

## **Minutes of Southwold Town Council Landlords Committee meeting held 9<sup>th</sup> November 2023 at 9.30am at Town Hall Southwold. Rep LL 6.23**

**Present** – Cllrs Sutton (Chair of Cttee), Flunder, Gladwell, Redington, Wells. And the Town Clerk

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Goldsmith – Noted.
2. **Declarations of interest:**
  - a. To receive any declarations of Non registerable Interest regarding the agenda. Nil
  - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interests regarding the agenda. Nil
  - c. To receive any request for dispensations regarding the agenda. Nil
3. **To receive comments from public.** Nil
4. **Minutes/ notes of the previous meeting** – noted and agreed for signature.
5. **Property matters – update of renovation/ maintenance works.**  
Spreadsheet of work in progress and those required had been circulated to all and discussion took place regarding requirements.

Each property was considered on an individual basis – see report for full details.

1 Strickland Place – it was suggested that fence and garden have some maintenance before photographs are taken to put it on market. Advice being sought as to most suitable method to sell i.e., sealed bids/ open offers etc.

Hurren Terrace Gable end – update noted - project being dealt with by Hub project team.

21 Market Place – works to storeroom – quote still awaited. Chased.

Water Tower – quote awaited for cost of maintenance works.

Workshop door – second quote awaited. The firm who was to do the second quote have advised that they believe that brickwork repairs are also required. Cttee to consider further.

New toilet areas – no action is being taken on these until the works on Station Rd Hub have been completed. These can then be duly considered by council as a separate project.

Casino – with the recent storms the windows have again been leaking – Cooper and Denny have attended to do a temporary repair. It would seem that new windows are now required as there have been several incidents of water ingress – Cttee to consider further.

2 Strickland Place – the works are being retendered as a stand-alone job.

Town Hall – architects have been appointed as per STC instructions. Designs awaited.

Red Cross Hut – Architects have been asked to quote to get this through pre planning stage.

North Parade Shelter – quote received to paint the shelter. Second quote being obtained.

7 Hurren Terrace – Discussions continue with ESC with regards to the property being made available for 2 or 3 separate individuals.

It was suggested that the property be advertised also by STC with the full floor plans post refurbishment.

6. **Update on Landlords Budget Setting for 2024/2025**

Each property reviewed on an individual basis for the initial budget requested for 2024 – 2025. Cross reference made to the analysis of costs / monies spent vs income/ rent in 2023/2024. Underspend from 23.24 will be asked to be taken forward onto the Landlords budget for 2024.25.

7. **Rental of shop and flat at Station Road Hub.**

Advice has been received regarding the rental to be requested on these units.

Ground floor retail unit has been assessed at £7600 pa - tenant to fit out.

One Bed First floor flat has been assessed at £7800 pa – unfurnished.

Combined rent - £15,400 pa

It is recommended that marketing material be produced for both units and that they be advertised as widely as possible.

Cttee understands the needs of those using the Hub, and the general public, visitors, and other local businesses and it is suggested that the covenant for the retail premises reads as follows;

Property to be used as a 'general convenience store including the provision of hot drinks and refreshments.'

8. **Date of next landlords cttee meeting.** 14<sup>th</sup> December 2023 9.30 am – 10.30am.

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

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

Legal Advice            Tender for works            Rent/lease reviews.

Discussions regarding repair timeline is in progress with 4 Strickland Place.

Southwold Railway would like to meet with members of the cttee – arrangements being made.

Golf Club – practice area – matter to be considered by whole council due to the Registerable Interest of cttee members.

Opportunities to purchase property in High Street are still being considered.

**Recommendation**

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