



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Broadstairs & St Peter's Town Council

12 September 2023

To: Members of the Community Assets Committee:
Cllrs. J Bright, K Bright, M Garner, C Kemp, C Leys, A Munns, J Nicholls, G Rusiecki

Notice is given of a meeting of the **Community Assets Committee**
on **Monday 18 September 2023 at 6pm in the Council Chamber, Pierremont Hall**

Kirsty Holroyd
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive declarations of interest in accordance with the Code of Conduct.

3. MINUTES

To receive and approve the minutes of the meeting held on Monday 17 July 2023.

Attach 1

4. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

5. REPORT OF THE FACILITIES MANAGER

To receive and note a list of works carried out by the facilities team during 2023

Attach 2

6. STELLA MARIS ROOF

i) To receive a background report

Attach 3

ii) To receive and consider a quote to repair the roof

Attach 4

7. SERVICE CHARGES

i) To receive the invoices for service charges payable by the Town Council for its use of Pierremont Hall 2023-24

ENC 1

ii) To receive and consider the spreadsheet used to calculate the costs

Attach 5

8. GREEN SPACES AT WIMPEY ESTATE

To receive a verbal report and proposal from Cllr Garner

9. MUSIC ROOM

To discuss the potential new tenant's presentation and consider Heads of Terms

ENC 2

10. THANET DISTRICT COUNCIL

To receive a verbal update from the Town Clerk on various assets and issues

The following business is to be 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.

11. TENANTS' ISSUES

To receive any important information from the Town Clerk

Members of the public may re-enter the meeting

12. DATE OF NEXT MEETING - Monday 20 November 2023 at 7pm in the Council Chamber, Pierremont Hall

Attach!



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

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

Present: Cllrs J Bright, K Bright (Chairman), M Garner, C Leys, A Munns, J Nicholls,
Town Clerk: Kirsty Holroyd

87. APOLOGIES FOR ABSENCE

Apologies with reason were offered and accepted from Cllrs. C Kemp & G Rusiecki

88. DECLARATIONS OF INTEREST

None

89. MINUTES

Members received the minutes of the meeting held on Monday 19 June 2023.

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

90. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

Two members of the public were in attendance to listen to the discussion under item 9 and so with members' approval the chairman moved item 9 to this point of the meeting.

91. COMMUNITY BENCH AT ST PETER'S COURT OPEN SPACE

Two members of the public attended and requested the Council consider siting a bench on the land which is very well used and well-kept by local people.

RECOMMENDATION:

i) That Council accepts the proposal and provides the bench

ii) That fully costed options be brought to Council for approval as soon as possible.

The two members of the public left the meeting.

92. ACQUISITION OF GREEN SPACE

i) Members received and considered a report outlining the main considerations with acquiring land.

RESOLVED: Members agreed to note.

ii) Members received and considered the steps involved in acquiring assets.

RESOLVED: Members agreed to note.

Members then discussed alternatives to purchasing land.

RESOLVED:

i) That Cllr Nichols be asked to ascertain the appetite amongst local businesses towards sponsorship of gardeners for Victoria Gardens and Pierremont Park.

ii) That a meeting be arranged with Cllr Albon, the TDC portfolio holder with responsibility for management of green space to ascertain any opportunities for partnership working on the issue.

93. PIERREMONT HALL: PHASE 3

Members received indicative costs and outline of scope of works from a prospective building consultant.

RESOLVED: Members agreed to note.

Members also noted that the initial meeting as agreed at the last meeting (minute 81) had not yet taken place due to everyone's limited availability.

RESOLVED: That in order to speed up the meeting it is only necessary for three out of the four members of the group to attend and the meeting can take place remotely.

94. ISSUES IN ALBION STREET CAR PARK

Members received a verbal report from the Town Clerk who explained that for the third successive month the matter had not moved on despite firm commitment from the Town Council to offer 50% of the estimated repair costs of £9000. Cllr J Bright reported that she had also sought information from key officers at TDC and that she understood a meeting was to take place the following week to discuss the issue.

