline for the grant could be adhered to, and wished for confirmation that the alternative proposal was not delaying the scheme.

Public participation closed.

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

- a) *To receive the written report of the meeting of the Planning and Development Committees meeting held on Tuesday 7th January 2020. (See yellow papers). No recommendations.*
- 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 including police station site. No matters to discuss.*
- c) *To receive written reports from the Leisure and Environment Committee meeting of 17th December 2019 and 17th January 2020. No recommendations. (see Gold papers).* Cllr Rowan Robinson asked that the information within the report be noted. A small project will initially be undertaken on a part of Hospital Green, as a rewilding project pilot for one year.
Cllr Bradbury thanked the members of the cttee for the amount of work that is being undertaken.
- d) *To receive the written report of the Landlords Committee meeting held on Wednesday 15th January 2020. (see lilac papers).*
Recommendations relating to; a) consider, and if agreed, approve quotes for work programme on various council properties and b) consider, and if agreed, approve quote for non-intrusive surveys on Station Road site.

Cllr Windell presented the written report from the landlords cttee, explaining the variety and extent of the works on individual properties that were required.

Details of quotes received were presented and discussed on an individual basis;

a) Resolved as follows;

Flat 21 Market Place – On the proposal of Cllr Windell seconded by Cllr Flunder it was unanimously resolved that North and Hawkins be authorised to produce the scope of works. Works then to be tendered.

Flat 1 Hurren Terrace - On the proposal of Cllr Jeans seconded by Cllr Goldsmith it was unanimously resolved that the quote of £6385 for external works be approved.

11 Station Road - On the proposal of Cllr Jordan seconded by Cllr Flunder it was unanimously resolved to approve a new bathroom suite – budget set aside of £7000.

13 Station Road - On the proposal of Cllr Jordan seconded by Cllr Flunder it was unanimously resolved that North and Hawkins be authorised to project manage the scheme to completion – professional fees assessed at £18,000. Works to be tendered once scope of works defined.

Unit 5 Hurren Terrace - On the proposal of Cllr Jeans seconded by Cllr Tobin it was unanimously resolved that the fire protection works be carried out – budgeted cost of £5000.

Unit 7 Hurren Terrace - On the proposal of Cllr Jeans seconded by Cllr Tobin it was unanimously resolved that the fire protection works be carried out at the sum of £500 as per quote.

Unit 9 Hurren Terrace - On the proposal of Cllr Jeans seconded by Cllr Flunder it was unanimously resolved that the fire protection works be carried out at the sum of £6325 as per quote received.

The Casino - On the proposal of Cllr Tobin seconded by Cllr Goldsmith it was unanimously resolved that the structural assessment works be carried out by JPChick at a cost of £600.

Empty Properties – works required by insurers - On the proposal of Cllr Jeans seconded by Cllr Flunder it was unanimously resolved to approve the cost of £1000 for the various works to be completed.

Town Hall disability audit - On the proposal of Cllr Jeans seconded by Cllr Jordan it was unanimously resolved to approve a disability audit be undertaken of the premises – cost £650 approved.

Hurren Terrace windows - scaffolding and assessment – On the proposal of Cllr Flunder, seconded by Cllr Betts it was unanimously resolved to approve that Duncan’s obtain the scaffolding licence and asses the windows etc of each property and advise the Town Council of the works required i.e. repair/ replace. Cost £4000, plus subsequent external decoration of each property at £800 per property – approved by all.

b) consider, and if agreed, approve quote for non-intrusive surveys on Station Road site.

Recommendation in relation to non-intrusive surveys as described above. It is recommended that non-intrusive surveys be undertaken at the site to include utility mapping, CCTV survey and ground penetrating radar survey work. Following receipt of this information it is recommended that a survey be taken of the structural stability of the properties at Hurren Terrace to assess the impact in the event that any of the tanks have to be removed.

Non intrusive surveys and Hurren Terrace- structural assessment - On the proposal of Cllr Jeans seconded by Cllr Jordan it was unanimously resolved to approve to carry out the non intrusive ground surveys and to assess the structural integrity of the buildings in the event that any fuel tanks etc need to be removed from the ground within the Station Yard courtyard. Quote for £6000 unanimously approved for the non intrusive radar mapping, CCTV works and structural assessment.

Thanks were extended to the landlords cttee for considering these works on the property portfolio and for producing the comprehensive report.

c) To receive Southwold Boating Lake Feasibility and Options report – and to note next steps regarding applications for funding support.

Cllr Windell advised that major funding applications will be required to carry out the proposals within the feasibility study. The consultant will continue to consider appropriate funding opportunities and submit expressions of interest/applications on behalf of the Town Council.

