

SOUTHWOLD TOWN COUNCIL

Minutes of the Meeting of the Town Council of Southwold, held in the Council Chamber at the Town Hall, Southwold, at 7.30pm on Tuesday 28th June 2016

PRESENT:	Councillor	Miss E A Betts (Deputy Mayor)
	“	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: 1 member of the media, 5 members of the public and the Town Clerk.

BUSINESS

1. **Apologies:** Apologies were received from Cllr Tucker and the High Steward.
2. **Declarations of Interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.*

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 agenda item 5(a) and (b) as a President of the Southwold & Reydon Society.

Cllr Doy declared a personal interest in agenda item 5(a) and (b) as a member of the Southwold & Reydon Society.
 - b) *To receive any declarations of Disclosable Pecuniary Interests.*

Nil.
 - c) *Town Clerk regarding requests for dispensations relating to this agenda.*

No dispensations requested.
 - 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 31st May 2016 were confirmed and signed.
4. **Standing Orders:** *to suspend standing orders for consideration of the following:*
 - a) *To receive a report from Waveney District Councillors M Ladd, and S Allen.*

Cllr Allen and Cllr Ladd will then take questions from councillors and electors (maximum 5 minutes).

WDC Cllr Allen advised that there will be a site visit for the WDC Planning Cttee at Duncan’s Yard on Monday 4th July. Cllr Jeans asked Cllr Allen whether she would be supporting the town views on the design concepts for Duncan’s Yard when the application is heard at the WDC Planning Committee.

WDC Cllr Allen advised that she will not be part of the Committee looking at this application on 12th July.

- 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 that a new deal is being offered for devolution with Norfolk and Suffolk becoming one partnership. This is being voted on this week. The financial aspects of the devolution are now known, and there will be an elected Mayor.

Questions to Cllr Ladd:

Cllr Windell asked whether anything is likely to happen to County and/or District Councils following devolution. Cllr Ladd advised that the devolved authority would take over powers direct from Westminster and it would therefore be at Westminster where a tier of government would not be required. Cllr Ladd advised that there are issues about an elected Mayor and this is acknowledged.

- 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).*

Various residents spoke to voice concerns about the bus service that was being withdrawn, with special mention of the difficulty there will then be in getting to the James Paget Hospital. Concerns were voiced that the loss of the number 61 service will have an effect on the elderly and disabled as the present number 99 service takes in many local villages and the elderly and the disabled will not now be able to travel to get onto the route of the number 61 bus. Concern was also expressed that young people trying to get to school/college would not have a direct service.

SCC Cllr Ladd advised that he has made representations to Suffolk County Council in this respect however the County Council has little jurisdiction over this service, as it was operated by a private operator who is withdrawing the service due to commercial considerations. SCC Cllr Ladd suggested that the Town Council could write to the County Council, and the bus company, with a copy to ESTA, expressing concerns of the residents.

SCC Cllr Ladd advised those present of the BACT service whereby pick-ups are from locations near to homes.

Councillors agreed that a letter should be sent to those parties mentioned above and that concern should be voiced about the loss of transport to the schools and colleges. It was suggested that maybe the bus operator could operate a smaller bus if this would be more commercially viable and Town Council to mention this to the operator.

Meeting reopened

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

a) *To receive the written report of the meetings of the Planning and Development Committee meeting held on Tuesday 7th June 2016 and Tuesday 21st June 2016 (see attached). Recommendation; Amendment to Terms of Reference.*

Cllr Windell provided the written reports which were taken as read.

*Recommendation; Amendment to Terms of Reference – on the proposal of Cllr Windell seconded by Cllr Bradbury it was **RESOLVED by all to approve the amended Terms of Reference for the Planning & Development Committee.***

b) *To receive a verbal update from the Planning and Development Committee on any further planning/development matters to be brought to the attention of the Council including; naming of properties at Old Service Station Site (see correspondence from Mr Thomas).*

Cllr Windell advised that the Planning & Development Committee had considered the application to discharge conditions on the Railway Site.

