

## **Draft Minutes of Southwold Town Council Landlords Committee meeting held 5<sup>th</sup> March 2026 at 9.30am at Town Hall Southwold.**

**Present** – Cllrs; Goldsmith, Flunder, Redington, Wells  
The Town Clerk was also present.

1. **Apologies:** To receive apologies for absence. Apologies for absence were received from Cllr Gladwell and Cllr Miller – 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 January 2026 had been approved by all.
5. **Capital Budget – 26.27** – This has been approved by council in January 2026.
6. **Updates on repairs including;**
  - Casino windows – The windows are being made and installation date is awaited.
  - **Flat 1 Hurren Terrace – Quote has been received for the works at Flat 1 Hurren Terrace. One of the contractors has quoted a cost of approx. £20k for all required and suggested remedial works to be carried out. The kitchen is quoted within this price at approx. £4k. Spec has been requested to assess whether any additional units might be provided. In view of the cost, other quotes will need to be requested but it is recommended that a budget of £22k be set aside for the works at the property so that they can be completed whilst the property is empty.**
  - Gable End Hurren Terrace works have been completed and the toilet area and store room are also complete. Final invoices will be submitted for payment.
  - 2 Strickland Place – The new gates have been installed as per the planning application.
  - Kilcock Toilets – ESC is carrying out work to the paving/ steps. Works will then be completed on the brickwork as per council agreement and painting of the inside will be done so that the toilets can be opened.
7. **Strategic Projects;**

**Red x Hut – discussion about the response from ESC planners regarding the need to market the site as per the Planning Policy for ‘community’ buildings. Although there is disagreement that this is a ‘community’ building it was acknowledged that ESC Planners are unlikely to change their mind on this aspect and council will be forced to comply with the planning policy before being permitted to provide a planning application. It was**

**suggested that town council therefore carry out the requirements as stated by ESC, at the same time as completing a spec/ design for a planning application.**

Town Hall – As agreed by Town Council in February this is being taken forward by a Project Team which consists of 3 present members of the landlord's group along with others. The Project might be enlarged if there is a council desire to apply for Heritage lottery Funding as this will then need additional heritage outcomes.

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

Gutter clearances – have been completed and fire recommendations including lock work has been progressed.

Fire doors – second quote awaited – to be chased.

**R and D Asbestos survey – Flat 1 Hurren terrace £625 plus vat – to approve  
Management Asbestos survey – CASINO - £425 plus vat - to approve**

9. **Insurers visit/ premium / valuations - update.**

Insurance and rent review valuations have been carried out and update is awaited.

10. **Quotes to approve – as above**

11. **Other matters**

Enterprise Hub

Signage designs have been supplied by Menta and approved. Each unit and Menta to apply for planning permission as required. STC to consider own signage for the site.

Acoustics survey – has been commissioned as per council approval.

Flat above shop – Station Rd – Air source heat pump has been serviced and an outstanding repair completed.

4 Strickland Place – Tenant has quotes/ grants available for insulation through Retrofit. This is an established company and cttee provided approval for this to go ahead.

Shop Station Road – opening date is still being established. Name is likely to be Station Road Express.

Little Gems – exterior paintwork – lease has been checked and this is the responsibility of the tenant.

EPC – C grade requirement has been delayed until 1<sup>st</sup> October 2030. The certification will last 10 years. Max. spend to upgrade and comply has been set at £10k and any works starting from 2025 will count as part of the £10k.

1 Strickland place – update received from Savills – still several people interested but have their own properties to sell.

Under passage at Hurren Terrace – fire protection works have been booked in.

Boating Lake – designs are being commissioned for an additional building. This will come to STC to consider prior to any planning application being submitted.

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 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 -
  - b. Rent/lease reviews – update
  - c. Shop Station Rd

**Flat 1 Hurren Terrace – Quote has been received for the works at Flat 1 Hurren Terrace. One of the contractors has quoted a cost of approx. £20k for all required and suggested remedial works to be carried out.**

**The kitchen is quoted within this price at approx. £4k. Spec has been requested to assess whether any additional units might be provided.**

**In view of the cost, other quotes will need to be requested but it is recommended that a budget of £22k be set aside for the works at the property so that they can be completed whilst the property is empty.**

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