



Pre-meeting Reports

Suffolk County Council Councillor Report

Cllr Haworth-Culf had circulated her monthly report ahead of the meeting. A copy is appended to the minutes.

Cllr Haworth-Culf reminded everyone that school applications were open and that details were included in her report as to apply.

She reminded everyone that we are now 1 year on from Storm Babet and that residents need to start preparing should we have a repeat event.

East Suffolk Council Councillor Report

Cllr Day had circulated his report ahead of the meeting. A copy is appended to the minutes.

Cllr Daly mentioned the East Suffolk Safety Survey and encouraged everyone to take part as it was important to improve community safety across East Suffolk.

Cllr Daly was asked if there was any more information available in relation to the proposed new bin collections. He confirmed there will be consultations on the proposed changes, but there were no dates as yet.

Cllr Daly was asked about the campervans in Slaughden and if there was any progress in terms of monitoring their length of stay. He advised that he had spoken with Parking Services who have said that they will look into the problem. He has not had an update and will chase.

Public questions and comments (maximum of 15 minutes)

The member of the public in attendance raised the issue of campervans parking at Slaughden. They reported seeing 17 campervans at 11.30pm recently one evening. He also spoke of a non-motorised caravan parked on the side of the road approaching Thorpeness.

Aldeburgh Town Council also share these concerns. Cllr Daly will provide an update after she has spoken to Parking Services. He was asked to consider better signage (no cooking/no camping) to make it clearer.

ACTION: These concerns will be picked up by the Services Working Group.

ACTION: Town Clerk to speak to Southwold Town Clerk to find out more about their signs saying no parking which appear to be effective.

Cllr Daly left the meeting at 7.13pm.



Police Report

Cllr Haworth-Culf advised people to keep their doors locked during the day as reported that people have been trying doors in Aldeburgh.

Cllr Haworth-Culf reminded the council to keep themselves informed about crimes in the area which are published on the Suffolk Police website. This is so that we can consider ways to combat and help residents.

The link is below:

<https://www.suffolk.police.uk/area/your-area/suffolk/halesworth/leiston-saxmundham-and-aldeburgh/contact-us/crime-map>

Time 7.15pm



**MINUTES OF THE ALDEBURGH TOWN COUNCIL MEETING HELD IN THE
MOOT HALL ON MONDAY 14th OCTOBER 2024 AT 7PM**

Present: Cllr Armytage, Cllr Bond, Cllr Fellowes, Cllr Fox, Cllr Haworth, Cllr Haworth-Culf (Chair), Cllr Jones, Cllr Langley, Cllr Lumpkin and Cllr Walker, Cllr Webster

In attendance: Cllr Daly, East Suffolk Council, Town Clerk, Deputy Town Clerk and 1 member of the public

197. Apologies
None.

198. Declarations of interest
Cllr Haworth-Culf has a dispensation at Suffolk County Council for discussions regarding any LionLink and Sealink discussions.

Item 201:
Cllr Haworth-Culf declared a conflict-of-interest as fund received were from her SCC locality budget.

Item 208:
Cllr Haworth-Culf declared a conflict of interest as the funds received were from her SCC locality budget and will not vote.

Item 210:
Cllr Fox declared a non-registerable interest as a Trustee of Aldeburgh Community and Sports Trust. The Town Clerk has granted a dispensation to participate and vote for the civic year 2024/25 (ref: DISP6/2024)

Cllr Jones – declared a non-registerable interest as a Trustee of Aldeburgh Community and Sports Trust. The Town Clerk has granted a dispensation to participate and but not to vote for the civic year 2024/25 (request DISP8/2024)

Cllr Haworth-Culf declared a non-registerable interest as a Trustee of Aldeburgh Community and Sports Trust. The Town Clerk has granted a dispensation to participate and vote for the civic year 2024/25 (ref: DISP4/2024).

Cllr Walker declared a disclosable pecuniary interest as an employee of The Old Generator Station, the trading company of Aldeburgh Community and Sports Trust. The Town Clerk has granted a dispensation to participate but not to vote for the civic year 2024/25 (ref: DISP5/2024, amended 14/10/2024).

Cllr Webster declared a non-registerable interest as a Trustee of Aldeburgh Community and Sports Trust. The Town Clerk has granted a dispensation to participate and vote for the civic year 2024/25 (ref: DISP2/2024).



Item 230:

Cllr Lumpkin declared a non-registerable interest as a Trustee of Aldeburgh United Charities. The Town Clerk has granted a dispensation to participate and vote for the civic year 2024/25 (ref: DISP7/2024)

Cllr Haworth-Culf declared a non-registerable interest as a Trustee of Aldeburgh United Charities. The Town Clerk has granted a dispensation to participate and vote for the civic year 2024/25 (request DISP4/2024)

Councillors agreed to vote en bloc for items 199 and 200:

- 199. To approve the minutes of the meeting of the Town Council held on 9th September 2024.**
- 200. To approve the minutes of the meeting of the Town Council held on 23rd September 2024.**

In favour	7
Against	0
Abstained	4

Council **RESOLVED** that the minutes from the meeting on 9th September 2024 and 23rd September 2024 be accepted as a true record and were signed by the Chair.

ACTION: Town Clerk to upload both sets of minutes to the website.

- 201. To approve the Income list for the previous month.**
Cllr Webster chaired items 201 and 202.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Walker.

In favour	9
Against	0
Abstained	2

Council **RESOLVED** to approve the income list for the previous month.

- 202. To approve the Payments list for the current month.**
This Item will be discussed later in this meeting when Councillors have considered an item on the list.

Councillors agreed to vote en bloc for items 203 and 204:

- 203. To authorise Cllr Sally Jones and Cllr Sara Fox to sign the lease renewal for the Marshes land.**
- 204. To authorise Cllr Sally Jones and Cllr Sara Fox to sign the lease renewal for the land occupied by Libardi Ice-Cream.**



PROPOSED for **APPROVAL** by Cllr Haworth and **SECONDED** by Cllr Walker.

In favour 10
Against 0
Abstention 1

Council **RESOLVED** to authorise Cllr Jones and Cllr Fox to sign the lease renewal for the Marshes land and the land occupied by Libardi Ice-Cream.

ACTION: Town Clerk to arrange signatures and to return a copy to the solicitors.

205. To consider the final external report and decide what, if any, action is required.

The Town Clerk explained that the risk assessments were reviewed in April 2024 as opposed to March 2024 when they should have been reviewed and as a result the review fell outside of the 2023/24 financial year. (Section 1 box 5). She does not envisage this will happen again as the review now takes place at the start of the financial year.

The Town Clerk was asked to comment on the reason provided for assertion 7 of the AGAR. The Town Clerk retrieved the resolved explanation from the May 2024 meeting (minute ref: 67.4) and read it out.

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Fellowes.

In favour 11
Against 0
Abstention 0

Council **RESOLVED** that no further action was required in relation to the external report.

206. To approve expenditure in relation to the purchase of sufficient Norway Spruce trees for the High Street and sufficient batteries to operate the Christmas Lights, keeping within the Ear Marked Reserve of £6,904.

PROPOSED for **APPROVAL** by Cllr Langley and **SECONDED** by Cllr Jones.

In favour 11
Against 0
Abstention 0

Council **RESOLVED** the expenditure as outlined above.

ACTION: Town Clerk to proceed with purchasing the trees and batteries when required to do so.

207. To approve utilising £500 of the unused budget from Sports Week and Spring/Summer Fun Day towards the running of the Christmas Lights Switch-on event on 23rd November 2024.

PROPOSED for **APPROVAL** by Cllr Fox and **SECONDED** by Cllr Webster.



In favour 11
 Against 0
 Abstention 0

Council **RESOLVED** utilising £500 from the unused budget as outlined above.

- 208. To approve spending £2,000 (excluding VAT) on a PA System for events and a PA System for the Council Chambers utilizing the grant of £940.00 received from Suffolk County Council Locality Budget towards part of this cost, leaving a balance of £1,060 to come from general reserves.**

PROPOSED for **APPROVAL** by Cllr Bond and **SECONDED** by Cllr Walker.

In favour 10
 Against 0
 Abstention 1

Council **RESOLVED** the expenditure as outlined above.

ACTION: Town Clerk to proceed with ordering the internal and external PA System.

- 209. To approve the replacement of the backboards around the bowls green at an estimated cost of £2,250. The works to be funded by the Aldeburgh Town Council surplus in the Bowls Club accounts.**

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Fox.

In favour 11
 Against 0
 Abstention 0

Council **RESOLVED** the expenditure as outlined above.

- 210. To approve £15,000 grant fund payment to Aldeburgh Community and Sports Trust as allocated in the budget under Grants & Donations – S19.**

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Haworth.

In favour 8
 Against 0
 Abstention 3

Council **RESOLVED** the grant payment as outlined above.

ACTION: Deputy Town Clerk to action the payment.

- 211. To note the questions that were submitted to the Main Site Development Forum meeting to be held on 15th October 2024.**

This item was noted.



202. To approve the Payments list for the current month. Cllr Webster chaired this item.

PROPOSED for **APPROVAL** by Cllr Fox and **SECONDED** by Cllr Langley.

In favour 8
Against 0
Abstention 3

Council **RESOLVED** to approve the payments list for the current month.

212. To consider and agree the proposed response to SCC/-1-1/24/DoR/EA1N and SCC/0102/24/DoR/EA2 – SCOTTISH POWER RENEWABLES EAST ANGLIA ONE NORTH AND TWO OFFSHORE WIND FARMS (RESPONSE DEADLINE 16 October 2024).

PROPOSED for **APPROVAL** by Cllr Haworth-Culf and **SECONDED** by Cllr Fellowes.

In favour 10
Against 0
Abstention 0

Council **RESOLVED** to submit previously agreed response.

ACTION: Town Clerk to submit response before the deadline 16th October.

Councillors agreed to vote en bloc for items 203, 214, 215 and 216:

213. To consider registering as an interested party to North Falls wind farm DCS (Response deadline 18 October 2024)

The recommendation to register as an interested party was **PROPOSED** for **APPROVAL** by Cllr Fox and **SECONDED** by Cllr Bond.

In favour 10
Against 1
Abstention 0

Council **RESOLVED** that we register as an interested party.

ACTION: Town Clerk to register Aldeburgh Town Council as an Interested Party.

214. To consider and agree a written response to the application by Five Estuaries Offshore Wind Farm Limited for an order granting development consent for the Five Estuaries Offshore Wind Farm project (response by 22 October 2024).

Reviewing the Hearings and documentation submitted Cllr Fellowes does not believe that there is anything that Aldeburgh Town Council needs to respond to currently regarding Five Estuaries.

The recommendation that no response is required from ATC was **PROPOSED** for **APPROVAL** by Cllr Fox and **SECONDED** by Cllr Bond.



In favour 10
 Against 1
 Abstention 0

Council **RESOLVED** that no response is required from Aldeburgh Town Council for Five Estuaries Offshore Windfarm Limited.

215. To consider the response to the draft East Suffolk Community Energy Partnership constitution.

The recommendation to defer our response to the draft ESCEP constitution to a later date was **PROPOSED** for **APPROVAL** by Cllr Fox and **SECONDED** by Cllr Bond.

In favour 10
 Against 1
 Abstention 0

Council **RESOLVED** that we defer our response to the draft ESCEP constitution to a later date.

216. To consider the draft response letter to Ed Milliband.

The recommendation to not sign the Ed Milliband letter was **PROPOSED** for **APPROVAL** by Cllr Fox and **SECONDED** by Cllr Bond.

In favour 10
 Against 1
 Abstention 0

Council **RESOLVED** that Aldeburgh Town Council will not sign the Ed Milliband letter.

ACTION: Town Clerk to submit confirmation of the decision made.

217. To note the Planning Committee response in relation to the Street Trading Consultation was for no change to be made to the existing arrangements.

This item was noted.

Councillors agreed to vote en bloc for items 218, 219, 220 and 221:

218. To complete the annual review and re-adoption of the Code of Conduct Policy v24-10.1.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Langley.

In favour 11
 Against 0
 Abstention 0

Council **RESOLVED** to re-adopt the Code of Conduct v24-10.1



ACTION: Town Clerk to upload the Code of Conduct v24-10.1 onto the website.

219. To review and approve the new Accessibility Statement v24-9.1.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Langley.

In favour 11
Against 0
Abstention 0

Council **RESOLVED** to adopt the Accessibility Statement v24-9.1

ACTION: Town Clerk to upload the Accessibility Statement v24-9.1 onto the website.

220. To review and approve the new Privacy Notice v24-9.1.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Langley.

In favour 11
Against 0
Abstention 0

Council **RESOLVED** to adopt the Privacy Notice v24-9.1

ACTION: Town Clerk to upload the Privacy Notice v24-9.1 onto the website.

221. To review and approve the new Officer/Member Protocol v24-10.1

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Langley.

In favour 11
Against 0
Abstention 0

Council **RESOLVED** to adopt the Officer/Member Protocol v24-10.1

ACTION: Town Clerk to upload the Officer/Member Protocol v24-10.1 onto the website.

Councillors agreed to vote en bloc for items 222 and 223:

222. To consider the updated Services Working Group Terms of Reference.

223. To consider the updated Property and Finance Working Group Reports.

It was clarified that these Terms of References are applicable to the Working Groups and not the Terms of References for the Council Representatives on External Bodies.

PROPOSED for **APPROVAL** by Cllr Lumpkin and **SECONDED** by Cllr Webster.

In favour 11
Against 0



Abstention 0

Council **RESOLVED** to accept the updated Services Working Group and Property and Finance Working Group Terms of Reference.

ACTION: Town Clerk to upload the updated Services Working Group Terms of Reference to the website.

ACTION: Town Clerk to upload the updated Property and Finance Working Group Terms of Reference to the website.

224. To note the received written Committee and Working Group Reports.

This item was noted.

225. To note the receipt of written reports from Members appointed to Outside Bodies.

This item was noted.

226. To note Gifts and/or Hospitality exceeding £50 received by Councillors

None received.

227. To receive the Town Clerk’s Report and respond, if required to any correspondence received.

The Town Clerk’s Report has been previously circulated and is attached.

In addition, the Town Clerk raised the recommendation from the Property and Finance Working Group to increase allotment fees in line with the RPI at 1st November 2024 which is currently 2.5%. This would take effect from 1st January 2025.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Langley.

In favour	10
Against	1
Abstention	0

A councillor questioned if this could be resolved under the Town Clerk’s Report. The Town Clerk believed it could but would check and if necessary, bring it to the next meeting to be resolved correctly.

228. To receive the Mayor’s Report

The Mayor attended the following meetings and events:

- 13/9 Attended a battle of Britain event with Squadron 1379
- 14/9 50k run
- 15/9 Annual triathlon
- 17/9 Chaired Carnival Committee meeting
- 18/9 OGS meeting



- 2/10 Community Partnership meeting attended with Cllr Lumpkin
- 9/10 Remembrance meeting
- 9/10 Sizewell C community forum attended with Cllr Fellowes.
- 10/10 APS harvest festival

The Mayor noted her appreciation to all past and present members of the RNLI. All are invited on 27th October at 1.30pm for the “Farewell to Freddie” event.

229. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

The member of the public left at 20.03pm.

230. To consider the two offers that have been received and to agree which offer Aldeburgh Town Council accepts.

It was proposed by the Property and Finance Working Group that Council accept the offer from Kate Fulford Interior Design.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Webster.

In favour	8
Against	1
Abstention	2

Council **RESOLVED** to accept the offer from Kate Fulford Interior Design as per the confidential report previously circulated.

It was discussed and proposed that the Council work closely with the other party, a charity, to help them find a suitable premises in the town to enable them to continue with their plans for a Food Pantry.

PROPOSED for **APPROVAL** by Cllr Jones and **SECONDED** by Cllr Walker.

In favour	10
Against	0
Abstention	1

Council **RESOLVED** to work closely with the other party to find suitable premises in the town to enable them to continue with their plans for a Food Bank.

Finally, it was proposed that the Council make a one-off donation to the charity to help facilitate finding a solution to their storage problems. The amount to be agreed and resolved at a later date.

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Fox.

In favour	8
Against	0
Abstention	3



Council **RESOLVED** to pledge a one-off donation to the charity to help with storage. The amount to be resolved when details of what is needed are known.

202. Closure

The meeting closed at 20.32pm.

October SCC report.

Some of the below you have already seen but act as a reminder. Please note that the school applications are open, details on how to apply below.

As we head into colder weather, please be reminded of the useful contact information etc.

Very best wishes

TJ

Publication of the Community Engagement and Wellbeing Guidance

Following a public question to the meeting of the County Council on the 21 March 2024 regarding the well-being of communities and the mental health impacts of nationally significant infrastructure consenting, from the chairman of Friston parish council Mr Michael Mahoney, officers have been working with Cllr Richard Rout, Deputy Cabinet Member for Nationally Significant Infrastructure Projects, to consider how to address this very important issue. The council's Head of Public Mental Health has engaged further with Friston Parish Council and worked with the Council's NSIP team to explore solutions. Officers sought advice from leading UK experts on health impact assessments and community engagement to inform the discussion.

As responsibilities for community engagement lie with developers, the Council's greatest lever is to influence developers. Hence, the Council has developed guidance for project promoters about community engagement and safeguarding the well-being of communities, which was published in September 2024. This guidance appears to be first of its kind in the United Kingdom, and its publication has been shared widely with Government officials, the Planning Inspectorate and local authorities across England.

<https://www.suffolk.gov.uk/council-and-democracy/council-news/energy-projects-and-the-wellbeing-of-communities>

Nautilus Interconnector - proposed connection in Suffolk

The Council is deeply disappointed that the regulator has refused to permit an alternative brownfield location, outside Suffolk, to connect the Nautilus project (a proposed grid interconnector between England and Belgium), which would have significantly reduced the cumulative adverse impacts of energy infrastructure on the people, and environment of the county. The Council's views on the additional costs risk and impacts of this minded to decision are set out in this response.

<https://www.suffolk.gov.uk/asset-library/ofgem-nautilus-consultation-scc-response-14-08-24-final-redacted.pdf>

Sea Link Grid Reinforcement Scheme

The Council formally objected to the latest Sea Link proposals in response to a targeted consultation by National Grid Electricity Transmission this summer, because of proposals for the building of a new bridge and for construction work to take place on Sundays and Bank Holidays.

The scale of a new permanent access bridge across the River Fromus near Saxmundham, to access a proposed converter site, was deemed by the Council as hugely disproportionate. Plans show that it could be up to six metres in height with a span of over 150 metres, including embankment. Updated plans from National Grid also revealed that core working hours are being proposed to include 7am to 5pm on Sundays and Bank Holidays.

In response to Sea Link's latest public consultation, the council has submitted a 29-page document outlining these and a variety of other potential impacts, that the scheme would have on local communities and the environment.

The Sealink project would reinforce the transmission network between Suffolk and Kent via a new, primarily offshore, cable link, with a proposed converter station near Saxmundham, connected by underground cables from a landing point between Aldeburgh and Thorpeness.