However, in view of the ownership of Blyth Road and the designation of it as a SCC footpath, the Planning Committee had advised WDC that permission would need to be sought from both the landowner and the County Council before any works on Blyth Road could be discharged. The Committee had also had concerns about the requests in relation to manoeuvring and parking, and the travel plan, and these had been detailed to WDC. Cllr Windell advised that the Duncan's Yard site visit by WDC will take place on 4th July at 10am and that himself and Cllr Bradbury will attend on behalf of the Town Council. Cllr Windell advised that as Chair of Planning & Development, the Committee would wish to see good design and materials used at the site. Cllr Palmer advised that the Duncan's Yard floor area is 10% smaller than national guidelines for properties, and that drainage could be an issue. Cllr Windell confirmed to members that the Town Council has agreed the planning application but had just noted a few concerns regarding designs and that WDC Committee will make the final decision at their meeting on 12th July.

Recommendation – naming of properties at Old Service Station Site - the applicant had advised that he would wish to call the North Road properties "Sole Bay Terrace" and after discussion it was agreed by all that this name would be suitable for the site. The applicant had advised that he would wish to call the Mights Road properties "Lord's Green" and discussion took place regarding this name. Council questioned the use of the word "Green" and suggested that the properties be called 1 – 9 Mights Road (majority vote in favour of this) or Mights Terrace (second preferred option). This to be relayed to the applicant.

c) *To receive verbal update from the Joint Harbour Cttee on any matter to be brought to the attention of the Council. No recommendations.*

Cllr Windell advised that the Joint Committee have appointed a Project Manager who has now met informally with members of the Joint Committee.

d) *To receive verbal update from the Leisure and Environment Cttee regarding marshes works, and any further matter to be brought to the attention of the Council. No recommendations.*

Cllr Allen thanked Cllr Rowan Robinson for his work on the drainage report for the marshes. Cllr Rowan Robinson confirmed that as per the Minutes of the

Town Council meeting held in May, one culvert has now been cleared and the drainage flow will be monitored.

6. **To receive reports from Working Groups/ Task and Finish Groups and N Plan Team and council representatives:**

a) *To receive the written report of the Landlords working group meeting of Wednesday 1st June 2016. (as attached). Recommendation; Amendment to Terms of Reference.*

Cllr Ladd provided the written report of the Landlord's Working Group which was approved by all.

Recommendation; Amendment to Terms of Reference. It was RESOLVED by all to approve the amended Terms of Reference.

b) *To receive a verbal report of the Parking Review Sub Group on matters to be brought to the attention of the Council. No recommendations.*

Cllr Betts confirmed that a meeting is scheduled with Suffolk County Council concerning signage. Cllr Betts also confirmed that meetings will then be requested with third party car park providers including WDC/Common Trust/Millennium Foundation.

c) *To receive the written report of the Neighbourhood Plan working group meeting of 7th June 2016. No recommendations. To receive a verbal update on any matters to be brought to the attention of the Council. No recommendations.*

Cllr Bradbury presented the report of the meeting of 7th June and this was received by all. There were no recommendations.

d) *To receive a written report of the meeting held with N Plan/Planning members and WDC Chief Housing Officer Justin Hunt and WDC Cllr Allen. (see attached). Recommendation – that the Town Council arrange a meeting with Mr Hunt to consider further a 'portfolio analysis' of the Town Council property portfolio.*

Written report was tabled for all Councillors and received. Cllr Allen advised that further to the report, she can recall that the Town Council has in the past considered smaller units at Hurren Terrace but the project was eventually too costly.

Recommendation – that the Town Council arrange a meeting with Mr Hunt to consider further a 'portfolio analysis' of the Town Council property portfolio. It was RESOLVED by all that the Town Council arrange a meeting to consider a portfolio analysis of the Town Council property portfolio.

e) *Finance and Governance working group – no meeting held.*

f) *Highways and Footpaths working group – no meeting held.*

7. **N Plan Questionnaire** – *As a stakeholder, Council to consider the draft Neighbourhood Plan questionnaire (as circulated).*

The draft Neighbourhood Plan questionnaire was tabled for Councillors to consider as a stakeholder. Cllr Ladd advised that on page 14 there was still reference to a pedestrian crossing, which had previously been agreed to be deleted. Cllr Bradbury confirmed that this would not appear on the final questionnaire. There was no

further comment made regarding the questionnaire.