95. RETORT HOUSE

Members received and discussed an idea to promote Retort House to young people. Cllr Bright wishes to explore an idea to set up an events committee with representatives from each of the secondary schools in Broadstairs and St Peter's and invite them to arrange events which will appeal to teenagers with the aims of increasing activities for young people within the town and getting better use of one of the Council's built assets.

RECOMMENDATION:

i) That Cllr Bright be permitted to start setting up a committee with these aims.

ii) That a budget of £1000 from the Civic Costs budget be allocated to pump prime the proposal with the aim of all events becoming self-funding over time.

96. COMMUNITY BENCH AT ST PETER'S COURT OPEN SPACE

This item had already been discussed under minute 91

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.

97. TENANTS' ISSUES

Members received a verbal report detailing all outstanding issues.

RESOLVED:

i) That invoicing for monthly rents, personal electricity use and car parking spaces be brought back in house.

ii) That a letter be written to the tenant requesting negotiations to state no meeting will take place until the tenant is up to date with all outstanding payments.

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

98. DATE OF NEXT MEETING

Monday 18 September 2023 at 6pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.15 pm

Signed _____

Date _____

Works List Spring Summer/Autumn 2023

The following list breaks down the many tasks undertaken by the Facilities team so far this year. The planning element of the works has not been included but can take months. The Facilities Manager estimates that undertaking the works in house rather than outsourcing to a third party has saved the local taxpayer in the region of £50,000. However he is working on a more precise spreadsheet and will have exact figures in time for the next meeting.

Those works which by necessity must be completed by a third party are also very closely supervised with attention paid to correct documentation, good practice with adequate health and safety considerations and fitting around events happening at Pierremont Hall.

1. The Cottage Fire Alarm Extensions 2023
2. The Music Room Fire Alarm Extensions 2023
3. Paul Painted the windows, Doors & walls Outside of The Cottage 2023
4. Paul Painted 3 x coats outside The windows ,Wall, & Doors Music Room 2023
5. Paul Painted 3 x coats inside Music Room 2023
6. Paul Polished Music Room Floor 2023
7. Pierremont Suite Two Sash Window repairs
8. Paul refurbished 9 Park Benches at Culvers Allotments
9. Installed two Concrete Bases & installed Two large waste recycle Bins at Mocketts Wood 2023
10. Repair 25 Potholes in Pierremont Hall driveway
11. Repaint Pierremont Hall Chamber Lobby
12. Repaint Chamber Lobby., Ladies, WC & Gents WC
13. Repaint Chamber Lobby Ladies WC. following Damage to Ladies Toilet Area August 2023
14. Clear Viking Suite for Works
15. Paul Painted Viking Suite, 3 X Rooms, Toilet, Kitchen, Passageway & Windows
16. Viking Suite Installation of 3 x New Fire Doors,
17. Cinque Ports Construction repairs to basement ceiling & Fire Door, Following Water Leak that occurred in December 2022, Monies Reclaimed from Zurich Insurance
18. The Reinstatement, & Refurbishment of Millennium Beacon Six Months Planning, one day to install, & work on insurance Claim, Most of The Expense of Reinstatement reclaimed from Zurich Insurance,
19. Pierremont Hall Westgate Security Repaired CCTV System following major water leak in the basement on 30th December 2022, Monies Reclaimed from Zurich Insurance,
20. The Relocation of Broadstairs Stage Coach from, Crampton Tower, to Hornby Visitor Centre, Six Months Planning, & one Day to Relocate on Low-loader
21. The painting of The Retort House lobby
22. The painting of The Black Border on The Exterior Wall of Retort House,
23. Retort House The Intruder Alarm various Faults Callout
24. Retort House Intruder Alarm Faults & Callouts,