National Grid expects to submit its application for development consent in early 2025.

[Sea Link Targeted Consultation Response \(suffolk.gov.uk\)](#)

Lion Link Interconnector Scheme

Lionlink, a proposed grid interconnector between Suffolk and the Netherlands, is in a pre-application phase of development with further (primarily offshore) surveys taking place this year, with statutory consultation and Preliminary Environmental Impact Report due in 2025. The Council continues to seek coordination between Lion Link and Sealink, including a shared cable corridor, even though Lion Link is currently promoting a separate cable corridor, from the Southwold/Walberswick area down to Saxmundham.

Sunnica

On 12 July 2024 the Rt Hon Ed Miliband MP, the Secretary of State for Energy Security and Net Zero, granted development consent for Sunnica Energy Farm against the recommendation of the Examining Authority which handled the case. Suffolk County Council, alongside Cambridgeshire County Council, East Cambridgeshire District Council and West Suffolk Council, had opposed this large solar farm project straddling

West Suffolk and East Cambridgeshire, due to its scale and the degree of impact on the landscape and on communities.

The four councils sent a Pre-Action Protocol letter to the Secretary of State to challenge the decision to grant development consent, but the claim for judicial review did not proceed because Cambridgeshire County Council and West Suffolk Council withdrew from the action. This left East Cambridgeshire District Council unable to afford to continue and Suffolk County Council was advised that the case would not be likely to succeed without support from a district council.

Sizewell C

Sizewell C has been progressing preparatory works including the recent opening of office accommodation at the Ancillary Construction Area (ACA), which is located on the Land East of Eastlands Industrial Estate (LEEIE) on Lovers Lane in Leiston.

In August the project was awarded £5.5bn of funding from the government under the Sizewell C Development Expenditure (Devex) subsidy scheme to progress works to bring the project to the point of a Financial Investment Decision (FID).

The £23m Sizewell C Community Fund opened for applications in July 2024. The first round of applications closed on 6 October 2024, with funding decisions for that round expected in January 2025. A second round of funding is expected to open immediately after the first round closes.

Five Estuaries Offshore Wind Farm

The Planning Inspectorate accepted the Five Estuaries application for examination on 23 April 2024. On 21 May 2024 the Council's cabinet approved the Council's relevant representations for the project, which raised issues relating to landscape and seascape impact (including on the Suffolk and Essex Coasts and Heaths National Landscape), impact on Suffolk's local highways network, cumulative impacts with other projects and the possibility for benefits and legacies in the domains of skills and employment.

The examination formally started after the close of the Preliminary Meeting which was held on 17 September 2024 and Issue Specific Hearings were held on 18 and 19 September 2024, at which the Council made representations on landscape and transport issues.

Bramford to Twinstead National Grid Reinforcement

The Secretary of State granted Development Consent on the 12th September. Officers were pleased that the Development Consent Order requires submission of detailed construction management plans instead of just relying upon the high-level outline versions submitted with the application. National Grid have announced Balfour Beatty as their main contractors and discussions are expected to commence shortly in respect of the construction.

Norwich to Tilbury National Grid Reinforcement

Following the Statutory Consultation which ended in July, National Grid are considering the thousands of responses that they received. The Council made representations concerning the need to pause the project to consider alternative solutions to the onshore 400kv grid upgrade between Norwich and Tilbury which consists of conventional 50m high lattice tower pylons with underground sections across the Dedham Vale National Landscape and potentially also within the Waveney Valley. The Council made a number of change requests in respect of the proposed scheme including re-routeing to avoid airfields and heritage assets and extending the areas to be undergrounded either side of the Stour and Waveney Valleys.

Suffolk County Council

Suffolk adults urged to take up potential life-saving opportunity

People across Suffolk aged between 40 and 74, who don't have a pre-existing health condition, are being encouraged to take-up a potentially life-saving opportunity.

The call to action comes after Suffolk GP Federation were awarded a contract to deliver over 23,000 NHS Health Checks in the county annually.

Suffolk County Council have also become one of 45 local authorities in England to receive funding from the government as part of the national Workplace Cardiovascular Disease Health Check Pilot. Working with Suffolk GP Federation 2,000 additional NHS Health Checks will be delivered in workplaces in the county by March 2025.

NHS Health Checks play a really important role in preventing disease and helping people live healthier lives for longer. They can be lifesaving as they help spot increased risk of stroke, kidney disease, heart disease, type 2 diabetes, and dementia early, before the conditions develop. They also give people an opportunity to talk to a health care professional about how to reduce their risk.

For more information about the Suffolk NHS Health Check Service visit [the Suffolk GP Federation website](#).

OPINION: Lowestoft's Gull Wing bridge is a new landmark for all of Suffolk

Thousands of Lowestoft residents made history as they walked, wheeled and drove for the first time across the town's new, world-leading and unique Gull Wing bridge.

Built on behalf of Suffolk County Council by leading civil engineering contractor Farrans, the Gull Wing heralds a new era for Lowestoft and promises to bring both immediate and long-term benefits to the town, its businesses and residents.

A new bridge such as this doesn't just happen overnight, and whilst its design may be modern, and its construction techniques and materials state of the art, this bridge's history and political genesis dates back decades, and I want to pay tribute and thank all those who, over the years, have played their part in making the Gull Wing possible.

I also want to thank my predecessors at Suffolk County Council, Mark Bee and Colin Noble, and all the various cabinet members who grasped the opportunity offered by the government and enthusiastically gave this project their backing.

The people of Lowestoft have waited decades for a third river crossing. The civic opening ceremony on Tuesday 19th November.

Uncertainty looms for 177,000 Suffolk residents currently eligible for winter fuel payments

As many as 177,000 Suffolk residents are currently eligible for winter fuel payments and should be protected from Government plans to cut the allowance, Suffolk County Council has warned.

According to 2023 mid-year population estimates from the ONS, around 177,000 people over the age of 66 in Suffolk are eligible for these crucial payments, leaving them potentially vulnerable if they are withdrawn.

In response, Suffolk County Council's leader, Councillor Matthew Hicks, has written to all of the county's MPs - urging them to vote against the proposed changes. The council is particularly concerned that rural areas, like much of Suffolk, will be disproportionately affected due to reliance on expensive oil heating and the added burden of rural deprivation.

Rural homes are statistically less energy efficient compared to urban homes, meaning they require more energy to maintain a healthy temperature. Furthermore, many rural homes are not connected to mains gas, forcing households to rely on more costly heating sources like wood, canister gas, or oil. The price of heating oil has now risen to 66p per litre, a 12p increase since 2020.

Councillor Matthew Hicks, Leader of Suffolk County Council, said:

“The removal of winter fuel payments will have a devastating impact on many of our residents, particularly those living in rural areas. With homes in these locations often being less energy efficient and lacking access to mains gas, they rely on expensive alternatives like oil and wood. This, combined with the rising cost of heating oil, is putting increased financial pressure on households.

“Winter fuel payments provide a lifeline for many, and we urge Suffolk MPs to vote against any changes that would leave our most vulnerable without this crucial support.”

Energy projects and the wellbeing of communities

Suffolk County Council has produced guidance to help protect the wellbeing of local communities impacted by large Nationally Significant Infrastructure Projects (NSIPs).

The new document - [Community Engagement and Wellbeing Supplementary Guidance](#) - complements the council's Energy and Climate Adaptive Infrastructure Policy, and is aimed at project promoters, parish councils and local communities.

Research by Suffolk Mind, and the experiences of the county council, show that the wellbeing of local residents and communities suffers when NSIPs are proposed in a local area, especially when multiple projects are on the table.

Feelings of fear, mistrust, anger, and frustration are all reported, along with impacted sleep, and inability to plan for the future, due to the uncertainty created by the proposed development.

The new guidance stresses the importance and value for project promoters of an NSIP to collaborate with local communities from the early proposal stages, through to life after construction, to protect the wellbeing of those local communities.

Councillor Richard Rout, Suffolk County Council's Deputy Cabinet Member for Nationally Significant Infrastructure Projects, said:

"So often we see project promoters doing the bare statutory minimum to engage with local communities, through a few local events and consultations.

"This is never enough, and in fact doesn't do the promoter any favours in the long run. I believe they could often do a far better job working with local residents, parish councils and community leaders, throughout the process but particularly following approval if a project is given the go ahead by government.

"An NSIP can cause stress, insecurity and anxiety amongst communities, particular for local community leaders who bear a burden of responsibility, often with little experience of the technicalities and enormity of such complex planning applications.

"A promoter simply informing communities is one thing, but there is a real opportunity to empower them – but promoters need to show a commitment to healthy, continuous engagement, and help local communities to understand their project, feel listened to and feel included in its progress.

"This new guidance won't stop us standing up to project promoters, fighting for a fair deal for Suffolk and, where necessary, objecting to a scheme. However, if promoters listen to our recommendations it should markedly improve the experience, and wellbeing, of local communities whether a scheme is approved or refused."

The cumulative effect of NSIPs has resulted in considerable impacts on the wellbeing of individuals, the overall wellbeing of the community, and has also led to feelings of lost identity.

One member of the public described how the association with the energy projects has “created a perception that the nature of our village and parish... has been completely altered, and is now one to be defined by the presence of large industrial complexes, rather than what it actually is, a rural community... it remains a small rural village, with living breathing people, who strive to protect its unique quality.”

The document provides a framework for promoters to follow, to help them understand their project’s impact on the wellbeing of local communities, and what they can actively do to mitigate it.

Window now open to apply for primary and secondary school places

Parents and carers can now apply for a place in the normal year of entry at a primary (including infant and junior) school and secondary school for September 2025.

The deadline for applications to secure a place at a secondary school is Thursday 31 October 2024 and for primary school places, including infant and junior schools, the deadline is Wednesday 15 January 2025.

All applications received by the relevant closing date are processed at the same time using the schools’ oversubscription criteria to prioritise applications when necessary. Late applications are processed after all of those received on time.

Last year, Suffolk County Council received just under 15,000 on time applications for pupils wishing to start at a primary or infant school, or to transfer to a junior school, or into Year 7 at a secondary school from September 2024.

94.7% of applicants received offers for their first preference school and 98.5% of applicants received an offer for one of their top three preferred schools.

“Parents and carers need to carefully consider which schools to apply for on behalf of their child. To make sure they have the best chance of getting a place at one of their preferred schools, they need to make sure they complete and submit their application by the relevant closing date. We recommend that parents and carers apply for more than one school, and they can list up to three schools on their application.” “We would strongly advise that parents and carers think about how their child will travel to school before they apply for a school place. It is important that parents and carers check which is their child’s nearest suitable school on our Nearest School Checker because this might not be their catchment area school. This can be found at <http://nearestschool.suffolk.gov.uk/>.”

Further information on SCC's School Travel Policy can be found at www.suffolkonboard.com/schooltravel.

Parents and carers should apply online at www.suffolk.gov.uk/admissions as they will receive confirmation that their application has been received. If for any reason they are unable to apply online they should apply on a paper application (CAF1). Suffolk County Council is unable to acknowledge receipt of paper applications and therefore suggest that proof of posting is obtained.

If families are planning to move house or think their circumstances may change before next September, it is still important to make an application on time using the current address. It is recommended to apply for schools based on the current address in case the proposed move falls through. Advice and guidance about this process is available at www.suffolk.gov.uk/admissions.

Families who apply online will be able to log on to the Online Service on the National Offer Day, which is Monday 3 March 2025 for secondary school places and Wednesday 16 April 2025 for primary school places, to see their offer of a school place, and they will receive an email to confirm this offer on the same day. Offer letters will be sent by second class post to applicants who made a paper application.

Information to help parents and carers make their application is available at www.suffolk.gov.uk/admissions.

£500 million investment in Suffolk scrapped by Government

Suffolk's proposed in principle devolution deal, which would bring more than £500 million to the county over 30 years, has been scrapped by the Government.

The additional funding – which would come with new local decision-making powers over areas including housing, transport, adult education and regeneration – is no longer being offered to Suffolk. The deal would mean local people who know and love Suffolk would be empowered to make more decisions about the county's future, rather than people in Whitehall.

Key aspects of the deal included:

- Control of a new investment fund worth £480m over the next thirty years
- Local control of the Adult Education Budget each year (worth £9.4m in 2025/26)
- £5.8m one-off funding to prepare brownfield sites for development
- Multi-year transport funding plus an additional £500,000 over two years to finalise Suffolk's Local Transport Plan
- The leader of Suffolk County Council would be directly elected by the people of Suffolk – rather than by county councillors.

Most people who responded to an independent survey, run by Ipsos, were in favour of the proposed deal. 63% of people supported or strongly supported it while 7% disagreed. 21% of people were unsure. In a separate but linked poll run by Suffolk County Council, 49% of people who responded supported or strongly supported the deal, whilst 40% did not and 11% were unsure.

Suffolk County Councillors were expected to vote on the deal after the General Election in July.

Cllr Matthew Hicks, Leader of Suffolk County Council, said:

“This feels like a real slap in the face for Suffolk from a Government that won’t listen to what local people are saying. First, they waved through the Sunnica application, showing little regard for the communities affected. Then, they scrapped the winter fuel payments, which will adversely affect older people living in rural areas. Now, our proposed devolution deal – which has widespread public support – is in the bin.

“Governments of any colour should be pro devolution because councils know how best to serve local people. Local councillors have now been stripped of the opportunity to support or reject the proposed deal which is a sad day for democracy by any measure.”

Council’s actions bring hope to local communities despite pylon project approval

Suffolk County Council is confident that details announced in today’s approval of National Grid’s Bramford to Twinstead pylon project, will have significant implications on other Nationally Significant Infrastructure Projects (NSIPs) across the country.

The application was approved on 12 September 2024 by the Rt Hon Ed Miliband MP, Secretary of State for Energy Security and Net Zero.

Despite objecting to the Bramford to Twinstead pylon application, the county council’s influence throughout the process has led to the Secretary of State acknowledging the importance of the role of local authorities - by requiring their approval of National Grid’s detailed construction and environmental management plans as part of the process prior to work starting.

Following points made by the county council during the examination process, the Secretary of State has agreed that National Grid should not wield so much control over the delivery of the project, recognising instead that local authorities are integral to the proper and fair delivery of NSIPs.

Councillor Richard Rout, Suffolk County Council’s Deputy Cabinet Member for Nationally Significant Infrastructure Projects, said:

“Whilst not a perfect proposal, and one which the council did feel the need object to, I’m pleased with this council’s influence in setting some precedents for future infrastructure projects.

“The recognition of the role of this council, and others like us, sends a strong message to National Grid and other project promoters, that they cannot just do as they wish.

“My hope is that other projects sit up and take note – protecting local communities is of paramount importance, something we continually fight for.”

The county council had formally objected to the application, concluding that National Grid had failed to adequately safeguard Suffolk’s environment and communities affected by the scheme. It felt that proposals did not go far enough to mitigate the impact of the scheme, and that supervision of construction would be inadequate.

There were disappointments in the approval decision, such as working hours to include weekends and bank holidays. However, certain locations will be exempt from these hours, which is encouraging for other communities where NSIPs are yet to be approved.

Cllr Rout continues:

“Although we would still prefer to see better mitigations with this project, I feel this is a step in the right direction and hopefully sees an end to project promoters thinking they can have a free-for-all approach and ignore local authorities.

“With such a barrage of projects from solar farms to pylons, substations to interconnectors, all wanting a piece of Suffolk, it is our duty to stand with our communities to protect our residents, businesses and our historic, beautiful and environmentally-rich county.”

The project will see 18 km of overhead lines and around 11 km of underground cable through the Dedham Vale National Landscape and in the Stour Valley.

Second abnormal load rescheduled for Suffolk

On Sunday 6th of October, the second abnormal load which was previously postponed by the haulier, Allelys, will be transported from Ipswich Docks.

Allelys has been working with Suffolk Highways, National Highways, Suffolk Police, as well as J McCann and Swarco to reschedule the abnormal load movement, on behalf of Conrad Energy and National Grid.

A 164-tonne transformer, which is being transported on a vehicle measuring 71 metres in length, will depart from Ipswich Docks at approximately 6am on Sunday, starting its journey to the Synchronous Condenser Plant in Yaxley.

To support future abnormal loads, since 2021, Suffolk Highways has been replacing permanent street furniture such as safety railings, road signs and traffic signals with easily removable versions. This has since proven to limit the amount of work and disruption required during the lead up to abnormal load movements.

Teams will be leading and following the vehicle to prepare the route, temporarily removing and reinstating street furniture. This will enable the load to be transported safely whilst keeping disruption to a minimum.

A temporary road closure of the A140 will be necessary whilst the load moves to its destination. A temporary overbridge at Brockford will be installed to protect the roads and structure.

Once the load has safely passed the overbridge and the road is deemed safe for public use, the overbridge will be dismantled in readiness for when the A140 can be reopened. The closure could be in place for several hours from late morning. Whilst the A140 is closed, between A14 and A1120, access to smaller vehicles will be allowed to cross from East to West and vice versa. However, this will be subject to the position of the abnormal load at the time.

Other restrictions will also be in place, such as parking and weight limit restrictions, the suspension of any double yellow lines along the route and the closure of Derby Road, Tomline Road, and the St Matthews Street subway, in Ipswich. Old Norwich Road, Ipswich and Old Norwich Road, Whitton will also have parking restrictions as a contingency route in the unlikely event that the move needs to be spread over two weekends.

To allow the load to navigate safely around permanent street furniture on the day of the move, the load will be travelling on the opposite side of the carriageway at times. Traffic Management teams will be leading the load, whilst Suffolk Police will manage traffic. Mid-morning, traffic on the A14 eastbound will be temporary held whilst the load travels the wrong way from the Whitehouse Interchange (jct. no. 53) to the A140 Interchange (jct. no. 52).

The Suffolk Police enforced rolling roadblock on the A14 eastbound is anticipated to be in place between approximately 10am and 10.30am. The A140 is expected to be closed from approximately 11am until 6pm; however, these timings will be subject to change.

To limit the impact on the travelling public, there may be temporary stop points along the route to support with minimising congestion.

Councillor Paul West, Suffolk County Council's cabinet member for Ipswich, operational highways and flooding, said:

“It is good news that Suffolk Highways has been able to facilitate the rescheduled abnormal load move. The team will continue to support future abnormal loads ensuring these are carried out safely and with minimal impact on Suffolk's residents.”

Whilst the restrictions and road closures are in place, road users are encouraged to avoid the area where possible to ensure disruption is kept to a minimum.

Suffolk County Council

Plans unveiled for A12 Major Road Network improvements in East Suffolk

Suffolk County Council has unveiled its proposals for improvements to the A12 in East Suffolk, between the A14 Seven Hills junction and A1152 Woods Lane in Melton.

The A12 is a key route in East Suffolk, linking Ipswich and Lowestoft and provides an important connection for local communities and visitors, as well as access to the Energy Coast.

The scheme is designed to upgrade key junctions on the A12, between the A14 at Seven Hills and the A1152 at Woods Lane. These proposals would help to tackle congestion, provide space for future growth and improve conditions for all road users including pedestrians and cyclists.

