



# Broadstairs & St Peter's Town Council

3 September 2025

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

You are summoned to a meeting of the **Community Assets Committee** to be held on **Monday 8 September 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 18 August 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. PHASE III**

- i) To receive the notes of the online meeting held on 28 August
- ii) To receive a verbal update on progress

**Attach 2**

**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.**

**7. RETORT HOUSE**

- i) To receive the market value report from the jointly approved independent surveyor.

**ENC 1**

ii) To receive an update from TDC and consider how to proceed.

**8. WAR MEMORIAL**

To receive the proposed heads of terms from TDC

**ENC 2**

**9. BROADSTAIRS MEMORIAL HALL**

To receive a copy of a letter from the new administration at KCC and consider a response

**ENC 3**

**10. LEGAL UPDATES**

To receive any updates from the Town Council's solicitors

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

**11. DATE OF THE NEXT MEETING - Monday 19 January 2026 at 7pm in the Council Chamber, Pierremont Hall**



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 18 August 2025 at 7pm in the Council Chamber, Pierremont Hall**

Present: Cllrs J Bright, M Garner, J Hobson, C Leys, A Munns (Chairman) & G Rusiecki.

Town Clerk: Kirsty Holroyd

### **244. APOLOGIES FOR ABSENCE**

Apologies with reason were accepted from Cllrs Kemp and Roberts.

### **245. DECLARATIONS OF INTEREST**

None

### **246. MINUTES**

Members received the minutes of the meeting held on Monday 14 July 2025.

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

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

Members noted that the recommendation under minute 240 had not been approved by Council on 28 July. Instead a decision had been made at minute 686 to send a letter to the new administration at KCC requesting again that the building is not sold. The Town Clerk confirmed that the letter was sent on 30 July and has been acknowledged although no response yet received.

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

None

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

Members received a report from the Town Clerk on progress with various projects and initiatives around the town. None have moved forward this month with the exception of the new drinking water tap at Victoria Gardens which will be installed on Wednesday 20 August.

### **250. PHASE III**

i) Members reviewed the brief as discussed and agreed at the meeting of this committee in March. At that time a decision had been made to undertake the necessary works to the two large rooms at the southern end of the building to make them fire and damp proof but to leave the final fit out until the future requirements of the Town Council become clear. The Town Clerk reported that due to the increased number of facilities and gardening staff there was now a need for some workshop space for them all to base themselves, store plants and equipment and work during inclement weather. It was felt that the two rooms would be ideal for this purpose and could accommodate the needs of the staff with minimal



refurbishment.

**RESOLVED: That this purpose be added to the brief for discussion and development by TMD.**

ii) Members received and considered preliminary designs received from TMD. The Town Clerk confirmed the importance of councillors working alongside officers to analyse the plans and ensure the design was following the agreed brief.

**RESOLVED: Members agreed to note.**

#### **251. RETORT HOUSE MURAL**

i) Members received a copy of the original proposal as presented to Council in February.

**RESOLVED: Members agreed to note.**

ii) Members received an update from the Town Clerk detailing the logistics of how the project would be implemented as explained to her by the project leader and asked councillors whether there was any element which was outstanding or had been overlooked. She also supplied a copy of the group's risk assessment which had been received a few days previously.

**RESOLVED: Members are happy to proceed provided confirmation over planning permission is received from the project manager and TDC.**

*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.*

#### **252. BROADSTAIRS MEMORIAL HALL**

Members received a copy of a letter from the Theatre's Trust sent to the director of the Sarah Thorne Theatre following a visit by the Trust's National Planning Adviser. The adviser is of the opinion that the building's primary function is that of a theatre.

**RESOLVED: Members agreed to note and suggested that the Director be encouraged to list the building with the Trust as a theatre under threat of closure.**

#### **253. LEGAL UPDATES**

Members received and considered a letter from the Council's solicitor.

**RESOLVED: That the solicitor be instructed to write to the tenant starting the process for terminating the lease on the agreed date and opening the way for discussions over future arrangements.**

*Members of the public were permitted to re-enter the meeting.*

#### **254. DATE OF NEXT MEETING**

Monday 8 September 2025 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 19.25

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **Phase III design meeting – discussion of preliminary drawings.**

### **Notes of the online meeting held at 9am on 28 August 2025**

Present: Daniel Quinlan – TMD

Cllrs: M Garner, A Munns, C Leys, S Roberts

Town Council staff – K Holroyd, P Adkins, V Jenkins, J Belsey, A Barton, L Hadden

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Daniel introduced himself and shared his screen to talk everyone through the technical drawings. He confirmed they are just preliminary and need updating.

Main comments:

#### **1. Lift**

Two options: – one set of drawings incorporates a lift from kitchen on ground floor to store room below, one set omits this.

Advantages

- easy to move tables chairs and other items between chamber and storage areas (main stairs to basement are very narrow)
- Can open up some areas of the basement to the community to justify the PWLB loan.

Disadvantages

- May not be possible due to listed building/ heritage status
- May be too expensive to justify
- May take up too much space or make space unusable

Preliminary drawings do not show proposed lift to scale. Dimensions to be decided by structural engineer.

Lift to be discussed with Heritage Consultant and with TDC at pre-application stage. Other locations to be considered. If permissible will be costed up so that Councillors can make an informed decision.

If lift does not go ahead, chairs could be sold and hired in for events at cost to hirer.

Community access could be transferred to rooms on ground floor – Stella Maris Suite lease expires in March 2027. Chamber, Music Room, Mayor's parlour and grounds are already used often by the community and could satisfy the requirement.

#### **2. Kitchen**

Door between kitchen and lobby to be opened up again to provide ease of movement for events staff. Cooker to be removed and kitchen units to be reconfigured to become a bar and possibly chair storage. rather than a kitchen.

### **3. Store 8 and 9 – at southern end of building (Dickens and archive rooms)**

Discussed potential usage of these rooms for workshop, storage and planting space for gardeners and facilities team. Could be well viewed by heritage consultant and TDC conservation officer due to minimal change to room – original parquet and flagstone floors could be kept.

Access to gardeners' area. At present the plans show new metal steps to be installed and lower area to be brought up to one level. Would be easier for gardeners and facilities team to access stores 8 and 9 via a ramp. Unlikely there is sufficient space to achieve the necessary gradient to satisfy building regulations but will be investigated.

Store 7 to be considered for toilets/washroom to serve gardeners.

### **4. Various**

Our own CCTV equipment to be moved from store 8 to store 5 to ensure coverage at the Music Room and the cottage .

Timeline to be provided asap to enable events staff to prewarn potential 2027 hirers

David Bassett to make sure TDC staff know about the proposed works which could affect the TDC CCTV room.

Store 9 possibly two pillars instead of new RSJ. To be investigated by structural engineer.

Ancient well in store 1 to be investigated by damp specialist.

Water ingress in store 1 and 2 to be investigated by drainage and damp experts. Paul and David have various theories and can advise.

Additional power supply to be installed in portico area to assist caterers and stall holders during events.

### **5. Next steps :-**

- TMD will update drawings and make them accessible via Sharepoint.
- Damp specialist to visit and assess (10 September?)
- Drainage survey to be carried out asap
- Opening up work to be undertaken asap to ascertain what lies behind panelling and inform future decisions. (10 September?)
- Paul and Julie to provide list of accommodations necessary for workshop area in stores 8&9 for facilities and gardeners use.