



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

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

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

Town Clerk: Kirsty Holroyd

438. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs B Bayford and R.K Binks

439. DECLARATIONS OF INTEREST

None received

440. MINUTES

Members received the minutes of the meeting held 15th November 2021.

Min 363 b) The Town Clerk updated members on progress with the works to the roof of the Stella Maris suite. Due to Covid the meeting had been pushed back several times but had finally taken place on 11 January. All parties had agreed that the work needed readdressing and a temporary repair had been made. The original contractor will return to make good the whole of this part of the roof in due course.

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

441. PIERREMONT HALL EVENTS

- a) Members received and reviewed the Hirer Agreement. Members noted that the Events and Bookings Manager has added a £100 refundable deposit to cover minor repairs or breakages. This is separate from the deposit payable to secure a booking.

RECOMMENDATION:

- i) **that this addition is acceptable**
ii) **that further changes throughout the year be delegated to the Town Clerk and the Events and Bookings Manager**

442. PIERREMONT HALL

- a) Members received and considered the report of the Facilities Officer. Please see attached.

RESOLVED: members agreed to note.

- b) Members received verbal updates to the report from the Town Clerk. The structural engineer had carried out his survey of the basement and had submitted his report which was shared with councillors. It was noted that heavy vehicles should be prevented from using spaces 12 and 13 but other vehicles could resume usage once the drain covers have been replaced. The Project Manager will be invited back to discuss the other outstanding items. The works to isolate the electricity meters will commence on 4 February. The faulty parking posts were due to be replaced on that day but the contractors had failed to attend. The Facilities Manager would ask them one more time.
RESOLVED: That the posts (although faulty) should remain in place until a permanent solution could be established.
- c) Members received updates on further issues from the Town Clerk
- Dan Mason Suite:
The office is now ready for occupancy and had been offered to Folk Week who had first expressed an interest in it last summer. The Town Clerk had offered it for the current commercial rent and the representatives were due to discuss the proposal with their committee and respond in due course.
 - Fire doors upgrade
Members received a report and quote to update the fire doors to the necessary specification. Members asked whether the building's listed building status had been taken into account.
RESOLVED: that the Town Clerk will contact the Conservation Officer at TDC to ask advice.
- d) Members received information about measures taken by the Facilities Officer to address fire safety.
It was reported that each office suite has now received a copy of the Evacuation Plan and a report identifying the roles and responsibilities of the nominated person within each suite.
RESOLVED: Members agreed to note.
- e) Members received and considered two quotes to carry out the work to the rear of Pierremont Hall. It was noted that both quotes were from the same manufacturer, but they were for different designs. A total of five local contractors had been invited to quote and although all had visited only one had submitted a quote.
RESOLVED: That Lake Fabrications be asked to install decorative railings to match those at the front of the building at a cost of £5402.40 plus vat
- f) Members received and considered a quote to manufacture and install a gate at the top of the rear basement steps. The Town Clerk explained that as above, despite several firms attending the site only one had submitted a quote.
RESOLVED: That members wish to see a design of the gate and for it to be painted black not white as stated in the quote.

443. RETORT HOUSE

Members received a verbal update from the Town Clerk who reported that a number of snagging issues needed attention before the sports hall part of the building could open to the public. These were being dealt with by the Project Manager. The Escapement needed no further works and the tenant was free to open. Their website is live and states "Coming Soon".

Members asked that the heras fencing and redundant building materials be removed from the site.

444. BANDSTAND KIOSK

Members received two quotes from separate firms to repair the doors to the kiosk store building. Members questioned whether the stores fell under the responsibility of the Town Council or TDC.

RESOLVED: The Town Clerk will confirm and report back at the Council meeting of 7 February. The Town Clerk will also ensure the quotes are like for like as only one includes remove and replace wooden frame with metal.

445. NOTICEBOARDS

Members had noticed that the seventeen noticeboards around the town were in varying states of repair and that most would benefit from refurbishment. It was noted that £2500 remained in the budget for the current year for this purpose.

RESOLVED: That the task be delegated to the Town Clerk to prioritise the repairs and arrange refurbishment with a local handy man.

446. THE TOWN COUNCIL'S STAGECOACH

Members considered the long-term future of the asset. It was agreed all efforts should be made to keep and refurbish the asset to a useable state. It was necessary to remove it from its current location in Crampton Tower.

RESOLVED: that Cllr D Saunders will make enquiries about the possibility of storing it in the outbuildings at Pierremont Park. That Cllr Binks will make enquiries with the producers of The Repair Shop for details of craftsmen who might be able to assist in the refurbishment.

447. TENDERS

i) Members considered the specification for the forthcoming cleaning tender
RESOLVED: That the specifications are fit for purpose and can be published.

ii) Members considered the specifications for the forthcoming window cleaning tender

RESOLVED: That the specification is fit for purpose and can be published.

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.

448. TENANTS' ISSUES

The Town Clerk updated members on an issue concerning outstanding service charge payments. It was agreed the original estimates for establishing the original service charge had been too conservative and the resulting actual charge appeared excessively high to one tenant.

RESOLVED: that an energy consultant be commissioned to establish whether further energy saving measures could be undertaken.

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

449. DATE OF NEXT MEETING

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

Meeting closed at 8.30 pm

Signed _____

Date _____