

**Draft Minutes of Southwold Town Council Landlords Committee meeting held 30<sup>th</sup> July 2025 at 9.00am at Town Hall Southwold.** **Rep LL 05.25**

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

1. **Apologies:** To receive apologies for absence. Apologies for absence were received from 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 June 2025 had been approved by all.
5. **Update on repairs and planned works 2025.26 including tenants' maintenance requests for consideration including: \*\*\* See landlords summary update July 2025 for full details.**  
Cllr Wells will be meeting with the Allotment Assoc regarding the car park spaces signs. Hub operators will be updated.  
  
*21 Market Place* – it was noted that the window sills are becoming rotten – lease to be looked at to assess responsibility.  
*23/25 Market Place* – works required – see quote below  
*11 Station Rd works* re loft insulation – completed July 2025  
*Flat 21 a* painting of front door – in progress  
*Unit 9a Hurren Terrace* – works booked in for September 2025  
*Old commercial gas meter* – Under arch Station Rd – being done end of July 2025
6. **Tenders**  
The tender for the Gable end works at Hurren Terrace has been completed and Mixbrow has been appointed.  
Tenants will be updated when the starting date becomes confirmed – present date is 8<sup>th</sup> September.
7. **Landlord's responsibilities** – see full spreadsheet re fire risk assessments etc.
8. **Insurers visit and insurance valuation update** – The insurers agents visited to consider the risk on our empty properties. A few recommendations have been received which are incorporated within the full spreadsheet attached.  
Works required at each property and the necessary timescales have been organised/ scheduled.

9. **Budget/ Quote for works to consider.**

**Door Locks – all Hurren Terrace – to comply with new fire regulations – i.e. should be turn locks not key locks inside main exit doors to residential properties. Full cost of replacement locks - £912 plus Vat - Recommend approve.**

**25 Market Place – Quote for works to downpipes/ clay air bricks/ replacement gutters – Total cost £3584 – Recommend Approve.**

10. **Full council - Strategic considerations –**

**Town Hall – professional team – additional quotes 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.**

Discussion about tendering for the repair works.

Contractors such as Gilbert Builders, John Lytton Builders, to be considered in addition to contractors previously used such as C and D, Lexden, Mixbrow etc.

Discussion about chimney vent which Building Inspector had referred to at Water Tower – drone footage does not seem to show a chimney and nor do old photos. However, there are fire places on some of the floors – where did these vent to?

**Red Cross Hut – clerk has resent the community facility data to the planning officer and asked for a response. Ward Cllr has offered to assist with comms with ESC if required.**

11. **Other matters including land ownership queries**

Request received from NINE DELI to place picnic tables /chairs outside their unit in the Hub courtyard. Full discussion about the use of the courtyard and whether such tables/ chairs would be acceptable. It was agreed by all that the principle of the courtyard is to be a community space for use by others/ events/ markets at weekends etc, and that it therefore seems preferable to keep the courtyard clear of other furniture.

Members noted that there are already benches/ chairs in the community space and considered that these should be sufficient.

12. **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.**

13. **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

**Recommendations**

**Budget/ Quote for works to consider.**

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