



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 19 June 2023 at 6pm in the Council Chamber, Pierremont Hall**

Present:, Cllrs J Bright, M Garner, C Leys, C Kemp, A Munns, J Nicholls, G Rusiecki  
Town Clerk: Kirsty Holroyd

### **74. APOLOGIES FOR ABSENCE**

Apologies with reason were accepted from Cllr. K Bright. In the absence of the Chairman, Cllr Garner, Vice Chairman took the chair.

### **75. DECLARATIONS OF INTEREST**

None

### **76. TERMS OF REFERENCE**

Members received and considered a draft document.

**RESOLVED: That the document is fit for purpose and can be recommended to Council.**

### **77. MINUTES**

i) Members received the minutes of the meeting held on Tuesday 28 March 2023. It was noted that none of those present had been at the meeting and the minutes had not been signed as a true record by the chairman at the last meeting. However, the Clerk reported that she had taken advice from KALC and that there was no necessity for anyone to have been at the meeting in order for the minutes to be accepted as a true record.

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

Minute 53: The Town Clerk reported that she had received satisfactory answers to the Committee's questions concerning the improvements to the boardwalk at Viking Bay and as a consequence, works had started.

ii) Members received the minutes of the meeting held on Monday 22 May 2023.

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

### **78. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA none**

### **79. PIERREMONT HALL**

i) Members received a copy of the Facilities Manager's schedule for 2023.

**RESOLVED: Members agreed to note.**

ii) Members received and considered two quotes to repair the lobby roof.  
**RESOLVED: That the quote from John Couzens be accepted at a cost of £3800 plus vat.**

iii) Members considered and considered two quotes to install a parking barrier. The Facilities Manager explained that two annual maintenance visits would also be necessary at a cost of £200 each time.

**RESOLVED: That the quote from Westgate Security be accepted at a cost of £ 7105.68 plus vat, subject to planning permission.**

## **80. PIERREMONT HALL – EVENTS**

i) Members received a short presentation from the Events and Bookings Manager  
**RESOLVED: Members agreed to note.**

ii) Members received a report on projected income for 2023  
**RESOLVED: Members agreed to note.**

iii) Members considered ways of increasing regular bookings.

### **RECOMMENDATION:**

**i) That the Events and Bookings Manager be given delegated powers – via the Town Clerk – to use her business acumen to maximise bookings and revenue.**

**ii) That she report back to the committee in three months' time.**

*Cllr J Bright left the meeting 6.50pm*

## **81. PIERREMONT HALL: PHASE 3**

i) Members received an introduction to the project from the Facilities Manager who noted that all members had now viewed the basement and were aware of the need to address the issues there.

**RESOLVED: Members agreed to note.**

ii) Members received a flow diagram and considered timescales and processes.  
**RESOLVED: Members agreed to note.**

iii) Members considered the conversion of the basement into usable space. The Facilities Manager explained he had met with many companies to show them the basement and discuss the project but only one Building Consultant had shown an interest in the entire project to include fire protection works.

**RESOLVED: That a working group comprising Cllrs K Bright, M Garner, A Munns and G Rusiecki along with the Facilities Manager meet with the consultant to discuss next steps and potential uses.**

iii) Members considered how best to establish potential uses for the basement.

**RESOLVED: That as well as the working group discussing the issue with the consultant as above, councillors could discuss at the forthcoming workshops planned to identify issues and establish priorities.**

**82. ISSUES IN ALBION STREET CAR PARK**

Members received a verbal report from the Town Clerk who explained that the matter had not moved on over the past month, despite firm commitment from the Town Council to offer 50% of estimated repair costs of £9000.

**RESOLVED: Dual hatted councillors to bring the issue to the attention of the portfolio holder as soon as possible.**

**83. RETORT HOUSE**

i) Members received a report on projected income for 2023-24

**RESOLVED: Members agreed to note**

ii) Members considered how best to increase bookings at the venue

**RESOLVED:**

**i) That members arrange a viewing of Retort House in order to understand what sorts of hirers might be interested.**

**ii) That the Events and Bookings Manager be authorised to use her initiative and her knowledge of the business to maximise bookings and revenue.**

iii) Members received a quote from the existing contracted electrician at Retort House to move the location of the heater switch so that hirers can access it safely.

**RESOLVED: That the quote from E Saunders be approved at a cost of £799.82 plus vat.**

**84. ACQUISITION AND ONGOING MANAGEMENT OF GREEN SPACE**

Members have identified this as one of their priorities.

**RESOLVED: That the issue be addressed via the informal discussion and workshops being planned for Council and brought back to committee for decisions.**

*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.*

**85. TENANTS' ISSUES**

Members received a verbal report detailing all outstanding issues.

**RESOLVED:**

**i) Members reaffirmed their support to ensure the full payment of all outstanding bills.**

**ii) Members requested a copy of the written report.**

*Members of the public, had any been present were permitted to re-enter the meeting*

**86. DATE OF NEXT MEETING**

**Monday 17 July 2023 at 6pm in the Council Chamber, Pierremont Hall**

Meeting closed at 7.40 pm

Signed \_\_\_\_\_

Date \_\_\_\_\_