



**MINUTES OF THE ALDEBURGH TOWN COUNCIL MEETING HELD IN THE  
MOOT HALL ON MONDAY 23rd SEPTEMBER 2024 AT 7PM**

**Present:** Cllr Haworth-Culf (Chair), Cllr Webster, Cllr Jones, Cllr Armytage and Cllr Walker

**In attendance:** Town Clerk and Deputy Town Clerk

**Public questions and comments (maximum of 15 minutes)**

No members of the public were in attendance.

**192. Apologies**

Apologies were received from Cllrs Langley, Bond, Fox, Haworth, Fellowes and Lumpkin

**193. Declarations of interest**

None.

**194. To consider the proposed NPPF Consultation response.**

This consultation closes on 24<sup>th</sup> September at 11.45pm. The Government are proposing to change some of the planning rules. Cllr Webster (Chair of Planning Committee) had previously circulated a proposed draft response.

**RESOLUTION** to delegate authority to Cllr Webster and the Town Clerk to check the response for grammar and then to submit before the deadline. **PROPOSED** by Cllr Webster and **SECONDED** by Cllr Jones.

In favour	5
Against	0
Abstention	0

**ACTION:** Town Clerk and Cllr Webster to finalise the response by checking for spelling and grammar, then to submit before the deadline.

**195. To consider, discuss and agree the priorities for Aldeburgh Town Council for the following 12 months.**

It was proposed that this item is deferred to the relevant Working Group meetings. This is because the document is outdated and the relevant group will need to discuss and decided our present priorities. It would be difficult to discuss this evening because not all Cllrs are present.

The time frame for agreeing an updated priorities list will need to be discussed and decided before the budget setting process begins.



**RESOLUTION** to defer this item until the relevant Working Group meetings to be held in October. **PROPOSED** by Cllr Jones and **SECONDED** by Cllr Walker.

In favour	5
Against	0
Abstention	0

**ACTION:** Town Clerk to email SAVE THE DATES for the October Working Group meetings and add to the agendas.

**196. Closure**

The meeting closed at 7.10pm

### Aldeburgh Town Council priorities v24-6.2

Working Group	Sub Area	Town Plan Action/ project	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Services	Community & Road Safety	Set up a community self help scheme with assistance from the RRT and ESC/SCC to clean signs, clear away weeds etc. and report to the handy person to assist projects									<p><b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes who was unable to attend therefore no discussion/agreement made without Cllr Fellowes' input.</p>		
Services	Community & Road Safety	Better and increased signage to remind dog owners to bag and bin their animals' waste									<p><b>ADDED 19/6/2024:</b> Provided by Cllr Osben who was unable to attend therefore no discussion/agreement made without Cllr Osben's input.</p>		
Services	Energy Projects	NSIPS. ATC response to all projects having a potential impact on the town. To ensure the best outcome for the town.	Y	Y	Y		Y	Y	Y	Energy organisations	<p>All consultations responded to. Engaged with all relevant local organisations. Website updated with links, timeline document in draft and being progressed.</p> <p><b>UPDATE 19/6/2024</b> Timely responses to be given and inclusion of our statement with all responses</p>	Ongoing	>£20k
Services	Energy Projects	Impact of Sizewell on Aldeburgh in relation to unrealistic wage offers and rental offers (unfair competition)	Y	Y	Y		Y	Y	Y	Energy organisations	<p><b>ADDED 19/6/2024:</b> Raised by local businesses and needs to be considered as part of ongoing discussions with Sizewell</p>	Ongoing	
Services	Energy Projects	Raising awareness and providing information via the website and other routes.									<p><b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes who was unable to attend therefore no discussion/agreement made without Cllr Fellowes' input.</p>		
Services	Energy Projects	Continuing to keep up to date with all energy projects, to engage and respond to consultations and the DCO stages in support of residents and visitors, organisations and businesses in Aldeburgh									<p><b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes who was unable to attend therefore no discussion/agreement made without Cllr Fellowes' input.</p>		
Services	Energy Projects	Submit questions and attend SZC Forums and engage with the project in other ways, including through SCC, ESC and DOO Working Groups									<p><b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes who was unable to attend therefore no discussion/agreement made without Cllr Fellowes' input.</p>		

