

Draft Minutes of Southwold Town Council Landlords Committee meeting held 9th January 2025 at 9.30am at Town Hall Southwold. Rep LL 01.25

Present – Cllrs Gladwell (Chair), Flunder, Miller, Wells. Cllr Redington arrived 10.30am. The Town Clerk was also present.

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.*
Cllrs Gladwell declared re Strickland Place.
To receive any request for dispensations regarding the agenda. Nil
3. **To receive comments from public.**
Nil
4. **Minutes/ notes of the previous meeting** – Minutes of meetings held November had been approved by all.
5. **Draft Capital Budget 2025 – 2027.**
The draft capital budget had been circulated to all. Members had considered the projects listed and no alterations were requested. Members noted that not all projects will complete/ start within the financial year – the clerk reminded all that the budget will be a working document which will be updated as projects start, so that it remains up to date.
The major projects proposed within the capital budget for 2025 – 2026 include enacting the approved planning application for the accessibility of the Town Hall, and to complete the gable end improvements for Hurren Terrace.
6. **Update on repairs and planned works 2024.2025 including tenants’ maintenance requests for consideration including; *** See landlords updates – 9th Jan 2025 for full details.** Members considered the property repair update and proposed actions for each property including the following;

Casino windows – planning application has been approved, and quotes will now be requested for the new windows.
Town Hall – The planning application has now been approved. Discussions will need to take place as to whether to phase the project or whether to procure as a whole. Procuring as a whole will provide opportunities for financial economies, and for the delivery of service standards to be upheld better than a phasing of the project would provide.
Water Tower – the repair report suggests matters to address, but having had various professionals look at the details, there is already differences in the action recommendations coming forward. It was suggested that the Conservation Officer be asked for advice as to what to prioritise and for guidance as to what action will initially be required.
Gable End HT – The project package is now virtually ready for procurement. It was suggested that a number of contractors be invited to tender, as well as the project being advertised on Contracts Finder. Those to be invited include; Lexden, Mixbrow, C and D, DCH Builders, Gilberts Builders.
Underpass Station Road – Mixbrow are re quoting for this work.

Craftco – fire separation works quote £3090 plus VAT. Works can be carried out by C and D in Jan/ Feb. Agreed by all. Booked in for the works to take place.

13 Station Rd - Identified damp issues are being rectified this week.

Flat 3 Hurren Terrace – Boiler broke down 3 times over the Xmas period and the contractor attended. The boiler is over 14 years old – repairs cost £1226.38 plus vat, whilst a new boiler will cost £2656.78 plus Vat. As an emergency measure it had been agreed that a new boiler be installed.

Landlord's checks – It was agreed that Gutter clearances would be added to the annual checks.

KIV – Common Trust properties.

Culverts York Road – Farmer has been asked to check these.

7. **Other matters**

SCC Thermal imaging project - booked again for March.

2 Strickland Place – Conservation Officer has queried the lack of a fence in front of the hard standing area. North and Hawkins are liaising with the C A to agree a solution.

Practice Green – golf club. See previous minutes. New licence to be drawn up to permit a partial sub-let to the farmer.

Meter boxes – Water Board – These are being progressed.

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

Sizewell C Housing Grant – ESC is carrying out some information sessions about this grant.

Historic Building Grant Scheme – Noted.

Loft Insulation Scheme - all properties to be checked to ensure that they have sufficient insulation.

9. **Date of next meeting - TBC**

Recommendation for approval

Craftco – fire separation works quote £3090 plus VAT. Works can be carried out by C and D in Jan/ Feb. Agreed by all on landlords cttee. Booked in for the works to take place.