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**MINUTES OF PROPERTY AND FINANCE COMMITTEE MEETING HELD IN THE  
MOOT HALL ON MONDAY 26<sup>th</sup> FEBRUARY 2024 AT 7PM**

- 1. Present:** Cllr Jones (Chair), Cllr Fox, Cllr Haworth-Culf,  
Cllr Webster, Cllr Fellowes
- In attendance:** Town Clerk (TC), Deputy Town Clerk, Cllr Bond, Cllr Lumpkin,  
Cllr Langley
- Apologies:** Cllr Haworth
- 6 members of the public in attendance.

**2. To Receive Councillors' Declarations of Interest**

Cllr Haworth-Culf declared an interest in item 3.1.1.

**3. Matters for Discussion**

**3.1. Finance**

- 3.1.1** TC presented a proposal for an alternative financial accounting package. TC proposed the package provided by Scribe which offers greater functionality, cost savings and meets our requirements.

**Proposal** - To proceed with the Scribe financial accounting package as outlined in the proposal and to sign up with effect from 31<sup>st</sup> March 2024 with the intention of using the Scribe software from the 2024/25 financial year onwards and the appropriate notice being given to Rialtas.

Proposed to take forward to Council by Cllr Haworth-Culf and seconded by Cllr Lumpkin.

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|-------------|---|
| In Favour   | 3 |
| Against     | 0 |
| Abstentions | 0 |

Five agents were contacted for marketing and letting the Tractor Shed. Cllr Jones and the TC recommend Elsom Associates. Costs were broadly the same. The Energy Performance Certificate is being arranged.

We have explained that we do not want a tenant who will be in competition with OGS.

**Proposal** - To appoint Elsom Associates with a view to marketing the Tractor Shed and finding a suitable tenant.

Proposed to take forward to Council by Cllr Fox and seconded by Cllr Webster.



**Proposal** - To approve obtaining the services of a specialist consultant (Hutton and Rostron) to assess the heating and ventilation issues and to recommend solutions. Proposed to take forward to Council by Cllr Lumpkin and seconded by Cllr Webster.

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|-------------|---|
| In Favour   | 3 |
| Against     | 0 |
| Abstentions | 0 |

#### 3.3.4 Allotments

- A large skip is being provided for some of the allotments to be cleared of rubbish left by previous holders. Some plots have not been renewed and the Deputy Town Clerk is contacting people on the waiting list.

#### 3.3.5 Groundsman's Cottage

- The contractor who understands the work necessary regarding insulation has been re-contacted.
- The paint needed to cover graffiti on the rear of the building has been received and will be applied as soon as we have dry weather.
- Cllrs discussed the suitability of the museum office being located in the building due to damp and that this was not the original purpose of the building. Insulation has been installed and other improvements have been made and it was felt that the building is suitable for that purpose.

#### 3.3.6 Moot Green

- The Bollards to replace those rusted on Moot Green have arrived and will be installed this week.
- Invitations to tender for the redecorations of the Moot Green railings and the Rugby pavilion exterior are not due until later next month. These will be brought to March Property and Finance Committee meeting.

#### 3.3.7 Tennis courts

- We have confirmed that we wish to proceed with the repair and moss spray.

#### 3.3.8 Play areas

- The ecobond installation started 26<sup>th</sup> February 2024 and the areas have been fenced off.
- Notices have been displayed on the website, facebook chat page and posters on the site advising the closure whilst improvements are made.

#### 3.3.9 Kings Field Communal Dog Park

- There has been favourable feedback from the Council in the North who have a successful public dog park. A copy of their risk assessment has been requested.

#### 3.3.10 Trees

- Our trees on Kings field were pollarded last week and dead wood removed from a tree in the enclosed play area. The TC has written to the householder who pollarded our tree on jubilee walk.

### 4. New Property & Finance Business

Nothing to report.

**Meeting closed at 7.23PM**



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**MINUTES OF SERVICES COMMITTEE MEETING HELD IN THE  
MOOT HALL ON MONDAY 26<sup>th</sup> February 2024 AT 7.25PM**

- 1. Present:** Cllr Fellowes (Chair), Cllr Haworth-Culf, Cllr Webster,  
Cllr Lumpkin and Cllr Langley
- In attendance:** Town Clerk, Deputy Town Clerk, Cllr Fox, Cllr Bond and  
Cllr Jones
- Apologies:** Cllr Howard-Dobson
- 6 members of the public in attendance

**2. To Receive Councillors' Declarations of Interest**

Cllr Haworth-Culf declared an interest in item 3.4.

