



# Broadstairs & St Peter's Town Council

15 May 2024

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 20 May 2024 at 7pm in the Council Chamber, Pierremont Hall**

Kirsty Holroyd  
Town Clerk

## AGENDA

**1. ELECTION OF A CHAIRMAN AND VICE CHAIRMAN FOR THE 2024-25 CIVIC YEAR.**

**2. TERMS OF REFERENCE**

To receive the current document and consider updating it.

**Attach 1**

**3. APOLOGIES FOR ABSENCE**

**4. DECLARATIONS OF INTEREST**

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

**5. MINUTES**

To receive and approve the minutes of the meeting held on Monday 19 February 2024.

**Attach 2**

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

**7. SARAH THORNE THEATRE**

To receive a verbal report from Theatre Producer, Michael Wheatley-Ward on the present activities and the future outlook for the community amenity.

**8. HEARING LOOP**

To receive and consider a summary report

**Attach 3**

**9. ALBION STREET TOILETS**

To receive background information and consider whether the Council is interested in acquiring.

**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. BANDSTAND AND KIOSK**

To receive an update on the arrangements with TDC

**11. COMMERCIAL LETS**

To receive updated information from the Town Clerk

**ENC 1**

**12. DATE OF NEXT MEETING** - Monday 10 June 2024 at 6pm in the Council Chamber,  
Pierremont Hall

**BROADSTAIRS & ST PETER'S TOWN COUNCIL**  
**Terms of Reference**  
**Community Assets Committee**

**Amended by the Committee on 19 June 2023**  
**Approved by Council on 26 June 2023**

**MEMBERSHIP**

- The F&GP Committee shall consist of eight Councillors who shall be elected by the Council and may be re-elected each year at the Annual Meeting of the Town Council
- Councillor members shall have full voting rights on the committee.
- All Councillors may receive electronic papers for committee meetings and have the right to attend meetings and speak but not vote on agenda items.

**PROCEDURES**

- At the first meeting of the Committee after the Annual Meeting of the Town Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The committee will submit minutes of their meetings to the next meeting of the Council and seek approval for recommendations made.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The Committee shall act lawfully and in accordance with the Council's Standing Orders.
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.

**FREQUENCY OF MEETINGS**

- The Committee will normally meet monthly. The schedule will be published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue and will be open to the public.

**COMMITTEE FUNCTIONS –**

The committee shall be responsible for the management of the Council's assets

- Ensure robust and effective short-, medium- and long-term maintenance strategies are implemented to protect the Council's investments.
- Oversee commercial issues including events and commercial lets with the aim of providing a self-sufficient community venue which provides value to the local tax-payer.
- Ensure the Council meets it's legal liabilities concerning running a commercial enterprise.
- Explore the viability of taking on additional assets to which the Council feels it can add value.



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 19 February 2024 at 6pm in the Mayor's Parlour, Pierremont Hall**

Present: Cllrs J Bright, K Bright (Chairman), M Garner, A Munns, J Nichols, G Rusiecki

Town Clerk: Kirsty Holroyd

### **139. APOLOGIES FOR ABSENCE**

Apologies with reason were offered and accepted from Cllrs. C Kemp and C Leys.

### **140. DECLARATIONS OF INTEREST**

None

### **141. MINUTES**

Members received the minutes of the meeting held on Monday 22 January 2024.

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

### **142. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

None

*Cllr K Bright explained that he and Cllr J Bright were obliged to leave this meeting at 7pm to attend another, so with members' permission he altered the running order of the agenda so as to discuss the most pressing items first.*

***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.***

### **143. COMMERCIAL LETS**

Members received updated information from the Town Clerk. Members noted that the tenant wishing to surrender his lease early did not wish to accept the terms offered.

**RESOLVED:**

**That members do not wish to make another offer to the early vacating of one of the suites.**

Members received updated information on the tenant who wishes to extend his lease.

**RESOLVED:**

**i) That the tenant be informed that work has started on a new lease, but that there are a series of conditions with which he must comply.**



- ii) That the list of conditions be communicated to the tenant.
- iii) That the Town Council commission a condition report on works undertaken by the tenant within the property.

**144. LEGAL ISSUES**

Members received the latest invoices.

**RESOLVED:**

- i) That the invoice to the third a party be paid immediately.
- ii) That the second invoice be challenged on the grounds that mistakes made in the original leases have caused problems for which the taxpayer has had to pay.

