

**Minutes of the Meeting of Southwold Town Council Landlords Committee  
held on Wednesday 7<sup>th</sup> July 2021 at 2pm at the Town Hall.**

Present; Cllrs Windell, Betts, Jordan, Sutton.

Also, present Town clerk and 2 members of public.

1. **Apologies:** To receive apologies for absence. Apologies were received from 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
3. **To receive comments from public**  
Nil
4. **To receive update on ongoing property maintenance works since the last meeting and to consider the property repair priorities for 2021.22.**

*Scope of works 7 Hurren Terrace.*

Project manager has the requirements for the scoping of the works.

Project manager is liaising with our other professionals regarding fire escapes and drainage.

Once all queries have been answered the scope of works will be detailed and put out to tender.

*25 Market Place – to consider way forward.*

Survey of the property has been undertaken and a prioritising works schedule produced.

This will now be discussed with tenant in order that works can be programmed in to cause the least possible disruption to the tenant.

*Strickland Place – number 1 – to consider way forward.*

NPS have completed the options analysis regarding converting the property to 2 flats.

Report received from NPS advises that '2 well designed flats in this location should let well'.

Market rental of Flat 1 is estimated at £ 9,600 - £10k pa.

Market rental of flat 2 is estimated at £13,200 - £14k pa.

Total rent for the 2 flats                      £22,800 - £24k pa

This compares favourably with the rent achieved on the whole property, which was previously £11,040pa.

Cost of conversion, modernisation and repair are estimated at £130k excl VAT. In addition, there will be costs for design, planning, project management and professional fees.

NPS advises that as with all such projects a contingency sum should also be added.

Base value in present condition has been assessed at £900k – so the rental income would provide a return of 2.5% which again compares favourably with the rates of return being achieved on the councils' other properties in this location.

**1 Strickland Place - After discussion it was agreed by all to recommend that council secure the appointment of an architect to complete the designs and submit a planning application to the LPA on the basis of the floor plans provided within the feasibility study provided by NPS.**

#### *Boating Lake improvements*

The Expression of Interest to the HLF has now been accepted to the second stage – information and application form for a grant of £250k to be submitted by year end.

Concerns have been raised by residents regarding; a) the huts at the front of the site – whether these have the appropriate permissions and whether any of these are being sublet, b) the creation of the golf at the front of the site – and whether this has the necessary permissions, and c) debris being left at the back of the site.

Action - The Terms of the lease will be checked to ensure that the tenant is compliant with its terms.

#### *Water Tower*

Dilapidations are still outstanding by previous tenant. Subsequent to the meeting the previous tenant made contact and discussions are continuing in this respect.

Members of the cttee carried out a site visit to the premises – agreed by all that as this is such an iconic council property some of the floors should be retained for council/ town manager / community use (top and bottom floors).

NPS have previously advised on the rental rates that could be requested for the first and second floor offices - £3500 first floor / £4500 for second floor - total rent £8000. This is the same as the rent from the previous tenant for the whole building.

Fire risk assessment has confirmed that these 2 rooms could be let separately to the rest of the building.

Consideration of the work sheds within the grounds of the Water Tower – one of which has an electricity supply. It was considered that the number of sheds might be able to be increased and that these could be potentially used for artisan/ craft sheds.

**Interest has already been shown in renting the 2 floors within the water tower. It is recommended that these 2 floors (first and second floors) be advertised as available to rent as individual offices as soon as the dilapidations have been resolved.**

#### *Red Cross Hut*

Existing tenant has an agreed lease to July 2022. For many years council has considered selling the site either with or without outline planning permission and the planners have previously advised that any new facility would need to provide some community room/ facility. An expression of interest had previously been received from a local community group for the site. Valuations will be sought in early the new year so that the matter can be considered again by council at that time.

#### *Town Hall – Access audit*

Previous planning application for installation of lift and modifications to the ground floor have now expired. It was suggested that there might be additional considerations required in the modernisation/ improvement scheme post Covid. Advice to be sought in this respect.

Consideration to be given to ultimately increasing community access in the building i.e for weddings etc. It was suggested that it would be useful to get alternative professional views as to the possibility of a lift installation and enquiries to be made in this respect.

*Putting Green* – The putting green has suffered from rabbits from the prom/ cliffs causing damage to the putting green. In response a rabbit guard fence has been installed around the inside perimeter of the putting green to protect the green itself. Cost £4161. Council has been asked to fund half the cost of the new fence.

**It is recommended that council approve a contribution of £2080 towards the fencing at the Putting Green.**

5. **Date of next meeting** – Wednesday 4<sup>th</sup> August at 2pm

Chair..... Dated .....

**1 Strickland Place – Division of property into 2 flats. It was agreed by all to recommend that council secure the appointment of an architect to complete the designs and submit a planning application to the LPA on the basis of the floor plans provided within the feasibility study provided by NPS.**

**Water Tower - Interest has already been shown in renting the 2 floors within the water tower. It is recommended that these 2 floors (first and second floors) be advertised as available to rent as individual offices as soon as the dilapidations have been resolved.**

**Putting Green - It is recommended that council approve a contribution of £2080 towards the new rabbit fencing at the Putting Green.**