## Aldeburgh Town Council priorities v24-6.2

Working Group	Sub Area	Town Plan Action/ project	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Services	Energy Projects	A budget will be needed to cover all of the above, which will all be weighted equally, this is likely to include; but not limited to - costs of newsletter copy space, printing, and work on the website etc									<b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes who was unable to attend therefore no discussion/agreement made without Cllr Fellowes' input. There is currently an EMR of £19,816.00		
Services	Museum & Heritage Area	Improve interpretation of the different aspects and periods of the Town's Heritage (and environment) so that they are better understood, enjoyed and appreciated.			Y		Y			Aldeburgh Society, History Soc, Town Guide	As above. To consider whether the North lookout should be registered as a Community Asset. New wayfinding board funded and installed by Aldeburgh Society. Second funded by levelling Up grant to be installed. Other items funding include painting of heritage gates and bollards.  <b>UPDATE 19/6/2024:</b> Cllr Lumpkin unable to attend the meeting to provide an update	Started	>£10k
Services	Parking & Transport	Prepare a series of proposals for the development of parking schemes in line with the outcomes of the public consultation meetings and the questionnaires to include: Provision of free disabled parking bays outside the Chemist, Changes to the charges in the large car parks to provide free or very cheap parking for up to 2 hrs and scaled charges for longer periods, Reservation of spaces at Fort Green for free or very cheap all-day parking for duly accredited High St staff, to be administered in conjunction with the Aldeburgh Business Association, Further consideration of the practicalities of introducing a Residents' parking Scheme in the Terrace/Lee Rd.			Y		Y		Y		Significant progress with developing a good relationship with the Highways dept. Overall this needs a strategy to consider the numerous suggestions and to prioritise those that are both important and are achievable. In 2018 Discussions with SCDC(ESC) re a comprehensive town parking scheme were not successful and funding was not approved. Plan to be developed to attract next round of funding (if any).ESC control parking areas throughout the town so would need to be consulted. SCC would need to be consulted regarding ant disability options.  <b>UPDATE 19/6/2024:</b> Cllr Lumpkin unable to attend the meeting to provide an update	Not Started	>£10k
Services	Parking & Transport	Erection of the speed warning signs									<b>ADDED 19/6/2024:</b> One to go up on Saxmundham Road and the other to go up on Leiston Road	Started	
Services	Parking & Transport	Advanced directional signs									<b>ADDED 19/6/2024:</b> Changes identified along with funding via the Levelling Up Fund. Changes to be approved by Highways	Started	
Services	Parking & Transport	Replacement bus shelter									<b>UPDATE 19/6/2024:</b> No update available		

**Aldeburgh Town Council priorities v24-6.2**

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Services	Parking & Transport	Campervans parking in "no parking" areas and disposal of foul waste						Y			Work with ESC to address this problem  <b>UPDATE 19/6/2024:</b> No update available		
Services	River and Sea Defences	Draft issue and publicise the Emergency Plan more widely, to include all risk assessments and policies needed	Y				Y	Y			To be reviewed and updated where necessary.  <b>UPDATE 19/6/2024:</b> Moved from Planning Committee. Cllr Lumpkin unable to attend the meeting to provide an update	Ongoing	>£10k
Services	Town & Beach	In partnership with ESC and Suffolk and local Disability Advice Services to scope and fund, design and deliver disabled access to Aldeburgh beach at the Moot Hall area					Y	Y		Disability Advice Svs	<b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes who was unable to attend therefore no discussion/agreement made without Cllr Fellowes' input.		
Services	Town & Beach	To engage with ESC to discover their future plans for the Fort Green area and to enable ATC to fully understand ESC's responsibilities in this area					Y	Y		Disability Advice Svs	<b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes who was unable to attend therefore no discussion/agreement made without Cllr Fellowes' input.		
Services	Town & Beach	Consider a plan for the town as a whole to maintain and improve vistas while removing unnecessary street signage and clutter		Y			Y	Y	Y	Aldeburgh Society	Work commenced following June 23 meetings with ESC and Mystery shopper report. Funding secured from Levelling Up/ESC council. Requests made to remove duplicate signage. Beach front management meetings continue via working group.  <b>UPDATE 19/6/2024:</b> Levelling Up Grant received from ESC for the installation of a new Town Board, updated advanced directional signs and paintwork to heritage fencing/gates. * Town Board location to be confirmed as acceptable by ESC * Advanced directional signs to be approved by Highways * Contractor to be engaged to do the paint works <b>ADDED 19/6/2024:</b> Provided by Cllr Osben who was unable to attend therefore no discussion/agreement made without Cllr Osben's input.: * Too many bins along Crag Path - to be reduced * Get expert advice onrevamping the area, exploring potential funding from Sizewell and other energy projects	Started	>£10k

