

**Draft Minutes of Southwold Town Council Landlords Committee meeting held
6th March 2025 at 10.30am at Town Hall Southwold. Rep LL 02.25**

Present – Cllrs Gladwell (Chair), Flunder, Goldsmith, Miller, Redington, Wells.
The Town Clerk was also present.

1. **Apologies:** To receive apologies for absence. There were no apologies for absence.
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** – Minutes of meetings held January 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 – March 2025 for full details.** Members considered the property repair update and proposed actions for each property including the following;

Casino windows- quotes have been received. All contractors have expressed the need for more structural investigation before the windows could be installed. After consideration it was agreed that STC would get professional advice re the structural repairs so that there are no surprises.

Water Tower - Cllr Gladwell gave an update on her visit with the building inspector at ESC and what the recommendations had been. See copy off briefing note. Quotes to be obtained for the works.

Cllr Gladwell advised that the building inspector had mentioned that the rear area could have been filled with soakaway crates and that it would be necessary to understand the load that these could take. Cllr Gladwell to find out when the crates were installed and how we could assess load.

Discussion about the strategic plan for the property and the outside area. Options to be considered at the next meeting.

Gable End HT – Tenders are being received and will then be analysed by Allman Woodcock and the results subsequently presented to STC for consideration.

Underpass Station Road – Quote received of £3k to undertake the fire protection works. It is to be recommended that this be approved.

Town Hall - Professional team will be needed to assess the requirements/ costings before it goes to tender, and to then put the tender pack together. Professional team – quotes being received. Discussion about the priority for the works – it was noted that the town hall is not fit for full community purpose – see access and disability report as previously commissioned. Under devolution and LGR there may be need for more services to be accessed locally and the town hall will need to be fit for purpose and accessible.

Archiving records at Town Hall – this could be started at any time – councillors to consider way forward. Museum has offered to assist.

6 Other matters

SCC Thermal imaging project - the thermal camera will again be available for 2 weeks for tenants / public use.

2 Strickland Place - North and Hawkins have discussed the matter with the planning authority to come to an agreed way forward.

Meter boxes – Water Board – Flat and shop Market Place. Costs have been received from the Water Board to split the supply. Quotes awaited from A Hammett.

EPC – loft insulation upgrades. All lofts in the Station Rd premises have been assessed for thickness and suitability. Only one needs additional coverage. This will be ordered under the SCC grant scheme.

Suffolk Safe Renters/Eastern landlords Assoc – Clerk attended latest meeting which concentrated on the Renters Rights Bill, but also again covered the issue of damp and mould in properties and ways to help. STC is a member of the National Landlords Assoc and the Eastern Landlords Assoc which is based in Norwich.

Shop Station Road – lease to be signed. Deadline to be provided to both solicitors and the prospective tenant to ensure that this does not slip further.

7. Grant availability for insulation/ property repairs etc.

SCC Loft Insulation Scheme – Noted

8. Budget 2025-2026 – *Noted as approved by STC in January 2025.*

9. Date of next meeting - 10th April 2025 at 9am

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

10. 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 for each individual property.

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