

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 8pm on Tuesday 29th September 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
	“	J A Windell

Also attending: The High Steward, the Town Clerk 2 members of the media and 2 members of the public.

BUSINESS

1. **Apologies:** Apologies were received from the police.
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 6(c) and (d) relating to town map boards as a member of the Southwold & Reydon Society.
Cllr Allen and Cllr Ladd declared a personal interest in item 9 Southwold Harbour Lands Joint Committee as members of WDC.
 - 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 18th August 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:** In their absence, the police report was read by the Town Clerk. Councillors extended their thanks to the police for the new style of report especially for the information about parking issues - councillors especially welcomed the annotation of the parking issues split between “High Street” and “other areas”. A copy of the police report is held at the Town Hall.
- (b) **To receive a report from Waveney District Councillors S Allen and M Ladd:** WDC Cllr Allen advised that devolution is well under way and that Norfolk is now taking part in the discussions.

Cllr Allen was asked for the dates of the review of the Waveney Local Plan. Cllr Allen advised that specific dates were not yet known, and that more information would be available after the next planning policy meeting in mid-October. Cllr Windell advised that he would be providing a report under 12(b) of the Agenda as town and parish councils had been invited to meet with WDC Planning Policy Officers in advance to the LDF review taking place.

- (c) **To receive a report from Suffolk County Councillor M Ladd:** SCC Cllr Ladd advised the meeting that there had been much work undertaken on devolution at county level. The bid from Suffolk County was presented to the Government in early September. Norfolk has now expressed an interest, and it is likely that this will become a joint bid. A Norfolk and Suffolk joint bid would mirror the LEP. It was felt that devolution would be the biggest shakeup in Local Government since 1974.
- (d) **To receive comments from Southwold electors:** There were no further comments from Southwold electors.

A resident advised that she had received a questionnaire about the Neighbourhood Plan and thanked the Council for undertaking this work. The resident advised that she would be willing to join the Neighbourhood Plan Group and to assist as a volunteer.

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 28th July 2015 (see attached yellow papers). No Recommendations to consider.
 - b) To receive the written report of the meeting of the Planning and Development Committee held on Monday 17th August 2015 (see attached yellow papers). No Recommendations to consider.
 - c) To receive the written report of the meeting of the Planning and Development Committee held on Tuesday 1st September 2015 (see attached yellow papers). No Recommendations to consider.
 - d) To receive the written report of the meeting of the Planning and Development Committee held on Tuesday 15th September 2015 (see attached yellow papers). No Recommendations to consider

Cllr Windell provided the reports in (a), (b), (c) and (d) above and it was agreed by all to take these as read. Cllr Bradbury encouraged all councillors to view

planning applications and to provide the Planning Committee with any observations.

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

- a) To receive the written report of the Neighbourhood Plan working group meeting held on 1st September 2015 (see attached mauve papers). No recommendations.

Cllr Bradbury provided the report on behalf of the Working Group. It was agreed by all to take this as read.

- b) To receive the written report LL3/2015 of the meeting of the Landlords working group held on Monday 21st September 2015 (see attached mauve papers) and to receive the recommendations contained therein relating to immediate works required.

Cllr Ladd provided the report on behalf of the Working Group. With regards to the property repair programme, it was suggested that the CAD drawings include the boundary of the properties. It was also suggested that although it was appropriate for NPS to continue to carry out the property repair programme, as per standing orders, consideration should be given to tendering for any substantial future work.

It was RESOLVED by all to approve the recommendations as follows:

Property Repair programme

That NPS be commissioned to carry out the property repair programme (in accordance with standing orders) and CAD drawings (to include up to the boundary) on the Station Road business and residential properties, Town Hall, and Market Place properties to enable the Town Council to consider its full liabilities on all of its properties for budgeting purposes. This work to be commissioned from the 2015/16 financial budget at a total cost of £10,000 plus VAT.