**Aldeburgh Town Council priorities v24-6.2**

Working Group	Sub Area	Town Plan Action/ project	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Property & Finance	Council assets	Tractor Shed - to let the tractor shed and complete any additional requirements by the incoming tenant	Y								<p><b>ADDED 19/6/2024:</b> Estate agent has been engaged and they are advertising the property. A LET BY sign is on the building. Town Clerk has requested that this is changed to TO LET as it looks like the building has already been let.</p> <p><b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes and Osben who were unable to attend therefore no discussion/agreement made without Cllr Fellowes' and Osben's input:</p> <p>Consider converting Mint Fitness to Mental Health and Wellbeing Hub for Aldeburgh residents to include NHS dentist. Rent free to encourage occupancy as a service to the town. Other ideas would include a men's shed, a repair cafe, and space for socially prescribed activities and events.</p>	Started	
Property & Finance	Council assets	Icecream Kiosk Lease renewal	Y				Y			Birketts	<p>Terms agreed with tenant. Instructions with Birketts.</p> <p><b>UPDATE 19/6/2024:</b> In progress and sitting with the solicitors</p>	Started	>£3k
Property & Finance	Council assets	Marshes Rent renewal	Y							Strutt & Parker	<p>Tenant keen to renew. Strutt &amp; Parker being contacted to act as our agent to agree terms and new lease.</p> <p><b>UPDATE 19/6/2024:</b> In progress and sitting with Strutt &amp; Parker</p>	Started	>£3k
Property & Finance	Council assets	Rugby Pavilion Changing rooms.		Y			Y			Rugby club	<p>Recommendation to appoint architects awaiting Resolution (Feb24). Plans to be produced to enable a tender process.</p> <p><b>UPDATE 19/6/2024:</b> Architect appointed and awaiting plans/ drawings</p>	Started	>£100k
Property & Finance	Council assets	Dog exercise area on Kings field		Y			Y				<p>Area identified. Fencing options to be developed and costed.</p> <p><b>UPDATE 19/6/2024:</b> * Funding being identified * Change of use will need to be requested * Risk assessments being considered and will need to be pulled together * Operating procedures will need to be agreed and pulled together</p>	Started	>£10k

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Working Group	Sub Area	Town Plan Action/ project	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Property & Finance	Council assets	Review ATC investments	Y				Y				Review existing investments and identify suitable investments to reduce the amount held in Barclays, where we have over £85k.  <b>UPDATE 19/6/2024:</b> Cllr Jones and the Town Clerk are looking at this. Proposals to come to Council	Started	>£0k
Property & Finance	Council assets	Decorate the exterior of the Rugby pavilion	Y				Y				Invitation to tenders Implemented to 4 contractors. Quotes due March 24. Work Summer 24.  <b>UPDATE 19/6/2024:</b> Contractor appointed and work to begin w/c 24th June 2024	In progress	>£3k
Property & Finance	Council assets	Repaint the Moot Green Railings	Y				Y				Invitation to tenders Implemented to 4 contractors. Quotes due March 24. Work Summer 24. Specialist to be identified to repaint the enamel plaques  <b>UPDATE 19/6/2024:</b> Contractor appointed and waiting a start date	Started	>£3k
Property & Finance	Council assets	Complete insulation to Groundsmans cottage roof & then redecorate toilet & corridor.	Y								Awaiting contractor to complete insulation. Air needs to circulate and heating needs to be on low setting.  <b>UPDATE 19/6/2024:</b> This work is weather dependent and we are waiting for confirmatino from the contractor for when they can complete the works	Started	>£2k
Property & Finance	Council assets	Tennis courts, cracks on Courts 3&4		Y			Y			ESC	Awaiting recommendation from ESC.  <b>UPDATE 19/6/2024:</b> Recommendation received from specialist. 4 options have been received. No H&S issues. Tennis courts still usable. A proposal of how to proceed will be put to Full Council in due course	Started	>£30k
Property & Finance	Council assets	Moot Hall ventilation issues		Y			Y			H&R	<b>ADDED 19/6/2024:</b> Recommendations have been received and these are being worked through	Started	>£5k
Property & Finance	Council assets	Moot Hall heating issues		Y			Y			H&R	<b>ADDED 19/6/2024:</b> Recommendations have been received and these are being worked through	Started	>£5k
Property & Finance	Council assets	Moot Hall guttering		Y			Y			R J Hogg	<b>ADDED 19/6/2024:</b> Recommendations have been received and these are being worked through	Started	>£5k