The scheme introduces a new dual carriageway at Seckford Hall between the B1438 and B1079. It also enhances bus journeys and improves local walking and cycling connections, including a widened overbridge at Martlesham Heath.

Councillor Chris Chambers, Suffolk County Council’s cabinet member for transport strategy, planning and waste, said:

“I am delighted to see this important project progressing closer to delivery. The county council is firmly committed to delivering on these improvements, which look set to provide major benefits to all those travelling between our two largest towns, Ipswich and Lowestoft.

“Following public consultation back in 2021 and a commitment of government funding last year, we are now in a position to share our detailed designs and proposals with residents.

“These improvements will provide greater access to the east coast, an area with several Nationally Significant Infrastructure Projects (NSIPs) including Sizewell C, easing congestion and network disruption during its construction. I encourage residents to take a look at the plans, read up on the benefits and let us know their thoughts.”

The local community and users of the A12 are encouraged to take part and share their feedback until Tuesday 29 October 2024.

There will be a virtual event on **Tuesday 8 October, 6:30pm – 7:30pm**. This event will be hosted on Microsoft Teams. You can register to attend this event, [here](#).

To find out more about the proposals and how to submit your feedback, visit: www.suffolk.gov.uk/A12MRN.

Up to £2.5 million in funding available for agrifood innovators

Suffolk organisations are invited to apply for a share of up to £2.5 million in grant funding for business-led agrifood projects in Eastern England. Two new competitions have been launched as part of Innovate UK’s Eastern England Launchpad, a partnership between Innovate UK, Suffolk County Council, Greater Lincolnshire LEP, Norfolk County Council, and Cambridgeshire & Peterborough Combined Authority. The Launchpad aims to boost innovation in the region’s agri-tech and food technology sectors while strengthening its reputation as a top hub for food production and sustainability.

The competitions offer a share of up to £2.5 million in two strands:

- The first competition, ‘MFA’, is open to micro, small and medium sized businesses. Grants between £25,000 and £100,000 are available for projects lasting 6 to 12 months.
- The second competition is for collaborative research and development (CR&D) projects. Applications can be led by businesses of any size and consortia must include at least one small or medium enterprise. Grants between £150,000 and £300,000 are available for projects lasting 6 to 18 months.

The competitions open on Monday 23rd September and will close at 11am on 6th November 2024. For more information and to apply, visit <https://www.gov.uk/apply-funding-innovation>

Projects can focus on one or more of the following themes:

- enhancing the productivity of primary crops, livestock, aquaculture or ornamental crops
- biotechnologies related to agriculture, aquaculture, food processing and nutrition
- food that promotes safe, lower carbon or more sustainable healthy and nutritious diets
- resource efficient production and processing methods for low emission foods.

Cllr Richard Smith MVO, Suffolk County Council’s Deputy Leader and Cabinet Member for Finance, Economic Development and Skills, said:

“These competitions offer an exciting opportunity for local businesses and researchers to build on the region’s strong reputation as a leader in fresh produce, meat, poultry, fish and seafood processing. With the largest food logistics sector in the UK, a thriving drinks and convenience food industry, and many niche and specialty food producers, Eastern England is the perfect place for this kind of innovation.

“If you think this funding could benefit your project, I encourage you to apply.”

Suffolk County Council launches £500,000 Culture Project Fund to Boost cultural activity across the county

Suffolk County Council is pleased to announce the launch of its new £500,000 Culture Project Fund. This initiative is aimed at strengthening and supporting local arts and museum projects in our local communities across the county.

This fund's goal is to improve the cultural landscape in Suffolk, benefiting communities through diverse and impactful initiatives that align with the council's key priorities: health and wellbeing, economic development, environmental protection, and value for money.

The fund offers three tiers of grants:

Small grants up to £1,500

Medium grants up to £15,000

Large grants up to £50,000

This inclusive approach ensures that both grassroots ventures and larger, more established organisations have equal opportunities to access funding. Eligible applicants include Arts and Museum organisations, skilled freelancers, registered charities, community interest companies, non-profits, and social enterprises based in Suffolk.

The fund supports both capital and revenue projects, with a maximum of £25,000 available for capital expenditure.

Councillor Philip Faircloth-Mutton Suffolk County Council's Cabinet Member for Environment, Communities and Equality, said:

"The launch of the Culture Project Fund marks a significant investment in the future of Suffolk's cultural sector. By supporting projects that focus on our key priorities, we aim to create happier, healthier, and stronger communities.

"This fund is about more than just arts and culture, it's about building resilience, fostering inclusion, and boosting the wellbeing of our residents. We're excited to see the positive impact these projects will have on our county."

The culture project fund will support projects that have been designed to reach, engage and inspire people and communities to take part in and enjoy arts and museums. The fund is particularly to support projects that reach some of our most vulnerable people and communities with an application process that is streamlined and accessible. This includes activities designed for those on low incomes, isolated individuals, and marginalised groups, the fund aims to support projects that enhance both mental and physical health, creating resilience and improving overall wellbeing through inclusive and accessible activities.

Furthermore, the fund aims to strengthen Suffolk's economy by supporting projects that enhance skills development, promote social enterprises, and attract visitors. By focusing on these areas, the Council seeks to foster a thriving cultural sector that contributes to the county's growth.

Key Dates:

Fund opens for applications: Monday 23 September 2024

Medium and Large grant applications deadline: Friday 29 November 2024

Medium and Large grants awarded by: Friday 14 February 2025

Small grant presentations: Monday 17 March, Monday 14 July, and Monday 15 September 2025.

Relief at flood defence funding announcement

Suffolk County Council has welcomed news that a £25 million investment will enable flood defence works at Benacre to be fully completed.

A timeline of images showing how the coast is eroding and the need for the scheme. (1985 image courtesy of Mike Page / 2018 image courtesy of Edward Vere Nicholl, Benacre Estates)

[The contribution is coming from Sizewell C](#), which will now mean that the Benacre and Kessingland flood risk management project can go ahead.

Overall project funding of £59 million is being committed to the project by DEFRA and a range of other organisations. The county council itself plans to commit £2 million to the scheme, an amount already earmarked from reserves, and will go before Cabinet for approval at its meeting on 8 October 2024.

If the scheme did not go ahead, it is estimated that the economic impact would run into the hundreds of millions of pounds, just from the flooding of the A12 alone. There would be significant costs to the county council from having to manage regular road closures, to delivering an alternative long-term solution to protect the A12.

Councillor Richard Rout, Suffolk County Council's Deputy Cabinet Member for Nationally Significant Infrastructure Projects, said:

“This is great news on so many levels. The defences against flooding will protect the A12, dozens of local homes, hundreds of acres of farmland and give security to the local economy and tourism. The chosen solution will also create hundreds of acres of valuable inter-tidal habitat for wildlife and people to enjoy.

“Doing nothing was simply not an option. If this scheme did not go ahead, the impacts would be genuinely catastrophic. The A12 would flood up to twice a day with the tides, essentially cutting the east of the county in two.

“For those that maybe don't travel around this northern part of the county, imagine your nearest A-road being cut off twice a day for hours at a time, with all the additional pressures and complications that would bring.

“This is evidence that the right infrastructure project in the right place can bring huge benefits to a local area and its economy, much like the Gull Wing bridge which we have just delivered up the road in Lowestoft.”

Preliminary work on flood defences has been underway at the site, near the A12 at Benacre sluice close to Lowestoft, which is close to being breached. This work is being led by the Waveney, Lower Yare & Lothingland Internal Drainage Board, supported by the Environment Agency to safeguard the area for now and long into the future.

The new investment will mean that the full project can be completed, with construction expected to begin in Spring 2025.

OPINION: The right project in the right place can bring benefits to our economy

Column by Cllr Richard Rout, Suffolk County Council’s Deputy Cabinet Member for Nationally Significant Infrastructure Projects.

The flooding scheme superimposed in the valley with the A12 in the background (Credit: Edward Vere Nicholl, Benacre Estates)

Looking out of my window as I write this, trying to make out the Birmingham skyline through the raindrops running down the pane (I’m here for the Conservative Party Conference), I think we can confidently say that the last knockings of summer are behind us. We are now truly ensconced in autumn, and probably sooner than we’d like, winter.

Some of our communities know too well the impacts that the rain can cause in terms of flooding, and the county council continues to work hard on mitigating these effects.

But it is a different type of flooding I wanted to highlight today – the kind that emanates from the sea.

Although I live in a more land-locked part of Suffolk, I enjoy regular trips to the coast, whether for work or for pleasure. From Felixstowe in the south to Lowestoft in the north, and the multitude of spots in-between, we are a haven for coastal-related tourism, commerce and industry.

Suffolk really is a special place in this respect, bringing holiday-makers from around the country, whilst being recognised as a crucial player in securing the nation’s low carbon energy future – regular readers will be familiar with the council’s on-going challenges to solar farms, pylons and all the associated infrastructure, as we work hard to protect our communities.

But part of our coastline at Benacre, near Lowestoft, is under imminent threat from the sea. Preliminary work on flood defences has been underway at the site, near the A12 at

Benacre sluice, which is close to being breached. Agencies have been working hard on immediate flood prevention measures, but a much bigger project is needed to protect the area.

If nothing is done, dozens of local homes and hundreds of acres of farmland will be under severe threat in the very near future. The A12 would flood up to twice a day with the tides, essentially cutting the east of the county in two.

Left unattended, the repercussions would be catastrophic. There would be significant costs to the county council alone, from having to manage regular road closures, to delivering an alternative long-term solution to protect the A12.

So what is being done?

The good news is that the Benacre and Kessingland Managed Realignment Scheme has been drawn up. It's a £59 million project to be funded by a range of organisations, including a planned £2 million from county council, which has already been earmarked in our budget, and will be put before Cabinet next week for approval.

The final piece of the jigsaw came with yesterday's news that Sizewell C will commit £25 million to the project, meaning that all funding is now in place, and work is expected begin in the Spring next year.

This is great news on so many levels. The new defences against flooding will protect the A12, local homes, farmland and give security to the local economy and tourism. It will also create hundreds of acres of valuable inter-tidal habitat for wildlife and people to enjoy.

It will create a new 82-hectare saltmarsh which will provide a habitat for sea-fish, invertebrates, wading birds and a wide range of other wildlife. It will improve 52 kilometres of local rivers and protect 11 million cubic metres of local freshwater from the encroachment of sea water. The area will be open to walkers, bird watchers and nature lovers, giving a boost to local tourism.

Doing nothing was simply not an option. If this scheme did not go ahead, the impacts would not bear thinking about – particular around the flooding of the A12.

If you don't have cause to travel around that northern part of the county, imagine your nearest A-road being cut off twice a day for hours at a time, with all the additional pressures and complications that would bring.

I am genuinely delighted that this project can make its way to the finishing line. Much like the Gull Wing bridge which we have just delivered up the road in Lowestoft, it goes to show that not all infrastructure projects are divisive and controversial - the right project in the right place can bring huge benefits to a local area and its economy.

Useful info:

“Our electricity network is built to be resilient but extreme weather can damage overhead power lines resulting in some customers losing their electricity supply. Where this happens, we work to restore power as quickly and safely as possible, and we have organised for additional staff in our contact centre and more engineers on the ground to be available to help customers whose electricity supply might be affected by the predicted weather. You will be able to find regular updates on our website www.ukpowernetworks.co.uk and social media @ukpowernetworks throughout this period”

Anyone experiencing a power cut should:

- Call 105 to report power cuts and damage to the electricity network
 - Visit www.ukpowernetworks.co.uk for the latest update
 - Visit www.ukpowernetworks.co.uk/powercut and type in their postcode to view our live power cut map
- Tweet @ukpowernetworks to report a power cuts or to receive updates

UK Power Networks has a Priority Service Register for customers who may be more vulnerable and require extra assistance in a power cut. You can find out more information on our website: ukpowernetworks.co.uk/priority.

We advise people to stay clear of power lines and report damaged power lines immediately by calling 105 - free to call from a landline or a mobile phone. If they see electricity lines that are down or causing significant risk to the public, they should call 999.

Preparing for a power cut

Below is some additional advice on how you can prepare for a power cut:

Keep our freephone number handy

See the website for some useful videos offering you advice during a power cut.

Keep spare batteries for radios and torches – local radio stations often broadcast helpful information

Keep an old-fashioned corded phone which you can plug in, as cordless phones won't work in the event of a power cut

Take care if using candles, tea-lights and other naked flames

Keep fridges and freezers closed, with a blanket over as they will stay cold for many hours

Switch off all your electrical equipment, except one light which will let you know when the power comes back on

Remember the streetlights may also be off so take care if you go out

Look out for elderly neighbours and other vulnerable people; please consider taking them round a flask of hot water or hot food.

Suffolk Alert notifications will be activated by the Government via your mobile phone.

Suffolk County Council

Please do keep up to date via tv/radio etc.

If you or anyone you know need any help, here's how you can report some common issues.

Please don't walk near cliffs or in areas of danger.

💡 Powercut - call 105 or go to <https://www.ukpowernetworks.co.uk/power-cut>

⚡ Damaged power lines – please stay away and call 105. If there is an immediate risk to safety, please call 999.

🌳 Fallen or overhanging trees – if there is an immediate danger, please call Suffolk Highways on 0345 606 6171. If not, you can report fallen trees or debris on the road at <https://highwaysreporting.suffolk.gov.uk/>

🏠 Dangerous structure - please call 01394 444219 or 0800 440 2516 outside of office hours.

💧 Flooding - you can report this at <https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/report-a-flood-in-suffolk>

Sign up for flood warnings - https://www.gov.uk/sign-up-for-flood-warnings?_ga=2.120771784.1575192476.1601544455-1058604612.1581436840

School Closures:

Decisions about whether schools close are made by the schools themselves. Please check with your school directly, they should be able to give you more information. You can also check school closures on suffolk.gov.uk.

☑ Check, and sign up to receive, flood alerts: <https://check-for-flooding.service.gov.uk/>

Missed Bins [https://www.eastsuffolk.gov.uk/waste/waste-collection-and-disposal/bin-collection/click on Report a missed Bin](https://www.eastsuffolk.gov.uk/waste/waste-collection-and-disposal/bin-collection/click-on-Report-a-missed-Bin).

However please do email/contact East Suffolk Services customerservices@eastsuffolkservices.co.uk

Report a pothole (and other items) <https://highwaysreporting.suffolk.gov.uk/?type=5&subtype=510>

September 2024 Parish Report East Suffolk Council GLI Group – Councillor Update

Helping communities access mental health support

Information is being provided to residents in Aldeburgh, Leiston, Saxmundham and the surrounding villages to help them access support if they are struggling with their mental health.

Earlier this year, East Suffolk Council produced a booklet entitled 'Well Minds East Suffolk' containing a variety of useful information, advice and contacts designed to help those in need of mental health support. The booklet is intended to help people of all ages and backgrounds to access support, and it has since been distributed around the district as well as online.

To ensure local residents are aware of the availability of this support, the Aldeburgh, Leiston, Saxmundham and villages Community Partnership have provided over £1,500 to fund the production and delivery of over 13,000 leaflets to be distributed to households and businesses in the Community Partnership area.

Cllr Katie Graham, Chair of the Aldeburgh, Leiston, Saxmundham and villages Community Partnership said: "Improving the mental health and wellbeing of our residents is one of our main priorities and the Well Minds booklets provide a valuable resource for people in need of support. Whilst the booklet has been well received by many across East Suffolk, within the Community Partnership we felt it was important to ensure as many residents as possible were made aware of the booklet and where information and advice can be accessed."

Cllr Sarah Whitelock, East Suffolk's cabinet member for Communities, Culture, Leisure and Tourism said: "We want to provide East Suffolk residents with as much mental health support as we can by sharing information on ways to improve everyday mental wellbeing as well as guidance on the immediate and longer-term help available locally. It can be difficult at a time of crisis to know where to turn for help, whether for yourself or someone you know, however the Well Minds booklets provide all this essential information in one place."

The leaflets will be distributed later this month, and the Well Minds booklets are available from community settings across the district, including libraries, community centres and the Council's network of Warm Welcomes.

View the Well Minds East Suffolk booklet: tinyurl.com/9xhka624

Join East Suffolk's new Youth Council and make a difference!

Young people in East Suffolk are invited to make a difference in their local community by standing for election to a new youth council.

A new East Suffolk Youth Council will be formed, comprising at least two representatives from every secondary educational institution in East Suffolk, as well as

the homeschooled. The Youth Council will influence decisions and drive real change across the district. Youth councillors will work closely with East Suffolk Council to ensure young peoples' voices are heard loud and clear in council decisions.

Cllr Anthony Specca, Chair of East Suffolk Council said: "I'm a teacher and lecturer as well as Chair of East Suffolk Council, and I believe it's vital to engage young people in politics. They're a huge part of our communities, but they're often left out of discussions about how to make things better now and for the future. But the future belongs to them especially, and it's only fair that their voice is heard. Our democracy will be stronger for it, too.

"I'm proud that we're establishing the new East Suffolk Youth Council as a special Chair's initiative. It will have robust links with East Suffolk Council, and youth councillors will be able to influence discussions and debates. I'd encourage every young person to think about standing for election as a youth councillor. It's a great opportunity to make a difference!"

The Youth Council will be apolitical, with its own special rules of procedure designed to promote open discussion. There will be three Youth Council meetings each year – one in-person and two online – with plenty of opportunities between meetings to get together and get things done.

Each Youth Councillor will be elected for a two-year term, or until they leave education or turn 19 years of age. They will be able to set their own priorities, bring forward their own motions, and make suggestions to the district council on key issues of importance not just to young people, but to our communities as a whole.

All the newly elected Youth Councillors will come together for an induction day in November. At the induction day, they will receive special training to help them to understand their new roles, and they will be able to get to know one another. And they will continue to have the support of the Chair, as well as other East Suffolk councillors and officers all throughout their terms of office.

Aged 11 to 19 and would like to run for the Youth Council? Visit:

eastsuffolk.gov.uk/community/youthvoice/east-suffolk-youth-council/

East Suffolk Council has agreed a historic, new approach to recycling collection, and with it, a commitment to greatly improve environmental outcomes for the district

At September Full Council, members agreed to radically increase the range and volume of products which can be presented for household recycling, in line with the requirements of Government legislation through the Environment Act 2021.

This will see all households supplied with an additional wheelie bin or other container to separate paper and card from plastics, metal, cartons (including Tetra Pak) and glass bottles or jars.

A weekly food waste collection service was agreed earlier this year, and the new rounds will be implemented in 2026.

Additionally, this extra collection service allows the Council to adopt a three-weekly waste collection service, rather than the current fortnightly arrangement, without a reduction in the overall combined capacity of household bins.

Cllr Sally Noble, East Suffolk Council's Cabinet Member for the Environment, said:

“National targets require us to divert 60% of waste to recycling by 2030 and 65% by 2035. However, recycling performance has plateaued in recent years, with East Suffolk currently diverting only 39%. This places us 203rd out of 343 collection authorities in England and Wales.