25. Pierremont Hall, Fire Alarm, Various Faults & callout
26. Pierremont Hall Intruder Alarm Various Faults & Callouts
27. Pierremont Hall, Glass Automatic Door, various Faults & Callouts
28. Pierremont Hall, Blocked, Ground floor, Ladies & Gents Toilets Following Weddings etc, Various Emergency Callouts,
29. Pierremont Hall, Door Access repairs 4th Sept 2023, Moneys recovered from Zurich Insurance Claim
30. Clear flow Drains, Pierremont Hall Main Sewage System, has Blocked up completely three times, following local elections & Weddings, etc,
31. Paul has refurbished BSPTC 14 Notice Boards
32. Paul has Painted inside Pierremont Hall Porch,
33. Paul has Painted inside Portico Terrace.
34. Paul has Painted rear Flanking Wall & Stained Wooden Gates, & Area to The rear of The Stella Maris Suite & The Cottage,
35. Paul Has repaired, Large 9 x 5 Trellis fencing in Pierremont Hall, Front Garden Area,
36. Cinque Ports Construction Repaired Damage twin Fire Doors at Retort House August 2023
37. Paul Has repainted The Twin Pillars to The Side High Street Entrance of Pierremont Hall park , as they were covered in Graffiti,
38. Emergency Callout to The Cottage, September 2023, Hot water Cylinder Burst in WC, following Repairs, two days to Vacuum up Water etc & Make Good,
39. Paul, made up & Replaced Signs For Viking Suite on Pierremont Hall, Main Information Board & on Viking Suite, door plaque,
40. Two days Cleaning Paths in Pierremont Park
41. Two days Clearing Public Footpath, from Ramsgate Road to Sailsbury Avenue
42. Two Days Clearing Cinder Path
43. One day repairing Pierremont Hall Flagpole with PG Platforms on -site from 5-30am
44. 1 Day to remove Rotten fencing on Middle section Of Pierremont Hall front Gardens,
45. 1 day to remove Rotten fencing around Sides of Pierremont Hall front gardens,
46. Paul Painted Fire Doors in Retort House in Lobby,
47. David Ongoing works to prepare Lease with Boys & Maughn & BSPTC working Party for New Tenant in The Viking Suite,
48. David ongoing works to Prepare for tender on Pierremont Hall Basement with Daniel Quinlan of TMD & BSPTC working Party, & Prior to 2023, 2 Years,
42. Kirsty, & Dave, Meetings with Boys & Maughn & H&S , Lease & Management issues at Pierremont Hall & Retort House, 2 Years,
43. Paul repair TDC War memorial Picket Posts & Stained posts & cleared bushes & weeds , following Complaints from Royal British Legion, TDC, have failed to Maintain War Memorial, after I have previously notified TDC by e-mail,
44. Paul has repaired Pierremont Hall, Capping to Main Boundary wall, that was cracking, due to root penetration from Shrubs,
45. Paul Has refurbished 12 X Broadstairs trail Signs,
45. Installed 4 X Bespoke Brackets & order 4 X Banner Flags with BSTPC Livery for Broadstairs Bandstand,

