

Draft Minutes of Southwold Town Council Landlords Committee meeting held 11th April 2024 at 9.00am Town Hall Southwold. Rep LL 04.24

Present – Cllrs Flunder, Gladwell, Goldsmith, Redington, Sutton, Wells. And the Town Clerk

1. **Apologies:** To receive apologies for absence. No apologies
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 requiring works shown on screen to all including;

 - The gable end at the rear of H T is being considered for renovation – any external wall insulation required in this area will be considered at the same time. There will be a decision to make as to whether the project involves a) an external wall insulated option or b) additional brick outer skin. The Architect has confirmed that both of these would help to improve the EPC rating at the property and that loft insulation would provide the roof insulation.
 - Party wall matters to be signed off once completion has taken place.
 - Unit 9 – new roof on storeroom being completed May 24.
 - Rear of unit 7 – flooring to be completed once gas monitoring removed.
 - 4 Strickland Place to be asked for update about the grant application for improvements to property.
 - Flat 3 Hurren Terrace – clothes dryer required once Hub works completed – appropriate place to be ascertained.
 - Kilcock Toilets – insurance monies received, and refit being carried out May 24.
 - Town Hall works – Museum will assist with the sorting of the cellar – other council volunteers required.
Once Phase 1 of Town Hall works start the kitchen will be knocked through – so consideration to be given for temporary arrangements for a kitchen.
 - 2 Strickland Place – works are commencing end April 2024. Revised scope means costs are now £52, 765 plus Vat as indicated. Meeting held with tenant and contractors to ensure all parties are aware of the work timeline. Should take approx. 6 weeks.
 - Casino new windows – planning application being prepared.
 - Water Tower – dehumidifiers to be commissioned for each floor for a short period of time to refresh property after wet winter. Priority of works required to be ascertained with potential tenant.
6. **Grant availability for insulation/ property repairs etc.**

Cllr Gladwell had attended the landlord's course but since then has not been able to get anyone to engage about available grants for improvements to heating/ warmth etc. The cttee confirmed that they still wished to use No 1 H T as a templet for the other residential properties. Members are aware of insulation grants available from Travis Perkins for insulation and they might do secondary glazing as well.

Discussion about having wet washing in the house – this is not helping the humidity – suggest that tenant replace with a washer / dryer.

In view of the lack of advice from the agencies it was suggested that Lexdens be asked to give advice on the improvements being suggested i.e. extraction, gulley etc, and asked to cost the improvements suggested for the EPC.

7. **Empty Properties** – update

Shop at Station Road – to continue to be promoted as available space. Council to consider how best to assess applications.

Flat at Station Rd – 3 applications received and assessed by the cttee. Credit references to be carried out of the agreed applicants.

Strickland – sale details being processed.

Red Cross site – pre planning application being submitted.

EPC requirements/ end of tenancy works being undertaken at Flat 21a Marketplace which has just become empty to ensure that additional works are considered before reletting.

8. **Date of next landlords cttee meeting.** 23rd May at 9am.

****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.

Discussion and updates on various legal matters re leases. No recommendations.