



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Monday 21 February at 7pm in the Mayor's Parlour, Pierremont Hall

Present: Cllrs Bayford, R. Binks, D. Saunders, M. Saunders & J Savage

Town Clerk: Kirsty Holroyd

Facilities Officer: David Bassett

531. APOLOGIES FOR ABSENCE

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

532. DECLARATIONS OF INTEREST

None received

533. MINUTES

Members received the minutes of the meeting held on 17th January 2022.

Min 442 c) The Town Clerk reported that the application for Listed Building Consent in respect of the replacement fire doors has been submitted to TDC.

Min 437 i) The current cleaning contract started later than the original documentation states due to a delay with building works and is not therefore due for renewal until March 2023. The invitation to tender will be re-advertised in the autumn.

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

534. PIERREMONT HALL

a) Members received and considered detailed updates from the Town Clerk. Please see attached.

i. Dan Mason Suite office and basement. The Town Clerk presented the only quote which officers had been able to obtain so far for remedial works to the beam as recommended by the structural survey.

RESOLVED:

- **A second quote - and if possible a third - is mandatory before a decision can be made.**
- **That the Dan Mason office cannot be marketed until the works are complete.**

ii. Stella Maris roof update

The original contractors had been given the opportunity to put right the inferior work on the roof. However, when inspected – as agreed by all parties – by the Council's

representative, the remedial work was found to be sub-standard. A written report from the Council's representative is expected after which a meeting can be called to discuss ways in which to bring the situation to a conclusion.

RESOLVED: Members agreed to note

iii) Fire doors upgrade quote

The Town Clerk reported that one quote had been received to address the issues identified in the recent fire risk assessment. A second quote would be received shortly but not in time for consideration this evening.

RESOLVED: Members agreed to note

iv) Parking posts

Members received an update on the removal of the faulty posts. The original company had not responded so a quote for removal had been sought elsewhere due to the urgency.

RESOLVED: that a second – and if possible third - quote is mandatory before a decision can be made.

v) Manhole covers at northern end of the building /rear of Dan Mason office

Members received an update on the remedial works. The quote to carry out the specialist works is pending. It was confirmed that there are no drainage works beneath.

RESOLVED: That the quote – and if possible a second – be presented at the next meeting for consideration.

vi) EIC The Cottage

Members received an update on the issue.

RESOLVED: Members agreed to note.

vii) Works to basement

Members received an update on works carried out in response to the fire risk assessment and considered a further recommendation to complete works throughout the rest of the basement.

RESOLVED: that three quotes for the work be obtained and considered at the next meeting.

b) Stone paving on portico

Members considered the two quotes which had been obtained to carry out the work. The Facilities Officer explained that limestone was exceptionally difficult to source at present. Members considered heritage issues versus health and safety issues.

RESOLVED: that the advice of the Conservation officer at TDC be sought.

c) Members received a copy of the recently undertaken valuation report

RESOLVED: Members agreed to note

d) Members received a copy of the recently undertaken insurance valuation report

RESOLVED: Members agreed to note

- e) Members received a copy of the insurance renewal document for comparison.

RESOLVED: Members agreed to note

The Town Clerk provided a table where all the figures from the three documents were laid out for clear comparison. The insurance figures will be sent to Zurich in order that the policy be updated accordingly.

535. RETORT HOUSE

Members received a verbal update from the Town Clerk who reported that the previously mentioned snagging issues remained outstanding. These mostly involve the installation of new fire/smoke seals to all fire doors, correction to installation of shower doors and remedial works to water pipes under the kitchen sink. The project manager was being asked to complete them as soon as possible as this is hindering the public opening.

536. WINDOW CLEANING TENDER

One submission had been received. The Town Clerk opened it at the meeting.

RESOLVED: That the tender from the existing window cleaner Darrel King be accepted at a cost of £280 per month for the period March 2022 until March 2025.

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.

537. TENANTS' ISSUES

- i) The Town Clerk updated members on an issue concerning outstanding service charge payments.

RESOLVED: That professional assistance be enlisted to bring the situation to a conclusion.

- ii) The Town Clerk updated members on an issue concerning alleged damage to a vehicle in the car park. The issue has been referred to the Council's insurers.

RESOLVED: Members agreed to note.

538. MUSIC ROOM

Members considered the arrangement of the lease.

RESOLVED That a lease of two years be offered for an annual rental of £5359.50

539. RATES OF HIRE

Members considered whether staff and councillors ought to be offered a reduction in the costs of hiring Pierremont Hall for personal use. This was in response to a couple of enquiries the Events and bookings Manager had received.

RESOLVED: No discount to be offered to staff or councillors

540. DICKENS HOUSE

Members received an update from TDC on the Visitor Manager appointed for the season.

RESOLVED: Members approve of the course of action taken by TDC in recruiting a volunteer manager and remain committed to the match funding arrangement.

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

541. DATE OF NEXT SCHEDULED MEETING

Monday 23 May at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 8.35 pm

Signed _____

Date _____