



# Broadstairs & St Peter's Town Council

9 July 2025

To: Cllrs: J Bright, Garner, Hobson, Kemp, Leys, Munns, Nichols and Roberts.

You are summoned to a meeting of the **Community Assets Committee** to be held on **Monday 14 July 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 12 May 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. UPDATES FROM THANET DISTRICT COUNCIL**

**Attach 2**

**7. LOCAL GOVERNMENT RESTRUCTURING**

To receive and complete a survey

**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.**

**8. SARAH THORNE THEATRE**

To receive reports following a briefing meeting with Cllr John Finch

**ENCS 1-7**

**9. LEGAL UPDATES**

- i) To receive an update from Brachers on the end of tenancy – Escapement
- ii) To receive an update on the pre-emption agreement – Retort
- iii) To consider responding to TDC's call for Brownfield sites

**ENC 8**

**10. COMMERCIAL LANDLORD UPDATES**

- i) To agree a rent for the Forsyth Suite when the current lease expires.
- ii) To agree a rent for the Pierremont Suite when the current lease expires.
- iii) To receive an update on progress with the new tenancy at the Viking Suite
- iv) To receive an update on progress with the new tenancy at The Cottage
- v) To receive an update on progress with the new tenancy at the Charles Cockerell Suite.

**ENC 8**

**Members of the public may re-enter the meeting**

- 11. DATE OF THE NEXT MEETING** - Monday 18 August 2025 at 7pm in the Council Chamber, Pierremont Hall



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

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

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

Town Clerk: Kirsty Holroyd

Finance Officer: Victoria Jenkins

Facilities Manager: David Bassett

### **221. APOLOGIES FOR ABSENCE**

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

### **222. DECLARATIONS OF INTEREST**

None

### **223. MINUTES**

Members received the minutes of the meeting held on Monday 17 March 2025.

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

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

None

### **225. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE**

None

### **226. PIERREMONT HALL**

i) Members received an update on the new tenancy at the Viking Suite.

Unfortunately no progress at all appears to have been made over the last month.

**RESOLVED: That the Town Clerk escalate the issue via Brachers internal complaints system.**

ii) Members received an update on progress with the new tenancy at The Cottage.

Unfortunately the prospective new tenant has not forwarded his solicitor's details so no progress has been made.

**RESOLVED: That the prospective tenant be given until the end of the week to give his details or the property will be shown to other interested parties.**

iii) Bannister – Members received a brief history of issues encountered with rectifying the bannister which requires additional support. Members viewed the bannister and considered the Facilities Manager's proposal to strengthen it. The measure is temporary but will provide the structural support necessary. It can be



removed at such time as a more aesthetic solution is found.

**RESOLVED: That the remedy is implemented by Broadstairs Metalcraft at a maximum cost of £945.**

iv) Fire Doors – Members received a quote to carry out essential replacement doors to the second floor, roof hatch and internal first floor doors.

**RESOLVED: That Cinque Ports Construction be authorised to carry out the works at a cost of £6890 plus vat.**

## **227. UPDATES FROM THANET DISTRICT COUNCIL**

The Town Clerk reported that despite several meetings with TDC officers to discuss various assets in the town and a very promising start, the following projects appear not to be progressing as initially envisaged. It was discussed that possibly the Easter holidays and election restrictions has hampered progress.

- 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 way-markers

**RESOLVED: TDC councillors will chase these projects up with the various teams.**

The seafront lighting project has commenced but it is unclear how well it is progressing. A meeting had taken place between ward councillors and the engineers as reported at minute 609 at the last Council meeting. It is hoped some feedback will be given before the next Council meeting.

## **228. PHASE III**

i) Members were informed that the contract is still not ready to be signed since the fee structure needs to be updated and resubmitted by the building consultants.

**RESOLVED: members agreed to note.**

ii) Members were informed that the next step will be an introductory meeting of the whole design team at Pierremont Hall to which all councillors will be invited.

**RESOLVED: members agreed to note.**

***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.***

## **229. LEGAL UPDATES**

i) Pre-emption agreement: Retort House. Members were informed that the Council's solicitor believes the Notice has been served on TDC regarding the resale of the property. She has yet to confirm the three-month time-frame.

**RESOLVED: Members agreed to note.**

ii) End of tenancy- Unit 2 Retort House:

Members were informed that the Town Clerk had received no acknowledgement of the Town Council's instructions since 1 April 2025, despite repeated requests for updates.

**RESOLVED: That the Town Clerk escalate the issue via Brachers internal complaints system.**

**230. COMMERCIAL LANDLORD UPDATES**

i) Members received an update on 2025-26 service charges.

