

Draft Minutes of Southwold Town Council Landlords Committee meeting held 29th August 2024 at 9.00am Town Hall Southwold. Rep LL 08.24

Present – Cllrs Gladwell (Chair), Flunder, Goldsmith, Miller, Redington, Wells and the Town Clerk.

1. **Apologies:** To receive apologies for absence. There were no apologies for absence.
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.*
Cllr Goldsmith declared as an employee of an estate agent. Cllrs Gladwell and Redington both declared re Strickland Place.
 - c. *To receive any request for dispensations regarding the agenda.* Nil
3. **To receive comments from public.**
Nil
4. **Minutes/ notes of the previous meeting** – July minutes had been to council - noted and agreed for signature.
5. **Update on repairs and planned works 2024.2025**
Members considered the property repair spreadsheet on a line-by-line basis and fully discussed the general repairs which are needed /going ahead.

Next major project will involve decision on gable end works at Hurren Terrace and the extent of the toilet modifications. Members had visited the site to consider the options available and to consider whether there could also be store facilities available for new shop/ other tenants. Following the visit a Teams call will be held with the architect and employers agent to progress. It was suggested that for tender purposes the request to have a shower in the new toilet facilities be kept in the spec of works with a view that this can be deleted if it costs too much. The same room to provide a disabled toilet facility too. Other areas to provide storage only.

Meeting to be held with tenants of 4 Strickland Place re the maintenance program.

40A High Street – new fire detectors are being installed. Subsequently the fire separation works will need to be procured.

Casino windows – await planning confirmation.
6. **Grant availability for insulation/ property repairs etc.**
To consider and agree next course of action for grants including UK Shared Prosperity Fund.
Funding to be considered for all works required to see if any would be appropriate to apply for.
7. **Quote for works**
Nil for this meeting.
8. **Empty Properties** – update.
 - *Flat above 21 Market Place* – Tenancy now being progressed with a local couple.
 - *7 Hurren Terrace* – readvertise with a local agent.
 - *1 Hurren Terrace* – to leave vacant until Gable End works completed.

- *Red Cross Hut and Water Tower* – await the views of the planning officer re the pre planning application for Red Cross Hut. This could influence the design project for the outside area of the Water Tower and possibly influence the letting of the inside too.
- *1 Strickland place* – ongoing
- *Shop on Station Rd* – interest starting to come through. It was suggested that a VOC be applied for in respect of the hours of opening – to include the hours and the request for Sunday trading.
Windows of shop will be cleaned regularly.

9. **Tenants requests to consider/ Other matters to consider**

13 Station Rd – damp report has been received. It was suggested that query be raised with regards to any guarantee that would be offered. Otherwise quote acceptable. Following the meeting members were advised that the works were not a guarantee of eradication of the damp as much will depend on how tenants treat the property. After consideration members agreed the works to go ahead and would hope that this does at least improve the situation.

Insurers remind that no e bikes/ electric scooters are to be kept inside properties.

10. **Date of next landlords cttee meeting.** 26th September at 9.30am

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

11. **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.*

Legal Advice Tender for works Rent/lease reviews.

Property sale – Cllrs Wells and Gladwell with meet with a prospective purchaser later in the week.

Town Hall full planning application – to be reviewed at next meeting.

Red Cross site – pre planning application to be chased.

Fire Station site – to be kept on the agenda.