“The current co-mingled method of collecting recycling in one bin means that a large amount of the paper and card we collect is contaminated by the other items and the ‘twin stream’ method, with an additional recycling bin, will transform the quality of materials for re-use, with huge environmental benefits.

“This also means that much less residual waste will need to be collected. We have the potential to divert over 58% of waste from rubbish bins, and to encourage improved recycling habits, a revised waste collection service presents an incredible and unmissable opportunity to take a big step forward.

“Three-weekly waste collections would save an extra 6,500 tonnes of carbon emissions a year compared to the current two-weekly model and without actually decreasing the overall, combined bin capacity that each household receives.”

Speaking at Full Council, Cllr Noble also remarked on some of the concerns that have been raised following the initial announcement of the proposals.

She said: “We know that some people are worried about the space they need for an additional bin. However, as we do currently, we will always seek to help any residents who have legitimate storage concerns. Additionally, alternative arrangements will be considered for households who may struggle with less frequent waste collections – for example those with medical needs or children in nappies.

“I can assure everyone that this Council will work incredibly to introduce these changes as smoothly and effectively as possible. We will put residents first, and a huge information and engagement campaign will provide the people of East Suffolk with everything they need to know.

“I am delighted that we have made the right decision. The right decision for this Council, for our residents and for the environment.”

Ease the Squeeze on Cost of Living

Are you, or someone you know, worried about the increasing cost of living? We understand the pressures faced by many people today and we are working closely with key partners to ensure support is available to help ease the squeeze for households in East Suffolk.

To make it as easy as possible for you to access the services and support available, locally and nationally, we have gathered information about them in one place:

www.eastsuffolk.gov.uk/community/squeeze/

For the most up to date information regarding East Suffolk Council, please visit:

www.eastsuffolk.gov.uk

East Suffolk Council – Energy update

East Anglia One North and Two – SPR

- Currently one Discharge of Requirement lodged with ESC – Borehole Survey Works.
- EIA screening opinion issued in relation to Horizontal Directional Drilling under the

Hundred River – DC/24/3424/EIA

- You can monitor current and future planned activity using the ‘East Anglia TWO And ONE

North Project Activity’ tracker

https://www.scottishpowerrenewables.com/pages/east_anglia_two_and_one_north_activity.aspx

East Anglia Three – SPR

- SPR confirmed that they have acquired a new site in Lowestoft PowerPark to create a permanent base to support the delivery of its offshore wind project - [ScottishPower confirms Lowestoft as long-term home for UK offshore wind with multi-million investment - ScottishPower Renewables.](#)
- Duct proving of the onshore cable route will be commencing which involves the inspection of the ducts ahead of the cable installation works to ensure there are no blockages or defects.
- Works tracker: [East Anglia THREE Project Activity Map \(arcgis.com\)](#)

Nautilus - NGV

- Nautilus is awaiting Ofgem’s decision following the consultation held on the Initial

Project Assessment of the Nautilus Offshore Hybrid Asset.

- ESC provided the following response to the consultation - [ESC-response-to-Ofgem-Consultation-Nautilus-Offshore-Hybrid-Asset.pdf](#) (eastssuffolk.gov.uk)
- Cllr Daly published a statement in relation to Ofgem’s approach to the Nautilus project - [Statement on Ofgem's approach to National Grid's Nautilus project » East Suffolk Council](#) raising concerns that Ofgem are going down the same path as Ofwat.

Sizewell C - EDF

- Discharges for Sizewell C are ongoing. All discharges are on Public Access and can be found here: [Requirement discharge information and applications » East Suffolk Council](#)
- DC/24/3559/DRR – Requirement 5 – surface water and foul drainage
- DC/24/2564/DRR – Requirement 5 – surface water and foul drainage
- DC/24/3009/DRR – Requirement 21 – Sizewell Marshes SSSI Method Statement
- DC/24/3010/DRR – Requirement 20 – SSSI Crossing
- DC/24/3483/DRR28 – Bespoke Management Plan
- The submission of the Informal Recreation and Green Space Plan under the Deed of Obligation has been received, application reference DC/24/2598/DRR
- Recently held forum meetings: Community Forum 9th October, [Public Forums \(dates, contact form etc\).](#) Minutes can be found on ESC’s website here: [Governance groups » East Suffolk Council](#)
- Upcoming forum meetings: Main Development Site Forum Tuesday 15th October, Northern Transport Forum Wednesday 6 November, Southern Transport Forum Wednesday 13 November.

- Sizewell C works can be followed on the Works Tracker here - Track a Project - Sizewell C Works Tracker Home - [Sizewell C Works Tracker \(szcworkstracker.co.uk\)](https://szcworkstracker.co.uk)
- Sizewell C has committed to publishing a monthly bulletin detailing the works taking place which will supplement the works tracker and help to keep the local community informed. This has not yet commenced but it is hoped it will start within the next month.

LionLink Multi-purpose Interconnector – NGV

- Engagement on the project continues.
- An application for HRA Consultation with Natural England is still being considered by ESC, details available on public access.

Sea Link - NGET

- Engagement on the project continues.
- DCO submission is still expected Q1 2025.
- In terms of timescales:
- PINS has 28 days to accept the application once submitted – ESC is provided 14 days to comment on the Adequacy of Consultation
- If the application is accepted, the applicant must publish this has occurred and provide a time period for everyone to register to be an Interested Party. This must be at least 28 days.
- The pre-examination period is usually three-months during which the Examining Authority is appointed, a date for the preliminary period is set and this marks the start of the examination.
- Examination is a maximum of six months.

Five Estuaries – RWE

- ESC continues to monitor the examination and will be providing submissions and representations as appropriate.

North Falls – SSE and RWE

- ESC will be submitting a Relevant Representation by the deadline of 18 October 2024 and then monitoring the examination and providing submission and further representations as appropriate.

Additional Information

- ESC responded to Ofgem’s consultation on the Regional Energy Strategic Plan policy framework - [Regional Energy Strategic Plan policy framework consultation | Ofgem](#). The response will be published on the Council’s website shortly.

ALDEBURGH TOWN COUNCIL

RECEIPT LIST - SEPTEMBER 2024

Date	Cost Code	Description	Net	VAT	Total
12/09/2024 00:00	Tennis Memberships/Tickets/Fees	Tennis pay as you go	£5.00	£-	£5.00
24/09/2024 00:00	Christmas Craft Fair	Christmas Craft Fair stall holder	£58.50	£-	£58.50
23/09/2024 00:00	Christmas Craft Fair	Christmas Craft Fair stall holder	£136.50	£-	£136.50
25/09/2024 00:00	Telephone	Refund	£10.00	£-	£10.00
23/09/2024 00:00	Rents	Rent	£299.00	£-	£299.00
23/09/2024 00:00	Rents	Rent	£299.00	£-	£299.00
20/09/2024 00:00	Grants Received	VAS Contribution	£2,150.00	£-	£2,150.00
27/09/2024 00:00	Precept	Month 6 Precept 2024/5 & Digital statement Grant	£112,500.00	£-	£112,500.00
27/09/2024 00:00	Destination Website Development Funds	Month 6 Precept 2024/5 & Digital statement Grant	£3,000.00	£-	£3,000.00
30/09/2024 00:00	Christmas Craft Fair	Christmas Craft Fair stall holder	£19.50	£-	£19.50
27/09/2024 00:00	Christmas Craft Fair	Christmas Craft Fair stall holder	£19.50	£-	£19.50
30/09/2024 00:00	Memorial benches	Memorial Bench	£660.00	£-	£660.00
02/09/2024 00:00	Bank Interest	Interest for period 3Jun-1Sep	£394.31	£-	£394.31
17/09/2024 00:00	Tennis Memberships/Tickets/Fees	Tennis pay as you go	£5.00	£-	£5.00
30/09/2024 00:00	Donations Received	Donation Car Club	£100.00	£-	£100.00
10/09/2024 00:00	Tennis Memberships/Tickets/Fees	Tennis pay as you go	£7.50	£-	£7.50
10/09/2024 00:00	Tennis Memberships/Tickets/Fees	Tennis pay as you go	£5.00	£-	£5.00
10/09/2024 00:00	Donations Received	Donation Car Club	£110.00	£-	£110.00
06/09/2024 00:00	Donations Received	Donation Mayors Charity	£100.00	£-	£100.00
06/09/2024 00:00	Rents	Rent	£250.00	£-	£250.00
06/09/2024 00:00	Rents	Rent	£250.00	£-	£250.00
06/09/2024 00:00	Rents	Rent	£250.00	£-	£250.00
03/09/2024 00:00	Tennis Memberships/Tickets/Fees	Tennis pay as you go	£5.00	£-	£5.00
03/09/2024 00:00	Bank Interest	Business Banking Loyalty Reward	£5.27	£-	£5.27
02/09/2024 00:00	Moot Hall Cleaning	Moot Hall cleaning 50% contribution for May-Sept 2024.	£30.00	£-	£30.00
02/09/2024 00:00	Moot Hall Cleaning	Moot Hall cleaning 50% contribution for May-Sept 2024.	£30.00	£-	£30.00
02/09/2024 00:00	Moot Hall Cleaning	Moot Hall cleaning 50% contribution for May-Sept 2024.	£30.00	£-	£30.00
02/09/2024 00:00	Moot Hall Cleaning	Moot Hall cleaning 50% contribution for May-Sept 2024.	£30.00	£-	£30.00
02/09/2024 00:00	Moot Hall Cleaning	Moot Hall cleaning 50% contribution for May-Sept 2024.	£30.00	£-	£30.00
17/09/2024 00:00	Tennis Memberships/Tickets/Fees	Tennis membership	£50.00	£-	£50.00
05/09/2024 00:00	Memorial benches	Memorial Bench	£660.00	£-	£660.00
			£121,499.08	£-	£121,499.08

ALDEBURGH TOWN COUNCIL

PAYMENTS LIST - OCTOBER 2024

Date	Cost Code	Description	Supplier	Net	VAT	Total
07/09/2024 00:00	Telephone	SIM monthly plan	Giffgaff Ltd	£ 5.00	£ 1.00	£ 6.00
09/09/2024 00:00	Office Supplies	Office supplies	East of England Co-operative	£ 1.85	£ -	£ 1.85
12/09/2024 00:00	Tennis Memberships/Tickets/Fees	Refund tennis membership paid twice	Confidential	£ 50.00	£ -	£ 50.00
13/09/2024 00:00	Office Supplies	Office supplies	Tesco plc	£ 7.75	£ -	£ 7.75
13/09/2024 00:00	Subscriptions	Subscription Purple Guide	The Purple Guide	£ 25.00	£ 5.00	£ 30.00
16/09/2024 00:00	Telephone	telephone line rental	Focus Group	£ 67.33	£ 13.47	£ 80.80
18/09/2024 00:00	Telephone	SIM monthly plan	Giffgaff Ltd	£ 8.34	£ 1.66	£ 10.00
23/09/2024 00:00	Tennis Courts Gas and Electricity	6 Electricity Tennis Courts	British Gas	£ 23.21	£ 1.16	£ 24.37
24/09/2024 00:00	Subscriptions	SLCC membership	SLCC Entertprises	£ 303.00	£ -	£ 303.00
24/09/2024 00:00	Training	Clerk training	SLCC Entertprises	£ 30.00	£ 6.00	£ 36.00
25/09/2024 00:00	Moot Hall Gas and Electricity	Month 6 Electricity Moot Hall	British Gas	£ 133.21	£ 6.66	£ 139.87
27/09/2024 00:00	Office Supplies	Office supplies	Tesco plc	£ 2.00	£ -	£ 2.00
27/09/2024 00:00	Mayor/Deputy Mayor Expenses	Mayors community flowers	Bloom & Wild	£ 24.79	£ 4.96	£ 29.75
30/09/2024 00:00	Employee Benefits	Pension	Aegon Sipp	£ 28.40	£ -	£ 28.40
01/10/2024 00:00	Office Equip/Rental/Repairs	Photocopier rental and usage	Green Angel Ltd	£ 55.00	£ 11.00	£ 66.00
01/10/2024 00:00	Skip Hire/Waste Collections	Asbestos collection	East Coast Insulations Ltd	£ 295.00	£ 59.00	£ 354.00
01/10/2024 00:00	Telephone	Remote programming of telephone system	Focus Group	£ 65.00	£ 13.00	£ 78.00
01/10/2024 00:00	Moot Hall Cleaning	Window cleaning	Jamie Kitson (James the Window Cleaner)	£ 22.00	£ -	£ 22.00
01/10/2024 00:00	Moot Hall Cleaning	Office and Museum cleaning	Lorraine Young (Lorraine Young)	£ 60.00	£ -	£ 60.00
01/10/2024 00:00	Memorial benches	Memorial Bench Plaque	Brian Lindores	£ 15.00	£ -	£ 15.00
01/10/2024 00:00	Accruals	AGAR return 31 Mar2024	PKF Littlejohn LLP	£ 630.00	£ 126.00	£ 756.00
01/10/2024 00:00	Kings Field WC Cleaning	Month 6 cleaning Kingsfield WCs	East Suffolk Services Ltd	£ 532.14	£ 106.43	£ 638.57
03/10/2024 00:00	Bowls Gas & Electricity	Month 6 Electricity Bowls Pavilion	British Gas	£ 25.92	£ 1.30	£ 27.22
03/10/2024 00:00	Groundsmans Cottage Gas and Electricity	Month 7 Electricity Groundman's Cottage	British Gas	£ 18.52	£ 0.93	£ 19.45
03/10/2024 00:00	IT	Month 6 Microsoft 365 & ESET services	Ipswich Computer Services Ltd	£ 85.90	£ 17.18	£ 103.08
03/10/2024 00:00	Office Supplies	Office supplies	East of England Co-operative	£ 1.85	£ -	£ 1.85
03/10/2024 00:00	Tractor Shed Gas & Electricity	Month 6 Electricity Tractor Shed	British Gas	£ 25.72	£ 1.28	£ 27.00
03/10/2024 00:00	Fireworks	TEN license fee	East Suffolk Council	£ 17.50	£ 3.50	£ 21.00
04/10/2024 00:00	Defibrillators	AED Locked Cabinet for Defibillator	Defibshop	£ 555.00	£ 111.00	£ 666.00
10/10/2024 00:00	Office Supplies	Office supplies	Tesco plc	£ 8.80	£ -	£ 8.80
15/10/2024 00:00	Town Christmas Fund	Batteries for small Christmas Trees High Street	BuyaBattery	£ 529.46	£ 105.89	£ 635.35
15/10/2024 00:00	Fire & Alarm Equipment	Annual Fire extinguisher service	Flameskill	£ 88.69	£ 17.74	£ 106.43
15/10/2024 00:00	Memorial benches	Memorial Bench Plaque	Brian Lindores	£ 15.00	£ -	£ 15.00
15/10/2024 00:00	Moot Hall General Maintenance	Hot water/boiler Moot Hall	J T Wilding Ltd	£ 158.33	£ 31.67	£ 190.00
15/10/2024 00:00	Destination Website Development Funds	Destination website development project Stage 1	Xtrahead	£ 1,625.00	£ -	£ 1,625.00
15/10/2024 00:00	Office Equip/Rental/Repairs	Copier useage	Green Angel	£ 286.37	£ 57.27	£ 343.64
15/10/2024 00:00	IT	Month 7 Microsoft 365 & ESET services	Ipswich Computer Services Ltd	£ 85.90	£ 17.18	£ 103.08
15/10/2024 00:00	IT	Month 7 Computer Support Agreement	Ipswich Computer Services Ltd	£ 96.57	£ 19.31	£ 115.88
15/10/2024 00:00	Contract Maintenance	Tennis crts hedge cutting	Crescent Lodge Garden Services	£ 340.00	£ -	£ 340.00
15/10/2024 00:00	Kings Field WC Maintenance	Install soap dispenser Kingsfield WCs	East Suffolk Services Ltd	£ 67.40	£ 13.48	£ 80.88
15/10/2024 00:00	Dog Bins	Install new lid Kingsfield	East Suffolk Services Ltd	£ 63.00	£ 12.60	£ 75.60
15/10/2024 00:00	Kings Field WC Maintenance	Replace toilet seat Kingsfield WCs	East Suffolk Services Ltd	£ 71.71	£ 14.34	£ 86.05

ALDEBURGH TOWN COUNCIL

PAYMENTS LIST - OCTOBER 2024

Date	Cost Code	Description	Supplier	Net	VAT	Total
15/10/2024 00:00	Memorial benches	memorial bench moved into position	East Suffolk Services Ltd	£ 91.00	£ 18.20	£ 109.20
15/10/2024 00:00	Kings Field WC Maintenance	Repair strap baby changer Kingsfield WCs	East Suffolk Services Ltd	£ 52.96	£ 10.59	£ 63.55
15/10/2024 00:00	Memorial benches	Memorial benches moved into position	East Suffolk Services Ltd	£ 110.40	£ 22.08	£ 132.48
15/10/2024 00:00	Moot Hall Rates	Month 7 Rates Moot Hall	East Suffolk Council	£ 484.00	£ -	£ 484.00
15/10/2024 00:00	Bowls Club Rates	Month 7 Rates Tennis Courts and Pavilion	East Suffolk Council	£ 284.00	£ -	£ 284.00
15/10/2024 00:00	Training	Deputy clerk training	SALC	£ 35.00	£ 7.00	£ 42.00
15/10/2024 00:00	Travel Expenses	Staff mileage expenses	Confidential	£ 12.60	£ -	£ 12.60
15/10/2024 00:00	Grants & Donations - S19	Donation	Aldeburgh Community and Sports Trust	£ 15,000.00	£ -	£ 15,000.00
15/10/2024 00:00	Bowls Green Maintenance	Products for Bowls Green	Collier Turf Care Ltd	£ 1,554.83	£ 310.97	£ 1,865.80
15/10/2024 00:00	Bowls Green Maintenance	Products for Bowls Green	Collier Turf Care Ltd	£ 343.35	£ -	£ 343.35
15/10/2024 00:00	Moot Hall General Maintenance	Alarm monitoring annual	Flameskill	£ 360.00	£ 72.00	£ 432.00
18/10/2024 00:00	Groundsman's Cottage Water	Month 7 Groundman's Cottage water charges	Wave-utilities	£ 164.91	£ -	£ 164.91
21/10/2024 00:00	Moot Hall Gas and Electricity	Month 6 Electricity Moot Hall	British Gas	-£ 35.27	£ -	-£ 35.27
21/10/2024 00:00	Moot Hall Gas and Electricity	Month 6 Electricity Moot Hall	British Gas	£ 39.53	£ 1.98	£ 41.51
21/10/2024 00:00	Tennis Courts Gas and Electricity	Month 6 Electricity Tennis courts	British Gas	£ 21.97	£ 1.10	£ 23.07
28/10/2024 00:00	Salary & Wages	Salary	Confidential	£ 4,490.42	£ -	£ 4,490.42
				£ 29,560.36	£ 1,223.93	£ 30,784.29

Signed by the Town Clerk: _____ Date: _____

Signed by the Mayor _____ Date: _____

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Aldeburgh Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

28/05/2024

and recorded as minute reference:

May 2024/67.5

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

TJ Hawthorn - Chair

Clerk

K Putterock

www.aldeburghtowncouncil.co.uk

Section 2 – Accounting Statements 2023/24 for

Aldeburgh Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	623,137	606,055	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	215,000	215,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	44,896	81,403	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	87,134	70,092	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	189,844	205,210	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	606,055	627,156	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	624,078	651,174	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,988,276	2,029,564	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

K. Puttock

Date

21/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

28/05/2024

as recorded in minute reference:

May 2024/67.6

Signed by Chair of the meeting where the Accounting Statements were approved

T. J. Hannah

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Aldeburgh Town Council - SF0003**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertions 1, 2 and 5 have been incorrectly completed, as the risk assessment has not been reviewed during the year, the precept was agreed in principle at a committee meeting but not resolved by Full Council and no review of the asset register took place during the year. This is consistent with the Internal Auditor’s responses to Internal Control Objectives C, D and H.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of their detailed reports, the internal auditor has drawn attention to weaknesses in internal controls which were reported in their prior year reports and not addressed by the smaller authority. In light of this, the smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 7, by responding ‘No’ to this assertion, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

17/09/2024

Item 208 - To approve spending £2,000 (excluding VAT) on a PA System for events and a PA System for the Council Chambers utilising the grant of £940.00 received from Suffolk County Council Locality Budget towards part of this cost, leaving a balance of £1,060 to come from general reserves.

