

Draft Minutes of Southwold Town Council Landlords Committee meeting held 13th November 2025 at 9.00am at Town Hall Southwold. Rep LL 8.25

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 S Flunder and Cllr Wells. Noted.
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 October 2025 had been approved by all.
5. **Updates on repairs including;**
 - **Casino windows – Revised Quote** has been received following the survey of the walls/ windows. C and D advise that revised spec for the work is £11,858.70 plus vat. This will provide thermally broken powder coated aluminium windows as per planning application. Other quotes for windows alone were £9597 and £11207. Query raised as to whether quote from C and D will include making good the interior paintwork etc. Lead time is 6 – 8 weeks. Recommend approve quote of £11,858.70 plus Vat for replacement and fitting as per planning application.
 - **Water Tower** – full spec being tendered. It is noted that if the complete schedule of works is required – i.e. replacement windows, then a planning application will be required. Members suggested that if tenderers are advising new instead of refurb, then it would be worthwhile getting these completed prior to a new tenancy.
Clerk has asked Savills for details of the terms of use of the land to the side of the Water Tower and any the nominal rent which they are likely to charge.
 - **Flat 1 Hurren Terrace** – The works under the kitchen (as part of the new gable end) means that the kitchen units / worktop has had to be removed. This gives opportunity to replace the kitchen in Flat 1, and it was suggested that the layout of the kitchen be considered rather than just replacing like for like. Allman Woodcock have a list of the works required and are arranging costs.
 - **Gable End Hurren Terrace** – works stopped for a few weeks once the extent of the brick cracking was analysed after the plaster removed. Spec for the repair of the rear wall has now been designed and the reinforcing of the joists in the storeroom has been carried out. The new plaster will need to go on and dry – and will temperatures of over 5degrees to do this – which might be a challenge at present.
Discussion about the stainless reinforcement which is being suggested and whether it will rust – query to be asked of contractors.
Cllr Gladwell advised that at a visit to site, the need for some pointing had been noted – Site manager to be asked if this I included and could it be carried out as part of the project.

- 2 Strickland Place – quote for gates approved previously and these works are now being booked in. Tenant has advised that guttering needs looking at – and this is being arranged.
- Unit 3a Hurren Terrace - ceiling repairs are required and need to establish who will need to pay. Site meeting to be held asap.

6. **Strategic Projects:**

Red x Hut – This had been discussed at previous town council meeting – see minutes. Response has been made to ESC Planning about the site not having been any ‘community’ use for at least 50 years and therefore negating the need for any consultation etc. It was agreed by all members that no further action will be taken until response from the LPA received.

Town Hall – Surveyor has provided budget costs for the town hall works. These now in region of £500k. Query to be raised about the spec of the lift and whether the costs could be reduced by any spec reduction.

Town Hall Balcony to also be considered – so that use can potentially be increased. These costings to be considered at council budget meeting.

Police Station – asset of community value? A full application will need to be submitted should council wish to renew the asset of community value listing. Discussion about pros and cons of doing this and the potential for use of the site and / or potential for sale of site. Members suggested that contact be made with police to ask them how much the site has been used over the past 12 months and what the plan for use is for the next 12 months and going forward, what the opening times will be etc. Is it possible that the police will submit the site under the Call for Sites for housing land?

Members asked that a valuation be sought for the site, at both a value if it is listed as an ACV, and if it has market value. To also be considered at budget meeting.

Fire Station site. Still no progress by Hastoe/ ESC/ SCC. To also be considered at budget meeting.

7. **Landlords’ responsibilities - update.** All annual checks and reports have been commissioned, and any outstanding works are being carried out.

Gutter clearances – quotes being obtained. Fire recommendations including lock work is being progressed.

8. **Insurers visit and valuations - update.** All aspects of the reports requiring immediate action have been dealt with and timescales for other actions noted and being dealt with too.

9. **Budget 2026 – 2027.** Capital budget request to cover all matters as above for Town Hall, ordinary repairs and landlords’ responsibilities. Strategic matters to be considered by council as part of the 3-year budget setting.

10. **Quotes to review.** No new quotes to consider

11. **Other matters**

Thermal Camera loan – has been booked for 2 weeks in January 2026 (14th – 27th Jan). This will be publicised.

Shop Station Road – has now received planning permission and air conditioning unit has been installed. Tenants hope to open by beginning of December.

Flat 3 H T – had reminded a cttee member of the request for an airer in the courtyard of Station Rd. Discussion about where this could be placed – it was felt that there is no where appropriate for a permanent airer/ line near the property (and there was never one there previously when it was a garage). But there are alternatives, such as heated rail, dehumidifier, portable airer which could be placed outside – and these to be suggested.

Tenants also advise that some of the staff of the units are not using the parking spaces provided for them and are using the area by the police station/ Blyth Rd – which means that tenants have nowhere to park. This to be mentioned to Hub operators to mention to the unit tenants.

Rightmove – land for resale at rear of Railway site. This opportunity has been brought to council attention. The site is land locked by Common Trust/ Town Council land. The only access to this rear site appears to be from the Railway Trust site.

12. **Date of next meeting - Thursday 22nd January 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 public and press leave the meeting during consideration of the following.*
- a. Legal Advice Tender for works Rent/lease reviews

Recommendation

Casino windows – Revised Quote has been received following the survey of the walls/ windows. C and D advise that revised spec for the work is £11,858.70 plus vat. This will provide thermally broken powder coated aluminium windows as per planning application. Other quotes for windows alone were £9597 and £11207. Query raised as to whether quote from C and D will include making good the interior paintwork etc. Lead time is 6 – 8 weeks. Recommend approve revised quote of £11,858.70 plus Vat for replacement and fitting as per planning application.