

Draft Minutes of Southwold Town Council Landlords Committee meeting held 12th June 2025 at 9.30am at Town Hall Southwold.

Rep LL 04.25

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

1. **Apologies:** To receive apologies for absence. Apologies for absence were received from Cllr M Wells and Cllr S Flunder.
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 April 2025 had been approved by all.
5. **Update on repairs and planned works 2024.2025 including tenants' maintenance requests for consideration including; *** See landlords summary update June 2025 for full details.**
6. **Tenders**
The tender for the Gable end works at Hurren Terrace has been completed and Mixbrow has been appointed.
7. **Condition surveys** – Nil
8. **Landlord's responsibilities** – see full spreadsheet re fire risk assessments etc.
9. **Insurers visit and insurance valuation update** – The insurers agents visited to consider the risk on our empty properties. A few recommendations received which are incorporated within the full spreadsheet attached.
Insurers have also asked for some of the valuations within the portfolio which are for insurance purposes, be updated. Quotes received from various agencies. Agreed to ask NPS Services to undertake the insurance valuations as required.
10. **Grant availability for insulation/ property repairs.** Insulation received for 11 Station Road from the SCC Grant scheme. C and D need to increase the width of the loft hatch and strengthen the loft flooring before the insulation can be laid.
11. **Quote for works to consider.**
11 Station Road - increase loft hatch and board out – Quote £2500 C and D – approve
1 Strickland place garden/ Red Cross Hut – gardens to be tidied - £20 per hour - approve
Flat 21a Market Place – Painting of front door – C and D £252 plus vat – approve
Unit 9a H Terrace – internal works in office/ stock room – C and D £1459 plus vat – approve

Under arch Hurren Terrace – old commercial gas meter – Cadent to remove £400 – approve

12. Strategic considerations –

Town Hall – professional team – additional quote being obtained.

Water Tower – variety of repair work required as listed on schedule. Option analysis / business plan being formulated for council to consider options. NPS assessing rental rates for each option.

Red Cross Hut – clerk has resent the community facility data to the planning officer and asked for a response.

13. Landlords Association – newsletter updates circulated to cttee members.

14. Other matters

Following various discussions over a period of time the Allotment Association advise that they would be willing to provide the Town Council the parking spaces required as part of the planning conditions for the Hub.

Presently these are provided on an annual licence from Millenium Trust – licence expires June 2025. Millenium Trust would like the 10 spaces back for public parking.

It is therefore recommended that;

- a) **the licence to the Millennium Trust is not renewed so that the Trust can have the spaces for public parking and**
- b) **that the car parking spaces required are made available on the parking area offered by the Allotment Assoc. Instead of an annual fee/ donation being made, a one-off donation of £5k be provided to the Allotment Association - (which will help them complete the purchase of the compostable toilets that they are wishing to install).**

15. Date of next meeting – TBC

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

16. Exclusion of Public and Press: *Pursuant to section 1 (2) of the Public Bodied (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

Insurers have also asked for some of the valuations within the portfolio which are for insurance purposes, be updated. Quotes received from various agencies. **Ask NPS Services to undertake the insurance valuations as required.**

Quotes to consider

11 Station Road - increase loft hatch and board out – Quote £2500 C and D – approve

1 Strickland place garden/ Red Cross Hut – gardens to be tidied - £20 per hour - approve

Flat 21a Market Place – Painting of front door – C and D £252 plus vat – approve

Unit 9a H Terrace – internal works in office/ stock room – C and D £1459 plus vat – approve

Under arch Hurren Terrace – old commercial gas meter – Cadent to remove £400 – approve

Hub parking - It is recommended that;

- a) **the licence to the Millennium Trust is not renewed so that the Trust can have the spaces for public parking and**
- b) **that the car parking spaces required are made available on the parking area offered by the Allotment Assoc. Instead of an annual fee/ donation being made, a one-off donation of £5k be provided to the Allotment Association - (which will help them complete the purchase of the compostable toilets that they are wishing to install).**