Council Chamber PA System solution

Suggested set of equipment to fulfil our requirements in the Moot Hall Chamber:

3 prs. Eagle P602HD loudspeakers	£74.70
6. JTS GM5212 Gooseneck microphones	£270.00
6. Helvia STYLE B200P microphone bases	£119.34
1. ART MX821S Mixer	£229.00
1. Adastra US90 amplifier	£125.08
1. Adastra 6U high Rack	£122.09
1. Pulse 8-way 10M cable for microphones	£43.75
Connecting cables and installation	<u>£300.00</u>
	£1,283.96

External PA System for events

The list of equipment below would give us a basic, single loudspeaker system capable of working on mains or an internal battery. The loudspeaker is weather-resistant although of course the microphones are not.

The microphones I have listed are just good ‘workhorse’ types. The ‘miking up’ of musical instruments is a wide-ranging subject, but the SM57 is a good starting point. If or when final decisions have been made on exactly what kind of system should be purchased, you will need to allow approximately another £50-60 for the necessary connecting cables.

2. Proel FREEONEX powered loudspeaker	£183.33
1. Sennheiser E835 microphone (for speech)	£85.00
1. Shure SM57 microphone (musical instruments)	£86.66
2. Pulse Loudspeaker stand	£27.50
Connecting cables	<u>£60.00</u>
	£653.32

All prices exclude VAT.

Internal PA system = £1,283.96

External PA system = £653.32

Total = £1,937.28 less £940 from Cllr Haworth-Culf’s Locality Budget leaves a balance of £997.28 to come from general reserves.

I have requested £1,060 to cover the shortfall and have allowed for a very small contingency of £62.72.

Kim Puttock

Town Clerk

10 October 2024

Kim Puttock

From: [REDACTED]
Sent: 25 September 2024 09:39
To: Kim Puttock
Cc: Sally Jones
Subject: October Grant Payment to OGS

Importance: High

Dear Kim,

As a Trustee of Aldeburgh Sports and Community Trust, I am requesting that you make the October payment of £15,000.00 to our trading company - OGS Trading (Aldeburgh) Ltd.

Many thanks
Robert

Kim Puttock

From: Kim Puttock
Sent: 10 October 2024 10:11
To: info@sizewellc.co.uk
Subject: RE: SZC Main Development Site Forum Questions Reminder - 15 October 2024

Dear All

Please find below the 2 questions we would like to submit from Aldeburgh.

Q1. What works are currently being undertaken on and planned for the beach at Sizewell (enjoyed by many Aldeburgh visitors or residents as a part of the tourism economy, or for leisure/recreation, and the local fishing industry, and as part of our sea defence)? And please update us with the design, timeline for, and progress on, the coastal footpath diversion works and the flood defence plans.

Q2. What impacts will there be on demand for local accommodation and promised economic benefits from local spend, following your decision to use accommodation at Pontins, Pakefield rather than the caravan park proposed in Leiston? What route will the coaches use to bring/return workers to and from the site? And to what new use will this area of land be put to?

Many thanks
Kim

Kim Puttock MBA CMgr FCMI StSLCC
Town Clerk



Aldeburgh Town Council

The Moot Hall, Market Cross Place, Aldeburgh, Suffolk. IP15 5DS

Tel: 01728 452158

Email: townclerk@aldeburghtowncouncil.gov.uk

www.aldeburghtowncouncil.co.uk

Office Hours: 10am to 1pm & 2pm to 4pm (Mon to Fri)

Our Ref: SCC/0101/24/DoR/EA1N & SCC/0102/24/DoR/EA2
 Date: 25 September 2024
 Enquiries to: Georgia Teague
 Email: georgia.teague@suffolk.gov.uk



By email to:

Aldeburgh Town Council
 Aldringham cum Thorpe Parish Council
 Friston Parish Council
 Knodishall Parish Council
 Leiston cum Sizewell Parish Council
 Snape Parish Council
 Benhall and Sternfield Parish Council
 Theberton & Eastbridge Parish Council

Cc: Councillors Richard Rout, Richard Smith, T J Haworth-Culf, Andrew Reid

DISCHARGE OF REQUIREMENTS 19(1) PRE-COMMENCEMENT ARCHAEOLOGY EXECUTION PLAN, REQUIREMENT 20(1) ARCHAEOLOGY, FOR BOREHOLE SURVEY WORKS, IN RESPECT OF SCOTTISH POWER RENEWABLES EAST ANGLIA ONE NORTH AND TWO OFFSHORE WIND FARMS

Dear Sir/Madam,

For information, Suffolk County Council, as the Discharging Authority, has received the above application to Discharge this Requirement(s).

This project has been granted consent by the Secretary of State of the department for Business, Energy and Industrial Strategy (BEIS), following the recommendations from the Examining Authority. Suffolk County Council has the responsibility to assess the information provided in order to discharge the Requirements set out in the Development Consent Order (DCO). This will involve liaising with various experts within the County Council to determine whether the information provided by the applicant is satisfactory, and that the Requirement can be discharged. The County Council will not Discharge the Requirement until there is sufficient evidence and detail provided.

Although the proposed developments have been approved by the SoS, further detailed information is required to enable construction to be undertaken and the responsibility for the approval of the detailed information for certain matters rests with Suffolk County Council (SCC).

I am therefore writing to you to inform you that SPR have submitted information under Requirements 19, 20 and 32 for the approval of SCC. Requirements 19, 20 and 32 states the following:

Pre-commencement archaeology execution plan

19.—(1) No intrusive onshore preparation works (including pre-commencement archaeological surveys, archaeological investigations or site preparation works in respect of such surveys or investigations) may be carried out until a pre-commencement archaeology execution plan (which accords with the outline pre-commencement archaeology execution plan and the outline written scheme of investigation (onshore archaeology)) in respect of those works has been submitted to and approved by Suffolk County Council in consultation with the relevant planning authority.

Archaeology

20.— (1) No stage of the onshore works may commence until for that stage a written scheme of archaeological investigation (which accords with the outline written scheme of investigation (onshore archaeology) and is informed by the pre-commencement archaeological surveys) has, after

consultation with Historic England, been submitted to and approved by Suffolk County Council in consultation with the relevant planning authority.

The submitted information can be found by following the links below to the SCC planning website.

<https://suffolk.planningregister.co.uk/Planning/Display?applicationNumber=SCC%2F0101%2F24%2FDoR%2FEA1N#undefined>

<https://suffolk.planningregister.co.uk/Planning/Display?applicationNumber=SCC%2F0102%2F24%2FDoR%2FEA2#undefined>

If any parish councils or members of the public choose to provide comment, they are welcome to do so, but there is no expectation for parish councils to submit comments.

Any comments submitted should be in relation to the submitted document only, and not raise concerns or issues outside of the scope of the submitted document.

There is also no formal duty on the part of the discharging authority to have regard to comments from any person or organisation which is not a named consultee, though it may at its discretion.

It is not mandatory for any public comments to be received in order for the Planning Officer to Discharge the Requirement document that has been submitted to them.

If you wish to make any comments to SCC upon the submitted information, please do so to the following email address, no later than 16 October 2024.

planning@suffolk.gov.uk

Yours faithfully,

Georgia Teague

Georgia Teague
Planning Officer
Growth, Highways & Infrastructure

Services Working Group recommendations for the below items:

Item 213 - North Falls

Recommendation: To register as an Interested Party

Item 214 - Five Estuaries

Reviewing the Hearings and documentation submitted Cllr Fellowes does not believe there is anything that ATC needs to respond to currently regarding Five Estuaries. (Should other relevant representations or questions be posted on PINS website in the interim we can discuss via email and delegated authority for Clerk to respond.)

Recommendation: No response required from Aldeburgh Town Council

Item 215 - East Suffolk Communities Energy Partnership

Cllrs shared concerns and said they would need additional information which the Town Clerk will request.

Recommendation: To defer our response to the draft ESCEP constitution until a later date.

Item 216 - Joint letter to Ed Miliband

Recommendation: To not sign the Ed Milliband letter.



National Infrastructure
Planning
Temple Quay House
2 The Square
Bristol, BS1 6PN

Customer 0303 444 5000
Services:

fiveestuaries@planninginspectorate.gov.uk

email:

All Interested Parties, Statutory Parties and
any Other Person invited to the Preliminary
Meeting

Your Ref:

Our Ref: EN010115

Date: 25 September 2024

Dear Sir/ Madam

Planning Act 2008 – Section 89 and The Infrastructure Planning (Examination Procedure) Rules 2010 – Rule 8 and 9

Application by Five Estuaries Offshore Wind Farm Limited for an order granting development consent for the Five Estuaries Offshore Wind Farm project

Examination Timetable and procedure

This letter (the Rule 8 letter) provides important information about the Examination of this application. The letter includes:

- The Examination Timetable
- An invitation to submit Written Representations
- A request for Local Impact Reports from Local Authorities
- Other Procedural Decisions made by the Examining Authority (ExA)
- Information about Hearings and Accompanied Site Inspections
- Information about the availability of Examination Documents
- Guidance on the use of the 'Make a submission' tab on the project webpage

All documentation associated with this Examination, including a note of the Preliminary Meeting and the recording of that meeting, can be viewed under the [Documents tab](#) on the project webpage of the National Infrastructure Planning website ([project webpage](#)).

The Examination Timetable

We have made a Procedural Decision about the way the application will be examined. The final Examination Timetable is attached at **Annex A** to this letter.

The Examination Timetable replaces the draft timetable that was included in our Rule 6 letter. In finalising the Examination Timetable, we have sought to accommodate requests and suggestions made either orally at the Preliminary Meeting or in writing prior to that



meeting. A list of the main changes we made to the draft Examination Timetable is set out at **Annex B** to this letter.

Please note that the Examination Timetable contains a number of Deadlines for receipt of information by the Planning Inspectorate. All Deadlines are at 23:59 on the date specified. You must ensure submissions arrive no later than the deadlines stated in the Examination Timetable in **Annex A** to this letter. If you do not make your submissions by the dates specified in the timetable, we may decide to disregard them.

We request that all Interested Parties make their submissions using the [Make a submission tab](#) on the project webpage on or before the applicable Deadline. **Annex E** to this letter provides further information about using the [Make a submission tab](#).

If we consider it necessary to vary the Examination Timetable during the Examination, notification will be sent to Interested Parties, Statutory Parties and Other Persons invited to the Preliminary Meeting. The changes will be published on the [project webpage](#).

Written Representations

All Interested Parties are now invited to submit their Written Representations and any comments on the Relevant Representations not already submitted. Written Representations should be submitted no later than **Deadline 2**, while responses to Relevant Representations, not already made by Pre-examination Procedural Deadline D, should be submitted by **Deadline 1** in the Examination Timetable.

Written Representations can cover any relevant matter and are not restricted to the matters set out in our Initial Assessment of Principal Issues.

Any person, other than the Applicant, who submits a Written Representation must identify those parts of the application with which they agree and those parts with which they do not agree, explaining the reasons why. Interested Parties should also provide with their Written Representations any data, methodology and assumptions used to support their submissions to avoid delays in the Examination (see paragraph 009 of the [government's guidance on the examination stage for Nationally Significant Infrastructure Projects](#) for further information about Written Representations).

We have requested further types of written submissions at various points in the Examination (see **Annex A**).

Any Written Representations and any further written submissions requested during the Examination that exceed 1,500 words, should also be accompanied by a summary which should not exceed 10% of the original text. The summary should set out the key facts of the written submission and must be representative of the submission made.

Representations **should not include hyperlinks** to documents/evidence hosted on third party websites. See the Planning Inspectorate's Advice for members of the public: [Advice for submitting representations or comments](#) for important information about making written submissions.

DRAFT QUESTIONS ISSUED

We issued a list of draft Written Questions (dWQ1) on 30 August 2024 in [\[PD-008\]](#). As indicated in the Examination Timetable appended to this letter we will finalise our first round of Written Questions (ExQ1) on 8 October further to the receipt of evidence during the hearings held between 17 and 19 September 2024 and following the receipt of the Deadline 1 submissions. ExQ1 will be published on the [project webpage](#).

Please note that ExQ1 will **supersede the dWQ1** issued on 30 August. ExQ1 may remove some of the questions that were included in the draft list [PD-008] and may also include some additional and/or updated questions.

Responses to ExQ1 must be provided by **Deadline 2** in the Examination Timetable.

If you require an editable Microsoft Word version of ExQ1, please [contact the Case Team](#) using the contact details at the top of this letter.

Other Procedural Decisions made by the Examining Authority

Annex B to this letter contains important details and clarifications about other Procedural Decisions we made at, or following, the Preliminary Meeting. These include:

- The making of requests by Affected Persons to attend a Compulsory Acquisition Hearing;
- A further opportunity for Interested Parties to make requests to attend an Open Floor Hearing;
- A further opportunity for Interested Parties to suggested locations for the ExA to include in an Accompanied Site Inspection;
- The means for updating Statements of Common Ground following their submission in their final and signed forms.
- Clarifications from the Applicant and Suffolk County Council about electronic deposit locations for the Application documents in a library or libraries in Suffolk.

Format of Examination Events

Both blended (part in-person and part virtual) and fully virtual events will form part of the operating model. We remain flexible and will confirm the format of any hearings when we provide formal notification of each hearing at least 21 days in advance of it taking place.

Hearings and Site Inspections

The Examination of the application will principally be a written process supplemented where necessary by various types of hearings. See the Planning Inspectorate's Advice for members of the public: [The stages of the NSIP process and how you can have your say](#) for more information.

The Planning Inspectorate's Advice for members of the public also provides important information about hearing procedures:

- [What to expect at a Nationally Significant Infrastructure Project event](#)
- [Registering to speak at, or attend, a Nationally Significant Infrastructure Project event](#)

On this basis the Examination Timetable at **Annex A** to this letter includes periods of time reserved for any hearings to be held, and we will notify all Interested Parties of any hearings scheduled as part of the Examination at least 21 days in advance of them taking place. That notification will include a Deadline for Interested Parties to inform the Planning Inspectorate if they wish to participate at the notified hearing(s).

We will also undertake site inspections. Where we are able to view the site from public land we are likely to do this unaccompanied and a note of the site inspection will be published on the project webpage. The Examination Timetable also reserves time for us to undertake an Accompanied Site Inspection (ASI) during the week commencing 20 January 2025. As explained in Annex B the Examination Timetable in Annex A provides Interested Parties a further opportunity to suggest and justify locations for inclusion in an ASI. We will consider any suggested site locations to determine if they could be viewed from public land on an unaccompanied basis or if it is necessary to view them on an accompanied basis. We will also consider if it would be appropriate to make arrangements for access only to be provided to specific sites such that they could be inspected as part of an Unaccompanied Site Inspection on an access required basis.

Annex C provides details about what Interested Parties should include in a request to be heard at a hearing, and the procedure that will be followed at hearings. It also provides important information about the Accompanied Site Inspection and attendance at the inspection.

Managing Examination correspondence

Given the volume and frequency of letters the Planning Inspectorate needs to send to Interested Parties during an Examination, we aim to communicate with people by email as electronic communication is more environmentally friendly and cost effective for the taxpayer.

If you have received a letter from the Planning Inspectorate but are able to receive communications by email, please inform the Case Team using the contact details at the top of this letter as soon as possible.

As the Examination process makes substantial use of electronic documents, it will be useful for you to become familiar with the [project webpage](#).

A [Make a submission tab](#) is available on the website which provides a portal through which parties should make written submissions at relevant deadlines during the Examination. Further information about the 'Make a submission' portal is provided at **Annex E** to this letter.

There is also a function on the right-hand side of the project webpage called 'E-mail updates'. This provides you with an opportunity to register to receive automatic e-mail updates at key stages during the Examination.

Potential commonality issues with the Proposed North Falls Offshore Wind Farm

As we explained in our Rule 6 Letter [PD-007], in the agenda amendment for the Preliminary Meeting [EV1-001] and during the Preliminary Meeting, potentially there will be commonality issues for the Examination of both the proposed Five Estuaries Offshore Wind Farm and North Falls Offshore Wind Farm applications. That is because there are physical elements of both wind farm proposals which will overlap with one another, for example the proposed shared onshore export cable corridor. Those overlapping elements may be of particular interest to individual Interested Parties and/or Affected Persons, the latter in their capacity as owners and/or occupiers of land affected by both of the proposed projects.

Separate applications have been submitted for the proposed wind farms, including their associated onshore works. Each application will be the subject of a separate Examination, overseen by its discretely appointed ExA. The Examinations will therefore be conducted independently and will follow their own timetables.

Each application will be decided with reference to its own complete set of documents. Neither the Secretary of State nor the ExA will be able to have regard to documents submitted in relation to one application that by implication or express statement are relevant to the other application, unless they have also been submitted to the examination for the other application.

Given that background it is important that the Applicant, other Interested Parties and Affected Persons note that when written or oral submissions are made during the course of one or other of the Examinations and which might be common to the other application, any such submissions will not automatically be made available to the ExA for the other application. Accordingly, the Applicant, other Interested Parties and Affected Persons should proceed on the basis that if they wish to make written or oral submissions that will be relevant to both Applications then it will be their responsibility to make that information available to both Examinations. By way of an example, should one of the highway authorities wish to raise a matter concerning a road equally affected by both of the projects then that highway authority will need to make its submissions to both the Five Estuaries and North Falls Examinations. It should also be noted that once the Examination for Five Estuaries has closed we cannot receive any written submissions subsequently made to the North Falls ExA.

Your status in the Examination

You have received this letter because you are a person or organisation who is involved in the NSIP process. See the Planning Inspectorate's Advice for members of the public: [National Infrastructure Projects and the people and organisations involved in the process](#) for further details.