Thanks were extended to the consultant for all of the work carried out within the feasibility report.

e) To receive the written report of the Highways and Footpaths cttee – no meeting held.

f) To receive verbal report of harbour jt cttee – next jt cttee meeting Monday 3rd February 2020 at 2pm at Stella Peskett Hall.

Cllr Flunder advised that the meeting is very important and that the proposal to have 5 East Suffolk councillors does not represent the views of the local people.

Cllr Windell advised that the joint committee members of the Town Council were not satisfied that there would only be 2 Town council representatives compared to the 5

for ESC, but that they are pleased to see that the stakeholders group has been incorporated.

6. **To receive reports from Working Groups/Task and Finish Groups.**

a) *Neighbourhood Plan Task and Finish Group – to receive verbal update from Chair of the Task and Finish Group.*

Cllr Rowan Robinson advised that the Regulation 14 consultation comments are now being considered. Any revisions will then be incorporated before the Plan continues to the next stage.

Cllr Jeans advised that a new holiday let policy will be required. To assess which properties are used for holiday lets an assessment will need to take place of all properties within the parish. A budget of £300 - £500 will be required for this work to be carried out. Agreed by all.

b) *Parking Management Task and Finish working group – to receive verbal update from the Working Group on civil parking enforcement.*

Cllr Ladd advised that a meeting had been held with Suffolk Police, and another with the PCSO and ESC, to discuss the impact of CPE and the ongoing role of the PCSO in relation to traffic management.

From 6th April on street parking enforcement will be carried out by ESC and that any contraventions will be a civil offence and be subject to a penalty fine. There will be 20 officials employed as enforcement officers in East Suffolk, dealing with the on street parking regulations and the ESC car parks. SCC will continue to deal with the Traffic Regulation Orders.

Cllr Ladd advised that at these meetings the town council members had emphasised the issues that differentiate Southwold from other towns and the concerns that should be taken into consideration when dealing with enforcement i.e. lack of residents parking, popularity of the town in high season, holiday let parking, the need for leniency for carers/ builders/ essential service providers especially in peak season. However, it became apparent at the meetings that rather than considering such issues in advance, ESC will gather data and react to the data collected. Cllr Jordan confirmed that ESC had advised that all decisions on parking will be data led – and that this data will take at least 6-9 months to collect. Residents parking schemes, permit parking for builders etc will only be considered by ESC once data has been collected to assess a need. The town council advised that it will need to ensure that it is included in these considerations.

Cllr Bradbury advised that the public should not expect any leniency from the enforcement officers -fines will be given.

Cllr Tobin asked that builders etc be advised of the new enforcement situation as soon as possible.

Cllr Flunder asked about the PCSO and his role going forward. Discussion took place regarding the role both now and in the future. Cllr Ladd confirmed that the PCSO will still have a traffic management role as well as a role unconnected to traffic. Cllr Bradbury advised that the PCSO Service Level Agreement has 12 months left to run and that a further discussion will need to take place on this matter.

c) *Climate Emergency Task and Finish Group – to receive written report – see papers attached.*

Cllr Jeans and Cllr Windell will attend the Greenprint forum next week.
Cllr Ladd advised that SCC climate emergency task and finish group have met for the first time since the recess and have 3 more meetings planned before they report back to full council.
ESC has a cycle strategy and Cllr Jeans advised that sustainable transport will be within the Southwold neighbourhood plan.
Cllr Rowan Robinson advised that a response to the increased risk of flooding needs to be considered – this to be added to the climate working group action plans.

d) *Station Road Task and Finish Group – to receive and discuss feasibility report on alternative proposal - deferred to a future meeting – date to be confirmed.*

Cllr Bradbury advised that this discussion is to be deferred until 18th February 2020. Concern was expressed as to whether this delay could potentially delay the Enterprise Hub timeline.
Query was raised as to whether the relevant documents would be publicly available to enable discussion on the alternative proposal.

7. **Annual Town Meeting** – Wednesday 22nd April 2020 – Suggestions for guest speaker;
a) rising sea levels/ Potters Bridge – presentation by Environment Agency? b) other suggestions.

Discussion regarding the issues at Potters Bridge and the threat from rising sea levels. Cllr Ladd advised that he understood that there is a blocked outlet to the sea which causes some of the issues at Potters Bridge and thanked Cllr Beavan for his work on this matter.

It was suggested that East Suffolk Coastal Management Team be asked to present on the above matters at the Annual Town Meeting. Agreed by all.

