

Minutes of the Landlords Committee held on Tuesday 8th December 2020 at 10am via Zoom.

Present; Cllrs; Betts, Bradbury, Flunder, Jordan, and Windell (Chairman).

Also Present the Town Clerk and 2 members of the public.

AGENDA

1. **Apologies:** *To receive apologies for absence.*
There were no apologies for absence.

2. **Declarations of interest:**
 - a) *To receive any declarations of Personal Interest regarding the agenda.* Nil.
 - b) *To receive any declarations of Pecuniary Interest regarding the agenda.* Nil.
 - c) *To receive any request for dispensations regarding the agenda.* Nil.
 - d) *To receive details of any lobbying to members.* Nil.

3. **To receive comments from Southwold electors on matters on the agenda** *(each elector will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).*
Nil

4. **To consider the Landlords committee 2021 -22 and 3 year budget requirements including the following;**
 - a) *To receive the Landlords cttee priorities 2019 – 2022 – see spreadsheet attached.*
Members discussed priorities as per spreadsheet – allocating a budgetary request where appropriate.

 - b) *To consider priority scheduling of maintenance works for town council properties.*
Members discussed each property in turn, allocating a budget requirement for 2021.22 to each in accordance with the repairs required.
Priorities to include;
2 Strickland place – windows and doors have already been commissioned. Wood will be softwood instead of hardwood.
Roof works required including tiles and flashing - together with other maintenance works.

25 Market Place – North and Hawkins have already provided quote to manage the works with scoping including kitchen and rendering repairs. Design and conservation Officer will need to give advice re rendering.
It was noted that in view of recent Covid restrictions the tenant has increased their online presence.

7 Hurren Terrace – the full maintenance works will need to be scoped – including new kitchen, bathroom and ensuite to ensure better use of the property layout.

Repairs to other properties – allocated per property.

Repairs/ maintenance budget to be finalised but request, to include all of the above, will be in region of £200k.

Property management – In view of regulations regarding landlords/ tenants - landlords cttee will proceed with researching options for a management company to assist with the residential properties. Budget allocation to reflect potential costs.

Boating Lake – see below.

5. **To receive update on property maintenance works since the last meeting**

- *Flat 21 Market Place* – interior works being completed.
- *Shop – 21 Market Place* – ceiling works for fire protection to take place. Network UK to provide new meter/ supply direct to the flat.
- *Casino* - soakaway tank etc for casino- research taking place. Will be in region of £7000. Clarification over permissions required and responsibility for the tank to be ascertained.
- *Town Hall* – efficiency works in ground floor secretary working area have been modified – cost will be approx. £1000.
- *Boating lake* – water supply and improvements - discussions have taken place with tenant and consultant over the priorities for the site and the application process for funding. It is considered that an application for a smaller scheme – which include the most important aspects required at the site – be considered instead of a total scheme. The benefit of a reduced scheme would be that the application process will be quicker and, if successful, the benefits outputs can be delivered more quickly.

6. **Date of next meeting – to be confirmed.**

Note: Discussions above may need to be considered as confidential as appropriate and dealt with in the agenda item below.

Exclusion of Public and Press: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was agreed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following;

Property, Legal considerations, Staffing, and to receive correspondence on property rental matters. Members noted the correspondence from tenant of 25 Market Place regarding rent.