8. **Correspondence:** *to note the items as detailed in the general correspondence file together with;*

- a) Radioactive materials – e mail from Mr Ure regarding news article about radioactive materials on Southwold Beach (*attached*).
Discussion took place regarding the article that had been forwarded to the Council and members were advised that there had been various newspaper stories concerning both Aldeburgh and Southwold beach. It was suggested that the reports regarding Southwold beach were not as correct as those concerning Aldeburgh beach as levels at Southwold have been monitored since 1994 and that amounts have been reducing over time. Concern was expressed by other members that there was still a need to be cautious and that the Town Council should stay alert to the reports that have been and will be produced in the future. After full discussion it was agreed by all that the Town Council should write to the Environment Agency, EDR and Sizewell and be asked to be kept updated with any investigations and reports. Cllr Ladd advised that Suffolk County Councillor Andrew Dunne is the Cabinet Member who attends “new leaf discussions” which monitor the nuclear stations and that a copy of any letter should also be forwarded to him as a local contact.
- b) *Bus service to Southwold – to receive correspondence from East Suffolk Travellers Association and response from SCC Cabinet member for Highways and Transport (attached).*
See discussion that took place in public section. Correspondence noted.
- c) *To receive essay of Sam May Prize Winner (attached).* Congratulations were offered to the winner of the Sam May prize.
- d) *To receive report from Match Funded PCSO Jamie Newson.* The PCSO report was tabled and received by members.
- e) *To receive details of how to access SNT Newsletters. (attached).* This correspondence was noted.
- f) *To receive letter of introduction from Inspector Mark Jackson – Suffolk Police Authority. (attached).* This correspondence was noted.
- g) *To receive e mail from Jennifer Powell of Suffolk Police Authority in relation to raising policing issues. (attached).* This correspondence was noted.
- h) *To receive details of the Coastal Community Fund – Round 4 open for applications. (attached).* WDC Cllr Ladd as portfolio holder for economic development advised that this fund targets job creation and agreed with other members that it could be a good source of funding for the parking/infrastructure/Station Road sites should the Town Council wish to consider putting in a bid for round 5 when it opens in 2017. It was suggested that a small number of members could form a working group to consider how the application requirements related to the Town Council’s strategic plan, and how any funding stream could help deliver outcomes for the plan. It was suggested that this matter be placed on a future agenda.

- i) *To receive details of the WDC World of Planning Workshop – 27th July 2016.*
This correspondence was noted.
- j) *To receive details of consultation by SCC on improving access to Suffolk’s Countryside. (attached).* This correspondence was noted.

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

Charter Lunch – 2nd June 2016.
Flick & Son Drinks & Canapes at Aldeburgh Golf Club – 9th June 2016.
Queens 90th Birthday Tea party – Hospital Green – 11th June 2pm – 5pm.
Queens 90th Birthday Celebration – South Green – 11th June 7pm – 11pm.
Church Service at St Edmunds Church – Sunday 12th June at 11am.
Aviva Women’s Tour – Wednesday 15th June 2016.
Book Launch – Steve Wolfenden – Thursday 16th June 2016 5.30pm – 8pm.
Hastoe – formal opening of Blyth Road properties – 20th June 2016.
Adnams Conference & Awards 2016 – 23rd June 2016.
Arts Festival – opening – Saturday 25th June 2016.

Future Events

11th July – Chamber of Trade Strategy Presentation.
12th July – Beccles Mayoral Reception.
18th July – NSPCC AGM.
19th July – Saga Cruise

Council noted these events.

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) *To receive a report from the Joint meeting held with Reydon P C re the WDC New Local Plan – WDC Planning Policy Team officer Desi Reed in attendance.*
Cllr Windell tabled notes from the meeting with Reydon PC about issues on infrastructure. Reydon PC had their own views regarding Call for Sites in Reydon. Cllr Horwood asked that Council ensures that roads and vehicles are included within the term “infrastructure” along with issues such as drainage.
- b) *To receive a verbal report of the meeting attended by the representatives to the Harbour Users Association.*
Cllr Temple advised that the presence of the Chairman of the Joint Harbour Committee – Cllr Windell – at the last Harbour Users Meeting, had been a positive step forward.