The Finance Officer explained she had calculated the actual charges for 2024-25. The figures are currently being checked by Spurling Cannon in order to obtain the necessary service charge certification.

**RESOLVED: members noted the costs of running the building and are satisfied that the best outcome for the local tax-payer is that it remains predominantly for community use, supported by commercial use. Staff and councillors will continue to promote the venue to local residents as an asset for their use and enjoyment.**

ii) Members received an update on the electricity supply to Pierremont Hall. A letter has been supplied by the company admitting to the incorrect installation of the meters which has led to incorrect readings.

**RECOMMENDATION: That the Finance Officer arrange for reimbursements to be paid where necessary. Monies to be taken from the Pierremont Contingencies reserve and compensation to be sought from the contractor.**

iii) Charles Cockerell Suite: a potential tenant has been identified: Members discussed rental figure.

**RESOLVED: That the annual rent be fixed at £6019.**

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

**231. DATE OF NEXT MEETING**

**Monday 14 July 2025 at 7pm in the Council Chamber, Pierremont Hall**

Meeting closed at 19.58

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Community Assets – report for Committee July 2025

- i) War Memorial.  
Heads of Terms being drawn up at TDC – no further news.
- ii) Pierremont Park fountain.  
No further updates
- iii) Locating of street sweeper at Pierremont Hall  
No further updates
- iv) Pierremont Park depot.  
No further updates
- v) Clocktower.  
Work is progressing. Community Payback to finish painting lower levels once fencing removed.
- vi) Toilets summer opening schedule.  
No confirmed but no complaints about toilets received so far
- vii) Toilet refurbishment at Victoria Gardens  
Completed to a good standard
- viii) Summer bins/litter collection.  
No timetable/schedule confirmed but a walkabout undertaken by Town Clerk, Town Mayor and TDC's Head of Waste identified sites where bins could be better deployed or signposted.
- ix) Heritage way-markers  
No further updates.
- x) Seafront Lighting project  
Works on jetty due to be finished mid-July including new festoon lights  
Works to Victoria Gardens significantly more complex than originally thought. More columns have failed the stress test and will need replacing. This will be done in the Spring. The main project will be complete by the end of July.

## 1. Why are we doing this Survey?

**Kent is due to submit its proposals for local government reorganisation by 28th November 2025. These proposals will determine the number and boundaries of the new unitary councils. It is essential that town and parish councils have a voice in shaping this future.**

**We are therefore gathering feedback to share with district/borough councils, Kent County Council and Medway Council. Your input will also help us at KALC to understand how best to support you through this process and beyond.**

**Thank you for taking the time to complete this survey—your views will directly influence the future of local government in Kent.**

\* 1. Name of Council

\* 2. District

- ☐ Ashford
- ☐ Canterbury
- ☐ Dartford
- ☐ Dover
- ☐ Gravesham
- ☐ Maidstone
- ☐ Medway
- ☐ Sevenoaks
- ☐ Shepway
- ☐ Swale
- ☐ Thanet
- ☐ Tonbridge and Malling
- ☐ Tunbridge Wells



## 2. Council Information and Capabilities

\* 3. Does your Council have the General Power of Competence

- ☐ Yes  
☐ No

4. If you answered No to Question 3, please tell us why

- ☐ Not enough elected Councillors  
☐ Clerk isn't CiLCA qualified  
☐ Other (please specify)

\* 5. Does your Council have any of the following Local Council Award Scheme accreditation?

- ☐ Foundation (now Bronze)  
☐ Quality (now Silver)  
☐ Quality Gold (now Gold)  
☐ None of the above

\* 6. How many paid full-time equivalent (FTE) staff does your Council employ (including the Clerk)?

\* 7. Through re-organisation, would your Council look to take on more staff, if needed?

- ☐ Yes  
☐ No  
☐ Don't know



\* 8. Does your Council currently provide any of the following services?

- ☐ Public open spaces and parks
- ☐ Play areas
- ☐ Community buildings
- ☐ Allotments
- ☐ Car parks
- ☐ Public Toilets
- ☐ Street Lighting
- ☐ Cemeteries and Churchyards
- ☐ Sports parks ie a MUGA
- ☐ No Assets
- ☐ Other (please specify)

\* 9. How does your Council currently engage with residents regarding local service delivery?

- ☐ Local magazine
- ☐ Council website
- ☐ Survey platform
- ☐ Public meetings
- ☐ Notice Boards
- ☐ Social Media
- ☐ Other (please specify)

\* 10. Do you feel you need support from KALC to do this?