Present Property repairs

11/13 Station Road – subsidence - in view of the urgency of the works, the Duncan’s quote of £4,250 plus vat be accepted.

Fire detection works *Hurren Terrace residential units*. The sum of £6,500 plus vat is allocated immediately for these works and that the Working Group awards the contract as soon as the query to one of the proposed contractors has been satisfied.

- c) *To receive the written report of the Leisure and Environment working group meeting dated 27th July 2015 (Land E 2/2015) (see attached gold papers) and to consider the recommendations contained therein relating to expenditure of £833.34 for cannon 3.*

Cllr Allen provided the report on behalf of the Working Group. **It was RESOLVED by all that the Town Council contributes £833.34 for the works on the cannon.**

It was RESOLVED to approve that the Town Council supports a “blue plaque scheme” and that the costs of such plaques be ascertained and considered at the next meeting of the Working Group.

d) To receive the written report of the Leisure and Environment working group meeting dated 22nd September 2015 (Land E 3 /2015) (see attached gold papers) and to consider the recommendations contained therein relating to; Map Boards, Flag Poles, Memorial Seats, Cannons, Xmas Lights, Gun Licences, and Sandlings Walk.

Cllr Allen provided the report on behalf of the Working Group. Cllr Rowan Robinson provided further explanation about the Durrants report that the Town Council had commissioned.

Cllr Rowan Robinson provided further explanation about the Town map boards that the S&R Society are commissioning. Councillors asked for full details of locations and design.

Cllr Windell provided further details about the repairs required to the flag poles and the Chair of the Finance Working Group confirmed that budget was available for the repairs.

With reference to the item of the Fair on South Green discussion took place as to the advantages and disadvantages of the Fair being held in August, and on South Green. It was agreed by a majority (10 in favour, 1 against) that the matter should be considered carefully by the Leisure & Environment Working Group, before a formal application is received for 2016.

It was suggested that the Economic Development Team at WDC could be requested to put in funding bids for projects on behalf of the Town Council and this to be explored further.

**After full discussion it was RESOLVED that;
The Town Council assist with the planning application/SCC highway consents that may be required for the town map board project being undertaken by the Southwold & Reydon Society.**

£4,700 plus vat be allocated for the repair of the flag pole on St James Green and that Harbour Marine Services be commissioned to carry out the repairs in view of the specialist nature of the work. Works to be carried out in this financial year.

Waveney District Council should take responsibility for the repair required to the flag pole at Gun Hill in the absence of information to confirm whether this is a Town Council asset.

Hollesley Bay Prison continues with the memorial seat renovation and repair project.

Heritage Lottery Fund and AONB Funding to be sought to complete the works on the cannons on Gun Hill.

The Christmas Lights Event 2015 should come under the jurisdiction of the Town Council and that the matter is considered again in 2016 to enable a separate group to be formed. This was resolved by a majority (1 abstention)

In view of the health and safety concerns, and the insurance implications, no further gun licences should be permitted on Town Council land. This was resolved by a majority of 8 in favour, 3 against and 1 abstain

The alterations suggested by SCC in relation to the Sandlings Walk Long Distance Path are approved.

e) To receive the written report of the meeting of the Highways and Footpaths working group held on 10th September 2015 (H/F/P/1/2015) (see attached green papers) and to consider the recommendations contained therein relating to; traffic penalty tickets and the Traffic and Parking Review.

Cllr Tucker provided the report on behalf of the Working Group.

It was RESOLVED by a majority (10 in favour, 2 against) that a) a letter be sent to the local MP to propose an increase in the parking fine, that b) SCC be asked to raise this issue with government officials and c) that a letter also be sent to the Police & Crime Commissioner.

f) To receive verbal report from Employment working group.
No update received.

7. Traffic and Parking Review

To receive and approve the draft specification for tender for the Traffic and Parking Review (see attached green papers) as prepared by the Highways and Footpaths working group.