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Working Group	Sub Area	Town Plan Action/ project	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Property & Finance	Council assets	Kemps Field Project	Y				Y				<b>ADDED 19/6/2024:</b> Benches and planters have been delivered. Co-ordinating the installation of these items. Goal posts to be moved by ESS	Started	>£5k
Property & Finance	Council assets	Ongoing maintenance of playground equipment					Y				Ongoing as we have a duty of care  <b>UPDATE 19/6/2024:</b> No change	Ongoing	
Property & Finance	Neighbourhood Plan	Produce a Neighbourhood plan for Aldeburgh in 2015 including the preparation of a series of options to address the provision for affordable housing, sheltered housing, starter homes, and the encouragement of permanent residence.			Y		Y	Y			Resolution Feb 2017 to suspend activity following SAASP adoption and a review of latest information. Agreed to periodically review the decision depending on changes in information. ESC have not had another call to landowners to submit suitable land for consideration.  <b>UPDATE 19/6/2024:</b> Moved from Planning priorities  <b>ADDED 19/6/2024:</b> Provided by Cllr Osebn who was unable to attend therefore no discussion/agreement made without Cllr Osben's input:  Continue to investigate whether there have been any alteration in conditions that would make it beneficial for ATC to undertake a Neighbourhood Plan since this was last considered.	On hold	<£10k>£100k
Property & Finance	Sports Plan	Continue to support the Sports Plan for Aldeburgh and its proposals for future development including: plans to encourage football, improve the drainage of Kings Field and build new changing rooms, examine potential to expand Yoga, Pilates and Zumba classes as well as cricket, encourage and retain Sports Week for children, encourage wider use by residents of the existing sailing and Golfing facilities.		Y			Y			OGS Management. Rugby Club committee.	ATC progressing. Sports vision understood. Drainage project completed. Regular pitch maintenance implemented. Discussions taking Place with Rugby Club for new Changing Facilities. Meetings for quotes from architects arranged.  <b>UPDATE 19/6/2024:</b> Obtaining plans and quotes to understand what we will be dealing with and understanding how to facilitate the changes that are needed	Started	<£10k>£100k



Aldeburgh Town Council priorities v24-6.2

Working Group	Sub Area	Town Plan Action/ project	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Property & Finance	Walking and Cycling incl Paths	<p>Look to extend foot and bicycle paths to Thorpeness, Leiston and explore the potential for creation of a cycle path to Snape.</p> <p>Develop Sailors Path cycle route for leisure/tourism impact and also railway path for walking. Include guide to birds/wildlife</p>			Y		Y	Y	Y	Thorpeness council, Landowners	<p>Funding and land ownership considerations. Aldeburgh to Thorpeness an easier target, currently being considered by Thorpeness Council for DCO funding. Snape not a priority as significant land ownership issues and cost. Thorpeness developing plans for their end of the footpath where a geo grid solution is being costed with SCC support.</p> <p><b>UPDATE 19/6/2024:</b> Land not owned by ATC. We have a path from our side to Thorpeness. The balance sits outside our parish boundary.</p> <p>Awaiting outcome of energy projects and will revisit once more is known.</p> <p><b>ADDED 19/6/2024:</b> Provided by Cllr Fellowes and Cllr Osben who were unable to attend therefore no discussion/agreement made without Cllr Fellowes'and Cllr Osben's input.</p>	Not Started	<£100k
Property & Finance	Walking and Cycling incl Paths	<p>Pursue the following lines of action in collaboration with local business interests, SCC, SCDC, the AONB and other partners: Review visitors' walking experiences within and around the town, including existing signage and routes from public car parks, especially Fort Green. Develop signage in the approach to the Town, to reveal and celebrate Aldeburgh's features. Undertake measures to establish the old railway line as a public right of way. Undertake measures to improve safe access to the start of the Sailors' Path. Develop a walkers' guide for the Town.</p>			Y		Y		Y		<p>The railway line is privately owned and permission is currently granted by the owners for access. Funding issues a major consideration. National England proposals re the coastal path awaiting an Inspectorate decision.</p> <p><b>UPDATE 19/6/2024:</b> Still awaiting decision from National England. Had previously been advised that the decision can take up to 5 years to be communicated</p> <p>Nothing further can be done at this stage</p>	Not Started	<£10k>£100k