If, having read the advice, you are still unsure about how you are involved in the process please contact the Case Team using the details at the top of this letter.

Awards of costs

All parties will normally be expected to meet their own costs. Costs can be awarded against a party who has acted unreasonably and has caused the party applying for the award of costs to incur unnecessary or wasted expense during the Examination. You should be aware of the relevant costs guidance [Awards of costs: examinations of applications for development consent orders](#).

Management of information

Information, including representations, submitted in respect of this Examination (if accepted by the ExA) and a record of any advice which has been provided by the Planning Inspectorate is published on the [project webpage](#).

Examination Documents can also be viewed electronically at the locations listed in **Annex D** to this letter.

Please note that in the interest of facilitating an effective and fair Examination, it is necessary to publish some personal information. To find out how we handle your personal information please view our [Privacy Notice](#).

We look forward to working with all parties in the Examination of this application.

Yours faithfully

Grahame Gould

Lead Member of the Examining Authority

Annexes

- A** Examination Timetable
- B** Other Procedural Decisions made by the Examining Authority
- C** Hearings and site inspections
- D** Availability of Examination Documents
- E** Information about the Make a submission tab

This communication does not constitute legal advice.
Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.

Examination Timetable

The Examining Authority (ExA) is under a duty to **complete** the Examination of the application by the end of the period of six months beginning with the day after the close of the Preliminary Meeting.

The Examination of the application primarily takes the form of the consideration of written submissions. The ExA will also consider any oral representations made at hearings.

Item		Date
1.	<p>Pre- examination Procedural Deadline A</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> • Survey timetable and reporting schedule for undertaking further species surveys • Blank template for a Land Rights Tracker 	6 August 2024
2.	<p>Pre- examination Procedural Deadline B</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> • Applicant’s Statement of Common Ground (SoCG) position statement • Natural England’s revised version of RR [RR-081] 	13 August 2024
3.	<p>Pre-examination Procedural Deadline C</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> • Applicant to submit the first version of Land Rights Tracker, as required by Procedural Decision 7 in [PD-005] 	28 August 2024
4.	<p>Pre-examination Procedural Deadline D</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> • Requests to be heard orally at the Preliminary Meeting (please refer to Annex A for further information), including indications of: <ul style="list-style-type: none"> ○ which agenda items IPs wish to speak on; the points they wish to raise; and ○ why these need to be made orally rather than in writing • Written submissions, if required, from the Applicant and any Interested Party (IP) relating to Examination procedure and any changes that are considered necessary to the draft Examination timetable 	9 September 2024

	<ul style="list-style-type: none"> • Requests from any Affected Person (AP) of a wish to attend and speak at Compulsory Acquisition Hearing 1 (CAH1) • Requests by IPs to participate in Open Floor Hearing 1 (OFH1) • Notification of suggested locations for the ExA to include in Accompanied Site Inspections (ASI), including the reason for nomination and matter(s) to be observed, information about whether the location can be accessed using public rights of way or what access arrangements would need to be made and the likely time requirement for the visit to that location if not covered within an USI (See Annex B) • Responses to Relevant Representations (RRs) • Update from the Applicant concerning species surveys following the meeting with Natural England on 22 August 2024 	
5.	Preliminary Meeting	17 September 2024 10:00
6.	Compulsory Acquisition Hearing 1 (CAH1)	17 September 2024 not before 14:00
7.	Issue Specific Hearing 1 (ISH1) <ul style="list-style-type: none"> • Environmental Matters 	18 September 2024 10:00
8.	<ul style="list-style-type: none"> • ISH1 (continuation) • ISH2 Development Consent Order (DCO) matters 	19 September 2024 ISH1 at 10:00 and ISH2 at 14:30
9.	Issue by the ExA of: <ul style="list-style-type: none"> • The Examination Timetable 	As soon as practicable following the Preliminary Meeting
10.	Deadline 1 Receipt by the ExA of: <ul style="list-style-type: none"> • Post-hearing submissions including written submissions of oral cases and responses to any hearing action points arising from the hearings held between 17 and 19 September 2024 • Comments on any updates to Application documents submitted prior to the PM 	3 October 2024

	<ul style="list-style-type: none"> • Responses to RRs (if not provided at the Pre-examination Procedural Deadline D) • Comments on Applicant's Land Rights Tracker • Applicant's updated version of the draft Development Consent Order (dDCO) (clean and tracked) (if required) • Applicant's first update to the Statement of Commonality for SoCG; • Applicant's updated Guide to the Application documents (clean and tracked) • Applicant's update to the Land Rights Tracker (clean and tracked) • Comments on any submissions received at Pre-examination Procedural Deadlines A, B, C and D • Notification by Statutory Parties of a wish to be considered as an Interested Person (IP) by the ExA • Requests from any IPs wishing to receive communications by email • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	
11.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> • The ExA's Written Questions (ExQ1) 	8 October 2024
12.	<p>Deadline 2</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> • Written Representations (WRs), including summaries for any WRs exceeding 1,500 words • Submission of Local Impact Reports (LIR) from Local Authorities (See Annex B) • Responses to ExQ1 • Comments on any submissions received at Deadline 1 • Updated Statement of Commonality for SoCG (clean and tracked) • Applicant's updated Guide to the Application documents (clean and tracked) • Requests from any Affected Person (AP) of a wish to attend and speak at Compulsory Acquisition Hearing 2 (CAH2) and any additional CAH (if required) • Requests by IPs to participate in Open Floor Hearing 1 (OFH1) • Notification of suggested locations for the ExA to include in Accompanied Site Inspections (ASI), including the reason for nomination and matter(s) 	22 October 2024

	<p>to be observed, information about whether the location can be accessed using public rights of way or what access arrangements would need to be made and the likely time requirement for the visit to that location if not covered within an Unaccompanied Site Inspection</p> <ul style="list-style-type: none"> Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	
13.	<p>Dates reserved for second round of hearings:</p> <ul style="list-style-type: none"> ISH CAH2 	w/c 28 October 2024
14.	<p>Publication of:</p> <ul style="list-style-type: none"> The ExA's Written Questions (ExQ2) (if required) 	8 November 2024
15.	<p>Deadline 3</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> Post-hearing submissions including written submissions of oral cases and responses to any hearing action points arising from the hearings held during w/c 28 October 2024 (if required) Applicant's updated version of the draft Development Consent Order (dDCO) (clean and tracked) (if required) Applicant's update to the Land Rights Tracker (clean and tracked) Updated Statement of Commonality for SoCG (clean and tracked) Applicant's updated Guide to the Application documents (clean and tracked) Applicant's draft itinerary for an ASI Comments on any submissions received at Deadline 2 Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	12 November 2024
16.	<p>Deadline 4</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> Responses to the ExA's ExQ2 (if required) Applicant's updated version of the dDCO (clean and tracked) (if required) Applicant's update to the Land Rights Tracker (clean and tracked) Updated Statement of Commonality for SoCG (clean and tracked) 	3 December 2024

	<ul style="list-style-type: none"> • Applicant's updated Guide to the Application documents (clean and tracked) • Natural England's first substantive Principal Areas of Disagreement (PADs) update (clean and tracked) • Comments on any submissions received at Deadline 3, including the Applicant's draft itinerary for an ASI • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	
17.	<p>Deadline 5</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> • Further PADs update from Natural England (clean and tracked) • Completed and signed Statements of Common Ground (SoCG) • Applicant's updated version of the dDCO (clean and tracked) (if required) • Applicant's update to the Land Rights Tracker (clean and tracked) • Applicant's updated Guide to the Application documents (clean and tracked) • Comments on any submissions received at Deadline 4 • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	10 January 2025
18.	<p>Date reserved for third round of hearings:</p> <ul style="list-style-type: none"> • ISH (if required) • CAH3 (if required) • OFH1 (if required) • ASI1 (if required) 	w/c 20 January 2025
19.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> • The Report on the Implications for European Sites (RIES) • The ExA's proposed schedule of changes to the dDCO (if required) • The ExA's Written Questions (ExQ3) (if required) 	3 February 2025
20.	<p>Deadline 6</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> • Post-hearing submissions including written submissions of oral cases and responses to any 	11 February 2025

	<p>hearing action points arising from the hearings held w/c 13 January 2025 (if required)</p> <ul style="list-style-type: none"> • Further PADs update from Natural England (clean and tracked) • Applicant's updated version of the dDCO (clean and tracked) (if required) • Applicant's updated Guide to the Application documents (clean and tracked) • Any SoCG updates, either agreed updating notes or unilateral notes (if required) • Comments on any submissions received at Deadline 5 • Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	
21.	<p>Deadline 7</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on the Report on the Implication for European Site (RIES) • Comments on the ExA's proposed schedule of changes to the dDCO (if required) • Responses to the ExA's ExQ3 (if required) • Applicant's final dDCO to be submitted in the SI template accompanied by a SI template validation report. This version of the dDCO should be submitted in an editable format and it should also be accompanied by an editable copy showing any revisions to the preceding version shown with tracked changes (if required) • The Applicant's final version of the Explanatory Memorandum (clean and tracked) • Final Land Rights Tracker (clean and tracked) • Final Book of Reference (BoR) and a schedule of any changes to BoR • Final Statement of Reasons (clean and tracked) • Certified copies of any executed (signed and dated) legal agreements • Applicant's final Guide to the Application Documents (clean and tracked) • Final PADs update from Natural England (clean and tracked) • Any SoCG updates, either agreed updating notes or unilateral notes (if required) • Comments on any submissions received at Deadline 6 	3 March 2025

	<ul style="list-style-type: none"> Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	
22.	<p>Deadline 8</p> <p>Receipt by the ExA of:</p> <ul style="list-style-type: none"> Comments on any submissions received at Deadline 7 Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 (if required) 	10 March 2025
23.	<p>The ExA is under a duty to complete the Examination of the application by the end of the period of six months.</p> <p>Please note that the ExA may close the Examination before the end of the six-month period if it is satisfied that all relevant matters have been addressed and discussed.</p>	17 March 2025

Submission times for Deadlines

The time for submission of documents at any Deadline in the timetable is 23:59 on the relevant Deadline date, unless instructed otherwise by the ExA.

Publication dates

All information received will be published on the [project webpage](#) as soon as practicable after the Deadlines for submissions.

Report on the Implications for European Sites (RIES)

Where an applicant has provided a No Significant Effects Report or a Habitats Regulations Assessment (HRA) Report with the application, the ExA may decide to issue a RIES during the Examination. The RIES is a factual account of the information and evidence provided to the ExA on HRA matters during the Examination up to the date of the publication of the RIES, for the purposes of enabling the Secretary of State, as competent authority, to undertake its HRA. It is not the ExA's opinion on HRA matters. Comments on the RIES will be invited by the ExA and any received will be taken into account as part of the ExA's Recommendation to the Secretary of State. The ExA may also raise questions in the RIES to confirm or clarify matters that remain outstanding.

The Secretary of State may rely on the consultation on the RIES to meet its obligations under Regulation 63(3) of The Habitats Regulations 2017 and/or Regulation 28 of The Offshore Marine Regulations.

Other Procedural Decisions made by the Examining Authority (ExA)

We have made a number of Procedural Decisions following the Preliminary Meeting:

1. Examination Timetable

Having considered the matters raised before and at the Preliminary Meeting, the ExA has made the following amendments to the draft Examination Timetable. These changes are reflected in the finalised version of the Timetable included in Appendix A of this letter.

- With respect to the reservation of time for hearings during the week commencing 28 October 2024, the Examining Authority has made the Procedural Decision that there will be a need to hold at least one Issue Specific Hearing (ISH) and a second Compulsory Acquisition Hearing (CAH2). Accordingly, for the ISH and CAH2 to be held during week commencing 28 October those hearings appear in the Examination Timetable without the caveat “(if required)”. The ExA will issue formal notifications for the holding of hearings during the course of the week commencing 28 October in due course.
- No requests to participate in an Open Floor Hearing (OFH) or notifications for Accompanied Site Inspection (ASI) locations were made at Pre-examination Procedural Deadline D (9 September 2024). Accordingly, the ExA has made the Procedural Decisions to give Interested Parties (IPs) the further opportunity to make requests to participate in an (OFH1) and identify ASI locations by Deadline 2 (22 October 2024). Given those Procedural Decisions the Examination Timetable included in Annex A to this letter no longer shows time reserved for OFH1 and an ASI during the course of the week commencing 28 October 2024, instead time has been reserved for those events to be held during week commencing 20 January 2025. Deadline 2 has been further amended so that Affected Persons can make requests to attend CAH2.
- Commensurate with giving IPs a further opportunity to identify suggested locations to be inspected during the course of an ASI, the ExA has made the Procedural Decision that the Applicant’s draft ASI itinerary should be submitted at Deadline 3 rather than Deadline 1 as shown in the draft Examination Timetable. IPs will have the opportunity to comment on the Applicant’s draft ASI itinerary at Deadline 4. Thereafter IPs will be able to make requests to attend the ASI at the same time they are asked to confirm whether they wish to attend the various hearings for which time has been reserved during the week commencing 20 January 2025.
- With respect to Deadline 5, to assist the parties in making their submissions, including the submission of final and signed Statements of Common Ground, after the Christmas and New Year holiday period the Deadline has been moved from Tuesday 7 to Friday 10 January 2025.
- Having altered the date for Deadline 5 the ExA has decided that commensurate changes to the following dates and deadlines are necessary:
 - The dates reserved for a third round of hearings (if necessary), including an OFH (if requested) moved from week commencing (w/c) 13 January to w/c

20 January 2025. Time has also been reserved for the holding of an ASI during the course of w/c 20 January.

- Publication by the ExA of: the Report on the Implications for European Sites (RIES); proposed schedule of changes to the draft Development Consent Order (if required); and the third round of Written Questions (if required) from 23 January to 3 February 2025.
- Deadline 6 moved from 4 to 11 February 2025
- Deadline 7 moved from 27 February to 4 March 2025

2. Local Impact Reports (LIR)

A LIR is a report in writing giving details of the likely impact of a Proposed Development on a local authority's area (or any part of that area). For more information about the importance and content of LIRs see the Planning Inspectorate's [Advice for local authorities](#).

Local Authorities, defined in section 56A of the Planning Act 2008, are invited to submit LIRs by **Deadline 2 (22 October 2024)**.

3. Updating final and signed Statements of Common Ground (SoCG)

Final and signed SoCGs are to be submitted at Deadline 5 (10 January 2025). At the Preliminary Meeting there was a discussion about how updates to SoCGs might be made following their submission, given the submission of final SoCGs should not be treated as a bar to a continuing dialogue between any of the parties entering into SoCGs. Having considered this matter further the ExA's preference would be for a jointly agreed updating note to be submitted at the first available Examination deadline (ie either Deadline 6 or 7) following there being a substantive change of position since Deadline 5 between the Applicant and the Interested Party (IP) in respect of a matter or matters addressed in their respective SoCG.

However, if the Applicant and the relevant IP are unable to agree the contents of a joint updating note then each party should provide a unilateral update with respect to the matter or matters in question no later than Deadline 7 (3 March 2025). Any unilateral updates submitted at Deadline 7 should provide a brief explanation of what discussions have taken place since Deadline 5 with respect to the relevant matter or matters and whether there has been any narrowing in areas of disagreement following the submission of their respective SoCG.

4. Clarifications about library electronic deposit locations in Suffolk

Further to the discussion about the availability of Application documents at libraries in Suffolk during the Preliminary Meeting, the Applicant is requested to clarify whether Ipswich Library is an electronic deposit location in Suffolk. This clarification should be provided not later than Deadline 1 (3 October 2024).

Suffolk County Council is requested to clarify by not later than Deadline 1 whether any libraries in Suffolk, other than Ipswich, are being used as electronic deposit locations for the Application documents and if not whether any library or libraries within the county might be a suitable location or locations for such a facility or facilities.

5. Changes to land interests

When the Applicant becomes aware that there has been a change in ownership, or a new interest, in relevant land the Applicant must make the relevant person aware that they can make a request to the ExA to become an Interested Party under section 102A of the PA2008. Thereafter the Book of Reference should be updated and submitted as a revised document. The updated Book of Reference should include confirmation that relevant persons have been informed of their rights under section 102A.

6. Additional Submissions

In addition to the documentation submitted prior to the holding of the Preliminary Meeting and previously accepted we have exercised our discretion and made a Procedural Decision to accept a letter from the National Trust (dated 17 September 2024) as an Additional Submission.

Arrangements for hearings

Our Examination will be principally undertaken through the exchange of written submissions however the Examination Timetable reserves periods of time for hearings to be held (if required).

Requests to participate at hearings

Interested Parties are required to notify the Examining Authority (ExA) in writing of their wish to take part in an Open Floor Hearing (OFH) or Compulsory Acquisition Hearing (CAH) on or before dates included in the Examination Timetable.

Any request to participate in a hearing **should include** the following information:

- Name and unique reference number (found at the top of any letter or email from the Planning Inspectorate);
- email address (if available) and contact telephone number;
- name and unique reference number of any person/organisation that you are representing (if applicable);
- for blended events, confirmation of whether you will participate virtually or in-person;
- confirmation of the hearing(s) you wish to participate in, the agenda item(s) on which you wish to speak and/or brief details of the topic(s) that you would like to raise;
- for Compulsory Acquisition Hearings, the plot number(s) of the relevant land provided in the Book of Reference and the Land Plans; and
- the [Examination Library](#) reference number (with paragraph/page number where appropriate) of any documents you wish to refer to.

The time, date and place of any confirmed hearing will be notified in writing to all Interested Parties, providing at least 21 days' notice.

Requests to participate should be made using an **Event Participation Form** which will be provided with the notification of the hearing.

Please contact the Case Team using the contact details at the top of this letter if you require any support or assistance to attend an Event, either virtually or in person.

If no written requests to take part in an OFH are received by the above Deadline, we are not required to hold such a hearing.

We may also choose to hold Issue Specific Hearings (ISH) about topics that we think need to be explored orally. The decision to hold an ISH about a particular topic is not connected to how relevant or important we consider an issue or topic to be.

Hearing agendas

High-level agenda for ISH and CAH will be published alongside the notifications for those types of hearings on the [project webpage](#) to help inform your decision about whether to register to participate.

For ISH and CAH the ExA will publish a detailed draft agenda on the project website at least five working days in advance of the hearing date. However, the actual agenda on the day of each hearing may be subject to change at the discretion of the ExA. For Open Floor Hearings an agenda may not be published.

Procedure at hearings

The Examination of the application will principally be a written process supplemented where necessary by various types of hearings. See the Planning Inspectorate's Advice for members of the public: [The stages of the NSIP process and how you can have your say](#) for more information.

The procedure to be followed at hearings is set out in Rule 14 of The Infrastructure Planning (Examination Procedure) Rules 2010. The ExA is responsible for the oral questioning of a person giving evidence and the process affords very limited scope to allow cross-questioning between parties.

Hearing livestream and recording

A link to a livestream for each hearing will be made available on the [project webpage](#) shortly before any hearing is due to open. The livestream is available to anybody who wishes to observe a hearing in real time.

