



Broadstairs & St Peter's Town Council

12 July 2023

To: Members of the Community Assets Committee:
Cllrs. J Bright, K Bright, M Garner, C Kemp, C Leys, A Munns, J Nicholls, G Rusiecki

Notice is given of a meeting of the **Community Assets Committee**
on **Monday 17 July 2023 at 6pm in the Council Chamber, Pierremont Hall**

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive declarations of interest in accordance with the Code of Conduct.

3. MINUTES

To receive and approve the minutes of the meeting held on Monday 19 June 2023.

Attach 1

4. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

5. ACQUISITION OF GREEN SPACE

i) To receive and consider a report outlining the main considerations with acquiring land

ENC 1

ii) To receive and consider the steps involved in acquiring assets

Attach 2

6. PIERREMONT HALL: PHASE 3

To receive indicative costs and outline of scope of works from a prospective building consultant.

ENC 2

7. ISSUES IN ALBION STREET CAR PARK:

To receive a verbal update from the Town Clerk

8. RETORT HOUSE

To consider and discuss an idea to promote use of Retort House to young people.

9. COMMUNITY BENCH AT ST PETER'S COURT OPEN SPACE

To receive a request from a member of the public to site a bench on the land **Attach 3**

The following business is to be undertaken in accordance with the provisions of standing orders 3d, with a resolution made to exclude the public due to the confidential nature of the business.

10. TENANTS' ISSUES

To receive any important information from the Town Clerk

Members of the public may re-enter the meeting

11. DATE OF NEXT MEETING - Monday 18 September 2023 at 7pm in the Council Chamber, Pierremont Hall



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Monday 19 June 2023 at 6pm in the Council Chamber, Pierremont Hall

Present:, Cllrs J Bright, M Garner, C Leys, C Kemp, A Munns, J Nicholls, G Rusiecki

Town Clerk: Kirsty Holroyd

74. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllr. K Bright. In the absence of the Chairman, Cllr Garner, Vice Chairman took the chair.

75. DECLARATIONS OF INTEREST

None

76. TERMS OF REFERENCE

Members received and considered a draft document.

RESOLVED: That the document is fit for purpose and can be recommended to Council.

77. MINUTES

i) Members received the minutes of the meeting held on Tuesday 28 March 2023. It was noted that none of those present had been at the meeting and the minutes had not been signed as a true record by the chairman at the last meeting. However, the Clerk reported that she had taken advice from KALC and that there was no necessity for anyone to have been at the meeting in order for the minutes to be accepted as a true record.

RESOLVED: That the minutes be signed as a true record by the Chairman.

Minute 53: The Town Clerk reported that she had received satisfactory answers to the Committee's questions concerning the improvements to the boardwalk at Viking Bay and as a consequence, works had started.

ii) Members received the minutes of the meeting held on Monday 22 May 2023.

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

78. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA none

79. PIERREMONT HALL

i) Members received a copy of the Facilities Manager's schedule for 2023.

RESOLVED: Members agreed to note.

ii) Members received and considered two quotes to repair the lobby roof.

RESOLVED: That the quote from John Couzens be accepted at a cost of £3800 plus vat.

iii) Members considered and considered two quotes to install a parking barrier. The Facilities Manager explained that two annual maintenance visits would also be necessary at a cost of £200 each time.

RESOLVED: That the quote from Westgate Security be accepted at a cost of £ 7105.68 plus vat, subject to planning permission.

80. PIERREMONT HALL – EVENTS

i) Members received a short presentation from the Events and Bookings Manager

RESOLVED: Members agreed to note.

ii) Members received a report on projected income for 2023

RESOLVED: Members agreed to note.

iii) Members considered ways of increasing regular bookings.

RECOMMENDATION:

i) That the Events and Bookings Manager be given delegated powers – via the Town Clerk – to use her business acumen to maximise bookings and revenue.

ii) That she report back to the committee in three months' time.

Cllr J Bright left the meeting 6.50pm

81. PIERREMONT HALL: PHASE 3

i) Members received an introduction to the project from the Facilities Manager who noted that all members had now viewed the basement and were aware of the need to address the issues there.

RESOLVED: Members agreed to note.

ii) Members received a flow diagram and considered timescales and processes.

RESOLVED: Members agreed to note.

iii) Members considered the conversion of the basement into usable space. The Facilities Manager explained he had met with many companies to show them the basement and discuss the project but only one Building Consultant had shown an interest in the entire project to include fire protection works.

RESOLVED: That a working group comprising Cllrs K Bright, M Garner, A Munns and G Rusiecki along with the Facilities Manager meet with the consultant to discuss next steps and potential uses.

iii) Members considered how best to establish potential uses for the basement.

