

## **Minutes of Southwold Town Council Landlords Committee meeting held 15<sup>th</sup> February 2024 at 9.00am Town Hall Southwold. Rep LL 02.24**

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

1. **Apologies:** To receive apologies for absence. Cllr Goldsmith – approved.
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. **Update on repairs 2023.2024 and planned works 2024.2025.**

Spreadsheet of work in progress and those required circulated to all.

The main focus of this meeting was on the EPC certificates with discussion on how to improve EPC ratings for the Hurren Terrace / Station Road properties.

Each EPC considered in turn. Some needed wall insulation – external/ internal, some need additional insulation, and some reports mentioned the need for improving heat loss from windows.

It was suggested that the cttee start looking at the works required in Flat 1 and then to use this as a template moving forward.

Secondary glazing is required – it was suggested that Waveney Windows/ Polycastle be approached for quote.

Cllr Wells and Cllr Gladwell offered to visit tenant to discuss the EPC and to assess the next steps required. Agreed.

Once a template has been established there will be a format in place for each property.

It was also suggested that as the gable end at the rear of H T is being considered for renovation – any external wall insulation required in this area ought to be considered at the same time. Agreed to notify the project team who are putting forward the spec of works for the rear of H T to add this as an additional tender item.

EPC requirements to be checked as a property becomes empty to ensure that additional works are considered before reletting.

Discussion about EPC ratings needing to improve – government guidelines/ timescales to be considered.

Ring Doorbells – as mentioned by the police as an anti-social behaviour upgrade. Discussion re whether these ought to be offered in the council properties. Costs were considered for purchase and annual fee required.

After full discussion it was considered that the furtherment of a CCTV project for the town would be a better solution.

Quotes for Works/ updates

- a) **Workshop door – 2 quotes received. 1) £1772 plus Vat (£2126)- works could be undertaken within 6 weeks, 2) £2619 inclusive of Vat reduced to £2319 by using existing lock and handles – work could be undertaken within 6 weeks.**  
**It is recommended that Quote 1 be approved.**
- b) **New store room at 21 Market Place – 2 quotes received 1) £10,401 plus VAT – (£12,481) could be done within 6 weeks. 2) £11,088 inclusive – could be started by end of March 2024. It is recommended that quote 2 be approved.**
- c) **Flat roof – Unit 9 H T – quote received to renew roofing following emergency temporary repair. Total cost £2448. Mixbrow arranged the temporary repair. It is suggested that they be asked to arrange this follow up works. Agreed by all to recommend.**
- d) **North Parade Shelter – needs painting and guttering repairs.**  
**Emergency gutter repairs and roof tile repairs are being carried out following anti-social behaviour.**  
**Painting – quotes 1) £2785 inc materials – work can be done by end March 2024. 2) £2455 including materials. Work could be done by end April.**  
**Graffiti paint was mentioned – this would be an additional £800 – £1200.**  
**After full discussion, it was agreed to recommend that quote 1 be accepted. Graffiti paint not required due to costs.**  
**Discussion re CCTV cameras in the area to aid with detection of anti social behaviour.**
- e) **7 Hurren Terrace – Fire alarm upgrade for HMO requirements. Costs provided by supplier of the system - £11,616 including Vat. After full discussion it was agreed that this cost was not viable. Property could be let to one family, or 2 individual people on 1 lease without it being an HMO. It was agreed to recommend that the property be relaunched to let as a family home through the Ukrainian refugee referrals as well as through local advertising.**
- f) **Flat 1 H/ t – Tenant has reported some mould appearing in the bedroom. Extractor fan to be costed New Flooring in the link between the bathroom and toilet also to be costed.**
- g) **Hard wire test at 25 Market Place has failed – works required. Tenant will organise an event elsewhere whilst the premises need to be shut for 1 day to rectify the electrics.**
- h) **Unit 5 Hurren Terrace – Tenant has contacted with some concerns at the property. Some of these are likely to be picked up after Party Wall completes re Station Rd. Cttee to pick up those outside the scope of the P W works.**
- i) **25 Market Place refurb works – extra elevation of lime to be plastered under original contract. Completion date awaited.**

**6. Grant availability for insulation/ property repairs etc.**

Town Clerk noted that there are some grant funders offering funding for insulation, solar panels etc. Cttee to consider these opportunities when reviewing/ undertaking the maintenance programme.

**7. Date of next landlords cttee meeting. 21<sup>st</sup> March 2024 at 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.*

***Recommendations***

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