



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

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

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

Town Clerk: Kirsty Holroyd

Before the meeting began the Chairman, Cllr Munns welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

### **255. APOLOGIES FOR ABSENCE**

Apologies with reason were accepted from Cllrs Hobson, Leys, Kemp and Roberts.

### **256. DECLARATIONS OF INTEREST**

None

### **257. MINUTES**

Members received the minutes of the meeting held on Monday 18 August 2025.

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

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

Min 251: Cllr Rusiecki confirmed he had spoken to planning officers at TDC and planning permission was not needed for the mural at Retort House.

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

A representative of POW attended to assure members that although the group of artists had been kept up to speed by the Town Clerk on some issues at Retort House, all involved in the project were confident that they could still undertake the project safely. Their RAMS already account for working on older and disused buildings and they will remain vigilant and alive to the range of complications this can pose.

The chairman thanked the member of POW and told her the matter was due to be discussed in closed session later in the meeting due to commercial sensitivity. The Town Clerk would report back to her the following day.

### **260. PHASE III**

i) Members received the notes of the online meeting held with TMD on 28 August 2025.

**RESOLVED: Members agreed to note.**

ii) Members were informed that the drainage survey and the opening up works would start on 10 September and the damp specialist would also visit on that day.

**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.*

**261. RETORT HOUSE**

i) Members received the market value report from the jointly approved independent surveyor and noted the contents. The report had been received by the Town Council and TDC on 28 August and this date marks the start of the three-month period. A copy has also been sent to the Town Council's solicitor.

**RESOLVED: Members agreed to note.**

ii) Members received updated information concerning some debris which appears to have fallen from the steel works on the northwest elevation adjacent to the main entrance. The Town Clerk and Facilities Manager had met with the Principle Surveyor at TDC who had advised fencing off the area as well as the southeastern elevation which has similar steelwork for public safety. The Town Clerk had applied for emergency suspension of the two parking bays and the Facilities Manager had arranged for heras fencing to be installed as soon as this permission was granted. The Town Clerk had also notified Building Control at TDC and the Town Council's solicitor.

**RESOLVED:**

- i) **That members support these measures.**
- ii) **That a longer-term solution, such as boxing in of the steelworks, be sought as soon as possible for the safety of the public.**
- iii) **That these developments need not affect the POW mural project. POW to be responsible for their own parking bay suspensions, their own fencing and their own safety measures as before. The group to be reminded they are working at risk and to be even more mindful of their own safety and that of the public.**

**262. WAR MEMORIAL**

Members received and considered the draft Heads of Terms for the Community Asset Transfer from TDC. Members approved in principle but required some confirmation over insurance arrangements and details of the repair of the flagstones.

**RECOMMENDATION: that providing satisfactory responses on these issues are received, the Heads of Terms for the asset transfer should be approved.**

**263. BROADSTAIRS MEMORIAL HALL**

Members received a copy of a letter from the new administration at KCC and considered a response.

**RESOLVED: That the Town Clerk respond to reassert the Town Council's position that it is KCC's responsibility to ensure that the Memorial Hall including theatre and pottery remains as a community facility until after LGR is completed.**

**264. LEGAL UPDATES**

Members received and considered a letter from the representative of the former tenant at Retort House. They also received advice from the Town Council's solicitor.  
**RESOLVED: That the solicitor be asked to respond on the Town Council's behalf.**

The Town Clerk also reported on a leak which had happened on Thursday 29 August in the Mayor's Parlour. The council's roofer had attended promptly and identified damage caused by squirrels on the roof as the cause of the problem. There was some damage to the ceiling of the Mayor's Parlour which would need professional attention.

**RESOLVED: That a quote for repair be sought and if necessary a claim be made on the Town Council's insurance policy.**

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

## **265. DATE OF NEXT MEETING**

Monday 19 January 2026 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at

Signed \_\_\_\_\_

Date \_\_\_\_\_