8. **Town Council representatives/ members**

a) *To consider, and if appropriate appoint to, the vacancy on the following committees.*
Leisure and Environment – 1 vacancy. It was agreed by all to appoint Cllr Tobin to the Leisure and Environment cttee.

Highways and Footpaths – 1 vacancy. It was agreed by all to appoint Cllr Tobin to the Highways and Footpaths Cttee

b) *To consider, and if appropriate appoint to, the town council representative vacancy on the following;*

Allotment Association. It was agreed by all that Cllr Bradbury be the representative to the Allotment Association.

RDC – It was agreed by all that Cllr Rowan Robinson be the representative to the RDC.

Southwold Millennium Foundation – The Town Council trustees are presently Cllrs Ladd, Betts and Flunder. Cllr Tobin is a community trustee. It was agreed by all that Cllr Tobin become a Town Council trustee which will enable a community trustee position to then be available.

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

a) *Accounts for Payment* - To receive and confirm the Accounts for Payment for January 2020 (*circulated to members*).

On the proposal of Cllr Betts, seconded by Cllr Windell it was RESOLVED by all to approve the Accounts for Payment for January 2020.

- b) *Budget 2020/2021* – To receive and agree the Town Council Budget for 2020/21 - *papers attached. Cllr Betts*

Cllr Betts and the Town Clerk presented the capital and revenue budget for 2020/2021. The Revenue budget and Capital budget detailing on a line by line basis the proposed income and expenditure for 2020/2021 including reserves, had been provided to members. The budget is a live document and will be updated regularly.

The Town Clerk explained that the budgeted Revenue expenditure of £189,450 would need to be funded by Revenue Income (which is subject to precept funding approval below, and potential use of reserves). Budgeted Capital expenditure of £214,000 and capital income of £234,000 was noted and approved. **On the proposal of Cllr Goldsmith, seconded by Cllr Rowan Robinson it was RESOLVED unanimously to approve the budget for 2020/2021 as in the supporting papers.**

Thanks were extended to the Town Clerk for presenting a very detailed budget.

- c) *To consider, and if agreed, to approve funding for the appointment to the role of a Southwold Development Manager. Cllr Ladd.*

Cllr Ladd reminded members of the background to the role and the need for such a position within the town including the need to assist in diversifying the economy, assisting the business community, and assisting with lengthening the tourist season by putting on additional out of season events. Members were reminded that the role has been allocated CCF grant monies which are connected with the monies for the Enterprise Development Hub, but that the role was needed as soon as possible. Cllr Ladd asked that the Town Council consider funding a position even if the CCF monies are delayed/ not drawn.

On the proposal of Cllr Ladd, seconded by Cllr Rowan Robinson it was proposed that the town council fund a position for an enterprise development manager for 12 months.

Discussion took place regarding this.

Cllr Jeans asked why the CCF monies could not be drawn down now for the role - Cllr Ladd explained that the CCF funding is for 3 roles and is presently linked to the funding for the Enterprise Hub. Until such time as drawdowns on the later commence or the monies are decoupled, the funding would not be immediately available for the development manager role -and it would therefore need to be the Town Council funding the role directly if an imminent appointment is to be made. Subsequent discussions with the CCF funders regarding this element would/ could then take place. Query was raised as to whether any of the CCF funding could be back dated, and when would be the most suitable time to approach CCF for the funds.

Cllr Ladd advised that the role should be regarded as a standalone role if an imminent appointment is to be made, and for the Town Council to consider funding the position for one year – regardless of what may subsequently be agreed with the CCF as the Capital funded Enterprise Hub scheme progresses.

Cllr Jeans asked that it be recorded that as the funding has been provided in the CCF allocation, this should only be an emergency provision by the Town Council.

Cllr Ladd advised that a provision of £40,000 would be required for a one-year post – as detailed in the budget.

On the proposal of Cllr Ladd seconded by Cllr Rowan Robinson it was unanimously RESOLVED that the town council fund a position for an enterprise

development manager for 12 months for a cost of £40,000 subject to the notes above.

- d) *Precept 2020/21 – To agree Precept for 2020/21. See papers attached.*

Further to approval of budget for 2020/21. Discussion took place regarding the precept required. The Town Clerk advised members of the information supplied by ESC in relation to the number of households eligible to pay precept which indicates that resident numbers have increased over the past 12 months. If a precept of £120,000 is set, as per previous years, this will be a net reduction on individual bills. Members noted that the town council policies, and work over the past few years, had assisted in the rise of the resident population.

On the recommendation of Cllr Rowan Robinson, seconded by Cllr Windell it was RESOLVED unanimously to levy a precept of £120,000 for the financial year 2020/21.

