

Draft minutes of the Meeting of Southwold Town Council Landlords Committee held on Thursday 16th April 2026 at 10am at the Town Hall.

Here; Cllrs Flunder, Gladwell, Goldsmith, Miller, Redington.

1. **Apologies:** To receive apologies for absence. Apologies received from Cllr M 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 the public – Nil**
4. **Review Minutes/ Notes of previous meeting.** Agreed by all.
5. **Updates on repairs including;**
 - Casino windows – These should be replaced w/c 11th May 2026. The property should then be able to be made available for rent for office use.
 - Kilcock Toilets – ESC and STC works are being completed, and it is hoped that these will be ready to open early May.
 - Underpass Hurren Terrace – Prestige Fire have completed the fire boarding. Area to be painted.
 - Workshop – repairs are with Cooper and Denny to complete.
 - Noted that 23 and 21 Market Place windows / sills need painting – as per tenants’ responsibilities. Subsequent - 23 Market Place has been painted.
6. **Landlords’ responsibilities – including;**

Asbestos surveys – Casino and Flat 1 H T are being carried out. Town Hall will need to have a survey too prior to the renovation works– clarity being sought as to whether the premises will need to be vacant for the survey to be carried out. Cost £895 plus Vat.

EPC Improvements – see list showing updates.

11 and 13 Station Rd – solar panels and water heating suggested.

Flat 1 H T – will be picked up with full maintenance spec.

Flat 3 H T – insulation – this has subsequently been checked and no further action required.

Improvement to Flat 21a Market Place - heating/ storage heaters to be considered.

Fire Doors – 13 Station Rd. Await 2 quotes to compare with the one already received.

Water Tower – Lightning Protection – annual check being carried out.
7. **Insurers visit/ premium / valuations - update.**

Valuations received for insurance purposes.
8. **Quotes to review**

Flat 1 Hurren Terrace – kitchen and repair works. One quote received. 2 others awaited.

Renewal membership for National Landlords Assoc – subs have been paid to renew membership for a further 12 months.
9. **Other matters**

Enterprise Hub – signage. Hub has now applied for planning permission for the signs for the units. STC to place a sign above archway on Station Rd. Plaque to be placed near to front door on Blyth Rd side.

Enterprise Hub Acoustics between units in Block 1 – these are being tested during May.

Heating – Flat 21A - Improvement to Flat 21 heating/ storage heaters to be considered.

Shop Station Road – Is now open. They have a key to the new toilets at rear of H Terrace.

‘Vacant/ Engaged’ sign to be sought for the lock of the toilet door.

Underpass – There appears to be a loose light – Prestige to be asked if they had moved it, and if so, to replace.

10. **Strategic Projects:**

Red X Hut – as per previous discussions, ESC planning requirements to be considered and taken forward. At same time planning application to be drawn up. Council to consider whether plot will be sold with an outline or full planning approval, or whether the plot will be retained by STC who will retain ownership of the land and new building.

Town Hall – See project group updates.

11. **Date of next meeting - 11th June 2026 at 2pm**

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

12. **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 / professional Advice – 1 Strickland to be considered by full council.
- b. Rent/lease reviews – one tenant is behind on rent. STC to follow policy.