



# Broadstairs & St Peter's Town Council

## COMMUNITY ASSETS COMMITTEE MINUTES

**Monday 20 November 2023 at 6pm in the Council Chamber, Pierremont Hall**

Present: Cllrs J Bright, K Bright (Chairman), M Garner & A Munns, (G Rusiecki from 6.50pm)

Town Clerk: Kirsty Holroyd

Facilities Manager: David Bassett

### **111. APOLOGIES FOR ABSENCE**

Apologies with reason were offered and accepted from Cllrs. C Kemp and C Leys.

### **112. DECLARATIONS OF INTEREST**

None

### **113. MINUTES**

Members received the minutes of the meeting held on Monday 18 September 2023.

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

### **114. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

Minute 103ii). The Facilities Manager had compiled a spreadsheet detailing the work of the Operations Officer and calculating the amount of money he has saved the tax payer by carrying out work around the Council's two sites. The spreadsheet is not yet complete, but already this figure has been quantified as £45,220.

The Facilities Manager was asked to continue to track and quantify this work.

Min 108. The remedial works at Albion Street car park have now been carried out and the Town Council has paid £4500 towards the works as agreed.

*With members agreement the Chairman moved item 7 up the agenda*

### **115. PROBE SECURITY**

i) Members received information about the security of Pierremont Hall and Retort House. The Director of Probe Security was in attendance and was able to answer councillors' questions to their satisfaction.

ii) Members received a draft Service Level Agreement and considered whether it is fit for purpose.

**RESOLVED: That the draft document is fit for purpose and can be modified into an SLA for signing by all parties.**

iii) Members received information about seasonal beach patrols.

**RESOLVED: That a meeting be set up with all key stakeholders in the early spring to ensure a co-ordinated approach to seasonal disturbances and**

**ASB next summer.**

**116. PIERREMONT HALL**

i) Members received and considered a report from the Facilities Manager including a quote to strengthen the bannister in Pierremont Hall.

*6.50pm Cllr G Rusiecki entered the meeting.*

**RESOLVED: That A&G Structures Ltd be requested to manufacture, supply and install decorative metal newels to the staircase as recommended in the risk assessment undertaken by SAMS at a cost of £2470 plus VAT.**

ii) Members received and considered the risk assessment which advises the urgent work.

**RESOLVED: That no works should be undertaken at either of the Town Council's sites without the Facilities Manager's approval once he has checked RAMS and PLI.**

iii) Members received information about a water leak on land adjacent to the Town Council's own. The Facilities Manager has met with Business Stream, Southern Water and senior surveyors at TDC and the leak has been isolated. The Facilities Manager was commended on his work to rectify this complicated situation.

**RESOLVED: Remedial works to split the water supply will be shared, but the bill arising from the leak must be paid by the landowner on whose land the leak occurred.**

**117. FIRE RISK ASSESSMENTS**

Members received the reports and noted the advice and recommendations given. Members were reminded of their obligations under the Fire safety (2005) Act.

- i) Pierremont Hall: works are constantly underway to ensure fire safety is held as a top priority, as is recognized in the reports. Phase III works will continue the improvements.
- ii) Music Room – one recommendation to upgrade the electrical inlet cupboard with 30-minute FR boarding and smoke seals on the doors was made and this work has been booked for February.
- iii) The Cottage – one recommendation to install a smoke detector in the understairs cupboard was made and work has already been carried out.
- iv) Retort House - the recommendations to at Retort House have been undertaken. Members were concerned to hear a copy of the tenant's fire risk assessment has not been supplied to the Council as landlord.

**RESOLVED: that this document along with a copy of the PLI be requested immediately.**

**118. TOWN HERITAGE**

Members received a list of items which do not belong to the Town Council and considered where to store or display them.

The Town Clerk reported that all items belonging to other organisations had now been collected except for those belonging to the Twinning Association.

**RESOLVED: That Cllr Rusiecki will contact the Association and ask them to collect their items. There is a possibility the Town Council will be able to house them again once phase III basement refurbishment is complete.**

#### **119. VIKING SUITE PROGRESS**

i) Members received an update on the lease from the Facilities Manager. The draft lease has finally been received from the solicitor but is faulty and needs further attention.

**RESOLVED: That the solicitor be given one final chance to rectify the situation and then another firm be sought.**

ii) Members considered the tenant's request for a tenancy at will.

**RESOLVED: That although the Town Council regrets the delay in commencing the tenancy due to factors beyond its control, a full and proper lease must be in place.**

iii) Members considered the sale of the Council's furnishings prior to the tenant taking occupancy. This item was not discussed since the furniture may now be needed in the Music Room.

#### **120. MUSIC ROOM**

i) Members received an update from the proposed new tenant. The Town Clerk reported that the tenant considered and approved for the tenancy is now unable to take up the opportunity.

ii) Members discussed potential other uses.

