



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 16<sup>th</sup> August at 7pm in the Council Chamber, Pierremont Hall**

Present: Cllrs Bailey, B. Bayford, R. Binks, R.K. Binks, D. Saunders & M. Saunders

Town Clerk: Kirsty Holroyd

Facilities Officer: David Bassett

### **183. APOLOGIES FOR ABSENCE**

None were received. Cllr Savage was absent

### **184. DECLORATIONS OF INTEREST**

None received

### **185. MINUTES**

Members received the minutes of the meeting held 19<sup>th</sup> July 2021.

**RESOLVED: that the minutes be signed as a true record of the meeting by the chairman.**

### **186. PIERREMONT HALL**

a) Members received and considered the following reports of the Facilities Manager: -

i) Introduction

The Town Clerk added that she had approved the appointment of EK Fire Protection to undertake a fire risk assessment of Pierremont Hall and Retort House under her delegated powers (Fin. Reg. 4.5.) Three quotes had been obtained and E K Fire Protection had been the cheapest at £495 for Pierremont Hall and £395 for Retort House.

The Town Clerk also reported that the drainage survey report had been received in the office that morning along with an estimate for remedial repairs. Due to the urgency of the work the Town Clerk had approved the works in conjunction with the chairman Cllr R Binks at a cost of £1450 under her delegated powers. (Fin. Reg. 4.1.d)

**RESOLVED: Members agreed to note.**

ii) An update on the water damage and insurance claim. It was reported that the Mayor's Parlour is already dry and the re-decoration can start shortly.

**RESOLVED: Members agreed to note.**

- iii) An update on work for the preventative maintenance schedule  
It was noted that the majority of works had been foreseen and budgeted for. However there were a few elements which had not previously been envisaged and would therefore need to be carefully costed and added to the 2022/23 budget.  
**RESOLVED: Members agreed to note.**
- iv) An update on other works around the site. Members noted that the Town Council was currently supplying the electricity supply to the TDC CCTV room. Saunders electrical will be on site soon to arrange separating the meters so that TDC can be billed for their portion.  
**RESOLVED: Members agreed to note.**
- v) A summary of works undertaken so far. The Facilities Officer reported that he had also identified urgent works to the exterior steps leading to the basement (Dickens Room) The steps were unsafe so there will be a gate fitted at the top and remedial works to the handrail and stonework will take place as soon as three quotes have been received and considered.  
**RESOLVED: that this work be undertaken as part of the Council's health and safety obligations.**
- b) Members received and considered quotes for priority works on the basement area.  
**RESOLVED: That Geoff Oliver be asked to undertake a survey of the basement at the north end of the building at a cost of £2320 (ex VAT) plus potential structural engineers' fees of between £750 and £1000 (ex vat).**
- c) Members were due to receive an update on the installation of the iron railings but there had been no developments this month.
- d) Members considered quotes to repaint the exterior of The Cottage.  
**RESOLVED: that due to the relatively high cost and the number of other more urgent works needing attention, this project should not proceed at this time. Instead efforts will be made to clean the exterior of the building.**
- e) Members received and considered a quote from the Council's contractor for regular inspections of roofs and gutters as part of the preventative maintenance schedule.  
**RESOLVED: That John Couzens be asked to undertake the inspections three times each year at a cost of £500 per visit.**
- f) Members considered options for resolving the on-going parking issues as detailed in the Town Clerk's report.  
**RESOLVED: That individual retractable posts be installed at each bay at a cost of approximately £1300.**

## 187. RETORT HOUSE

Members received an update on the UKPN power upgrade from the Deputy Town Clerk. Members were dismayed to note that the license would not be issued until the day immediately prior to the works commencing due to staff annual leave.

**RESOLVED:**

- i) **That Cllr Bayford will liaise with senior officers at TDC to ensure the license is sent as soon as possible to allow for last minute amendments.**
- ii) **That the quote from Lednor to undertake the ground works at a cost of £2050 be approved.**

*The following business was 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.*

## 188. TENANCIES

a) Pierremont Hall

Cllr R Binks reported that a meeting had taken place on Monday 2 August 2021 between her, Cllr P Moore, the Facilities Officer and the tenant of the Dan Mason suite. At that meeting it was agreed that the tenant must vacate the office suite by midday on 31 August so that it can be repaired following the damage caused by the ingress of water on the evening of 21/22 June. A letter had subsequently been sent to the tenant by the honorary solicitor to formalise the arrangements.

**RESOLVED: Members agreed to note.**

ii) Tenants' service charges.

As reported by the Facilities Officer, work is on-going to ascertain the reason for the sharp rise in electricity usage, now believed to be attributable to the fact that the TDC CCTV cameras are linked to the power supply. It is hoped to remedy this soon.

**RESOLVED: Members agreed to note.**

b) Retort House

Members were made aware that the rent-free period expired on 31 July 2021.

**RESOLVED: that the rent -free period be extended until the power upgrade is complete.**

## 189. FUTURE AGENDA ITEMS (added at June's meeting)

- external cleaning and / or painting of the building now under Preventative maintenance schedule
- removal of the road markings outside the rear of the Hall : in progress
- mayor's parlour : in progress

**RESOLVED: that these items can be removed from this section since they are all in progress now.**

**190. DATE OF NEXT MEETING**

Monday 20 September at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 8.26 PM

Signed\_\_\_\_\_

Date\_\_\_\_\_