46. John Couzens Roof Maintenance x 3-year Pierremont Hall, The Cottage, The Music Room,
47. Westgate Security on-site Fire, & Intruder Alarm, Servicing, 4 x Year, at Pierremont Hall, The Music Room, & The Cottage
48. Legionnaires resampling of Water Supplies & Disinfecting for Legionnaires Bacteria 4 x year,
49. Paul refurbished 9 Broadstairs in Bloom Planters site around Broadstairs
50. We installed The New Noticeboard to The Exterior of Retort House
51. Retort Storage Room, Install Replacement Door Closer
52. Painted inside Pierremont Hall Main Hall
53. Pierremont Hall, & Retort House various Emergency Light Replacements,
54. Pierremont Hall, The Dickens Room, Emergency Callout, The Butler Sink was leaking, The main Stock in The Dickens Room was Broken, & a Relief Stock had to be inserted without turning of The Main Water Supply to The Building,
55. Pierremont Suite, Roof Flashing above The Main Window, was Damaged by Seagulls, Water Poured into Pierremont Suite Office, Emergency Call to repair Roof Flashing, Then repairs to Office Suspended Ceiling & Painted of Wall.
56. John Couzens Emergency Callout, to Stella Maris Roof, to plug Leak,
57. Pierremont Hall, Main CCTV relocated from Viking Suite To Dickens Room in Basement as The Viking Suite will be let to a New Tenant,
58. Paul repaired Lock on Retort House Kitchen Door
59. Paul checking all 65 Fire Doors in Pierremont Hall to ensure they are not missing any Screws, & that The Incandescent Fire Strips are Fixed,
60. front door Lock on The Stella Maris Suite r was Replaced,
61. Water From Stella Maris Flat Roof Leaking into Tenant Ian Curits Office
62. Water leaking from Pierremont Suite Main Front Bay Window Leaking & Through The floor to The Stella Maris Suite Passageway directly below Pierremont Suite,

The flat roof of the Stella Maris suite was inadequately repaired during the original refurbishment of Pierremont Hall in 2019 and continued to leak even after completion. After protracted negotiations with the project manager the contractors returned to remedy it in September 2022 at no further cost to the council. An inspection by our preferred contractor established that an inferior job had once again be done and it would only be a matter of time before the leaks recommenced.

This has now happened following heavy rains, with staining appearing on the internal walls and ceiling of the suite.

The Facilities Manager approached Checkatrade and received a response from RW Roofing and DMP Roofing. However, once they had visited the site they showed no further interest in tendering for the works.

Councillors are therefore presented with one quote only. John Couzens is already booked to repair the porch roof on 30th October 2023, and it would limit the inconvenience to all users of Pierremont Hall if he were to do the Stella Maris roof at the same time.

The Operations officer will then paint the office and replace some of the tiles in the suspended ceiling in the passageway.

John Couzens Roofing Contractor

Est. 1982

41 Swinburne Avenue,
Broadstairs,
Kent CT10 2DP
Tel: 01843 867486
Mobile: 07973 712152

Ref No 4653/2023

E: john.couzens@seagullproofers.co.uk
www.leadwelding.co.uk

F.A.O. Dave Bassett,
Pierremont Hall,
Broadstairs,
Kent.

E-Mail.. facilities.officer@broadstairs.gov.uk

24th July 2023

Dear Sir,

Re: Stella Maris Suite.

Thank you for your recent enquiry, we are pleased to submit the following quotation for your perusal:

To supply and erect scaffolding to front, side and rear elevations to provide access to parapet walls.

Supply and install alarm and allow for weekly inspection from all access scaffolding.

Allow for access to side alleyway at all times and debris netting to all sides.

Strip and dispose of existing flat roof coverings (approx 24sq.m) and underlying timber substrate, existing firings and Aluminium outlet and existing concrete coping stones to all parapet walls.

Check and report on condition of joists.

Supply and fix new multifoil insulation between joists, equivalent to 300mm of fibreglass.

Supply and fix new 12mm OSB boards over joists.

Supply and fix new bespoke firings to drain roof to existing outlet.

Supply and fix new 18mm structural OSB boards, screwed to new firings.

Supply and fix new code 5 Lead outlet with welded returns.

Supply and fix new single ply Rubberbond EPDM to manufacturers specification including new black plastisol metal trims to all perimeter parapet walls.

Supply and fix Lead replacement cover flashing to abutment wall.

Allow to take down existing 65mm upvc horizontal rainwater pipe and clear from site.

Supply and fix new 3 inch cast iron downpipe extension and shoe, finished in black gloss paint.

Cont.....

Proprietor: J. R. Couzens, M.I.O.R.
V.A.T. Reg. No. 397 8772 69.



