



Broadstairs & St Peter's Town Council

7 May 2025

To: Cllrs: J Bright, K Bright, (Chairman) Garner, Hobson, Kemp, Leys, Munns, Nichols and Roberts.

You are summoned to a meeting of the **Community Assets Committee** to be held on **Monday 12 May 2025 at 7pm in the Council Chamber at Pierremont Hall.**

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive from members of the Council and the Town Clerk declarations of interest in accordance with the Code of Conduct adopted by the Town Council on 29 July 2024.

3. MINUTES OF THE LAST MEETING

To approve the minutes of the meeting held on 17 March 2025.

Attach 1

4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

5. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

To agree to suspend the meeting in accordance with Standing Orders 3e, 3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

6. PIERREMONT HALL

- i) To receive an update on progress with the new tenancy at the Viking Suite
- ii) To receive an update on progress with the new tenancy at The Cottage
- iii) Bannister – to receive and approve the design of some essential works

Attach 2&3

- iv) Fire doors – To receive and approve a quote for further fire door improvements

Enc 1

7. UPDATES FROM THANET DISTRICT COUNCIL

- i) War memorial
- ii) Pierremont Park fountain

- iii) Locating of street sweeper at Pierremont Hall
- iv) Pierremont Park depot
- v) Clocktower
- vi) Toilets summer opening schedule
- vii) Toilet refurbishment at Victoria Gardens
- viii) Summer bins / litter collection
- ix) Heritage finger posts/ way finders
- x) Seafront lighting project

8. PHASE III

- i) To receive an update on progress to appoint the contractor.
- ii) To discuss attendance at the initial meeting

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.

9. LEGAL UPDATES

- i) To receive an update from Brachers on the pre-emption agreement
- ii) To receive an update from Brachers on the end of tenancy

10. COMMERCIAL LANDLORD UPDATES

- i) To receive an update on 2025-26 service charges.
- ii) To receive an update from E Saunders on electricity to Pierremont Hall **Enc 2**

Members of the public may re-enter the meeting

11. DATE OF THE NEXT MEETING - Monday 14 July 2025 at 7pm in the Council Chamber, Pierremont Hall



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Monday 17 March 2025 at 7pm in the Council Chamber, Pierremont Hall

Present: Cllrs J Bright, K Bright (Chair), M Garner, C Leys, J Hobson & S Roberts.

Town Clerk: Kirsty Holroyd

208. APOLOGIES FOR ABSENCE

Apologies with reason were accepted from Cllr C Kemp and Cllr A Munns
Cllr J Nichols was absent.

209. DECLARATIONS OF INTEREST

None

210. MINUTES

Members received the minutes of the meeting held on Monday 20 January 2025.

RESOLVED: That with the amendment that Cllr Hobson had given apologies, the minutes be signed as a true record by the Chairman.

211. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

212. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE

None

213. VIKING SUITE

The Town Clerk reported that an online meeting had been held with the solicitor on 15 February and the final points of the lease discussed and agreed with councillors present. An email from the solicitor on 17 February had confirmed the points but nothing further had been received despite several follow-up requests from the Town Clerk. On 14 March the solicitor's secretary had confirmed the solicitor had been taken unexpectedly ill and her supervisor would be taking over the case in due course. Members agreed that this was unsatisfactory and the firm of solicitors ought to have arrangements in place for when such circumstances arise.

RESOLVED: The Town Clerk write to the firm requesting an update by the end of the week. If this is not received a formal complaint is to be made.

214. UPDATES FROM THANET DISTRICT COUNCIL

The Town Clerk reported that she has several meetings planned with TDC officers to discuss various assets in the town.

- i) War Memorial. Meeting planned for 19 March to discuss development of Heads of Terms for Council's consideration.
- ii) Pierremont Park fountain. TDC officers are satisfied the area is safe due to surrounding fence. Plans are being drawn up to enable the existing flower bed to be cleared and replanted. Structural work is necessary before gardeners can enter. Members agreed they would like the fountain functioning again if possible.
- iii) Water leak. The monies owed by TDC had been received that day.
- iv) Pierremont Park depot. No developments. All agreed to keep the site on the agenda as it would be very useful for the Town Council to acquire in light of future local government restructuring.
- v) Clocktower. Meeting planned for 1 April to discuss works and co-ordinate with Community Payback.
- vi) Toilets summer opening schedule. Yet to be released.
- vii) Summer bins/litter collection. Large bins due in situ over next two weeks. Collection schedule yet to be released.
- viii) Louisa Bay lock-up. No response received on future of TDC using space to store street cleansing equipment. The space is not big enough to accommodate everything now that the Town Council has also taken on Balmoral Gardens.
- ix) Balmoral Gardens and Pierremont Hall drinking taps. A very positive meeting had taken place that day with TDC officers. The Civic and Support officer will update members at next week's Environment Committee meeting.
- x) Uncle Mack plaque box – the plaque will not be removed so the Town Clerk had requested that the box covering it be made good. TDC have now primed it at the Town Council's own staff will paint and finish it with signage to improve the visual aspect.
- xi) Heritage way-markers: The four finger posts around the town are in need of repainting and repositioning. Town Council staff are able to do this but need assistance to remove the "finger" which have rusted in place. TDC have agreed to remove and bring them to Pierremont Hall for refurbishment.
- xii) Viking Bay lift: currently not working but replacement parts on order and should be ready for Easter.