All hearings are recorded, and the recordings will be made available on the [project webpage](#) as soon as practicable after the close of the hearing. The recordings allow any member of the public who is interested in the application and the Examination to find out what has been discussed.

Accompanied Site Inspection (ASI) and requests to attend

Time has been reserved in the Examination Timetable to undertake an ASI during the week commencing 20 January 2025.

In the absence of any ASI locations having been identified by IPs at Pre-examination Procedural Deadline D, IPs are being given a further opportunity to suggest locations, with justifications for those locations, for inclusion in an ASI by Deadline 2. At Deadline 3 the Applicant should submit a draft ASI for the ExA's consideration.

We will review any suggested locations, including justifications for them, and the Applicant's draft itinerary and then confirm the locations to be included in the ASI.

Our final itinerary for the ASI will be published on the project webpage in advance of an ASI being held.

Please note that for logistical and safety reasons it may be necessary to limit the numbers of persons who accompany us for the whole ASI, however it should be possible for arrangements to be made for Interested Parties (or their representatives) to join the inspection at specified locations within the itinerary.

The Interested Parties attending the ASI will include representatives of the Applicant, the local planning authorities, together with other Interested Parties (or their representatives). Access onto private land is at all times by permission of the person controlling it.

Interested Parties should be aware that ASIs are not an opportunity to make any oral representations to us about the Proposed Development. However, we may invite participants to indicate specific features or sites of interest.

Please contact the Case Team using the contact details at the top of this letter if you require any support or assistance to attend the ASI.

Availability of Examination Documents

The application documents and Relevant Representations are available to view on the [project webpage](#).

All further documents submitted in the course of the Examination will also be published under the [Documents tab](#) of the project webpage.

The Examination Library

For ease of navigation, please refer to the [Examination Library](#) (EL) which is accessible by clicking the blue button under the Documents tab. The EL is updated regularly throughout the Examination.

The EL records and provides a hyperlink to:

- each application document;
- each representation and submission made to the Examination; and
- each Procedural Decision made by the Examining Authority.

Each document is given a unique reference number which will be fixed for the duration of the Examination. **You must quote the unique reference number from the EL when referring to any Examination Documents in any future submissions that you make.**

Electronic deposit locations

Documents can be viewed electronically, free of charge, at the electronic deposit location/locations listed in the table below. Please note that you may need to bring a form of identification and register as a member/library member in order to use a computer at these locations.

Local authority	Venue/address	Opening hours	Printing costs
Essex County Council	Clacton Library Station Road (opposite the Town Hall) Clacton-on-Sea CO15 1SF	Monday: 9am to 5:30pm Tuesday: 9am to 5:30pm Wednesday: 9am to 7pm Thursday: 9am to 5:30pm Friday: 9am to 5:30pm Saturday: 9am to 5:30pm Sunday: Closed	A4 BW - 20p A4 COL- £1.50 A3 BW - 60p A3 COL - £2.45
Essex County Council	Brightlingsea Library New Street Brightlingsea Colchester	Monday: Closed Tuesday: 2pm to 5:30pm	A4 BW - 20p A4 COL- £1.50 A3 BW - 60p

	CO7 0BZ	Wednesday: 9am to 1pm Thursday: Closed Friday: 2pm to 7pm Saturday: 9am to 5pm Sunday: Closed	A3 COL - £2.45
Essex County Council	West Clacton Library Jaywich Lane Clacton-on-Sea CO16 8BE	Monday: 9am to 4:30pm Tuesday: 9am to 4:30pm Wednesday: 9am to 4:30pm Thursday: 9am to 4:30pm Friday: 9am to 4:30pm Saturday: Closed Sunday: Closed	A4 BW - 20p A4 COL- £1.50 A3 BW - 60p A3 COL - £2.45
Essex County Council	Holland Library Public Hall Frinton Road Holland-on-Sea Clacton-on-Sea CO15 5UR	Monday: 2pm to 7pm Tuesday: Closed Wednesday: 9am to 1pm Thursday: Closed Friday: Closed Saturday: 9am to 5pm Sunday: Closed	A4 BW - 20p A4 COL- £1.50 A3 BW - 60p A3 COL - £2.45
Essex County Council	Manningtree Library High Street Manningtree CO11 1AD	Monday: Closed Tuesday: 9am to 5:30pm Wednesday: 9am to 1pm Thursday: 1pm to 7pm Friday: 9am to 1pm Saturday: 9am to 5pm Sunday: Closed	A4 BW - 20p A4 COL- £1.50 A3 BW - 60p A3 COL - £2.45
Essex County Council	Harwich Library Upper Kingsway Dovercourt Harwich CO12 3JT	Monday: 9am to 5:30pm Tuesday: 9am to 7pm Wednesday: Closed Thursday: 9am to 5:30pm Friday: 9am to 5:30pm	A4 BW - 20p A4 COL- £1.50 A3 BW - 60p A3 COL - £2.45

		Saturday: 9am to 5pm Sunday: Closed	
Essex County Council	Frinton Library 59 Old Road Frinton-on-Sea CO13 9DA	Monday: Closed Tuesday: 9am to 5:30pm Wednesday: Closed Thursday: 9am to 7pm Friday: 2pm to 5:30pm Saturday: 9am to 5pm Sunday: Closed	A4 BW - 20p A4 COL- £1.50 A3 BW - 60p A3 COL - £2.45
Essex County Council	Wivenhoe Library 104/6 High Street Wivenhoe CO7 9AB	Monday: Closed Tuesday: 2pm to 7pm Wednesday: Closed Thursday: 9am to 5:30pm Friday: Closed Saturday: 9am to 5pm Sunday: Closed	A4 BW - 20p A4 COL- £1.50 No A3 printing available.
Local authority	Venue/address	Opening hours	Printing Costs
Kent County Council	Margate Library Thanet Gateway Plus Cecil Street Margate Kent CT9 1RE	Monday: 10am to 5:30pm Tuesday: 10am to 5pm Wednesday: 10am to 5pm Thursday: 10am to 5:30pm Friday: 10am to 5:30pm Saturday: 10am to 3:30pm Sunday: Closed	A4 BW - 15p A3 BW - 50p

Information about the 'Have your say' page

The ['Have your say'](#) page is available on the [project webpage](#).

You will need to enter your unique reference number ('Your ref' found at the top your postcard or email from the Planning Inspectorate) beginning either 2004 or FIVEE or 5EST. If you are making a submission on behalf of another person or organisation, and do not have your own unique reference number, then you should enter the unique reference number of the person or organisation you are representing. If you are not a registered Interested Party then it is at the discretion of the Examining Authority whether or not your submission is accepted.

Submissions will be published on the [project webpage](#) as soon as practicable following the close of the relevant Deadline. For further information about publishing submissions please view our [Privacy Notice](#).

You will be able to submit a document (upload file), make a text representation or both. It is possible to upload multiple files for each individual submission item. Electronic attachments should be clearly labelled with the subject title and not exceed 50MB.

Submissions **must not include hyperlinks** to documents/evidence hosted on a third party website eg technical reports, media articles etc. See the Planning Inspectorate's Advice for members of the public: [Advice for submitting representations or comments](#) for important information about making written submissions. All submissions must be made in a format that can be viewed in full on the National Infrastructure Planning website. Any submissions that exceed 1500 words should also be accompanied by a summary; this summary should not exceed 10% of the original text.

You should select the relevant Deadline for your submission and then, on the next webpage, select the appropriate Submission item as described in the Examination Timetable at **Annex A** to this letter. Please ensure you make a separate submission for each Submission item and **do not duplicate your submission**. If you consider that your submission does not fit the description of any of the Submission items then please select the Submission item 'Other' and ensure that it is titled appropriately.

If you experience any issues when using the ['Have your say'](#) please contact the Case Team using the contact details at the top of this letter and they will assist.



Councillor Code of Conduct

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set

out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code.

The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles (see Appendix A).

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- 1.1. I treat other councillors and members of the public with respect.
- 1.2. I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidating or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

- 2.1. I do not bully any person.
- 2.2. I do not harass any person.
- 2.3. I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions.

It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010.

They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- 3.1. I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1. I do not disclose information:

- given to me in confidence by anyone
- acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - a) I have received the consent of a person authorised to give it;
 - b) I am required by law to do so;
 - c) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - d) the disclosure is:
 - (i) reasonable and in the public interest; and
 - (ii) made in good faith and in compliance with the reasonable requirements of the local authority; and
 - (iii) I have consulted the Monitoring Officer prior to its release.

- 4.2. I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

- 4.3. I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances.

You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner.

Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1. I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1. I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1. I do not misuse council resources.

7.2. I will, when using the resources of the local authority or authorising their use by others:

- act in accordance with the local authority's requirements; and

- ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain.

They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1. I undertake Code of Conduct training provided by my local authority.
- 8.2. I cooperate with any Code of Conduct investigation and/or determination.
- 8.3. I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 8.4. I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1. I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1. I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 10.2. I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 10.3. I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.
If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –

- a) your own financial interest or well-being;
- b) a financial interest or well-being of a relative or close associate; or
- c) a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:
 - a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council: a) under which goods or services are to be provided or works are to be executed; and b) which has not been fully discharged.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Subject	Description
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Corporate tenancies	Any tenancy where (to the councillor’s knowledge): a) the landlord is the council; and b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and b) either (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.



Accessibility Statement

1. Accessibility statement for www.aldeburghtowncouncil.gov.uk

This website is run by Aldeburgh Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts using browser or device settings
- zoom in up to 400% without the text spilling off the screen
- navigate most of the website using just a keyboard or speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

2. How accessible this website is

We know some content uploaded to this website is not fully accessible:

- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'Contact us' page, which is provided by a third party (Google)

3. Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille, please contact:

Town Clerk
Aldeburgh Town Council
The Moot Hall
Market Cross Place
Aldeburgh
IP15 5DS

Email: townclerk@aldeburghtowncouncil.gov.uk

Tel: 01728 452158

We'll consider your request and get back to you in 10 working days.

If you cannot view the map on our 'contact us' page, call or email us on townclerk@aldeburghtowncouncil.gov.uk for directions

4. Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements please contact the Town Clerk.

5. Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

6. Technical information about this website's accessibility

Aldeburgh Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website has been tested against the [Web Content Accessibility Guidelines \(WCAG\) 2.2AA](#) standard.

This website is partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standard, due to the non-compliances and/or exemptions listed below.

7. Non accessible content

The content listed below is non-accessible for the following reasons:

- Older PDF files such as Meeting Minutes and Agendas published before 23rd September 2018.
- Videos.
- Content produced by third parties or using third party software.

7.1. Non-compliance with the accessibility regulations

We will do all we can to identify content that is non-compliant.

Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.2 success criterion 1.1.1 (non-text content).

When we publish new content we will make sure our use of images meets accessibility standards.

7.2. Disproportionate burden

We have not identified any areas that we believe constitute a disproportionate burden.

8. Content that's not within the scope of the accessibility regulations

8.1. PDFs and other documents

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix meeting agendas or minutes for meetings which were published prior to 23 September 2018.

Any new PDFs or Word documents created by us will meet accessibility standards.

9. How we tested this website

This website was last tested in **October 2024**. Tests were carried out by our website provider, Aubergine 262.

We tested a sample of pages on our main website platform available at aldeburghtowncouncil.gov.uk:

- our main website platform, available at aldeburghtowncouncil.gov.uk
- services based on a different technical platform but 'skinned' to look like our website (Meeting minutes and agendas)

10. What we're doing to improve accessibility

We will provide staff training to ensure that all new content added meets accessibility criteria.

We also run monthly and quarterly reports to identify and address accessibility issues.

11. Preparation of this accessibility statement

This statement was prepared on **[DATE]**. It was last reviewed on **[DATE]**.

This website was last tested on **[DATE]** against the WCAG 2.2 AA standard.

The test was carried out by Aubergine 262. The most viewed pages were tested using automated testing tools by our website team. A further audit of the website was carried out to the WCAG 2.2 AA standard.

You can read the full accessibility test report **[add link to report]**.



Privacy Notice

1. What is a Privacy Notice?

1.1. A Privacy Notice sets out what information the Town Council hold about you, why we hold it, how we protect it whilst we provide you with the service you have requested from us, and your rights under the general Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). In publishing this Notice the Council clearly acknowledges its responsibilities under that legislation.

1.2. Aldeburgh Town Council considers the security of your personal data a high priority and will only use the information it holds about you for the purpose that you supplied it for, or as permitted by law. It will only collect the minimum necessary information to provide you with the requested service.

2. What is personal data?

2.1. This means any information related to an identified or identifiable natural living person (known as the “data subject”). The Data Controller determines the purposes and means of processing personal data.

2.2. Aldeburgh Town Council is a Data Controller and is registered with the Information Commissioner’s Office. The Council only holds low level data about individuals, such as names, addresses, email addresses and telephone numbers. This is usually obtained when you ask us for information or to provide a service, or when you wish to express your views on something taking place within the community. We will only collect and process the information we need.

2.3. We have the right to process information under the legislation only where we have a proper reason to do so; these can include:

- Where there is a legal obligation to do so
- Where it is necessary to carry out a contract we have with you
- Where we have your consent.

3. What are our responsibilities in respect of the data?

3.1. GDPR Article 5 requires us to ensure that personal data is:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, clear and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- But kept for no longer than necessary; and processed securely

3.2. All personal information provided by you is held securely and confidentially both in electronic and hard copy format in the Council's offices.

4. How long do we hold personal data?

4.1. The legislation provides that personal data will only be retained whilst:

- Consent from the data subject is held
- The data is necessary for the performance of a contract
- There is a legal obligation to hold it
- Holding the data is important to protect the interests of the data subject or another person
- Holding the data is in the public interest; or
- The council has a legitimate interest in holding it (except where such interest is overridden by the interests or rights of the data subject).

4.2. In practice nearly all the personal information supplied to Aldeburgh Town Council will be at the discretion of the data subject, and therefore the right to withdraw consent will apply (see below).

5. What are your rights?

5.1. GDPR and the DPA 2018 include the following rights:

- The right to be informed – that is the purpose of this Privacy Notice
- The right of access – you have the right to request access to the personal data we may hold about you. Please contact the Town Clerk on townclerk@aldeburghtowncouncil.gov.uk

You will be required to provide proof of identity.

- The right to rectification – the correction of erroneous information held about you
- The right of erasure – you may have the right to have the information held erased
- The right to object – if you think that the data is not being processed for the purpose it has been collected for, you may object.
- The right to withdraw consent – you may do this at any time in respect of any discretionary service provided by the Council
- The right to make a complaint – please contact the Town Clerk on townclerk@aldeburghtowncouncil.gov.uk

6. How do we use the data?

6.1. Data supplied by you helps the Council to make decisions in respect of the facilities it provides for the community, and assists the Council in feeding back local opinion to other parts of local and central government; e.g. in respect of planning and development matters, as well as enabling us to answer and respond positively to your questions and concerns. If you choose not to supply data, it may delay or prevent us from fulfilling our role of representing the community of Aldeburgh.



Officer and Member Protocols

1. Background

The purpose of this document is to provide guidance and direction in the way that members and officers interrelate in carrying out the Council's business.

It has been written largely as a statement of current practice and may be updated from time to time by the Town Clerk in consultation with the HR Committee and changes communicated to Full Council at the earliest opportunity.

Throughout this document members of staff are referred to as officers. He can mean, he, she or they.

It seeks to draw out that there are clear benefits in ensuring that, from their different roles, members and officers develop effective and efficient internal working relationships that best serve the collective goal of improving the quality of life in the local community.

In giving guidance and direction, the document, ideally should not be seen as being prescriptive. Rather it should be regarded as the tool that helps ensure that the codes and policies that prescribe activities and behaviours are not compromised or breached.

The relevant codes and policies are:

- Member Code of Conduct.
- The Council's Disciplinary and Grievance Procedures.
- The Council's Whistleblowing Policy.
- The Council's Equal Opportunities in Employment policy statement.

This guidance will not cover every specific eventuality, but the broad principles included in the document set standards for acceptable behaviour that should fit every eventuality.

For the avoidance of doubt, the guidance in all Policies is obligatory. Further clarity can be obtained by contacting the District Monitoring Officer.

2. General Principles

Both members and officers should aspire to conduct their relations, at all times, on a professional basis.



Relations must be based on mutual trust, respect and courtesy and neither members or officers should seek to take unfair advantage of their position.

Close personal relationships between members and officers can damage professional relationships and can prove embarrassing to other members and officers. They could give rise to suspicions and/or the appearance of improper conduct or behaviour. Close personal relationships should, therefore, be avoided.

Officers must, at all times display political impartiality and members must, at all times, accept the political impartiality of officers.

Members and officers must have mutual respect for confidentiality where that is important to the relationship and where that does not compromise the duty of officers to serve the public. Officers must make that clear before entering into any confidential discussions with members of the Council.

3. Role of Members

In accordance with the Councils Code of Conduct the role of members is to:

- (i) collectively be the ultimate policy makers and oversee a number of strategic and corporate management functions.
- (ii) represent their communities and bring their views into the Council's decision-making process.
- (iii) deal with individual casework and act if appropriate as an advocate for constituents in resolving particular concerns or grievances.
- (iv) balance different interests identified within the ward and represent the ward as a whole.
- (v) contribute to various forms for decision making.
- (vi) be available to represent the Council on other bodies as observers.

4. Role of Officers

The role of officers is to:

- (i) advise the Council on policy matters and implement Council decisions.
- (ii) take day to day managerial and/or operational decisions.
- (iii) provide support/advice to members on matters of Council business.
- (iv) act within their sphere of responsibility/accountability.
- (v) ensure that the Council functions within the legislative framework.
- (vi) above all else, officers of the Council have a duty to serve the public in good faith and without fear or favour of anyone.

5. Role of the Mayor/Chair and the Town Clerk

When functioning as Mayor/Chair, he will work in close cooperation of the Town Clerk. He would not normally deal directly with other members of staff.



6. Role of the Chair of a Committee and/or Head of a Working Group and Officers

The Chair of a Committee and/or Head of a Working Group will work in close cooperation with the Town Clerk/Deputy Town Clerk accordingly. He would not normally deal directly with other members of staff.

For clarity, the Town Clerk will be responsible for supporting the HR Committee (unless the HR Committee need to discuss any matters relating to the Town Clerk, in which case one of the members of the Committee will step in) and all Working Groups. The Deputy Town Clerk will be responsible for supporting the Planning Committee, with the Town Clerk covering in their absence.

7. Officer relations with political party groups (if applicable)

The Town Council is non-political and therefore officers will work on behalf of all members fairly and consistently.

8. Publicity, press releases and other contact with the media

Contact with the media on issues related to Council business is handled through the HR Committee.

Press releases from officers will not relate to the political views of any group of any group of officers or members.

Officers, in communicating with the media, should restrict their comments to matters of fact and should avoid expressing personal opinions on Council policy or political decisions and/or views expressed by members.

No member or officer may be quoted in media/press releases without their specific consent.