Approved Contractors to:
K.C.C., T.D.C., & IMPACT

John Couzens Roofing Contractor



Est. 1982

41 Swinburne Avenue,
Broadstairs,
Kent CT10 2DP
Tel: 01843 867486
Mobile: 07973 712152

Ref No 4653/2023 Cont.....

E: john.couzens@seagullproofers.co.uk
www.leadwelding.co.uk

24th July 2023

Strike scaffolding and leave premises clean and tidy on completion.

Price.....**£ 4,950.00 + V.A.T.**

To carry out the above works we will require a 240 volt power supply for the duration of the contract.

The above price will remain valid for six months from the above date and includes our ten year guarantee on all of our workmanship.

John Couzens Roofing Contractors have been trading since 1982.

In 2002 we were one of only 500 construction companies in Great Britain that were capable of meeting the qualifying criteria to become a member of the government backed 'Quality Mark Scheme'.

We have been a member of the Institute of Roofing since 1991.

We are one of only a few roofing companies in south east of England to be recommended by 'Which?'.

To read some of our customer reviews, please visit 'Which trusted traders.'

To view pictures of some of our recently completed works, please log into Instagram or Facebook and search John Couzens Roofing.

If we can be of any further assistance or if you would like to discuss this quotation further, please do not hesitate to contact me.

Yours faithfully,



John Couzens.

Proprietor: J. R. Couzens, M.I.O.R.
V.A.T. Reg. No. 397 8772 69.



Approved Contractors to:
K.C.C., T.D.C., & IMPACT

GROUNDS PH
PH ALL
PH INTERNAL

	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	Totals
Pierremont Hall 2023/24													
Balance B/fwd													420.00
Service Charge Income	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	70,579.20
Other Income (Rent)													0.00
Bank Interest													0.00
Total Income	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	5,881.60	70,579.20
Accounting & Legal													420.00
Algae & Gutter Clearance													900.00
Bathroom Items			350.00			350.00			350.00				900.00
Waste Collection (Communal)	229.17	229.17	229.17	229.17	229.17	229.17	229.17	229.17	229.17	229.17	229.17	229.17	2,750.00
Waste Collection (Sanitary)	375.00			375.00		375.00			375.00				1,500.00
Cleaning	866.67	866.67	866.67	866.67	866.67	866.67	866.67	866.67	866.67	866.67	866.67	866.67	10,400.00
Drain Clearance			300.00			300.00			300.00				600.00
Electricity	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00	13,500.00
EGR Communal Areas		600.00					700.00	600.00					1,200.00
Fire Alarm & Lighting Services													1,400.00
Fire Doors and extinguisher checks	700.00												1,400.00
Fire Risk Assessment	450.00				450.00				450.00				1,350.00
Glassdoor maintenance	600.00						600.00						1,200.00
Grounds maintenance	406.04	406.04	406.04	406.04	406.04	406.04	406.04	406.04	406.04	406.04	406.05	406.05	4,872.50
Insurance Premium				250.00				1,868.00					1,868.00
Intruder Alarm				375.00			375.00			250.00			500.00
Leptonaire Levelling	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	590.00	7,080.00
Managing Agent Fees	475.00			475.00			475.00			475.00			1,900.00
Roof Maintenance and Inspections	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	833.33	10,000.00
Water Rates	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	1,000.00
Window Cleaning	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00	2,160.00
Sub Total Expense	7,288.54	4,913.54	4,963.54	5,788.54	4,763.54	4,663.54	6,838.54	6,781.54	5,413.54	5,788.54	4,313.55	5,983.55	67,500.50
Balance in Account	(7,288.54)	(12,202.08)	(17,165.62)	(22,954.16)	(27,717.70)	(32,381.24)	(39,219.78)	(46,001.32)	(51,414.86)	(57,203.40)	(61,516.95)	(67,500.50)	

Estimated / predicted costs for 2023-24