

**Draft Minutes of Southwold Town Council Landlords Committee meeting held 23<sup>rd</sup> October 2025 at 9.00am at Town Hall Southwold.** **Rep LL 7.25**

**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 September 2025 had been approved by all.
5. **Update on repairs and planned works 2025.26 including tenants' maintenance requests for consideration including: \*\*\***

Casino Windows – Date for installation awaited from C and D. Once dates known, then property will be prepared for let.

Water Tower – works for the fire regs have now been established and these will be added to the schedule of works for tender, which will then be finalised, and the procurement process started. As this is a listed building the business rates are also not payable whilst it remains unoccupied, and a refund will therefore be sent to STC.

Area behind large Water Tower - Regarding the suggestion that there are crates in the area behind the large water tower – Savills advise that there are none. Clerk to therefore ask Savills for details of the terms of use of this land any the nominal rent which they are likely to charge.

Flat 1 Hurren Terrace – list of works required to have it prepare it for relet have been collated and Allman Woodcock will establish costs from Mixbrow. See below re kitchen units.

Gable End Hurren Terrace works – the pink plaster has been stripped from the back wall and the small rooms emptied. The brickwork behind the plaster needs work now that it can be seen and design works are being finalised for this to go ahead. Now that the old toilets have been stripped out a retaining joist has been inserted, and this will also need completing. There will have been an effect on the kitchen units of Flat 1 Hurren Terrace above, so these will need to be taken out and new ones installed. Discussion about the units to go in and whether the kitchen design could be improved. Further thought to be given to this.

**Workshop – some works need carrying out on brickwork. Cost £600. Recommend approve.**

**2 Strickland place – The new gates need to be installed by January 2026. 2 quotes received. Costs quote 1 =£7100 plus Vat quote 2 = £9800 plus vat. Recommend approve quote 1.**

Unit 3a Hurren Terrace. Interior ceiling needs repair for which quote is awaited.

6. **Strategic projects**

Previous Red Cross Hut – The planners have now advised what they would want to see from a consultation although they still refer to the venue as a community meeting space – which it has not been for a number of years. It was agreed that a response would be sent to the LPA reminding them of the actual use of the space, and confirming its use over recent years, and the use which it is hoped to be in the future.

**Town Hall – Costs are to be established to enable the recently agreed planning application to be implemented – with options on the lift to be provided. Previous estimates relate to the old planning permission rather than this one. Fee for establishing costs of £525 – it is recommended that this is approved.**

7. **Landlord's responsibilities** – Private sector landlords conference in Bury St Edmunds was attended by the asset administrator.

8. **Insurers visit and insurance valuation update** – all requirements are being carried out. Shed at Red Cross Hut is being emptied – date of 30<sup>th</sup> Oct has been provided for the completion.

9. **Budget 2026 – 2027**

Finance Cttee will start work on the budget during November – so all cttees need to advise their budget requirements asap. Noted.

10. **Quotes to review**

Operator at E Hub have advised that one of their tenants would like increased sound proofing on the walls adjoining them to other rooms. Mixbrow have provided a quote. This is not a landlord's responsibility – so no action required at this stage. Allman Woodcock will advise the operator of the spec of the sound proofing which had been provided so that the operator can decide whether they wish to upgrade this.

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

Lease / rent reviews - Rent reviews will be carried out - tenants to be advised about these and that the review will not necessarily mean a change to the rent.

Thermal Camera – loan has been booked for January 2026.

Shop Station Road planning application – decision is expected within a week.

12. **Date of next meeting** – 13<sup>th</sup> November 2025 at 9am

**\*\*\*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 Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the*

**Reimbursements From Golf Club – offer of £1700 has been made against invoices of £1826.96**

**Recommend approve.**

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