**3. Matters for Discussion**

**3.1. Suffolk County Council (SCC)**

Work begins on 28<sup>th</sup> February 2024 on the Leiston Road yellow lines scheme.

**ACTION** – TC to add details to the website.

Cllr Lumpkin queried the work happening this week on Crag Path causing parking problems. Cllr Haworth-Culf reported it is Network Power putting cables underground. Unfortunately, utility companies take precedence, and we cannot stop them even though it is half term and very busy.

**3.2 Town Steps**

- ESC Building Control and Enforcement will monitor work to the retaining wall.
- SCC will ensure safe access by this footpath.

**3.2.1 East Suffolk Council**

- The Street Trading Policy is currently being reviewed with the aim of having one policy covering the whole of Suffolk and every street in the town needs to be given a category.
- Events such as the carnival can have an exemption, however we need to clarify if the same rule applies to adhoc events held by the RNLI in Crag Path.

**ACTION** – Cllr Fellowes to circulate and discuss at the working group meeting.

**ACTION** – TC to request a detailed of Aldeburgh map from ESC so Cllrs can review streets that we may not wish to allow street trading.

**ACTION** – TC to contact ESC to see if they have a map of Aldeburgh that shows ATC, ESC and SCC land ownership.

- 3.2.2** Works began on 26<sup>th</sup> February 2024 to fill in the potholes on Slaughden Road. This is a joint effort by ESC and SCC.

### 3.3 Police Matters

- The police have recommended Community Speed Watch teams ~~is~~ **could be** done in the area. They will contact the office in due course.
- Garages in Priors Hill Road have been broken into and power tools stolen.

**ACTION** – TC to make people aware of possible break-ins on the website.

### 3.4 NSIPs

#### 3.4.1 Position Statement for NSIPs

- A document listing all NSIPs in our area had been distributed to Councillors for discussion and consideration.
- Cllr Fox proposed a revised position statement (attached) which Cllrs discussed.
- It was agreed that the revised statement from Cllr Fox would supersede the previously distributed document listing all NSIPs in our area.
- It is proposed that this information would be publicised on our website with more complex information for those seeking more in-depth materials.
- Cllr Fox suggested we produce a GANTT type chart to clearly show the stages of each project. It was noted that larger councils have struggled to keep such data up to date and showing this detail as project timelines are constantly changing.
- Cllr Lumpkin agrees with the approach of having a statement on the ATC website with links to the detailed information for those who wish to investigate and find out more.
- Cllr Lumpkin would like the stance of the council to be debated at the next Services Working Group meeting. We are representing public views and people need to be aware of the projects and implications for themselves and the area.

**ACTION** – TC to add 'Housing' to future agendas.

**ACTION** – Cllr Fellowes to bring the proposed position statement from Cllr Fox to the next Services Working Group meeting.

### 3.5 Housing

- The Craig Royston flats have now been sold and we need to ask Newtide to re-invest the proceeds in the town.

**ACTION** – TC to propose to Newtide that this money be re-invested in the town by maintaining the current properties.

- A property is being emptied on Hartington Road although it is unclear whether this is social housing.

**ACTION** – Cllr Jones will find out and report back via email to councillors.

- A discussion took place about the possible offer to the council to purchase the garages on the Plantation. Depending on their condition and demand the garages could be an asset or liability. They may well not be suitable for the size of modern cars.

**ACTION** – Cllr Fellowes to look into the legalities and the condition and report back.

**3.6 Levelling Up Grant Application**

- We await the decision of the grant application submitted to ESC. If we are successful, the 2nd town board will need to be ordered as the quote is valid until 15th March 2024. This is proposed for the south of the town.

**Proposal** – Proposal to give the Town Clerk delegated authority to place the order for the Town Board once approval of the grant has been received. Proposed to take forward to Council by Cllr Haworth-Culf and seconded by Cllr Lumpkin.

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|-------------|---|
| In Favour   | 3 |
| Against     | 0 |
| Abstentions | 0 |

- The Aldeburgh Society have suggested a town board would be a good replacement for an old map situation at the rear of the Jubilee Hall next to the lifeboat.

**3.7 Emergency Plan**

- This is currently being reviewed and needs to be rewritten. Cllr Lumpkin will need the help of a Working Group to help pull it all together.

