

Minutes of the Landlords Committee held on Monday 15th February 2021 at 10am via Zoom.

Present; Cllrs; Betts, Bradbury, Flunder, Jordan, and Windell (Chairman).

Also Present the Town Clerk and 2 members of the public.

AGENDA

1. **Apologies:** *To receive apologies for absence.*
There were no apologies for absence.
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 Southwold electors on matters on the agenda** *(each elector will be allowed a maximum of 3 minutes – to a total maximum of 10 minutes).*
Nil.
4. **To receive update on ongoing property maintenance works since the last meeting**
Repairs to other properties – detailed per property.
 - *Flat 21a Market Place* – interior works completed. Flat being made available to let. Prospective tenants to be advised of present meter sharing arrangements. Network UK to provide new meter/supply direct to the flat.
 - *Shop – 21 Market Place* – Fire ceiling works completed together with fire proofing of wall between lobby and flat.
 - *Casino* - soakaway tank etc for Casino- research taking place. Will be in region of £7000. Clarification over permissions required and responsibility for the tank to be ascertained.
 - *Town Hall* – efficiency works in ground floor secretary working area have been completed.
 - *Pt Marsh 5* – Golf Club will be having this area. Needs fence and gate for which costs in region of £4000 and Golf Club have offered to pay half. Discussion re costs and it is recommended that the Town Council pay for the costs with tenant responsible for repairs.
 - *Corner Blyth Road by Household waste site* – David Burrows would like to take this area vacated by the Golf Club. 12-month lease/licence to be drawn up to set out use. Land has been cleared and a gate will be required.
 - *Gallery Thea* – would like to paint shop front. Meeting to be held with tenant to discuss colour choice etc.
 - *Unit 9 Hurren Terrace* – fire ceiling works completed.
 - *13 Station Road* – works overrunning on time due to Covid restrictions. Project mgr. to be asked to ensure this is completed as soon as possible.
Now that the ceiling is down extra works will be required to ensure safety including doubling up on joists and putting in a fire break between the attics. Project mgr. to advise costs.
 - *Flat 1* – new sash cords required.

5. **To consider the property repair priorities for 2021.22.** *to consider and agree next steps on each*
2 Strickland Place – windows and doors have already been commissioned. Wood will be softwood instead of hardwood.
Roof works required including tiles and flashing - together with other maintenance works.

25 Market Place – North and Hawkins have already provided quote which has been accepted to manage the works with scoping including kitchen and rendering repairs. Design and Conservation Officer will need to give advice re rendering.
It was noted that in view of recent Covid restrictions the tenant has increased their online presence.

Discussion regarding the priority of these works – there is water ingress from some part. Flashing has been completed and flat roof cleaned. But flat roof will need cleaning and non-slip paint applied as a priority. Lock on back door is being replaced.
It was agreed that 2 quotes be obtained for the roof cleaning and non-slip paint as a priority and that a **quote be obtained for an updated full survey to be carried out on the property at 25 Market Place to establish the priority of all repairs required prior to North and Hawkins commencing their scoping brief. Subsequent to meeting – estimate received for survey of this premises including drone survey of roof and chimneys - £2300 plus vat.**

7 Hurren Terrace – the full maintenance works have been scoped. North and Hawkins to be asked to quote for the project management works – including new kitchen, bathroom and ensuite to ensure better use of the property layout, together with new fire escapes and fire doors.

Camping Field/2nd field – STC has agreed to register the land. Await further discussions with ESC regarding use of the land.

6. **Property management update**
Property management – In view of regulations regarding landlords/tenants - Landlords Cttee will proceed with researching options for a management company to assist with the residential properties. Budget allocation to reflect potential costs. Scope has been sent for consideration.
7. **Date of next meeting** – To be agreed.

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

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

Nil

25 Market Place - In view of water ingress and condition of property an updated full survey to be carried out on the property at 25 Market Place to establish the priority of all repairs required prior to North and Hawkins commencing the present scoping brief. Quote received for survey of this premises including drone survey of roof and chimneys - £2300 plus vat.