**RESOLVED: that the Town Council market the property and see if it can be let as exhibition space or an office.**

#### **121. VICTORIA GARDENS**

i) Members received a copy of the draft licence and site plan from TDC . The Town Clerk reported that this was as a result of the Council's decision in September to request a licence to operate in the gardens.

**RESOLVED: That the draft and site plan be noted.**

ii) Members considered some additional clauses and discussed any amendments. The Town Clerk suggested several amendments and additions to the draft.

**RESOLVED:**

**a) That members agree with the proposed amendments and have nothing further to add.**

**b) The Town Clerk to return the draft and keep Council updated with TDC's responses.**

iii) Members discussed next steps.

a. Insurance considerations. The Town Clerk reported that the Council's insurer had confirmed any works at Victoria Gardens would be covered under the existing policy "provided that [we] are identifying potential risks and controlling them where possible via reasonable precautions..."

**RESOLVED: Members agreed to note.**

b. Hazard Identification: In order to satisfy the insurance requirements, the Town Clerk had compiled a list of potential risks under the headings financial, operational, legal and reputational which would need to be addressed.

**RESOLVED:**

**i) Councillors noted the report and had no further items to add.**

**ii) That the Town Clerk will now work these concerns into a risk assessment document for Council's consideration.**

c. Implementing initial set up. Members considered all the elements which the Town Clerk has brought together and considered how best to move to the implementation stage.

**RESOLVED: That a working group be established consisting of any interested councillors and members of the community to discuss practical details and safe effective implementation.**

**RECOMMENDATION: That some underspend be vired from the Beach Security cost code to pay for an adviser to be employed to assist the launch of the project. Position to be part time and temporary, until March 31 2024 when new budget will be approved for permanent gardeners to be appointed.**

**122. PIERREMONT HALL & RETORT HOUSE: COMMERCIAL & COMMUNITY USE**

i) Members received the spreadsheet detailing unpaid Council use. The Town Clerk explained that the Council is not charged for its own use of the Mayor's Parlour, the Council Chamber and Retort House, but that if it did the invoice would be £13,291 year to date. This figure is important in understanding how to balance the need for community and commercial uses of our sites.

**RESOLVED: Members agreed to note.**

ii) Members received a report from the Events and Bookings Manager which explains why Retort house is currently underused. It was only ready to open in December 2022 and has not been well marketed due to other constraints on officers' time. Nonetheless, bookings by sports groups are increasing and are offered at a very competitive rate.

**RESOLVED: Members agreed to note.**

iii) Members received and approved the annual maintenance schedules 2024-25.

**RESOLVED:**

**i) That the annual costs to Westgate Security for servicing of intruder alarms, CCTV, fire alarms, emergency lights and intercom be approved at a cost of £1646 plus vat for Pierremont Hall and £840 plus vat for Retort House.**

**ii) That the annual costs to Ashford FM for water hygiene testing and analysis be approved at a cost of ££1091 plus vat for Retort House, £793 plus vat for The Cottage, ££853 plus vat for the Music Room and £881 plus vat for Pierremont Hall.**

The Town Clerk used these reports to illustrate the cost of running the two sites and

the importance of commercial bookings in balancing the books. Councillors appreciate these costs but also want the sites to be much more available to the public.

**RESOLVED: That this item must be considered in much more detail at the next meeting.**

iv) Members received information about the electricity supply at Retort House. The original change over from the old meter to the new had not been completed correctly and therefore the usage data has not been transmitted. The Council has not been billed for electricity usage over the last year, merely standing charge. This issue was identified in April but has taken much longer than expected for Scottish Hydro to retrieve the historic data. Whereas they had suggested ceasing payment whilst it was sorted out, they now advise resuming payment for standing charge at least. The bill for usage will follow in due course and will need to be split with the tenant.

**RESOLVED: Members agreed to note.**

### **123. COUNCIL VAN**

Members received information about the Council's van and considered its replacement with an electric model. The Operations officer had identified a suitable vehicle in immaculate condition but members were concerned about the age and therefore battery replacement in 18-24 months' time.

**RESOLVED: That councillors support the replacement of the Council's diesel vehicle with an electric model but it must be newer.**

***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.***

### **124. TENANTS' ISSUES**

The Town Clerk issued each member with details of each tenant's payment history and noted that two were fully up to date with all payments whilst the remaining four were in arrears, two of them seriously. A recent meeting with one had not produced any payment and was therefore jeopardising any notion of a new lease.

**RESOLVED: Members agreed to note.**

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

### **125. DATE OF NEXT MEETING**

**Monday 22 January 2024 at 6pm in the Council Chamber, Pierremont Hall**

Meeting closed at 9pm

Signed \_\_\_\_\_

Date \_\_\_\_\_