

Minutes of Southwold Town Council Landlords Committee meeting held 18th January 2024 at 9.30am Town Hall Southwold. Rep LL 01.24

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

1. **Apologies:** To receive apologies for absence. Nil
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. **Budget 2024.2025** – A repair budget of £100k has been incorporated within the approved town council capital budget for 2024.2025. There will also be some reserves available from previous year underspend.
6. **Update on repairs 2023.2024 and planned works 2024.2025.**

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.

21 Market Place – see minutes of previous meeting for recommendation re the store. Council requested to agree sum in principle whilst alternative quote be obtained.

Flat and shop 21 Market Place – water to be separated.

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. Boat in garage – this to be assessed for condition etc.

2 Strickland Place – the works are being retendered as a stand-alone job. Lexden have been selected as the preferred contractor.

4 Strickland Place – Meeting held with tenant. 73% of immediate works required have apparently been done. Rent will be paid by standing order in future. Responsibility for garage is being assessed. Grants are being applied for insulation.

1 Hurren Terrace – agreed by all that the tenant could paint the interior walls a soft colour.

7 Hurren Terrace – Discussions continue with ESC concerning the property being made available for 2 or 3 separate individuals. It was suggested that the property could also/ instead be offered for Ukrainian refugees. Some modifications to the alarm system need to take place to enable it to house more than 1 family. Quotes being obtained.

Unit 9 Hurren Terrace – emergency roof repairs have been carried out. Quote for longer term solution awaited.

Hurren Terrace Gable end – update noted – structural report being provided via Hub project team.

Water Tower – quote awaited for cost of maintenance works. Planning application to be determined.

Water Tower – additional land at rear. Chase response.

Workshop door – additional quote to be requested. The firm who was to do a quote have advised that they believe that brickwork repairs are also required. New quote being obtained for all works.

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 – no further issues since last report. Architects have been asked to provide quote for planning application for new windows.

Town Hall – Designs provided in advance of this meeting. Designs being modified and pre app will then be submitted.

***Red Cross Hut* – Architects quote received to get this through pre planning stage. (It was suggested that the cost to get this through full application also be requested for budgeting purposes). Cost for pre planning, to include survey, liasing with consultants ie ecologist re bat surveys etc, preparation of sketch drawings, is estimated to be in region of £13,500. Recommendation to be made to council to approve costs for pre planning application.**

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

Shop/ flat Station Road – to be advertised on Rightmove. Following meeting it was apparent that only agents can place properties on Rightmove. Properties to be advertised locally as a first stage.

Station Yard courtyard – time capsule to be included. Items requested for the capsule.

Marshes – meeting with tenant farmer to discuss drainage and capital works.

Golf Club – letter received re rent owing for the practice area. Tenant advises that only half the land is now playable. Rent review also due. Advice to be sought.

7. Grant availability for insulation/ property repairs etc.

As an initial stage of the assessment of insulation/ improving heat loss within the property portfolio, an assessment is to be made of those windows within the property portfolio which require secondary glazing. Cllr Wells offered to assist.

- 8. Storage capacity at Town Hall, Town** Hall virtually at full capacity. Many items might be able to be loaned to the museum, but it is not known what their capacity might be. Initial contact to be made with museum to discuss.

- 9. HR assistance on property portfolio.** HR group has met and will be seeking council approval for part time assistance for maintaining and improving the property portfolio – to ensure that council meets legal responsibilities and to enable it to move forward with the improvement of insulation etc.

- 10. Date of next landlords cttee meeting.** 15th February 2023 9.00 am.

****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.

Recommendation

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