Lengthy discussion took place with regards to the Traffic and Parking situation in Southwold. Some members considered that the town did not have a traffic problem and that a review should concentrate solely on parking.

This is contrary to the advice of both SCC and the police, who had advised the Town Council that traffic and parking were inherently linked and have advised that Council should consider them both at the same time.

It was suggested that if the Town Council concentrated solely on parking, some of the work could be carried out at a local level such as analysing capacity against demand, and that this would therefore reduce the costs of the works.

It was suggested that by concentrating solely on parking, the results of a review would be quicker to ascertain than if both traffic and parking were considered together.

The meeting was advised that 64% of respondees to the Town Plan had supported a comprehensive review of Southwold's parking needs.

Cllr Palmer advised that he would volunteer to ascertain some information on the existing parking spaces within Southwold and the present restrictions on the roads. After full debate a recorded vote was requested relating to the draft specification for a tender for a traffic and parking review with an amendment to the resolution that this draft specification be altered to solely a parking review.

It was **RESOLVED** by a majority (7 in favour – Cllr Horwood, Cllr Jeans, Cllr Palmer, Cllr Rowan Robinson, Cllr Temple, Cllr Tucker and Cllr Windell), 4 against – (Cllr Allen, Cllr Betts, Cllr Doy and Cllr Ladd), and 1 abstain (Cllr Bradbury) to go ahead solely with a tender for a parking review. Tender specification amended accordingly.

It was **RESOLVED** on a majority of 8 in favour, 2 against and 2 abstain to provide the tender to at least 3 companies and advise each that the Council could undertake some onsite research and provide local information to assist the parking review process.

10pm – In accordance with Standing Orders councillors **RESOLVED** unanimously to continue the meeting in for a maximum of a further 45 minutes.

Cllr Temple left the meeting.

8. **Register of Community Interest – Hospital Site.**

To receive and approve the draft application for the Register of Community Interest for the Hospital Site (see attached).

It was **RESOLVED** by all to approve the draft application for the Register of Community Interest for the Hospital Site.

9. **Southwold Harbour Lands Joint Committee** (WDC and STC). *To confirm the STC members to the Southwold Harbour Lands Joint Committee and to note the Terms of Reference (see attached).*

It was **RESOLVED** by all to confirm the STC members and reserves to the Southwold Harbour Lands Joint Committee as being Cllr Bradbury, Cllr Horwood, Cllr Jeans, Cllr Palmer, Cllr Tucker and Cllr Windell. The Terms of Reference of the Cttee were noted.

10. **Pre Planning application Protocol** – *To receive and approve the draft Pre Planning application policy (see attached)*

This to be deferred to a future meeting.

11. **To receive update from Town Mayor of events/ meetings attended including:**

Southwold Golf Club Captains Day – 1st August 2015

RAFA “Wings Appeal” - 9th August 2015

St Barnabas raffle draw – 12th August 2015

Town Sign photo with Hollesley Bay – 2nd September 2015

Mayoral Reception at Beccles – 8th September 2015

Tide Mill Invitation at Woodbridge – 18th September 2015

Shuttle photo with Adnams Plc – 23rd September 2015

The above events were noted.

Future Events

Autumn Ball at the Golf Club – 10th October 2015

Bungay Civic Service – 16th October 2015

Concert by Choir of St Paul’s Cathedral – 16th October 2015

The Town Mayor advised that Councillors would be invited to attend a Christmas Concert which would be held on 5th December 2015.

The Town Mayor advised that Reverend Simon Pitcher had confirmed that the Town Council could be part of the traditional Christmas Carol Concert service which is being held at St Edmunds Church on Sunday 20th December 2015 at 6pm. The Town Mayor had suggesting arranging for those attending to walk into church with battery operated tea lights to add to the atmosphere and inclusivity of the occasion. This has been agreed by the PCC. Town Council to promote.

The Town Mayor also advised that she would be arranging a drinks reception for those who had assisted her at her events throughout the year on 23rd December 2015 at the Town Hall.

