

**Minutes of the Meeting of Southwold Town Council Landlords Committee  
held on 9<sup>th</sup> November 2021 at 10am at the Town Hall.**

Present; Cllr Windell, Cllr Betts, Cllr Jordan, Cllr Flunder.

Also, present Town clerk.

1. **Apologies:** To receive apologies for absence. Cllr Sutton
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 public**  
Nil.
4. **Minutes of the previous Meeting** (seen by Town Council)  
Minutes seen by Town Council – all agreed.
5. **To receive update on ongoing property maintenance works since the last meeting and to consider the property repair priorities for 2021.22.**

*Property Repair spreadsheet circulated.*

21 Market Place – Separate electricity meter for the flat is still to be installed. This is being progressed with UKPN and Eco Electrical.

The shop tenant is asking for consideration to be given to improving the storage areas at the rear of the building – tenant to advise Council what they require.

25 Market Place – Repair survey has been carried out – and discussion has taken place with the tenant about the repairs required. External urgent repairs are to roof, windows and brickwork – whilst internal priority repairs are to the hot water, tilings, sanitary wear and electrics. The internal repairs are of priority to tenant who asks that these be carried out as soon as possible. Project Manager has suggested that these could be carried out first, with the external works being carried out in the spring once the appropriate planning consent has been received.

13 Station Rd – renovation works are now complete, and the snagging list has been completed. The Project Manager is arranging final sign off of the works. The property has been renovated to an excellent spec. Details will be sent to those on the Council list – rent at £800 per month.

11 Station Road – new bath installed.

7 Hurren Terrace – see tenders as detailed in confidential minutes.

1 Strickland Place – planning application being prepared.

Water Tower – see previous minutes.

Town Hall – one of the local architects has responded and requested a fee for considering alternatives for the installation of a lift. It was agreed to approach Suffolk Preservation Society to see if they had contacts for any other specialist architect of listed buildings who might have had similar considerations regarding the installation of a lift.

1 and 2 Strickland Place – garden and fencing works are continuing. Cllr Flunder to liaise with the contractor to assess time scales.

2, 4, 6 Strickland Place and Water Tower surveys arranged. Emergency roof repairs have been required at 6 Strickland Place and Council have been advised that the roof might need considerable repair work.

Water Tower – 2 floors of office space will be advertised once survey has been completed.

Red Cross Hut site – see separate confidential notes.

Marshes – see separate confidential notes.

Town Hall – quotes for updating security systems – with Finance Cttee.

ATM Machine – one of the tenants of the units on Station Road has suggested having an outside ATM machine on their premises. Discussion about the appropriateness of the premises and alternative sites that should also be considered including the Millennium Hall (which has the advantage of parking outside). After discussion it was agreed that contact would be made with one of the suppliers of ATM machines in order to understand the logistics and requirements which need consideration, together with the practical implications of having such a machine.

6. **HMLR registrations update** – Solicitors are presently registering area by Links Cottage, Havenbeach and Town Marshes.
7. **Property management/governance** – Price Bailey are considering the options available to Council.
8. **Legal sub cttee** – to consider matters in confidential section of cttee meeting.
9. **Date of next full Landlords Cttee** – Thursday 9<sup>th</sup> December 2021 at 6.30pm.

**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 by all 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, and rental matters- see confidential minutes.

Chair.....

Dated .....