**4. New Services Business**

None

**Meeting closed at 8.20PM**



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**MINUTES OF GRANTS AND REQUESTS COMMITTEE MEETING HELD IN THE  
MOOT HALL ON MONDAY 26<sup>th</sup> February 2024 AT 8.22PM**

- 1. Present:** Cllr Haworth-Culf (Chair), Cllr Fellowes, Cllr Fox,  
Cllr Webster, Cllr Bond, Cllr Langley, Cllr Jones and Cllr  
Lumpkin
- In attendance:** Town Clerk and Deputy Town Clerk
- Apologies:** Cllr Haworth and Cllr Howard-Dobson
- 6 members of the public in attendance.
- 2. To Receive Councillors' Declarations of Interest**
- Cllr Haworth-Culf declared an interest in item 5.3.
- 3. Grants**  
None to report. Chair suggested we publicise that we have a budget for this.
- 4. Requests**  
Nothing to report.
- 5. Events**
- 5.1. Sport Weeks**  
This will be held from 29<sup>th</sup> July up to and including 2<sup>nd</sup> August 2024
- 5.2 Aldeburgh Carnival 2024**  
This year it is the 80th year of the carnival and we are very proud and pleased to have this in our town. Carnival weekend is 17th and 18th August with Monday 19th August being Carnival Day.
- 5.3 Remembrance Sunday**  
Will be held on 10<sup>th</sup> November 2024.
- 5.4 Armistice Remembrance Service**  
Will be held on 11<sup>th</sup> November 2024.
- 5.5 Xmas Lights Switch-On**  
Will be held on the 23<sup>rd</sup> November outside the Moot Hall.
- 6. New Grants and Requests Business**
- 6.1 Spring/Summer Funday**  
The Community Annual Fun Day will be held on Saturday 15th June 2024.  
Approximate time 2pm-6pm. Volunteers from the community are needed.  
Organisation is underway and a quote £1070 for games including giant inflatables,  
coconut shy, bowling, giant connect 4, mini golf and jenga being proposed.

**ACTION** - TC to bring to the March Council meeting a Safeguarding Policy for adoption.

**Proposal** - To approve the cost of £1070 to hire the described games for the Annual Fun Day on 15th June 2024. Proposed to take forward to Council by Cllr Jones and seconded by Cllr Lumpkin.

|             |   |
|-------------|---|
| In Favour   | 6 |
| Against     | 0 |
| Abstentions | 0 |

**6.2 Fire Service Sky Ride Event**

The event is taking place in conjunction with the OGS with use of their facilities. The event is taking place on 7th July 2024 from 8am. There will be staggered starts to help with traffic. Alternative parking will be advisers for those taking part, there will be no parking on Kings Field itself. The event is to raise money for the Firefighters Charity.

**ACTION** – Cllr Lumpkin and TC to investigate the scope of coverage of our Public Liability insurance held for both our and other events in Aldeburgh, including the Carnival.

**Meeting closed at 8.35PM**





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**MINUTES OF PLANNING COMMITTEE MEETING HELD IN THE  
MOOT HALL ON MONDAY 26th February 2024 AT 8.37PM**

**1. Present:** Cllr Webster (Chair), Cllr Langley, Cllr Bond,  
Cllr Fox, Cllr Jones, Cllr Lumpkin and Cllr Haworth-Culf

**In attendance:** Town Clerk, Deputy Town Clerk, Cllr Fellowes

**Apologies:** Cllr Haworth and Cllr Howard-Dobson

6 members of the public in attendance.

**2. To Receive Councillors' Declarations of Interest**

None

**3. Matters for discussion**

The Chair reported that the new wording is now being used when commenting on applications as advised by ESC Planning. With all application where work to trees is involved we will be guided by the Tree Officer at ESC but also specify sight of the report and confirmation of a visit. The next meeting will be held on Thursday 29<sup>th</sup> March.

Fishing Hut 3 still sits in the background as we wait until 29<sup>th</sup> March when the notice served expires. Mr Marriot has until then to respond to ESC. Cllr Haworth-Culf has received an email from Mr Marriot to her SCC email address. She replied re-affirming Mr Marriott must reply to ESC who have sole responsibility for the huts, SCC do not have jurisdiction in this matter.

Cllr Haworth-Culf finds it very worrying that there are 2 planning applications from Mr Marriot that still remain live in the Planning Department.

**4. New Planning Business**

None

**Meeting closed at 8.39PM**

**The next meeting of the Property and Finance Committee, Services Committee,  
Grants & Requests Committee and Planning Committee will be held at the Moot  
Hall on Monday 25<sup>th</sup> March 2024 at 7pm.**