

**Minutes of the Meeting of Southwold Town Council Landlords Committee
held on Wednesday 13th September 2021 at 2.30pm at the Town Hall.**

Present; Cllr Jordan – Chairman, Cllr Sutton and Cllr Windell

Also, present Town clerk.

1. **Apologies:** To receive apologies for absence. Cllr Betts and Cllr Flunder.
2. **Declarations of interest:**
 - a. To receive any declarations of Personal Interest regarding the agenda. Nil
 - b. To receive any declarations of Pecuniary Interest regarding the agenda. Nil
 - c. To receive any request for dispensations regarding the agenda. Nil
 - d. To receive details of any lobbying to members. Nil
3. **To receive comments from public**
Nil.
4. **Minutes of the Meeting of Wednesday 4th August 2021** – (seen by Town Council)
Minutes seen by Town Council – all agreed.
5. **To receive update on ongoing property maintenance works since the last meeting and to consider the property repair priorities for 2021.22.**
Property Repair spreadsheet circulated.

21 Market Place – New electricity meter is still to be installed. To Action.

25 Market Place – Repair survey has been carried out – and discussion has taken place with the tenant about the repairs required. External urgent repairs are to roof, windows and brickwork – whilst internal priority repairs are to the hot water, tiling, sanitary wear and electrics. The internal repairs are of priority to tenant who asks that these be carried out as soon as possible. Project Manager has been asked to schedule the repairs into manageable chunks – taking into account their priority order, and the tenant has asked that further discussions take place once this is available so that they can be involved in the planning for the works to be carried out. Lease to be considered for repair responsibilities. VAT implications of the work also need to be considered – Price Bailey have confirmed that they will assist Council on this matter.

13 Station Rd. – completion expected mid-September. Plumbing has caused a delay. Project Manager is undertaking regular site visits. Certificate of non-completion has been issued.

11 Station Road – new bath to be installed.

7 Hurren Terrace – scope of works has been produced and invitations to tender are on Contract Finder which will finish on 15th September.

1 Strickland Place – NPS advised of decision to take this to planning stage.

Separate cost for project management post planning to project completion has been provided – at £16,233 plus VAT. Other quotes to be sought for this project management role in order for Council to consider in due course.

2 Strickland Place – Master Bedroom and downstairs bedroom ceiling works required. Quote £1825.00. It is recommended that this quote be accepted.

Tenant has advised of need for other repair works include to drains, downstairs toilet, back garden fence, side gate, and garage. See recommendation below regarding a full condition survey.

Water Tower – previous tenant has now undertaken the hard wire tests and made the appropriate upgrades. Cleaning of premises to be undertaken next week. NPS have visited to update assessment for rent.

Town Hall – 2 local architects have not responded re the consideration of whether there is any other option available for placement of lift. Other architects to be contacted.

Fencing for perimeter of Marsh 5 – Golf club advised of decision of STC for the new fence. Liaison with golf club will take place to get eth fencing installed.

Boating Lake – discussion to be held with tenant regarding the facilities at the boating lake and the potential grant funding that has been applied for.

As landlord, STC has been advised that the tenant has been asked to put in a retrospective planning application for the huts and golf course that front the site. Chair of landlords to arrange meeting with tenant to discuss from a landlord's perspective. Planning cttee will consider the planning application.

Condition surveys for numbers 2/4/6 Strickland Place Properties. It is recommended that new condition surveys be carried out on these properties by Hamson JPA (they were last carried out in 2016). This will enable the forward planning of priority works and establishment of budget required.

Yard behind Market Place Properties – an owner of an adjoining property has advised of damage being caused to their drainpipe when owners are moving the large trade waste bins. This has apparently already been repaired twice and will now cost a further £500 to mend. The owner will contact the shop keepers who use the yard to claim damages from them.

Subsequent to the meeting Cllrs Jordan, Windell and Town Clerk visited the yard to establish the situation. It is being used by our tenants, other shops, as well as Tesco's.

Action required - Yard does need to be tidied up and cleaned, and consideration given as to who has rights to use it.

6. HMLR registrations update

- Land by The Links – being registered by M and R
- Havenbeach marshes – being registered by Mantins
- Town Marshes – being registered by Mantins
- Existing Camp site area – With Mantins who advise that they need evidence from within the past 12 years that STC has maintained this land. No evidence is presently available. Discussion about way forward.

It was suggested that discussions be requested with ESC regarding the use of both this area and the additional area that ESC have previously tentatively suggested requesting in the future as an extension to the camping area. It was also suggested that STC might like to

consider applying for outline planning permission for a camp site itself on the additional (3rd) field. To be considered further in due course.

- Other pieces of STC land - to be registered.

7. **Legal sub cttee – meeting to be arranged.**

8. **Date of next meeting – to be arranged for October 2021**

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

Nil

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: Property, Legal considerations, and to receive correspondence on property rental matters.

NIL

2 Strickland Place – Master Bedroom and downstairs bedroom ceiling works required. Quote £1825.00. It is recommended that this quote be accepted.

Condition surveys for numbers 2/4/6 Strickland Place Properties. It is recommended that new condition surveys be carried out on these properties by Hamson JPA (they were last carried out in 2016). This will enable the forward planning of priority works and establishment of budget required.

Dated