RESOLVED: That as well as the working group discussing the issue with the consultant as above, councillors could discuss at the forthcoming workshops planned to identify issues and establish priorities.

82. ISSUES IN ALBION STREET CAR PARK

Members received a verbal report from the Town Clerk who explained that the matter had not moved on over the past month, despite firm commitment from the Town Council to offer 50% of estimated repair costs of £9000.

RESOLVED: Dual hatted councillors to bring the issue to the attention of the portfolio holder as soon as possible.

83. RETORT HOUSE

i) Members received a report on projected income for 2023-24

RESOLVED: Members agreed to note

ii) Members considered how best to increase bookings at the venue

RESOLVED:

i) That members arrange a viewing of Retort House in order to understand what sorts of hirers might be interested.

ii) That the Events and Bookings Manager be authorised to use her initiative and her knowledge of the business to maximise bookings and revenue.

iii) Members received a quote from the existing contracted electrician at Retort House to move the location of the heater switch so that hirers can access it safely.

RESOLVED: That the quote from E Saunders be approved at a cost of £799.82 plus vat.

84. ACQUISITION AND ONGOING MANAGEMENT OF GREEN SPACE

Members have identified this as one of their priorities.

RESOLVED: That the issue be addressed via the informal discussion and workshops being planned for Council and brought back to committee for decisions.

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.

85. TENANTS' ISSUES

Members received a verbal report detailing all outstanding issues.

RESOLVED:

i) Members reaffirmed their support to ensure the full payment of all outstanding bills.

ii) Members requested a copy of the written report.

Members of the public, had any been present were permitted to re-enter the meeting

86. DATE OF NEXT MEETING

Monday 19 June 2023 at 6pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.40 pm

Signed _____

Date _____

Issues to consider when acquiring new assets:

Report to Community Assets Committee 17 July 2023

Introduction:

Informal talks with individual councillors have revealed a desire by some for the Town Council to acquire certain assets. BSPTC is in the process of ascertaining its aims and objectives over the next four years, and assets will feature in that discussion, both internally and with external parties and partners. However there plenty to consider and much work to be done before a proposal could be put to Council on acquisition of additional assets.

The rules:

The Town Council's Standing Orders (14.4.) state that *No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).*

Questions to consider:

- What is the asset? How is it used by people?
- Why does the Town Council wish to acquire it?
- If it is being poorly run or closed down, why? Has the current owner been asked for an explanation?
- Is the asset for sale?
- How would the Town Council run it differently to the current owner?
- How would the Town Council add value to the asset and therefore demonstrate best value to the local tax-payer?
- How will the council budget for on-going maintenance, repair, servicing, development of the asset?
- How will the Council resource the asset? Staff, equipment, machinery, vehicles, training, management etc
- Where will additional staff, equipment and machinery be stored?
- Are there alternatives to acquisition? Partnership working? Offering grants to plug funding gaps?

Potential risks:

- Assets purchased or acquired without due consideration of on-going resource needed to adequately protect, maintain and run it
- Assets purchased or acquired without due consideration of legislative or financial constraints upon the council
- Assets purchased or acquired without due consideration of financial, reputational, strategic and operational risks facing the Council

The results of poor or hasty decision making can remain with an organisation for many years.

Steps to mitigate risk:

- The Town Council has agreed to develop and produce an action plan to guide effective decision making over the four-year term.
- All decisions to be weighed against a risk matrix to establish good decision making, quantify benefits to the Town, and underpin prudent use of public funds.

Summary:

The purpose of this report is not to squash aspirations or discourage growth and new ideas but to advise caution, professional research and preparation, and consultation with experts and with the public in building the case for asset acquisition.

Town Clerk

12 July 2023

Proposal for a public bench on the Saint Peters Court green space

- Having approached a number of resident it is clear that a bench in this location would be of great benefit.
- Currently there is nowhere to sit and rest within either of the green areas.
- The green is often used for children to play and a bench would be a benefit to both children and parents alike.
- The footpath is often used by some of the more elderly residents of the area and they would very much appreciate a place to rest during their walk.
- Having a bench in the proposed location would give residents and visitors a chance to sit and relax in beautiful surroundings while appreciating the wild bird life and song.

With regards to the attached and the notes above I hereby request support from Broadstairs and Saint Peters Town Council for funding assistance in the provision of a wooden bench in the position as shown.

Your support is appreciated

Kind Regards

~~Tim Seed - 012~~ Saint Peters Court, Broadstairs CT10 2UU

20th June 2023



**Proposal for a public bench
on the Saint Peters Court
green space**

Footpath

Proposed Bench Position

