

**Minutes of the Meeting of Southwold Town Council Landlords Committee held on Wednesday 4<sup>th</sup> August 2021 at 2pm at the Town Hall.**

Present; Cllr Windell, Cllr Betts, Cllr Jordan, Cllr Flunder and Cllr Sutton.

Also, present Town clerk.

1. **Apologies:** To receive apologies for absence. Nil
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 7<sup>th</sup> July 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, tilings, 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. – is moving along slowly – but completion is expected by end of August. Plumbing has caused a delay. Project Manager is undertaking regular site visits. Certificate of non-completion has been issued.

11 Station Road – new bath is being installed.

7 Hurren Terrace – scope of works has been produced and invitations to tender will be sent out and placed on Contract Finder.

1 Strickland Place – **quote received to take plans through to planning application - £3755 plus VAT. Recommend that this quote be accepted.**

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.

Water Tower – see previous minutes.

Town Hall – 2 local architects are considering whether there is any other option available for placement of lift.

Fencing for perimeter of Marsh 5 – **It had been previously agreed that the fencing should be the responsibility of the Council rather than of the tenant - quote received for £4860 incl VAT. It is recommended that this quote for £4860 incl VAT be approved.**

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.

6. **Date of next meeting - September 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 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, and to receive correspondence on property rental matters.

NIL

***Recommendations***

**1 Strickland Place – quote received to take plans through to planning application - £3755 plus VAT. Recommend that this quote be accepted.**

**Fencing for perimeter of Marsh 5 – It had been previously agreed that the fencing should be the responsibility of the council rather than of the tenant - quote received for £4860 incl VAT. It is recommended that this quote for £4860 incl VAT be approved.**

Chair.....

Dated .....