



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Monday 21 November 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

31. APOLOGIES FOR ABSENCE

None. Cllr Savage was absent.

32. DECLARATIONS OF INTEREST

None received

33. MINUTES

Members received the minutes of the meeting held on Monday 18 July 2022.

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

34. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

35. PIERREMONT HALL

i) Members were due to receive an update on issues from the Town Clerk who reported that everything would be covered under the following items.

ii) Members received the annual fire risk assessment reviews dated 26 September from EK Fire Protection on Pierremont Hall, the Music Room and The Cottage and noted the improvements which had been observed since last year's assessment.

RESOLVED: That the report be noted.

iii) Members received a list of recommendations from officers.

RESOLVED:

a) That members were broadly in favour of the installation of smoke and heat detectors in the Music Room and The Cottage

b) That the Town Clerk ask Cllr Moore for his opinion as an officer in the Fire Service on whether the recommendations regarding call points and linking to the main fire alarm system were really necessary or merely advisory.

c) That at least two companies be asked to quote for the works

d) That the cost implications of a 24/7 receptionist/fire warden are not viable for an organisation of the Town Council's size.

- e) **That the onus must be put on each tenant to ensure they train up their own fire warden, practice fire drills, keep a tally on the number of their staff and visitors in the building at any one time and be prepared to provide such information to the fire service in the event of a fire as recommended in the report.**

iv) Members received an update on parking solutions. The Town Clerk reported that due to the high cost of installing a parking barrier officers had been researching the possibility of an enforcement company attending the site. This is still considered to be a viable option but with its own advantages and disadvantages.

RESOLVED: that the Town Clerk speak with tenants to ascertain whether the problem is severe enough to warrant any restriction regime and consider whether reconfiguration of the car park might be a "lighter touch" solution.

v) Members discussed the need for a reception area.

RESOLVED: Members did not consider the Town Council can justify the costs of a receptionist.

vi) Members received an update from the surveyor on the development of the tender documents for phase IIIa. The Town Clerk reported that the surveyor was no longer in a position to complete the tender documents due to changes in insurance specifications for professionals undertaking fire protection work.

RESOLVED: that two quotes from specialist fire protection companies be sought.

36. RETORT HOUSE

i) Members received an update on the soft opening of the venue from the Town Clerk. The first bookings from regular hirers were now being taken and a marketing campaign was underway. A full opening will take place in the new year.

ii) Members were due to receive and consider quotes for signage, but only one had been supplied so the issue was postponed until the second quote is received. The Town Clerk raised the issue of branding and pointed out that the signage chosen did not match that used at Pierremont Hall.

RESOLVED: That members do not wish to change the design but request the specification remains as that which was agreed at the last meeting.

iii) Members received the fire risk assessment review dated 26 September from EK Fire Protection and noted that there were no points for action.

iv) Members received a suggested equipment list. Following a team meeting that day the Town Clerk suggested that no equipment need be bought at this stage. As bookings increase, it will be easier to ascertain what is necessary to purchase.

RESOLVED: that a website be developed for Retort House at a cost of £750

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.

37. MISCELLANEOUS COMMUNITY ASSETS

i) Members discussed the public conveniences in Broadstairs and St Peter's. The Town Clerk reported that Community Payback had started work to repaint the interior of the bandstand toilets and that an agreement had been reached with TDC for the internal and external redecoration of the toilets at Harbour Street. Members asked whether Vere Road toilets could also be redecorated by the team.

RESOLVED: The Town Clerk will ask the relevant officer at TDC

Clr D Saunders confirmed that the transfer of toilets to local councils was still under discussion at TDC.

ii) Members considered solutions to improve accessibility to Viking Bay.

RESOLVED: that the Town Clerk meet with the Beach and Foreshore Manager at TDC to discuss options for extending the boardwalk and improving the ramp at the northern end of the bay.

38. TENANTS' ISSUES

Nothing to report

39. DATE OF NEXT MEETING

Monday 23 January 2022 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 8.15 pm

Signed _____

Date _____