- ☐ Support on which survey platform
- ☐ Support on wording
- ☐ No
- ☐ Other (please specify)

#### 4. Devolution and Local Government Re-Organisation

\* 11. How familiar are you with the concept of devolution and local government re-organisation?

- ☐ Very familiar
- ☐ Somewhat familiar
- ☐ Not familiar at all

12. How can KALC support you through this process?

13. What opportunities do you think devolution could bring to your community and how can your Council be involved?

14. What opportunities do you think local government reorganisation could bring to your community and how can your council be involved?

15. What are your concerns (if any) about devolution in Kent?

16. What are your concerns (if any) about local government reorganisation in Kent?

\* 17. What engagement to date have you had from your district and county council (or unitary council for Medway councils)?

- ☐ Email updates
- ☐ Individual meetings with your District Council
- ☐ Collaborative work with other Councils
- ☐ Regular liaison meetings
- ☐ District attendance at Area Committee meeting
- ☐ Other (please explain)

## 5. Unitary Authorities and Boundaries

\* 18. Would you prefer Kent and Medway to be reorganised into 3 or 4 Unitary Authorities? (For more information, including maps of proposed boundaries, population figures, funding sources and more, please visit this link: [Supplementary-Submission-from-Kent-Councils-on-Local-Government-Reorganisation-FINAL.pdf](#). Please note that the information provided is based only on data from Canterbury, Maidstone, Sevenoaks, Tunbridge Wells, and Tonbridge and Malling councils, and is intended to give an indicative view of what the new unitaries might look like — it does not reflect data from all principal authorities in Kent.)

Note: We are aware that some district councils have explored the financial implications of reorganisation and have raised concerns that a move to four unitary authorities may not offer cost savings compared to the current system. While we do not have full access to this analysis, we include this point for your awareness as you consider your response.

Please explain the reason for your preference:

- ☐ **3 Unitary Councils**
- ☐ **4 Unitary Councils**
- ☐ Please give a reason for your answer.

\* 19. Given the current structure of your district, do you feel that your parish/town council still aligns with your existing district authority, or have elements such as local development, infrastructure, or community identity evolved in a way that makes alignment with a neighbouring district more appropriate?

- ☐ Yes, we still feel aligned with our current District
- ☐ Somewhat aligned
- ☐ No, we feel more aligned with a neighbouring District
- ☐ Not sure

\* 20. When forming the new unitary boundaries, does reorganising along existing district boundaries work well for your council? If not, please explain why.

- ☐ Yes
- ☐ No
- ☐ If not please explain why.



21. Based on your experience, what do you think any new unitary council(s) should be setting out to achieve in your area?

\* 22. How would you want any new unitary council (s) to work with your own council? What form of support would you need to enable this to happen effectively?

☐ Parish Liaison Officer at new unitary (dedicated contact)

☐ Regular attendance at Area Committee meeting

☐ Other (please specify)

23. Are there any specific challenges you expect any new unitary council (s) to face and tackle?

## 6. Council Responsibilities and Support Needs

24. We recommend that councils make a list of county assets and district assets in your area. Are there any assets that your council would be willing to take on?

25. Are these assets registered as Assets of Community Value?

\* 26. What external support would your council need to take on additional responsibilities?

- ☐ None
- ☐ Financial assistance
- ☐ Training for Councillors and Staff
- ☐ Legal and Governance Advice
- ☐ Administrative support
- ☐ Other (Please specify)

\* 27. What do you see as the main barriers to your council taking on additional responsibilities?

- ☐ None
- ☐ Lack of financial resources
- ☐ Lack of staff capacity
- ☐ Lack of expertise or knowledge
- ☐ Concerns about long-term sustainability
- ☐ Other (please specify)

28. What training would benefit your council in relation to devolution and local service delivery? (e.g. contract management, financial resilience for assets, asset stewardship etc).

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## 7. Final Thoughts

29. Do you have any additional comments or concerns about devolution in Kent?

30. Do you have any additional comments or concerns about local government reorganisation in Kent?

31. KALC currently has 13 Area Committees. Once Kent is reorganised, is it your preference to stick with the 13 Area Committees, go over to 3 or 4 Area Committees to reflect the new unitary authorities or have both?

- ☐ 13 Area Committees
- ☐ 3 or 4 KALC Unitary Committees to replace the current arrangement in light of the new Unitary Councils
- ☐ Both, where the 13 Area Committees report to the 3 or 4 KALC Unitary Committees