215. LOCAL GOVERNMENT REORGANISATION

Members received a note from the CEO of KALC and noted the work that KALC is doing to ensure Local Councils are consulted and included in the devolution process. Members agreed that the Town Council needs to be involved in the process from the outset, the list above demonstrating how many assets it is already working on in partnership with TDC.

RESOLVED: That the Town Clerk start to make a list of potential future assets and a method of quantifying and prioritising them in terms of whether the Town Council has the capacity and appetite to manage them and what additional resources would be necessary should it wish to do so.

216. PHASE III

- i) The Town Clerk reported that two consultants had still to sign their collateral

warranties. The solicitor drafting the contracts is pro-actively and persistently pursuing those who have yet to sign and the process can be left to follow its course.

RESOLVED: Members agreed to note.

ii) Members discussed plans for the layout of the basement.

RESOLVED: That the broad plan presented by the Town Clerk can be approved. Fire safety and damp-proofing are paramount and fit out will be discussed with the design team in due course according to budget constraints and potential future uses of the building which at this stage are unclear due to the restructuring discussed at minute 215.

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.

217. RETORT HOUSE

i) Members received an update from Brachers on the pre-emption agreement. Unfortunately since the same solicitor is dealing with this issue as is dealing with the Viking Suite lease discussed at minute 213, nothing further can be done until contact is made with the supervisor.

RESOLVED: Members agreed to note.

ii) Members received an update from Brachers on the end of tenancy. The Town Clerk had last heard from the solicitor on 9 January. Despite regular chase ups it was not until 21 February that she was informed the solicitor had left the firm. The supervisor was due to pick up the case and the Town Clerk instructed him to send the end of tenancy closing statement to the tenant as agreed by Council. No response received in this matter since 24 February.

RESOLVED: members agreed to note.

ii) Members received an update from TDC on use as a polling station. The Town Clerk has received no confirmation but members reported anecdotally that the building would not be used.

RESOLVED: Members agreed to note.

iii) Members received an update from TDC on future interest in the building. Nothing has been confirmed. The Town Clerk will raise at a forthcoming meeting with TDC officers.

RESOLVED: Members agreed to note.

iv) Members received an update on inviting expressions of interest. Members agreed this cannot be discussed in earnest until the legal position on the future of the building is confirmed.

v) Members held an informal discussion on various future uses of the building.

RESOLVED: that the item be included as an agenda item at the forthcoming Town Assembly.

218. PIERREMONT HALL

Members received information about a new tenant for The Cottage. Heads of Terms were received and will be discussed with the tenant and solicitor shortly.

The Town Clerk also reported that the Town Council staff had moved to the Princess Victoria Suite so that all nine officers could be accommodated in the same suite.

This will improve communication and efficiency.

RESOLVED: members agreed to note.

219. LEGAL UPDATES – none all covered above.

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

220. DATE OF NEXT MEETING

Monday 12 May 2025 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 20.19

Signed _____

Date _____

Bannister history

- August 2022 Facilities Manager requested a survey of banister which confirmed it was unstable and needed remedial works.
- December 2022 G&W Gardners carried out site survey and tried to interest contractors in the work
- October 2023 A&G were approved to carry out strengthening works @£2470 (decorative newels)
- January 2024 site survey revealed that timber fascia was not strong enough to support newels and they could not carry out the works.
- Three companies approached via check-a-trade. None were able or willing to assist.
- February 2024 Broadstairs Metalcraft quoted for strengthening works @£945 but subsequently declined to take up the work as unsure it would solve the problem.
- October 2024 TMD Building Consultants recommended a suitable contractor TC&D but they were unable to help.
- January 2025 Spittly Wood joiners approached – unable to help.
- April 2025 Facilities Manager scoped a new design: strengthening bars to run parallel to handrails on each of the three sections of the staircase to support the structure. (see illustration at attach 3) Broadstairs Metalcraft to manufacture. Quote to be submitted at meeting but will be much less than the original £2470 budgeted.