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Working Group	Sub Area	Town Plan Action/ project	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Grants, Requests and Events	Events	Mayors Sunday	Y				Y				<b>ADDED 19/6/2024:</b> Date for 2025 to be agreed	Annual	£2k
Grants, Requests and Events	Events	VE Day	Y				Y				<b>ADDED 19/6/2024:</b> Date will be 6th June 2025. Need to decide asap what we will be doing and who will lead the event organisation	Started	£2k
Grants, Requests and Events	Events	Remembrance Day	Y				Y				<b>ADDED 19/6/2024:</b> Date is 11 November 2024. Need to agree who will lead the event organisation	Started	£2k
Grants, Requests and Events	Events	Christmas Tree Lighting	Y				Y				<b>ADDED 19/6/2024:</b> Date is 23 November 2024. Need to agree who will lead the event organisation	Started	£2k
Grants, Requests and Events	Events	Christmas Craft Fair	Y				Y				<b>ADDED 19/6/2024:</b> Date is 23 November 2024. Need to agree who will lead the event organisation	Started	£2k

**Aldeburgh Town Council priorities v24-6.2**

Full Council	Sub Area	Town Plan Action/ project	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Staffing	Staffing	To employ a handy person to regularly check defibrillators, our land and property (including allotments) to tidy and report repairs, water any planters and action the other items on the					Y				ADDED 19/6/2024: Provided by Cllr Fellowes who was unable to attend therefore no discussion/agreement made without Cllr Fellowes' input.		

**Aldeburgh Town Council priorities v24-6.2**

Officers	Sub Area	Priority	<6 mth	6 – 18 mth	>18 mth	No	ATC Ctrl	ESC Ctrl	SCC Ctrl	Other Org	Notes	Status	Budget Required
Town Clerk	Communications	Form a partnership group to formulate proposals for: What's On website for the Town. Other shared services such as ticketing. 'Greater Aldeburgh' inclusion and co-operation. Support of : working with Schools and establishing other outreach; events in the Town; public consultation on refurbishment of venues in the Town; the establishment of a creative arts space.			Y		Y			Y	Should be driven by the parties involved not ATC. Potential for access to Tourism fund held by ESC iro Sizewell DCO. Events posters are displayed on town noticeboards and website. The library have an annual calendar.  <b>UPDATE 19/6/2024:</b> Cllr Fellowes and the Town Clerk had previously met with ESC to understand what funding was available. A further meeting has been arranged for the 27th June. Town Clerk to update Councillors	Not Started	>£0k
Town Clerk	Communications	Public Relations		Y			Y				<b>ADDED 19/6/2024:</b> Town Clerk to identify need and resourcing requirements and to report back to the HR Committee in the first instance		
Town Clerk	Compliance	Review and Implement Internal Audit recommendations	Y				Y				Report reviewed and actions identified. Some already actioned, remainder need to be implemented.  <b>UPDATE 19/6/2024:</b> Moved from Property and Finance. With support from Councillor Jones, the Town Clerk is working through the identified recommendations	Started	>£0k
Town Clerk	Compliance	Meeting the requirements of the transparency code	Y								<b>ADDED 19/6/2024:</b> Town Clerk is working through the Transparency Code requirements and is updating the website	Started	
Town Clerk	Compliance	Meeting Web Content Accessibility Guidelines 2.2	Y								<b>ADDED 19/6/2024:</b> Town Clerk has received 1 quote to ensure the current website is compliant and is in the process of speaking to other companies to get comparative quotes	Started	
Town Clerk	Policy & Procedure	Allotment Policy/Rules document to include RAG ratings		Y							<b>ADDED 19/6/2024:</b> Town Clerk is working with the Deputy Town Clerk to review the current allotment policy/rules to incorporate the RAG ratings and to upload onto website in due course	Started	
Town Clerk	Policy & Procedure	Identify policies and procedures that need to be implemented	Y				Y				<b>ADDED 19/6/2024:</b> Town Clerk is working through existing policies and procedures and is identifying those which do not currently exist. These will be brought over several months to Full Council to consider and adopt	Started	