12. **To receive reports from the Town Council representatives on other bodies/organisations, of meetings attended:**

- a) SALC meeting – 17th September – Cllr Doy/ Cllr Bradbury.
- b) Meeting with WDC Planning Policy officers on forthcoming review of LDF – Cllr Windell/ Cllr Bradbury.
- c) Allotments – Cllr Doy
- d) Xmas lights meeting – Cllr Doy/ Cllr Allen.
- e) Norse Walk round open space – Cllrs Allen, Doy, Horwood, Jeans, Windell.
- f) Grow Your Community – Cllr Ladd
- g) Chairman's Skills – Cllr Tucker and Cllr Windell.
- h) Blyth Estuary Group – Cllr Allen
- i) Harbour Users – Cllr Bradbury, Cllr Temple.
- j) Summer Theatre – Cllr Horwood and Cllr Temple.

These reports were not provided but the matters were noted.

13. **Correspondence:** to note the items as below;

- a) E mail re Halesworth Campus Update
- b) Letter to members – Southwold Museum and Historical Society.
- c) Letter from Southwold Arts Festival 2015.
- d) E mail re 'Temporary suspension of new inpatient admissions to Southwold Hospital to ensure patient safety.'
- e) Letter from Suffolk Constabulary.

This correspondence was noted.

14. **Financial Matters**

- a) *To confirm commitment of £6950 plus VAT in relation to Design Framework Consultation.*

A recorded vote was requested. **It was RESOLVED by a majority of 9 in favour – Cllr Allen, Cllr Betts, Cllr Bradbury, Cllr Doy, Cllr Jeans, Cllr Ladd, Cllr Palmer, Cllr Rowan Robinson, Cllr Temple and Cllr Tucker others , 1 against – Cllr Windell, and 1 abstain – Cllr Horwood to confirm commitment of £6950 plus VAT in relation to Design Framework Consultation.**

- b) *To consider donation of £500 to Southwold Summer Theatre for the 2016 season, towards the cost of their Opening Night Event 2016.*

It was RESOLVED on a majority of 11 in favour and 1 abstain to approve this donation.

c) *Accounts for Payment - To receive the accounts for payment for September 2015 (circulated to members).*

It was RESOLVED by all to approve the payments.

d) *To receive and note return of Audit for 2014/15 and comments contained therein. Recommendation regarding increasing Fidelity Guarantee Insurance had already been actioned prior to receipt of report. Procedures for Notification of audit completion have been actioned. No actions outstanding for further consideration.*

It was RESOLVED by all to confirm the audit for 2014/15 and to note the increase in the Fidelity Guarantee Insurance as previously agreed. No actions outstanding requiring further consideration by the Council.

15. **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.

Works on garden on Ferry Road (behind salt-works) - Cllr Jeans advised the meeting of the project which is due to start on 4th October 2015.

Councillors invited to attend on 4th October to carry out some initial works. Risk assessment and insurance will be completed prior to the date. Cllr Allen advised that Jack Denny should be mentioned for his work in this area previously.

It was RESOLVED by all to approve this Town Council project which will enable the area to be turned into a wildlife garden

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;*

a) *To receive the confidential written report of the meeting of the Landlords working group held on 21st September 2015 (see attached). To consider recommendations contained in confidential report Rep. LL 3/2015 concerning Town Council properties. It was RESOLVED by a majority to approve option A of the confidential dated 21st September 2015 report - Item 5. It was RESOLVED to approve the recommendation - Item 7 of the same report. It was requested that the working group reconsider Item 4 of the report.*

b) *To receive confidential correspondence from, and verbal update from meeting with housing association and to appoint STC representatives to working group.*
Received and Noted.

c) *To receive verbal update re possible Design Framework consultation time scales. Update to be forwarded to councillors.*

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

Tuesday 27th October 2015 at 8.00pm at the Town Hall.

TOWN MAYOR 27th October 2015

DRAFT