



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 23 May at 7pm in the Council Chamber, Pierremont Hall**

Present: Cllrs Bailey, B Bayford, R. Binks, R.K Binks, D. Saunders, M. Saunders. J Savage  
(from 7.36pm)

In attendance: Cllr Garner

Town Clerk: Kirsty Holroyd

**1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE 2022-23 CIVIC YEAR**

**RESOLVED:**

- i) That Cllr Ros Binks be appointed chairman for the year**
- ii) That Cllr Bob Bayford be appointed vice chairman for the year.**

**2. APOLOGIES FOR ABSENCE**

Since all councillors had been invited to this meeting, apologies had been received from Cllrs P Moore and W Moore.

**3. DECLARATIONS OF INTEREST**

As dual hatted councillors, everyone agreed they could have an Other Significant Interest.

**RESOLVED: That special dispensation be granted to permit discussion of the issues on the agenda, without which business could not be transacted.**

**4. MINUTES**

Members received the minutes of the meeting held on Monday 4 May 2022.

**RESOLVED: That the minutes be signed as a true record of the meeting by the chairman.**

**5.. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

none

**6. PIERREMONT HALL**

i) Members received a verbal update on any issues from the Town Clerk. The handover to the Management Company is proceeding well although there is still much to do with regarding to finance and invoicing arrangements. The final work to rectify the roof over the Stella Maris suite is due to be carried out on Wednesday.

ii) Members considered measures to restrict unauthorised parking in the car park. A quote had been received to install a retractable post, but concerns were voiced over the reliability of such a device.

**RESOLVED: The Town Clerk will investigate alternative methods of restricting parking.**

iii) Members received and considered quotes from Westgate Security to upgrade the CCTV system. The Town Clerk explained that alternative quotes had not been sought as the Council was under a longterm contract with the company to monitor, service and repair its alarms and systems.

**RESOLVED: That alternative quotes be sought for comparison.**

iv) Members received and considered a quote to refurbish the external basement stairs. The Town Clerk explained that this was a health and safety issue due to the fact that the staircase was a fire exit from the basement.

**RESOLVED: That since the basement is not yet inhabited, this is not a priority and can be added to the schedule of works going to tender for Phase III a.**

v) Members received and considered a quote to refurbish the internal staircase hand rail. The Town Clerk explained this was for health and safety reasons. The handrail was considered unfit for use in a public building. Three quotes had been sought but only one contractor had visited and supplied a quote.

*Cllr Jason Savage entered the meeting*

**RESOLVED: That since Pierremont Hall is a public building third party advice is needed. The Town Clerk will contact Building Control officers at TDC.**

## **7. RETORT HOUSE**

i) Members received a verbal update on opening. The issues identified under the snagging list had been completed and the lights in the sports hall were the only outstanding issue. This would be dealt with under item iv). However UKPN had still not confirmed the date of 30 June for the disconnection of the power cable and the person dealing with it appears to have left the company.

ii) Members received a verbal update on signage. Three companies had been approached to manufacture signage for the building. Planning permission will be sought once visual drafts have been received.

iii) Members received and considered the quote to upgrade the CCTV system.  
**RESOLVED: That additional quotes are necessary for comparison.**

iv) Members received and approved a quote to replace floodlights with LEDs.  
**RESOLVED: that the quote be accepted at a cost of £1020.49**

***The following business was undertaken in accordance of the provision of standing order 3d with a resolution made to exclude the public due to the confidential nature of the business.***

**8. PUBLIC CONVENIENCES**

i) Members received the Public Toilet Assessments originally undertaken in 2019.

**RESOLVED: Members agreed to note.**

ii) Members considered engaging a surveyor to undertake condition reports.

**RESOLVED: That this was not yet necessary.**

The Town Clerk reported that draft Heads of Terms had been unexpectedly received from TDC since the agendas has been sent out and copies were handed out. It was noted that they were the same as had been offered for previous assets and that they were still unacceptable.

Cllr Bayford will attempt to glean more information for the next meeting.

**9. VIKING BAY LIFT**

Members received and agreed to note further information from the surveyor and the lift specialist. Councillors discussed making a recommendation to council that the lift is not purchased or transferred into the Town council's ownership. However due to the predominance of dual hatted councillors in the committee, and a possible conflict of interest, it was decided that a larger group ought to make the final decision.

**RECOMMENDATION: That Council be asked to make the final decision on whether or not to take on the running of the Viking Bay lift.**

**10. TENANTS' ISSUES**

i) Pierremont Hall

There were no issues to bring to councillors' attention

ii) Retort House

a) The Town Clerk reported that the tenant had complained that the upper part of the building was unbearably hot due to the black rubber roof coating which had been applied as part of the refurbishment. The management company representative had visited and agreed the Council was responsible for trying to employ some mitigating measures.

A commercial energy assessor was to be consulted and the Facilities Officer will contact the original company to enquire as to whether a lighter coloured paint can be applied.

b) To discuss rental agreement and new lease.

**RESOLVED: That the Town Clerk notify the tenant to give notice of the rental holiday coming to an end and rent to be due for the second quarter of 2022. An extension to the lease is also to be discussed.**

*Members of the public were permitted to re-enter the meeting – none were present.*

**11. DATE OF NEXT SCHEDULED MEETING**

**Monday 20 June 2022 at 7pm in the Council Chamber, Pierremont Hall**

Meeting closed at 8.55 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_