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

**145. PIERREMONT HALL & RETORT HOUSE: COMMERCIAL & COMMUNITY USE**

i) Members received a report from the Events and Bookings Manager designed to ensure consistency, fairness and transparency when awarding discounts to different groups.

**RESOLVED:**

- i) That the methodology be approved for use but there is no need for hirers to be CT10 residents in order to qualify, provided CT10 residents are the main beneficiaries of any service.
- ii) That if classifying a particular application for discount is unclear, the chairman and vice chairman of the committee can be called upon to make the final decision which will be reported at the next committee meeting.

**146. PIERREMONT HALL**

Members received updated information on water testing legislation and noted that there are new obligations on commercial landlords. The caretaker will undertake the new mandatory monthly temperature testing and recording.

**RESOLVED:**

- i) That the information be noted
- ii) That the Facilities Team be asked to look into the feasibility of removing the showers at Retort House.

**147. PHASE III**

Members received notes from the meeting which the Town Clerk and the Facilities Manager attended with the legal team, as well as the letter formally appointing them and outlining priorities, and the subsequent response and advice.

**RESOLVED: Members agreed to note.**

ii) Members received a report from the Facilities Manager on engaging specific services.

**RESOLVED: that members support the proposal to use specific and known suppliers for some services in the project, but that TMD be asked to market test the quotes as they are received and notify the Council if they seem excessive.**

**148. VICTORIA GARDENS**

i) The Town Clerk reported that the updated licence had not yet been received back from TDC but that she suspected the delay was due to staff leave over half term.

**RESOLVED: Members agreed to note.**

ii) Members received the notes of the first meeting of the steering group and noted that all was proceeding well.

**RESOLVED: Members agreed to note.**

Cllr Nichols wished to voice his concern that the successful work of the Town Council at Victoria Gardens had been claimed as a victory for the Labour Party according to a recent publication "Viking Matters". All agreed the gardening project was a cross-party endeavour and the Town Council strives to operate apolitically. There followed some unresolved discussions about what should and shouldn't be included on political leaflets and the meeting ended.

**149. DATE OF NEXT MEETING**

**Monday 20 May 2024 at 6pm in the Council Chamber, Pierremont Hall**

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Hearing Loop Survey

Following a survey, we have received two quotes for the installation of a hearing loop into The Chamber:

### Option 1

Hearing Loop Radio Frequency System @ £6089.10

### Option 2

Induction Loop System @ £4639.90

## Acoustic Panels

We have also received a quote for acoustic panels, which are fixed to the walls permanently for the reduction of echo:

The number of panels needed is calculated as a percentage of the room's surface and it varies depending on what materials the room is made from (hard or carpeted floor) and if you have any other materials such as curtains or soft furnishings that may already be absorbing sound to a certain extent.

This means that in your case you'd need 17 square meters worth of acoustic panels to achieve a great level of acoustic comfort and control.

To give you an idea of the cost of these suggestions, if you used our standard rectangular panels (which measure 1200x600x50mm) you'd need 24 panels to achieve the ideal surface coverage.

24 printed panels cost £4032.00 incl. VAT,

## Summary

### *Hearing Loop*

Having looked further into the installation of a hearing loop, these are used less frequently as more hearing aids are digital which automatically amplifies music and speech. They are also controlled by the user on their mobile telephones which allows, if necessary for the hearing aids to be turned up, or direction of amplification changed.

A hearing loop works for those hearing aids that have a telecoil pack and requires the user to alter the settings on their hearing aids for the hearing loop to work. The majority of new hearing aids being issued are now digital in some form, so do not have a telecoil fitted.

### *Acoustic Panels*

The number of acoustic panels required would cover a significant amount of wall space, which is not a viable option for The Chamber, given the history of the building and also the use of the room as a wedding venue.

## Other Options

Potentially mobile acoustic screens could be placed around the chamber for meetings which could reduce the echo. However, storage of these would need to be looked into, and ease of manoeuvring. Screens start at approximately £300 per screen, however there are numerous options of screen consider.

Another option would be Soundfield system speakers, which reduce reverberation. These are placed in the meeting room with the person talking having either a pendant microphone or handheld. The system provides clarity of sound, though within meetings, there would be a need for multiple microphones. Costs for these start at approximately £800 for a speaker and pendent, with costs increased for additional speakers and microphones. This system is used successfully in schools.

Due to the height of the room, neither of these options are guaranteed to work, however, the cheapest option at this time would be to look at portable acoustic screen, which could also be used as room dividers. However, as stated, storage and ease of movement would need to be looked into further.