11. **WDC New Local Plan consultation including the Call for Sites;** *To confirm a response from Southwold Town Council in relation to the consultation. (initial draft circulated). Recommendation – to confirm response.*

Version 2 response was tabled for all Councillors and thanks were extended to all those who had been involved in collating the response. Members were advised that the report was an amalgamation of responses received over several meetings. *Recommendation – to confirm response.* After full discussion **it was RESOLVED that so long as the term “infrastructure” was denoted as including wider implications such as traffic and transport, the report be approved as appropriate as the Town Council response to this consultation. Agreed unanimous.**

12. **Financial Matters**

a) *To receive the Accounts for Payment for June 2016 (circulated to members).*

It was RESOLVED by all to approve the June 2016 Accounts for payment. Unanimous.

13. **PSPO – Southwold Beach.**

Council to meet with the original stakeholders (who were representatives from WDC Economic Development, WDC Environmental Health Officer, Southwold and Reydon Society, Beach Hut Owners, Chamber of Trade, Police, Town Council and WDC Ward members) to ascertain their views on the proposed Order.

Cllr Ladd discussed the proposal that WDC present the draft PSPO for Southwold Beach to the original stakeholders - the representatives of the various original stakeholders do themselves have dogs and therefore dog owners would be present. Members advised that there had been significant public response to the proposal to have an amended PSPO and Cllr Ladd advised that both Waveney District Council and the Town Council had received letters both supporting and not supporting the proposed changes. Cllr Ladd advised that this was a testament to the consultation that had already taken place. WDC Cllr Ladd suggested that it was apparent that the PSPO would not be enforced in 2016 and that any proposed amendments should therefore be in place for Easter 2017. Cllr Ladd reminded Councillors that the purpose of the draft PSPO was to clarify both the location of the dog control order and the months in which it was in force. Confusion on both matters are leading to the present issues. Full discussion took place regarding the proposal. WDC Cllr Ladd asked Council to consider whether they would be prepared to amend the period of the legislation as/ when conversations take place with stakeholders. On a majority it was agreed that, should stakeholders feel that 12 months was too lengthy and that an amendment was required, Town Council would not be averse to reducing the proposed restriction from 12 months to the period 1st March – 31st October inclusive (to take in both Easter and October half term). This was agreed by a majority. Discussion also took place about enforcement, and WDC Cllr Ladd advised that WDC do train up those wishing to volunteer, and that the lifeguards could also potentially be trained.

During this discussion it was mentioned that people cannot access the beach at the north end of the pier and it was suggested that this be considered by the Leisure & Environment Committee. WDC Cllr Allen confirmed that she has taken the matter up with a WDC officer.

SCC Cllr Ladd suggested asking Paul Patterson to provide a presentation for Councillors about current beach levels/movement. This was agreed by all.

14. **Town Mayor update on other ongoing Council matters;**

a) *Rollout of Town Council Strategy for the Town – Meetings held Wednesday 1st June, Monday 6th June – 5.30 – 6.30pm. Monday 20th June 1pm.*

This was noted.

b) *Southwold Hospital Appeal – To receive the Decision Notice from WDC Strategic Director confirming the listing of the Southwold Hospital site as an Asset of Community Value.*

Thanks were extended to Cllr Jeans for all of her work on the appeal documentation. As representative for the Council on the Hospital Organisation, Cllr Jeans advised that the Organisation will soon be considering a feasibility study and that Town Council would need to consider the issues that it would like raised within the study.

c) *Previous Police/Fire Station site – to receive letter from Civic Projects Ltd regarding this site. To receive invitation from Hastoe to meet to discuss the Ingleton Wood Design Framework for this site.*

Letter and invitation noted. The Town Clerk will circulate any date provided by Hastoe to meet, as soon as this was available.

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.

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 consider the report and recommendations from the Employment Panel meeting held on 21st June 2016. Recommendations; i) Handyman. It was RESOLVED that Council employ a handyman - employment working group to continue with this matter.*

b) *To consider the report and recommendations of the meeting of the Landlords Working Group held on 1st June 2016. Recommendations; no recommendations in relation to Town Council properties.*

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

Tuesday 26th July 2016 at 7.30pm at the Town Hall.

TOWN MAYOR 26th July 2016