

Draft Minutes of Southwold Town Council Landlords Committee meeting held 24th April 2025 at 9am at Town Hall Southwold. Rep LL 03.25

Present – Cllrs Gladwell (Chair), Flunder, Goldsmith, Miller.

The Town Clerk was also present.

1. **Apologies:** To receive apologies for absence. Apologies for absence were received from Cllr M Wells and Cllr V Redington.
2. **Declarations of interest:**
 - a. *To receive any declarations of Non registerable Interest regarding the agenda.* Cllr Flunder declared an interest in relation to Southwold Museum
 - 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 –** Minutes of meetings held March 2025 had been approved by all.
5. **Update on repairs and planned works 2024.2025 including tenants’ maintenance requests for consideration including; *** See landlords updates – April 2025 for full details.**

Flat 1 Hurren Terrace will be made available to rent once the works on the gable end have started so that a tenant can go in as soon as the works are complete. Fire risk report has been received on the flat and some recommendations will need to be implemented prior to a tenancy. Some of the doors will need to become fire doors or have the addition of intumescent strips included. There will also need to be notices on doors stating that they are fire doors.

Kilcock Toilets – no income is generated from these toilets – it was suggested that a QR code could be created and placed on the door for those wishing / willing to make a donation.

Land at rear and side of STC Water Tower – it was suggested that STC find out what could be placed on the land taking into consideration that it is understood that there are drainage soak away crates under the ground
6. **Tenders**

The tender for the Gable end works at Hurren Terrace has been completed and Mixbrow has been appointed.
7. **Budget 2025 – 2026 –** this was reviewed in line with projects being undertaken and requests being received for works.
8. **Condition surveys –** The condition surveys were last undertaken in 2021. Discussion on whether more are required at this stage. It was agreed that these will be requested on an individual basis as/ when required.

9. **Other matters**

Shop Station Road – lease to be signed within the next few days. Prospective tenants have asked about the air conditioning unit and a meeting will be held with them at the shop.

Proposed improvements at Boating Lake and Putting Green – meetings to be held with respective tenants.

10. **Landlords Responsibilities**

The majority of the fire risk assessments have now been carried out and action plans will be drawn up for works required.

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

SCC Loft Insulation Scheme – Application has been made for insulation for flats at Hurren Terrace.

12. **Strategic considerations**

Town Hall – costs for the professionals are being ascertained – see spreadsheet attached. As the costs are likely to be in excess of £30k, tenders will be required as per Financial Standing orders.

Water Tower – repair works are being undertaken. Council will then need to consider business plan options for the site. Interest has been shown from various parties.

Red Cross Hut - meeting with planners to be arranged to assess their views on the additional information sent to them about community facilities in Southwold.

13. **Date of next meeting – June 2025**

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

14. **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 regarding tenant's arrears on insurance and why some remain unpaid. Action process approved