Discussion regarding the revenue gap that would then be required to be filled from use of reserves.

On the proposal of Cllr Windell, seconded by Cllr Tobin it was unanimously RESOLVED to use reserves to fill the revenue budget gap as per the detailed budget.

- e) *To receive written report of Finance and Governance Meeting held Wednesday 15th January 2020 Fin REP 01.20. Recommendations relating to; a) donation, b) additional project resource.*

- a) *Request for a donation from Southwold and Reydon Society for dog bags.*

Southwold and Reydon Society have requested a donation for purchase of bio-degradable dog poo bags. Last donation had been £100 in October 2018.

These bags are well used, and it was recommended by Cllr Jordan, seconded by Cllr Betts that a donation of £150 be made. It was RESOLVED by all to approve a donation of £150.

Cllr Windell requested that the bags have holes incorporated into them so that they will go onto the hangars on the side of the bins and asked for more volunteers to distribute the dog bags onto the bins. Cllr Flunder offered to ask the Society.

- b) *Additional project resource. Recommendation - In view of the number of risk matters that need to be progressed in relation to the Station Road site project i.e. contamination surveys, planning procedures, governance etc – Town Council to commission extra resource to progress the identified risk matters to enable STC to have sufficient information for subsequent decision making.*

Discussion took place regarding the resource required to ensure all the necessary Station Yard project traffic lights/ critical paths/ risk factors as described above were dealt with in a timely manner prior to a full project manager being appointed for the construction part of the project.

Cllr Jeans proposed that Mrs Moss King be retained as interim project manager to ensure all matters are dealt with in the appropriate timescales. Proposal was seconded by Cllr Windell and it was RESOLVED unanimously to approve this recommendation.

f) *To consider, and if agreed, to approve a budget of £1,000 for the setting up a LATCO with the appropriate governance structures as required.*

Cllr Jordan explained the background to the suggestion of a LATCO.

Cllr Ladd advised that he had initially suggested this some 5 years ago and that SCC now has 3 LATCO's which work very well.

Cllr Jordan explained that the LATCO could initially be set up for the Station Yard development and then expanded to other properties if set up correctly or alternatively another LATCO could be formed at a later date.

On the proposal of Cllr Jordan, second by Cllr Betts it was RESOLVED unanimously to approve an initial budget of £1000 to set up a LATCO.

10. **To consider the Town Council priority projects for 2020 and the action required to take them forward.**

Deferred to a future meeting.

It was unanimously RESOLVED to approve the extension of the meeting for a further 10 minutes.

11. **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) *BEP – Cllr Rowan Robinson – no meeting has taken place.*

b) *Christmas Lights – Cllr Goldsmith advised that the switch on event had been successful and well received. Extra lights are being considered for next year together with replacement trees. The Market Place lights will be improved. Cllr Goldsmith advised that it was disappointing to read some adverse social media remarks. The cttee would like to have some lights across the street next year but this will prove expensive and sponsorship will therefore be sought. Cllr Windell asked that LED lights be included.*

More stewards are needed for the 2020 event which will be held on Saturday 28th November.

A fundraising event will be held on Saturday 8th May 2020 at the Stella Peskett Hall as part of the 75th anniversary VE Day celebrations.

c) *Harbour Users – Cllr Jordan advised that she had not been made aware of any meetings. Cllr Flunder advised that model survey of the harbour and estuary is being undertaken. Cllr Flunder advised that the ESC councillor has not yet attended a harbour meeting – Cllr Goldsmith asked that the Town council write to ESC regarding this.*

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

Events attended.

Scouts Christmas Draw – 20th December 2019

Community Christmas Drinks/ Nibbles - 22nd December 2019.

Carol Service – 22nd December 2019

Jewish Festival of Chanukah – 29th December 2019

Holocaust Memorial Day – 27th January 2020.

Future Events

Cyril Doy – 100th birthday – 28th January 2020

13. **Town Mayor organisations - 2019/20.**

To receive details of the events specifically being held to support the Town Mayor’s
Burns Night Supper – 25th January 2020
Spring Ball – 28th March 2020

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 February and March meetings will commence at 7pm.

15. **Date of next Town Council Meeting:** Provisional date - Tuesday 18th February 2020.

16. **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 - See confidential Landlords Legal sub cttee report and recommendations Rep Legal/L1/2020. Recommendations relating to leases/ rents on various town council properties.

On the proposal of Cllr Windell, seconded by Cllr Jordan it was RESOLVED unanimously to approve the recommendations contained within REP Legal L1/2020 in relation to leases/ rents on various town council properties.

Signed

Dated.....