Members must:

Make it clear that they are expressing a view in their individual capacity and not that of the Council or in their role as a Councillor.

9. Councillor access to documents and information

Members are entitled to have such access to information as they reasonably need to carry out their role as members of the Council.

Members do not have the right to inspect any and every document of the Council. It needs to be established that access to a document is necessary for the member to perform his responsibilities (the 'need to know' principle).



Access to information on the basis of a 'need to know' does not exist where the Councillor is considered to be "fishing" for information or seeks access for an ulterior/improper purpose (e.g. for a private purpose). Case law has established that mere idle curiosity as to what is in the documentation will not be sufficient.

10. Officer attendance/participation at formal meetings of the Council

Town Council Meetings will be attended by the Town Clerk and the Deputy Town Clerk and the Deputy Town Clerk will take minutes. The Town Clerk will take the minutes in the absence of the Deputy Town Clerk.

The Mayor/Chair may call on the Town Clerk or Deputy Town Clerk in attendance to speak.

Officers may ask to speak if factual information is being reported incorrectly, for a point of clarification or if relevant data could be overlooked.

Other officers may attend meetings and may at times be invited to speak by the Mayor/Chair of that meeting.

11. Officer attendance/participation at informal meetings (e.g. working groups)

Officers may be asked to attend informal meetings.

Members and officers in attendance may both contribute to the discussion as they see necessary.

12. Access to officers by members

Members may contact officers for information, however, to help manage workloads and to help the smooth working of the Council, the following guidelines should, so far as is practicable, be observed.

- (i) General enquiries or enquiries in relation to process, procedure and/or policy may be made at the office, by telephone or email and should be directed to the Town Clerk in the first instance.
- (ii) Where there is a need for immediacy, the member should check the availability of the Town Clerk first to ensure that a meeting on the same day is practicable.
- (iii) Briefings for meetings should be arranged for a fixed time in advance of the meeting.
- (iv) Both members and officers should aim to keep meetings short and focused.



- (v) General enquiries/matters in relation to Committee/Working Group matters, should be directed to the Chair/Head of the respective Committee /Working Group and the respective clerk (as per 6 above) copied in.
- (vi) The Town Clerk will from time to time share appropriate updates to either Full Council, a Committee(s) or Working Group(s).
- (vii) The Deputy Town Clerk will be updated as required by the Town Clerk or the respective Chair of a Committee/Head of a Working Group and will therefore NOT be copied into every email that is shared.
- (viii) Members will check the group calendar for the Town Clerk's availability and to make use of the calendar to note their holidays and/or meetings that they are attending on behalf of the Council.

13. Officers dealing with members enquiries: response times

Officers will aim to respond to straightforward enquiries within 2 working days, more complicated enquiries 5 days and enquiries requiring research within 15 days or an agreed extended period.

14. Communications by email

In accordance with the resolution passed on 9th September 2024 (meeting ref: 169), Council **RESOLVED** that all council related correspondence will be communicated via the council issued gov.uk email addresses.

This applies to all employees and councillors. Emails sent and/or received from a non gov.uk email will be returned to the sender requesting that it be resent from the correct email address.

15. Communications by telephone

The Council phone system has been upgraded to record all incoming and outgoing calls for training and monitoring purposes.

The Town Clerk has been issued with a work mobile for councillors to use should there be an urgent matter that needs to be dealt with, and they have been unable to contact the Town Clerk by the usual means.

The Town Clerk will be contactable during her normal working hours on the mobile. Please check the Town Clerk's availability on the Group Calendar.

16. Effective working relationships between members and officers

This is best achieved by working together in partnership.

Members should:



- (i) avoid putting officers under pressure to the extent that it could be regarded as harassment and/or bullying. Members should be particularly sensitive when dealing with less senior officers in the absence of the Town Clerk.
- (ii) not require officers to do things that are not consistent with Council policy, not within normal budgetary controls and not part of the officer's normal duties.
- (iii) not criticise officers, at public meetings or in the media.
- (iv) avoid actions or words that may appear to others to be attaching blame to an officer(s) particularly when the officer(s) is not present.
- (v) avoid words or actions that may serve to undermine the professionalism and integrity of officers.

Officers should:

- (i) treat members with courtesy and respect at all times.
- (ii) not use undue influence over a member or put a member(s) under undue pressure.
- (iii) avoid words or actions that may undermine respect for members.

17. Scheme of delegation

Members should not challenge, publicly, a decision made in good faith by an officer under the Scheme of Delegation whether or not that decision requires consultation with nominated members.

18. Dealing with breaches of this protocol

By members:

An officer who feels that they have been treated by a member in a way that is contrary to the principles and ideals set out in this document should follow the steps in the Council's Disciplinary and Grievance policy and procedures, and/or the members code of conduct.

Members who are in breach of this protocol will be dealt with using the Monitoring Officer.

By officers:



A Member who has a complaint that an employee has acted contrary to the principles and ideals set out in this document should raise the matter with the Mayor and the Town Clerk.

Officers who are in breach of this protocol will be dealt with under the Council's Disciplinary and Grievance procedure.

19. Conclusions

Members and officers, in following the guidelines of the Protocol, will ensure continuity of the sound officer/member relations that have been built up within the Council.

Having a written Protocol will enable members and officers to build on and improve the past by identifying practices and approaches that work best to ensure effective working relationships.

The Protocol should be kept under review and amended to reflect identified best practice.



Services Working Group Terms of Reference

Role/Objectives of the Services Working Group:

The Services Working Group is appointed by and is solely accountable to Aldeburgh Town Council.

The Working Group's responsibilities are defined and agreed by Full Council, which may vote, at any time, to modify the Working Group's priorities and/or impose sanctions.

These Terms of Reference will be reviewed and updated at least annually by the HR Committee.

Membership:

The Working Group will consist of no fewer than five Councillors, but no greater than eight. The Mayor and Deputy Mayor will have automatic membership.

Annually a Head of the Services Working Group will be elected at the first meeting following the Annual Meeting of the Town Council. This will happen after the members of the Working Group have been confirmed.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed.

Subject to approval of **the Working Group Head and the Mayor**, non-members may be invited to contribute to a particular Working Group project/discussion to enable access to expert and/or community input in Working Group recommendations to Full Council. Non-members will however not have voting rights.

Members as at October 2024 are:

Name	Role
Cllr Bond	
Cllr Fellowes	
Cllr Fox	Deputy
Cllr Haworth-Culf	
Cllr Langley	
Cllr Lumpkin	Head of Services



Cllr Walker	
Cllr Webster	

Role of the Head of Services Working Group:

The Head of Services will take overall responsibility for all services related projects and to work alongside other members of the Working Group to achieve its goals and objectives. They will report back to Full Council monthly with recommendations for consideration.

The Head of a Working Group may delegate tasks to member(s) of the group but the responsibility for decisions/outcomes/recommendations remains with the Head, or the Deputy in the absence of the Head.

Responsibilities:

The Working Group will:

1. Work closely with Suffolk Highways on relevant issues
2. Work closely with East Suffolk Council on relevant issues
3. Work closely with the Police as and when required.
4. Be responsible and accountable for Emergency Planning matters.
5. Monitor and provide regular updates in relation to NSIPs and time limited consultations.

Method of Working

1. At the first meeting, business will include:
 - a) To appoint the Deputy of the Working Group
 - b) To receive any apologies for absence
 - c) To receive any Declarations of Interest
 - d) To note the dates for the monthly Working Group meetings
 - e) To determine the necessity and frequency of additional meetings (considering the workload of participants)
 - f) To determine the date of additional meetings. This may include adhoc meetings throughout the year to keep on top of workload.
2. Working Group meetings will not be held in public; however, the Councils Standing Orders and Code of Conduct still apply.
3. The Working Group will meet at least monthly and will report back to Full Council on its progress each month.



4. If additional meetings are held (1e and 1f) they will be minuted by the Head of the Working Group or the Town Clerk (dependent on availability) and a copy of the minutes will be circulated by the Town Clerk ahead of each monthly Full Council meeting.
5. The quorum will be a minimum of three members.
6. The Services Working Group will be bound by the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024.
7. In relation to items that need to go to Full Council for discussion and/or resolution:
 - 7.1. The Head of the Working Group will submit agenda items to the Town Clerk in accordance with the agenda schedule.
 - 7.2. Agreed written representations on behalf of Aldeburgh Town Council to be submitted to the relevant external body by the Town Clerk.
8. In relation to items that need to be addressed as a matter of urgency or where urgent representation is required:
 - 8.1. A Working Group meeting will need to be called
 - 8.2. The item will be the focus of the meeting
 - 8.3. The agreed response will be sent to the Town Clerk by the Head of the Working Group
 - 8.4. If a written response is required, the Town Clerk will submit the agreed response to the external body on behalf of the Council
 - 8.5. If no written response is required, the response will be held internally on SharePoint.
9. Where tasks have been delegated, members and/or officers will provide an update/proposal by email to the Head of the Working Group, in advance of the Working Group meeting where the matter needs to be dealt with in order to allow sufficient time to discuss at the Working Group meeting to determine if/what recommendation needs to go to Full Council.
10. Any Working Group recommendations shall be decided by a simple majority of Working Group members present at the meeting when the item is discussed, although the group should aim for consensus wherever possible.



11. All documents and records produced, and emails shared by Working Groups will be retained as per the Council's Data Retention Policy.
12. A Working Group does not have a budget, this remains with the Council.
13. The Working Group will disband at the end of the Civic Year/as requested by Full Council and will be reformed at the earliest opportunity.
14. The Head of the Working Group will bring/update any relevant policies and/or training to Full Council for approval.
15. When representing the Council at any external meeting relevant to the Working Group the councillor must be accompanied by either another councillor or a member of staff. This only applies if it is deemed necessary by the Head of the Working Group. On receipt of the meeting minutes, they will be sent into the office and held centrally.
16. All meeting details will be provided in advance to the office for entry into the ATC-Full Council calendar. Details to include the date, time, subject and attendees.
17. All consultation/response deadlines will be provided to the office for entry into the ATC-Full Council calendar. Details to include the subject, deadline date and deadline time.



Property and Finance Working Group Terms of Reference

Role/Objectives of the Property and Finance Working Group:

The Property and Finance Working Group is appointed by and is solely accountable to Aldeburgh Town Council.

The Working Group's responsibilities are defined and agreed by Full Council, which may vote, at any time, to modify the Working Group's priorities and/or impose sanctions.

These Terms of Reference will reviewed and updated at least annually by Full Council.

Membership:

The Working Group will consist of no fewer than five Councillors, but no greater than eight. The Mayor and Deputy Mayor will have automatic membership.

Annually a Head of the Property and Finance Working Group will be elected at the first meeting following the Annual Meeting of the Town Council. This will happen after the members of the Working Group have been confirmed.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed.

Subject to approval of **the Working Group Head and the Mayor**, non-members may be invited to contribute to a particular Working Group project/discussion to enable access to expert and/or community input in Working Group recommendations to Full Council. Non-members will however not have voting rights.

Members as at October 2024 are:

Name	Role
Cllr Fox	
Cllr Haworth	Deputy
Cllr Haworth-Culf	
Cllr Jones	Head of Property and Finance
Cllr Walker	
Cllr Webster	



Role of the Head of Property and Finance Working Group:

The Head of Property and Finance will have overall responsibility and accountability for assets owned by the Council and for supporting the Town Clerk, in their role as Responsible Finance Officer (RFO). They will report back to Full Council monthly with recommendations for consideration.

The Head of a Working Group may delegate tasks to member(s) of the group but the responsibility for decisions/outcomes/recommendations remains with the Head, or the Deputy in the absence of the Head.

Responsibilities:

The Working Group will:

1. Support the Town Clerk:
 - 1.1. To ensure the correct management and maintenance of the assets owned by Aldeburgh Town Council, to include properties, some leased to tenants, land, and equipment.
 - 1.2. In their role as Responsible Finance Officer, overseeing income and expenditure, reporting against budget, annual budgeting, banking and investments.
 - 1.3. To prepare budgets and identify precept levels to be taken to Full Council for approval.
 - 1.4. To ensure adequate financial controls are in place to utilize and protect the Council's finances and assets.
 - 1.5. To review and amend the Council's Financial Regulations annually and to ensure that the Council is observing the regulations.
 - 1.6. To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
 - 1.7. To monitor the Council's financial risk assessments and recommend changes where necessary.
2. Put forward to the Town Council proposals for any improvements, developments or any capital expenditure.
3. To lead on Procurement
 - 3.1. To invite organisations to tender using a Council email address with the Town Clerk in copy



- 3.2. To receive tenders in accordance with the Council's Financial Regulations
- 3.3. To present tenders in accordance with the Council's Financial Regulations
4. To monitor the Council's financial risk assessments and recommend changes where necessary.
5. To ensure the Council assets are maintained, identifying adhoc repairs and maintenance that do not need to go through a procurement process and making the necessary arrangements, keeping the Town Clerk informed at all times.

Method of Working

1. At the first meeting, business will include:
 - a) To appoint the Deputy of the Working Group
 - b) To receive any apologies for absence
 - c) To receive any Declarations of Interest
 - d) To note the dates for the monthly Working Group meetings
 - e) To determine the necessity and frequency of additional meetings (considering the workload of participants)
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3. The Working Group will meet at least monthly and will report back to Full Council on its progress each month.
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5. The quorum will be a minimum of three members.
6. The Property and Finance Working Group will be bound by the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024.
7. In relation to items that need to go to Full Council for discussion and/or resolution:
 - 7.1. **The Head of the Working Group will submit agenda items to the Town Clerk in accordance with the agenda schedule.**



- 7.2. Agreed written and in-person representations on behalf of Aldeburgh Town Council to be submitted to the relevant external body by the Town Clerk.
8. In relation to items that need to be addressed as a matter of urgency or where urgent representation is required:
 - 8.1. A Working Group meeting will need to be called
 - 8.2. The item will be the focus of the meeting
 - 8.3. The agreed response will be sent to the Town Clerk by the Head of the Working Group
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15. When representing the Council at any external meeting relevant to the Working Group the councillor must be accompanied by either another councillor or a member of staff. This only applies if it is deemed necessary by the Head of the Working Group. On receipt of the meeting minutes, they will be sent into the office and held centrally.



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17. All consultation/response deadlines will be provided to the office for entry into the ATC-Full Council calendar. Details to include the subject, deadline date and deadline time.

Item 224 - Property & Finance report

Finance.

Soon able to complete the Q2 variance report which forms the basis for a projection for the year and the budget for next.

Sports.

There is the possibility of a walking football team being established next Spring.

Property

Rugby Pavilion

- The door panel is still outstanding to be fitted.
- Cllr Fox and I met with the architect on 3 October, following which we hope to have a final set of plans.

Moot Hall

- We are waiting for the heating recommendation for the kitchen/ toilet, this is being chased and have now approached another contractor.
- Windows removal starts 5 November and the restoration work is expected to take 8-10 weeks. We are chasing the Planning application number for the small window replacement to enable the grant application to be submitted.

Moot Green railings

- Work should be completed this month.

Play equipment

- ESC now appointed to complete the regular inspections.

Kings field and Queens field Pitch maintenance

- The risk re car parking on the pitches – we are looking at a policy which will make it clear that any damage caused using the fields will be the responsibility of the user to put right.

Bowls Green

- There is a recommendation to replace the back boards which surround the green as they are rotten. The autumn green treatments have been applied and the overseeding is germinating nicely.

Bowls Pavilion

- We have damp developed in the kitchen and ladies toilets/ changing rooms. A contractor has completed an initial inspection and we need to eliminate different causes. It might be a blocked drain and a shrub has now been removed to enable inspection.

Groundsmans Cottage

- The final insulation and internal redecoration is outstanding.

Tennis courts

- We are waiting for the specialists scope of works for options 2 & 4.

Kemps field

- We will contact RRT to organize the grid mesh extension to the path.

Hedge Cutting.

- This has been completed alongside the tennis courts and partly along Jubilee walk.

Allotments

- Cllr Walker has agreed to lead on this with Sam. The next review will be before the end of the year in readiness for January renewals. There is a recommendation to increase the fees by inflation based on Novembers RPI inflation rate.

Fort Green Planters

- Instructions to plant with tamarisk and ornamental grasses which should be tolerant of the proximity to the sea have been given to ESC. Once planted we will see if the Brudenell will maintain them for an acknowledgment of doing so.

Services working group notes

The update given on October 6th has changed in 2 respects only.

The matter of the speeding complaint on Thorpe Road. A member of the group has contacted SCC to arrange a meeting.

The matter of the Beach project. Richard Marson has contacted ESC, and we will discuss the way forward at our next SWG.

Thank you

Cllr Fox

Acting Chair Services Working Group

Item 225 – Cllr Sally Jones - Representatives Report 14 October 2024

Aldeburgh Society

There was a committee meeting on 30 September. They confirmed that they do not want to lead on the restoration project for the boats. They are keen to improve access to the beach and will contact ESC as owners. They discussed their participation in the carnival. They are finalising their talks programme. They continue to monitor planning applications. They circulated their paper on Neighbourhood plans and updated on some research undertaken on the number of plans in Suffolk.

Aldeburgh Community & Sports Trust

I chaired a meeting on 18 September.

Following the confirmation from ESC that they would no longer appoint a Trustee and therefore Katie Graham's resignation. Andy Fouracre was appointed as Trustee. He is a regular user of the Centre and is keen to get involved.

Robert Trigg is investigating whether batteries to store our solar energy would be a beneficial investment to apply for funding for. Utility costs are still a major cost.

The Trustees agreed to work on a 10 year business plan, which will be the focus of a meeting this month.

Thursday morning cuppa and catch-up numbers are increasing each week. Turnover is up over 20% on last year. Food sales are gradually increasing, particularly buffets for functions.

Tennis AGM

The AGM is on 20 October at noon. Would another Councillor be available to attend with me?

Item 227 – Town Clerk’s Report

Town Council Website

Aubergine is in the process of setting up our new website which will be Website Accessibility Compliant and will meet the mandatory regulations.

Aldeburgh Town Website

Xtrahead are working behind the scenes on developing a website for the Town. As we move further into the development of the site, I will need to engage with businesses in Aldeburgh to 1) make them aware of what is coming and 2) work with them to get their up-to-date business details included. This will be helpful when looking at applying for any grants from the Sizewell fund towards resources to maintain the site.

We are currently working to a delivery date of April 2025.

As soon as there is something to look at, I will set up a meeting with Councillors to introduce you to the website and show you the content and to answer any questions.

Allotments

The Property and Finance Working Group met on the 7th October and discussed the current Allotment rates which are £25 for a full allotment and £12.50 for an half allotment.

Recommendation: to proceed with an increase in line with the RPI which was currently 2.5%. It is recommended that we use the RPI at 1st November.

ACTION: Please can councillors consider the above recommendation from the Working Group and confirm how they would like the office to proceed.

Meetings coming up:

28th October – meeting of the Working Groups (not open to the public)

11th November – Full Council meeting, 7pm in the Moot Hall

Kim Puttock

Town Clerk and RFO

October 2024